

Tahoe Donner Long Range Planning Committee August Meeting Agenda

Meeting Date: August 10, 2023

2:30-4:4:30 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 July 13, 2023 , meeting.*

3. Reports:

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

4. Reports on Northwood Planning

- A. Outreach Update—Jerry Meek, Denise Gauny
 1. Scheduled Outreach Events*
 2. LRPC Northwoods Clubhouse Open House
- B. Northwoods Campus/Clubhouse Report *
 1. Workgroup
 2. Schedule for Completion
 2. Draft Report Outline*
 3. Additional Information Requests for Staff (if any)

5. Discussion/Action. 2024 Budget Update

- Dan Simmons
- A. 2024 Budget Review Schedule
- B., Member Additions to Capital List Recommendations (if any)
 - LRPC Capital List Recommendations Attached For Information
- C. Discussion and Possible Recommendations on 2024 Staff Workplan
 - Recommend that recommendations numbers 1 (Class One Trail Planning), and 3 (traffic calming), be included in the 2024 Annual Workplan (strategic initiatives 4.1(c), 5.2 and 5.2(d)).

6. Action—2023 Revision Current State Report/Overview

- Attached Under Separate Cover
- A. Change Name to Informational Overview
- B.. Accept the Overview Report for the information contained therein without recommendations.

7. Nest Steps

A. Action Items List Review*

B. Future Meeting Actions

8. Guest Comments

9. Adjourn

ATTACHMENT 1
July 10 Meeting Notes

Meeting Date: July 13, 2023, 2pm – 4pm

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.

- a. The Chair called the meeting to order at 2:05pm. At that time a quorum was not present. A quorum was reached within a few minutes. All committee members and our Staff Lead were present except Denise G., Mike V., Beth W., Ward S., and Joe B. Liaison Julie T. was present. Cathy R. (FC Chair) present for Julie V. Board Liaison Don K. not present.

2. Action – Approve Minutes of the June 8 meeting.

- a. The Chair called for changes to the meeting minutes; none were noted. He called for a motion without objection to deem the minutes approved. No objections. Motion passes 6-0-1 (Rob M. abstain, five members not present).

3. Discussion – Reports:

- a. **Chair Report:** Dan S. reported that he and Jerry M. had a good meeting with the Finance Committee around the Capitol Projects List and the process for the Budget Review with the TDA BOD, which may affect how we proceed with this committee’s recommendations. He has also done a fair amount of work on the Overview Report in response to Staff comments. The revised report is out to the Sub Committee for their review.
- b. **Vice Chair Report:** Jerry M. reported that he will be transitioning to a new email address on August 1. His email address is meek.jerry1@gmail.com. He concurred that the meeting with the Finance Committee was very productive.
- c. **Staff Lead Report:** Jon M. reported that they will be giving an update on the 23/24 Capitol Projects at the July 28, TDA Board Meeting; all should listen in.
- d. **Board Liaison:** Don K. not present so no update.

4. Action – Adopt Recommendations on Capital Lists. (Dan)

- a. Dan S. reported that he sent this committee the input/recommendations he has received. He is recommending that we go through the recommendations, one at a time and motion and approve individually. Group agrees with this process. Before we get too far into the individual items there was a motion to approve Jon M. (Staff’s) definition of discretionary v. non-discretionary so that we are all

on the same page. The committee agreed that non-discretionary should include safety, code compliance and legal (outside influences) but there should be some way to also include “end of life” priorities as non-discretionary. Most seemed good with this approach but more work honing-in on these definitions is needed.

