

Lake Tahoe Park Association
Board Of Directors' Meeting
January 10, 2023
Minutes

1. Call to order, General Business

John

President John Taylor called the meeting to order at 6:33 PM via Zoom. In addition to Taylor, Board members participating were Dave Williams, Catherine Pfitzer, Jacque Daniels, Will Romph, and Scott Zumwalt. Board member Raif Anderson was not present. Also participating were General Manager Ben Leech, Accountant Barbara Malm, and Recording Secretary Judy Friedman.

a) Establish that we have a quorum

A quorum was established.

b) Accept minutes from prior meeting

The minutes of the September meeting were approved electronically and have been posted on the website.

c) Any revisions/additions to the agenda

Today's agenda was approved as presented by affirmation. It was agreed items may be taken out of order.

2. Website and Portal Development

John/Dave/Ben

a) Gate/Entry System status and demo

b) Policy considerations for 2023 (card issuing, ID property type, owner/guest counting)

c) Next Phase of development

Taylor reminded the group that he, Williams, and Leech have continued to work with our developer, Robert Bousquet, to identify, contract and initiate installation with a vendor to install an updated system at the gate that will communicate with the new portal. The system will be in place this spring, although policies and logistics are still being worked out with the vendors, Board and staff.

Bousquet demonstrated the system in real time, explaining how the card reader will provide electronic data about who is coming into the Park and when, which will help inform the staff and Board and raise any policy decisions. Robert described the features of the system and the variety of data that can be collected. Bousquet said the use of smart phones will reduce the need for physical key cards, which will improve gate security during the season.

Discussion followed clarifying the system functionality and the information that can be gleaned. Taylor will introduce the system in the President's Letter that will go out later this month. Discussion continued as Williams described the amount of work it has taken to get to this point. Leech said the program seems user friendly and is easy to navigate. Staff will be trained to help members get registered and provide guest cards per the new plan.

Taylor thanked everyone for their work on this project. There are a lot of benefits, both as the Board considers of policy and to the members, given the many features of the new website and entry system. He expects the system will be well established in May by the time it's initiated.

a) Projects scheduled before 2023 season

Leech said his number one project is buoys. This item was discussed in more detail under Item 4.

Leech is planning to retrofit 11 or 12 tables to grill conversions this spring.

The permits have been received for the terracing at the north end of the Park. Timing of the work depends on Mark Hendrick's schedule.

b) Staffing Expectations for 2023

Leech described the anticipated staffing for this summer. The biggest challenge is finding people who can work the entire season from May to October. Leech does not really begin to recruit until April or May because workers cannot commit yet.

Malm announced the new payroll vendor is on board with an expected improvement in performance.

Zumwalt noted losing returning staff and having to retrain people is a real issue. He asked if salaries are competitive. Malm noted the key staff received substantial increases in 2021 and 2022 and additional increases are in the 2023 budget. A brief conversation followed confirming the Board's commitment to keeping salaries competitive so employees will return and stay all season.

4. LTPA Finances and Budget

a) YTD Budget vs Actuals

Williams presented the financial documents that were sent to the Board prior to this meeting. He recapped 2022 revenues and expenses. He noted the higher than expected costs for buoy maintenance, insurance and salaries. Discussion followed on the 2023 budget assumptions, which were adjusted based on 2022 actuals.

b) Annual Assessments and other charges

Williams reviewed the capital improvement budget, noting priorities over the years, and the current issue of planning for when TRPA issues additional buoy permits. He presented various scenarios to cover associated costs, including how Reserves fit in. Given the anticipated costs and the need to keep Reserves funded, the 2023 budget assumes an increase in annual assessments to \$425 per year and half-season buoy rentals to \$1000.

Williams explained assumptions made as the 2023 budget was prepared, noting increases in general maintenance costs, salaries, insurance, and minor improvements, besides major capital improvement projects.

Taylor described the buoy situation saying LTPA currently has 50 tags. That said, because of low water last year, not all buoys could be used. Also, it is hoped TRPA will allow an additional 9 buoys, but the timing is unknown. The costs include permits, the buoys and chains, replotting the field to accommodate the additional buoys and installing them. The proposed 2023 budget anticipates the expense to be in 2024 based on permitting delays, but again, that is unknown.

Discussion continued regarding the best way to prepare for the expanded buoy field, given TRPA approval could be in 2023 or 2024. The Board considered the proposal to increase the assessment and buoy fees. Revisions to the budget were considered in real time.

It was moved by Taylor and seconded by Zumwalt to accept the 2023 budget as modified, including increasing half-season buoy fees to \$1,000 and annual assessments to \$425. Motion carried unanimously.

5. Proposed Bylaw Amendment for Annual Meeting

John

Taylor said the current Bylaws call for the Annual Meeting to be held anytime between June 30 and July 8. He proposed extending that window to July 21 to better plan around the 4th of July holiday. The amendment would need to be approved by the membership. There was consensus to agree. Taylor will mention it in the President's letter.

It was moved by Taylor and seconded by Daniels to propose a Bylaw amendment to extend the window of the Annual Meeting to July 21 and submit the initiative to the membership for a vote with the 2023 Annual Letter.. Motion carried unanimously.

6. Firewise Initiative: Actions to be planned

Scott/Raif

Zumwalt reported the Committee is getting organized and hoping to schedule a neighborhood clean-up in the spring. He suggested including his number in the newsletter for people to call for more information.

7. President's Letter: revisions

John

Taylor will send the draft to the Board for review. There was a brief conversation about the best way to communicate the benefits and value of the new gate system. The goal remains to get the Annual Letter to members by late January 2023.

8. Board Business

John

a) Current Issues (requests, vendors, approvals)

Taylor noted most of the time has been spent on the website updates and budget preparation. He will now focus on fine-tuning the Annual Letter, so it goes out at the end of the month.

b) Review of Assigned Tasks

c) Next Meeting: Proposed early April 2023

The next Board member was scheduled for Tuesday April 18, 2023, at 6:30 PM.

9. Adjourn

There being no further business to come before the Board, the meeting adjourned at 8:45 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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