



# N.C.S.D

Northstar Community Services District  
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**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 JANUARY 19, 2022 – 9:00 A.M. ZOOM

President Brown called the meeting to order at 9:00 A.M. Wednesday, January 19, 2022. Roll call followed.

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

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Zangara, Rosenthal, Ryan, Staudenmayer, Martin, Bailey, Goates, Detwiler, Gibeaut

**OTHERS PRESENT  
(via videoconference):** Austin Cho, Jerusha Hall, Tim Fulton, John Jewett, Catherine Clune, Colette Findley, Dane Wadle

### **PUBLIC COMMENT**

Colette Findley brought concerns about condo complex trash management to the Board's attention.

### **CONSENT CALENDAR**

Director Moll moved to approve the following consent calendar items:

- a. December 15, 2021 Regular Meeting Minutes
- b. 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 NCSD BOARD MEMBERS**

There was no update for this agenda item.

#### **MOUNTAINSIDE BUILDERS UPDATE**

John Jewett provided the following update for Mountainside Builders:

- Commended the snow removal efforts by the Operations staff at the District
- Supports the filing of the notice of completion for the Highlands PRD project and appreciates NCSD efforts to make the project a success.

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

Tim Fulton provided the following update for NPOA:

- The storm presented travel challenges for staffing at NPOA
- Looking to fill positions at NPOA
- The NPOA board will be meeting more frequently than in years past

## **NORTHSTAR CALIFORNIA/VAIL UPDATE**

Jerusha Hall provided the following update for Northstar California/Vail:

- All trails are open at the resort
- Staffing shortages have shifted focus to the core services of skiing and riding
- Focus on employee utilization, experience and incentives
- Transportation staffing has presented the greatest challenge
- Continuing work on long term solutions for employee housing
- Concentration on employee and public safety during the outbreak of the Omicron variant
- Expressed gratitude to the District for efforts in community leadership

## **NEW BUSINESS**

### **RESOLUTION 22-01 AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE NORTHSTAR COMMUNITY SERVICES DISTRICT PURSUANT TO THE BROWN ACT**

District Counsel Austin Cho stated the purpose of Resolution 22-01 was to continue meetings of the Board of Directors under the exceptions to the Ralph M. Brown Act previously allowed under executive orders N-25-20, N-29-20, and N-35-20 issued by Governor Gavin Newsom in response to the COVID-19 pandemic and state of emergency. On June 15, 2021, Governor Newsom issued Executive Order N-08-21 which provided the Brown Act modifications would expire on September 30, 2021.

With the State of Emergency still in place, AB 361 was introduced to provide a longer-term solution for teleconference meetings during states of emergency. AB 361 is effective until January 1, 2024. In order to continue meeting under modified rules, the Board must adopt an initial resolution within 30 days of the first teleconference meeting, and then must adopt an extension resolution at least every 30 days thereafter.

The Board decided not to take action on Resolution 21-16 Authorizing Remote Teleconference Meetings of the Northstar Community Services District Pursuant to the Brown Act at the Regular October Meeting of the Board of Directors in 2021.

In response to the current outbreak of the COVID-19 Omicron variant, Resolution 22-01 is before the Board.

**Director Moll moved to approve Resolution 22-01 Authorizing Remote Teleconference Meetings of the Northstar Community Services District Pursuant to the Brown Act. Director Ives seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

### **EMERGENCY AUTHORIZATION EXPENSE FOR KODIAK REPAIR**

Utility Operations Manager (UOM) Matt Ryan stated the Kodiak snowblower, a key piece of equipment used to clear roads within the Northstar community, experienced a break in the hydraulic charge pump during the recent storm system. UOM authorized the mechanic to order the necessary part in order to facilitate the repair at the earliest opportunity. The repair will be completed in house. The Board is required to approve purchases over \$5,000. The cost to replace the pump and motor is approximately \$15,000.

**Director Forni moved to approve the Emergency Authorization Expense for Kodiak Repair. Director Ives seconded, roll call was taken, Yes: Directors Brown, Forni, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

## **RESOLUTION 22-02 ADOPTING THE PLACER COUNTY 2021 LOCAL HAZARD MITIGATION PLAN**

Fire Chief Sean Bailey stated the District provides a chapter of the Local Hazard Mitigation Plan (LHMP) which is combined with submissions from other Districts in Placer County into a comprehensive plan. The completed plan will be submitted to the Board for approval once provided by Placer County. The LHMP seeks to mitigate local hazards that can impact the community from floods to wildfire. If a natural disaster were to occur, and the District sought aid from the Federal Emergency Management Agency (FEMA) having the LHMP in place will meet certain eligibility requirements.