- b. Recommendation: Class 1 Trails: As a first priority for capital projects, Tahoe Donner expeditiously proceed with planning, permitting and construction of a Class I Trail from the existing (Town of Truckee) Trout Creek trail to the Alder Creek Adventure Center as recommended in the TOS Master Plan (project C2), and that funds be allocated in the 2024 budget to proceed forward. After some clarifying discussion, the committee approved unanimously.
- c. Recommendation: The process to create a master plan for the Northwoods Clubhouse and Campus to meet member and staff current and future needs continue into 2024 and that funds be allocated in the 2024 budget for retention of a consultant to continue the planning process. There was some discussion about the role of the committee verses the role of Staff in this sort of activity. It was clarified that the committees recommend, and the Staff presents (which includes the recommendations from the committee) and ultimately, the Board decides. The Chair called for the vote and the motion to approve passed 6 – 1. The person who voted no was concerned about voting for something that includes hiring a consultant that knows less about Tahoe Donner than our membership and with recommending retaining a consultant without constraint on fees.
- d. During this agenda item discussion, a motion was presented to include a “blanket statement” that all discretionary projects, in their analysis, include member centricity, consideration of alternative energy, mobility and transportation, and workforce housing. After a fair amount of discussion, it was concluded that there are likely more items the committee may want to include in this statement so the motion should be tabled to a future meeting where the statement can receive more consideration. The committee agreed unanimously.
- e. Recommendation: Working with the Town of Truckee as appropriate, traffic calming master planning be accelerated to a current project for 2024. The Chair called for the vote, and it was unanimously approved.
- f. Recommendation: Move forward with the permitting for the Marina deck expansion with plans to perform the work in 2024. Jon M. reported that this project is already in process. The committee decided to remove this recommendation from our list.
- g. Recommendation: Bicycle parking be upgraded at the Northwoods Clubhouse, Trout Creek, ACAC, and the Marina with racks to accommodate bicycles (including e-bikes) with large tires and that are designed to accommodate substantial owner provided bicycle locks. Comment: Vote 4 yes, 3 abstentions. Abstaining member felt that they lacked sufficient information to vote on this recommendation. Jon M. stated that bike parking is in the Reserve Replacement List and is typically address as projects at the facility are undertaken or if the cost

to install bike parking only involves the cost of the bike racks, the cost could be a part of the annual operating budget.

- h. Recommendation: As in 2022, LRPC recommends that Tahoe Donner not install electric vehicle charging stations for general public access based on its view that homeowners generally will install charging facilities for E-vehicles on their properties, and that E-vehicle charging stations be taken off of the capital lists. Jon M. noted that the Town of Truckee is pushing TDA to build the infrastructure for charging stations in projects going forward and, in the future, there may be mandates to include this component in our Capital Projects. The Chair called for a vote; 6 yes, 1 no. The no vote is based on a member's view that condominium owners would not have access to charging facilities and that over a twenty-year horizon association installed charging stations may be necessary. Proponents pointed out that charging stations can be installed by condominium associations on condominium properties and that, if required, charging stations can be re-added to capital lists in the future.
 - i. Recommendation: As Tahoe Donner owned vehicles require replacement that replacement vehicles, when feasible, are e-vehicles and that Tahoe Donner install charging facilities for association owned vehicles. Another robust discussion around this topic and Jon M. stated that TDA is always looking at the feasibility of replacing ICE vehicles with e (or other) power sources. Rob M. put forth a substitute motion that in 2024, TDA begin reducing their carbon footprint. No second to that motion. The Chair called for the vote on the original motion, and all were unanimously in favor.
 - j. There were several recommendations that the committee did not move forward at this time. Mailboxes, Campgroup Bath House, Golf Course Restrooms, Glacier Way Trailhead Parking Deferral, Marina sand area, Wedding Tent, Dog Park, Information and Capital Planning Process were not moved forward for a variety of reasons. See the Agenda for specifics on what the recommendation was.
- 5. Discussion – Report on Northwood Planning**
- a. Outreach Update (Jerry). Due to time constraints, Jerry provided only a brief update on the Outreach effort, conducted on June 25 at the Member EXPO and BBQ. Overall, the effort was a great success and we received good feedback. Jerry M. will document his full report and publish to this committee.
 - b. There were questions about holding an Open House and putting-up posters regarding the project. Both items will be discussed in working group sessions.
- 6. Action Items List Review**
- a. Due to time constraints, this item was not covered.
- 7. Guest Comments**
- a. No additional guest comments were received.
- 8. Adjourn**
- a. The Chair adjourned the meeting at 4:04pm

**Attachment 2
Schedule of Outreach Events**

Northwoods Clubhouse Campus Member Outreach		
Completed Events	Date	Volunteers
TD Annual Meeting: Clubhouse	Sunday 6/25	Jerry, Denise, Laura and Dan
Quilt Club	Wed. 6/21	Denise
Scheduled Events	Date	Volunteers
Cardboard Regatta: Marina	Saturday 8/5	Ward, Jackie, Denise and (maybe) Laura or Joe
Ryder Cup: Golf Course	Sunday 8/27	Keith
Wildwest Fest: ACAC	Saturday 9/2	Jerry, Denise
TBD Scheduled Events	Date	Volunteers
Music on the Meadow or Clubhouse openhouse	Saturday 8/26	Dan
Northwoods pool: clubhouse	TBD	Laura & Jackie
Club Outreach	Date	Volunteers
Tennis Club	Saturday 8/12	Beth
TBD		
TBD		
TBD		

ATTACHMENT 3
Draft Outline Northwoods Campus/Clubhouse Report

NORTHWOODS CAMPUS AMENITY: INFORMATION GATHERED AND SCHEDULE FOR A COMMITTEE REPORT

The Northwoods Clubhouse Building is over 50 years old and past the end of its useful life, at least in its current form. Office space is inadequate and ill-configured, and the building is generally inadequate for all uses, including administrative functions and member gathering spaces.

