



# Donner Summit Association (DSA) Core Action Team Meeting

## 2019 Year in Review

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**DSA Core Action Team  
Thursday, February 21, 2019 5:00 P.M.  
Sugar Bowl – New Conference Room, Norden  
Minutes**

**1. Welcome**

Pat called the meeting to order at 5:15 PM. Several people were delayed in finding the New Conference Room, which was partly buried by snow but comfortable and equipped with a large color display which Chris connected to his laptop.

Attendees: Tommy Christy, John Groom (USFS), Kelly Hobstetter (JKAE Architecture), Jordan Knighton (JKAE Architecture, by phone), Pat Malberg, Bill Oudegeest, Chris Parker (Sugar Bowl), Dick Simpson, Mike Spain (Boreal/Soda Springs), John Svahn (TDLT), Beth Tanhoff (DSA, by phone), Krista Voosen, and Nathan Wieler.

These minutes are not a strictly chronological record of the discussions; when common themes resurfaced, those comments have been grouped. Motions are *italicized*, and action items are highlighted in **red**.

**2. Organizational Matters:**

A. Approval of the Agenda

Pat asked to swap the trail signage and visitor center topics on the agenda that had been distributed before the meeting.

*Bill moved and Chris seconded that the agenda be approved with the proposed change. The motion was approved unanimously.*

B. Approval of Minutes

There were no proposed changes to the January minutes. *Bill moved and Chris seconded that the January minutes be approved. The motion was approved unanimously. Dick will send an electronic copy of the minutes to an appropriate person for posting on the DSA web site.*

### 3. Financial Matters

DSA now has a bank balance of \$9542. Pat thinks there should be an additional \$14K from Placer County was not yet credited when Sue looked at the bank balance. (Note: in a subsequent email from Sue, the bank balance as of 2-21-19 was \$24,669.74)

### 4. Visitor Center Next Steps

Bill explained why the visitor center feasibility study had been carried out and summarized the main results. Sierra Business Council (SBC) conducted surveys and interviews; they concluded that a visitor center would be a useful addition to the Soda Springs area. SBC found that purchase and renovation of Norm Saylor's building on the southeast corner of the Donner Pass Road/Soda Springs Road junction (sometimes known as the Flashing Light property) was the best of five sites considered. They estimated purchase price and renovation costs to be in the range of \$2M. Bill and others will be meeting with Norm to discuss acquisition options next week; these include purchase, rental, and donation.

Regarding the report itself, Krista wondered why Boreal and Woodward were not mentioned; they are year-round Summit attractions (albeit on I-80). Dick said he had other comments. Pat said that *comments should be sent to [bmaritato@sbcouncil.org](mailto:bmaritato@sbcouncil.org)*; she has already sent some of her own.

Since the draft report was written, Krista has purchased the Mason parcel (one of the alternate sites). The Soda Springs General Store will be moving across the street, likely freeing space in the Mason building; but when that space might be available is unclear. Nathan suggested that remodeling the Mason building might be financially easier for DSA. Counter-arguments were offered that money is available to capitalize projects (for example, *building* a visitor center), but there is little grant money for ongoing operations (such as monthly rent). Owning a building is probably easier in the long term.

Kelly Hobstetter (of JKAE Architecture) explained what might be done with the Flashing Light building. There are 2000 square feet on the ground floor. Kelly likes the attraction of a refreshment/coffee bar in the visitor center; but this would be more difficult to fit if there is a ground floor apartment, which is being considered as a source of continuing income. Tommy noted that Nevada County zoning of highway commercial (C2-RC) does not allow ground floor living space; he recently was red-tagged for his apartment on the ground level of Tinker's Station. Bill responded that the Flashing Light property is not highway commercial. Chris checked the County Assessor's web page and found that Flashing Light is zoned C1-RC, but there was no further discussion of zoning.

Since Donner Pass Road is a former state highway, there is a 50 foot buffer between the current highway edge and the buildable part of the Flashing Light lot, counting both right-of-way and setback requirements. Dick said the lot size of 0.25 acres at the site would be very limiting when parking is considered. Whether the visitor center could use some of the buffer is not clear.

Pat noted that the feasibility study strongly supports the notion of a visitor center; the existing grant for the feasibility study includes funds that could be used for a visitor center conceptual study, which is what JKAE Architecture is now doing. Kristin York (of SBC) thinks the next step would be to go into a more detailed design study and permitting process. Chris said we need to know what the concept for use of the 2000 square feet is before we try to "move forward"; Jordan's firm is in a good position to flesh this out.

John Svahn wondered whether a visitor center is something that can be managed by DSA; perhaps some of the "low hanging fruit" might be harvested before tackling a visitor center. Chris replied that some of the low hanging fruit includes the visitor center feasibility and design studies; actual construction may be several years away, but there are good reasons to take the early steps. In the short term, kiosks and signs could be installed inexpensively; a building would come later when there is "real" money available. Bill reminded the group that DSA has been offered a private donation in order to build a kiosk.

JKAE Architecture will put its basic concept together using feasibility funds — a single floor visitor center, a couple bathrooms, a couple work spaces, and a refreshment bar. The minimum rental space for living is 480 sq ft; a small ground floor apartment will be considered. The upstairs apartment already exists and could be available for Norm, depending on the acquisition terms. Parking and zoning need to be considered.

Late in the discussion Tommy offered space in Tinker's Station as a possible backup. It already has three bathrooms; he thinks the space (the entire ground floor) could serve well as a visitor center. There is parking in front and back.

## **5. Signage for Summit Trails**

Connor Swift (PCTA) has made suggestions on where signs would be desirable at the Summit; he provided a photomap showing three recommended locations for PCT signs and annotations with additional suggestions such as minimal signage and use of the PCT chevron. Dick said there are so many trails intersecting at the Summit that "minimal signage" is not likely to help the average visitor. John Svahn agreed, saying that there are never enough signs; users are always asking for more signs on TDLT trails. TDLT has experimented with small reflective colored signs, but most people don't know what they are. John noted that Tahoe Donner swaps winter and summer signs when seasons change so that appropriate signs are in place for the activities expected.

Sugar Bowl has installed about 20 of the rusted metallic 'Yosemite' signs with cutout letters. They have to be located where snow-cats will not run into them and, because they blend in with the surroundings, they are not always visible to people in a hurry. TDLT has adopted the signs for its trails; they budget assuming that signs will be replaced every 30 years; the signs are relatively immune to most degradation and are installed in such a way that they cannot be easily stolen. Sugar Bowl has also installed some larger 'kiosk' signs that are of all metal construction; these provide useful background information (several paragraphs of text with photos/maps) for visitors. One kiosk is two stories high with winter information on the upper level and summer information below.

Sugar Bowl will eventually host Placer County and Truckee Trails Foundation trails, so they are looking to the future in planning their signage. Sugar Bowl's experience will be useful generally around the Summit. Pat suggested that the 'Yosemite' sign is already widespread; perhaps DSA should adopt that style. John Svahn said the metal signs cost about \$300, the kiosk type sign costs about \$3200. Nathan pointed out that at least one other kind of sign is needed — for people driving by; signs pointing to parking areas will help people get off highways and to trailheads. **Nathan requested JPEGs that could be posted on the web site illustrating different sign types.**

Chris said Truckee Trails Foundation is willing to put money into providing support for trails and planning; he sits on the TTF Board. He thinks some preliminary, non-controversial signage could be funded and installed within the next year.

Bill said that what DSA needs is a plan — where should the signs go, what information should they convey, who controls the land where the signs would be placed, what types of permits will be needed, etc.? **Nathan said he and Chris would draft a document.**

John Groom (USFS) said he likes both the 'Yosemite' signs and the metal kiosk signs; he also said that it is up to the Truckee Ranger District (TRD) to make the final decisions on signage on TRD Forest Service land. John is supportive of developing a system of trails in the Summit area that extends beyond the PCT; the PCT is important, but it's not the only trail that needs to be considered. When he hikes, he likes to go to areas that he knows or can learn about; there are so many trails around the Summit that visitors may be confused and go elsewhere. John isn't willing to overstep cultural resources, but he is willing to support most other signage initiatives so long as the designs and plans aren't at cross purposes with USFS policies and plans. (Note: John added that he is comfortable making quick decisions about signage and maps for recreation. If maps or signage are proposed directing people towards historic or prehistoric sites, he needs to check with the TRD Heritage program manager, Carrie Smith, who is their liaison with the tribes' state historic society. It may involve time delay, but it keeps the relationships positive.)

John Svahn wondered whether DSA should designate major trailheads: Donner Summit, Sheep Pens, Castle Valley, Van Norden Dam site. This would provide more focus for the trail system as opposed to having many unrelated trails. John Groom said that TRD is trying to

get money to move the Donner Summit Sno-Park to the north side of I-80; cultural resource studies have been completed, but more money is needed for next steps. The USFS plan is to complete the loop on the *north* side of I-80 by improving an ad hoc climbers' trail roughly between the fire station and the south end of Castle Valley. The new Hole-in-the-Ground trail would also bypass the existing "staircase" section on its western end. Auburn Ski Club is interested in a trail that would move traffic from their road onto a dedicated trail.

## 6. Bathrooms

John Svahn began a short discussion of backcountry sanitation facilities. Chris showed a photo of a two-seat vault toilet at Webber Lake. John said the units are delivered as pre-cast concrete, and installation takes about six hours; they are usable in the winter, snow permitting. Water table is sometimes an issue for buried tanks (for example, at Webber Lake), but water table should not be a problem around the Summit. Chris wondered whether flush toilets might be preferable at Donner Summit. A connection to DSPUD for water and sewer would be required, but operations and maintenance have to be included in any case. Daily service might be needed during peak use periods. John Groom offered government money if a vault toilet were installed on USFS land; TRD spends \$80K a year to pump out campground toilets under an existing contract.

## 7. New Grant Requests

Chris wants to see the economic study (expected from SBC shortly) before taking another step on the visitor center. At the least, decisions on whether to pursue the Flashing Light property (or an alternative) await the meeting next week with Norm.

Discussion then drifted toward trying to develop a Trail Master Plan for Donner Summit, which would include trails and trailheads, the visitor center, a "walkable" Soda Springs, and other issues. Nathan thought seeking community input on such a master plan might be justification for a public meeting. A land planner would be needed to facilitate the discussion. **Nathan said he and Chris would follow up.** Chris said this master plan should be comprehensive in area, as well as include a more focused area that could be the graphic manifestation of the Soda Springs Area Plan. John Svahn suggested that the proposal be written in committee, as opposed to in a board meeting.

Bill noted that Placer County is requiring a higher percentage of community input for this proposal cycle. Proposals are due April 2.

## 8. Next Meetings

Pat noted that DSA has not had a public meeting for a long time; she wondered whether we should schedule another. Sentiment was favorable, but there was consensus that DSA is not ready to put its current thoughts forward in a public forum. Nathan proposed a public

meeting in April when some of the signage, grant applications, and other plans have been developed a bit more.

March 7: Van Norden DEIR public forum. 1:30 PM, Truckee Council Chambers, 10183 Truckee Airport Road, Truckee. In case of inclement weather, the face-to-face meeting will be at 950 Maidu Ave., Nevada City; remote comments will be accepted at the Joseph Center, 10075 Levon Ave., Truckee.

March 14: Core Team meeting at Sugar Bowl (New Conference Room); one agenda topic will be bathrooms.

April 11: DSA meeting; location and format TBD

April 18: Donner Summit MAC meeting.

## **9. Adjournment**

Pat adjourned the meeting at 7:25 PM.

Minutes approved by the Core Action Team at the meeting on March 14, 2019.

Minutes signed by Secretary, Richard A. Simpson  
2019-03-18



**DSA Core Action Team**  
**Thursday, March 14, 2019 5:00 P.M.**  
**Sugar Bowl – New Conference Room, Norden**  
**Minutes**

**1. Welcome**

Pat called the meeting to order at 5:10 PM.

Attendees: Sue Busby, Jordan Knighton, Pat Malberg, Bill Oudegeest, Chris Parker, Mike Spain, and John Svahn. Nathan Wieler and Brian Tafel, by phone for “Signage and Wayfinding Standards Exploration” presentation.

**2. Organizational Matters:**

A. Approval of the Agenda

*Bill moved and John seconded that the agenda be approved. The motion was approved unanimously.*

B. Approval of Minutes

There were no proposed changes to the February minutes. *Bill moved and John seconded that the February minutes be approved. The motion was approved unanimously.*

**3. Financial Matters**

DSA now has a bank balance of \$24,585 which includes a grant reimbursement from Placer County amounting to approximately \$14,000. Sue and Pat met with Ward Fansler, CFO of Truckee-Donner Land Trust for guidance in setting up QuickBooks for DSA accounting of regular financial activity, required government reporting, and tracking grant funds.

#### 4. Signage and Wayfinding Standards Exploration

Chris projected the slides that Brian Tafel had submitted to the group for discussion. Brian provided commentary, beginning with a review of past work that he had submitted and then continuing with a series of elements that should be considered when establishing signage and wayfinding standards: materials and visual language, iconography, information systems, human factor design (including, eg., elevation and slant). The slides showed various examples of these elements.

In follow-up discussion, the group agreed that there is a role to be played by the elements discussed and the necessity to consider them as the “Public Use and Recreation Master Plan” is developed. One comment was that the imagery on the slides was “precious” and not suitable for Donner Summit; the materials would have to be very durable and signage would have to be high enough for snow levels and account for snow removal. Durability is key; the examples need to be those with greater hardiness. The group was supportive of a design system that will work across all Donner Summit projects and reinforce the brand.

*Action Item: Bill and Chris will create a list of goals for the gateway signage (such as lighting, welcome message, map) and send to Nathan, who will present his ideas for discussion at the April meeting.*

#### 5. Visitor Center Design Grant Application – Discussion

Bill reviewed the possible timeline of the Visitor Center for Donner Summit: 2018, the Feasibility Study, which is still awaiting input from Jordan and Kristin of some elements, such M&O and budget; 2019, the design stage for the building, both inside and outside; 2020, acquisition and renovation.

On March 13, Bill reported having made a site visit with Kristin York and Norm Saylor to assess Norm’s interest and the project’s general timing. He has sold his home at Donner Ski Ranch and will move out within two years, at which point he plans to live in the apartment upstairs in the Soda Springs building. He said he would need a place to store his snow removal equipment, but if the Soda Springs property becomes a visitor center, it cannot serve that function. Norm had previously mentioned that he does not want to continue doing snow removal.

The current grant outcome will include a sketch of the site with floor plan and elevations and general cost estimates. The follow-up grant application (2019) will call for design and engineering costs, permit costs, soft and hard construction estimates and a construction schedule. The group received a list of the required 2019 grant application questions.

As part of the current grant, Jordan presented a series of sketches showing existing plans and elevations of the building; the architectural site plan; plan options; and the elevation concept with the exterior scope. There is ample space for 7-9 parking spots, including one

“handicap” space. The site will need some minor grading. The building is badly out of compliance; for example, the headroom in the apartment upstairs is illegal. The plumbing and electrical systems need to be replaced and sprinklers installed. The group agreed that the downstairs should NOT include an apartment. The total square footage is 3,000; improvements could cost \$700K to \$900K, with site work; Jordan estimates anywhere from \$200 - \$300 per square foot of interior work. This contrasts with the estimate of \$500K to \$600K to build new in the area.

Chris recommended a commercial inspection now to determine the building’s soundness, which sparked discussion of what to include in the follow-up grant request:

Action Item: *The 2019 grant will designate “milestones of due diligence”, a five-layered approach which Jordan will outline for Bill, including such steps as: property survey; a hazardous material report and building inspection; pre-design; design; estimates of cost for each step.*

More questions arose: shouldn’t the “deal” on the building be contingent on what is found there? Will the building eventually belong to DSA? During Norm’s residency upstairs, how will M&O be covered, since there would be no apartment rental income? Won’t the improvements in the apartment upstairs be to Norm’s benefit? Where will the matching funds come from?

Ideas that can be incorporated into the grant application:

- The Donner Summit Visitor Center solves many problems.
- There are 11-1/2 million people within 4 hours of Donner Summit.
- People who visit from Western Placer and Nevada Counties are widely diverse.
- Many come just to play in the snow – they need infrastructure and information.
- Public education and awareness promote environmental stewardship.

