

Tahoe Donner Long Range Planning Committee January Meeting Agenda

Meeting Date: April 13, 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 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 March 9, 2023 meeting.*
3. Approve the Agenda
4. **Reports:**
 - Chair Report
 - 2023 Task List Work Progress Update*
 - Vice Chair Report
 - Staff Lead Report—Jon Mitchell
 - Board Liaison—Don Koenes
5. **Northwoods Campus Future State Case Study progress update** – Laura Lindgren
6. **Discussion: Member Outreach**—Lindsay Hogan, Director of Communications + Member Relations
 - Existing information
 - What do we want to know. This outreach is successful if we learn.....
 - Feedback methods
7. **Discussion: Outdoor Activities Related to Northwoods Campus Operations: Staff Q & A** – Miguel Sloan, Director of Operation; Jesse Strzok, Assistant Director Operations; Josh Geiszler, Trout Creek Manager
 - Current state Northwoods recreation
 - Trout Creek functions Related to Northwoods Camps
 - Other amenity overlap – ACAC
8. **Action Items Review:**
 - Existing action items From March 9 Minutes
 - Next steps:
 - Who's doing what and when.
 - Agenda items for May
 - What needs to get accomplished between now and May.

9. Committee Liaison Comment

10. Guest Comments

11. Adjourn

ATTACHMENTS:

1. March 9 Meeting Notes
2. 2023 Pending Tasks Progress Update

ATTACHMENT 1
Meeting Notes

Meeting Date: March 9, 2023, 2 – 4 PM

Location: Zoom (due to weather conditions, meeting was changed to virtual only)

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)

1. Call to order & acknowledge / welcome member guests.
 - a. The Chair called the meeting to order at 2:04pm. All Committee Members were present. Liaisons Julie T. and Don K. also present (liaison Julie V. not present). The Chair recognized member Guest, Nan Meek.
2. Action – Approve the Agenda (Dan)
 - a. The agenda order was modified to start with the review of the Current State Amenity Outline to allow Jon M. to leave the meeting early to conduct safety and snow removal activities. No other changes were noted.
3. Discussion – Review Current State Amenity Outline (document) (Jon)
 - a. Jon M. led a discussion about the proposed outline document. Minor edits were suggested but overall, the group felt the outline is a good template to use going forward. We will use it for the Northwoods Campus project to see how well it works.
4. Action – Approve Minutes of the February 9 Meeting (Dan)
 - a. The Chair called for a motion to approve the meeting notes. Rob M., moved, Michael S., second. No discussion or objections. Motion passes 12 – 0.
5. Discussion – Reports
 - a. Chair Report (Dan). Nothing to report.
 - b. Vice Chair Report (Jerry). Jerry M. reported that he has to leave this meeting early today. He also reported that he is on track with his phased retirement from his current employment, in May of this year. This will allow him more time to spend on LRPC activities. He also asked that we review Action Items at every meeting.
 - c. Staff Lead Report (Jon). Nothing to report.
 - d. Board Liaison (Don). Nothing to report.

6. Discussion – Northwoods Campus Future State Case Study (Dan/Joe)

- a. The committee conducted a roundtable discussion to present ideas of what the future of the Northwoods Campus might include. Below is the list of ideas garnered from that discussion:
 - i. Tahoe Donner Headquarters/Gateway to the development/community
 - ii. Create a “coffee shop” environment in member space to encourage gathering
 - iii. Workspaces
 - iv. Lighting and Building Flow
 - v. Trail Hub
 - vi. Alternative Transportation
 - vii. Safe pedestrian and cycling access
 - viii. Interface for Staff and Members
 - ix. Bulletin Board of Tahoe Donner Activities
 - x. Mural of Amenities
 - xi. Amazon Delivery
 - xii. Concentrated Services
 - xiii. Directional Signage
 - xiv. Local History/Donner Party installation
 - xv. Permanent Stage (outdoors?)
 - xvi. Generator
 - xvii. Reconfigure Pizza on the Hill (more attractive and take advantage of the view)
 - xxviii. Nice Annual Meeting Tent/Space
 - xix. Keep and Enhance as the “Family Centric” area
 - xx. Abundant Green Space
 - xxi. Horseshoe Pit
 - xxii. Ice Rink
 - xxiii. Covered Tennis
 - xxiv. Clay Court
 - xxv. Pools to rival Trout Creek
 - xxvi. Playground
 - xxvii. Dog Park (somewhere not necessarily Northwoods campus)
 - xxviii. Trail Connections
 - xxix. E bike rental
 - xxx. Large Patio/Music Venue
 - xxxi. Enhance Summer Camps Space
 - xxxii. Traffic Island—Slow down and see the building
 - xxxiii. Travel Hub—Trail connection
 - xxxiv. Shuttles around Tahoe Donner and to amenities
 - xxxv. Parking Issues
 - xxxvi. Interior Lighting that connects to the environment

