



# N·C·S·D

Northstar Community Services District  
900 Northstar Drive, Truckee, CA 96161  
P: 530.562.0747 • F: 530.562.1505 • www.northstarcsd.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 SEPTEMBER 21, 2023 – 9:00 A.M. 900 NORTHSTAR DRIVE

President Brown called the meeting to order at 9:00 A.M. Wednesday, September 21, 2023. The Pledge of Allegiance and roll call followed.

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

**DIRECTORS ABSENT:** None

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

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

**PUBLIC COMMENT**  
There was no public comment.

President Brown identified a Cal Fire Grant Agreement that came to the attention of the District after the agenda was posted. Per the Brown Act exception under Section 54954.2(b) the item is introduced for consideration of a motion to add it to the Agenda in lieu of a Special Meeting due to an impending deadline.

Director Forni moved to add the Approval of Grant Agreement #5GA22210 with the State of California Department of Forestry and Fire Protection (Cal Fire) to the agenda. Director Ives seconded, roll call was taken, Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.

### CONSENT CALENDAR

Director Witherspoon moved to approve the following consent calendar items:

- a. August 16, 2023 Regular Meeting Minutes
- b. Budget Adjustment 24.05
- c. Budget Adjustment 24.06
- d. Approval of Claims and Demands – Paid and Unpaid

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

### RECURRING BUSINESS

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

Greg Aiken provided the following update for NPOA:

- Fall hours will be 8:00 A.M. to 9:00 P.M.
- Lap pool and back spas remain open
- Two new NPOA board members
- Operations working on winterizing
- Next NPOA board meeting will be October 21

**NORTHSTAR CALIFORNIA/VAIL UPDATE**

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

- Mountain Bike Park and Golf Course at regular rates after a slow start to the season
- Gearing up for winter
- New Mountain Operations Manager
- Opening “Vous” in the near future in the former Starbucks location
- Working with Village Operations and Leasing teams to bring in more vibrancy and maintain occupancy

**NEW BUSINESS**

**STRADLING PROPOSAL TO PROVIDE JUDICIAL FORECLOSURE SERVICES TO NORTHSTAR COMMUNITY SERVICES DISTRICT**

General Manager (GM) Mike Staudenmayer stated Stradling was bond counsel during the formation of the Community Facilities District (CFD) and staff determined it would be beneficial to retain additional support as foreclosure proceedings continue.

**Director Witherspoon moved to approve the Stradling Proposal to Provide Judicial Foreclosure Services to Northstar Community Services District. Director Radanovich seconded, roll call was taken, Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

**RESOLUTION 23-14 – A RESOLUTION OF THE BOARD OF DIRECTORS OF NORTHSTAR COMMUNITY SERVICES DISTRICT AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 1 AND ORDERING THE COMMENCEMENT OF JUDICIAL FORECLOSURE ACTIONS PURSUANT TO THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982 TO COLLECT DELINQUENT SPECIAL TAX INSTALLMENTS AND DIRECTING THE REMOVAL OF DELINQUENT SPECIAL TAX INSTALLMENTS FROM THE COUNTY TAX ROLL**

GM Staudenmayer stated proposed Resolution 23-14 will remove the properties in foreclosure from the tax roll so that foreclosure proceedings on the properties can move forward.

**Director Witherspoon moved to approve Resolution 23-14 – A Resolution of the Board of Directors of Northstar Community Services District as the Legislative Body of Community Facilities District No. 1 and Ordering the Commencement of Judicial Foreclosure Actions Pursuant to the Mello-Roos Community Facilities Act of 1982 to Collect Delinquent Special Tax Installments and Directing the Removal of Delinquent Special Tax Installments from the County Tax Roll. Director Forni seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

**ADMINISTRATION BUILDING STAINING – AWARD OF CONTRACT**

Director of Public Works (DPW) Eric Martin stated the wood finishes on the exterior of the Administration and Engineering Building require staining. Staff received a quotation from Olympos and Associates, Inc to perform building staining inclusive of the staff picnic table. The quote totals \$9,600 and the expense has been included in the approved Fiscal Year 2023-2024 budget.

