



STAFF REPORT

DATE:

July 16, 2021

TITLE:

Long-Range Planning Committee (LRPC) Charter and Trails and Open Space (TOS) Committee Charter

RECOMMENDATION:

By Motion:

- 1) Adopt the new Long-Range Planning Committee Charter (LRPC replacing the existing General Plan Committee ((GPC)) Charter) and;
- 2) Adopt the Trails and Open Space (TOS) Charter as a new standing Committee of the Association.

BACKGROUND:

Long-Range Planning Committee (LRPC)

The LRPC Charter will replace the General Plan Committee (GPC) Charter. The last GPC Charter was adopted by the Board on January 31, 2020. One of the Objectives in the newly adopted Strategic Plan, implemented January 22, 2021, under Goal 3.3 Objective C, is that Committee Charters are updated as appropriate to best meet the ongoing need of the Association and the Board. A strategic initiative in the General Manager (GM) 2021 Workplan is to revise the GPC Charter to meet the Strategic Plan objectives by working jointly with the GM, Staff Directors and Committee Chairs.

Trails and Open Space (TOS) Committee

As directed by the Board, over the last several months, Staff has been working with the GPC's TOS Subcommittee to develop a TOS Committee Charter. A draft of the Charter's purpose statement was presented to the Board for comment on May 26, 2020.

It is important to note that the TOS Subcommittee was initially formed with the directive to assist and advise Staff with the development of an updated Trails Master Plan for the Association. Though the project has been delayed several years, it is now prioritized in the Annual Workplan with work expected to begin imminently so that the plan may be completed in 2022. The TOS Subcommittee has already done a great deal of research and preparatory work on this project. By forming this new Committee and by ensuring continuity between the Subcommittee and the new Committee, Staff believes work on the new Trails and Open Space Master Plan will be expedited.

ANALYSIS:

Long-Range Planning Committee

Over the past several months, Staff has been working with current and past GPC Members, the current GPC Chair, General Manager and Board to collaboratively develop a replacement of the GPC Charter to meet the ongoing needs of the Association and the Board.

Staff has brought the GPC Charter discussion to the Board on March 26, 2021, April 23, 2021, and May 28, 2021, to get direction and feedback. At the May 28 Board meeting, the purpose statement of the new Charter





was brought forward and agreed upon by the Board. In addition, at the May 28 meeting, it was discussed by the Board Chair that the name of the new Charter should be changed to the Long-Range Planning Committee.

The LRPC's purpose is to serve the Board and Staff as a source of advice, feedback, assistance and expertise in all matters pertaining to the Association's long-range planning. The Committee will operate in collaboration with the Board, Staff, Committees and other bodies and agencies.

Key changes between the GPC and LRPC Charters are:

- Change name from General Plan Committee to Long-Range Plan Committee. This will allow for better representation of the Committee's involvement in a wider range of long-range planning documents.
- Steer Committee focus from specific Capital Projects to long-range planning objectives.
- Completely change Association Charter language and format by utilizing Resolution 2021-5 for all common Association-wide Charter policies. The "Committee Administration" items that will no longer be included in the specific Charters include:
 - Committee personnel
 - Committee appointment
 - Subcommittees
 - Committee operation
 - Rules of order
 - Principles of conduct
 - Committee calendar

Trails and Open Space Committee

In recent years, the TOS Subcommittee assisted and advised Staff related to long-term and project planning as well as provided advice and feedback on potential policy and rule changes. Because this assistance and advice has proven valuable to Staff, it is recommended the new Committee be formed so that this work may continue.

By forming the new TOS Committee under its own Charter, the new Committee will be able to work with Staff and other bodies to organize and support stewardship efforts to enhance Tahoe Donner's trails community. This includes assisting with Staff's existing Trails Ambassador Program and other miscellaneous programs. As proposed, the Committee will have two purposes:

1. **Advisory:** Serve the Board and Staff as a source of advice, feedback, assistance and expertise in all matters pertaining to land management, open space and the trail system.
2. **Stewardship:** Work collaboratively with Staff, Clubs, trail users and other bodies and agencies to build, promote and ensure the long-term, active, effective and sustainable stewardship of the natural, physical, cultural and community resources associated with Tahoe Donner's trail system and open spaces.

Appointments to Committees

All potential Committee Members will need to apply through the Association's normal process at tahoedonner.com/active-committees. This includes filling out an application and providing a short biography or resume.





- Due to the fact the LRPC Charter deviates from the GPC Charter, any Member to the LRPC should be appointed by the Board. There are currently two Members on the GPC whose term will not expire until January of 2022 if the GPC were to stay in place (Rob McCray and Rob Kautz). If the Board were to adopt the proposed LRPC Charter, potential Committee Members will go through the existing Committee application process, which includes submitting an application and biography or resume to the Assistant to the General Manager, Clerk to the Board (AGMCB). This information can be found online at tahoedonner.com/active-committees. The Board could elect to bypass the application process for the two active GPC Members and simply appoint them. This could allow for some continuity as the new LRPC begins their work.

Appointment of the initial TOS Committee roster will proceed according to the following process:

Immediately following the Charter's approval, a call for TOS applications will be conducted and remain open for 14 calendar days. Within 25 days of the Charter's approval, the Subcommittee will review all applications and provide appointment recommendations to the Board.

Upon Board appointment of the initial TOS roster, the Subcommittee will dissolve. Members of the Subcommittee who are not appointed to the TOS will be invited to join the TOS's Emeritus Subcommittee.

OUTREACH:

N/A

FISCAL IMPACT:

There is no direct fiscal impact at this time other than the time Staff will commit to any current or new Committee.

ALTERNATIVE RECOMMENDATION

1. Keep using the existing adopted 2020 Charter.
2. Dismiss the GPC as a standing Committee of the Association without a replacement Charter.

ATTACHMENTS:

- **2021 Long-Range Planning Committee Charter**
- **Trails and Open Space Committee Charter**

Prepared by: Jon Mitchell, Capital Projects Director

Reviewed by: David Mickaelian, General Manager

General Manager Approval:

Date:

