

**LAKE TAHOE PARK ASSOCIATION
BOARD OF DIRECTORS' MEETING
SEPTEMBER 19, 2021
MINUTES**

1. Call to order, General Business

John

President John Taylor called the meeting to order at 2:05 PM at 335 Lake Avenue in Tahoe City, California and via Zoom. In addition to Taylor, Board members participating were Doug Williams, Catherine Pfitzer, Raif Anderson, Dave Williams, Susan Gray, and Scott Zumwalt

Also participating were General Manager Ben Leech, CPA Barbara Malm, and Recording Secretary Judy Friedman.

a) Declare minutes from prior meeting posted

Taylor reported the prior minutes were approved by electronic vote and have been posted to the website.

b) Establish that we have a quorum

A quorum was established.

c) Any revisions/additions to the agenda

Malm asked for an item for the Board to take action to transfer \$50,000 from the Board Designated Fund to the Operating Fund. The agenda was approved as amended by affirmation.

2. Project Status

Ben

a) Current projects and their status (bulwark, picnic tables, gate)

Leech has been working with Jan Brisco and TRPA to get the new bulkhead permitted. TRPA is asking for plans from an engineer. Unclear if this happens before shutdown or next spring.

Leech reported the new picnic tables that were paid for earlier this summer have not yet been delivered. The contractor is dealing with lumber shortages but has promised they would be delivered by November 1.

There is not any software available to make the gate ADA compliant. The key card unlocks the gate, but it is an additional step beyond the software that would enable the gate to automatically open. For example, at a grocery store, the door is always unlocked. Leech will continue to look for solutions but at this point no further construction at the gate is planned.

b) End of Season Park Projects (kayak rack, buoys, tree trimming)

Leech presented the quote from Mark Hendricks to build new racks that will have 204 slots for kayaks or SUPs. A brief discussion followed regarding the layout of the 3-tier racks. The project can be done in November and should pay for itself in year 2.

It was moved by Taylor and seconded by Zumwalt to allocate \$51,000 to construct 17 kayak rack units to accommodate 204 kayaks or SUPs. The work will be done during the off-season. Motion carried unanimously.

Leech reported that although nine additional buoys have been approved, there are several more steps required to get them installed, including a bathometric survey and work by High Sierra Marine. The cost to complete the process will be close to \$40,000.

Some tree work is necessary at the Park, including removal of some small trees and limbing of some larger trees. Leech will get some bids from arborists and proceed to completion in October.

Leech installed a Purple Air sensor in the Park, which measures Air Quality Index (AQI). It's listed as "Tahoe Park Beach."

Leech described procedures that were taken during the fires and resulting high smoke levels. The office was closed when AQI exceeded 400. At 300, one person could work in the office, and at 200 light work could be done in the Park. Employees could stop work anytime they felt uncomfortable, but still got paid. The Park remained open; only the office was closed.

3. Technology Initiative

John

- a) Tahoe Tech recommendations for equipment purchase: To leverage technology where reasonable, Taylor contracted with the Tahoe Tech Group. The initial fee of \$400 includes a baseline inventory of the security of all the Park's technical equipment to ensure it is secure and functioning as needed. The initial assessment has been done and a monthly fee of \$400 will continue throughout the engagement. The first recommendation is to upgrade the desktop computer. Tahoe Tech will serve as the organization's IT "department" for the next year. They will also help with the camera, entry card, Wi-Fi and security systems.
- b) Portal Construction: A proposal was received from Robert Bousquet of New Leaders Ventures, LLC. Taylor reminded the group of the work Dave Williams did to get a new portal constructed before COVID hit where work stopped. The project has begun again. Tahoe Tech recommended Robert Bousquet of New Leaders Ventures, LLC from Truckee to build a new portal that will allow much more member interaction than a standard website. Taylor described specifics of the benefits. Bousquet has submitted a proposal for \$4,500 to develop the Preliminary Requirements Document, which will essentially be a blueprint showing the features, timeframe, and costs to reach the Association's goals. The costs to complete the project could be approximately \$25,000 - \$30,000 over the next three years. Dave Williams agreed this is a sophisticated and necessary approach. Discussion followed as the proposal and work to be done was clarified. It was moved by Zumwalt and seconded by Pfitzer to allocate \$4,500 to begin the portal construction per the proposal from New Leaders Ventures, LLC . Motion carried unanimously.

4. Imposition of Lien Changes

John

- a) Policy & Procedure Changes re: Approved Amendment
Taylor reported the change to the Bylaws was approved by 79% of the membership. The Board now needs to ratify that the Policy & Procedures Manual will reflect the changes.
It was moved by Zumwalt and seconded by Doug Williams to include the approved Lien Amendment to the Bylaws in the Policy & Procedures Manual. Motion carried unanimously.
- b) Closure on 7 Lien Notices: Vote to Proceed to impose liens
Taylor said attorney Brian Hanley composed a pre-lien letter that has been sent to each of the seven delinquent members. He distributed a spreadsheet giving detail on the delinquencies and each account was discussed.