**Director Witherspoon moved to approve the Administration Building Staining – Award of Contract. Director Ives seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

**PLACER COUNTY AGREEMENT FOR ENHANCED SNOW REMOVAL SERVICES**

DPW Martin stated Placer County contacted District staff to update the Enhanced Snow Removal Agreement. The updated agreement proposes an increase from \$23,000 in annual funding for snow removal to \$34,500 with an annual inflation increase up to 3% for subsequent years.

**Director Ives moved to approve the Placer County Agreement for Enhanced Snow Removal Services. Director Radanovich seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

**RETREAT AT NORTHSTAR ASSOCIATION AGREEMENT FOR SNOW REMOVAL SERVICES AND BUDGET ADJUSTMENT 24.05**

DPW Martin stated the District’s road maintenance and snow removal agreement with the Retreat at Northstar Association (The Retreat) terminated on April 30, 2023. The Retreat was unable to retain a private contractor to perform snow removal and requested the District provide snow removal for the upcoming 2023-2024 winter season. Staff drafted an agreement to perform snow removal for one season. The proposed agreement is for a payment of \$31,500 for snow removal on Mill Site Road and Cross Cut Court for the 2023-2024 winter season. Staff is also seeking approval for Budget Adjustment 24.05 for the projected revenue generated by the agreement.

**Director Radanovich moved to approve the Retreat at Northstar Association Agreement for Snow Removal Services. Director Forni seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

**RESOLUTION 23-15 AUTHORIZING THE APPLICATION FOR GRANT FUNDS FROM THE SIERRA NEVADA CONSERVANCY WILDFIRE RECOVERY AND FOREST RESILIENCE GRANT PROGRAM FOR THE NCSW WOOD ENERGY PROJECT**

DPW Martin stated District staff applied for the Sierra Nevada Conservancy Wildfire Recovery and Forest Resilience Grant Program for the District’s Wood Energy Facility project in 2022, but the application was not successful. Staff met with representatives from Sierra Nevada Conservancy and a new application was encouraged. A resolution is required in order to apply for the grant and a letter of support has been drafted for consideration by the Board.

**Director Ives moved to approve Resolution 23-15 Authorizing the Application for Grant Funds from the Sierra Nevada Conservancy Wildfire Recovery and Forest Resilience Grant Program for the NCSW Wood Energy Facility project and Letter of Support. Director Witherspoon seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

**RESOLUTION 23-16 AUTHORIZING ENTERING INTO THE STATE OF CALIFORNIA, DEPARTMENT OF FORESTRY AND FIRE PROTECTION COOPERATIVE FIRE PROTECTION, VOLUNTEER FIRE CAPACITY GRANT/AGREEMENT FOR THE PURCHASE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Fire Chief Jason Gibeaut stated the Northstar Fire Department (NFD) has the opportunity to apply for a Cal Fire Volunteer Fire Capacity grant to procure structural firefighting personal protective equipment (PPE). The grant is a 50/50 financial split grant and will provide ten complete sets of structural firefighting PPE. The NFD was awarded the grant in 2022 and this year’s grant award will allow the NFD to complete the project and outfit the remainder of its personnel in new PPE. The current turnouts have exceeded their usable life.

**Director Ives moved to approve Resolution 23-16 Authorizing Entering into the State of California Department of Forestry and Fire Protection Cooperative Fire Protection, Volunteer Fire Capacity Grant/Agreement for the Purchase of Personal Protective Equipment (PPE). Director Radanovich seconded; roll call was taken. Yes: Directors Brown,**

**Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

#### **DISPOSAL OF SURPLUS PROPERTY POLICY**

Director of Finance and Administration (DFA) Greg Rosenthal stated that after recent disposals of District owned surplus property, it became evident that best practices should be provided by District policy. Management and staff recommendations were considered in the development of the draft policy.

**Director Radanovich moved to approve the Disposal of Surplus Property Policy. Director Ives seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

#### **PROCUREMENT POLICY**

DFA Rosenthal stated that the District's existing procurement policy limits the ability of District staff to efficiently conduct District business when making purchases and/or securing contracts. Limitations of the existing policy were also noted by Directors. The intent of the proposed policy is to update the existing policy, define processes, expectations and authorization limits for District purchases.

