



# 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  
DEE CRAVENS  
JEANN GREEN  
NANCY IVES  
CATHY STEWART, PRESIDENT

**General Manager**  
MICHAEL STAUDENMAYER

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
APRIL 17, 2019 – 9:00 A.M.  
ADMINISTRATION/ENGINEERING OFFICE**

President Stewart called the meeting to order at 9:00 a.m. Wednesday, April 17, 2019. Roll call and Pledge of Allegiance followed.

**DIRECTORS PRESENT:** Brown, Cravens, Ives, Stewart

**DIRECTORS ABSENT:** Green

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

**OTHERS PRESENT:** Austin Cho, Shawn Korn, Tim Fulton, John Jewett, Mike Moll, Linda Morris, Jim Kooler (via telephone)

**9:02 A.M. PRESIDENT STEWART CALLED THE PUBLIC HEARING TO ORDER**

**PUBLIC HEARING TO CONSIDER AN INCREASE IN WATER, SEWER AND SOLID WASTE DISPOSAL FEES.**

Shawn Korn of HDR Engineering provided a detailed summary of the methodology and final results of the Water Rate Study for the Northstar Water System and Zone 4 Water System.

President Stewart reviewed four written protests and opened the hearing for public comment.

Jim Kooler of Indian Hills stated the discontent of the Indian Hills Condominium Association in the way the rates have been calculated.

Mr. Koorn described the methodology used to distribute the fixed cost of the Northstar Water System Condo user fees in response to Mr. Kooler's concerns.

DE Martin stated support for the cost of service methodology used and commended HDR's work for being thorough, equitable, and defensible.

DE Martin reviewed the proposed rate schedules for sewer and solid waste.

**9:23 A.M. PRESIDENT STEWART CLOSED THE PUBLIC HEARING**

**Director Brown moved to adopt Resolution 19-05 – “Resolution of the Board of Directors of the Northstar Community Services District Adopting a Sewer Rate Structure for Fiscal Year 2019-20 through Fiscal Year 2023-24,” Resolution 19-06 – “Resolution of the Board of Directors of the Northstar Community Services District Adopting a Solid Waste Structure for Fiscal Year 2019-20 through Fiscal Year 2023-24,” Resolution 19-07 – “Resolution of the Board of Directors of the Northstar Community Services District Adopting a Northstar Water System Water Rate Structure for the Period Beginning May 1, 2019 Through the End of Fiscal Year 2023-24,” and Resolution 19-08 – “Resolution of the Board of Directors of the Northstar Community Services District Adopting a Zone 4 Water System Water Rate Structure for the Period Beginning May 1, 2019 Through the End of Fiscal Year 2023-24.” Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: None. Abstain. None. Absent: Green. The motion carried.**

Director Ives requested that District staff respond to the written protests. District Engineer (DE) Eric Martin agreed to contact customers that submitted protest letters.

For Board Approved Rate Structures, please see Exhibit A attached hereto the minutes.

#### **PUBLIC COMMENT**

There was no public comment.

#### **CONSENT CALENDAR**

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

- March 20, 2019 Regular Meeting Minutes
- Approval of Claims and Demands – Paid and Unpaid

**Director Cravens seconded, roll call was taken. Yes: Directors Brown, Craven, Ives, and Stewart. Noes: None. Absent: Green.**

#### **RECURRING BUSINESS**

#### **MEETINGS ATTENDED BY NCSD BOARD MEMBERS**

Director Ives attended The Stages meeting.

#### **MOUNTAINSIDE BUILDERS UPDATE**

John Jewett provided the following Mountainside Builders update:

- Mr. Jewett attended The Stages Meeting.
- The Stages have executed their lease with Northstar California/Vail for the project site.
- Boulders 19 is under contract and due to close May 9.
- Lot #3 at Martis 25 is under contract and due to close July 10.
- Remaining Boulders foundation is under contract and due to close June 1.
- Transitioning the Treehouse, Yoga Studio and Playground for spring and summer.
- Working with Nothstar California/Vail on the five year habitat management update.