For these and other reasons, it is the next large capital project to be undertaken at TD. The Board has asked this committee to assist in developing a vision and plans for the entire Northwoods campus, including the recreational areas, and developing the key element of member input that is critical to the success of the project.

This Amenity Outline for the Northwoods campus was designed to assist in this planning process, and much of the work on those topics has been completed and summarized. Below is an outline of our work and a process for completing a report on needs, recommendations and ideas for the Northwoods Campus.

I. OVERVIEW WITH DETAILED DESCRIPTION OF ALL MAJOR ASSETS AND REMAINING USEFUL LIFE and CURRENT FUNCTIONS OF FACILITY

See Power Point, previously attached as **Ex. A** to our Amenity Outline Update presented at our May meeting. As noted, both the Northwoods Clubhouse and the Tennis Facilities, constructed in 1971, are past the end of their useful lives.

II. KNOWN ISSUES

A. Staff issues:

Jon's comprehensive Current State Staff Analysis Power Point presented many of the key issues and needs for the various aspects of the Northwoods campus. Including details administrative functions and space deficiencies. The Power Point with this information was attached as **Ex. B** to our Amenity Outline Update.

Several members also interviewed our General Manager, David Mickaelian, for an overview of deficiencies, needs and his thoughts and ideas about a vision for the campus. His comments and ideas are summarized in the interview notes attached as **Ex. C** to our Amenity Outline Update.

B. Member issues:

To date, member issues and desires have been identified in connection with the Current State report, and in discussions and visioning among the committee members specifically related to the Northwoods campus. The committee members represent a wide variety of views, and they have also obtained input from discussions with fellow owners to develop initial ideas.

The views and ideas from our visioning and discussions have been summarized by Denise, Dan and others, and have since been updated. Additional discussion is needed on these ideas in order to identify those that are feasible and that have broad support to be included in our report.

Borad member outreach is underway. Input from that process will likely proceed into the fall, will be key in developing a vision for the Northwoods Campus.

III. POTENTIAL PROJECTS ON THE 5-YEAR AND 20-YEAR PLAN AND OVERLAP WITH OTHER FACILITIES

Ward Sproat reviewed the 5-year and 20-year plans and presented an overview of the potential overlap and impact on the Northwoods Campus. In addition, the entire committee met to discuss the projects on the 20-year plan.

Miguel Sloane and other staff also provided a presentation about overlap with other facilities.

Any relevant overlap or impacts on the Northwoods Campus from these projects will be included in our final report.

IV. MEMBER OUTREACH

The ideas of this committee, which represent a broad variety of views, are a part of member outreach. In addition, broad member outreach is ongoing, and will likely continue into the fall. This will be a critical component of any recommendations and final report.

It is anticipated that one component will also be survey questions to all members as part of a broader Tahoe Donner survey in the fall.

V. VISION REPORT FOR NORTHWOODS CAMPUS, BASED ON THE FOREGOING AND ADDITIONAL MEMBER INPUT

It is expected that a draft of a vision and ideas for the campus will be developed in the fall. A subgroup will prepare a draft for review and input from the entire group.

It is anticipated that intensive discussion and refinements for a final report by the entire committee will be completed in the late fall. It is expected that the report will include broad, and possibly alternative, visions for the project that reflect its relationship to Tahoe Donner as a whole and looking to its long-term future

The purposes of the report are to assist the Board in making decisions for the future of the Northwoods Campus, to provide information for the entire membership as to the needs and desires for the Campus, and to provide guidance to the professionals who will eventually be retained to design and engineer this project.