Director Ives inquired about the proposed authorization limits. Director Radanovich pointed out potential ambiguity surrounding the possibility of unbudgeted goods or services being secured without board approval. A discussion ensued. Directors expressed that more clarification was needed and proposed that staff reconsider the authorization limits.

District staff was amenable to revisiting the proposed limits, adding clarifying language to further define the policy's constraints, and returning with the updated draft policy at the next regular meeting.

The Directors agreed the matter should be tabled until the next regular meeting of the Board of Directors.

#### **JAMES MARTA AND CO. 2023, 2024, & 2025 ANNUAL FINANCIAL AUDIT SERVICES ENGAGEMENT LETTER**

DFA Rosenthal stated James Marta & Company LLP has provided annual audit services to the District. Staff recommends retaining them to perform the audit for the next three fiscal years. The fees have increased approximately 5% from the previous contract and staff considers this increase reasonable based on current economic conditions.

**Director Radanovich moved to approve the James Marta and Co. 2023, 2024, & 2025 Annual Financial Audit Services Engagement Letter. Director Forni seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: None. Absent: None. The motion carried.**

#### **APPROVAL OF GRANT AGREEMENT #5GA22210 WITH THE STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

Chief Gibeaut stated the NFD is seeking approval to enter into a grant agreement #5GA22210 with the State of California Department of Forestry and Fire Protection for a total amount of \$1,250,000. The amount awarded will provide supplemental support for the Measure U project work. As part of the grant agreement, the NFD will provide a \$1,020,000 hard match, funded by Measure U.

**Director Radanovich moved to approve Grant Agreement #5GA22210 with the State of California Department of Forestry and Fire Protection. Director Forni seconded; roll call was taken. Yes: Directors Brown, Forni, Ives, Radanovich, and Witherspoon. Noes: None. Abstain: 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:

- Continued momentum with The Nature Conservancy and Catamount on an insurance pilot program. Catamount has received quotes for parametric insurance.
- Presented on the District's Wood Energy Facility project at the Forest Futures Salon Series and Nevada Conservation District conference.
- NPOA Labor Day meeting was well attended.

## **FIRE DEPARTMENT – GIBEAUT**

Chief Gibeaut provided the following report:

- Fuels reduction work is being performed on District property by NFD staff.
- Fuels management staff have met with the sawmill in Carson City to discuss the potential of sending merchantable timber to their facility in the future.

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

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

- Looking at an additional funding source for the Wood Energy Facility project through the Inflation Reduction Act investment tax credit incentive which could provide up to a 30% rebate on direct spending.
- The CAP Committee has allocated \$20,000,000 in grant funds through the North Tahoe Community Alliance Sponsorship Program.
- The District did not qualify for the current round of grant funding through the CAP committee, however, will be applying for another grant in the fall for the Martis Valley Trail.
- Utility Operations Staff working diligently to complete summer work and transition to winter operations.

## **FINANCE AND ADMINISTRATION REPORT – 4<sup>TH</sup> QUARTER FINANCIALS – ROSENTHAL**

DFA Rosenthal provided the following report:

- DFA Rosenthal suggested adjusting the current schedule of 4<sup>th</sup> Quarter Financial reporting from August each year to September to allow for sufficient time to close out the end-of-fiscal-year activity. The Board agreed.
- 4th Quarter Financial highlights included the following:
  - District revenues exceeded expenses by approximately \$1,300,000 when reimbursable activities were removed.
  - Revenue was over budget by approximately \$525,000
  - Expenses were over budget by approximately \$220,000
  - Property tax revenues were approximately \$300,000 over budgeted expectations

## **CLOSED SESSION – 11:00 A.M.**

The Board adjourned to closed session regarding the following:

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

## **REGULAR MEETING RESUMED – 11:17 A.M.**

President Brown reported no action was taken during Closed Session.

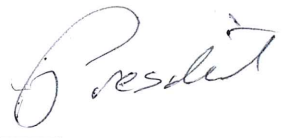
**ADJOURNMENT:**  
**The meeting adjourned at 11:17 A.M.**

Respectfully submitted,



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Julie Zangara, Secretary of the Board



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Warren Brown, President of the Board