



# 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 FEBRUARY 15, 2023 – 9:00 A.M. 900 NORTHSTAR DRIVE

President Brown called the meeting to order at 9:00 A.M. Wednesday, February 15, 2023. The Pledge of Allegiance and roll call followed.

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

**DIRECTORS ABSENT:** None

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

**OTHERS PRESENT  
(via videoconference):** Greg Aiken, Jerusha Hall, Austin Cho, Josh Rainone

### **PUBLIC COMMENT**

There was no public comment.

### **CONSENT CALENDAR**

Director Ives requested Consent Calendar Item C – Budget Adjustment 23.14 be moved to New Business for Discussion.

Director Forni noted a correction to Director Witherspoon's title be made in the minutes. Secretary of the Board Julie Zangara made the correction.

Director Moll moved to approve the following consent calendar items:

- a. January 18, 2023 Regular Meeting Minutes
- b. Budget Adjustment 23.13
- c. Approval of Claims and Demands – Paid and Unpaid

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

### **RECURRING BUSINESS**

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

Greg Aiken provided the following update for NPOA:

- Winter Hours 8 AM – 9 PM
- Remodel continues and will complete in mid-summer
- Gate issues at the dumpster site will be addressed as weather and circumstances allow

#### **NORTHSTAR CALIFORNIA/VAIL UPDATE**

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

- 50<sup>th</sup> Anniversary celebration was successful
- Sizable donation was made to TTCF for the Housing Solutions Fund

- Northstar representation attended The North Tahoe Regional Advisory Council hearing to discuss ski traffic solutions
- Weekend visits are down while midweek visits are up

## **NEW BUSINESS**

### **BUDGET ADJUSTMENT 23.14**

Director Ives inquired about the impacts of Budget Adjustment 23.14, in the amount of \$164,980 for Fund 610, Fire Operations.

Director of Finance and Administration (DFA) Greg Rosenthal stated a mistake was made during the budget process. For Fiscal Year 2022-2023, District Staff decided to budget for leaves which was not incorporated in previous fiscal year budgets. An error was made in a deduction to the full-time wages creating the need for a budget adjustment.

**Director Moll moved to approve Budget Adjustment 23.14. Director Ives seconded, roll call was taken, Yes: Directors Brown, Forni, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

### **APPOINTMENT OF ASSISTANT SECRETARY OF THE BOARD**

Human Resources Administrator (HRA) Julie Zangara stated the Administrative/Customer Service Specialist was created with a number of responsibilities including assisting the Secretary of the Board in an order to offer redundancy in the case the Secretary of the Board cannot serve. Staff is seeking approval to appoint Administrative/Customer Service Specialist Lauren Swanson as Assistant Secretary of the Board.

**Director Witherspoon moved approve Appointment of Lauren Swanson as Assistant Secretary of the Board. Director Forni seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

### **MOBILE DEVICE POLICY**

IT/GIS Coordinator Steve Goates stated staff is seeking to adopt a Mobile Device Policy. There are approximately forty mobile devices used by staff within the District, including fire, operations, and administrative personnel. The District does not have a formal policy in place and in an effort to manage the mobile devices and reduce the District's liability, a policy is necessary. Under the proposed policy, employees will have the option of using a District provided device or receive a \$75 per month stipend to use their personal device for District business.

**Director Moll moved approve the District's Mobile Device Policy. Director Forni seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

### **FIRE AGENCIES INSURANCE RISK AUTHORITY (FAIRA) – NOTICE OF NOMINATION AND ELECTION PROCEDURES FOR THE 2023 ELECTION OF MEMBERS TO THE DISTRICT'S GOVERNING BOARD**

Fire Chief Jason Gibeaut stated that upon Fire Chief Sean Bailey's retirement from the District, he was asked to replace Chief Bailey on the FAIRA board. FAIRA has provided the Fire Department's general liability insurance since the inception of the District. In order to continue serving on the FAIRA Board, the District's Board of Directors must nominate Chief Gibeaut to stand for election. Chief Gibeaut stated that there is a benefit to his continued participation on the FAIRA Board.