Action item: *Letters of support are needed. Bill will furnish bullet points, Chris will write up a model letter to distribute to those soliciting letters. John will contact USFS, TDLT, Clair Tappaan, Nevada County and DSR; Mike will ask Amy to write on behalf of Boreal Ridge Corporation. Note: similar letters will be required for the “Public Use and Recreational Master Plan” grant application, as well. John will add Andy Fisher to his list for this grant.*

## **6. Public Use and Recreational Master Plan Grant Application -- Discussion**

This is a request for funds to develop a planning document, a graphic manifestation of the various maps and documents currently available with the addition of needed infrastructure, such as parking and restrooms. The final product will have “sizzle” and will be useful in soliciting support for the various elements that will need financial backing and other input. The geographic area to be included will extend west to Eagle Lakes, east to Donner Lake, north to Castle Peak and south to Point Mariah. Chris estimated that the cost for such a product would range between \$60K and \$80K. Bill and Pat met with Stantec to present the

project and they expect a response with parameters and estimated cost sometime next week.

Action item: *Chris will help Bill with the wording of the Public Use grant application.*

## **7. Announcements**

John announced that TDLT has received a \$364K grant from the Sierra Nevada Conservancy Watershed Improvement Fund for a fuel reduction project over 160 acres in the Royal Gorge properties.

Pat announced that the film, “Wilder than Wild”, is available for DSA to show to the community and suggested May 30 as a date for the showing along with a panel discussion by local experts from CalFire, the Serene Lakes Fire Safe Council, Bob Belden and others. The group agreed this is a worthwhile program and that it could be presented in conjunction with a regular DSA Core Action Team meeting.

## **8. Next Meetings**

April 11, DSA meeting, 5PM, Sugar Bowl Conference Room

April 18, Donner Summit MAC meeting, 6PM, Judah Lodge

May 30, DSA Community Meeting, 5PM, Judah Lodge – Fire Prevention and Readiness

## **9. Adjournment**

Pat adjourned the meeting at 7:10 PM.

Minutes approved by the Core Action Team at the meeting on April 11, 2019.

Minutes signed by President, Pat Malberg \_\_\_\_\_



**DSA Core Action Team**  
**Thursday, April 11, 2019 5:00 P.M.**  
**Sugar Bowl – New Conference Room, Norden**

**1. Welcome**

Pat called the meeting to order at 5:10 PM.

Attendees: Sue Busby, Pat Malberg, Bill Oudegeest, Chris Parker, and Dick Simpson. Several people could not attend because of school vacations.

**2. Organizational Matters:**

A. Approval of the Agenda

*Bill moved and Sue seconded that the agenda be approved. The motion was approved unanimously.*

B. Approval of Minutes

*There were no proposed changes to the March minutes. Sue moved and Chris seconded that the March minutes be approved. The motion was approved unanimously.*

**3. Financial Matters**

Sue reported that the balance at the beginning of March was \$24,585 while the ending balance was \$25,480. There was a donation of \$250 during the month, swag deposit of \$61 and deposit of \$1093 for sales of merchandise at the Soda Springs Store.

Ward Fansler, TDLT's CFO has generously agreed to help DSA set up systems to better track our accounting and record keeping. He will also set up the framework to better track our grant accounting. All of DSA's bank statements, QuickBooks files and organizational

documents and grant documents are being delivered to Ward through DropBox. \$4,653 in unclassified deposits from FY18 needs to be sorted out. The February invoice in the amount of \$737.50 and the March invoice for \$4,695 have been received from JK Architecture for the Feasibility Study; when the invoice is received from Sierra Business Council, both will be sent to Placer County for payment, with Nevada County's matching fund as part of the payment.

#### 4. Monument Signage

Most of this discussion will be deferred to the May meeting since Nathan Wieler and Brian Tafel are not present; they will have some proposals for signage then. The Monument grant is still alive and much of the award has not been spent. A stylized map of the Summit has been produced, the original plan being to have it near the Monument; but Nevada County doesn't want people walking around at the Monument, so the map will probably be placed at the trail hub.

#### 5. Grant II Submissions

Two proposals for Placer County Transient Occupancy Tax (TOT) funding were submitted by the deadline early in April; there were five letters of support for one request and six for the other. Oral presentations are scheduled for May 30. The presentation rules are stricter this year; Bill is looking for ideas to include in the presentations.

Visitor Center Grant Application: Based on discussions at a Sugar Bowl meeting, Chris wondered whether the Forest Service might be a willing partner on the Visitor Center; *Chris will solicit letters of support from USFS after Bill sends him copies of the grant requests and the final Feasibility Study.*

\$115K was requested for Visitor Center Phase II; an additional 10% is needed in matching funds. This amount can be obtained from Nevada County (with Board of Supervisors approval) if there is a document from the owner of the target property indicating his intention to "participate". Phase III, which will be the topic for the 2020 grant cycle, will involve property procurement and building renovation.

Chris asked whether SBC received a copy of the budget for the Tahoe Visitor Center so it could be compared with expected costs at the DSA visitor center. Bill and Pat have not seen such a budget, but *Pat will follow up with SBC.*

Public Use and Recreational Master Plan Grant Application: This request is for \$135K. The plan will have current and future trails (including trails to be decommissioned), restroom locations, property lines, trailhead and parking locations, etc. The information can be stored in GIS so that different types of information can be brought forward for display. Kevin Starr and Chris are both familiar with the technology.

Chris would like to get Summit trails "systematized" so that USFS recognizes them and is willing to maintain the portions that are on public land. Part of the challenge (and one of the benefits of GIS) is designing trails that are both attractive to users and also require the least amount of maintenance. Chris thinks the Master Plan work can be completed with the amount of money requested. *Bill invited Chris to give the Master Plan presentation on May 30, and Chris agreed.*

## **6. Truckee Jobs Collective**

Dick substituted for Pat at the March Business Speaks meeting. The primary topic of the meeting was a briefing on the Truckee Jobs Collective, which will bring potential employees together with businesses needing workers. There will be a person who will facilitate contacts, but most of the information will be on a web site. There is a parallel effort for housing. Beta testing of the Job Collective has been completed successfully. The full program will be launched in July and it will run until November at no charge to either employees or employers.

The team is currently working on a business plan, which will ensure that the Collective is self-supporting after November. Small businesses are concerned that a monthly subscription fee would hurt them because they would only need the service occasionally. There are also issues about sharing confidential business information with potential competitors and poaching of desirable employees if the Collective does not have enforceable ethical standards.

## **7. General Meeting Program**

It has been several months since the last general meeting. Pat and Bill have discussed whether DSA could attract people to a general meeting with a video on fire preparation. In view of the fact that there will be films on fire prevention at middle and high schools in Truckee in the next month, there was some concern that fire prevention by itself would not draw people to the meeting. Pat thought that escape techniques — how to get out in the face of a real fire — might be an attractant. Bob Belden of Truckee Fire could be tapped to lead a discussion; Placer and Nevada Counties also have resources. Nixle is the early warning system of choice. The group concluded that a public meeting on the Summit, devoted to the wildfire issue, should be tabled.

Chris suggested that Sugar Bowl's Lake Mary "cabin" might be available for a general meeting. *Pat will contact Greg Dallas about availability.* The event could be a fundraiser; there were several suggestions (auction, suggested donation, etc.). Entertainment would draw people. There will be more discussion at the May meeting.

## 8. Announcements

Sugar Bowl will offer Summit Haus again this year. The current ABC license allows operation for only 24 days; but a rezone is in the works, which will allow more days.

The PCTA Annual Trails College will be July 19-21 and will cover all levels of maintenance.

A 14-member AmeriCorps ACE Team will be doing maintenance on the PCT switchbacks south of Donner Pass Road on August 14-17. That section of the trail will be closed while work is in progress; hikers will need an alternate route, and Pat wondered what Sugar Bowl could offer. The maintenance team also needs a place to camp while they are in the area; they have asked about using paved parking at Sugar Bowl. Chris referred Pat to Greg Dallas on both questions, noting that there are other summer events which also request camping space on Sugar Bowl's Judah parking lots. (Ragnar will be in July, so not a potential conflict.)

Pat announced that the railroad sesquicentennial of the driving of the golden spike will be commemorated in a photo exhibition at the Crocker Art Gallery in Sacramento, June 23 – September 29. The suggestion was made that we organize a bus trip from the Summit for people to visit the exhibition with commentary en route by a railroad expert.

Chris said the Placer County Board of Supervisors will be discussing a revenue split proposal at their meeting on April 23. The proposal would allow diversion of Placer County property tax revenues to Truckee Fire, which is presently responsible for fire suppression in several large nearby Placer County communities. Truckee Fire is asking for letters of support.

Bill asked about progress on The Shed. *Chris will contact Jordan regarding status of the design and permitting.*

Cindy Gustafson was appointed by the Placer County BOS to fill the vacancy in District 5. *Pat will write a note of congratulations on behalf of DSA.*

## 9. Next Meetings

May 9, DSA Core Team meeting, 5PM, Sugar Bowl Conference Room

May 16, DSMAC meeting, 6PM – New Placer County Trails Master Plan

## 10. Adjournment

Pat adjourned the meeting at 6:50 PM.

Minutes approved by the Core Action Team at the meeting on \_\_\_\_\_, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_



**DSA Core Action Team  
Thursday, May 9, 2019 5:00 P.M.  
Sugar Bowl – Judah Lodge, Norden**

**1. Welcome**

Attendees: Ward Fansler, Pat Malberg, Chris Parker, Dick Simpson, John Svahn, Brian Tafel (by phone), Beth Tanhoff, Krista Voosen, and Nathan Wieler (by phone). Several people are away from Donner Summit, taking vacation during the shoulder season.

Meeting called to order at 5:03 PDT by Pat.

**2. Approval of Agenda**

There were a couple proposed minor adjustments to the agenda distributed in advance.

*Chris moved that the agenda be approved as amended, John seconded, and the motion passed without objection.*

**3. Approval of Minutes from April 11, 2019**

Pat has asked Forrest Smith to post minutes on the website; it costs about \$6.25 per month. A couple sets of minutes have already been posted. She will also ask Forrest to post the Feasibility Study, which may cost a bit more.

*Krista moved that the April minutes be approved, Chris seconded, and the motion passed without objection.*

**4. Financial Report – Ward Fansler**

Ward handed out copies of his report, which covered several months. Although he has just taken over responsibility for DSA accounting, he has everything in QuickBooks for the year ending May 30, 2018. He also has a pretty good picture of activity for the next 10 months, ending March 31, 2019; a few more items may need to be added as the current year winds down.

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[www.donnersummitca.com](http://www.donnersummitca.com)  
A 501 (c) (3) non-profit organization  
E.I.N: 87-0806766

All payments will be done through QuickBooks; but the hard-copy checkbook is still available for urgent payments. Discussion followed on who should be allowed to sign checks now that Maria has become inactive; Sue and Chris will continue as signers. The new signer was approved in a later e-mail vote (see note at the end of these minutes).

Ward explained the general format provided by QuickBooks. The expense categories (left margin) are pretty standard (40000-series for incomes, 50000-series for expenses, 70000-series for other expenses, etc.). Column headings are more general (broad programs, fundraising, administration, etc.).

DSA has been using accrual-based accounting, so Ward would like to include pledges of future donations; he will need a membership list to support this work. Accrual-based accounting sets flags for when DSA bills should be paid; to understand this better, Ward will need copies of all grants.

Discussion followed on what level of accounting is needed for capital projects. Chris noted that detailed construction accounting requires a lot of extra work; if only a few numbers are needed by DSA (and its funders, such as Placer County), the right balance needs to be found between detail and the bottom line.

Beth wondered about reporting for tax purposes; there is more money coming in now that grants are available. Ward thinks DSA is under the threshold where more complicated reporting would be required.

##### **5. Monument Signage and Signage Plan – Nathan and Brian (by phone, with slides presented by Chris from a PDF)**

Nathan said the designs to be presented are preliminary; he and Brian are looking for feedback. Subsequent discussion suggested that the next iteration should include site constraints (such as the footprint available and overhead wires), a preliminary engineering design, and a cost estimate. The Tuttle may have some suggestions regarding materials and fabrication.

Philosophically, Brian said that in many ways Donner Summit is itself a way-finding device; it has been used by foot travelers, wagon trains, the transcontinental railroad, aircraft, highways, etc. It would be nice to make the signage consistent with that thought. He presented some ideas that would use curved artistic panels to "guide" visitors. Two pairs of such panels could sandwich the monument, one welcoming to the Summit, the other presenting the logo. Lights could be mounted between the panel pairs so that the monument would be illuminated from both sides; taller panels would allow more lighting from the top, decreasing light pollution. Single panels on each side would also work, but they wouldn't hide the lights for people approaching from the back side.

Brian likes signs cut from steel plate since wagon wheels, railroad rails, etc. were made of steel. Chris asked whether the steel would be single plates or welded pieces. Brian views the signs as being made from plate.

Beth asked about mounting; Brian said he is not an expert on installation, but Chris confirmed that there would be a footing. Dick said snow is going to bury the monument and signs during winter months, especially when snow is blown toward the monument from the road; so maybe winter appearance is secondary. Krista likes a shorter sign; it would be durable and wouldn't break the bank. The design could be replicated at smaller scales and used elsewhere around the Summit.

## **6. Grant Updates – Chris**

Pat distributed handouts illustrating DSA progress on several projects. See Attachment A for three summary pages.

Chris needs a schematic design of the Trail and History Hub; Pat will remind Jordan that his promised design is overdue.

Chris will present the Master Plan proposal to the CAP Committee on May 30. Bill will be presenting the Visitor Center proposal. Possible questions from the Committee were tossed out for discussion.

## **7. Fundraiser Discussion**

A Lake Mary event was proposed for fundraising at the April meeting. Pat has discussed the possibilities with Greg Dallas and found that Sunday, July 21, is available. Serene Lakes Days is the following weekend, and Ragnar is the weekend before. DSA would have to pay for hors d'oeuvres and service but not for the facility itself. Selecting the right time will be important; 1-4 PM was judged a good compromise.

There were questions about what to call the event: is it a fundraiser, a briefing to the community, a celebration, or something else? A good collection of auction items is needed. John asked what income would be expected; the July 4<sup>th</sup> picnic has typically brought in \$10-12K, and Pat thinks that amount would make it 'successful'.

Pat thinks she can get a license for alcohol, as she has in the past. Lagunitas has donated beer in the past. Beth asked about music; a couple that plays regularly at Sugar Bowl is a possibility. Asking a suggested donation would save the trouble of issuing and collecting tickets. Chris can print a map of the trail plan as one of the displays for attendees to enjoy.

## 8. Community Cleanup

Sunday, June 2 is the date for the Summit cleanup. It will start at 10 AM; participants should gather at the Soda Springs General Store. Beth will get details to SLPOA within the next couple days so that it can be publicized through their upcoming newsletter (deadline May 15) and Board meeting (May 18).

## 9. Announcements

Beth will publicize availability of produce boxes from GSA Farms through the DSA web site. Dick asked whether the calendar is being maintained because he rarely sees anything posted there.

## 10. Next Meetings

May 16, 6PM, DSMAC – Judah Lodge,  
June 13, 5PM, DSA Core Action Team  
July 11, 5PM, DSA Core Action Team  
July 21, Tentatively, DSA Fundraiser

## 11. Adjournment

There being no other business, Pat adjourned the meeting at 7:00 PM.

