

Tahoe Donner Long Range Planning Committee January Meeting Agenda

Meeting Date: February 9, 2023

2:00-5:00 PM

Location: All meetings will be held in the Mezzanine Room at the Clubhouse, with a zoom option.

Committee Members:

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

Liaisons: Julie Vietor (Finance), Julie Thornton (TOS), Don Koenes (Board)

Agenda: (* designates attachment to agenda publication)

1. Call to order & acknowledge / welcome member guests
2. Approve Minutes of the January 9, 2023 special meeting.*
Approve Minutes of the January 12, regular meeting.*
3. Approve the Agenda
4. **Reports:**
 - Chair Report
 - Vice Chair Report
 - Board Liaison—Don Koenes
5. **Experience of the Trails and Open Space Committee**—Benjamin Levine
6. **Northwoods Campus Future State Case Study**—Board Special Task #1.
 - a. Staff Presentation on the Northwoods Campus—Jon Mitchell
 - b. Committee Whiteboard: Services and Needs of the Northwoods Campus
When I walk into the Northwoods campus, this is what I see.
Joe Balan Moderator
7. **Committee Liaison Comments**
8. **Guest Comments**
9. Action items review
10. **Adjourn**

ATTACHMENTS

Meeting Date: January 09, 2023

Location: The Mezzanine Room at the Northwoods Clubhouse and Zoom

Committee Members:

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

Liaisons: Julie Vietor, Julie Thornton, Don Koenes

Guests: David Mickaelian (TDA GM)

1. Call to order & acknowledge / welcome member guests (Jerry)
 - a. The Acting Chair called the meeting to order at 3:01pm. All committee members except Mike V. and Beth W. were present. Liaisons Julie V. and Julie T. were not present. Guest David M. was recognized.
2. Introduction of our newest LRPC member Beth Wang
 - a. Beth was unable to attend so this agenda item was not covered.
3. 2023 Board's expectations of the LRPC (Don)
 - a. Don K. walked the Annual Task List Background + Overview presentation that was reviewed during the Dec. 16 Board meeting. Per the Policy Resolution 2021-5, committee tasks are to be consistent with the Association's 5-year plan. There should be no committee action without Board approval to keep association resources aligned and focused. We need to ensure that committees do not direct staff. If committees need staff resources, the Committee Chair and Staff Liaison should collaborate to define the need. If the need is aligned with a Board approved task, the Staff Liaison will work with the GM to resource the activity.
 - b. Don K. reviewed how committee Task Lists are formulated:
 - i. The 5-year strategic plan is reviewed for the upcoming year.
 - ii. From that review, the Annual TDA Work Plan and associated Budget are developed.
 - iii. From the Work Plan and Budget, committee Task Plans are developed.
 - iv. Task Lists for each of the various committees are aligned with the individual committee charter purpose statement, which mostly defines committees' reoccurring tasks.
 - c. Don K. pointed out that with all committee charters, an overriding principle is that committees serve the Board and the Staff and are here to provide the

member input on a particular topic and/or project. For a specific 2023 task, the Board is looking for this committee to help facilitate a broad range of member input into the Northwoods Campus/Complex in preparation for the 2024 project initiation.

- d. The question was asked about the concept of committees “not directing staff” and if it seemed that the LRPC might be doing so. David M. clarified that on occasion it seemed that the LRPC thought Staff was doing work that they were not, like gathering data. Several members asked to clarify if asking for information was in scope. David M. said yes, asking to get information already in-hand is appropriate but asking Staff to create information, without GM and Board agreement that it is necessary to achieve an assigned task, is not appropriate. All agreed they understood the difference.
 - e. There were several comments about whether Staff will be available for us in the coming year, given that the current Task List contains a task to provide an in-depth analysis of every amenity in Tahoe Donner and we don’t see how we can accomplish this without a heavy Staff involvement. David M. clarified that whatever Task List the Board approves, the GM will ensure appropriate Staff to support.
4. Review 2023 Task List based on Board direction from the December Board mtg: Discuss current task list, discuss additional items of interest for Board consideration (note: any additional items need to be approved by the board), and discuss next steps. (Jerry)
- a. Jon M. walked thru the Task List that was reviewed by the Board on 12/16 and updated based on the feedback received.
 - i. Based on some Staff discussions, the Reoccurring Tasks, which are defined by the Committee Charter, may be removed from all Committee Task Lists as they seem to be redundant.
 - ii. The first Task on our list is to enhance the Current State Report with a qualitative and quantitatively analysis of each TD amenity. Staff and the Board feel the work done on the Current State Report is important and finishing it with these elements will make it an invaluable resource for the Northwoods Campus project and future amenity projects.
 - iii. The second Task is to support Staff with the Northwoods Campus project, including a focus on potential future offerings and other TDA offerings that impact the campus.
 - b. Jerry M. asked if this committee is in support of the Task List as it is presented, and the answer was no. All committee members present offered input. There were concerns about the first task of conducting an in-depth analysis of all amenities and the time and effort that task alone would take. A few members of this committee surfaced a support of putting forth a document developed by Dan S. as our recommended 2023 Task List. Members in support of that felt that Dan’s document more clearly defines the scope of work for 2023. Dan motioned and Rob seconded that we adopt his Task List instead of the one currently being vetted.

