



STAFF REPORT

December 1, 2021

TITLE: Advisory Questionnaire

RECOMMENDATION:

The Board is to discuss placing an Advisory Questionnaire regarding the Downhill Lodge Replacement project. The Board will also discuss how the questionnaire is to be administered, with a focus on controls to ensure integrity.

BACKGROUND:

As described in the Tahoe Donner Association (TDA) By-Laws, Article VIII, Section 4.(a) the Board President may call a special meeting at any time. In this case Board President Koenes has called a special meeting for the purpose of deciding if it is appropriate to prepare an “Advisory Questionnaire” related to the Downhill Lodge Replacement project for TDA membership.

ANALYSIS:

The Downhill Lodge Replacement project has moved to the 30% design phase. This means the layout – including size and potential cost are now coming into focus. This is an appropriate time to check in with TDA membership to determine if the Board is moving in the right direction regarding this project. This approach does not limit or withhold the Board’s Fiduciary Responsibility, but rather allows the membership to weigh in on the process and what has been presented to date. There has been discussion regarding having an Advisory Questionnaire provided to membership. A process to consider could be to provide each parcel one questionnaire. This process and potential feedback would allow the Board to determine if TDA membership finds the current process to be satisfactory.

A concept to be discussed with the Board could be as follows:

1. Questionnaire Process
 - a. One questionnaire provided to each separate interest (i.e., one response per property)
 - b. Only one response accepted per separate interest (i.e., one per property)
 - c. Responses shall be anonymous
 - i. Double-envelope system used for paper responses
 - ii. Security key to allow online responses
2. The questionnaire will be accompanied by a project information packet which shall describe the project and include the following factual explanations:
 - a. Why the project is being pursued
 - b. Description of the building conceptual design
 - c. How the proposed design came to be

The sole purpose of such information will be to ensure the membership has sufficient background information to deliver informed responses and advice to the board.

3. No advocacy for or against the project, or any element of the project will be included in the project information packet. This is to ensure the integrity of the responses given.
4. A firm specializing in questionnaire design and/or advisory initiatives, could be engaged. This is to ensure the questionnaire and accompanying information packet are without bias and fairly administered.



Draft Advisory Questionnaire (Provided by Board President Koenes)

Below is a “strawman” advisory questionnaire intended to facilitate discussion on this item.

The Board of Directors is soliciting advice from each property within Tahoe Donner Association. To ensure input is reflective of the owners of record for properties within Tahoe Donner, and the information is helpful to the board in making its decisions:

- ONE questionnaire per property is allowed
- Your input is ANONYMOUS
- A response from EVERY HOUSEHOLD is vital
- READ the enclosed project description before providing your input

Questions:

1. Shall the Tahoe Donner Board of Directors exercise its authority to complete the design development process, obtain construction documents, secure permitting and hire a contractor with the goal of beginning construction of the proposed replacement ski lodge in the Spring of 2023?
 - Yes, proceed as described
 - No, do not proceed as described
 - No opinion / not sure
 - I defer to the Board to act in the best interest of the association

2. If you indicated “No” to Question 1, please share your thoughts with the Board on what should be done differently:

3. Please provide any feedback you may have on the building design as described in this packet:

Next Steps

If the Board is interested in pursuing the Advisory Questionnaire, it is recommended staff have time to gather additional information as may be directed by Board consensus.

OUTREACH:

To be determined by Board discussion and direction.

FISCAL IMPACT:

Undetermined at this time.



Prepared by: David Michaelian, 11/27/2021

Reviewed by:

General Manager Approval to Place on the Agenda: _____