



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
Nancy Ives
Marilyn Forni
Mike Moll
Michael "Spoon" Witherspoon
General Manager
Michael Staudenmayer

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
DECEMBER 15, 2021 – 9:00 A.M.
900 NORTHSTAR DRIVE, TRUCKEE, CA 96161**

President Brown called the meeting to order at 9:00 A.M. Wednesday, December 15, 2021. Pledge of Allegiance and roll call followed.

DIRECTORS PRESENT **Brown, Forni, Ives, Moll, Witherspoon**

DIRECTORS ABSENT: **None**

STAFF PRESENT: **Zangara, Rosenthal, Ryan, Staudenmayer, Martin, Bailey**

**OTHERS PRESENT
(via videoconference):** **Austin Cho, Jerusha Hall, Tim Fulton, Sean Cutunilli, James Marta**

PUBLIC COMMENT
There was no public comment.

CONSENT CALENDAR
Director Moll moved to approve the following consent calendar items:

- a. November 17, 2021 Regular Meeting Minutes
- b. Budget Adjustment 22.06
- c. Budget Adjustment 22.07
- d. Approval of Claims and Demands – Paid and Unpaid

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

RECURRING BUSINESS

MEETINGS ATTENDED BY NCS D BOARD MEMBERS
There was no update for this agenda item.

MOUNTAIN SIDE BUILDERS UPDATE
There was no update for this agenda item.

NORTHSTAR PROPERTY OWNERS ASSOCIATION (NPOA) UPDATE
Tim Fulton provided the following update for NPOA:

- Per the State of California, masks will be required for all guests and staff at the rec center
- E-Blast message was sent to residents regarding the new Northstar Shuttle app

NORTHSTAR CALIFORNIA/VAIL UPDATE
Jerusha Hall provided the following update for Northstar California/Vail:

- The resort is open with excellent conditions
- Planning for the Comstock Lift replacement is under way
- Beginning to work with Placer County on Phase 3F of the trail
- Epic Council Meeting was held to award cash grants to local nonprofits focusing on mental health and basic needs
- Rob Katz of Vail Resorts is donating approximately \$250K to local communities

NEW BUSINESS

AUDIT PRESENTATION BY JAMES MARTA OF JAMES MARTA & CO LLP

James Marta of James Marta & Company LLP provided the Board with highlights from the Fiscal Year 2020-21 audited financial statements. Mr. Marta stated that the auditor's opinion is unmodified, which means that the District's financial statements fairly represent the financial position of the District. Mr. Marta reviewed the financial standing of the District for the year under audit. Along with the audit report, there are three corresponding letters: Report on Internal controls, Communication with those charged with governance, and Management Letter.

The Report on Internal controls identified no findings for the current audit year.

Communications with those charged with governance identified no significant issues, and defined management representations.

The Management Letter highlights certain matters for consideration by management that are expected to improve the District's accounting and financial reporting functions. There were no findings or recommendations for the year under audit.

ACCEPTANCE OF AUDITED FINANCIAL STATEMENTS

There was no discussion for this agenda item.

Director Ives moved to approve the Acceptance of Audited Financial Statements. Director Moll seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

BOARD OF DIRECTORS APPOINTMENT OF 2022 OFFICERS

Director Ives moved to nominate Warren Brown as the 2022 Northstar Community Services District Board President. Director Witherspoon seconded, roll call was taken, Yes: Directors Brown, Forni, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

Director Witherspoon moved to nominate Michael Moll as the 2022 Northstar Community Services District Board Vice President. Director Forni seconded, roll call was taken, Yes: Directors Brown, Forni, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

Director Ives moved to nominate Michael Witherspoon as the 2022 Northstar Community Services District Board Financial Representative. Director Moll seconded, roll call was taken, Yes: Directors Brown, Forni, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

RESOLUTION 21-18 AUTHORIZING PASS THROUGH OF PROPOSITION 68 PER CAPITA GRANT FUND ALLOCATION TO THE COUNTY OF PLACER

District Engineer (DE) Eric Martin stated California's Proposition 68 Per Capita program allocates \$185MM in funding for local park rehabilitation, creation and improvement grants to local governments on a per capita basis. The District is allocated \$177,952 from this funding source. Placer County also receives funds from the per capita program and intends to contribute a portion of the to the Martis Valley Trail (MVT). The Per Capita Grant Program allows for the funds to be merged between agencies. If the resolution is approved by the Board of Directors, the District will transfer its \$177,952 share of Per Capita funds to Placer County who will administer the grant for work on the MVT.

