

Tahoe Donner Long Range Planning Committee January Meeting Agenda

Meeting Date: June 8, 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 May 9, 2023, meeting.*

3. Reports:

- Chair Report
- Vice Chair Report
- Staff Lead Report—Jon Mitchell
- Board Liaison—Don Koenes

4. Capital Budget Review— Dan Simmons, Jon Mitchell

- Attachments*
- A. Review Capital Projects Lists*
- B. Next steps in Capital plan review in preparation for budget cycle

5 Reports on Northwood Planning

- A. Report Status and Timing—Laura Lundgren
- B. Outreach Plan—Jerry Meek

6. Action Items List Review*

7. Guest Comments

8. Adjourn

ATTACHMENT 1
MAY 11, 2023 MEETING NOTES

Meeting Date: May 11, 2023, 2:00 - 4:00 PM

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 Lead)
Beth Wang		

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

1. **Call to order & acknowledge / welcome member guests** (Jerry)
 - a. The Vice Chair called the meeting to order at 2:03pm. All committee members except Ward S. were present. Liaison Don K. was present. FC Chair, Cathy Ravano was in attendance for Liaison Julie V. Liaison Julie T., not present. No member guests were recognized.
2. **Approve notes of the April 13 meeting** (Jerry)
 - a. The Vice Chair asked for any changes or discussion. There were none of either. Laura L. moved to approve, Rob M., second. All approved. Motion passed 11-0 (one committee member not present).
3. **Approve the Agenda** (Jerry)
 - a. The Vice Chair asked if there were any changes to the proposed Agenda. Don K. stated that going forward, the need to approve the Agenda is no longer required as the Agenda must be published in advance and no changes can be made. This item will be removed from the standing agenda, going forward.
4. **Discussion: Reports** (Dan, Jerry, Jon, Don)
 - a. **Chair Report:** Dan S. wanted to thank all who contributed to today's meeting materials. Our June meeting will focus on the review of the 5- & 20-Year Capitol Plans with recommendations in July.
 - b. **Vice Chair Report:** Jerry M. reported that our Action Items List will have more robust updates and discussions in future meetings, and he will take the lead.
 - c. **Staff Lead Report:** Jon M. reported that he has added everyone to our Teams site, and all should now have access. There was some discussion about challenges getting onto the site. If anyone has any trouble, let Jon know. Jon M. also reported that our Northwoods Campus Master Plan project webpage is up and running on the TD site. The page will be reviewed and updated on a bi-weekly basis.
 - d. **Board Liaison Report:** Don K. reported that the Board has begun a discussion around the Building Replacement Program. They have asked the Finance

Committee to weigh-in on how best to ensure funds collected are visible and transparent to the membership.

5. Discussion: Northwoods Campus Future State Case Study progress update (Laura)

- a. Laura L. went through the Northwoods Campus Outline document. New information since last month includes an interview with the TD General Manager, David Mickaelian. David M. provided input on Administrative offices and employees, meeting rooms, Pizza on the Hill, day camps and other activities that could be moved to ACAC, and community outreach efforts. Overall, David M. thinks our committee is on the right track with our visioning and open thought process. He encourages us to think broadly about what “could be” and that it might be worth some field trips to view other, similar structures (like the barn at Martis Camp).
- b. There was some discussion around if staff should actually remain as part of the NW Campus or if some/most should be moved elsewhere. Jon M. stated that members like being able to interact with staff at the Clubhouse and that should be considered. Within this discussion, Jackie G. brought-up a commercial property opportunity that TD may want to consider. There was also some discussion around TD considering a lease/buy-back if the opportunity presented itself. This idea will be added to our Action Items List to track.
- c. Laura L. reviewed next steps for the Case Study Document. She is updating the document with the information received to date. She also reviewed our Ideas List. On the list, she highlighted the “big picture” statements and items that appear to have committee consensus. Mailboxes/Amazon Hub and Dog Park ideas should have a larger discussion. Finally, she reported that Ward S. has produced a memo that highlights the potential overlaps with the 5 & 20-year projects. Laura L. will post all her updates to our Teams site and email to everyone.

