



BOARD MEETING MINUTES
Wednesday, July 7, 2010 – 8:30 a.m.
Tahoe City Public Utility District

FINAL MINUTES

ATTENDANCE: Alex Mourelatos, Ron Parson, Allen Highfield, Kaliope Kopley, Debra Dudley, Jennifer Merchant, Phil GilanFarr, Roger Beck, Tom Murphy, Ron McIntyre, Deanna Gescheider, Julie Maurer

STAFF IN ATTENDANCE: Ron Treabess, Sally Lyon, Andy Chapman, Kym Fabel, and Kim Lambert

OTHERS IN ATTENDANCE: Ty Polastri, Doug Houston, Andy Sisk, Nicole Howard, Allison McCrawson, Wendy Hummer, Cathy Davis, Steve Kastan

1.0 CALL TO ORDER – ESTABLISH QUORUM

1.1 The meeting was called to order at 8:38 a.m. by Board Chair Alex Mourelatos and a quorum was established.

2.0 AGENDA AMENDMENTS AND APPROVAL

2.1 **M/S/C (Beck/Dudley) (8/0) to approve the agenda as presented.**

3.0 ADJOURN TO CLOSED SESSION

3.1 The meeting adjourned to closed session at 8:40 a.m.

4.0 RECONVENE TO OPEN SESSION

4.1 The meeting reconvened to open session at 10:50 a.m.

4.2 The Chair reported that the Search and Organization Committee will continue with their directive.

5.0 PUBLIC FORUM

5.1 There was no public comment.

6.0 PRESENTATION

6.1 Ty Polastri from the Lake Tahoe Bicycle Coalition presented the 2009 Lake Tahoe Bicycle Achievement Award in the Organization category to the North Lake Tahoe Resort Association. Ty also complimented the North Shore for its collaboration and leadership skills.

7.0 CONSENT CALENDAR

7.1 Items number three and nine were removed from the consent calendar.

M/S/C (McIntyre/Parson) (8/0) to approve the consent calendar with items three and nine removed for further discussion later in the meeting

8.0 REPORTS & ACTION ITEMS

8.1 Doug Houston updated the Board on California legislative issues related to Lake Tahoe:

- Redevelopment funds may be impacted by borrowing by the state.
- The Local Taxpayer, Public Safety and Transportation Act of 2010 (AG Initiative #09-0063) will be on the November 2010 ballot. This measure closes loopholes to prevent the State from taking, diverting or borrowing local government, transportation and public transit funds. Doug thinks it will pass.
- The California State Parks Initiative (Prop 21) will be on the November 2010 ballot. It calls for an \$18 surcharge on Vehicle License Fees. This will bring in approximately \$500 million annually, with \$385 million for staff, deferred maintenance, new park development and existing park improvements. Doug believes that there is also two to three million dollars for the California Tahoe Conservancy. Polling is currently favorable.
- The California Water Bond (Prop 18) is currently on the November 2010 ballot. However, the governor is trying to get it pulled off for a future vote, as polling is unfavorable.
- There is no language yet for SB625 regarding on-line travel companies and their payment of Transient Occupancy Tax. Currently, on-line travel companies collect TOT on the retail rate of a room sold, but only pay TOT to the County on the wholesale rate of the room.
- The City of South Lake Tahoe sponsored bill AB2704. This bill requires the continuance of funding for local street and road snow removal in the event HUTA (Highway Users Tax Account) funds are diverted for other purposes.
- Phil GilanFarr commented that he thinks that the Attorney General's office, especially Dan Siegal is anti-development at Lake Tahoe. It is very difficult and frustrating to try to do redevelopment projects in an anti-development atmosphere. It was suggested that Doug add monitoring the AG's office to his scope of services.

Action item: Doug Houston will submit his scope of services to the Executive Director for Board review.

Action item: Doug Houston will determine the ability to monitor issues within the Attorney General's office relative to the NLTRA mission for possible inclusion in Scope of Services.