*Note: Subsequent to the meeting, a vote was held by e-mail on a motion to direct Plumas Bank to substitute the signature of John Svahn for that of Maria Montano on the DSA bank account. As of May 21 ten DSA Core Action Team members had voted in favor, and there had been no votes in opposition. Ten is a majority of the Core Action Team, so the motion was declared passed.*

Minutes approved by the Core Action Team at the meeting on June 13, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_

## Attachment A Grant Status Summaries

### • Gateway Welcome Sign & Visitor Kiosk



- Grant: \$53,000
- To-Date: \$16,000
- Projected: \$25,000
- Encroachment, building & structural permitting
- Scope change due to site limitations in meeting ADA requirements
- Massive donation success
  - Clearing & grubbing
  - Grading
  - Tree work
  - Rock work
- Drilling – pinning, grouting, assembly
- Evaluating w/ architect further site development / signage
- Perhaps this is repeatable as a Donner Summit brand icon

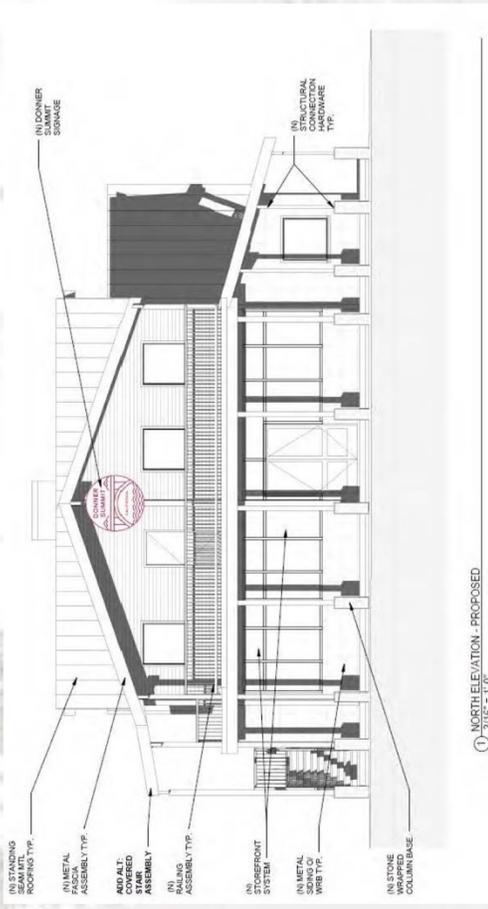


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PAGE & TURNBULL



# Visitor's Center Feasibility Study

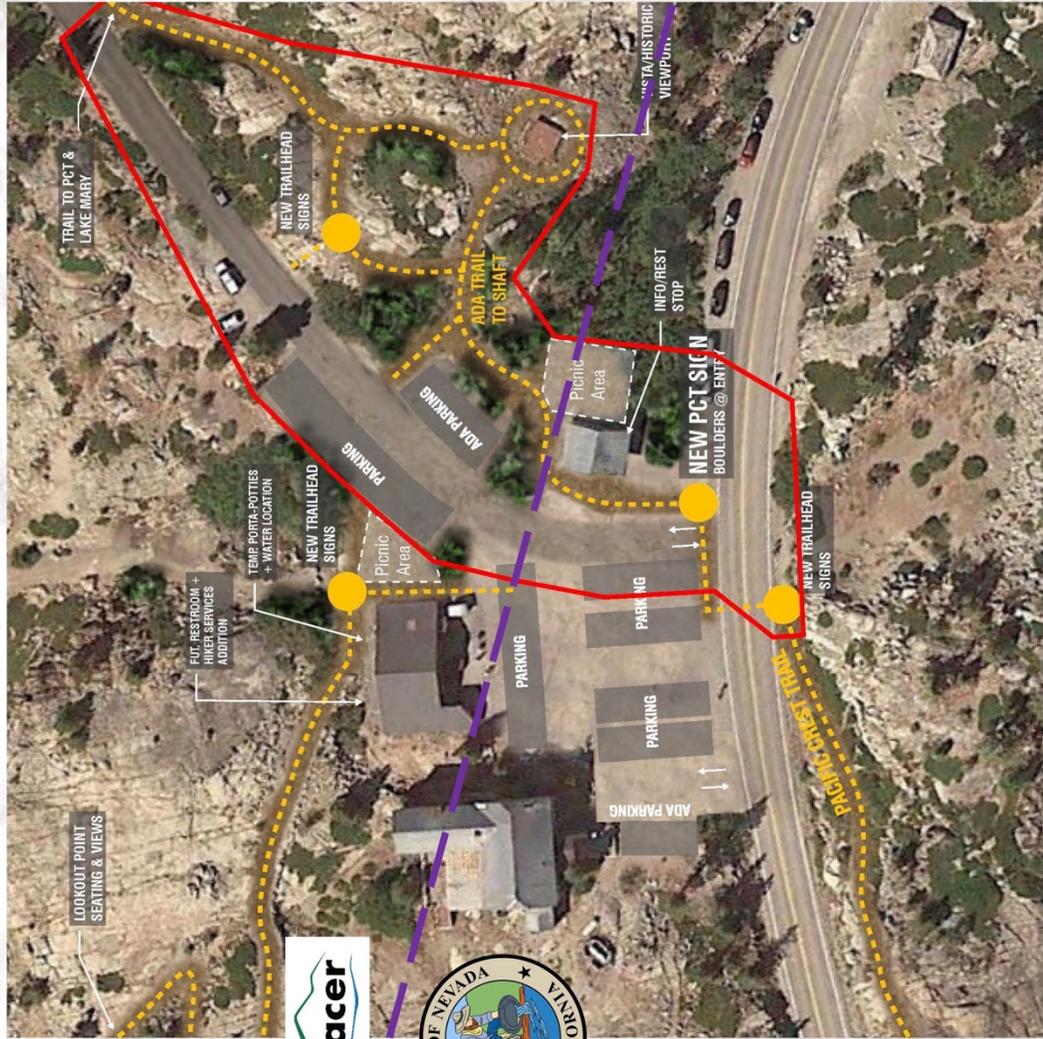


- Grant: \$32,924
- To-Date: \$32,924
- Projected: \$32,924\*  
\*10% match by Nevada Co.
- Sierra Business Council – complete
- Personal Interviews
- Web-based surveys
- Five locations evaluated
- Final Draft Pending Nevada County Comments
- Identified Favorable Site w/ Building
- Potential estate donation
- Preliminary M&O budget established
- Like community center precedents evaluated





• Trail & History Hub



- Grant: \$84,996
- To-Date: In-Progress
- Projected: \$114,000
- FLAP grant work postponed
- Encroachment permit now possible
- Shed roof repair donated
- Haz-mat evaluated
- Topographic base mapping
- PCTA signage discussions
- USFS vault RR's discussions
- SD complete 1<sup>st</sup> week of May





**DSA Core Action Team**  
**Thursday, June 13, 2019 6:00 P.M.**  
**Nancy O Gallery & Glass, Soda Springs, CA**  
**Minutes**

Motions and votes are given in *italics*; action items are in **bold**.

**1. Welcome**

Core Team Attendees: Sue Busby, Jordan Knighton (by phone), Pat Malberg, Bill Oudegeest, Cheryl Paduano (by phone), Chris Parker, Dick Simpson, and Mike Spain.

Staff: Beth Tanhoff (DSA Administrator)

Guests: Ann Reisenauer (DSA Fundraiser Committee member) and Jeff Thorsby (Nevada County Senior Administrative Analyst)

Meeting called to order at 6:05 PDT by Pat.

**2. Approval of Agenda**

Pat and Sue added "beautification" to the agenda (see item 8 below). *Chris moved and Sue seconded the revised agenda; the motion passed without objection.*

**3. Approval of Minutes from May 9, 2019**

*Bill moved to approve the May minutes as distributed the previous week; the motion was seconded by Chris and passed without opposition.*

This version of the minutes incorporated the results of an e-mail vote approving John Svahn as a signer on the DSA checking account.

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#### 4. Election of Officers

*Bill nominated the current slate and Sue seconded. There were no other nominations or volunteers. Passed without opposition.*

Officers for the next term will therefore be:

President:	Pat Malberg
Vice-President:	Bill Oudegeest
Secretary:	Dick Simpson
Treasurer:	Sue Busby

#### 5. Bylaws

Dick edited a recent copy of DSAA Bylaws so they would work for DSA; these were distributed a day before the meeting. The revision needs a bit more work, so no vote was requested. But Pat said there already are DSA Bylaws; they were derived from bylaws of the Serene Lakes/Donner Summit Conservation Association, which is the legal parent of DSA. Dick said the SLDSCA-derived bylaws should be circulated so their existence is better known. He suspects there are some provisions that need to be changed based on how DSA has evolved — such as the requirements for joining the Core Action Team. **Pat will provide Dick with a copy of the Bylaws; Dick will review them and suggest revisions by e-mail before the next meeting.**

A question was raised about whether revised Bylaws must be submitted to government agencies. Jeff said his recollection from working in a law firm is that revised bylaws do not need to be submitted to government agencies; the important document for governments is the Articles of Incorporation.

#### 6. Financial Report

Sue said that Ward Fansler has organized DSA financial affairs, including status of grants. She handed out three double-sided sheets that summarize status. There is currently \$23K in the bank.

Sue wondered whether we want to distinguish among membership categories and whether membership payments should be separated from donations. Pat said it is helpful to know the sources of income — for example, the response to a fundraising letter. Chris thought the current presentation was satisfactory. No specific action was taken; however, **it was recommended that the monthly financial report be sent to Core Action Team**

**members a day or two before future meetings for review and to facilitate discussion.**

Beth asked about 'swag'. She wants to know how to handle shipping and other charges that are applied to on-line sales; those are not a part of in-person sales, such as at the Store. **Sue will talk to Nathan to check on swag sales status; she will talk to Ward about how to handle income sources that are passed through as expenses (such as shipping and sales tax).**

Ward is drafting a professional services agreement, which Sue and Pat have reviewed and will be approved by them when completed; Ward will charge \$200/month.

## **7. Monument Signage**

DSA has heard nothing from Nathan (Wieler) and Brian Tafel on Monument signage since their presentation at the March meeting. Bill warned that DSA will lose \$30K in Monument grant funds if there isn't a commitment soon; the grant has already been extended once, and Bill thinks the current deadline may be as early as October. **Chris will follow up with Nevada County on permitting and related questions. He will push the design and subsequent work forward with Nathan and Brian. Jeff offered to help with County issues.**

Discussion followed on design of the sign at the Monument; there was consensus that "Welcome to Donner Summit" would be good wording. Cheryl wants the sign to be very visible to visitors exiting from the freeway; most agreed that having a sign for people leaving the Summit was less important. Beth liked the proposal to light the sign from the back.

## **8. Beautification**

Sue suggested putting up the banners that have been used previously. A couple have been weathered and are no longer usable. When DSA has more time/resources, we can consider new designs. Chris noted that, when we have settled on our branding, we can incorporate that into new designs. Mike thought that including an icon modeled on the Monument could be incorporated into other signs; propagation of that icon would link the parts of Donner Summit together. Cheryl voiced enthusiastic support for continuity across the Summit. Pat noted that there has been a proposal to build a smaller Monument at the east end of the zone.

Beth noted that Donner Pass Road will be a mess during summer 2020 because of road reconstruction; she suggested that DSA target 2021 for new designs and beautifications. Jeff said Nevada County is hoping to complete the Road work and Soda Springs Bridge repair in a single year; but construction could be extended over two or more years depending on the Federal Highway Administration schedule.

## 9. Grant Updates

Trail and History Hub: Chris said that the grant request for the Trail and History Hub was based on cost estimates provided by Stantec Consulting; he would like to investigate other options before signing a contract, since there may be another firm that could provide better or more services at lower cost. This would mean posting a formal Request for Proposal now that we have funding. Mike is willing to help, and he thinks Jordan's firm could also be involved. **Chris will assemble the needed background documents and call a meeting to discuss next steps.**

Chris distributed copies of a map of the Trail and History Hub created by JK Architecture. **DSA will contact Mike Hann to see whether he is interested in "making the Shed look beautiful".**

Visitor Center: JK Architecture has started a preliminary design for the visitor center. The building is owned by Norm Sayler, and he is amenable to the visitor center plan; but he wants another year in the building before turning it over. Norm has already sold his house, but he doesn't have to move for another year. In these respects, Norm's schedule is not so different from DSA's. But DSA needs Norm to sign a binding agreement before we can get matching funds from Nevada County; it is also likely that Placer County will require something similar. Bill has discussed the schedule with Norm, but there is no immediate hope for a binding agreement.

A big unresolved issue is Norm's equipment stored on the property. If DSA could arrange for an alternate site, Norm might be more agreeable to taking steps to turn over the building. Boreal has taken one piece of equipment, but there may be a dozen more machines of various kinds. In fact, Norm has bought three new snow machines and a bulldozer recently. And he is talking about doing snow removal in 2019-20, whereas he has said previously that he would not do so.

Bill approached Krista Voosen about using the space behind the Store, but nothing was arranged. He also noted that Donner Ski Ranch and Sugar Bowl have property that could be used for equipment storage, including

several acres associated with Donner Summit Lodge. There are various other parcels around the Summit that might be suitable.

Nevada County is looking for a 20 x 40 foot building (with bathroom) for Public Works storage. Bill could envision such a building having a 10 foot front that served as the visitor center. Jeff said that TOT funds could be used for a visitor center; but a Public Works building would have to be funded from general funds.

**Beth, Bill, and Pat will follow up on several possible solutions.**

## **10. Fundraiser Discussion**

Pat distributed notes by e-mail from the latest planning meeting for the July 21<sup>st</sup> event. Publicity was discussed; the event cannot be advertised "publicly" because of the venue, but there are lots of places locally that might qualify for notices.

Pricing was set at \$50/person of which about \$30 is likely to go to Sugar Bowl for food and service. Pat is awaiting information on the maximum number of attendees that will be allowed. Both County Supervisors (Anderson and Gustafson) were suggested as special guests.

There will be an 11 AM hike to The Knoll and part way down Summit Canyon. Lunch will be served at 12:30. There will be a couple other hikes after lunch.

DSA is looking for auction items, such as Lagunitas swag and beer as well as ski tickets and other items donated in the past for the July 4th Community Picnic. Pat's son-in-law is both a deejay and auctioneer. Lagunitas will provide beer if the Sugar Bowl liquor license can cover it. DSPUD will be asked to provide portable toilets.

There will be a bounce house for kids and a presentation by Chris. Chris asked whether Nathan could provide graphics that could be turned into 24 x 36 posters on foamboard for display — four would be nice: the Monument, the Visitor Center, the Master Plan, and the Trail and History Hub.

Attendees will be given a brochure as they leave. Bill was invited to prepare the brochure, but he wants input on what it should contain. Pat suggested that this be a topic for the next planning meeting (9 AM June 21, tentatively at Tinker Station).

## 11. Community Cleanup

Sunday, June 2 was the date. Fourteen people participated and two dumpsters were filled. There will be a repeat on June 29 in hopes of getting more volunteers and with the expectation that more trash will have been exposed after additional snow melt.

Dick suggested coordinating tire chain recycling with a local entrepreneur. While he was building piles of chains and other debris at the roadside that was either too large or too heavy for his plastic trash bag, he met a man scavenging the tire chains. The man said he delivered them to a friend who assembled new sets of chains from the fragments and resold them. If we could find such a person, DSA might forge a partnership by supporting a small business that is recycling/reusing/repurposing material that would otherwise go to a landfill.

## 12. Communication with Supervisor Gustafson

Cindy Gustafson is the new Placer County District 5 Supervisor; she has indicated interest in attending an event on the Summit.

## 13. Announcements

Beth will have a Truckee Thursdays booth at the old Flying A gas station on June 27. This could double as DSA outreach, perhaps partnering with the Historical Society.

The Donner Summit Historical Society will have its Heritage Trail day on August 3. There are 26 museums between Roseville and Tahoe in this program. The Golden Drift Museum in Dutch Flat will also be having its open day on August 3. See <http://theheritagetrail.blogspot.com> for more information.

Bill noted that the current issue of *Nevada Gold* magazine includes information about Sierra County but almost completely ignores Donner Summit. Sue Busby and Bill Oudegeest both bought ads; but there are no articles about the Summit. **Jeff will contact the editor to make sure there is communication between the magazine and potential Summit contributors.**

Beth said DSA has a credit with *Sierra Sun*; the credit can't be used to promote the Fundraiser, but it might be used for other things. Bill said the paper is aggressively seeking articles; [he](#) has had a couple published recently.

Pat mentioned that Placer County's web site has information on the Overland Emigrant Trail, which is slowly being built over the Summit.

Banjoe and the Grizzlies play at Donner Ski Ranch June 22 6-9 PM.

**14.Next Meetings**

- July 11, 5PM, DSA Core Action Team, location TBD
- July 18, 6 PM DSMAC at Sugar Bowl
- July 21, DSA Fundraiser, Lake Mary Cabin
- August 15, 5 PM, DSA Core Action Team, location TBD

**15.Adjournment**

There being no other business, Pat adjourned the meeting at 7:55 PM.

Minutes approved by the Core Action Team at the meeting on \_\_\_\_\_, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_



**DSA Core Action Team**  
**Thursday, July 11, 2019 5:00 PM PDT**  
**Nancy O Gallery & Glass, Soda Springs, CA**

Motions and votes are given in *italics*; action items are in **bold**.

