

LAKE TAHOE PARK ASSOCIATION  
Board of Directors' Meeting  
April 18, 2023  
Minutes

**1. Call to order, General Business**

John

President John Taylor called the meeting to order at 6:36 PM. In addition to Taylor, Board members participating were Dave Williams, Jacqueline Daniels, Catherine Pfitzer, and Scott Zumwalt. Raif Anderson joined at 7:18 PM. Will Romph 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 previous 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.

**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 reported on the progress made since the January Board meeting. He reiterated the objective of the new system is to gather information on who is coming into the park and gain understanding of Park use by its members and their guests. That data will inform Board decisions regarding capacity and resource allocation. The plan includes replacement of the current cards which will be replaced by use of new cards or mobile devices for Park entry. Another key objective in the Portal project is adding a messaging capacity such that the General Manager or Board can communicate with some or all of its members.

Williams said the gate/entry system was originally built on Open Path as of early January. However, in January it was discovered that there would be a \$2,000 - \$3,000 per year licensing fee. Williams, Taylor, and Robert Bousquet (the Portal developer) attempted to get the fee reduced or waived, since it had not been disclosed previously. Because that effort failed, a new vendor, KISI, was identified and contracted for use. They offer the same technology as OpenPath for \$300 per year. The local lock vendor, Flying Locksmith, had recommended Open Path and also are a re-seller for Kisi. They have agreed to switch the equipment to KISI's system at no additional cost.

Taylor said that as the new system is set to launch with the opening of the park, new policies need to be considered. He distributed nine recommended policies and discussion followed as each was reviewed. The definitions of "authorized user" and "guest" were defined and agreed upon. There was agreement not to set a minimum age for authorized users.

The Board considered how many authorized users per property should be allowed. No limit was set, but accounts will be monitored to see if a property routinely exceeds 10 users. Guest cards use will also be watched for excessive use. It will be easy to see if the system is being misused and an account can be cut off if need be per the new policies as stated.

Discussion continued regarding details of the policies and anticipated use of the new system.

Williams will provide additional text for our member mailer to explain the new system and what members can expect or do.

It was moved by Zumwalt and seconded by Pfitzer to adopt the modifications to the existing Policies and Procedures. Motion carried unanimously.

Taylor said some test messaging will be sent to the Board as the system is rolled out. This summer the portal will continue to support picnic table reservations. The long-range plan would include the ability to pay the Park for assessment and other bills through the portal. This feature would be considered after the above is fully established. The hope for the portal/website is to streamline Park procedures, inform members of changes and enable members to use Park services.

### 3. TRPA Projects and Status

Ben/John

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#### a) Application for addition buoys

Leech explained TRPA was initially eligible for nine additional buoys, but given lake space constraints, new TRPA limitations and lengthy approval process the approval may be delayed into late 2023 or beyond. TRPA is now adding a new limit on buoy placement: minimum elevation is 6190' mark in addition to an existing limit of 600' from the 'normal' shoreline. With our shoreline area the plot submitted to TRPA has added 6 additional buoys based on the new and existing rules.

That said, the expectation is for approval to give the Park 56 total buoy tags. Our intention is to place the additional buoys in fully functional areas with the possibility of using shallow buoy anchors with the higher lake level. Consultant Jan Brisco is working with TRPA to gain approval for the additional buoy tags and advise us on any alterations to that plan.

Taylor described the ongoing meetings with Brisco, who is the intermediary between LTPA, TRPA, and State Lands. He and Leech have established quarterly meetings with Jan Brisco to ensure project movement.

#### b) Terracing of North End of Park

Leech explained the issues with getting this project approved. The final permit has been issued TRPA and is valid for three years, but the area is currently under snow. If it cannot be done this spring, it will be done later in the fall or the following spring.

#### c) Renewal of Lease with California State Lands for piers and buoys

Leech said the lease has not been updated since 2021, but Brisco assured him it will continue to carry over until State Lands issues a new one. She says it is linked to buoy approval such that renewal will likely follow. Presently, the Park is in a carryover situation where billing is received and payments are made consistent with the most recent agreement.

### 4. Park Operations

Ben

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a) Projects scheduled before 2023 season

Leech said there has been so much snow and ice this winter, it will take weeks of warm weather to melt. He is anxious to get into the park to assess damage and begin spring clean-up, but it will be a slow start to the season. He is planning for a Memorial Day opening with Board agreement.

Leech is also working with Dave Williams to order and install the barbeques for those picnic tables where there is a metal table. The expectation is that this would happen as the Park opens. Messaging will go out to the members of this event.

b) Staffing Expectations for 2023

Leech reported most of the core staff is returning for this season. Baldo and Gus will not be back until the snow melts, maybe mid-May. There was a brief discussion about the continued need to pay competitive wages.

## 5. LTPA Finance Dave/Barb

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a) YTD Budget vs Actuals

Williams presented the financial reports, saying revenues and expenses are consistent with the budget for this time of year. Discussion followed as specific line items were clarified.

b) Annual Dues and other charges

The 'Reminder' statements, which will include a late fee on members who did not pay by March 31, will be mailed in May. Two members who were granted payment plans as long as they remain current are delinquent. They will be contacted to remind them of the conditions of the agreement.

## 6. Board Business John

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a) Status of Elections and Proposed Amendment

Taylor reported Zumwalt and Williams will run for re-election and two other nominations have been received. Anderson is not running for re-election. There are four candidates for the three Board positions available.

Malm said more than the required 235 ballots have been received to vote on expanding the window of when the Annual Meeting can be held.

Malm said the new payroll company is excellent and has been easy to work with. Plumas Bank is also much better to work with than our prior bank.

b) Review of Assigned Tasks

Taylor thanked Williams in particular, but all Board members for their hard work and commitment. A lot has been accomplished.

c) Next Meeting:

July 6, 2023, at 3:00pm to 5:00pm, followed with dinner served to those attending and their spouses.

## 7. Adjourn

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There being no further business to come before the Board, the meeting adjourned at 8:26 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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