

**Committee Members:**

**Chair: Samir Tuma**, Kila Properties | **Vice Chair: Sarah Coolidge**, Coolidge Consulting  
**Alyssa Bettinger**, TRPA | **Kim Boyd**, Tahoe City PUD  
**Teresa Crimmens**, Sierra Community House | **Pat Fraser**, Palisades Tahoe | **Linda Meckel**, WSP | **Alyssa Reilly**, NTBA  
**Kane Schaller**, Dickson Realty/KJM Team | **Sara Van Siclen**, TNT/TMA | **Dave Wilderotter**, Tahoe Daves  
**Kristina Kind**, Mountain Housing Council | **Scott Zumwalt**, Bridgetender/West Shore Market  
**Placer County Appointed Advisory Seats: Stephanie Holloway and Shawna Purvines**

**NLTRA Mission**

North Lake Tahoe Resort Association (NLTRA) promotes and manages visitation and collaborates to achieve economic health, community vitality, and environmental sustainability to benefit our residents, businesses and visitors.

**Instruction for Public Participation:**

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**AGENDA**

- |                   |    |   |
|-------------------|----|---|
| <b>12:00 p.m.</b> | 1. | Call to Order – Establish Quorum  |
| <b>12:05 p.m.</b> | 2. | Public Forum-Any person wishing to address the Board of Directors on items of interest to the Board not listed on the agenda may do so at this time. It is requested that comments be limited to three minutes since no action may be taken by the Board on items addressed under Public Forum. |
| <b>12:10 p.m.</b> | 3. | <b>Agenda Amendments and Approval</b>   |
| 12:15 p.m.        | 4. | <b>Approval of TOT Committee meeting minutes from Oct 7, 2022</b>   |
| 12:20 p.m.        | 5. | Update on Grant Project Process – Erin Casey  |
| 1:30 p.m.         | 7. | Adjournment   |

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**1. Call to Order – Establish Quorum**

Tony Karwowski called the meeting to order via Zoom at 12:03 PM.

Committee members attending were Kane Schaller, Dave Wilderotter, Kristina Kind, Pat Fraser, Alyssa Reilly, Scott Zumwalt, Samir Tuma, Sarah Coolidge, Kim Boyd, Sara Van Siclen, Linda Meckel, and Teresa Crimmens. A quorum was established. Also present were Shawna Purvines and Stephanie Holloway. Alyssa Bettinger joined the meeting at 1:30 PM.

Staff in attendance were Tony Karwowski, Francois Cazalot, and Kirstin Guinn

**2. Public Forum**

There were no comments on items not on today's agenda.

**3. Agenda Amendments and Approval**

**Motion to approve today's agenda as presented. TUMA/WILDEROTTER/UNANIMOUS**

**4. Member Introduction**

All present introduced themselves and told of their affiliations.

**5. Election of Chair & Vice Chair (Action)**

**Motion to appoint Tuma as Chair. REILLY/VAN SICLEN/UNANIMOUS**

**Motion to appoint Coolidge as Vice-Chair. REILLY/TUMA/UNANIMOUS**

**6. Appointment of seat terms (Action) - 4 seats 1 years, 4 seats 2 years, 5 seats 3 years**

Karwowski explained the need to assign time frames for each seat as the Committee gets started. Various scenarios were considered.

**Motion to appoint the following for two-year terms: Wilderotter, Boyd, Meckel, Zumwalt, Schaller and Tuma**

**and the following for three-year terms: Kind, Fraser, Reilly, Coolidge, Van Siclen, Crimmens, and Bettinger.**

**There will be no consecutive term limits set at this time. FRASER/COOLIDGE/UNANIMOUS**

**7. Monthly meetings/Dates (Action) - Select monthly meeting day/time**

**Motion to set monthly meetings for the third Monday of each month at 2:00 PM. Meetings will be convened via Zoom, but in-person meetings may be convened to consider applications.  
CRIMMENS/MECKEL/UNANIMOUS**

**8. TOT Committee Orientation – Presentation and discussion**

Karwowski gave a presentation that included an overview of NLTRA and how and why the TBID was developed and approved by assessed businesses to address funding shortfalls in the area including housing, transit, and infrastructure, which TOT dollars did not adequately address. Karwowski discussed anticipated TBID revenues, TOT dollars “freed up” with the approval of the TBID, the committees set up to recommend allocations from various pots of money, and the approval process.

Tuma suggested a packet of information be compiled for Committee members that includes this presentation, the Management District Plan (MDP), and Tourism Master Plan (TMP). He noted that while there are different buckets of money, it is important to consider the overall impact. There is an obligation and responsibility to demonstrate successful use of TBID dollars as the District must be renewed in less than five years. The community will want to see beneficial use of the TBID and “freed up” TOT monies.

Meckel asked if the TMP will be updated. Karwowski noted the CAP Committee (Capital Projects Advisory Committee) allocations are based on the TMP. That said, Measure A, the ballot initiative to renew the 2% TOT allocated by the CAP Committee, included wording regarding housing, transportation, and maintenance. Eventually the TMP will be updated to include that language. Holloway added that the TMP has traditionally been updated when the 2% is renewed.

Coolidge appreciated Tuma’s comments regarding the connections between the Committees as it sets a vision for this Committee. She asked that discussions regarding mission and vision be on future agendas.

**9. Grant project intake, review, award, and tracking process development**

- a. Project recap to date**
- b. Erin Casey SOW**
- c. Timeline and process to get to Nov. 3rd BOD for approval**
- d. Role of TOT Committee in grant development process**
- e. Role of AdHoc committee**
- f. Initial areas of feedback from the committee**
- g. Next steps**

Karwowski reported an Ad Hoc Committee made up of members from the TBID Committee and Zone 1 Committee have been working with consultant Erin Casey to develop the process to receive and review funding applications, make recommendations on funding, and track progress. He will be asking for two people from this group to serve on the Ad Hoc.

Casey facilitated a discussion about the proposed process, what the Committee sees as goals for funding, strategies to build a resilient program given priorities can shift, variables to be considered for timing and allocating dollars, and what types of projects should be considered. She asked the group to consider how to monitor projects to track success.

Casey will compile the information from today’s discussion with remarks from the TBID and Zone 1 Committees and meetings with stakeholders to develop a draft granting process. Each Committee will review it and offer comment. The final draft will be presented to the NLTRA Board for review and approval and ultimately to the Board of Supervisors to approve the process.

Karwowski suggested a Special Meeting may be convened later this month to review the proposed process.

**9. Adjournment**

There being no further business to come before the Committee, the meeting adjourned at 2:23 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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