ATTACHMENT 4.
Capital List Recommendations

Tahoe Donner
Long Range Planning Committee
July 13, 2023

Memorandum to:

Tahoe Donner Board of Directors
Tahoe Donner Finance Committee
Long Range Planning Committee Staff Lead

RE: Long Range Planning Committee Capital List Recommendations

PREAMBLE:

The Long Range Planning Committee (LRPC) met on June 8, 2023, to consider the Tahoe Donner five- and twenty-year capital lists. At its meeting on July 13, 2023, the LRPC, with a quorum present, adopted the recommendations below.

Based on description from staff, the LRPC bases its recommendations on items described in the capital lists as “discretionary” or “non-discretionary” as meaning that items described as non-discretionary are items required by external factors such as law, administrative regulation, building codes, or health and safety requirements. Thus, the description of recommended items as discretionary does not indicate a recommendation by the LRPC that these items are not priority items. While the LRPC considered all of the items on the 20-year capital list, members only moved recommendations as described below. The absence of a recommendation regarding other items does not indicate a position for or against those items.

As directed in its task list for the year, LRPC will continue its evaluation of amenities and facilities, and the Northwoods Campus and clubhouse, with capital recommendations specific to each of the facilities to be put forward in the future based on information developed in that process.

RECOMMENDATIONS:

1. **Class 1 Trails:** LRPC recommends as a first priority for capital projects that Tahoe Donner expeditiously proceed with planning, permitting and construction of a class I trail from the existing Trout Creek trail to the Alder Creek Adventure Center as recommended in the Trails and Open Space Master Plan (project C2), and that funds be allocated in the 2024 budget to proceed forward. (Unanimous in favor.)
2. **Northwoods Clubhouse and Campus Planning:** : LRPC recommends that the process to create a master plan for the Northwoods Clubhouse and Campus to meet member and staff current and future needs continue into 2024 and that funds be allocated in the 2024 budget for retention of a consultant to continue the planning process.
Comment: Vote 6 yes, 1 no. The no vote is based on the member’s view that an outside consultant should not be recommended in the absence of a cap on consultant fees.

3. **Traffic:** LRPC recommends that, working with the Town of Truckee as appropriate, traffic calming master planning be accelerated to a current project for 2024. (Unanimous in favor.)

4. **Bike Parking:** LRPC recommends that bicycle parking be upgraded at the Northwoods Clubhouse, Trout Creek, ACAC, and the Marina with racks to accommodate bicycles (including e-bikes) with large tires and that are designed to accommodate substantial owner provided bicycle locks.
Comment: Vote 4 yes, 3 abstentions. Abstaining member felt that they lacked sufficient information to vote on this recommendation.

5. **Electric Vehicle Charging Stations:** As LRPC did in 2022, LRPC recommends that Tahoe Donner not install electric vehicle charging stations for general public access based on its view that homeowners generally will install charging facilities for E-vehicles on their properties, and that E-vehicle charging stations be taken off of the capital lists.
Comment: Vote 6 yes, 1 no. The no vote is based on a member's view that condominium owners would not have access to charging facilities and that over a twenty-year horizon association installed charging stations may be necessary. Proponents pointed out that charging stations can be installed by condominium associations on condominium properties and that, if required, charging stations can be re-added to capital lists in the future.

6. **TD Vehicle Fleet:** LRPC recommends that as Tahoe Donner owned vehicles require replacement that replacement vehicles, when feasible, are e-vehicles and that Tahoe Donner install charging facilities for association owned vehicles. (Unanimous in favor.)

Tabled Motion: Given that non-discretionary projects take priority for health and safety reasons, that all projects consider as appropriate member centricity, alternative energy, mobility, transportation, and workforce housing issues. (Moved, seconded and tabled unanimously.)

Comment: Pursuant to the LRPC adopted Benefits and Problems Memorandum, May 19, 2022, these factors generally serve as guidelines for the Committee in the development of long-range plans and assessment of proposals for capital development.

Respectfully Submitted:

Daniel Simmons, Chair LRPC

LRPC Membership:

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

ATTACHMENT 5
Overview Report
(Under Separate Cover)

Attachment 6. Action Items List

Tahoe Donner Long Range Planning Committee

Meeting date: 7/13/23		Next Meeting Date: 8/10/23			Updated 8/01/23		
Meeting (Name & Date)	Action #	Topic	Responsible	Date Due	Status	Comments	
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 7/9: ongoing discussion	
LRPC:	5	Complete and distribute summary of "List of Fives" and "Affinity Ideas List."	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 7/9: No update from Dan and Jerry	
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	Done	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 7/9: Dan and Jerry will meet with Cathy and Julie from the Finance Committee Tuesday 7/11 to discuss working together. 7/27: Dan, Jerry and Cathy meet to talk about what information Finance Committee needs from LRPC. Since Finance Committee focus is operations budget and not the use of capital project reserves. No additional follow up is needed	

