

## Tahoe Donner Long Range Planning Committee March Meeting Agenda

**Meeting Date:** March 9, 2023

2:00-4:00 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 Lead)
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 February 9, 2023 meeting.\*
3. Approve the Agenda
4. **Reports:**
  - Chair Report
  - Vice Chair Report
  - Staff Lead Report—Jon Mitchell
  - Board Liaison—Don Koenes
5. **Discussion:** Review Current State Amenity Outline\*
  - Outline Working Group, Jon Mitchell
  - Draft Outline Attached. May be updated before the meeting.
6. **Discussion: Northwoods Campus Future State Case Study**—Board Special Task #1.
  - 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. **Discussion: Next Steps**
  - **Agenda item ideas/conversation for April meeting and beyond.**
  - **Work to be done before April meeting to keep project moving forward.**
8. **Committee Liaison Comments**
9. **Guest Comments**
11. **Adjourn**

## 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	Jon M. and the Finance Committee	Time constraints are placing this item to pending. <b>No Update</b>	

	5 Year Plan, and the 20 Year Plan.			
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.	

## ATTACHMENT1

### Meeting Notes

**Meeting Date:** February 9, 2023, 2 – 5pm

**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 (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)

- 1. Call to order & acknowledge / welcome member guests (Dan S.)**
  - a. The Chair called the meeting to order at 2:02pm. All committee members were present. All liaisons except Julie V. (who joined shortly after the start of the meeting) were present. The Chair recognized our new member Beth W. and the committee conducted introductions. The Chair recognized member guest, Benjamin Levine, current TD Board member and Former TOS Committee Chair.
  
- 2. Action – Approve Minutes of the January 9, 2023, special meeting (Dan S.)**
  - a. There was some discussion around the Jan 9 meeting notes. The notes that were included with the meeting agenda were not the final draft that was produced by Denise G.; in section 4g, the contents of the Task List proposed by Dan S. and the verbiage “Motion failed, 4 – 6. Don Koenes stated that the abstentions count as no votes so the motion failed. No Committee members objected” were added. All agreed to leave the Task List verbiage but amend the other language to simply read: “Motion Fails 4-2-4.” The logic around this change has to do with TDA Board Resolution 2021 – 5, that the meeting must have a quorum present, and the votes in favor must represent a majority of the quorum in order to pass. With the amendments, Dan S. moved to approve the notes, Rob M., second; all approved. Motion passed 12-0. It was further agreed that the person taking the notes (currently, Denise G.) is the only person that can and should produce final versions of notes.
  
- 3. Action – Approve Minutes of the January 12, regular meeting. (Dan S.)**
  - a. There was no discussion nor changes to the Jan 12 meeting notes. Rob M. moved to approve, Joe B., second; all approved. Motion passes 12-0.
  
- 4. Action – Approve the Agenda (Dan S.)**

- a. Chair asked for any changes to the agenda. Denise G. asked that we discuss the vote count “controversary” from the Jan 9<sup>th</sup> meeting and it was discussed. It was agreed that going forward, voting options will be presented so that all understand the impact of their vote. It was suggested that all “no” and “yes” votes provide a reason. Don K. added that according to Roberts Rules, “abstains” should give the reason why. Also, as a “best practice” (and according to Davis Sterling), committees should not take votes on items not listed for action on the agenda unless it is an emergency/urgent item. No other changes were noted.

**5. Report – Chair:**

- a. Dan S. reported that a program of work for the next 3 or so months has been established for our committee. We will discuss the Northwoods Complex this month, next month we will move on to Trout Creek, then move to Forestry’s needs for office space, possibly at the Northwoods Clubhouse, in April. In May we can see how we are doing and see what is working and what we should change. Jon M. is concerned that if we start with a Staff presentation, then we will only be reacting to that and what they are really looking for is the member input. Jon and Dan agreed to move forward with Staff presentations for the next three months and recalibrate in May to see how that is going.
- b. Dan is also hoping to bring the Current State Report, with Staff comments, back to the committee in May.
- c. We may also be looking to form subcommittees to get all of the work ahead of us done more efficiently.
- d. Dan is planning on attending more TDA Board meetings and producing a “Committee Report” to present to the Board.
- e. Dan encouraged our liaisons to fully participate in our committee discussions.

**6. Report – Vice Chair:**

- a. Jerry M. reported that we should be sure to review Action Items during each meeting. He added that if we know of other TDA members that would like to actively participate in a sub-committee, we should let the Chair or Vice-Chair know.