**1. Welcome**

Core Team Attendees: Tommy Christy, Jordan Knighton, Pat Malberg, Bill Oudegeest, Dick Simpson, Mike Spain, and John Svahn.

Staff: Beth Tanhoff

Guests: Ward Fansler (TDLT)

The meeting was called to order at 5:10 PDT by Pat.

**2. Approval of Agenda**

*Bill moved and Jordan seconded the agenda; the motion passed without objection.*

**3. Approval of Minutes from June 13, 2019**

*Bill moved to approve the June minutes; the motion was seconded by Jordan and passed without opposition.*

**4. Financial Report**

Ward had distributed a detailed financial report by e-mail about a week before the meeting. The report covered the past fiscal year, which ended May 31, 2019, and included the first month (June 2019) of the current fiscal year. Ward has been developing these reports iteratively, trying to find the right balance between the detail needed by the Core Team and best practices and

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procedures used in the accounting profession. He asked repeatedly during his presentation for feedback from Core Team members on whether expense and income categories and headings made sense and were useful.

Page 1 is a Balance Sheet showing assets and liabilities and equity as of the end of March, April, and May 2019. For these months cash ranged between \$23K and \$25K. Ward doesn't have reporting from all of the grants yet; but he believes these cash funds are unrestricted since grant expenditures are reimbursable after the fact.

Swag sales appear to be going well; there had been about \$9700 in sales as of the end of May (page 2); but sales tax still needs to be paid to California's Franchise Tax Board. Beth wondered whether T-shirts given to donors at last year's fundraiser should be covered by sales tax; the conclusion was that donor rewards were not subject to sales tax.

Page 4 breaks down profit and loss by project (Beautification, Monument, Trail Hub, Fundraising, etc.) so that DSA can see where the money came from and where it went during the just completed fiscal year.

Page 7 is a balance sheet for the first month (June) of the new fiscal year; details are on page 9.

## 5. Bylaws

A couple weeks before the meeting, Dick had distributed a marked up version of DSAA bylaws that he thought might work for DSA. He had included nine general points for possible discussion in a cover note. Dick had sent the same material to Mark Himelstein, who had drafted the original for DSAA and had offered to provide a review for DSA; but Mark had not replied.

Points worthy of note included a generalization of requirements for membership on the Board of Directors. There would be no "residency" requirement; instead, Board members should subscribe to the DSA mission and vision statements. Chairman of the Board has been retained even though there appears to be no foreseeable need for one; Chief Financial Officer has been retained (rather than Treasurer) because it appears to be the preferred title on California's Statement of Information, which must be filed periodically.

Directors have terms of two years; there is no provision for removing a Director for non-performance or inactivity. The draft bylaws call for an annual meeting in March, at which officers and Board members will be elected; but there was consensus this should be changed to June. That the

fiscal year runs from June to May will be added. The draft sets the size of the Board at 8-15 members; this will be changed to 5-15. The possibility of an Executive Committee was discussed; but the consensus was that this might usurp power (and interest) from the full Board. A provision that allows ad hoc, short-term committees with executive authority will be retained.

Dick will provide a clean copy of the bylaws for approval at the August meeting. In the meantime he will contact Mark about several questions: (1) Does California require 100% participation by Board members if an e-vote is conducted? (2) If the Board establishes a committee with executive authority, must there a minimum number of Board members on the committee? (3) Is there a better address for the Agent for Service of Process than Beth's personal residence?

## **6. Monument Grant**

Mike Hann is designing the sign for the Monument. It will be on the south side of the Monument (because there is no room on the road side), 68 inches wide, and made from a special type of steel. The "Welcome" message will be cut through the steel. Bill has been through the Nevada County sign ordinance and is confident that he understands the requirements. Several steps still need to be completed, including obtaining a building permit, fabrication, and installation. Remaining money in the Monument grant will be used to cover expenses. Jordan offered a Truckee reference for fabrication in case the current candidate (in the Bay Area) is unavailable.

There was discussion about removing vegetation so the sign is more visible to inbound traffic; Dick mentioned that there are also telephone poles and one of DSA's own banners in the way.

## **7. Trail and History Hub Grant**

Mike Hann is also designing the signage for the Trail and History Hub. Jordan's firm has put together a 'floor plan' for the whole site. The Shed is not addressed because it appears the repairs needed will be either too expensive or too complicated. Jordan said the engineering plans are close to being ready for submission. When the final drawings are available, we can go to the County for the paving permit. Since reconstruction of Donner Pass Road has been delayed until 2020, it may be possible to do our work in September. Chris Parker likes September because the summer rush will have quieted; however, Mike Spain warned that contractors are often under extra stress in September because they are trying to finish jobs before snow falls.

## 8. Visitor Center

Norm's place remains under consideration for the Visitor Center; but Tommy has decided to sell Tinkers Station in the fall. Since Norm has given conflicting signs of his intentions (and finding a new home for Norm's equipment remains an open issue), the availability of Tinkers needs to be considered. Tinkers has more parking, but Norm's would be adequate once the machines are moved.

Purchase/renovation costs for both buildings are unknown, but Bill believes Nevada County has \$500K that could be available if DSA doesn't wait too long. Operating expenses need to be considered; but North Tahoe Resort Association was willing to work with DSA some time back. We never followed up, but it might be worth revisiting that possible relationship.

A tentative plan for using the space in Norm's building was addressed in the Feasibility Study, and it includes some thoughts on how to make the operation financially viable. The Core Team tossed around several possibilities for Tinkers, including a first floor visitor center plus meeting room with several variations on living space on the second floor and in the loft. The meeting room could double as a ski lease shop during winter; ski lease is likely to be very profitable. A single family could use the existing space upstairs, it could be turned into "co-living" spaces, or it could be used as a dormitory. Tommy said that Tinkers had as many as 30 bunks when it was used as a dormitory once before. Mike warned that young staff often try to save money by stuffing as many people into rooms as possible, to the detriment of the building. The "family" configuration might be most appropriate for a mid-level manager; but there aren't many working on the Summit, and would any of them be interested? Any configuration that provided new affordable housing on the Summit would probably be viewed favorably by both counties.

Tinkers has a nice kitchen area, and the bathrooms are already adequate. Jordan thinks Tinkers will have structural issues, and significant plumbing repairs may be needed despite the size of the bathrooms. There is complicated snow removal, but that's not unusual on the Summit. The entire area — that is, Tinkers Station and its surroundings — could be the beginning of a new town center with boardwalk passageways and the relocated general store. Jordan liked Norm's closer access to Van Norden Meadow, its hiking trails, and possible trails along the South Yuba River; but he thinks Tinkers should be given a serious look. John noted that having your retail outlet on the same side as incoming traffic is a big advantage — Norm's is on the right side, Tinkers is not.

Mike said TART, Boreal, and Soda Springs have entered into an agreement for shuttle service between Truckee and the Summit for ski area employees (Sugar Bowl opted not to join in the agreement). New housing on the Summit might change the equation slightly, but he doubts that any housing would go unused during winter. Summer is very different, however.

Jordan reminded the Core Team that both counties will want some sort of contract with the building owner once we settle on a target. Bill said the project has so many moving parts there needs to be some guidance.

## **9. Master Plan Update**

Chris has been ill, so he has not been able to produce even an outline. John said he has offered to help.

## **10. Fundraiser**

Response has not been good so far; there have been 22 adult and 6 child tickets sold so far. Many of the tickets sold already appear to have gone to DSA Core Team members. Other people have said they would come, but they have not followed through with ticket purchases. The target was a minimum of 50. Lake Mary is usually considered to be a desirable venue, but it doesn't seem to be working this time. Complicating matters is that Sugar Bowl is hosting an event of its own at Lake Mary the previous evening.

The drop-dead date is Monday. Pat and Beth have considered reducing the ticket price to attract more buyers, but time is running out. They will decide Monday whether to cancel.

Old 40 Bar and Grill and Clair Tappaan Lodge have both offered to host future fundraisers. CTL hosted a Sesquicentennial event in early June which attracted over a hundred to Bill's railroad history talk followed by a barbecue. There was interest in trying to arrange an Oktoberfest-type event at CTL in the fall.

Jordan has designed some display boards showing what DSA has been doing over the past couple years. These were to be used at the fundraiser but could also be set up at other events.

Bill said that he had printed 1000 copies of the new brochure to be handed out at Lake Mary. Pat suggested that he post it on the web site.

## **11. Community Cleanup (June 29)**

About 15 people volunteered for the second clean-up. Janet Tuttle provided lunch for the volunteers at Old 40 Bar and Grill.

## **12. Core Team Photos and Bios**

Pat would like to see photos and bios of Core Team members on the web site.

## **13. Next Meetings**

July 18, 6 PM DSMAC at Sugar Bowl (Judah Lodge)

Agenda topics include an overview of Placer County's Sustainability Plan, including proposed Greenhouse Gas Emission reduction measures, adaptation strategies, and implementation plan. There will also be discussion of a proposal from Rainbow Lodge to collect, store, transport, and sell water from a spring on Lodge property.

July 21, DSA Fundraiser, Lake Mary Cabin

August 15, 5 PM, DSA Core Action Team, location TBD

August 15, 5 PM, DSA Core Action Team, location TBD

## **14. Adjournment**

There being no other business, Pat adjourned the meeting at 6:45 PM.

Minutes approved by the Core Action Team at the meeting on August 15, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_



**DSA Core Action Team**  
**Thursday, August 15, 2019 5:00 PM PDT**  
**Summit Haus, Donner Summit, CA**

Motions and votes are given in *italics*; action items are in **bold**.

**1. Welcome**

Core Team Attendees: Sue Busby, Pat Malberg, Bill Oudegeest, Chris Parker, Dick Simpson, Mike Spain, and John Svahn.

Staff: Beth Tanhoff (DSA Administrator)

Guest: Jeff Thorsby (Nevada County Senior Administrative Analyst)

The meeting was called to order at 5:08 PDT by Pat Malberg.

**2. Approval of Agenda**

John Svahn asked to provide an update on Van Norden Dam and he asked to discuss graffiti cleanup on the Summit. Both were added to the end of the agenda. Pat wanted to discuss what happens to DSA 'swag' now that Nathan Wieler is leaving the Summit; she added that at the end (but it was not discussed).

*Bill moved and John seconded the agenda as amended; the motion passed without objection.*

**3. Approval of Minutes from July 11, 2019**

No changes to the minutes were proposed.

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*Bill moved to approve the July minutes; the motion was seconded by Sue and passed without opposition. Chris abstained since he was not present at the July meeting.*

#### 4. Financial Report

Sue said DSA had about \$52K at the beginning of July and about \$23K at the end. Most of difference was \$28K paid to Sierra Business Council (SBC) for the Feasibility Study. **Sue and Ward will provide a more detailed report later.**

#### 5. Bylaws

Bylaws had been circulated by Dick prior to the meeting. There was discussion on several points. (1) Bill suggested that the quorum be set to 40% of the number of Directors, but no one else supported this position. (2) There is a range in the number of Directors authorized (between 5-15). DSA could fix the number within that range; or, the number could float as Directors come and go. In the latter case, a quorum would be a majority of however many Directors held seats at any given time. There was no consensus on a fixed number, so the number will be allowed to float. (3) There was agreement that terms for Directors run from January to December 24 months later. (4) Pat went through the list of the current Core Team members; one and two year terms were assigned as follows:

Terms ending December 2020:

Tommy Christy  
Pat Malberg  
Maria Montano  
Cheryl Paduano  
Krista Voosen  
Nathan Wieler

Terms ending December 2021:

Sue Busby  
Jordan Knighton  
Bill Oudegeest  
Chris Parker  
Dick Simpson  
John Svahn  
Mike Spain

Mike wondered whether it would be desirable to include a sunset clause — that is, a Director would be considered to have resigned after missing three consecutive meetings. **Dick said he would look into possible wording; Chris offered to provide wording from the Tahoe Trails bylaws, which have such a provision, and Mike may have something he could provide.** There may be some collateral issues — such as about notification of meetings and making sure Directors provide up-to-date contact information — that would need to be cleared up for 'sunsetting' to work.

*Chris moved and Sue seconded approval of the DSA bylaws as presented. The motion passed without opposition.*

## **6. Monument Grant**

Pat handed out a sign design from Mike Hann; it is not complete, but it provides a concept that could be fabricated and installed. The sign would be mounted to the right of the Monument as seen from the gas station. It would be metal with lettering cut through. Dimensions would be (very roughly) 3 feet high by 5 feet wide. The sign would be supported by posts made from old railroad rails with the post ends buried in a concrete base. Several people noted that the sign needs to have a light background if the lettering is to be visible against the dark forest. Even then, it may not be very visible at night. Chris questioned the font, and there were objections to including any graphics. In the end there was consensus that the font should be the same as in other DSA materials, all letters should be capitals — WELCOME TO DONNER SUMMIT, there should be no graphics, and the letters should be cut through.

Bill expressed concern about moving this forward since the grant money needs to be spent this year. Mike Hann has a company that he's looking at for fabrication; John said he could provide contact information for Dan Goddard Construction, the firm that makes metal trail signs for Truckee Donner Land Trust (TDLT).

## **7. Trail and History Hub Grant**

Norm Sayler has excavated a trail from the Summit parking area to the Tunnel #6 central shaft. The path needs some manual smoothing; eventually it needs to be paved, but that may have to wait. One potential paving contractor visited the site last week.

Bill sought estimates for paving between Donner Pass Road and Old Donner Summit Road where Placer County ended its paving. He received two responses; one bid for \$67K would have done a more elaborate job, but he favors a bid from Shaeffer Paving for \$57K. This would only pave the 20 foot wide section of road and the handicapped parking spaces; but he thinks that would be good enough. Bill revisited the budget and thinks we could afford \$57K by tightening up some of the other tasks included in the T&H Hub proposal. Shaeffer wants a commitment, and Bill thinks they could do the work this year; if we wait, it may not be possible to schedule the work until 2020. Mike said Shaeffer did a "beautiful" job at Boreal, and he has them scheduled to pave Lot 1 at Soda Springs Mountain Resort.

*Chris moved to accept the Shaeffer bid, and John seconded. The motion passed without opposition.*

Mike Hann has provided a drawing for an upgrade of The Shed. It includes four vertical supports of the overhang plus benches between pairs of posts. Chris thinks the overhang has made the building unique; adding supports will change its character and attractiveness. Two rafters have been reinforced, thanks to in-kind donations from Mt Lincoln and the "lumber company" worth over \$1K. Replacing nails with screws would make the structure more sound. **Chris said he might be able to get a quote on fasteners.** Sugar Bowl doesn't have a cherry picker with the needed reach to work on the roof; but Steve Bennet who lives at Sugar Bowl might be able to provide one; Bob Landsinger or Jim Kuenzi might also be able to help. DSA would also need an operator; Bob Landsinger could do it, and Tim Morris might be a backup if Bob is not available. There was consensus that this work should be done as soon as possible.

## 8. Visitor Center

If DSA wants to move forward with locating its visitor center at Tinkers Station, Krista recommends a commercial appraisal, which would cost about \$1K. Bill noted that switching the visitor center from Norm Sayler's property to Tinkers Station has agreement in principle from both Nevada and Placer Counties, but that change would also require agreement from Placer County's CAP Committee. Chris asked whether Tommy Christy should recuse himself from Board discussions on this topic; there was agreement that he should. Jordan is working on a ballpark estimate for converting Tinkers to a visitor center.

Jeff Thorsby said Bill made a wonderful presentation to the Nevada County Board; but he's not sure that the County can move forward more quickly than the current schedule allows. Bill said no rezoning is needed if the building remains commercial on the first floor and residential upstairs. SBC is working on a business plan and is revising the Feasibility Study to cover the Tinkers case (at no additional cost). John asked whether the Feasibility Study could look at the side-of-highway issue — that is, is Tinkers on the wrong side of Donner Pass Road to serve as a visitor center?

