



MEETING DATE: October 3, 2018

TO: Truckee TBID Management Committee Members

FROM: Lynn Saunders, President/CEO, Truckee Chamber of Commerce

SUBJECT:
* TTBD Management Committee Terms
* Process of Recruiting New Members to Replace a Vacancy
* Process to Replace Committee Member After Term Expires
* Discussion Allowing "Representative" from Assessed Business Sit on Committee Vs. Owner

TTBD Management Committee Terms

Attached is a current FY2018/19 TTBD Management Committee Roster, reflecting the resignation of Nick Pullen, and outlining each member's terms.

Process of Recruiting New Members to Replace a Vacancy

- * Committee may recommend an appointment to fill that vacancy; or go out to all assessed businesses to determine if there are other owners of assessed businesses that would be interested in filling the vacancy
- * Once the Committee has that information, they can discuss and make a recommendation to the Chamber Board of Directors.

The Chamber Board of Directors will review the recommendations and appoint Committee members to fill any vacancies.

When a Committee member's term is due to expire:

- * Committee should determine if the Committee member wants to continue on the Committee and serve another 2-year term
- * Committee may also go out to all assessed businesses to determine if there are other owners of assessed businesses that would be interested in serving
- * Once the Committee has that information, they can discuss and make a recommendation to the Chamber Board of Directors.

The Chamber Board of Directors will review the recommendations and appoint Committee members to serve 2-year terms.

Discussion Allowing "Representative" from Assessed Business Sit on Committee vs. Owner

As was discussed at the September 5, 2018 TTBD Management Committee, we have been advised from Civitas, that they believe it would be legal to have a representative from an assessed business sit on the TTBD Management Committee if the Committee had a signed document from the assessed business owner authorizing that representative. It is up to the TTBD Management Committee if you choose to allow that. Once the Committee has made that decision, they can make that recommendation to the Chamber Board of Directors for final approval.

Attached for your reference is the process the Chamber Board of Directors approved; the Chamber Bylaws that reference pertinent TTBD Committee details; as well as the section in the MDP that references the Committee.

TRUCKEE CHAMBER OF COMMERCE
TRUCKEE TOURISM BUSINESS IMPROVEMENT DISTRICT
TTBID Management Committee

2018/2019

Updated 9/4/2018

JON BORDEN

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 Inn at Truckee
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Term: 7/1/2016 - 6/30/2019

MINDY OESTERMAN

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mindy@donnerlakeinn.com

Term: 7/1/2016 - 6/30/2019

JUAN LLACA

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Vista Investments
 2225 Campus Drive
 El Segundo, CA 90245
 Phone: 310-725-8215
 Mobile: 310-739-9144
juanllaca@vistainvestments.com

Term: 7/1/2016 - 6/30/2017

7/1/2018 - 6/30/2020

LISA TOUTANT

ELTE Inc.
 Truckee Chamber Board of Directors
 11396 Bennett Flat Road
 Truckee, CA 96161
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Term: 7/1/2016 - 6/30/2017 (renew annually)

7/1/2017 - 6/30/2018

7/1/2018 - 6/30/2019

MELANIE MEHARCHAND

Donner Bliss, Private Vacation Home Rental
 12704 Lee Road
 Truckee, CA 96161
 24 Arana Circle
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Term: 7/1/2016 - 6/30/2018

7/1/2018 - 6/30/2020

JIM WINTERBERGER, Committee Chair

Tahoe Getaways
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 Truckee, CA 96161
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jim.winterberger@tahogetaways.com

Term: 7/1/2016 - 6/30/2019



CHAMBER BOARD OF DIRECTORS TTBID Committee – Terms, appointments

TTBID is a Standing Committee of the Chamber Board of Directors responsible for implementing the TTBID Management District Plan.

TTBID shall make recommendations to the Chamber Board of Directors for Committee members, but the Chamber Board of Directors appoint Committee members.

When a Committee member's term is due to expire:

- * Committee should determine if the Committee member wants to continue on the Committee and serve another 2-year term
- * Committee may also go out to all assessed businesses to determine if there are other owners of assessed businesses that would be interested in serving
- * Once the Committee has that information, they can discuss and make a recommendation to the Chamber Board of Directors.