**Director Ives moved to adopt Resolution 22-02 Adopting the Placer County 2021 Local Hazard Mitigation Plan . Director Forni seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

## **BACKFLOW PREVENTION PROGRAM SOFTWARE PURCHASE**

District Engineer (DE) Eric Martin stated backflow devices protect the water system from unwanted contamination. The California Department of Health requires the District to enforce Title 17, Section 7605 of the California Code of Regulations. This regulation requires backflow prevention devices to be tested annually by a certified backflow tester. To comply with the regulation, District staff must notify homeowners and update a database with current certifications. The process is currently performed manually. Property owners are notified by a series of letters administrated by the Administrative and Customer Service Specialist (ACSS). As the annual deadline approaches, the Technical Program Coordinator initiates calls to owners who are not in compliance. Currently the backflow database includes 2,048 individual devices, a number that continues to grow with development in both Northstar and Martis Valley water systems. With the continued growth and development, the current management of the District's Backflow Prevention Program (BPP) is no longer efficient.

District staff evaluated available software management platforms to automate much of the data management and clerical components necessary for the District's BPP. Syncta, a web-based software as a service, has been determined to be the most desirable option for District staff, property owners, and certified backflow testers.

Director of Finance and Administration (DFA) Greg Rosenthal stated the District's current BPP has become time consuming for the ACSS, and the implementation of a software program to manage it will free some time for focus on other projects.

Director Witherspoon inquired about the District notifying backflow testers directly. DE Martin stated it is not a practice because homeowners at times elect to use a different contractors year-to-year.

President Brown inquired about budget inclusion for the software. DE Martin stated the software was not considered specifically as part of the budget. DFA Rosenthal requested that the Board consider adding budget adjustment approval as part of the action to the agenda item approval.

**Director Ives moved to approve Backflow Prevention Program Software Purchase and Corresponding Budget Adjustment to the District's Northstar Water System and Martis Valley Water System Funds. Director Moll seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

## **2019 HIGHLANDS PRD RECONSTRUCTION PROJECT – NOTICE OF COMPLETION**

DE Martin stated the 2019 Highlands PRD Reconstruction Project has been completed by Sierra Nevada Construction, Inc. The Notice of Completions marks the formal completion date and requires Board approval to process. Upon Board approval, notice is filed with the Placer County Recorder's Office.

**Director Moll moved to approve 2019 Highlands PRD Reconstruction – Notice of Completion. Director Forni seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

**RESOLUTION 22-03 A RESOLUTION TO COMMENCE PLANNING AND DEVELOPMENT OF BIOMASS CONVERSION FACILITY**

General Manager (GM) Mike Staudenmayer stated the resolution before the Board is a culmination of a Biomass Utilization Scoping Study and Biomass Energy System Feasibility Study conducted by the District. The authorization to commence planning and development of the biomass conversion facility will allow the District to proceed with the project in a more direct manner and with greater specificity. District Counsel Cho provided the legal framework from which a special district providing solid waste services could pursue a biomass conversion system.

The District's Forest Fuels Management and Defensible Space program activities generate significant volumes of biomass. Current disposal methods include open pile burning, broadcast chipping and shipping to landfill and/or compost facilities. Each of these methods have negative environmental and/or significant and rising cost impacts.

GM Staudenmayer read the mission statement of the Biomass Utilization Scoping Study. "NCSO seeks to improve the economic viability, environmental impact, and overall effectiveness of removing and repurposing forest biomass in order to reduce wildfire risk and restore watershed health."

Both local and regionally sourced material will be processed offsite, primarily at the Placer County Material Recovery Facility. The District intends to site the facility on District owned property, at the location of the former admin building where a biomass conversion system would provide thermal energy via buried insulated piping to the Northstar Village.

GM Staudenmayer provided an in-depth overview of the proposed district heating system.

Director Moll stated it would benefit the Board to have an understanding of the potential concerns surrounding emissions from the facility.

GM Staudenmayer stated concerns surrounding air quality impacts from the facility will be addressed through the permitting and regulatory process required prior to implementation of the project. The District will have to complete an extensive California Environmental Quality Act (CEQA) process, a separate land use planning process through Placer County, and a Placer County Air Pollution Control District (PCAPCD) permitting process. The PCAPCD will likely require best-available-technology to address emissions control. Modeling and equipment specification will further define expectations and impacts of the biomass facility.

The proposed plant, sized at two 1MW boilers is anticipated to meet 99% of the average annual heating demand for the customers it is planned to serve. The proposed customers include the owners of various large natural gas-fired boilers in the Village and surrounding recreational centers. The District proposes to offer a competitive and predictable rate structure to connected customers who currently rely on natural gas for their heating needs. Any net proceeds realized from the biomass facility are proposed to be re-invested in the District's Forest Fuels management program to help further reduce the threat of wildfire to the community.

