

TAHOE DONNER LRPC AUGUST MEETING NOTES

Meeting Date: August 11, 2022

Location: The Mezzanine Room at the Northwoods Clubhouse and Zoom

Committee Members:

Joe Balan	Jim Beckmeyer (Chair)	Denise Gauny (Minutes)
Jackie Ginley	Laura Lindgren	Rob McCray
Jerry Meek (Vice Chair)	Dan Simmons	Ward Sproat
Michael Sullivan	Mike Vivas	Keith Williams
Jon Mitchell (Staff)		

Liaisons: Julie Vietor (FC), Julie Thorton (TOS), Don Koenes (TDA BOD)

Guests: John Dundas (FC Chair)

1. Call to order & acknowledge/welcome member guests (Jim)
 - a. The Chair called the meeting to order at 2:03pm. All Committee members except Joe Balan, Ward Sproat, and Jackie Ginley (who arrived later in the meeting) were present. The Chair introduced Julie Thorton as the appointed Liaison from the TOS committee. The Chair recognized member guest, John Dundas.
2. Action - Motion to approve last meeting minutes (Denise)
 - a. Michael S. motioned to approve, Dan S. second, no discussion. Motion passed 10-0 (3 members not present).
3. Discussion – Walk through agenda (Jim)
 - a. Agenda item added to have Laura L. give a report from the TOS (see Item 11, below). No other changes were recommended.
4. Discussion – LRPC TD Tour Observations (Jon/Attendees)
 - a. About ½ of the LRPC attended a field trip on Friday, July 29th to visit most of the facilities within the TDA property. All were impressed with the extensiveness/expansiveness of the Operations at TDA.
 - b. Keith W. asked how a facility manager would get their facility “prioritized” on one of the project lists. Jon M. stated that Staff is in constant contact with facility managers, including needs analysis and weekly meetings.
 - c. There was a question if the TDA ASO (Architectural Standards Office) has ever done a formal review of the facilities to ensure they meet TDA Standards. Don K. explained that per HOA governing documents, the facilities are specifically exempt. However, every effort is made to meet and match (or exceed) homeowner standards. Jon M. mentioned the recently installed landscaping at Trout Creek, which meets all current homeowner landscaping standards.
 - d. Laura L. commented that the Northwoods Clubhouse seemed to really lack office space and that making it more inviting to new homeowners would be a good upgrade.

- e. Rob M. said that the Glacier Way parking area is a sensitive topic and there should be more conversation around that area before project decisions are made.
 - f. All who attended the field trip agreed that the activity was a good use of their time. Thank you, Jon M. for leading the tour.
5. Discussion – Current State Sub Committee update, next steps (Dan)
- a. Dan S. advised that another draft of the Current State Report is circulating within the subcommittee. The subcommittee is hoping to have the “final draft” to the full committee by the end of August. Dan S. said he was lacking a few data points he needs from Staff and then the report is ready. Jon M. stated that due to Staffing shortages, they are a little behind in getting the information he is seeking but they should have the details in the next few days. Jackie G. said she could help with getting developed lot information if need be.
 - b. Mike V. asked where the IT Infrastructure component was within the Current State Report; seems that was missed. Dan S. will add, and the committee will document.
 - c. It was discussed that Staff should likely review the Current State Report before it goes to the Board for approval. All agreed that would be a good step and Jim B. will add this to our 2022 Work Plan.
 - d. It was also discussed that the go forward process for finalizing the Current State Report should be: Current State subcommittee completes to their “final draft.” The Report is reviewed and approved by the full Committee. The Report is then reviewed and approved by Staff. This Staff step could take a good amount of time due to bandwidth. The final step is a review and approval of the Report from the TDA BOD. More discussion will take place.
6. Discussion – Future State Sub Committee Roadmap review, next steps (Jerry)
- a. Jerry M. thanked the subcommittee for all their hard work in getting their roadmap document to where it is today. He also clarified that the subcommittee is solely focused on the future state process and not to define the future state, which is the Charter of the full LRPC.
 - b. Jerry M. reviewed the Roadmap Document.
 - i. Step 1: Current State subcommittee finishes their report, and it is reviewed with several other Association documents. There was discussion on how to organize the details of what is being done in this step. The subcommittee chairs and Jim B. will discuss how to or if it should be reorganized. All LRPC members should be well versed on the Current State Report before moving to Step 2 of this process.
 - ii. Step 2: There was a very robust discussion around engaging a 3rd Party to facilitate the brainstorming / workshop portion of this step. This support requires funding from the Association. The TDA Budget process is beginning soon so we should get an SOW together and start market analysis to determine qualified candidates. Don K. advised that the TOS

committee just went through a similar experience, and we should look to them as a model for how to proceed with our facilitation needs.

