



# N.C.S.D

Northstar Community Services District  
900 Northstar Drive, Truckee, CA 96161  
P: 530.562.0747 • F: 530.562.1505 • www.northstarsd.org

## **Board of Directors**

Warren "Chip" Brown, President  
John Radanovich  
Nancy Ives  
Marilyn Forni  
Michael "Spoon" Witherspoon

## **General Manager**

Michael Staudenmayer

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
JUNE 19, 2024 – 9:00 A.M.  
900 NORTHSTAR DRIVE**

President Brown called the meeting to order at 9:00 A.M. Wednesday, June 19, 2024. The Pledge of Allegiance and roll call followed.

**DIRECTORS PRESENT**      **Brown, Ives, Radanovich, Witherspoon**

**DIRECTORS ABSENT:**      **Forni**

**STAFF PRESENT:**              **Staudenmayer, Geary, Martin, Ryan, Gibeaut, Rosenthal, Zangara,  
Goates, Barron, Johnson, Ludwig**

**OTHERS PRESENT  
(via videoconference):**      **Tim Fulton, Greg Aiken, John Jewett, Hanna Fisher**

### **PUBLIC COMMENT**

There was no public comment.

### **CONSENT CALENDAR**

**Director Radanovich moved to approve the following consent calendar items:**

- a. May 15, 2024 Regular Meeting Minutes
- b. District Salary & Salary Ranges for Unrepresented and Seasonal Employees for Fiscal Year 2024-2025
- c. Resolution 24-08 – "Requesting Collection of Sewer Charges on the Tax Roll for Tax Year 2024-2025"
- d. Resolution 24-09 – "Requesting Collection of Solid Waste Charges on the Tax Roll for Tax Year 2024-2025"
- e. Resolution 24-10 – "Requesting Collection of Measure "E" Taxes on the Tax Roll for Tax Year 2024-2025"
- f. Resolution 24-11 – "Requesting Collection of Measure "U" Taxes on the Tax Roll for Tax Year 2024-2025"
- g. Resolution 24-12 – "Requesting Collection of Northstar Community Services Facilities District No. 1 Special Tax for Tax Year 2024-2025"
- h. Placer County Use of Funds Agreement – TR5 Martis Valley Trail – Segment 3F
- i. Reserve Management Policies Schedules A&B
- j. Approval of Claims and Demands – Paid and Unpaid

**Director Witherspoon seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Absent: Forni.**

### **RECURRING BUSINESS**

#### **NORTHSTAR PROPERTY OWNERS ASSOCIATION (NPOA) UPDATE**

Tim Fulton provided the following update for NPOA:

- Preparation for summer ongoing
- Staffing including six lifeguards and one tennis pro have been hired for summer
- New poolside food vendor
- Yoga program to return this summer

## **NORTHSTAR CALIFORNIA/VAIL UPDATE**

There was no update for this agenda item.

## **NEW BUSINESS**

### **MEASURE U OVERSIGHT COMMITTEE 2022-23 ANNUAL REPORT**

John Jewett, a Measure U Oversight Committee representative, stated that the Measure U Oversight Committee had completed the first annual report for Fiscal Year 2022-23. Members of the committee met with District staff and consulted with the District's independent auditors to reach the desired standard of reporting to provide appropriate oversight. The meetings were productive, open and transparent resulting in recommendations for the annual report for subsequent years including: Auditor review and access, a Request for Proposals (RFP) process for Measure U projects, and allocation of labor. The recommendations will ensure a fluid and efficient process for the annual reporting requirement.

### **RESOLUTION 24-13 MEASURE U OVERSIGHT COMMITTEE BYLAW ADOPTION**

Chief Gibeaut stated the development of the annual Measure U process by both the District and the Measure U Committee resulted in inquiry about regulations and rules they should adhere to. Upon consultation with legal counsel, staff and committee members were informed the oversight committee must follow the Ralph M. Brown Act and the development of bylaws are necessary in order to provide committee members' duties and rights. Staff is requesting the Board approve Resolution 24-13 establishing bylaws for the Measure U Citizens' Oversight Committee.