- c. David M. clarified that the Task List being reviewed is the direction that the Board provided in their 12/16 meeting as the tasks they want us to engage in.
- d. There was some discussion that besides item D on the list Dan has proposed, the two lists contain most of the same items, they are mostly just worded and ordered differently. Item D is around developing a Long-Range plan. Some committee members feel that the Board does not want us to engage in Long Range planning so we can remove that item. Jon M. clarified that this is not correct. The concern is that given the amount of immediate work to be done, will this committee also have time to work on longer range planning in the coming year. Further, the future state work, which was in the Task List presented on 12/16, was removed per Board direction. David M. added that his job is the help our committee and his Staff be successful and ensure he has the resources available to support the direction from the Board. Some members express that not being able to work on Long Range planning is discouraging, since that is the main reason they joined this committee. Don K. added that the Board does want a long-range plan but starting with the Northwoods Campus as a prototype for a process for developing future plans.
- e. Dan S. revised the motion proposed earlier to add language “as time permits” and to remove the first sentence in item D; Rob M. second.
- f. Jon M. added that he thinks the Board does not want to lose sight of the Current State Report and wants the committee to progress that document so that task should remain. Some committee members want to approve the Current State Report, as is, and “move on.” Others believe it should continue to be a living document and we can add content, such as the detailed analysis of the Northwoods Campus, as amenities and services (as projects) are presented. Jon M. also stated that he would be happy to add some language from Dan’s document to the proposed Task List, if that would help.
- g. Jerry M. asked for a vote on the amended motion. David M. cited a Point of Order, based on Roberts Rules, that nothing in the agenda contemplates a vote of any kind so the appropriate action is to come to consensus on a recommendation to the Board. An alternative document has been presented and the committee wants a vote. A vote was taken on the following revised task list:

Resolve that we adopt the following Task List for 2023 with the items to be undertaken as time permits:

- a. Northwoods Campus.

Following the Board direction the LRPC will undertake a member oriented focus on planning for the Northwoods campus. Committee review needs to include an in -depth look at the deficiencies of the current work space, use of amenities at the campus, member use of the building for collective activity, development of recreational swimming, use of pizza on the hill, the tennis center, plus consider activities that should be consolidated from Trout Creek. What is the future state vision for the Northwoods campus.

The Committee anticipates a detailed presentation on the state of Northwoods and proposed plans for our February meeting. At some point the committee will arrange for a way to provide member input at an appropriate time.

b. Deficiencies and future capital development of the other amenities and facilities.
As has been suggested by Board and Staff, the committee will undertake an in-depth look at each amenity led by staff responsible for the amenity. The end product might be an analysis of the current state of the amenity and facility and an analysis of future capital investment. This is undoubtedly a multi-year undertaking, which is separate from the current state document approved by the Committee in October.

c. Five- and Twenty-Year Capital Plans.
June and July meetings should be devoted to an analysis of the capital plans in time for a committee resolution regarding our views on the various proposals for communication to the Board as the Board and Finance Committee in the process of develop the following year budget.

d. Future State Work.
The Committee has done significant work towards a vision for the future state of Tahoe Donner, and many on the Committee believe developing a long-term vision is important to guide our work. The future state subcommittee should continue its work. The subcommittee should take the “post-its” collection, the raw data from the suggestions in the list-of-fives exercise, the list-of-fives memo approved by the Committee, and perhaps guided by the committee overview of Tahoe Donner pending before the committee (or its most recent version), and produce a draft paper for Committee review on what the future state might look like. The Committee might then convene some sort of community outreach to gather input in accord with the road map.