*Bill Moved that DSA spend up to \$1500 for a professional appraisal; the motion was seconded by Chris, and it passed without opposition.*

## 9. Master Plan Update

Pat asked for authorization to sign the latest funding agreement with Placer County; it would support development of the public use and recreation master plan for Donner Summit

*Dick moved to authorize Pat to sign the agreement; Mike seconded the motion and it passed without opposition.*

Chris has met with Stantec; they had previously provided useful information regarding development of a master plan, and they are aware of recent events. The current master plan concept would be embellished compared to the original; Chris said Stantec has people in house who can do the new work. Chris asked for a response and expects something within a couple weeks. Chris believes DSA will get a good product; Stantec has done quality work that Chris knows about. The grant money is available through 2020, so there is no great rush.

## 10. Web Site

Beth read an e-mail from Alyssa Adriani, daughter of Charlie Jones, who has owned property near Devil's Peak for 40 years. In the past, the family has allowed small groups of cooperative hikers to cross their land (for example, to climb Devil's Peak) with the understanding that each permission was for a single day and that no approach to the homesite was allowed. Recently, several web sites have begun publicizing hikes on the property, including swimming in the family pond "when the owners are not present." As a result, the family has had to take a stronger position and all requests for access are being denied. DSA's web site is one that promotes "adventures" on the Jones property (<https://www.donnersummitca.com/devils-peak>).

Reaction from the Board was immediate and united. Chris said DSA needs to do three things: (1) take down the Devil's Peak web pages, (2) make private property issues more prominent, and (3) put TDLT in contact with owners of vulnerable private property. Bill added that we don't have control over our own DSA web site. There was general agreement that Forrest has taken a cooperative approach to posting DSA materials but that he often defers to Nathan for permission, which has not always been timely. There was consensus that the Board needs to regain control of the web site. Mike said Soda Springs Mountain Resort hires an outside firm to maintain its web site, and that has worked well. John said TDLT uses Small Pond in Truckee, and Dick said the Serene Lakes water district recently did an upgrade with a small Truckee firm. **Bill asked for "web site" to be a discussion item on**

**the September agenda. In the meantime Board members should review the web site and report good and bad points.**

### **11. Donner Summit Fest**

The replacement DSA fundraiser will be October 5, 12-4 PM at Clair Tappaan Lodge (CTL). Entry will cost \$30 for adults and \$10 for children; signups will be through EventBright. There will be a fun run at 11:30 from CTL to Lytton Lake and back (about one mile each way), a 'bounce house', and a 'history hunt'. The Blues Monsters will provide music. There will be lots of beer, brats, and sauerkraut from CTL. Costs to DSA will include the food provided; DSA gets proceeds from both a live and silent auction. Many activities can be carried on inside if the weather is bad.

### **12. Van Norden Dam Update**

John said work on the dam begins on September 3 and should last three weeks. Residual water in the lake will be pumped out, then the spillway will be lowered 4-1/2 feet. Mike said Soda Springs will regrade their adjacent parking lots after the work has been completed.

### **13. Graffiti Abatement**

John said that TDLT recently oversaw a graffiti abatement and trash removal project at Donner Summit that involved about 70 people. Artwork on concrete was painted over using rollers donated by Ace Hardware in Truckee, and paint stripper was used on granite. Another group will continue the work in a couple weeks, and TDLT is working with a climbing coalition for more work later. But John said he doesn't think this is the best use of Land Trust resources; instead, he thinks it would be a good match for DSA. Chris said DSA could get a 'beautification easement' from Union Pacific Railroad; UPRR has met with Greg Dallas on similar issues, and Chris thinks an agreement with DSA could be reasonably straightforward. USFS believes that creating a 'new canvass' frequently will discourage taggers, and there will be less graffiti over time if walls are kept clean. One day per month might be sufficient. **There was agreement to put this on the agenda for the September meeting.**

### **14. Announcements**

A. The Donner Summit Hikes are scheduled for September 14-15, 2-3 days after the September Core Team meeting. Participants will meet at Judah Lodge early Saturday, then take off on one of seven different hikes punctuated with history lessons and tales of the West. Participants return to

Sugar Bowl for a delicious lunch and more stories. DSA could hand out its new brochure and advertise the Donner Summit Fest. The Donner Summit Hikes are sponsored by Donner Summit Historical Society. Bill said there may be 200 hikers and 30-40 leaders. The Margie Powell hike last weekend drew 45 on Saturday and 20 Sunday.

Beth received an invoice for the next 12 months of insurance coverage. The premium is \$2808, and Beth wondered whether it should be paid in full or in installments. There was consensus to make a one-time payment.

### **15.Future Meetings**

The next Core Team (Board) meeting will be September 12 at 5 PM. Location is TBD.

### **16.Adjournment**

There being no other business, Pat adjourned the meeting at 6:47 PM.

Minutes approved by the Core Action Team at the meeting on September 12, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_



**Donner Summit Association (DSA) Core Action Team**  
**Thursday, September 12, 2019 5-7 PM PDT**  
**Clair Tappaan Lodge, Norden, CA**

Motions and votes are given in *italics*; action items are in **bold**.

**1. Welcome**

Core Team (DSA Board) Attendees: Sue Busby, Jordan Knighton, Pat Malberg, Bill Oudegeest, Chris Parker, Dick Simpson, Mike Spain, Krista Voosen, and Nathan Wieler.

Guests: Tim Kustic (SLPOA)

The meeting was called to order at 5:08 PDT by Pat Malberg.

**2. Approval of Agenda**

The following modifications to the posted agenda were proposed and adopted: moving the discussion of the Pullman car visitor center earlier, including a discussion of DSA swag at the end, and including a discussion of reimbursement procedures under the Treasurer's report.

*Moved (Mike), seconded (Chris), and carried unanimously (MSC-U) to approve the agenda as amended.*

**3. Approval of Minutes from August 15, 2019**

No changes to the minutes were proposed.

*MSC-U (Chris, Sue) to approve the August minutes.*

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#### 4. Financial Report

A detailed financial report, prepared by Ward Fansler, was distributed before the meeting. Dick asked about DSA's ability to write checks for Master Plan expenses. Bill said DSA will forward invoices to Placer County, which will pay, once a month; the question of whether DSA has cash to pay such bills is then moot. Discussion followed on whether the Core Team needed to 'approve' the financial report; there was consensus that a formal vote was not needed.

Bill asked what procedure he should follow to obtain reimbursement for out-of-pocket expenses he has incurred on behalf of DSA. For example, he has paid for tools, supplies, and County permits; the total is now about \$2000. Fabrication of the Monument sign (see below) is an upcoming expense. It was agreed that Bill should submit a summary of his expenses along with receipts to the DSA Administrator. Pat then suggested that this situation might be avoided in the future if Bill had a DSA credit card.

*MSC-U (Jordan, Dick) to authorize issuance of a DSA credit card to Bill with a credit limit of \$2000.*

#### 5. Risk Management and Endorsement Letters

John Svahn felt it would be important to have a policy about how DSA offers endorsements; there is potential risk when endorsements are offered. John provided some language for such a policy, derived partly from DSA's mission/vision statement; Pat read his proposal:

“The mission of the Donner Summit Association is to be the Voice of Donner Summit. We work to protect, promote and strengthen Donner Summit as a unique and vibrant year-round mountain community that provides opportunities for visitors, residents and businesses alike to thrive in our beautiful alpine environment.

The Donner Summit Association is in support of all projects that forward the Soda Springs Area Plan, adding vibrancy to the economy on Donner Summit while respecting the community's character, historical significance and alpine environment which are unique to Donner Summit.”

The impetus for this discussion was a proposed endorsement letter by Pat supporting construction of the new Soda Springs General Store. The Store owners want to get their permits approved by the end of December, before new energy saving requirements kick in; endorsement letters might help

speed the process. Dick was concerned that the endorsement letter might support certain design features of the new store when he didn't know what was in the design. In the end, there was consensus to send a rather neutral letter, endorsing the development permit for the new store within the context of the Soda Springs Area Plan and mentioning that we look forward to seeing the store's design.

*Moved (Bill), seconded (Chris,) and carried (MSC) to authorize Pat to send an endorsement letter as outlined above. Dick voted no, preferring no letter to an 'empty ' letter.*

Sue asked whether there is a liability risk at The Shed, where DSA has been doing improvements on property that is under a Sugar Bowl lease fromn Union Pacific Railroad. There was agreement that liability is a possibility. **Pat will ask Mark Himelstein, with input from Chris Parker, to draw up a memorandum of understanding with Sugar Bowl.**

Pat proposed a volunteer liability release form based on a document that Bill uses for hikes he leads at Donner Summit. Mike asked whether DSA's insurance company is aware of the scope of DSA activities; Sue said 'yes'. Mike noted that the insurer for Boreal/Soda Springs is very active in guiding their activities; he thought that working closely with the insurance provider could be pursued by DSA.

There was discussion about Pat's version of the liability release form. Dick said that forms he has seen include language that precludes heirs from filing claims, while Pat's form covers only the participant. Krista asked what happens to completed forms; Dick suggested filing them for at least five years. *There was consensus to use Pat's form for the work at The Shed on September 13 but to seek improvements before such a form is needed again.*

Chris nominated John Svahn, to lead a committee to investigate DSA risk management; Chris noted that TDLT's risk management plan might serve as a model for DSA. *There was consensus to let John pursue this.* There was no discussion about other members for this committee.

## 6. ByLaw Amendment

A bylaw amendment that would address non-participation by Board members had been suggested at the August meeting; Dick drafted such an amendment and distributed it before the meeting. Chris had thought he might find something useful in the Truckee Trails Foundation bylaws; but he wasn't successful. Dick's amendment would replace this wording in Section 5.04:

(a) Events causing vacancy. A vacancy or vacancies on the Board shall exist on the occurrence of the following: (1) the death, removal, suspension or resignation of any Director; or (ii) the declaration by resolution of the Board of a vacancy in the office of a Director who has been declared of unsound mind by an order of court or convicted of a felony or has been found by final order or judgment of any court to have breached a duty under sections 5230 and following of the California Nonprofit Public Benefit Corporation Law.

with this wording:

(a) Events causing vacancy. A vacancy or vacancies on the Board shall exist on the occurrence of the following: (i) the death, removal, suspension or resignation of any Director; or (ii) the declaration by resolution of the Board of a vacancy in the office of a Director who (1) has been declared of unsound mind by an order of court, (2) has been convicted of a felony, (3) has been found by final order or judgment of any court to have breached a duty under sections 5230 and following of the California Nonprofit Public Benefit Corporation Law, or (4) has failed to participate in three consecutive regular business meetings as defined in Section 5.06 (b).

where the text in red has been changed.

*MSC-U (Bill, Chris) to approve the amendment as proposed*

## 7. Visitor Center

Tinker's Station: Bill talked to Judy Dowdy about getting a commercial appraisal on Tinker's Station; other appraisers in the area did not respond. Judy was preparing to leave for vacation, but she will be back by the end of October. She said a commercial appraisal would usually take about 4 weeks and would cost about \$2K.

Jordan expressed some concern about authorizing an appraisal before we have some agreement with the owner on a purchase. DSA believes that Tommy Christy is planning to put Tinker's Station on the market within the next month and that \$650K has been mentioned as an asking price. All discussions with Tommy have been hypothetical since DSA has no money.

Bill noted that the next grant proposal deadline is at noon on October 31. Placer and Nevada Counties have indicated a willingness to support creation of a Donner Summit visitor center in the next 1-2 years, and the funding discussed might cover purchase and renovation of a building such as Tinker's Station. The timing isn't quite right, and both counties will want to know DSA plans for covering maintenance and operating expenses, which they may not fund. Sierra Business Council has roughed out a new business

plan for the DSA visitor center as part of its feasibility study; but no one at DSA has seen it yet.

Bill's plan is to attend the September 26 meeting of the Capital Projects Advisory (CPA) Committee at which he will advise them that DSA has switched its focus from Norm Sayler's property to Tinker's Station. He will also inquire about the possibility of submitting a grant proposal at the end of October that would reference an appraisal to be submitted about a month later.

**Jordan might be able to put DSA in contact with someone who could complete an appraisal sooner.**

Pullman Car Alternative: Jordan said that a modular house or 1950s Pullman car might be a lower cost alternative to Tinker's Station. The Railroad Society in Truckee has a Pullman car at the Teichert quarry and it must be moved. Its dimensions are 85 feet long by 10 feet wide (see photo); it has interior wood paneling, 10 single sleeping units, and 3 family sleeping units.



Pullman car (photo provided by Jordan Knighton).

Jordan thinks such a choice would have obvious "Wow factor" given the Summit's historical connection to the Transcontinental Railroad. He thinks the Railroad Society might donate or lease the car to DSA if the Society were acknowledged as a partner. Moving cost is \$30K. The car would need modifications for use as a visitor center, toilet facilities would have to be provided, and the car would have to be reinforced for Summit snow loads (or moved into a snow-strong shelter during winter). He thinks total cost might be in the neighborhood of \$350K, including land. Chris said that his

experience with modular classrooms for Sugar Bowl Academy was that they turned out to be more expensive than first estimated because of the environment. Bill is concerned about chasing alternatives since that might be viewed as indecisiveness by funding agencies.

Appraisal: In the end there was a decision to proceed with the appraisal of Tinker's Station.

*MSC (Krista, Sue) to increase the authorized expenditure for an appraisal to \$2500.* Chris voted 'no' because he wants the owner of Tinker's Station to share the cost of the appraisal. **Krista will talk to Tommy to determine his interest in sharing the cost.**

## 8. Monument

Mike Hann's design for the Monument sign has been delivered to a fabricator in Nevada. Letters will be cut from COR-TEN steel. COR-TEN rusts; but the rust seals the metal on the inside, so the process is self-arresting and the result is a finish that resembles legacy Yosemite trail signs but lasts much longer. Pat circulated a copy of the design. Discussion followed about having a lighter background so lettering will be more visible. Dick asked about the font, which was to be all upper case per the August meeting; but the discussion moved to installation.

Foothill Iron in Colfax provides welding services; Marshall Lose's son will do the actual work. The sign will be supported by old railroad rails, which have been salvaged locally and cut to size.

Bill has contacted Nevada County about permits; DSA needs another encroachment permit for the sign even though the Monument itself is covered by existing permits. DSA also needs a building permit for the sign. Neither has been issued yet; but Bill has set the process in motion.

## 9. Trail and History Hub Grant

Work Day at The Shed: A forklift with extendable arm will arrive tomorrow morning (September 13) around 8 AM. There could be as many as a dozen volunteers. The DSA logo will be painted onto the upper triangle (see photo); Bill wants to do this first (possibly as early as 8:30 AM), before the wind picks up and blows the stencil. Scaffolding needs to be erected. Loose roof nails will be replaced by long screws. All siding on the south and east faces will be replaced; plywood has already been delivered. Sugar Bowl will provide a backhoe for nearby landscaping after the weekend. Chris will bring a compressor, and Dick will bring a generator.



The Shed after completion of the logo painting task Friday afternoon. The forklift is at right. Scaffolding supports panel replacement on the east side, while a volunteer replaces lower roof fasteners using a ladder on the right (DSCN6445.jpg).

Master Plan: Pat had distributed a proposed contract from Stantec before the meeting. The kickoff meeting has already been held. There will be a follow-up meeting at Sugar Bowl on September 25 at 9 AM. A stakeholder meeting will be scheduled at the Truckee Ranger District office in mid-October. DSA's list of stakeholders includes: Clair Tappaan Lodge, DSA, Truckee Donner Land Trust, USDA Forest Service (both Truckee Ranger District and Nevada City District Office), Placer County Parks Dept., Nevada County, South Yuba River Citizens League, Serene Lakes Property Owners Association, Truckee Trails Foundation, local ski areas, local business owners, Pacific Crest Trail Association, Donner Summit Historical Society, and Town of Truckee. The Truckee Ranger District will invite others.

*MSC-U (Bill, Sue) to approve the Stantec contract.*

## 10. Matching Funding

Bill noted that DSA needs to come up with about \$20K in matching funds (cash) to satisfy grant requirements. Nevada County is contributing some funds, but DSA will have to provide the balance; the income from the fundraiser will probably not be sufficient. Chris suggested that Resource Advisory Committee funding from USFS might be a source; he thinks our need is a perfect match to RAC goals, but recent experience suggests that most of the money goes to unfunded USFS projects. Chris will investigate further; he is on the RAC that covers both Nevada and Placer Counties.