LRPC:	8	Add IT Infrastructure section to Current State Report	Dan & Jon	TBD	10-Aug	<p>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 7/9: Dan has updated the Current State Report. LRPC members need to review the latest version.</p>
LRPC, Jerry: 5/11/23	11	Create Northwoods current state document	Laura and Ward	TBD	Open	<p>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 7/9: Need to define details to complete document. 8/1: Laura continues to work on the document and will work with Dan on the review.</p>
LRPC, Jerry: 5/11/23	12	Each LRPC member needs to sign up for member outreach. Refer to list created by Denise	Denise and Jerry	June - Labor day	Open	<p>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. 7/9: Denise managing sign up list. LRPC members to work with Denise on scheduling dates and times 8/1: Need volunteers for scheduled events. Currently scheduled events are Cardboard Regatta 8/5 at Marina, Ryder Cup 8/27 at Marina course and Wildwest Fest 9/2 at ACAC. Denise working to schedule volunteers.</p>

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.	Jerry and Denise	June - Labor day	Open	<p>5/11: A leader is needed to work with staff for setting up each member outreach event. Scope includes working with staff for table, chairs, shade, use of iPads and paper input copies for members that do not want to use iPads.</p> <p>6/8: Reviewed with Jon and Lindsay at 6/5 meeting. TD staff to up table and chairs. Denise has a 10 x 10 shade cover and clip boards.</p> <p>7/9: Denise working with Lindsay on scheduling each member outreach</p> <p>7/27: Tuesday eBlast for 8/1 includes three scheduled outreach events. Staff will have posters in place after printing completed. Planning for week of 7/31.</p>
LRPC, Jerry: 5/11/23	14	eBlast announcement for upcoming member outreach	Jerry & Lindsay	Late May - August	Open	<p>5/11: LRPC to work with Jon and Lindsay for which weeks to send eBlasts and the content for each</p> <p>6/8: Lindsay recommended creating a schedule of all of the communications. The next step is to create an outreach campaign plan with details</p> <p>7/9: Jerry to work with Lindsay to write Tuesday eBlast announcements</p> <p>7/27: First eBlast sent Tuesday requesting member input and list dates for member outreach.</p>
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	July	Open	<p>5/11: Jon sent Current State document with Staff comments. There are 125 staff comments to LRPC members. During the May meeting we will talk about what plans are for the June meeting</p> <p>6/8: Dan, Keith and Rob met to discuss staff comments. Dan to update current state report.</p> <p>7/9: Dan updated the Current State report to include Staff comments. LRPC to review and comment on latest version.</p> <p>8/1: LRPC members will need to review the updated version.</p>

LRPC, Jerry: 5/11/23	17	Consider leased space for staff in a single location	Dan and Jerry	June	Open	<p>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</p> <p>6/8: Jerry to schedule an in person meeting the week of 6/26. People attending will be Dan, Jerry, Cathy and Julie.</p> <p>7/9: Dan and Jerry to meet with Cathy and Julie on 7/11 to discuss capital projects and this leasing space for staff.</p> <p>8/1: Dan and Jerry had a good meeting with Finance representatives Cathy and Julie to start the discussion. Further discussion needed. A follow up meeting to be scheduled.</p>
LRPC, Dan: 6/8/23	19	Create list of priority capital projects to submit to Jon	LRPC Members	July	Open	<p>7/9: Dan and Jerry created draft list of highest priority capital projects to focus on. Dan to send the list to all LRPC members for review and discussion during the July LRPC meeting.</p> <p>8/1: LRPC came up with a list of recommended projects to send to BOD and Staff. Dan drafted the document and sent it to LRPC members for comment. Dan is preparing final document to be sent to BOD and staff.</p>
LRPC, Jerry: 7/9/23	20	Consider having a Northwoods Clubhouse Campus openhouse on Saturday August 26 before music event	Lindsay, Jon and Jerry	August	Open	<p>7/9: Jerry to work with Lindsay to determine if this is something staff want to sponsor and work with the LRPC to organize.</p> <p>7/27: Date for LRPC member outreach at Clubhouse set for Saturday 9/26 before last live music event at POTH. If a Open House is planned, staff needs 4 weeks to plan.</p>