**Director Witherspoon moved to approve Resolution 24-13 – Measure U Oversight Committee Bylaw Adoption. Director Ives seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

### **2024 FUELS TREATMENT REQUEST FOR PROPOSALS**

Forester Joe Barron and Forestry Assistant (FA) Cooper Johnson provided the Board with background information concerning the 2024 Fuels Treatment projects by the District's Fuels Management Department. Forester Barron stated the department has three individual projects to implement for forest fuels reduction. Multiple contractors are required to complete the scope of work in the time allotted. An RFP was posted to the District website and Forester Barron presented the results to the Board at the meeting. Staff recommends awarding the bids as follows: Western Boundary Project awarded to Arevalo Tree and Defensible Space Services, Unit A-2 Measure U Project awarded to Arevalo Tree and Defensible Space, and Unit A-3 Highlands View Road Project awarded to Elevated Tree Experts LLC/Vanneman Operations LLC.

**Director Radanovich moved to approve the 2024 Fuels Treatment Proposals. Director Ives seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

### **RESOLUTION 24-14 APPROVING CEQA NOTICE OF EXEMPTION AND SUBMITTAL TO STATE CLEARINGHOUSE FOR THE TTAD WESTERN FUEL BREAK FOREST FUELS REDUCTION PROJECT**

Forester Barron stated the CEQA Notice of Exemption and Submittal to State Clearinghouse for the Tahoe Truckee Airport District (TTAD) Western Fuel Break Forest Fuels Reduction Project will satisfy environmental compliance for forest fuels reduction work from 2024-2025. The work encompasses 153 acres within the District's Wildfire Prevention Zone Boundary and will satisfy multiple priorities identified in the Community Wildfire Prevention Plan (CWPP).

**Director Radanovich moved to approve Resolution 24-14 Approving CEQA Notice of Exemption and Submittal to State Clearinghouse for the TTAD Western Fuel Break Forest Fuels Reduction Project. Director Witherspoon seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

#### **APPROVAL OF TAHOE TRUCKEE AIRPORT DISTRICT FUNDING AGREEMENT**

Chief Gibeaut stated the Fuels Management Department is seeking approval to enter into a funding agreement with the TTAD for a grant totaling \$440,055 to facilitate two forest fuels reduction projects: The Western Boundary Project that includes 153 acres of treatment for \$357,555, and the Highlands View Road Project that includes 44 acres of treatment for \$82,500. There is no match required.

**Director Witherspoon moved to approve the Tahoe Truckee Airport District Funding Agreement. Director Radanovich seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

#### **APPROVAL OF EMPLOYEE SERVICES SHARING AGREEMENT BETWEEN NORTHSTAR COMMUNITY SERVICES DISTRICT AND OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**

Chief Gibeaut stated the District currently employes a Fire Prevention Officer (FPO). Chief Gibeaut was approached by Olympic Valley Public Service District (OVPSD) about the potential of contracting the FPO for a fifty percent share for a pro rata portion of the FPO's salary and benefits. Under the agreement, the FPO will remain an employee of the District and will be bound by the personnel policies of the District. The draft agreement is currently under review by the OVPSD and staff is requesting the Board approve the agreement under the terms no substantive changes are made.

**Director Witherspoon moved to approve the Employee Services Sharing Agreement Between Northstar Community Services District and Olympic Valley Public Service District. Director Radanovich seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

#### **WOOD ENERGY FACILITY HEAT AGREEMENTS – NPOA AND VILLAGE ENTITIES**

GM Staudenmayer stated the Board approved Resolution 24-01 at the March regular meeting of the Board of Directors allowing staff to proceed with the implementation of the Wood Energy Facility (WEF). A critical component of the project is establishing heating agreements with the Northstar Village Entities, NPOA, and the Hyatt. Negotiations with the connected entities resulted in modifications to the original agreements. The revisions include an updated rate structure and updated terms relating to expectations for delivery of heat.

**Director Witherspoon moved to approve Wood Energy Facility Heat Agreements – NPOA and Village Entities. Director Ives seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

#### **RESOLUTION 24-15 ACKNOWLEDGING RECEIPT OF REPORT REGARDING INSPECTION OF GROUP E AND GROUP R OCCUPANCIES**

Chief Gibeaut stated the Fire Department is required by Section 13146.4 of the California Health & Safety Code to report to the Board on the inspection of Group E and Group R occupancies. Within the District, there is one Group E occupancy and eight Group R occupancies. Chief Gibeaut stated that all occupancies have been inspected and all are either in compliance or will be brought to compliance.