## 11. Fundraiser at Clair Tappaan Lodge (October 5)

The number of signups for the fundraiser is unknown at this point. Dick made a couple observations about the poster promoting the event: (1) it says that interested people should go to EventBrite, which may not be user-friendly; (2) none of the sponsoring organizations is mentioned on the poster, making it unclear who is putting it on. Nathan suggested that the DSA web site be used to direct recruits to the proper EventBrite URL; but people at the meeting were able to reach the web site by entering "Donner Summit Fest" on their phones. The posters have already been printed.

The former CEO of Lagunitas and the owner of Loomis Basin Brewing will both be attending the event, bringing their beers for tasting and purchase. Pat suggested a promotional e-mail blast to Sugar Bowl owners; **Chris will make this happen.**

## 12. ToT Grant Cycle

Pat listed some topics that could be included in a new grant proposal to complete the Trail Hub and the Shed project: signage, paving (for handicap access to the shaft), seating, grounds improvement, trim pieces on the shed, displays and maps, and toilets. Paving at The Shed turned out to be four times more expensive than the estimate included in the last grant application, so other projects have had to be postponed. There was discussion about whether the CPA Committee would recommend a proposal to the Board of Supervisors when the previous cost estimate was incorrect. Krista thought that might be a concern, but it is not unprecedented.

Chris said he had discussed composting toilets with John Svahn, who said the jury is still out on their efficacy. Installation of a vault toilet would depend on finding a suitable site.

## 13. Web Site

There was consensus to postpone the web site discussion to the October meeting. In the meantime, **Core Team members should compile lists of issues with the existing web site.**

## 14. Beautification

This was also postponed.

## 15. Announcements

There will be a Yuba River cleanup on September 21; for details, see <https://yubariver.org>

There is a continuing problem with trash accumulation around the I-80 exit to Soda Springs and Donner Summit Lodge. Trash may be coming from the gas station, blown by the wind. After a cleanup, trash has re-accumulated in only a couple days. Pat suggested a sign asking people to Keep Donner Summit beautiful, but no specific action was taken.

Placer County is sponsoring a housing element review September 18 at 10 AM at CDRA (Community Development Resource Agency) in Auburn. Tiny houses, houses on wheels, and related topics will be addressed

Poma Lane and Lotta Crabtree are north of Donner Pass Road; those streets were established by a developer and are known as a County Service Area. The roads are public, but the Nevada County has no obligation to plow them during winter. After residents voted not to set up a special assessment district for plowing, the County advised them that there is not enough money to continue the service. Residents will be meeting in the Coldstream Room (Judah Lodge at Sugar Bowl) on September 24 at 6 PM to discuss the situation. Krista estimates that \$1K per parcel would be sufficient to ensure snow removal. Plavada dealt with something similar about 15 years ago; in that case, the roads are private, but residents convinced the County to continue plowing.

## 16. Future Meetings

The next Core Team (Board) meeting will be October 10 at 5 PM. Location is TBD.

## 17. Adjournment

Pat adjourned the meeting at 7:21PM.

Minutes approved by the Core Action Team at the meeting on October 17, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_



**Donner Summit Association (DSA) Core Action Team  
Thursday, October 17, 2019 6-8 PM PDT  
Donner Ski Ranch, Donner Summit, CA**

Motions and votes are given in *italics*; action items are in **red bold**.

**1. Welcome**

Core Team (DSA Board) Attendees: Sue Busby, Pat Malberg, Chris Parker, Dick Simpson, Mike Spain, and John Svahn.

DSA Administrator: Beth Tanhoff

Guests: Tim Kustic (SLPOA)

The meeting was called to order at 6:06 PDT by Pat Malberg.

**2. Approval of Agenda**

Sue asked to add a discussion about the sledding hill next to the store.

*Moved (Chris), seconded (Sue), and carried unanimously (MSC-U) to approve the agenda as amended.*

**3. Approval of Minutes from September 12, 2019**

No changes to the minutes were proposed.

*MSC-U (Chris, Sue) to approve the September minutes.*

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#### 4. Financial Report

A detailed financial report, prepared by Ward Fansler, was distributed before the meeting. Chris wondered whether there was a way to highlight 'important' things in the report. There was a short discussion, but no action was taken.

#### 5. Membership Letter

Pat would like to ask existing members to renew and contact potential new members. Last year 1500 letters were sent at about this time of year; perhaps there's no reason to contact that many people. Pat noted that the new brochure could be mailed, but that might be expensive in terms of postage. A letter sent in the next couple weeks could beat the flood of requests from other organizations reminding recipients to give before the end of the tax year.

John asked about the purpose of the letter. If it's to expose DSA to new members, the letter should say one thing; if it's to solicit funds, it should say something else. Beth and John suggested mentioning the need to produce \$20K in grant matching funds; but there is also a continuing need for funds, so recipients should not be misled that this is a one-time request. John thought that a letter signed by a well-known community member who is not strongly connected to DSA might bring a better response than a letter from someone deeply enmeshed in DSA. Perry Norris and Jennifer Montgomery were mentioned.

Mike asked whether there are possibilities for raising large amounts of money from organizations with large presences on the Summit — such as Sugar Bowl. Sue suggested that a grant from SLPOA might be possible. John wondered whether the DSA request could be posed in terms of a match against a major donor or group of donors. Beth thought that a fundraiser for potential major donors at Tinker's Station might be a good way to raise funds. **Pat will investigate.**

#### 6. Monument Status

Pat distributed photos of the sign that will be installed next to the Monument. John Isgreen will mount the sign, using pieces of old railroad rail anchored in a concrete base. Removable white backing could make the lettering more visible during summer; in winter everything will be buried.

Chris asked whether DSA should have a design review process in the future since the sign as fabricated (Figure 1) is not the design approved by the Core Team at its meeting in August.



Figure 1

## 7. Trail and History Hub Status

Pat presented a sign that Bill Oudegeest wants to mount on The Shed; it was originally designed to be used with the Monument. Chris again raised the question of design review, since the fonts and graphics do not match anything else we have put up. There were questions about the "You Are Here" arrow, which is pointing to the Monument and not The Shed.

Pat went through the list of "Items" for the grant application. Many have been postponed from the current grant cycle because the cost of paving Old Donner Summit Road was several times what we expected to pay a year ago.

1. What goes on the front of the Shed?
  - Displays – we have 2 ready: Wedell Signs and Sierra crest Ski Signs
  - Brochure racks – weather proof
  - Maps (we have the map that originally was to be placed by the Monument)
  - Signs (on the Shed and nearby)
  - Photos
  - Place for temporary circulars/bulletin board?
  - Metal display “cabinets” with glass or plastic fronts or doors
  - List of “FAQs” – e.g., where can I find
    - Tunnel 6
    - Judah Loop
    - the PCT
    - the Old Donner Trail
    - the toilet
    - a dog trail
2. What is the Scope of Work for the Shed?
  - New door
  - Siding removal, new plywood and siding on north side (not west)
  - Trim replacement – some is falling off
  - Equipment rental to attach the trim
  - Posts on front corners (as per Mike Hann’s design)
  - Separators at ground level to keep cars from parking under overhang
3. Landscaping behind Shed
  - Wildflower seeds
  - Picnic tables
  - Seating
4. Other Amenities
  - Bike rack
  - Bike repair station (possible cost of \$1400)
  - ADA painting and signs
  - Paving to the central shaft
  - Refuse and sanitation
    - Several minutes were spent discussing the pros and cons of providing waste receptacles and toilets. Both would require regular service, both might invite abuse.
    - Permanent toilets would require careful selection of both site and model; there was consensus not to pursue permanent toilets in this grant cycle.

**Chris volunteered to compile a cost estimate for the items above.** He also cautioned against explicitly directing visitors to UPRR property because of liability concerns. There was consensus that people who are not history buffs should be recruited to review materials to be posted and their

placement. The history is good, but the typical visitor will have additional interests.

## 8. Tinker's Station Status

The appraisal has been completed; DSA will receive a copy after Owen & Associates has been paid. Pat distributed copies of JKArchitecture's preliminary design for converting Tinker's to a visitor center. Discussion followed on ADA compliance, which seems adequate. Tommy Christy is willing to sell for about \$650K, including closing costs. Jordan estimates that his recommended improvements would cost another \$600K, but Tommy has indicated that the building should be usable almost as is. Since the matching requirement is 10%, the amount that DSA would need to raise to match the Placer County contribution goes from \$65K to \$125K with Jordan's improvements<sup>1</sup>. John said he wasn't sure that \$1.25M could be justified even for a visitor center in Truckee.

Chris suggested going forward by asking Mt. Lincoln for a cost estimate that can be used with the grant proposal. The proposal also will need a Letter of Intent from Tommy indicating his willingness to sell to DSA if the grant is approved. **Chris will help choose language for the Letter that will protect DSA.**

Pat raised the question of an operating organization. The visitor centers at North Tahoe and in Truckee are operated by separate organizations; we don't have such an organization.

John recommended budgeting \$10K for due diligence before purchasing the property. This would include a title search as well as discovery of prior use that might lead to claims later.

## 9. Master Plan Status

Pat, Chris, and Tim attended a stakeholder meeting on the master plan hosted by USFS yesterday. Tim felt that the moderator could have directed the discussion more effectively but that the results were generally positive. At the meeting Greg Dallas emphasized that details need to be worked. Chris said it is important to address the problem of unauthorized use of private property; this will not be solved by putting up more signs. Dick

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<sup>1</sup> Bill Oudegeest, in reviewing the minutes, noted that matching funds for the visitor center will be paid by Nevada County; so the increment resulting from upgrade costs is not a direct concern to DSA. However, DSA is fully responsible for the 10% matching requirements for the Trail and History Hub grant and the Master Plan grant.

concurrent; for example, "No Parking" signs are ineffective at times of congestion.

Despite the problems with 'focus', most felt that stakeholders participating came to agreement on the need for planning as a group. The master plan has limited scope, which means some parts can be implemented while others will take more time and/or higher-level approvals. DSA needs to manage expectations so that the master plan does not stall because of inaction or opposition on issues that are not critically important. Mike mentioned that Soda Springs and Boreal have gone through three iterations of their master plan; but each one makes more sense and is more realistic. The initial master plan creation was important for starting the planning process.

A few minutes were spent augmenting the list of stakeholders, so they could be invited to participate in the future. New candidates include law enforcement, Auburn Ski Club, Palisades, North Fork Association, UPRR, Charlie Jones and his family, Rainbow Lodge, Cisco Grove, and other landowners west of Summit Station.

## 10. Fundraiser

The weather was great on October 5, and lots of people attended from all over the Summit. The protection provided by the CTL back yard was excellent and made hosting children easy. There were suggestions for signs near the Lodge saying "Beer Fest"; that might have attracted more passers-by. 91 dinners were served, including 10 for children. About 40 tickets were sold in advance, so the majority of attendees were drop-ins. Three people participated in the fun run. The net to DSA was close to \$5500.

## 11. Web Site

Forrest has agreed to restore the Explore Donner Summit pages at Pat's request. He would like to put the web site on a different platform, rebuilding using WordPress on his personal computer and then converting to Square Space before relaunching. Dick cautioned that major revisions should be given more consideration than a quick "yes" at a Core Team meeting; if DSA wants to redesign its web site, perhaps we should think about this more and get some second opinions. **Pat will forward DSA comments to Forrest.**

There were questions about why the DSAA web site is still active.

## 12. Beautification

There is a lot of interest in keeping the Summit graffiti-free; but what level of effort does DSA want to invest in that project? **Chris will lead this effort**, since he already has contacts with UPRR.

## 13. DSA Swag

**Beth will handle swag.** She needs to order new inventory and find someone to handle orders. Pat talked to Nathan yesterday; he wants to develop his property at Sugar Bowl, but he has backed away from the larger plans that he brought to the Summit a couple years ago.

## 14. Risk Management

**Greg Dallas has offered to look at the DSA waiver form. Pat will contact him.**

## 15. Endorsement Policy

Pat sent a letter to Nevada County Planning endorsing the new Soda Springs General Store.

**John will follow up with a draft policy statement.**

## 16. Beautification

This discussion was postponed.

## 17. DSA MOU with Sugar Bowl

Pat said **Greg Dallas will draw up a short MOU** that does not include 'hold harmless' language on either side.

## 18. Inactive Board Members

Maria has indicated that she will not be able to participate. **Sue will ask her for a letter of resignation. Pat will ask Nathan about his plans;** he may resign, but there is a question of \$1100 in unreimbursed swag expenses which he might contribute to DSA. Cheryl has not participated in recent Core Team meetings, but she remains interested and would have been at tonight's meeting except for an irresolvable conflict.

## 19. New Board Members

Pat suggested Anne-Flore Dwyer, who lives in Plavada. John suggested Megan Ambrose. Mike suggested a representative from Auburn Ski Club. Beth knows a recent arrival who might be interested. Chris suggested Sidney Scott. John warned about sudden, large changes in Core Team composition which could push DSA in a decidedly different direction.

## 20. Announcements

John Groom has informally approved construction of a multi-use trail that parallels the PCT on the back side of Sugar Bowl; it will connect to the Emigrant Trail and be usable by cyclists.

## 21. Future Meetings

The next Core Team meeting will be November 14 at 5 PM. Location is TBD.

The next MAC meeting is either the 28<sup>th</sup> or 29<sup>th</sup> of October. One discussion topic is sale of spring water by Rainbow Lodge.

## 22. Adjournment

There being no other business, Pat adjourned the meeting at 8:15 PM.

Minutes approved by the Core Action Team at the meeting on November 14, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_



**Donner Summit Association (DSA) Core Action Team  
Special Meeting  
Thursday, October 24, 2019 8:30 AM PDT  
Nancy O's Gallery and Glass, Soda Springs, CA**

This special meeting was called by President Malberg on October 21; minutes were reconstructed from her notes. Motions and votes are given in *italics*; action items are in **red bold**.

**1. Welcome**

Core Team (DSA Board) Attendees: Sue Busby, Jordan Knighton, Pat Malberg, Bill Oudegeest, Chris Parker, Mike Spain, John Svahn, and Krista Voosen.

DSA Administrator: Beth Tanhoff

Guests: none

The meeting was called to order at 8:30 AM PDT by Pat Malberg.

**2. Grant Application**

After a very free-wheeling discussion, the following motion was passed:

*Moved (Chris), seconded (Jordan), and carried unanimously (MSC-U) to apply to Placer County for a \$700,000 grant to acquire and renovate Tinker's Station, assuming a \$500,000 match from Nevada County.*

**3. Adjournment**

There being no other business, Pat adjourned the meeting at 9 AM.

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Minutes approved by the Core Action Team at the meeting on November 14, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_



**Donner Summit Association (DSA) Core Action Team**  
**Thursday, November 14, 2019 5-8 PM**  
**Nancy O Gallery and Glass, Soda Springs, CA**

Motions and votes are given in *italics*; action items are in **red bold**.

**1. Welcome**

Core Team (DSA Board) Attendees: Sue Busby, Jordan Knighton, Pat Malberg, Bill Oudegeest, Chris Parker, Dick Simpson, Mike Spain, and Krista Voosen.

DSA Administrator: Beth Tanhoff (arrived 6:15 PM)

Guests: Ann Reisenauer (arrived 6 PM)

The meeting was called to order at 5:15 PM by Pat Malberg.

**2. Tinker's Station Purchase Agreement (closed session 5-6 PM)**

This part of the meeting was devoted to the mechanics of purchasing Tinker's Station, which is the subject of a DSA proposal submitted at the end of October for Placer County Transient Occupancy Tax (TOT) funding. Krista began the discussion by handing out several standard real estate documents: a residential purchase agreement, an addendum for the Tahoe-Truckee regional area, and a more general addendum which can be used for purchase contingencies. She also distributed a disclosure notice in which she noted that she is representing both buyer and seller in this transaction. She added verbally that she is waiving her normal commission.

The purchase agreement states that there will be an initial deposit of \$1000 and a closing date of June 1, 2020 (or earlier) if DSA goes forward with the

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purchase. There were some minor errors in purchase price, which Krista will correct before the document is circulated for signatures.

The Tahoe-Truckee addendum covers topics such as snow removal, whether the purchase includes a propane tank, sewer testing, and a defensible space inspection. There was brief discussion about whether snow removal would be more expensive if contracted for a season or paid by the hour.

The other addendum listed four conditions: 1) the sale is contingent on DSA's receiving funds from Placer and Nevada Counties; 2) there will be a 45 day period after the counties have approved funds, during which DSA can conduct needed inspections; 3) buyer and seller may execute a 30-day extension if funding by the counties is delayed; and 4) the seller will be credited up to \$5000 toward closing costs.