**7. Report – Board Liaison:**

- a. Don K. reported that there has been as much committee focus this year than cumulatively in his past four years on the Board. He added that our 2023 Task List was presented, approved and will be posted to our committee page within the TDA website in the near future.

**8. Report – Staff:**

- a. Jon M. advised that Staff is concerned about the committee updating the Current State Report without having reviewed and agreed upon the amenity information outline they are developing. They are also wanting this committee

to, as discussed, conduct the “deep dive” of the Northwoods Campus and then provide an overview of the other amenities in the order of how amenities “intersect” with the NW Campus. They also think that the committee should work as a whole on the first overview and make sure everyone understands the process and the type of information needed, verses splitting into subcommittees right off the bat.

- b. Jon and Staff are also concerned about the high level of email communications within this committee. We should do our best to refrain from that and rely more on discussion in open committee meetings. It is OK to have email discussion that do not represent a quorum, such as subcommittee “discussions.” And, no actions should come from email strings. Email strings do not allow for member input and for other committee members to have an open dialogue on a particular topic.
  - c. There was an in-depth committee training session held earlier in the week (Dan and Jerry attended) and a pared down version of that will be delivered to this committee in March.
9. **Presentation** – Experience of the Trails and Open Space Committee (Benjamin Levine)
- a. Dan S. introduced Benjamin L. to present TOS committee Lessons Learned from the development of the Trails and Open Spaces Master Plan.
  - b. Benjamin had previously sent the below summary of his presentation to this committee. During his presentation, Benjamin elaborated on Nine Lessons Learned:
    - i. **Prioritize The Co-Chair Relationship:** The committee officers (the Chair, Staff Lead and Vice Chair) should get to know each other, talk with one another, and learn to listen to one another. Work to understand each other’s perspectives and needs and figure out the best way to provide clear-sighted and united leadership. The officers should be on the same page.
    - ii. **Don’t Worry About Process:** The committee officers should have consensus on process, then bring it to the committee for buy-in. Committee meetings should be focused on big, meaningful discussions. If you’re constantly talking process, you’re doing something wrong.
    - iii. **Dive Into The Big Issues:** Don’t worry about where to begin. Don’t worry if you know enough. Just pick a point of entry and talk about it. If you just start talking, you will find that discussion suggests new topics which generate further discussion. Talk enough, and you’ll soon discover everything you need to cover. So, stop worrying and jump in.
    - iv. **Focus On The Member Perspective:** Think carefully about the professional expertise that staff and consultants bring to the table. Instead of replicating their professional knowledge and perspective, deliver the added value they can’t deliver: the member perspective.
    - v. **Talk To The Members:** Get out there right away and talk to the members at every opportunity. For example, start the Northwoods member

conversation today. Experience what's happening in and around the Clubhouse, and hear what folks have to say.

- vi. **Document Perspectives, Provide Commentary, Describe Possibility:** Document the different perspectives that you find, both among the membership of this committee, and in the wider community. Provide informed commentary on those different perspectives, raising issues, identifying problems, making observations, providing insights, drawing connections, asking questions. Describe different possibilities without necessarily taking a position or making a recommendation on any of them.
- vii. **Think Seminar, Not Business Meeting:** Model discussions after a classroom, not a boardroom. Get different perspectives and listen to the range of opinions. Recommendations come later. Meetings should be about exploration, education, insight, and discovery.
- viii. **Cultivate an Enlarged Perspective:** Concern yourself less with what you personally know and think and more with what you don't know and what others think. Listen to each other and learn from each other. Listen to staff and learn from staff. Listen to the members and learn from the members. Be open to changing your views. Before making judgments, decisions, and recommendations, take the time you need to enlarge your perspective.
- ix. **Be Social, Have Fun:** Honor the regulations, but find a way to get together socially in a relaxed setting outside of meetings. Your meetings will be more cohesive and productive, and your work will be better for it. And also make socializing part of your work. If you do that, you'll get a lot of good work done, and you'll also have a lot of fun.

The floor was opened for questions and comments. There were questions about how many subcommittees TOS had, if we could gain access to any historic members comments and leverage "open ended" question comments to help us with obtaining member input, should we seek-out "super users," should we create a survey for those that don't frequent the amenities, should we just start talking to people, etc. Benjamin advised that there is no one perfect approach to member outreach but that a sequence of member input should be developed and followed.