**Director Brown moved to approve Resolution 22-03 – A Resolution to Commence Planning and Development of Biomass Conversion Facility. Director Witherspoon seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

**RESOLUTION 22-04 A RESOLUTION IN SUPPORT OF BIOMASS DISTRICT ENERGY SYSTEM AND APPROVAL TO FILE FOR USDA FOREST SERVICE COMMUNITY WOOD ENERGY GRANT PROGRAM FUNDING**

DE Martin stated that Staff has prepared an application under the USDA Forest Service Community Wood Energy Grant Program. The requested amount totals \$1,000,000 in project funding and would support the procurement of the biomass boiler equipment for the project. If approved, Resolution 22-04 will be included with the application.

**Director Ives moved to approve Resolution 22-04 – A Resolution in Support of Biomass District Energy System and Approval to File for USDA Forest Service Community Wood Energy Grant Program Funding. Director Witherspoon seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

**NCS D BIOMASS ENERGY SYSTEM ON-CALL SUPPORT SERVICES**

DE Martin stated Wildephor Consulting Services have provided on-call support services for the District's biomass project since January 2021 during the project development phase. In July 2021, the on-call services contract was renewed for an additional \$25,000 as the project transitioned into the design phase. The proposed third contract addendum is anticipated to cover costs of on-call services for the remainder of the project. The contract cost was included in the approved budget for Fiscal Year 2021-2022.

**Director Moll moved to approve the NCS D Biomass Energy System On-Call Support Services. Director Witherspoon 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:

- The District will evaluate the potential for solar energy at the biomass facility
- The biomass facility is proposed to serve the heating needs for two District facilities: Station 31 and the Administrative and Engineering building
- Work continues with the Nature Conservancy on modeling for insurance
- With the passage of Measure U, planning has commenced on future forest-fuel projects
- With additional Measure E funds coming available due to the passage of Measure U, the District anticipates an aggressive road reconstruction season in the summer
- Staff is optimistic that the return to virtual meeting environments in response to the current Covid-19 outbreak will be short-lived

**FIRE DEPARTMENT – BAILEY**

Fire Chief Sean Bailey provided the following report:

- Fire personnel was able to respond to calls thanks to the snow removal efforts of Operations staff during the recent storms
- There was a small structure fire in Indian Hills that crews were able to contain to one unit. The cause of the fire is currently undetermined.

**PUBLIC WORKS REPORT – MARTIN/RYAN**

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

- Applying for additional grants for the Biomass project via Cal Fire

- DE Martin stated that the Road Care model is currently being updated to incorporate bolstered funding from Measure E. Basque and Skidder areas are priorities for road reconstruction in 2022.
- DE Martin is sensitive to the concerns of condominium owners and the solid waste issue brought before the Board during public comment. DE Martin worked with Tahoe Truckee Sierra Disposal in 2021 to address the developing concerns. The initial solution that was implemented was providing dumpsters equivalent to one trash can per household per week. Access control will be key in further resolution of the issue.
- DE Martin reviewed information on an Annual Production by Source graph supplied as part of his report. When the District took over the Martis Valley Water System (MVWS) in 2015, production was at approximately 82 million gallons. As of 2021 the production amount has increased to approximately 155 million gallons.
- Due to the mechanical qualifications of Operations staff, including UOM Ryan, the District realizes a savings in labor for equipment repairs.
- Snow removal went smoothly and UOM Ryan was happy with the efforts of the crew

Director Witherspoon inquired about the \$5,000 threshold for District expenditures and whether or not it would benefit staff to have the limit increased to avoid the need for emergency authorization by the Board of Directors.

DFA Rosenthal stated that staff has conducted internal conversations about the District's Procurement Policy and agreed that a revision is likely prudent.

GM Staudenmayer agreed that the Procurement Policy is dated and could benefit from an update.

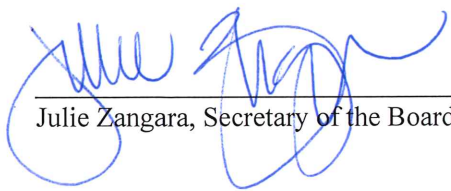
Director Moll stated the snow removal has been incredible but has concerns about the curve on Big Springs as it may be an issue for public safety due to visibility and high pedestrian and vehicle traffic. Director Moll inquired about what triggers clean up in such circumstances.

UOM Ryan stated that Operations staff will take a look at the stretch in question and address the concern.

**ADJOURNMENT:**


**The meeting adjourned at 11:09 A.M.**

Respectfully submitted,




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Julie Zangara, Secretary of the Board




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Warren Brown, President of the Board