- Yes – 4 (Laura Lindgren, Dan Simmons, Rob McCray, Jackie Ginley)
 - No – 2 (Joe Balan, Keith Williams)
 - Abstain – 4 (Denise Gauny, Ward Sproat, Jerry Meek, Michael Sullivan)
 - Beth Wang and Mike Vivas not present.
- h. Motion failed, 4 – 6. Don Koenes stated that the abstentions count as no votes so the motion failed. No Committee members objected.
- i. Staff will present the information from this meeting to the Board as informational and possibly as a slide into the Board presentation.

Meeting adjourned at 4:35pm

Meeting Date: January 12, 2023

Location: The Mezzanine Room at the Northwoods Clubhouse and Zoom

Committee Members:

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

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

Guests:

1. Call to order & acknowledge / welcome member guests (Jerry)
 - a. Acting Chair called the meeting to order at 2:03pm. All committee members except Mike Vivas, Ward Sproat, Joe Balan, and Beth Wang were present. Peter Sawyer present for liaison, Julie Thornton. Liaisons Julie Vietor and Don Koenes were present. No member guests were recognized.
2. Action – Select 2023 Chair/Vice Chair (Jerry/Jon)
 - a. Jerry M. reviewed the process we will follow for electing a Chair and Vice Chair. The names of committee members interested/nominated will be submitted to Patty West this week. Patty W. will send the names of the people nominated today to the committee, with a note that if there are any other interested committee members, let her know and they will be included in the ballot. An anonymous vote will be conducted via email next week. Elected chair names will be provided to the committee and the Board by Friday, Jan. 20th.
 - b. Jon M. called for any nominations today. Laura L. nominated Dan S. for Chair; Dan S. accepted the nomination. Jerry M. nominated Michael S. for Chair; Michael S. accepted. Michael S. nominated Jerry M. to continue as Vice Chair; Jerry M. accepted. Rob M. asked if Laura L. would consider a nomination for Vice Chair; Laura L. said she would think about it and if interested, she will let Patty W. know. Jon M. asked Denise G. if she would continue taking meeting minutes. Denise G. asked if anyone else was interested. No one came forth and the committee asked that Denise G. continue with minutes; Denise G. agreed.
3. Action – Confirm 2023 Meeting Day and Time (Jon)
 - a. Jon M. asked if the current day and time of committee meetings (the second Thursday of the month, from 2 – 4pm) should continue or change. Rob M. stated that he has a new quarterly conflict. No other conflicts were noted. Committee agreed to maintain current day and time. Rob M. said he would manage his conflict to the best of his ability.
4. Action – Approve December Meeting Notes (Denise G.)

- a. Denise G. asked if there were any comments on the final meeting notes. None were noted. Denise G. motioned to approve, Dan S. second. All approved; motion passes 9 – 0 (Joe B., Mike V., Ward S., Beth W. not present).
5. Discuss Board adopted task list from 1/11/23 Board meeting (Jerry)
 - a. Jerry M. reviewed the process and outcome of our 2023 Task List. The Board reviewed the originally proposed list and Dan S. proposed list. Director Benjamin Levine also reviewed the tape of our January 9th Special Committee Meeting. From these sources, a revised Task List was presented to the Board on January 11th. The Board unanimously approved the revised Task List, and it is what we are reviewing today.
 - b. The Regular Tasks remained the same and Special Tasks were revised to put most of our focus on supporting Staff with the Northwoods Campus/Complex project, set to begin in 2024.
 6. Begin identifying process to complete 2023 board adopted Task List (Jon)
 - a. Jon M. stated that Regular Task #1 (review the 20-Year Capitol Project List and the 5-Year Capitol Funds Projection) will be addressed in the June/July/August timeframe, to coincide with the annual budget cycle.
 - b. For Regular Task #2 (provide feedback on the building replacement planning project upon requested by the Board) Jon M. stated that he has the Building Replacement List (the one we reviewed last year) and has developed a program that inserts the building replacement value (based on the insured value) into the list, based on the replacement cycle. This exercise will help inform decisions on the financing options, based on what is available in which funds when the monies are needed. When/if the Board requests this committee to be involved in the process, he will let us know.
 - c. Special Task #1 (Northwoods Campus Future State Case Study), Jon M. stated that we should leverage the work done by the TOS on their similar project, the Trails and Open Spaced Master Plan, focusing on their Lessons Learned, and an outline of their process and member outreach efforts. Dan S. suggested that we should start as soon as possible with a scoping session with the Staff member(s) responsible for the Northwoods Campus. It was also suggested that we leverage the notes that Ward S. took during the Campus tour this summer. Denise G. suggested that we start with a “whiteboard session” where we as a committee, write down all the services (and asset) in/at the Northwoods Campus so we all have a shared understanding of everything that happens there. We could then “chunk” the pieces and assign responsibility (or have volunteers) for the different elements of the campus. Jon M. added that there a preliminary Northwoods Campus Master Plan was developed several years ago, and it will be shared with this committee.
 - d. Special Task 2a (Preliminary Facility Study), Jon M. thinks we need to produce a draft outline of what the committee and Staff feel is needed at each amenity. Denise G. suggested that since the Northwoods Campus is the priority, we