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

Tim Fulton provided the following NPOA update:

- Northstar Day is scheduled for Sunday, June 17.
- NPOA board meeting scheduled for April 27.
- If staff is in place, the pool will open Memorial Day weekend.
- Working on Snack Shack improvements.

## **NORTHSTAR CALIFORNIA/VAIL UPDATE**

There was no update for Northstar California/Vail.

## **NEW BUSINESS**

### **SEWER SYSTEM MANAGEMENT PLAN UPDATE**

On May 6, 2006 the State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems was adopted and implemented. The purpose of the WDR is to develop a regulatory mechanism to provide a consistent statewide approach for reducing sanitary sewer overflows. Regular updates to the Sewer System Management Plan is a State Water Board requirement.

The NCSD Board approved resolution 13-06 approving the District's SSMP in March 2013. DE Martin stated that updates to the SSMP are to be made at a minimum of every two years. Upon Board approval, DE Martin will meet with Operations staff to provide training. The SSMP will also be posted to the District's website.

**Director Ives moved to approve the updated Sewer System Management Plan. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: None. Abstain. None. Absent: Green. The motion carried.**

### **2019 ON-CALL INSPECTION SERVICES**

DE Martin stated that District staff is proposing to contract with Farr West Engineering for on-call construction observation services for Schaffer's Mill Phase 3C. This work is reimbursable by the developer (New Martis Partners).

**Director Brown moved to approve the On-call Inspection Services with Farr West Engineering for an amount not to exceed \$36,357. Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: None. Abstain. None. Absent: Green. The motion carried.**

### **GREEN WASTE RECYCLING CENTER – CASTLE PEAK PARKING AREA PAVEMENT RESTORATION REIMBURSEMENT**

DE Martin reviewed the agreement and subsequent amendments to the Memorandum of Understanding between the District and Trimont Land Company regarding terms for development of the Intercept Parking Lots Facility. Under the agreement, Trimont dedicated two parcels to the District: one at the Corporate Yard, and one at the location of the Dumpster Site. At the time, it was proposed that the all green waste recycling would take place at the dumpster site.

On August 8, 2006, an amendment to the MOU was executed that allowed the District to relocate its main green waste recycling operation to a specified area on Trimont land. This was necessary because the green waste recycling operation had outgrown the Dumpster Site area.

On April 22, 2009, a second amendment to the MOU was executed defining specific terms for moving the Green Waste Recycling Center to the Intercept Parking Lots (also known as the Castle Peak Parking Lots). Article 2.E. of the second amendment to the MOU required that certain pavement maintenance is to be funded by the District in return for use of a designated parking area.

Per the second amendment to the MOU, the District is to fund a pavement overlay (i.e. reconstruction) at the end of the tenth term of annual operating periods. 2018 marked the tenth year of Green Waste Recycling Center operations at the Castle Peak Parking Lots location. As such, funding of pavement reconstruction is contractually required.

**Director Ives moved to approve the Green Waste Recycling Center Castle Peak Parking Area Pavement Restoration Reimbursement not to exceed \$135,995. Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: None. Abstain. None. Absent: Green. The motion carried.**

**APPROVAL FOR PURCHASE OF FORD F250 UTILITY TRUCK**

Utilities Operations Manager (UOM) Matt Ryan stated the Ford F250 Utility Truck is a direct replacement of the truck currently in service and will be outfitted with identical appurtenances. A CMAS contract is available for this vehicle through Downtown Ford, who won the government bid for this vehicle for the 2019 model year. The funding for the vehicle was included in the FY 2018/19 operating budget.