6. Discussion: Member Outreach (Jerry, Keith, Denise)

- a. Jerry M. introduced our workgroup’s proposal for member outreach this summer.
- b. Keith W. reviewed the 2019 Open Comments from the Member Survey. Specifically, he targeted questions C6b (Suggestions for enhancing/adding amenities) and question C6c (suggestions for new amenities to build). Of the ~1,600 responses, 360 were directly or indirectly related to the NW Campus. Keith broke them out by key words; pools, pickleball, ski and trails came-up often. Overall, there were no “new” ideas from what this committee has already surfaced.
- c. Keith W. also reviewed our suggested Member Outreach Plan, Banner, and Survey Form. We have summer events starting at the end of this month and we should start looking at those opportunities to gain member input. Laura L. suggested that we split the “NW Campus” verbiage into four categories: Tennis, Pools & Recreation, Pizza on the Hill, and the Northwoods Clubhouse. She thinks

that this is how people think about the campus and “NW Campus” is too broad. She also thinks that the categories of people being surveyed should be pared down with a focus on Homeowners since they are the ones funding the project; many people agreed with this, but we still want to get feedback from “visitors,” and we need to define the categories. There was also some discussion about whether to make the name and address fields optional. There was agreement that we should keep those fields as optional.

- d. Denise G. reviewed the list of Summer Events on the schedule at TD. The list will be put on our Teams site and people can sign-up for events. We will have a table and the survey on iPads and committee members should sign-up for at least two events. There were questions about logistics, and we are in the process of figuring that out. There will be a logistics coordinator helping us with getting us organized at each event. There was a suggestion for using some sort of voice technology to translate into text. There will be some marketing and advertising of our Outreach efforts. As we obtain survey results, we can fine-tune questions if needed.
- e. There was some discussion about if something comes-up on Nextdoor regarding this Outreach or the Project. We agreed that we would monitor Nextdoor but that committee members should not respond or make comments on Nextdoor regarding this effort.

7. Discussion: 2023 Revision Current State Report (Jerry, Dan)

- a. Jerry M. stated that Staff has provided 125 comments and those have been circulated to this committee. Dan S., Rob M. and Keith W. will go through all the comments and summarize changes made to the report based on that feedback.

8. Action Items Review (Jerry)

- a. Jerry M. reviewed the list of existing action items from (April 13), updated with further detail and additional items. He is seeking feedback from the committee on the new format. Some minor feedback was received but overall, the committee agrees that this is a good tool.
- b. There were a few comments about getting back to “long term planning” and visioning. We were reminded that our Task List for 2023 is to be focused on the Northwoods Campus project and that is what we are doing now.

9. Discussion: Next Steps (Jerry, Jon)

- a. Agenda items for June: Review of the 5 & 20-years plans. Revisit the Current State Report to approve and archive that document.

10. Guest Comments (Cathy Ravano, Nan Meek)

- a. Great meeting.

11. Meeting Adjournment

- a. The Vice Chair called for a motion to adjourn the meeting. Denise G. so moved, Keith W., second. All in favor. Meeting adjourned at 3:59pm.

ATTACHMENT 2
TRUCKEE DONNER LONG TERM PLANNING COMMITTEE
2024 Projects In Five- and Twenty-Year Capital Lists
Discussion Order

A. Incomplete 2023 Only Projects by Year End Status (what will carryover to 2024)

- a. Golf Course Restroom
- b. Golf Course Pedestrian Bridge
- c. Golf Course Cart Path Replacement
 - i. Micro Trench Fiber
- d. Marina Dock Expansion and Shade Structure
- e. Bocce Court Remodel
- f. Lodge Generator
- g. Euer Valley Coyote Crossing
- h. South Euer Valley Road
- i. Forestry Office Remodel
- j. Nature Loop Trail at Trout Creek Lot