**Director Witherspoon moved to approve Resolution 24-15 Acknowledging Receipt of Report Regarding Inspection of Group E and Group R Occupancies. Director Radanovich seconded; roll call was taken. Yes: Directors Brown, , Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

**RESOLUTION 24-16 ADOPTING THE NORTHSTAR COMMUNITY SERVICES DISTRICT OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2024-25**

Director of Finance and Administration (DFA) Greg Rosenthal provided the Board with an overview of the Fiscal Year 2024-25 draft Operating and Capital Budget highlighting a percentage-based allocation of Property Tax revenue to Governmental Funds, a departure from previous methodology. DFA Rosenthal stated the desire of staff to update the document prior to finalization with a description of the Property Tax allocation referenced above, a Fund number change for Wood Energy Facility activity, and a formatting change that would more clearly show the anticipated use of reserves, which is more prevalent than in prior years. DFA Rosenthal continued the discussion which was inclusive of the following key considerations:

**Property & Parcel Taxes**

- Property tax increase of 6.25% over the prior year budget
- Measure E and Measure U parcel tax increases of 3.96% based on the percentage change of the CPI-Urban Wage Earners and Clerical Workers for the San Francisco-Oakland-Haward, CA area from April 2023 to April 2024.

**Enterprise Fund Revenues**

- Increases across all Enterprise Funds as the District enters the 1<sup>st</sup> year of a 5-year increasing rate schedules
- Northstar Water System: Consumption decrease of 57.3% for the Golf Course

**Expenses**

- Utility services (provided by outside agencies) increase of 32.4% which resulted in some funds recognizing overall expenses exceeding revenues, which will require a use of operating reserves to cover those shortfalls
- Residential wastewater treatment contract increase of 18.6%
- Residential Solid Waste disposal contract increase of 7.07%
- Property Liability Insurance policy increase of 23.5%

**Personnel**

- Increase in Administrative and Fire labor costs due to longevity and merit increases and the anomalous costs associated with the replacement/retirement of the General Manager which, due to the nature of the expenses, has been budgeted to be covered by utilizing operating reserves.
- Cost of Living Adjustment (COLA) of 3.96% for all employees as determined by the CPI-Urban Wage Earners and Clerical Workers for the San Francisco-Oakland-Haward, CA area from April 2023 to April 2024.
- Healthcare benefits budgeted at an average of 6.0% increase

**Director Ives moved to approve Resolution 24-16 Adopting the Northstar Community Services District Operating & Capital Budget for Fiscal Year 2024-25. Director Radanovich seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

**RESOLUTION 24-17 ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25**

DFA Rosenthal, in accordance with Article XIII B of the State Constitution, presented the calculation of District spending limits and appropriations subject to those limits for Fiscal Year 2024-25.

**Director Radanovich moved to approve Resolution 24-17 Establishing an Appropriations Limit for Fiscal Year 2024-25. Director Ives seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

**RESOLUTION 24-18 REQUESTING ELECTION SERVICES**

Secretary of the Board (SotB) Julie Zangara stated the Resolution 24-06, approved by the Board at the May 2024 Regular Meeting of the Board of Directors, should have included the short-term seat filled by Director Radanovich to fill the vacancy from Mike Moll's resignation from the Board. In addition to the short-term seat held by Director Radanovich the District has two Board members with terms expiring, President Brown and Director Witherspoon. In order to provide election services, Placer County requires the Board to pass a resolution. If no election is held the District will not incur any fees.

**Director Witherspoon moved to approve Resolution 24-18 Requesting Election Services. Director Ives seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

**2024 PAVING PROJECT – AWARD OF BID**

Director of Public Works (DPW) Eric Martin stated the District received three bids for the 2024 paving project. The bids include installation of the pipe for the Wood Energy Facility (WEF). The low bidder for the project was Sierra Nevada Construction (SNC) and the bid came in below the Engineer's estimate. DPW Martin is seeking approval to award SNC's bid accordingly.

In addition, the District has opportunity to include two bid alternates.

The first alternate is a sewer repair on Northstar Drive. This alternate is cost prohibitive and staff does not recommend including this alternate.

The second alternate is for thermoplastic striping between Highway 267 and the roundabout on Northstar Drive for an additional \$51,000. Staff recommends the Board approve the thermoplastic striping alternate pending agreement by Placer County to reimburse the District for this work. Per the Placer County Road Care and Snow Removal Agreement updated in 2019, Placer County is responsible for roadway striping on County owned roads withing Northstar.