- iii. Step 3: Member engagement will begin at this point. There were several suggested activities for extensive member engagement.
- iv. Step 4: It was discussed that some of the items in this step should likely be included in Step 2. The discussion went back to the need for full committee “brainstorming” session(s), with a facilitator. Most agreed this would be a very important step and one that will likely take more than just a couple of hours.
- v. Throughout the entire process, check-ins with Staff and the BOD will be incorporated.

7. Discussion – Roadmap Step 1 Timing (end to end) (Jim)

- a. Jim B. shared a draft document he put together that outlines our major activities for the remainder of 2022. Most agreed with the steps and Jim B. Will refine the document and distribute.
- b. Jim B. wants to get started sooner than later with the 2023 workplan so we can get more clarity around the needs for 3rd Party support and budgetary impacts. He is looking for volunteers to help. Jon M. clarified that per TDA Resolution, Committee Work Plans are reviewed in November and approved in December, but there is no reason we shouldn’t get started now on the 2023 workplan.

8. Discussion – Third Party Support for Steps 2 & 3 (Jim)

- a. This was discussed at length in Agenda item 6b, ii & iv (above).

9. Discussion – Charter Annual Advice and Feedback Items; What & When? (Jon)

- a. Jon M. reviewed the 20-Year Capitol Project Process and related documents. These documents are Board approved on an annual basis and are only modified during the Budget process, which is beginning now. The process (in layman’s terms) is as follows:
 - i. Projects get on the 20/15-Year list based on a variety of factors.
 - ii. Those that make that list are reviewed annually and prioritized.
 - iii. Based on another set of factors, projects from the 20/15-Year list are prioritized onto the 5-Year plan and monies from the various Association Funds are projected to support the project.
 - iv. The 5-Year Project List is reviewed annually, and decisions are made around the exact timing and funding of the project.
 - v. Those projects that make the “Projects in Process” list are reviewed as part of the annual Board Budget process.
- b. The committee needs to get together soon to review the 20- and 5-Year plans that will be reviewed during this upcoming Budget cycle. The committee will meet on September 15th @10am via Zoom and Jon M. will schedule. This action fulfills the LRPC’s charter requirement of involvement within the annual budgetary process.

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10. Discussion – LRPC related Board update (Don)
 - a. Don K. advised that his update was chiefly around the upcoming Budget cycle and his update was already covered in the various, previous discussions.

11. Discussion – TOS Liaison Update (Laura)
 - a. Laura L. advised that the TOS has a final draft of their Master Plan that is an internal document at this time.

12. Discussion – old action items, new action items (Denise)
 - a. Due to time constraints, we were unable to discuss. Denise G. will review and update the Action Items List and distribute to the committee.

13. Member guest Comments (Jim)
 - a. There were no member guest comments.

14. Adjournment of Meeting
 - a. It was determined that our next full committee meeting on September 8th will only be held via Zoom.
 - b. The Chair adjourned the meeting at 4:24pm.

Actions and Activities List

No	Description	Responsibility	Status	Completion Date
1	Field trip to visit TD infrastructure.	Jon	Complete: field trip happened on 7/29	7/29/22
2	Create a user guide that explains the relationships between the Replace/Refurbish Program List, the Reserve Replacement Project List, the 5 Year Plan, and the 20 Year Plan.	Jon M. and the Finance Committee	Still working on this; targeting August	
3	Add an agenda item to review the CFP, Capitol Projects and the related processes to our July meeting and Jon M. will provide the current process documents	Jim B. & Jon M.	Complete: discussed during Aug. meeting	8/11/22

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4	Finalize Current State Report	Dan S./ Current State Subcommittee	Targeting August completion; add IT Infrastructure	
5	Finalize proposed Future State process roadmap	Jerry M./ Future State Subcommittee	Updated version presented to the LRPC at the August mtg.; more refinements will be discussed at the next subcommittee meeting	
6	Discuss / review the Strategic Plan at the August LRPC mtg.	Jon		
7	Member Communication and education next steps with Lindsay at Aug. mtg	Lindsay/Jim	Moved to Sept.	
8	Refine 2022 workplan and add step for Staff review of Current State report	Jim B.		
9	Schedule meeting to review 20- and 5-Year Plans being reviewed during this year's Budget cycle	Jon M.	Schedule Zoom meeting on 9/15 @10am.	
10	Change September full Committee Meeting (on 9/8) to Zoom only	Jon M.		