- 8.2 Andy Sisk and Nicole Howard presented an overview of the Independent Accountant's Report on Applying Agreed-Upon Procedures. Some key observations were:
- The bylaws are outdated and inconsistent; they need to be updated.
 - Reports need to be timely and could be streamlined to better meet the needs of the organization and the County.
 - Most of the Key Performance Objectives were met.
 - Andy Sisk stated that the G&A allocation to Infrastructure was reasonable and consistent, but was concerned about the cap. He said he does not think it is needed. Ron McIntyre would like to see overhead based on actual cost.
 - Andy Sisk recommended that the Infrastructure Project Tracking spreadsheet be sent to the County on a quarterly basis. We also need to follow the Board adopted Procurement Policy.
 - The Conference Equity issue needs to be resolved.
 - Andy recommended that the County eliminate the overhead and administration cap for Visitor Support Services.

Action item: The Finance Committee will agendaize a discussion about streamlining the financial reports.

Action item: The Marketing Conference Equity Committee will continue to pursue the issue of conference equity.

Action item: The Marketing Committee will continue to work on quantifying Key Performance Objectives.

- 8.3 The Policy on Unexpended Transportation Project Funds was reviewed. The NLTRA will return any unexpended Transportation Project Funds to the County unless the amount is less than 1% of the total Transportation Project Funds for the year.

M/S/C (Parson/McIntyre) (6/0) to adopt the Policy on Unexpended Transportation Project Funds

- 8.4 Andy Chapman gave the Marketing Report.
- The Smith and Jones agency fee/commission schedule was distributed to the Board. The Marketing Committee has vetted the schedule and feel it is very fair.
- M/S/C (Parson/Gescheider) (6/0) to accept the agency fee/commission schedule**
- The Amgen RFP is moving forward. The understanding is that if we can supply the RFP components, AEG, the organization putting on the event, will not actively search out another search location.
 - The High Notes campaign is under way. Andy showed an ad for High Notes that was placed in a visitors' publication in South Lake Tahoe. Tom Murphy pointed out that some of the dates were incorrect. More due diligence will be done with our partners in the future.

- 8.5 Updates on Infrastructure/Transportation projects are in the Board packets.

- 8.6 The Board/Staff Follow-up on Previous Action Items report is also in the packets.

9.0 ITEMS REMOVED FROM THE CONSENT CALENDAR

- 9.1 The Marketing Committee meeting minutes were discussed. Jennifer Merchant asked for clarification about approval of the North Lake Tahoe Marketing Cooperative Budget. Andy clarified that the Marketing Committee is still working on the North Lake Tahoe Marketing Cooperative Budget. No action has yet come out of the committee to be brought to the Board.

M/S/C (Parson/McIntyre) (6/0) to approve the Marketing Committee meeting minutes

- 9.2 The Board discussed the NLTRA Budget. It has not yet been reconciled with the TOT Budget. Ron Treabess and Jennifer Merchant will meet next week to discuss the TOT Budget further. Alex clarified that the NLTRA Budget contains TOT revenue, but also includes other sources of revenue. Ron Parson stated that the NLTRA Budget is a historical based budget, not a needs based budget. Jennifer asked where the language about employee health insurance was. Sally stated that it was on the 3rd page of the budget narrative. The Board eventually decided to table the proposed NLTRA budget and add it to next month's meeting agenda for approval. It should be used by staff as an interim operating budget until final approval.

Action item: The budget will be added to the agenda of the next Board meeting.

10.0 CHAMBER OF COMMERCE REPORTS

- 10.1 Due to the late hour, the Chamber Manager Report was postponed until the next meeting.
- 10.2 Directors were encouraged to attend the Lake Tahoe Basin Prosperity Plan meeting on July 15th at 2:00 p.m. at the North Tahoe Event Center.

11.0 DIRECTORS' COMMENTS

- 11.1 There were no Directors' comments.

12.0 MEETING REVIEW AND STAFF DIRECTION

- 12.1 The Board asked Doug Houston to submit his scope of services for review.
- 12.2 A discussion regarding streamlining the financial reports will be added to the agenda of the next Finance Committee meeting.
- 12.3 The Marketing Conference Equity Committee will continue to pursue the issue of conference equity.
- 12.4 The Marketing Committee will continue to work on quantifying Key Performance Objectives.
- 12.5 Discussion and possible approval of the NLTRA budget will be added to the agenda of the next Board meeting.

13.0 ADJOURNMENT

13.1 The meeting adjourned at 12:50 p.m.

Submitted by:
Kim Lambert
Accounting and Human Resources Assistant