Director Forni inquired about the funding being provided directly to the District.

DE Martin suggested that the funding can be more easily administered by one entity to streamline the process. Placer County has the adequate staffing to administer the grant.

Director Moll moved to approve Resolution 21-18 Authorizing Pass Through of Proposition 68 Per Capita Grant Fund Allocation to the County of Placer . Director Ives seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

MARTIS VALLEY TRAIL PARKING AREA DESIGN AND PERMITTING SERVICES

DE Martin stated a design and permitting contract for the relocated parking area is under consideration in anticipation of construction in summer of 2022. In addition to the parking area, the design will incorporate a trailhead and restroom facility. The project is grant funded.

Director Witherspoon moved to approve Martis Valley Trail Parking Area Design and Permitting Services. Director Moll seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

Director Ives suggested agenda items eleven (11) through thirteen (13) be taken out of order. The Board agreed.

SCHAFFER'S MILL PHASE 4E WATER FACILITIES EASEMENT

DE Martin stated the developer for Schaffer's Mill Phase 4E opted to issue a water facilities easement directly to the District in lieu of incorporating utility easements with the final subdivision map.

Director Ives moved to approve Schaffer's Mill Phase 4E Water Facilities Easement. Director Moll seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

SCHAFFER'S MILL PHASE 4E MAINTENANCE SECURITY AGREEMENT

DE Martin stated the Facilities Agreement the developer entered into with the District requires a maintenance bond or cash security be provided for 10% of the as-built value of water facilities dedicated to the District. The developer opted to provide a cash maintenance security, and an agreement was drafted.

Director Ives moved to approve Schaffer's Mill Phase 4E Maintenance Security Agreement. Director Moll seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

RESOLUTION 21-19 ACCEPTING OFFER OF DEDICATION OF WATER FACILITIES FOR SCHAFFER'S MILL PHASE 4E – MEADOW VIEW PLACE APARTMENTS

DE Martin stated Schaffer's Mill Phase 4E – Meadow View Place Apartments project is at the point of completion. As is routine, the developer will dedicate the facilities to the District. Upon dedication, the District will own and maintain the dedicated water facilities.

Director Moll moved to approve Resolution 21-19 Accepting Offer of Dedication of Water Facilities for Schaffer's Mill Phase 4E – Meadow View Place Apartments. Director Witherspoon seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

HEALTH REIMBURSEMENT ARRANGEMENT AMENDMENT

Human Resources Administrator (HRA) Julie Zangara stated revisions to the CalPERS health plan structure prompted a review of the current Health Reimbursement Arrangement (HRA) funding. HRA Zangara met with General Manager (GM) Mike Staudenmayer and Director of Finance and Administration (DFA) Greg Rosenthal to review the HRA contract. The HRA was originally established by the District to offset out-of-pocket expenses. At the time of adoption of the original HRA plan, staff was directed to draft a policy regarding employee use of accumulated HRA monies at retirement.

GM Staudenmayer stated the HRA was not updated accordingly when the District health care plans were modified, nor with the addition of the Post-Employment Health Plan, which allows for reimbursement of health care expenses upon termination or retirement from the District.

The proposed amendment will remove the terminated and retired employee provisions from the contract and revise the funding contributions to align with the out-of-pocket limits of the employee-elected health care plans.

Director Forni moved to approve the Health Reimbursement Arrangement Amendment. Director Moll seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

DISTRICT PERSONNEL GUIDE UPDATE

HRA Zangara stated the District's Personnel Guide was last updated in 2013 and when assuming the role of HRA for the District, it was decided to review the Personnel Guide for potential updates. Through the review, it was recommended to management that the Personnel Guide be updated. HRA Zangara met with management and revisions to the Personnel Guide were suggested as a result of those meetings. The proposed revisions to the Personnel Guide were reviewed by legal counsel, and subsequently union representation. If adopted by the Board of Directors, the District Personnel Guide will supersede the previous version.

Director Ives inquired about the removal of the Department of Transportation (DOT) Drug and Alcohol Testing Program Policy.

HRA Zangara stated during the review by legal counsel, it was suggested the DOT Drug and Alcohol Testing Program Policy be removed from the Personnel Guide and held as a separate policy because it was not applicable to all employees. The DOT Drug and Alcohol Testing Program Policy was removed from the District Personnel Guide and approved as a separate policy by the Board of Directors at the December 18, 2019 Regular Meeting of the Board of Directors.