The Chamber Board of Directors will review the recommendations and appoint Committee members to serve 2-year terms.

Chamber Bylaws Sections as reference:

Section 3: Standing Committees of the Board. Standing committees of the Chamber shall be: Tourism Development Committee, Ambassadors Committee and Truckee Tourism Business Improvement District (TTBID) Management Committee.

- A. Tourism Development Committee: shall be responsible for promoting the image of local business through marketing and promotional programs and events.
- B. Ambassadors Committee: shall be responsible for membership recruitment and retention activities, and for enhancing the image of local business.
- C. Truckee Tourism Business Improvement District Management Committee: shall be responsible for implementing the TTBID Management District Plan.

Section 10: TTBID Management Committee. The TTBID Management Committee shall be an advisory committee to the Chamber's Board of Directors. The TTBID Management Committee is charged with implementing the TTBID Management District Plan. The TTBID Management Committee shall be subject to the supervision and control of the Board.

The TTBID Management Committee shall be composed of a minimum of five (5) members. Of the five (5) members: One (1) member shall be a Director of the Chamber's Board at large, one (1) member shall be a Director of the Chamber's Board who is also an owner or representative of a business paying the TTBID

assessment, and three (3) members shall be non-directors who are owners or representatives of businesses paying the TTBID assessment. All members of the TTBID Management Committee, in addition to meeting the general standards for participation on a committee (e.g., a member or representative of a member in good standing), must also be current in the payment of all TTBID assessments and transient occupancy taxes and must represent a business that is current in the payment of these assessments and taxes. Failure to meet these requirements at all time may result in the removal and replacement of that committee member under Article X, Section 1 of these Bylaws by the Board. Initial members of the TTBID Management Committee shall be appointed by the Chamber's Board. Thereafter, committee candidates shall be recommended to the Board by the TTBID Management Committee subject to the approval of the Board. The Board shall appoint or remove all members of the TTBID Management Committee in a meeting that is open to the public and for which an agenda has been published in advance in compliance with the Ralph M. Brown Act, Government Code §54950 et. seq. Members of the committee shall serve for staggered terms of two (2) years. At the first duly constituted meeting of the TTBID Management Committee, the members shall draw lots to determine their individual terms.

Notice of all meetings of the TTBID Management Committee will be given in accordance with the provisions of the Ralph M. Brown Act, Government Code §54950 et. seq. The noticing provisions shall be subject to any amendments of the Ralph M. Brown Act. All meetings of the TTBID Management Committee shall be held at such location within the boundaries of the TTBID as may be determined by the Committee.

Teleconferencing, as authorized by §54953 of the Ralph M. Brown Act may be used for all purposes in connection with meetings. All votes taken during a teleconferenced meeting shall be by roll call. If teleconferencing is used, the Board shall post the agenda at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board. Each teleconference location shall be identified in the notice and agenda of the meeting, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the TTBID Management Committee shall participate from locations within the boundaries of the TTBID. The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to §54954.3 at each teleconference location.

At any meeting of the TTBID Management Committee, a majority of the members of the Committee shall constitute a quorum. If less than a quorum is present at a meeting, a majority of the members present may adjourn the meeting from time to time without further notice other than announcement at the meeting, until a quorum shall be present. There shall be no voting by proxies or voting by absentia.

The TTBID Management Committee shall prepare and submit, or cause to be prepared and submitted, a TTBID annual report. The TTBID annual report will be prepared and submitted in accordance with the provisions of Streets and Highways Code §36650 and the TTBID Management District Plan. The chair of the Committee shall keep, or cause to be kept, copies of all annual reports with the Chamber's records.

TTBID Management District Plan section as reference:

Management: The Truckee Donner Chamber of Commerce (Chamber) will serve as the TTBID's Owners' Association. After formation of the TTBID, the Chamber will form a TTBID Management Committee comprised of a minimum of four (4) business owners paying the TTBID assessment, and a Chamber Board Member, which will be is responsible for implementing this Plan. The Chamber shall be responsible for managing funds and implementing programs in accordance with this Plan and by the direction of the TTBID Management Committee, and must provide annual reports to the Town Council.