B. Capital Items Attributable to Amenities

- a. Downhill Ski Resort
 - i. Snowmaking Eagle Rock
 - 1. 2024—\$50,000, 2025 \$1,025,000
 - ii. Conveyor Replacement
 - 1. 2024—\$50,000, 2026 \$290,000
 - iii. Mile Run Improvement—2028+
- b. ACAC
 - i. Snowmaking Phase 2—2024
 - ii. Snowmelt North Parking Lot—2025
- c. Golf
 - i. Renovate Driving Range—2028+
 - 1. Shade Structure
 - 2. Performance Stage
 - ii. Ball Shed Building—2028+
 - iii. Mini Golf—parked item
- d. Marina
 - i. Bike Parking—2024
 - ii. Marina and Day Camp Building Replacement—2027
 - iii. Revisit Beach Expansion Project. Expanded Seating on Hillside—2028+
- e. Trout Creek—2028+
 - i. Parking Lot Expansion and Reconfiguration
 - ii. Snowplay Building with restroom and storage
 - iii. Expand Patio Heating System
 - iv. Splash Pad/Basketball Court revamp
- f. Campground Bathhouse—2025-2026
- g. Adventure Park—parked item

C. Capital Items Attributable to Trails and Open Space

- a. Implement Trailhead Projects in the Trails Master Plan

- i. 2023 Projects Status?
 - ii. 2024—\$80,000
- b. Class 1 Trail from Trout Creek railhead to ACAC parking
 - i. In each of 2023-2026, \$200,000 per year
- c. Glacier Way Parking Lot expansion
- d. Alder Creek to Campground Trail Improvement
- e. Teton Way Trailhead Rustic Improvement—2032
- f. Cook House at Euer Valley and year around restrooms—2032

D. Capital Items Attributable to Neighborhood and Community Improvement

- a. Northwoods Campus Master Plan and Project
 - i. 2024—\$150,000
 - ii. 20-year plan contemplates construction in 2026
 - iii. Parking Capacity Expansion
 - iv. Tennis Building Remodel
 - v. Pool Expansion/Hot Tub
 - vi. Recreation Revamp
 - vii. Shade Structure at Bocce Courts—2032
- b. Mailboxes
 - i. 2024—\$75,000
- c. Electric Vehicle Charging Stations—2026

E. Capital Items Attributable to Association Staff and Services

- a. Workforce Housing Feasibility Study
 - i. 2024—\$250,000

F. Capital Items Attributable to Town Partnerships and Relations with the Town of Truckee

G. Capital Items Attributable to Owner and Member participation

H. Capital Items Attributable to Fire Related Concerns

- a. Forestry
 - i. New Access Road from Skislope—2028
 - ii. New Storage Building at Forestry Facility—2028

I. Capital Items Attributable to External impacts

J. Infrastructure Projects

- a. Maintenance Yard Fuel Station Replacement
- b. Information Technology
 - i. Wireless from TCRC to cell tower
 - ii. Suddenlink fiber to Top Shop
 - iii. Suddenlink fiber to Forestry
 - iv. Network operations center expansion of Golf Maintenance Facility
 - v. Fiber and Power in all parking lots
 - vi. Fiber from NWCH to TCRC
 - vii. Fiber from TCRC to Snowplay