## **10. Discussion – Northwoods Campus Future State Case Study (LRPC Special Task #1)**

- a. Staff Presentation on the Northwoods Campus.
  - i. Jon M. provided a very detailed overview of the Northwoods Campus/Complex, including layout, current state buildings, structures, uses, services, challenges, deficiencies and opportunities from the TDA Staff's perspectives.
  - ii. The report also highlighted a number of ADA deficiencies with sidewalks, bridges and traffic circulation. Some of these are included on the Replacement Reserve Study.

- iii. He also provided an overview of the proposal for campus enhancements that was produced in 2016/2017.
- iv. Jon outlined the NW Campus project timeline, of Master Plan development in 2024, with construction starting in 2026.
- v. The group took a few minutes to review the draft of his Amenity Current State Outline. The draft was specific to the Marina project, but he suggests it can be used for other amenities.
- vi. Benjamin suggested that we may want to develop a vision statement for the Northwoods Campus to help us with discovering the “identity” we want to achieve.

b. Committee Whiteboard: Services and Needs of the Northwoods Campus: “When I walk into the Northwoods campus, this is what I see.” (Joe B., Moderator). All agreed that most of what we were going to cover in this item was mostly covered by the Staff presentation so due to time constraints, this agenda item will be moved to a future committee meeting.

**11. Committee Liaison Comments**

- a. Due to time constraints, this agenda item was not covered.

**12. Guest Comments**

- a. No member guests (besides Benjamin L.) were present.

**13. Action Items review**

- a. Due to time constraints, this agenda item was not covered. Denise G. advised that she is aware of some changes/updates to the Action Items List, and she will make the updates and include with these meeting notes. Jon M. added that the Staff comments on the Current State Report/Overview will be delivered in April so the committee should not make any changes to the report until those are received and reviewed.

**14. Adjournment – Chair adjourned the meeting at 4:59pm**

**Actions and Activities List**

No	Description	Responsibility	Status	Completion Date
1	Elect and announce committee 203 Chair and Vice Chair.	Jon M./Patty W.	Complete: Chair and Vice Chair elected and announced	1/20/23

2	Complete and distribute summary of "List of Fives" and "Affinity Ideas List."	Jackie G.	Update: Jackie forwarded to Jerry and Joe	
3	Get Ward S. notes from our summer field trip about the Northwoods Campus.	Denise G.	Complete: Denise forwarded Ward's notes to Dan, Jerry and Jon	2/16/23
4	Invite Director Benjamin L. to our February meeting to provide a TOS presentation.	Don K.	Complete: Benjamin presented @ Feb. meeting	2/9/23
5	Organize a "whiteboard" session for our February meeting.	Denise G.	Complete: Joe present and ready to moderate Feb. whiteboard session	2/9/23
6	See if we can hold a virtual whiteboard for February meeting for those that cannot attend in person.	Jon M.	Complete: meeting held	2/9/23
7	Coordinate a Staff presentation/overview of the Northwoods Campus for the February meeting.	Jon M.	Complete: Jon made Staff presentation during Feb. meeting	2/9/23
8	Complete the project outline template (used at the Marina Project) and share with the committee.	Jon M.	Complete: Jon presented project outline to committee during Feb. meeting	2/9/23
9	Draft techniques used in previous community outreach/input projects.	Laura L.	No Update	
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	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.	
12	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.	

## ATTACHMENT 2

### Facilities Outline

#### Current State Amenity outline

- Overview with detailed description of all major assets including age and remaining useful life
  - Northwood clubhouse building
    - Administrative offices
    - Community Space
    - Member services
    - Restaurant
  - Tennis complex
    - Building
    - Courts
  - Parking/outdoor circulation
  - Recreation center
  - Pool area
  - Playground/lawn areas
- Current Functions of facility
  - Space dedication to each function
- Past projects that have adjusted useful life
- Known Issues
  - Staff issues
    - Staff outreach
  - Member issues
  - Issues already on 20 year plan?
- Potential projects on 5 year CFP and 20 year plan
- Current state member outreach
  - Current state member perspective
  - Historical information from surveys, member comments.....
  - Is new information needed, if so what and how
- Discussion of other amenities with shared assets
  - Trout Creek (pools, playground etc.)
    - Do we Like them split up?
    - Should we consider consolidating?
    - Are there assets at one amenity that would be better suited at another
  - Forestry (office spaces)
  - Others.....
- Issues requiring further investigation
- Options for consideration in the future state report