



Mission: To improve the economic vitality and quality of life in the communities of North Lake Tahoe.

NTBA Board of Directors Meeting
Thursday, November 15, 2018, 3:30 – 5:30 p.m.
North Tahoe Event Center

MINUTES

Attendees: Kristi Kohonen, Jaime Wright, Pam Emmerich, Jessica Weaver, Kim Smith, Lindsay Thayer (3:39), Greg Moutinho (3:44), Maggie Steakley (4:30)

Not present: Emilio Vaca, Charles Teran, Christine Bettera, Cindy Gustafson, Dax Willard

Staff: Joy Doyle

Guests: Bill Matte, Brian Gonsalves, Brad Johnson, Clayton Humphries

1. **Call to Order, Establish Quorum & Introductions** Pam called the meeting to order at 3:34pm (no quorum, started with introductions).
2. **Approval of November Agenda** – After a quorum was established at 3:44 and agenda item 5 was complete, Greg made a **MOTION** to approve the November agenda. Kim seconded the motion. Unanimously approved.
3. **Approval of October Minutes** - After a quorum was established at 3:44 and agenda item 5 was complete, Greg made a **MOTION** to approve the October minutes. Lindsay seconded the motion. Unanimously approved.
4. **Public Comment** - none provided
5. **Executive Director Report - Joy**
 - a. **Financial Report**

Everything is looking good. Balance sheet – as usual this time of the month, \$5900 payment from Placer County is in receivables line, as is \$7500 roof line lighting receivables, balance is in membership. P&L and Budget vs. Actual do not reflect October bank statement reconciliation. On P&L by Class, don't look at Passport to Dining as it's through Oct 31. Budget vs. Actual – 38% favorable to budget.
 - b. **Upcoming Meetings + Events**

Planning to send ballot for 2019 board no later than Nov. 27. Deadline to vote is Dec 7. It will go out to all of our members (non-contested election) however please vote. Next board meeting is Dec 20; does that date still work for everyone? **Action Item:** Joy will send Doodle poll to inquire about moving the date. Holiday tree lighting on Dec 7; before that, Nov 30 and Dec 1, local business holiday market hosted by NLTRA/Chamber. First Get S'more Saturday, Dec 15. Tentative date for NTBA 40th anniversary party is Feb 6 from 5-7pm. **Action Item:** Board member to save the date, Feb 6 for 40th anniversary party, to note office holiday closures and to check committee meeting dates against calendar.



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c. **ED Report Highlights - reference written report submitted with agenda**

CA State Parks Commission approved general plan update for KBSRA. TRPA approved moving of the KB pier part of the project (that part is funded, the other parts of the renovation are not yet by the state). Existing pier will be removed and a new pier will be built on the East side of the park where the boat ramp is now. Anniversary party – two proposals received from Whitecaps and Spindleshanks, the only venues that can handle our capacity. We will decide in early December which one. **Passport to Dining** has been a huge focus for our resources this past month. Estimated attendance is at 420; not including staff, volunteers and tasting station staff (more like 520). Five more than 2017. Trying to look at limiting capacity for next year to ensure it's less crowded and tasting stations don't run out. Kudos to Katie. She took the lead and did a fantastic job. Gross income just shy of \$30k for the event. Expenses do not include payroll; most are actual except items in blue. Don't have nonprofit beneficiary donation plugged in yet because that's what we need to decide upon. Yearly comparison tab; we're \$230 below last year. We did better in the auction and worse in the raffle this year. C3 donations tab; amount we donated and to which C3 organization since 2012. Scroll to bottom, when we sign a contract with C3 partner, this outline parameters of what they'll provide and how we determine how much we give back. Project MANA was again a good partner; natural ties to F&B tasting event. Budget vs. Actual – looking at bottom, starting row 32, calculations based on percentages of what donation could be. Short discussion following about recommendation that we contribute. Lindsay made a **MOTION** to donate 11% (\$2500) to Project MANA as recommended by Joy. Greg seconded the motion. Unanimously approved. **Roofline Lighting Project** - Agreements sent out to businesses who expressed interest; 13 of 29 have been returned. Installation will start Monday, Nov 19. Part of grant requirements were to have matching funds from business community. Liberty Utilities will purchase \$1k in materials. One clause in County contract that infrastructure will be owned by NTBA; Joy pointed out that who will actually own it is the business/property owner. We now have to wait for County Counsel to modify contract, which we don't know how long this will take. Joy proposes floating the \$4k the grant will cover until we can be reimbursed by the county and the participants. Joy also noted that from the 13 business who have returned contracts, nine have already paid their 50 percent. Greg made a **MOTION** to pay out of reserves under the condition that NTBA is paid back by the County. Kim seconded the motion. Unanimously approved. We have **art in the Bear Street Roundabout!**