ATTACHMENT 3

Twenty-Year Capital List Also Sent as a Separate File

20 YEAR CAPITAL PROJECTS LIST

Amenity Source	Project	Discretionary/ Funding Nondiscretionary	Strategic Plan Initiative	Proposed Year Const.	
Association Wide	Fueling stations for equipment - Downhill Ski, XC Ski, Golf fueling pads	Nondiscretionary	4	2028+	DF
	Workforce Housing Feasibility Study/Project	Discretionary	3, 5	2023-2027	DF
	Acquisition				
	Forestry				
	Campground				
	Mailboxes	Discretionary	5	2025	DF, RRF
	Electric Vehicle Charging Stations & e-bikes at select amenities as parking lot renovation projects come up on RR	Discretionary	3, 4, 5	2028+	DF
	Solar Opportunities	Discretionary	3, 4	ongoing	DF
	Generator (The Lodge)	Nondiscretionary	1	2023	DF
Traffic Calming/Mobility Master Plan	Discretionary	1	2028+	TOT	
Alder Creek Adventure Center	Snowmelt North Parking Lot (CASP - RR)	Nondiscretionary	1	2025	RRF
	Snowmaking - Phase 2	Discretionary	5	2024	DF
Forestry	Office Remodel (RR component 2023)	Discretionary	5	2023	RRF
	New access road from Skislope with utilities including fiber - May be part of workforce housing above	Discretionary	5	2028+	DF
	New storage building at Forestry Facility to replace multiple storage containers	Nondiscretionary	5	2028+	DF
Northwoods Campus/Tennis	Campus Master Plan and Project	Discretionary	2, 5	start const 2026	DF, RRF
	Parking Capacity Expansion	Discretionary			
	Northwoods Clubhouse Remodel/Replace	Discretionary			
	Tennis Building Remodel/Replace	Discretionary			
	Pool Expansion/Hot Tub	Discretionary			
	Rec Revamp (Playground, Horseshoe, Bocce, Archery, Volleyball, etc.)	Discretionary			
Downhill Ski Area	Downhill Ski Lodge Replacement	Nondiscretionary	2, 5	2023-2024	DF, RRF
	Snowmaking Phase 2 - Eagle Rock	Discretionary	2	2024	DF
	Conveyor Replacement (C2 and C3) with covers improve beginner area layout (assumes yurt is gone) RR comp	Discretionary	2, 5	2024, 2026	RRF
	Mile Run Improvements	Discretionary	2	2028+	DF, RRF

Golf Course	Renovate Driving Range with shade structure include performance stage with power	Discretionary	5	2028+	DF, RRF
	Ball Shed Building	Discretionary	5	2028+	RRF
	Cart Path Replacement – RR	Nondiscretionary		2023	RRF
	Course Restroom Remodel (3)	Nondiscretionary	2, 5	2023	RRF
Marina	Deck Expansion and Shade Structure	Discretionary	2	2023	DF, RRF
	Revisit Beach Expansion Project - Expanded seating on hillside	Discretionary	2	2028+	DF
	Bike Parking Enhancement - Add component to RR 2024	Discretionary	2	2024	RRF
	Marina and Day Camp Building Replacement	Non-discretionary	5	2027	DF, RRF
The Lodge	Pavilion Family Dining Area Renovation	Nondiscretionary	2, 5	2022	DF, RRF
	South Euer Valley Road - Improvements	Nondiscretionary	2, 4	2023	RRF
	Euer Valley Restoration Phase 1 (Coyote Crossing)	Nondiscretionary	2, 4	2023	RR, Grant
	Glacier Way Trailhead - Expansion and restroom improvement	Discretionary	2, 5	2025	DF, RRF