Discussion followed on the amount DSA is requesting from Placer and Nevada Counties for the purchase, the time when those funds will be available, and the possibility that either or both counties might not provide the level of funding requested. DSA's October request totaled nearly \$800K, about \$570K of which would go toward purchase of Tinker's Station. Nevada County has indicated that it would be receptive to a request for \$500K, but DSA has taken no formal action so far to obtain those funds. Both counties would require Board of Supervisors (BoS) approval for their respective grants.

Experience shows that it often takes 1-2 months for Placer County money to become available after BoS approval. Nevada County would presumably not act until Placer County approval had been completed; but Nevada County funds are primarily for renovation, so purchase could be completed with Placer County money alone. Inspections could be done after Placer approval but before Nevada approval. If full funding is not approved or if funds are delayed, there could be several types of problems.

Chris is concerned about the post-purchase operations and maintenance (O&M) budget. He thinks the Capital Projects Advisory (CAP) Committee may balk at approving purchase if the post-purchase plan is not realistic. He is less worried about a predicted negative cash flow because that would at least be honest. Bill noted that it was his post-purchase O&M estimates that were included in the proposal; limited space on the application form precluded much discussion. He will have supplementary materials on both the renovation costs and post-purchase O&M when he makes his oral presentation to the CAP Committee on December 10. Jeffrey Thorsby has been invited to attend to represent Nevada County. In the meantime, **Chris**

**will distribute his own O&M estimates, and Sue will ask her husband to provide an estimate for snow removal.**

Sue is not convinced that rental is necessarily the best use of the 'surplus' space at Tinker's Station; a restaurant would be a more popular choice for the community; but restaurants have a poor success rate. Limited discussion followed on possible other revenue sources — such as rental space for community meetings or events (including when the main part of the building is not being used as a visitor center, such as during shoulder seasons or mid-week) and office space. A question was raised about property taxes; Bill has been told that there may be ways to obtain a waiver on property taxes, but a waiver may be complicated if DSA is renting parts of the building.

**Krista will change wording in the documents so that they reflect the discussion.** Since DSA has not submitted a formal request for Nevada County funds, **Pat will contact Jeffrey Thorsby about how to move that forward.**

### **3. Approval of Agenda (start of open meeting at about 6:20 PM)**

*Moved (Bill), seconded (Krista), and carried unanimously (MSC-U) to approve the agenda.*

### **4. Approval of Minutes:**

No changes to the minutes were proposed.

*MSC-U (Chris, Sue) to approve the October 17 minutes.*

*MSC-U (Krista, Sue) to approve the October 24 minutes.*

### **5. Financial Report**

A detailed financial report, prepared by Ward Fansler, was distributed the day before the meeting to the Board (only). Ward highlighted some of the key items, following a request at the last meeting. There were comments that the highlighted items were about "bottom lines" whereas the Board was seeking highlights that might serve as alerts for Board attention — for example, that DSA has only \$9K in its checking account.

Krista said she ordered a sweatshirt on-line; her credit card has been charged, but she hasn't received the sweatshirt after several months. Beth replied that sweatshirts are out of stock; there will be a new order. Chris wondered about the decision-making process for maintaining inventory. Dick

thinks there may be a legal requirement to notify customers when on-line or credit card deliveries are delayed. **Discussion of the swag process will be added to the December agenda.**

There was discussion about whether future financial reports should be distributed more widely; consensus among attendees was to limit distribution of monthly reports to the Board, while yearly reports will be distributed more widely, as part of an annual report on DSA activities and accomplishments at the end of each fiscal year.

## 6. Monument Status

The Monument sign has been welded to its supports and Norm Sayler has dug a hole for installation. The concrete delivery will be split with Serene Lakes Realty within the next week. Sign installation should be completed before snow falls (see photo).

## 7. Trail and History Hub Status

Siding on The Shed has been completed; corner pieces have been ordered but not received yet. The new "barn" door will be put together Saturday; Bob Landsinger is leading the installation. Chris warned that the door installation needs to include drainage so that moisture is not trapped inside the door.

There is still a question about what information should be posted on the exterior walls. There have been preliminary designs, but more needs to be done. How should material be grouped — by trail information, historical information, etc.? **Jordan suggested devoting some time at the December meeting to this topic. Bill will send some material to Chris.**

Chris would like some striping for the parking area. Bill is concerned that there should be little deviation from the grant proposal; he doesn't want to have to explain to Placer County why money approved for one purpose is being spent on something else. Chris doesn't believe the deviations are significant; we are transitioning from concept to design prior to construction, and so everything is within the scope of the proposal.

## 8. Master Plan Status

Pat distributed a list of people who attended the stakeholders meeting with Stantek at the Truckee Ranger District. Chris said DSA was not satisfied with the timeline presented by the consultants; it needed to be more robust.

A revised timeline has been received (see figure attached to these minutes), and there will be biweekly meetings. Also, constituent meetings will be held and a brief survey will be circulated to get community input. Chris wants to share more of the information with the Board

## 9. Tinker's Station Status

No further discussion (see Section 2 above). The CAP Committee needs Bill's presentation by December 3 so that it can be included in their meeting packet. **A special DSA Board meeting was scheduled for December 2 (8 AM) at Nancy O's regarding the purchase of and budget for the visitor center.** Jordan will not be available, but other attendees agreed that was the best date and time to reconvene.

## 10. Membership/Fundraising Letter

**Beth and Jordan will work with John Svahn to draft a letter that might be signed by Perry Norris.** The goal is to get existing DSA members to renew and to recruit others. Bill suggested a letter from DSA with a sidebar from Perry. Chris noted that TDLT is well acquainted with what is needed in such a letter. The list of grants requested and received is plenty to discuss in the letter.

## 11. Web Site

Pat recommended that a DSA committee be formed to discuss web site issues. Forrest Smith, the de facto webmaster, has provided Pat with some design ideas. Chris said Greg Dallas has offered John Slaughter's help; John is Sugar Bowl's director for marketing. Mike said Matt Peterson does marketing for Boreal/Soda Springs; but he is in the process of hiring new personnel. All ski-related businesses are very busy ramping up marketing for the 2019-20 winter season.

Bill said we have a content problem; the information on the current site is not representative of what is available at Donner Summit. Bill has submitted examples of possible new content, but Forrest has not responded or has deferred decisions to Nathan. Forrest had indicated previously that he wants to put the site on a different platform — a much bigger job than simply adding content. **Dick volunteered to work with Forrest to make short-term improvements — mainly improving content and possibly migrating DSAA content to the DSA site.** DSA will look toward larger changes in late spring when marketing help from Sugar Bowl and Boreal/Soda Springs may be more available.

**Jordan proposed a discussion of cybersecurity at the next Board meeting.** The web site handles people's personal and credit card information; DSA information is on personal computers scattered around the West Coast. We need to make sure that the information is secure.

## 12. Risk Management

Pat contacted Sugar Bowl about a review of the DSA volunteer waiver; it was referred to Sugar Bowl's attorney, but nothing happened. **Mike will run the waiver past the Boreal/Soda Springs legal team.** Sugar Bowl will still want to look at the final version to make sure that it protects the corporation when DSA volunteers are working on Sugar Bowl property.

In addition, there needs to be an MOU between DSA and Sugar Bowl covering DSA activities on Sugar Bowl property. Some work was started on this, but there have been no recent developments. As long as DSA is not doing "structural" work at Sugar Bowl, Chris believes there is no immediate problem. Mike said Boreal/Soda Springs requires a certificate of insurance from any third party doing work on their property.

## 13. New Board Members

Several new, interested people were sent agendas for this meeting, but none attended. They will be included in future distributions.

## 14. DSA Committees

Pat would like to see work offloaded in 2020 from the Board to committees, each with at least one Board member. Possible committees include web site design and oversight, beautification and design, fundraising, project development and management, and policies and procedures. She imagines Board and committee meetings on alternating months.

## 15. Announcements

The Donner Trail Elementary School Thanksgiving benefit dinner is Saturday, November 16, 5-7 PM, at Judah Lodge. Tickets may be purchased on-line at [donnertrailpto.org](http://donnertrailpto.org).

## 16. Future Meetings

As discussed earlier (Section 9), the next Board meeting will be a special meeting on December 2 at 8 AM at Nancy O Gallery and Glass. The next regular meeting will be December 12; location is TBD.

## 17. Adjournment

There being no other business, Pat adjourned the meeting at 7:30 PM.

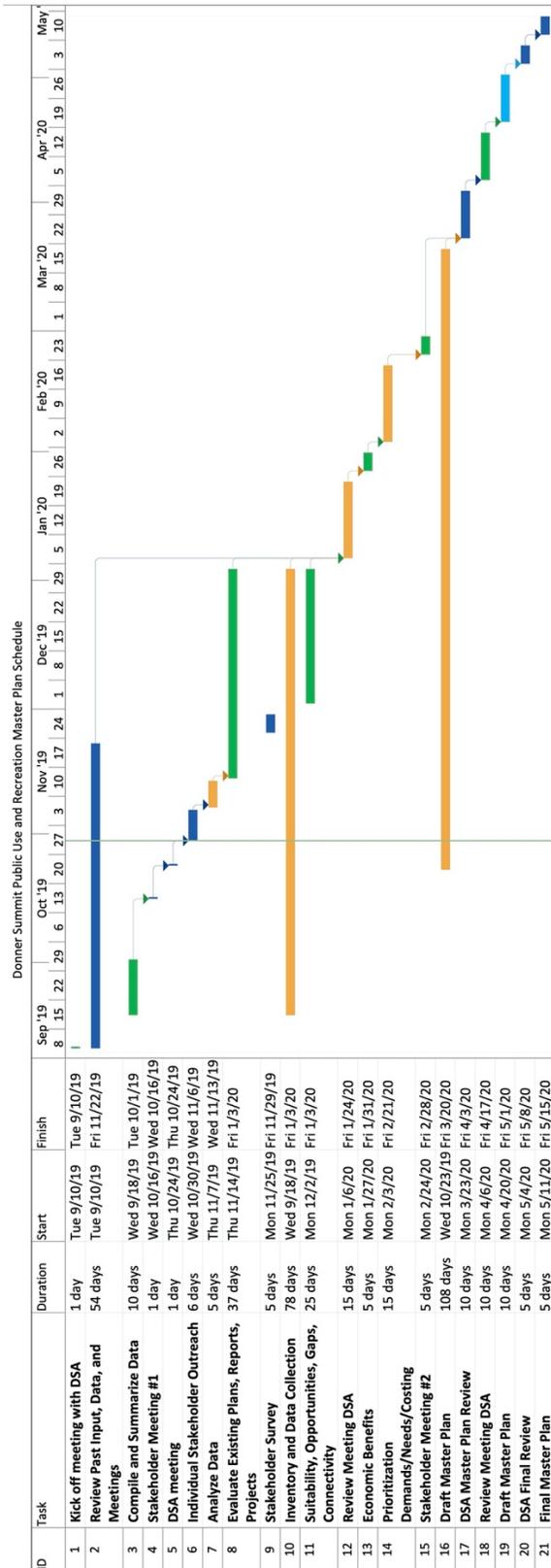
Minutes approved by the DSA Board of Directors at its meeting on December 12, 2019.

Minutes signed by DSA Secretary, Richard Simpson, \_\_\_\_\_



Monument with sign, November 25 (photo by Bill Oudegeest)

# Attachment



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**Donner Summit Association (DSA) Core Action Team  
Special Meeting —Monday, December 2, 2019 8-9 AM  
Sugar Bowl Conference Room, Norden, CA**

Motions and votes are given in *italics*; action items are in **red bold**.

**1. Welcome**

Core Team (DSA Board) Attendees: Sue Busby, Pat Malberg, Bill Oudegeest\*, Chris Parker, Dick Simpson\*, John Svahn\*, and Krista Voosen\*.  
\* donotes participation via GoToMeeting.

The meeting was called to order at 8:13 AM by Chris Parker.

**2. Visitor Center (VC) Annual Budget**

Chris introduced his spreadsheet; at the beginning of the discussion, it showed about \$24K/year in annual deficit spending, equally split between expected subsidies from Placer and Nevada Counties. The final version with a deficit of \$16,326 is attached to these minutes. The number of days of VC operation is shown across the top of the spreadsheet; that has a significant impact on the budget. After discussion, Chris raised the days of operation slightly to 173. During July and August the VC would be open every day for 7 hrs/day; the only other month with more than half of the days open would be December (18).

Chris assumed \$25/day in merchandise sales when the VC is open; but this does not have a big impact on the bottom line. He set aside \$6K/year as reserve for repairs and other unexpected expenses that cannot be delayed. Initially there was nothing about property taxes, but he added \$3744/yr after discussion; at least some of the tax bill may be waived by the Nevada County Assessor as a "welfare exemption" because DSA is a non-profit operated for the public benefit. However, John said revenue generation (both swag sales

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and rental) could be a disqualifier; **he will check with Ward Fansler for Ward's opinion.**

Snow removal has been estimated as high as \$35K/year; Chris initially assumed \$8K to cover plowing only when the Center is open. Residential parking (in the rear) would be plowed when there is a tenant. Sue estimated \$1500 for plowing the residential parking under a fixed price contract. Mitzi Hodges would only plow on an hourly basis at \$135/hr; Bill questioned whether her proposal for simplifying snow removal was optimum. Chris increased snow removal expense to \$14K. John asked whether bathrooms would be open when the VC is closed. He thought there should be parking for people who want snow play; but there are no places nearby that are suitable for that activity, so snowplay does not affect the budget.

Chris has assumed \$30K for ski lease income from the upstairs apartment; this would be half of the typical ski lease at Sugar Bowl. There is potential (but less) income from a summer rental. The figure \$44K/yr was adopted for apartment rental. The downstairs 'office' space could be rented for \$1250/month year round. However, Chris doesn't have a good sense for what would be possible for either the apartment or the office space in Soda Springs. Propane and utilities could be subsidized by the tenants.

Krista said the Capital Projects Advisory (CAP) Committee is adamant about not funding maintenance; but Bill said there is a different Transient Occupancy Tax (TOT) source that could be tapped for ongoing expenses.

Chris asked about the reserve fund, initially set at \$6K/yr. There is about \$3.5K/yr additional for spring maintenance; Krista suggested some maintenance money for fall preparations, but only a token amount (\$600) was added for rental management. The reserve fund was left unchanged. John wondered about depreciation; Chris replied that reserves would keep the building secure, so depreciation would only appear in tax payments. Bill agreed; the current exercise is to develop a budget for real cash flow, and depreciation cannot be spent.

Pat reported on the most recent CAP Committee discussion. Over \$7M has been requested, but only \$3.2M is available. Pat thinks The Shed project is DSA's highest priority; she is worried that DSA will get only part of what it requested for the VC. There has been no confirmation letter from Nevada County to support the VC acquisition and renovation; a confirmation letter will probably be required by the CAP Committee.

Dick is not ready to move forward with the Tinker's proposal because of the operating deficit and lack of commitment from the counties; he thinks there

are other options that would be more suitable, less expensive, and more compatible with DSA's timeline. Bill countered that the grant request is for a purchase and renovation; CAP TOT grants don't pay rent, which would be the likely situation if DSA obtained space elsewhere on the Summit. Others confirmed The Shed as the highest priority, no one else wanted to delay the VC proposal or reduce the funding request.

Krista recommended that Bill present the Tinker's proposal with the same excitement he brought to the CAP Committee meeting in 2018. He said he can do that, but he will also say that both counties need to help with annual contributions (as is typical for other visitor centers in California). Pat noted that the DSA VC proposal is consistent with the Soda Springs Area Plan; it is a partnership with the two counties that have jurisdiction at Donner Summit. Krista added that the fact that this is a joint project between Placer and Nevada Counties is an important selling point.

### **3. Tinker's Station Purchase Agreement**

Krista asked when DSA would sign the purchase agreement for Tinker's Station; the owner is expectant. Pat said that it would be good to have a draft for the next regular Board meeting on December 12. Although the paperwork is complicated, the Board reviewed the material at its November meeting, so the coming discussion should be much simpler and it should be possible to get the necessary Board approval.

### **4. Annual Appeal/Renewal Letter**

John has the annual fundraising appeal letter written and he will provide it by the end of the week. He thinks Perry Norris is willing to sign.