**Director Forni moved approve the Fire Agencies Insurance Risk Authority (FAIRA) – Notice of Nomination and Election Procedures for the 2023 Election of Members to the District's Governing Board. Director Ives seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Moll, and Witherspoon. Noes: None. Absent: None. The motion carried.**

**RESOLUTION 23-01 APPROVING FUNDING FROM THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION WILDFIRE PROTECTION GRANT PROGRAM – FUELS MANAGEMENT**

Chief Gibeaut stated the District’s Fuels Management team is seeking supplemental funding to support their prescription for forest fuels reduction treatment along primary, secondary, and tertiary evacuation routes; in addition to implementing forest fuels buffers from residential, commercial structures, and infrastructure. The application for Cal Fire requires a resolution approving the application.

**Director Moll moved approve Resolution 23-01 Approving Funding From the Department of Forestry and Fire Protection Wildfire Protection Grant Program. Director Forni 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 report for this agenda item.

**GENERAL MANAGER’S REPORT – STAUDENMAYER**

GM Staudenmayer provided the following report:

- Outreach to NPOA and Village and Northstar Masters Associations for the biomass energy project continues.
- Meeting with each of the Fire Department shifts to discuss the biomass energy project and other initiatives.
- Discussions about fire insurance have continued with community organizations and HOAs
- Met with TTSA and TSD representatives about the TTSA rate increases and service contract
- Discussions regarding the District’s TTSA member agency status
- Restructuring of the collection, allocation and distribution of TOT funds may result in funding going to different types of projects than previously considered potentially inhibiting ability to obtain funds for the Resort Triangle trail system.

**FIRE DEPARTMENT – GIBEAUT**

Chief Gibeaut provided the following report:

- Drafting policies for Wellness Program, PEER Support and Critical Incident Stress Management
- Reviewing a software/phone app that could benefit personnel for health and wellness initiative

**PUBLIC WORKS REPORT – MARTIN/RYAN**

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

- Received and executed the agreement for recently the awarded \$2MM CalFIRE Wood Products and Bioenergy Grant for the Biomass Energy Project.
- Placer County Board of Supervisors approved award of \$2MM in Tourism Master Plan grant program funding for the Martis Valley Trail (MVT).
- Researching additional funding opportunities for the MVT to allow for construction of Segment 3F.
- Well 3 emergency repair has been initiated. Many of the electrical components are salvageable.
- Operations staff has begun repairing the flashing stop sign at the intersection of Northstar Drive and Big Springs.

**FINANCE AND ADMINISTRATION REPORT – 2<sup>ND</sup> QUARTER FINANCIAL REVIEW – ROSENTHAL**

DFA Rosenthal provided the following report:

- The District received the first teetered payment from Placer County. The projection from this payment, exclusive of any supplemental revenue, is that the District will receive \$5.53MM in property tax revenue. Last year the District received \$5.11MM. This equates to an 8.15% increase. When

considering both teetered and non-teetered (supplemental) revenue, it is anticipated that the District will be approximately 5% above budgeted property tax revenue for the year.

- Budget Adjustment 23.13 approved by the Board will affect the Snow Removal Operations YTD Budget performance. Operating revenue for the Snow Removal Operations Fund was 58.9% under YTD Budget partly due to not having yet recognized both the bulk of seasonal snow removal revenue and the revenue associated with the above-mentioned budget adjustment.
- Restricted Revenue is under YTD Budget due mainly to the California Employer's Pension Prefunding Trust (CEPPT) investment earnings being \$152,125 under YTD budget.
- Salaries and Wages is \$505,636 over YTD budget due in part to an additional pay period falling in the first half of the year and the Fire Salaries & Wages being over YTD budget largely due to Overtime from Strike Team activities. Furthermore, the YTD budget overage will be directly reduced by Budget Adjustment 23.14 approved by the Board.

**ADJOURNMENT:**


**The meeting adjourned at 10:04 A.M.**

Respectfully submitted,



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Julie Zangara, Secretary of the Board



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Michael Moll, Vice President of the Board