Bold - on Building Replacement Schedule

DF - Development Fund

RRF - Replacement Reserve Fund

TSSA1 - Truckee Special Service Area 1 Funding

TOT - Town of Truckee Jurisdiction

20 YEAR CAPITAL PROJECTS LIST

Amenity Source	Project	Discretionary/ Funding Nondiscretionary	Strategic Plan Initiative	Proposed Year Const.	
Trails and Open Space	Alder Creek Trail Fjord to Campground Improvements	Nondiscretionary	2	2028+	RR
	Paved class-1, 4-season trail from the Town's Trout Creek Trailhead to ACAC	Discretionary	2, 4, 5, 6	2024	DF, TSSA1
	Trail enhancements to align with updated trails and open space master plan	Discretionary	2, 4, 5, 6	ongoing	DF, RRF
	Nature Loop Trail at Trout Creek Lot	Discretionary	5	2023	RRF
Trout Creek Recreation Center	Parking Lot Expansion and Entrance Reconfiguration - Needed for any future expansion at Trout Creek	Discretionary	5	2028+	DF
	Snowplay Building w/ restroom & adequate storage	Discretionary	2, 5	2028+	DF
	Expand Patio heating system - Hydronic heating rec. pool	Discretionary	5	2028+	DF
	Splash Pad/Basketball Court revamp	Discretionary	2, 5	2028+	DF, RRF
Maintenance	Maintenance Yard Fuel Station Replacement - Pump, tank replacement, and roof structure	Nondiscretionary	1, 5	2024	DF, RRF
Campground	Bathhouse	Nondiscretionary	5	2026	DF, RRF
IT	Micro trench fiber on cart path via TCRC-Lodge-Cart Barn-Golf Maintenance	Discretionary	5	2023	DF

	Wireless from TCRC to cell tower	Discretionary	5	2028+	DF
	Suddenlink fiber to Top Shop	Discretionary	5	2028+	DF
	Suddenlink fiber to Forestry - If/when install new road	Discretionary	5	2028+	DF
	Network operations center expansion of Golf Maintenance Facility	Discretionary	5	2028+	DF
	Fiber and power in all parking lots	Discretionary	5	ongoing	DF
	Fiber from NWCH to TCRC - If/when paving trail	Discretionary	5	2026	DF
	Fiber install from TCRC to Snowplay	Discretionary	5	2023	DF
Projects Placed in "Parking Lot"	Teton Way Trailhead - Rustic improvement	Discretionary	2, 5	2032+	DF
	Cook House at Euer Valley with year-round restrooms	Discretionary	2, 5	2032+	DF
	Shade Structure at Bocce Courts	Discretionary	2, 5	2032+	DF
	Mini Golf	Discretionary	2	2032+	DF
	Adventure Park	Discretionary	2	2032+	DF

Bold - on Building Replacement Schedule

DF - Development Fund

RRF - Replacement Reserve Fund

TSSA1 - Truckee Special Service Area 1 Funding

TOT - Town of Truckee Jurisdiction

ATTACHMENT 4
Five Year Capital Improvement Projects
Also Sent as a Separate File

5-Year Capital Improvement Projects

Amenity	Project	2023	2024	2025	2026	2027	Changes from 2022
Association Wide	Workforce Housing Feasibility Study/Project	75,000	250,000	1,500,000	1,000,000	1,500,000	
Association Wide	Mailboxes	-	75,000	737,794	-	-	
ACAC	Snowmelt North Parking Lot	-	30,000	250,000	-	-	
Campground	Campground Bathhouse	-	-	51,000	459,000	-	
Downhill Ski Resort	Downhill Ski Lodge Replacement	14,718,058	6,198,493	-	-	-	
Downhill Ski Resort	Snowmaking Phase 2 - Eagle Rock	-	50,000	1,025,000	-	-	Shifted 2022 & 2023 to 2024 & 2025
Downhill Ski Resort	Conveyor Replacement	-	90,000	-	290,000	-	New project
Golf	Course Restroom Remodel (3)	100,000	-	-	-	-	Shifted to 2023
Golf	Pedestrian Bridge on 18	130,000	-	-	-	-	
Golf	Cart Path Replacement	865,456	-	-	-	-	New project
Maintenance	Maintenance Yard Fuel Station Replacement	213,369	1,350,000	-	-	-	Shifted to 2023 & 2024
Marina	Marina Deck Expansion and Shade Structure	374,443	-	-	-	-	
Marina	Day Camp Building Replacement	-	-	-	100,000	390,000	New project
Northwoods	Campus Master Plan and Project	-	150,000	700,000	3,000,000	3,000,000	Shifted 2023 funds to 2024
Northwoods	Bocce Court Remodel	70,023	-	-	-	-	New project
The Lodge	Lodge Generator	278,000	-	-	-	-	Changed from Generator Transfer Switches to Lodge Generator
Trails and Open Space	Implement trail/trailhead projects in the TMP	230,000	80,000	250,000	250,000	100,000	Shifted 2022 funds to 2023
Trails and Open Space	Class-1 Trail from Trout Creek Trailhead to ACAC Planning	-	200,000	200,000	200,000	-	
Trails and Open Space	Glacier Way Parking Lot Expansion	55,000	555,000	-	-	-	
Trails and Open Space	Euer Valley Restoration Phase 1 (Coyote Crossing)	945,557	-	-	-	-	Shifted from 2022 to 2023
Trails and Open Space	South Euer Valley Road	137,000	-	-	-	-	Shifted from 2022 to 2023
Annual Project Total		\$ 18,191,906	\$ 9,028,493	\$ 4,713,794	\$ 5,299,000	\$ 4,990,000	
Replacement Reserve General Asset Expenditure		4,370,426	5,471,612	5,211,073	3,522,135	6,731,936	
Total Capital Annual Spend		22,562,332	14,500,105	9,924,867	8,821,135	11,721,936	