6. **NTBA Scholarship Discussion** Joy shared summary from five years that NTBA scholarship was offered to Kings Beach, Carnelian Bay or Tahoe Vista graduating TTUSD senior through the Tahoe Truckee Community Scholarship Committee. In the past, checks written by individual members (optional); at time of NTBA membership renewal, on invoice members were invited to contribute \$10 toward scholarship (averaged \$884 per year) and 20 members on average (~10% of total membership) contributed. Some donated as much as \$250, others \$10. You also walked through the events that led up the discontinuation of the scholarship in 2017 and two long-time Community Supporter members disappointment in this decision. Staff felt like a double ask at the time of membership renewal was not appropriate and felt that the scholarship not squarely align



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with NTBA mission and vision. Last month, Carolyn Pretzer wrote a letter to the Board and asked the decision to be reconsidered. Joy read the applicable portion of the May 2107 Board meeting minutes, which showed that some Board members were hesitant to discontinue it. Joy proposed having the Board look at finances in September to determine if we can afford to put money toward scholarship in June of following year, and in what amount as directed by board decision. Kristi suggested positioning scholarship as something NTBA will do, and that members could contribute towards it if they wanted to by a set date; members and NTBA contributions would be added together for the total scholarship amount. Discussion followed regarding timing of deciding the amount and if that would be at same or different time when staff bonuses are considered. **ACTION:** Joy to write up a description that will be presented as a recommendation to the executive committee in December, then brought to the full board for discussion and possible approval.

7. **Computer & Server Equipment Purchase** - Joy sent proposal from Tahoe Tech Group that includes new computer for Joy, networking device and monitors, mice and keyboards for Joy and Katie. \$1400 off total cost because of IT support contract (included replacement equipment). Total cost is \$1199. Jessica made a **MOTION** to approve the quote provided by Tahoe Tech Group to replace computer equipment for Joy and staff as outlined. Kim seconded the motion. Unanimously approved.
8. **2019 Board & Election Update** - Maggie pointed out that one of our board applicants who provides sound for events could not be a board member due to NTBA's conflict of interest statement. Joy had conversation and he preferred to stay on as vendor, not board member. Brian Gonsalves stepped up with interest in joining the board. We will have 15 people on the Board next year!
9. **By-laws Amendment Recommendation** - We had added two ex officio seats years ago, and planned to add a third ex officio seat in January 2018, however these seats were not referenced our By-laws. Executive Committee asked By-laws to be amended to include. Because it had been some time since the By-laws had been reviewed for amendments, Joy edited the entire document and proposed additional edits that are consistent with the current operations of the association. A redline version of the proposed edits were unanimously approved by the Exec Committee, except for Emilio who has not responded to date. Additionally, ex officio responsibilities were drafted as they did not exist in the past. The main changes relate to elections, member meetings, voting and non-voting/ex officio seats, a staff section was added changed some language about the executive committee. Kim made a **MOTION** to approve the bylaw amendments. Greg seconded the motion, unanimously approved. Joy indicated she'd work with Emilio to file them if needed; Jamie mentioned TMA had to share their updated By-laws with their CPA.
10. **New ex officio responsibilities** - Joy took responsibilities for voting board members and scaled them back for ex officio members; attendance required at six meetings per year; non-voting members. Lindsay made a **MOTION** to approve the new ex officio responsibilities. Kim seconded the motion; unanimously approved.



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11. Ex Officio, Placer County and NTPUD Updates

Jamie of TMA – Placer County TART driver pool; 30-minute service into Squaw and Northstar from the lake could be challenging this year due to lack of drivers. Park & Ride pilot will happen in conjunction with Squaw, Northstar and Placer County from Truckee to the resorts on SR89 and SR267 corridors. “Park and Ride the Bus” will be tagline. Parking lot for SR267 at Airport District; parking lot for SR 89 will be at TTUSD Administrative Offices. Materials will be released next week (Wednesday).

Pam and Brad of NTPUD – Tree lighting on Dec 7. Next Thursday from 2pm-6pm, Tahoe Community Thanksgiving and Toys for Tots kick-off party. Admission by donation is unwrapped toy, canned food for Project MANA or volunteer to help. Winter Warmth & Wellness – collecting warm clothing, household laundry items, dog and cat treats, etc. Donations are tax deductible. Advisory working group for Event Center report was presented last week; available on NTPUD website (front page). Board feedback; more information and analysis by staff is needed. Group was praised for their work on the report. For those not familiar, it focuses on increasing use of NT Event Center (currently sits at 20-30% occupancy). More concerted effort to (1) market event center for weddings, special events, groups, etc. Suggested hiring person specifically focused on selling event space. (2) host more community/nonprofit events and meetings and (3) to focus on growing recreation programming within NTPUD (across all facilities) through hiring of recreation coordinator/programmer to evaluate programs cross all ages, interests. Direction of the Board is to have staff evaluate recommendation and run cost analysis. Capital investments also recommended; deferred maintenance. Board of Directors is exploring possibilities of leveraging property taxes to help offset costs; currently only used for sewer. NTPUD putting out notice for surplus vehicles. Lauren Holt is at Placer County for \$200k ask to finish dog park, ADA in the Regional Park.

Adjourned at 5:10pm.