### **5. Adjournment**

There being no other business, Pat adjourned the meeting at 9:23 AM.

Minutes approved by the DSA Board of Directors at its meeting on December 12, 2019.

Minutes signed by Secretary, Richard Simpson \_\_\_\_\_

**Donner Summit Association  
Visitor Center Pro Forma**

(post-core action team mtg) V3 CP 12/22/2019

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
	31	31	12	8	8	18	10	14	8	13	8	12	173
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
Financial Support - Contributions	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Direct Public Support-Unrestricted	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Local Business Support													
Placer County Support													8,163
Nevada County Support													8,163
<b>Total Financial Support - Contributions</b>	400	400	400	400	400	400	400	400	400	400	400	400	4,800
<b>Other Revenue</b>													
2nd Floor Resident Rental Income (net lease - Electricity & Propane & Mgt Fees)	4,500	4,500	2,000	1,000	1,000	6,000	6,000	6,000	6,000	6,000	6,000	2,000	44,000
1st Floor Resident / Office Rental Income	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
Use Fees					100						100		200
In-Store Sales / Swag Sales (see below for daily sales)	930	930	360	240	240	540	300	420	240	380	240	360	5,190
<b>Total Other Revenue</b>	6,680	6,680	3,610	2,490	1,590	7,790	7,550	7,670	7,490	7,640	1,590	3,610	64,390
<b>Total Income</b>	7,080	7,080	4,010	2,890	1,990	8,190	7,950	8,070	7,890	8,040	1,990	4,010	69,190
<b>Expense</b>													
Paid Staff (see table below to change assumptions)	4,910	4,910	1,901	1,267	1,267	2,851	1,584	2,218	1,267	2,059	1,267	1,901	27,403
Cost of Goods Sold (assume 50%)	465	465	180	120	120	270	150	210	120	195	120	180	2,595
<b>Contract Services</b>													
Contractor - Building Maintenance					500	1,000	2,000	500	2,000	1,000	2,000		3,500
Snow Removal					5,000	1,000	2,000	2,000	2,000	1,000	1,000		14,000
Other Contracted Services					600								600
Rental Management													
Janitorial & House Cleaning (see below for daily rate)	930	930	360	240	240	540	300	420	240	380	240	360	5,190
Rental Equipment													
<b>Total Contract Services</b>	930	930	360	240	240	540	300	420	240	380	240	360	23,290
<b>Utilities</b>													
Water (1.5" rate)	180	180	180	180	180	180	180	180	180	180	180	180	2,160
Sewer (2-EDUs)	362	362	362	362	362	362	362	362	362	362	362	362	4,344
Propane	200	200	200	200	200	200	200	200	200	200	200	200	3,300
PG&E	250	250	250	300	300	350	400	400	350	300	250	250	3,650
Internet	200	200	200	200	200	200	200	200	200	200	200	200	2,400
TTSD	40	40	40	40	40	40	40	40	40	40	40	40	480
Other Utility													
<b>Total Utilities</b>	1,232	1,232	1,232	1,282	1,282	1,532	1,582	1,582	1,532	1,382	1,232	1,232	16,334
<b>Building Insurance (Fire &amp; Liability)</b>	250	250	250	250	250	250	250	250	250	250	250	250	3,000
<b>Other Expenses</b>													
Property Taxes	312	312	312	312	312	312	312	312	312	312	312	312	3,744
Pavement Repairs / Sealing / Stripping											1,500		1,500
Landscaping												500	500
Building Materials & Supplies											1,000		1,000
Office Supplies	50	50										50	150
Reserve Fund	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Other 1													
Other 2													
<b>Total Other Expenses</b>	862	862	812	812	812	812	812	812	812	812	3,312	1,382	12,894
<b>Total Expense</b>	8,649	8,649	4,735	4,571	6,971	8,255	6,678	7,992	6,221	6,088	9,421	5,285	85,516
<b>Net Income</b>	(1,569)	(1,569)	(725)	(1,681)	(6,981)	(65)	1,272	78	1,669	1,952	(7,431)	(1,275)	(16,326)

<b>Paid Staff</b>	<b>Variables</b>
# Hrs per Day	8
Rate Per Hour	16.5
Burden	20%



**Donner Summit Association (DSA) Core Action Team**  
**Thursday, December 12, 2019 5-7 PM**  
**Donner Ski Ranch, Norden, CA**

Motions and votes are given in *italics*; action items are in **red bold**.

**1. Welcome**

Core Team (DSA Board) Attendees: Bill Oudegeest, Chris Parker, Dick Simpson, Mike Spain, and John Svahn. Pat Malberg was ill.

Guests: Anne-Flore Dwyer (Plavada), Mark Himmelstein (legal advisor), Don Malberg (pizza delivery), and Jeffrey Thoresby (Nevada County)

The meeting was called to order at 5:10 PM by Bill Oudegeest.

**2. Approval of Agenda**

*Moved (John), seconded (Mike), and carried unanimously (MSC-U) to approve the agenda.*

**3. Approval of Minutes:**

No changes to the minutes were proposed.

*MSC-U (Chris, John) to approve the November 14 regular meeting minutes.*

*MSC-U (Chris, John) to approve the December 2 special meeting minutes.*

**4. Financial Report**

A detailed financial report, prepared by Ward Fansler, was distributed before the meeting. Assets are about \$100K. The bill for paving at The Shed has

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E.I.N: 87-0806766

not been paid, but that should be resolved quickly now that funds have been released by Placer County. There is about \$7600 in the checking account.

## 5. Property Tax Exemption

Mark Himmelstein said that DSA could request a welfare exemption if the organization purchased a visitor center. Obtaining such a waiver requires certification by the State that DSA is a charitable organization for the public benefit; then the County may waive all or part of the tax charge. There are many cases in which a non-profit was not able to obtain the exemption or was only able to obtain a partial exemption, so there are no guarantees.

DSA has legal roots in the Serene Lakes Donner Summit Conservation Association (SLDSCA), which then transitioned to Donner Summit Legacy (DSL), and finally to DSA. Sue Busby offered to contact Linda Cashion to see whether Linda has additional documents from either SLDSCA or DSL; so far, not much has been found. Jeffrey suggested a records request to the Secretary of State; but there would be a charge, and there seemed little enthusiasm for following up.

The original Articles of Incorporation (AofI) were written for SLDSCA, then there were name change amendments to DSL and DSA. Mark recommended refileing Articles of Incorporation under the DSA name; legally the known documents are sufficient, but the multiple name changes may lead to delays or rejection in a request for the tax exemption. The language in the SLDSCA AofI may be OK, but Mark suggested that should also be reviewed, since the State requires very specific wording for the tax exemption. **Mark offered to review the wording and prepare new Articles of Incorporation for DSA.**

After the AofI update, the next step would be to obtain State Board of Equalization (BoE) certification that DSA meets the tax exemption requirements as a charitable organization for the public benefit. Dick asked whether that could be obtained before DSA acquired any property; **Mark will check.**

After BoE certification, the exemption is granted (or not) by the County Assessor. To obtain an exemption the property must be used "exclusively for the public benefit." Sometimes an exemption is granted for shared use, and rented parts of the property are subject to "possessory interest tax". This happened when Cal's Memorial Stadium was used for an Oakland Raiders football game; the University had to pay what amounted to a property tax for that event. John said Truckee Donner Land Trust (TDLT) pays taxes on the income from Royal Gorge, based on linear ski trails. Jeffrey asked whether

the Board of Supervisors (BoS) could override the Assessor; Mark recommended against trying.

## **6. Placer County Capital Advisory Program (CAP) Presentations**

Bill had prepared two presentations for the CAP Committee meeting on Tuesday (December 10). The Committee would meet again Thursday evening (in parallel with our DSA Board meeting) to decide on its recommendations; those recommendations would then be passed to the Placer County BoS for final approval.

Bill thought that The Shed presentation was received positively. Krista Voosen, a CAP Committee member who had been asked to recuse herself from discussions on the DSA proposals, reported by phone during our meeting that The Shed proposal had been endorsed by the CAP Committee.

With regard to the grant request for purchase of a Visitor Center (VC), Bill explained to the CAP Committee that DSA couldn't "close the circle" on a budget for operations after purchase; there was too little identifiable income to offset likely expenses. He said DSA would like to withdraw the request. Bill said the Committee seemed surprised; but its members then reacted positively because this got them "back on schedule" in terms of matching requests against available funds. Bill felt that withdrawing the purchase request may have improved DSA's credibility with the Committee and may be good for DSA in the long term.

## **7. Visitor Center Next Steps**

Discussion followed on how to proceed toward a VC. Jeffrey reviewed the Nevada County situation. Nevada County collects much less than Placer County from Transient Occupancy Taxes (TOT) — about \$400K per year versus over \$3M in Placer. TOT funds go into the general fund and are allocated by the BoS as part of the regular budget process. Jeffrey said Nevada County cannot fund a VC right now, nor is it likely to be able to contribute to ongoing operations and maintenance expenses; but the County remains very interested in seeing a VC established at Donner Summit and recognizes that this is an important implementation of the (award winning) Soda Springs Area Plan (SSAP), which was funded by Nevada County.

Jeffrey suggested holding a meeting of Summit stakeholders (which would also include County staff) on the mechanics of owning and operating a facility. Grass Valley is pushing a Tourism Business Improvement District (T-BID) proposal, which might provide some ongoing funding if part of the district were at Donner Summit. A T-BID steering committee is being

formed, and there is already a consultant; eventually a lead agency will be assigned. Jeffrey would like to include representation from DSA.

However, before Donner Summit becomes part of a T-BID, there needs to be a determination of whether a Summit VC would duplicate services (or compete with) the VC in Truckee (and a second in Auburn). Mike asked whether Summit ski area visitors could be included in the statistics of such a determination; Jeff said absolutely. There was consensus that Summit skiers are primarily day visitors whereas those who go to Truckee stay longer. That should make the statistical picture of Summit vs. Truckee much clearer.

Bill reminded attendees that other VCs are supported by the State, counties, cities, and local chambers of commerce; Donner Summit (and DSA) has none of these. In preparing the Tinker's purchase proposal, Bill compared DSA's predicted expenses to those for the VC in Tahoe City, which is supported by the North Lake Tahoe Resort Association. Jeffrey added that, if the Nevada County T-BID proposal moves forward, there will need to be a non-profit to administer the funds, which could be DSA or another organization.

As for facilities and scope, John suggested looking at other properties and possibly focusing more on merchandise sales to increase income. Dick suggested starting small — perhaps by placing an informal VC in the new Soda Springs General Store, which might appreciate the additional foot traffic. During high volume times, DSA could fund a part-time employee to help with VC tasks. There may also be space available in the building being vacated by the Store, when it moves across the street. There was brief discussion about renting rather than purchasing; but Bill objected to paying rent. There was consensus among those who have interacted with both Placer and Nevada Counties that both have made significant recent investments in the Summit (the SSAP and TOT grants) and that we should not back away from a "big" picture result (a Tinker's-like VC) even if we implement a small- or medium-sized alternative in the meantime.

Anne-Flore asked what DSA's vision is for improvements at the Summit. Bill replied that the vision includes blight removal and addition of attractions (and better communication about what we already have). These include better signage, public restrooms, and a public meeting/gathering space. Jeff reminded people of the SSAP; the DSA VC would implement some of its recommendations.

With gentle encouragement from Bill, the Board members present began to focus on concrete steps to take over the next few months, in roughly this order:

- Park the big VC idea until we understand better why the budget doesn't work;
- Focus on immediate trailhead and other support —The Shed and Master Plan;
- Implement "VC light", which will leverage what we have at minimal cost;
- Follow Placer TOT and Nevada T-BID money to The Big Picture Result

John would like to discuss possible steps forward with Placer County staff; this would include a debriefing on the DSA proposals submitted recently.

**Jeffrey will advise DSA about T-BID developments, including the first steering committee meeting, which could be in early January.**

## 8. Matching Funds

DSA has several grants that need matching funds. Both Monument grants are done, so there are no outstanding obligations. The first VC matching requirement was picked up by Nevada County. For the second VC grant, we spent \$10K for JKArchitecture services; we need 10% of that in matching funds. Jeffrey said Nevada County might be able to provide \$1K for the match; **he will talk to his CEO**. On the first Shed grant JKArchitecture charged more than expected, and DSA picked up the difference. We are still left with matching requirements for the second Shed grant and the second Master Plan (MP2) grant, where the combined match requirement is about \$25K. John thinks a match for MP2 might appeal to REI; **he will come up with a plan for vendor donors by the February DSA meeting.**

## 9. Shed Displays and a Design Process

We have lots of space to fill on the exterior walls of The Shed; what do we put there and how? Chris recommended forming a design committee, which would include Jordan. Jordan has roughed out the plan for the Shed; there needs to be a design review. Sugar Bowl will provide overall guidance since Sugar Bowl has the lease for the property; it will also continue to provide portable toilets at the site. John suggested bringing other agencies into the process. **Bill will contact Dan Goddard (530-448-9879), who makes te kiosks and metal signs.** The Design Committee will include Chris (Chair), Bill, Jordan, Anne-Flore, and Pat.

## 10. Fundraising Letter

John drafted a letter, which has a different tone from previous fundraising letters; it was distributed prior to the meeting. **Dick will edit lightly for grammar and sentence structure, then return to John for final content updates. Dick will make two versions — one for current members, who need to renew, and a second for prospective members. John will circulate the final version to the DSA Board, then it goes to printing. Beth can mail it out.** Anne-Flore has some contacts on the west

side of the Summit, so we might be able to extend the mailing in that direction; John may have at least one more contact who could add to the coverage at the Summit. Bill said Greg Dallas has promised access to the Sugar Bowl mailing list. Mike said he wants an invoice sent to Soda Springs; a conventional letter will not attract attention.

John wondered whether readers find interesting and useful information on our web site. He also asked about a slide show. Dick suggested that a slide show and a set of web pages are essentially the same; we don't need two development efforts. John and Bill think The Shed would be a great centerpoint for a presentation. **Mike offered Soda Springs marketing department help with this after the peak of the ski season.**

## 11. Web Site/Cybersecurity

Dick had a 20 minute phone conversation with Forrest Smith after the November meeting. Forrest is willing to continue at his current level of effort. Nathan wants to continue providing overall web site design guidance and configuration control. After the ski season, when Soda Springs and Sugar Bowl marketing personnel have more time, they can be brought in for help with web site improvements.

Forrest would like to copy the web site to WordPress, where he thinks editing is easier; this could also be advantageous to the DSA Administrator, who could more easily make updates. The site itself runs on the Squarespace platform. Forrest may do the copying for his own convenience; we will discuss bigger changes in the spring.

Jordan had recommended a review of cybersecurity at our November meeting; since DSA funds pass through the web site, there is potential vulnerability. There was consensus that this is a legitimate risk. Dick has not pursued the cybersecurity topic, expecting that he can fold it into the design discussions in the spring.

## 12. Risk Management

Mike got some good feedback from Soda Springs partners, especially Copper Mountain. He wants to follow up with his insurance carrier and work some details. **He should have a draft proposal by the January meeting.**

## 13. New Members

Anne-Flore is interested in becoming a Board member; she attended a DSA meeting about a year ago and has volunteered to serve on The Shed Design

Committee (see above). She is a full-time resident of Plavada and has an architecture practice out of her home. A motion was made and seconded; but since we lacked a quorum, **Dick agreed to conduct a vote by e-mail**. If that is challenged or unsuccessful, we can revisit the motion at the January meeting.

*MS (Chris, Mike) to add Anne-Flore Dwyer to the Board.*

John is spending more time on DSA than he expected. He wondered whether there is an opportunity to add more Board members, so the work can be spread more evenly. Dick reminded attendees that some current Board members are not active and that there are provisions for opening those spaces and still fit within our limit of 15. **Dick will contact inactive members to determine their interest in continuing on the Board.**

#### **14. Beautification, Other Agenda Topics, and Announcements**

Nothing new.

#### **15. Next Meeting**

The next meeting will be at 5 PM on January 9 at Soda Springs Mountain Resort.

#### **16. Adjournment**

There being no other business, Bill adjourned the meeting at 6:45 PM.

Minutes approved by the DSA Board of Directors at its meeting on January 9, 2019.

Minutes signed by DSA Secretary, Richard Simpson, \_\_\_\_\_