ATTACHMENT 5

Capital Improvements List Discussion Order

TRUCKEE DONNER LONG TERM PLANNING COMMITTEE

CAPITAL PROJECTS BY COMMITTEE PRIORITY

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 - 1. 2024—\$50,000, 2026 \$290,000
 - iii. Mile Run Improvement—2028+
- b. ACAC
 - i. Snowmaking Phase 2—2024
 - ii. Snowmelt North Parking Lot—2025
- c. Golf
 - i. Renovate Driving Range—2028+
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- e. Trout Creek—2028+
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 - iii. Expand Patio Heating System

- iv. Splash Pad/Basketball Court revamp
 - f. Campground Bathhouse—2025-2026
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 - vi. Recreation Revamp
 - vii. Shade Structure at Bocce Courts—2032
 - b. Mailboxes
 - i. 2024—\$75,000
 - c. Electric Vehicle Charging Stations—2026
- E. Capital Items Attributable to Association Staff and Services**
 - a. Workforce Housing Feasibility Study
 - i. 2024—\$250,000
- F. Capital Items Attributable to Town Partnerships and Relations with the Town of Truckee**
- G. Capital Items Attributable to Owner and Member participation**
- H. Capital Items Attributable to Fire Related Concerns**
 - a. Forestry
 - i. New Access Road from Skislope—2028
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- I. Capital Items Attributable to External impacts**
- J. Infrastructure Projects**
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 - b. Information Technology
 - i. Wireless from TCRC to cell tower
 - ii. Suddenlink fiber to Top Shop
 - iii. Suddenlink fiber to Forestry
 - iv. Network operations center expansion of Golf Maintenance Facility
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 - vii. Fiber from TCRC to Snowplay

ATTACHMENT 6

ACTION ITEM LIST

Tahoe Donner Long Range Planning Committee

Meeting date: 6/8/23		Next Meeting Date: 7/13/23					
Meeting (Name & Date)	Action #	Topic	Responsible	Date Due	Status	Comments	
LRPC: 3/23	2	Propose list of ideas for organizing member outreach efforts	Keith, Denise, Jerry	5/11/2023	In Process	4/23: In Process: Initial drafts have been circulated and will continue to be refined 5/11: Keith, Denise & Jerry presented slidedeck with proposed ideas for member outreach. Need feedback from staff. 6/8: Met with Jon and Lindsay on Monday 6/5. A number of follow up items were created. Denise, Jerry and Keith will work with Lindsay. The first outreach will be at the TD annual meeting	
LRPC:	4	Let Laura L. and Dan S. know which item(s) on the NW Campus Project Roadmap LRPC members want to contribute to	All	TBD	Open	4/23: ongoing action item 5/11: ongoing discussion 6/8: ongoing discussion	
LRPC:	5	Complete and distribute summary	Jackie	TBD	Open	4/23: Jackie forwarded to Jerry and Joe 5/11: LRPC to determine what next steps are 6/8: Dan and Jerry to recommend next steps	