Director Ives moved to adopt the District Personnel Guide Update. Director Moll seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

NORTHSTAR COMMUNITY SERVICES DISTRICT STRATEGIC ELEMENTS 2022

GM Staudenmayer stated Director Ives and Director Moll elicited updates to the District Strategic Plan for consideration after accomplishing the initiatives set forth by the plan in 2016. GM Staudenmayer received

the proposed updates and compiled them for Board consideration at the October Regular Meeting of the Board of Directors. The Board agreed to the elements and a suggested addition by GM Staudenmayer, which was incorporated in the final version before the Board.

Director Ives suggested the Board review the District Strategic Plan on an annual basis to assess progress and review goals. The Board agreed. After discussion by the Board, it was agreed the District Strategic Plan will be reviewed annually at the November meeting.

Director Witherspoon suggested in addition to the goals outlined by the strategic plan, staff should consider a similar, goal-oriented discussion and review of internal, staff-related operations at the District.

Director Witherspoon moved to approve the Northstar Community Services District Strategic Elements 2022. Director Moll seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.

DIRECTOR REPORTS

There was no update for this agenda item.

GENERAL MANAGER'S REPORT – STAUDENMAYER

GM Staudenmayer provided the following report:

- Anticipates a resolution for biomass utilization project in January
- Placer County has formed a task force to address regional biomass disposal issues
- Attended the Association of California Water Agencies annual conference
- The Truckee River Watershed Council is working with the new Forest Health Assessment tool and upcoming work is anticipated south of the District
- Conversations continue with the Nature Conservancy on a pilot program for fire insurance

FIRE DEPARTMENT – BAILEY

Fire Chief Sean Bailey provided the following report:

- After 25 years with Northstar Fire Department, Chief Bailey stated his intention to retire at the end of September 2022
- Community Risk Reduction Chief (CRRC) Jason Gibeaut will assume the role of Fire Chief upon Chief Bailey's retirement from the District
- Engineer Jeff Botto will assume the role of the Community Risk Reduction Chief (CRRC)
- As a part of the succession planning, CRRC Gibeaut will be assuming more responsibility over the next several months to accommodate a smooth transition
- The Measure U Oversight Committee planning and establishment discussions to begin in January 2022

PUBLIC WORKS REPORT – MARTIN/RYAN

DE Martin and Utility Operations Manager (UOM) Ryan provided the following report:

- The District was awarded additional TOT grant funding for the MVT in the amount of \$1MM
- Assisted Placer County in preparing an application for \$1.7MM in funding through Proposition 68 Rural Recreation and Tourism Program
- Design and permitting for MVT Segment 3F is underway.
- The design and permitting team has begun work on the Biomass facility
- Dudek completed necessary biological and cultural surveys for MVT Segment 3F and the Biomass Energy Project prior to snow accumulation
- IT/GIS Coordinator Steven Goates and Nims and Associates representative Aaron Dinette have started the District's switch replacement project
- A backflow prevention program management software has been evaluated by staff, and a contract will likely be brought before the Board for approval at the January meeting

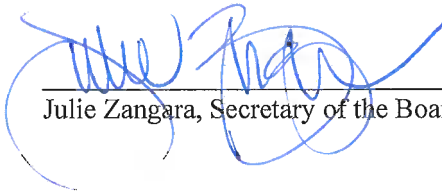
- Insurance claim for Schaffer's Mill Well 3 is anticipated to be approved
- UOM Ryan is working on a succession plan and adding responsibility for current Senior Utilities staff

GM Staudenmayer commemorated the 2021 employee milestones via presentation to the Board. Eric Martin, Shaun Evans, Chris Griffith, Rusty Coleman, and Russell Grant each achieved 15 years of service with the District in 2021.

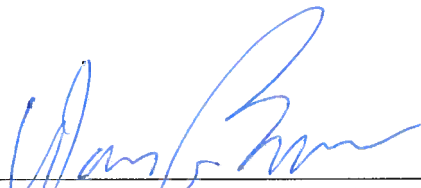
ADJOURNMENT:

The meeting adjourned at 10:44 A.M.

Respectfully submitted,



Julie Zangara, Secretary of the Board



Warren Brown, President of the Board