**Director Witherspoon moved to approve the 2024 Paving Project – Award of Bid to Sierra Nevada Construction including one alternate for Thermoplastic Striping, pending Placer County's agreement to reimburse the District. Director Radanovich seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

**2024 PAVING PROJECT CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS TESTING SERVICES**

DPW Martin stated with the award of bid for the 2024 Paving Project, staff requires support for construction administration and geotechnical services. Staff sought a proposal from Construction Materials Engineers (CME) to perform construction administration, inspection, and materials testing services. CME's proposal totals \$268,030. Along with the project construction, these consulting services will be funded through capital reserves and internal borrowing against enterprise fund reserves.

**Director Radanovich moved to approve 2024 Paving Project Construction Administration, Inspection, and Materials Testing Services. Director Witherspoon seconded; roll call was taken. Yes: Directors Brown, Ives, Radanovich and Witherspoon. Noes: None. Abstain: None. Absent: Forni. The motion carried.**

## **DIRECTOR REPORTS**

There was no update for this agenda item.

## **GENERAL MANAGER'S REPORT – STAUDENMAYER**

GM Staudenmayer provided the following report:

- The WEF has gained recognition amongst other local agencies.
  - GM Staudenmayer met with Truckee Donner Parks and Recreation District to discuss the WEF.
  - Other agencies are interested in learning more about the project including TTSA
  - Met with representatives from Tahoe Truckee Community Foundation to discuss WEF
  - US Forest Services requested GM Staudenmayer to participate in the Mountain Town 2030 Climate Solutions Summit

## **FIRE DEPARTMENT – GIBEAUT**

Chief Gibeaut provided the following report:

- Attended and participated in discussions with Eastern Placer County Fire Chiefs regarding the NFD participating in LAFCO's Municipal Services Review which will study the prospect of merging fire agencies within the Tahoe-Truckee region.

## **PUBLIC WORKS REPORT – MARTIN/RYAN**

DPW Martin and Utilities Operations Manager (UOM) Matt Ryan provided the following report:

- WEF piping should be delivered no later than August 15, kicking off the implementation phase of the project
- Progress has been made in bridging the funding gap for the Martis Valley Trail Segment 3F
- Summer weather has allowed for Utility Operations staff to complete projects throughout the District
- Paving of Northstar Drive will most likely take place in September

## **CLOSED SESSION – 10:56 A.M.**

The Board adjourned to closed session regarding the following:

- Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2) - One potential case.
- Pending litigation pursuant to Government Code Section 54956.9(d)(1)
  - a. Northstar Community Services District v. Mountainside California 2, LLC et al. Placer County Superior Court Case No. S-CV-0051848
  - b. Community Facilities District No. 1 of the Northstar Community Services District v. ACM Northstar et al. Placer County Superior Court Case No. S-CV-0042801
  - c. Community Facilities District No. 1 of the Northstar Community Services District v. Mountainside California 2, LLC et al. Placer County Superior Court Case No. S-CV-0043081
- Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Agency designated representatives: Mike Staudenmayer, Mike Geary, and Matt Ryan. 5. Employee organization: International Union of Operating Engineers, Stationary Local 39

- Personnel Matters (Government Code Section §54957(b)(1)). Public Employee Performance Evaluation - Position Title: General Manager

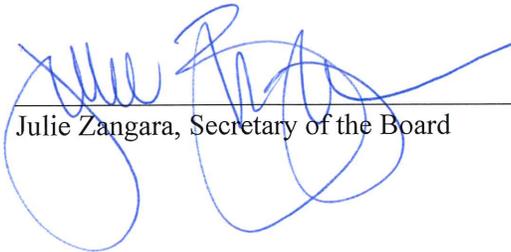
**REGULAR MEETING RESUMED – 11:48 A.M.**

President Brown stated that the Board took action to approve the Memorandum of Understanding between Northstar Community Services District and International Union of Operating Engineers, Stationary Local 39 representing the Utility Operations staff of the District.

**ADJOURNMENT:**

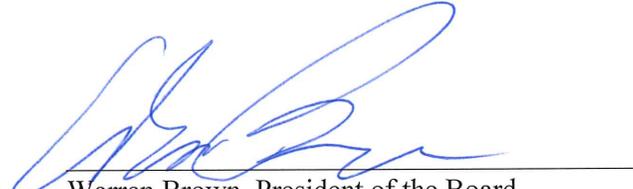
**The meeting adjourned at 11:49 A.M.**

Respectfully submitted,



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Julie Zangara, Secretary of the Board



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Warren Brown, President of the Board