		of “List of Fives” and “Affinity Ideas List.”				
LRPC:	6	Draft techniques used in previous community outreach/input projects	Laura	TBD	Open	4/23: No update 5/11: No update 6/8: Lindsay provided feedback during Monday 6/5 meeting. There is agreement on methods. Lindsay recommended fewer events and consolidate.
LRPC:	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	TBD	Pending	4/23: Time constraints are placing this item to pending. No Update 5/11: Cathy R. Chair of Finance Committee ready to share information 6/8: Dan and Jerry to meet with Cathy and Julie from the Finance committee the week of 6/26
LRPC:	8	Add IT Infrastructure section to Current State Report	Dan & Jon	TBD	Pending	4/23: 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 5/11: No update 6/8: No update
LRPC, Jerry: 5/11/23	11	Create Northwoods current state document	Laura and Ward	TBD	Open	4/8: Laura presented an update of the Northwoods current state 5/11: Ward provided current state assessment information. Laura provided an update on current state during the meeting. 6/8: Laura to provide update during the June meeting

LRPC, Jerry: 5/11/23	12	Each LRPC member needs to sign up for member outreach. Refer to list created by Denise	Need a leader	June - Labor day	Open	5/11: A leader is needed to organize member outreach scheduling. There should be two LRPC members for each member outreach event. Need to define how long reach outreach should be. 6/8: Denise sent out email on 6/4 thanking LRPC members that have signed up for events and asking others to sign up. Recommend that the sign up sheet be distributed during the June meeting for signing up.
LRPC, Jerry: 5/11/23	13	A LRPC representative and Staff to lead the set up of each member outreach event. Staff responsible for set up.	Need a leader	June - Labor day	Open	5/11: A leader is needed to work with staff for setting up each member outreach event includes working with staff for table, chairs, shade, use of iPads and paper input copies that do not want to use iPads. 6/8: Reviewed with Jon and Lindsay at 6/5 meeting. TD staff to set up table and chairs. 10 x 10 shade cover
LRPC, Jerry: 5/11/23	14	eBlast announcement for upcoming member outreach	Jon & Lindsay	Late May - August	Open	5/11: LRPC to work with Jon and Lindsay for which weeks to send eBlasts and the content 6/8: Lindsay recommended creating a schedule of all of the communications. The next create an outreach campaign plan with details
LRPC, Jerry: 5/11/23	15	Member outreach banner	Jon & Lindsay	Early June	Open	5/11: Jon and Lindsay to work with LRPC for the content to be on the banner and the type of material. Jon to meet with Lindsay 6/8: Lindsay will create a banner. Need to finalize details this week so banner can be created
LRPC, Jerry: 5/11/23	16	LRPC members to review Current State staff comments and be ready to discuss next steps at June meeting	All	June	Open	5/11: Jon sent Current State document with Staff comments. There are 125 staff comments. During the May meeting we will talk about what plans are for the June meeting 6/8: Dan, Keith and Rob met to discuss staff comments. Dan to update current state report

LRPC, Jerry: 5/11/23	17	Consider leased space for staff in a single location	Dan and Jerry	June	Open	5/11: Jackie presented idea of having staff in a single leased location within TD. Dan and Jerry to meet with Cathy, Chair of Finance Committee to review financial options 6/8: Jerry to schedule an in person meeting the week of 6/26. People attending will be Cathy and Julie.
LRPC, Jerry: 5/11/23	18	Staff to develop discussion points for LRPC outreach with TD members and visitors	Jon and Lindsay	May	Open	5/11: Jon to meet with Lindsey the week of 5/22 to discuss and share when Lindsey will have discussion points available for review by LRPC. 6/8: Reviewed with Jon and Lindsay during 6/5 meeting. No issues with the 3 questions from the discussion about the check boxes for member and visitor.