- i. It was moved by Taylor and seconded by Gray to proceed with the lien against Ontiveros. Motion carried unanimously.
- ii. It was moved by Taylor and seconded by Doug Williams to consider a proposal from Zemann. If an agreement is not reached, a lien will be instituted. Motion carried unanimously.
- iii. A 30-day notice is being sent to Richard Rudolph.
- iv. It was moved by Taylor and seconded by Pfitzer to approve the 12-month payment proposed by Forsyth, with the proviso that a lien will be imposed if all terms of the agreement are not met. Motion carried unanimously.
- v. It was moved by Taylor and seconded by Zumwalt to have Taylor and Dave Williams consider a proposal from Randlett. The Board will vote on whether to accept it, with the proviso that a lien will be instituted if an agreement is not reached or adhered to. Motion carried unanimously.
- vi. Regarding Zimmerman, the owner had previously quit-claimed the property back to the Association.
- vii. It was moved by Taylor and seconded by Pfitzer to proceed with the lien against Bechdolt. Motion carried unanimously.

Dave Williams will rewrite the policy clarifying the Board's position on collecting assessments up to five-years delinquent and specify procedures for working with the property owner.

5. Employee Compensation for 2022

Scott/Ben

Leech distributed job descriptions showing compensation ranges for three levels of employees plus management. Discussion followed regarding the pool of employees in the area in general, the best fits for the Park specifically, and the competition in the job market that includes compensation.

There was a brief discussion about the pros and cons of having lifeguards on the beach. Malm will check with the insurance broker on the impacts. The Board also considered having Epi pens on site and whether or not staff should be CPR certified and trained on AEDs.

It was moved by Taylor and seconded by Dave Williams to adopt the Employee Compensation for 2022 and policies as proposed. Motion carried unanimously.

6. LTPA Finances and Budget

Dave/Barb

- a) Budget vs Actuals
- b) Insurance policy changes
- c) Capital Projects (Decision on Kayak racks, Buoy expansion)
- d) Decision on Buoy and Kayak Rental Fees
- e) Decision on 2022 Annual Assessment
- f) Proposal for incremental charges for STR members

Dave Williams presented the 2022 proposed budget and described the assumptions as it was being prepared. Specific revenue and expense line items were clarified. Discussion followed as the Board set membership assessments and fees for buoys and kayak space rentals. Break even points for each fee was considered.

It was moved by Zumwalt and seconded by Gray to charge \$800 for buoy rentals for each half of the 2022 season. No additional deposit will be required. Motion carried unanimously.

It was moved by Taylor and seconded by Pfitzer to charge \$150 for a kayak or SUP space for the 2022 season. Motion carried unanimously.

It was moved by Gray and seconded by Dave Williams to charge up to \$15 per day and up to \$50 per week for a kayak or SUP space, depending on demand, for the 2022 season. Motion carried unanimously.

The weekly buoy fee will be up to \$500, and the daily fee was set at up to \$80/day, depending on demand

It was moved by Taylor and seconded by Pfitzer to increase annual assessments from \$335 to \$375 for 2022. Motion carried unanimously.

It was moved by Taylor and seconded by Zumwalt to adopt the 2022 budget as presented, including the fee changes voted on today. Motion carried unanimously.

Dave Williams has been asked that the Board consider the impacts of short-term renters to the beach. Several ideas were discussed, including charging owners who rent their homes an assessment or offer restricted access to renters by issuing a special card. It was noted that enforcement and knowing who does and does not rent their homes would be difficult.

It was moved by Taylor and seconded by Pfitzer to transfer \$50,000 from the Board Designated Fund to the Operating Fund. Motion carried unanimously.

7. Board Business

John

a) Next Meeting.

The next meeting will be available via Zoom. Short-term rental fees will be considered during a special meeting, prior to the regular Board meeting in January.

b) Today's action items were reviewed:

- i. Dave Williams and Taylor will meet with Robert Bousquet (New Leaders Ventures, LLC) regarding the Preliminary Requirements Document for development of the portal.
- ii. Leech will get quotes for trimming trees and work with the contractor on the kayak/SUP racks.
- iii. Taylor will write letters regarding liens approved above. He and Dave Williams will set meetings with owners as noted.
- iv. Taylor and Malm will meet with attorney Brian Hanley to get pre-lien notices completed for owners and the title company.
- v. Leech and Malm will talk to the insurance agent regarding lifeguards and CPR training.
- vi. Dave Williams will rewrite the policy regarding collecting dues up to five-years delinquent and specify procedures for working with the property owner.
- vii. Leech and his staff were congratulated on doing a great job this season.

Adjourn

There being no further business to come before the Board, the meeting adjourned at 5:36 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL AND BUSINESS SOLUTIONS