- xxxvii. Exterior blended to the environment
 - xxxviii. Re-design around the meadow space
 - xxxix. New Front Entryway/Door
 - xl. Mountain and Residential Community Feel
 - xli. Atrium
 - xlii. Recycling/Composting Station
 - xlili. Better Meeting Facilities
 - b. This list will be categorized and distributed to the group.
7. Discussion – Next Steps (Dan)
- a. Dan S. led a discussion around proposed activities for April and beyond.
 - i. We will continue to work on the NW Campus project current state overview and possible weave in Forestry overlaps.
 - ii. Laura L., Denise G. and Joe B. will work on documenting, categorizing, and distributing our list of generated ideas (from this meeting).
 - iii. Jon M. will finalize the Current State Overview Outline and have it ready for distribution by the next meeting.
 - iv. June/July we will be focusing on Capitol Projects reports and recommendations.
 - v. Aug/Sept we will focus on member outreach for the NW Campus project.
 - b. We also reviewed a timeline and roadmap that Laura L. put together that had a slightly different timeline for moving forward with the NW Campus project. All agreed to adopt her timeline since it moves-up the member outreach activities to July/August when most members are actually in town and using the amenity. Her timeline also included the list of services provided at the campus. Committee members should look at that list and volunteer to participate in the gathering of information for that service. Reach out to Laura L. (with a cc: to Dan S.) to sign-up.
 - c. There was some discussion about how to garner member input and all agree there are many ways, and we should consider them all. There was also some discussion around whether we should include non-member (visitors, guests, etc.) feedback. Most agreed we should consider all feedback and we need a way to categorize it as “non-member.” Keith W. and Jackie G. agreed to take a first cut at documenting various ways to organize outreach efforts.
8. Committee Liaison Comments (Julie and Don). No comments.
9. Guest Comments (Dan). Member guest Nan Meek thanked the committee for accepting her attendance and she was very happy to hear that we want to get things done sooner than later.
10. Meeting adjourned at 4pm

Actions and Activities List

No	Description	Responsibility	Status	Completion Date
1	Compile, categorize and distribute list of NW Campus Ideas from March meeting	Laura L., Denise G., Joe B.		
2	Propose list of ideas for organizing member outreach efforts	Keith W. /Jackie G.		
3	Finalize "Current State Overview Outline"	Jon M.		
4	Let Laura L. and Dan S. know which item(s) on the NW Campus Project Roadmap you want to contribute to	All		
5	Complete and distribute summary of "List of Fives" and "Affinity Ideas List."	Jackie G.	Update: Jackie forwarded to Jerry and Joe	
6	Draft techniques used in previous community outreach/input projects.	Laura L.	No Update	
7	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	
8	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	
9	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	
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	

ATTACHMENT 2
LRPC
2023 TASK LIST
and
WORK PROGRESS UPDATE

REGULAR TASKS –

1. Review and provide feedback on staff's current long-range planning documents in preparation for the 2024 budget process.
 - Presentation of proposed changes to long range planning documents in preparation for 2024 budget in June (20 year and 5 year CFP)- Jon Mitchell.
 - Develop recommendations on long range capital plans for the upcoming budget—July meeting.
2. 2023 Staff Annual Workplan items relevant to the LRPC:
 - Provide feedback on the building replacement planning project (2023 Annual Workplan, Item 8) upon request by the board. TBD.

SPECIAL TASKS

**1. Northwoods Campus Future State Case Study
Northwoods Workgroup**

- Compile information to populate sections of the Northwoods campus amenity outline with emphasis on:
 - A. Activity Overlap with other facilities.
 - B. Questions to explore with member outreach.
 - C. Identify areas that require further information.
 - D. Existing survey data on Northwoods activities and facilities.
- Consult with GM on staff location expectations and Pizza on the Hill Plans – scheduling meeting.
- Collate and incorporate ideas from committee discussion of February 2023 meeting.
- Status report to full committee at May meeting.

Outreach Workgroup

- Meet with Communications Director – Full Committee April LRPC meeting.
- Develop Methodology for Member Outreach.
- Present plan for committee discussion at May meeting.
- Review Existing Survey data for information relevant to amenities and facilities.

Current State Report

a. Preliminary Facility Study

- Staff April presentation on facilities overlap with Northwoods

Other Amenities

- Begin work on amenity and facility assessments beyond Northwoods campus – Fall 2023?

b. Update current state report (Overview) 2022 draft—May Meeting

- Staff Comments due in April
- Update report to incorporate staff comment.
- Updated document to full committee at May meeting.
 - Proposal to adopt report for use of the information contained therein.

3. 2024 Task List for Board

- Draft complete in November 2023.
- Task List to present to Board in December 2023.