should start with that and use that as a template for addressing the rest of the amenities, in the order that we choose. Jon M. stated that the order should be based on first, amenities that “intersect” with the Northwoods Campus. Denise G. added that we should also consider the “end of life” building document to see if there are other amenities that might need to be prioritized as well as the Northwoods “intersections.” Dan S. added that as we progress through the amenity/facility list, we invite the Director of that amenity/facility to a meeting to have them provide their perspective. Member perspectives, including specific “user groups” should also be considered during those meetings. Jackie G. stated that she has made a preliminary summary of our “List of Fives” and our “Affinity Ideas List,” and she is happy to complete and share with the committee. All agreed that would be a good tool. She will complete and send to Jerry M.

- e. Special Task #2b (Update Current State Report 2022 Draft), Jon M. advised that the first step is for this committee to receive Staff comments on the report. The report has already been sent to TDA Staff. A schedule will be set for when comments are to be received from Staff, by the end of next week. Dan S. added that the news of Staff comments is welcome news, however, he would like the change the document title to a “overview document,” have the three or four already identified updates made, bring it to the committee to have them accept the document, and not spend any more time on it. Jon M. stated that per Board direction, we need to continue to progress the report. Staff feels that with some refinements, this is a very valuable tool. It was discovered that the real issue that Dan S. has with the report is that he no longer wants to be the “owner” of the document. All agreed that he does not have to be the owner and we will all contribute and carry to report forward.

- 7. Meeting Action Items (Jerry)
 - a. See Actions and Activities List Below
- 8. Guest comments (Jerry)
 - a. No member guests present.

Meeting adjourned @4:06pm

Actions and Activities List

No	Description	Responsibility	Status	Completion Date
1	Elect and announce committee 2023 Chair and Vice Chair.	Jon M./Patty W.	Election will be held via email and results announced on 1/20/23	

2	Complete and distribute summary of "List of Fives" and "Affinity Ideas List."	Jackie G.	Jackie will send to Jerry when complete	
3	Get Ward S. notes from our summer field trip about the Northwoods Campus.	Denise G.		
4	Invite Director Benjamin L. to our February meeting to provide a TOS presentation.	Don K.		
5	Organize a "whiteboard" session for our February meeting.	Denise G.	Denise will reach out to Joe B. to see if he wants to facilitate	
6	See if we can hold a virtual whiteboard for February meeting for those that cannot attend in person.	Jon M.		
7	Coordinate a Staff presentation/overview of the Northwoods Campus for the February meeting.	Jon M.		
8	Complete the project outline template (used at the Marina Project) and share with the committee.	Jon M.		
9	Draft techniques used in previous community outreach/input projects.	Laura L.		
10	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	Time constraints are placing this item to pending. No Update	
11	Finalize Current State Report	Dan S./ Current State Subcommittee	Complete: this has been added as an ongoing, 2023 task and no longer captured in this list	1/11/23
12	Refine 2022 & 2023 Task List and add step for Staff review of Current State report	Jim B.	Complete: 2023 Task List approved by BOD	1/11/23

13	Create a lexicon for the Current State Report	Denise G.	Complete	1/2/23
14	Add IT Infrastructure section to Current State Report	Dan S./ Jon M.	Jon and Dan will work with staff to get information needed. Update: email sent to Mike V. asking for specifics of what he is looking for.	
15	Create and communicate MS Teams Site Tutorial	Denise G./ Jon M.	The site is only set-up for Current State subcommittee members; Jon will update and get invitations sent out to full committee. Update: Jon will work on this as soon as he has bandwidth.	