**Director Cravens moved to approve the purchase of Ford F250 Utility Truck for an amount not to exceed \$50,000. Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: None. Abstain. None. Absent: Green. The motion carried.**

**CREATION OF DISTRICT POSITION: HUMAN RESOURCES ADMINISTRATOR**

Director of Finance and Administration (DFA) Greg Rosenthal stated with the retirement of Jim Bowling, Director of Human Resources, there has been an opportunity to restructure the duties and responsibilities of the position to gain efficiencies and provide the necessary redundancy between positions. With the required changes in position structure, a new position title and associated compensation range is required. The salary range was set utilizing the 2018 Compensation Study performed by Bryce Consulting to arrive at an equitable pay range for the new position.

**Director Ives moved to approve the creation of District Position: Human Resources Administrator. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: None. Abstain. None. Absent: Green. The motion carried.**

**ACCEPT DISTRICT JOB DESCRIPTIONS: ACCOUNTING TECH I AND ADMINISTRATIVE/CUSTOMER SERVICE SPECIALIST**

DFA Rosenthal stated that in creating the District position of Human Resources Administrator, it was brought to light that the Board had approved the salary ranges for the Accounting Tech I and Administrative/Customer Service Specialist positions but had not approved the job descriptions.

**Director Cravens moved to approve District Job Descriptions: Accounting Tech I and Administrative/Customer Service Specialist. Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: None. Abstain. None. Absent: Green. The motion carried.**

**9:52 A.M. RECESS – 9:59 A.M. – REGULAR MEETING RESUMED**

**PRESENTATION ON FOREST FUELS MANAGEMENT SUMMER PROJECTS**

Forester Joe Barron presented an in depth review of the District's Forest Fuels Management summer projects including past and future fuel reduction projects, the current state of grants, additional grant funding options and a review of the District's fuel reduction equipment. Forester Barron took questions from the Board. A lengthy discussion ensued.

**11:13 A.M. RECESS – 11:20 A.M. – REGULAR MEETING RESUMED**

**PRESENTATION ON EVACUATION PLAN UPDATE**

Fire Chief Sean Bailey and Community Risk Reduction Chief (CRRC) Jason Gibeaut presented the current District Evacuation Plan. Items reviewed by Chief Bailey and CRRC Gibeaut included warning systems, additional evacuation roads and training opportunities. Chief Bailey and CRRC Gibeaut took questions from the Board. A lengthy discussion ensued.

## **PRESENTATION ON NEW WILDFIRE PREVENTION ORDINANCES UNDER CONSIDERATION**

Chief Bailey and CRRC Gibeaut reviewed new ordinances under consideration including CRRC Gibeaut's citation authority, requirement to cover wood piles, real estate point of sale, campfire bans during wildland season, defensible space for vacant residential parcels and minor updates to defensible space requirements. Chief Bailey and CRRC Gibeaut took questions from the Board. A lengthy discussion ensued.

## **UPDATE TO THE BOARD OF DIRECTORS HANDBOOK**

Director Ives stated the update to the Board of Directors Handbook was complete.

**Director Ives moved to accept the update to the Board of Directors Handbook. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: None. Abstain. None. Absent: Green. The motion carried.**

## **12:32 P.M. RECESS – 12:44 P.M. – REGULAR MEETING RESUMED**

### **DIRECTOR REPORTS**

Director Cravens attended the Airport meeting.

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

GM Staudenmayer provided the following report:

- The March 29, on-site meeting for the Martis Valley Trail was attended by the USACE, Washoe Council and Placer County. The new tribal Chairman and Vice-Chair were able to see the site and existing conditions for the first time. The meeting was intended to introduce the new Washoe Council members to the site and proposed mitigation plan. The corps and Washoe had a follow-up meeting and mapped out next steps which included summarizing the proposed mitigation measures for the tribal council to review.
- The District is pursuing grants for the Greenwaste Recycling Center and how to optimize all output of the facility including the heat component from the gasification process as well to maximize the ROI from the biomass processing.
- GM Staudenmayer and DFA Rosenthal will present a strategy on managing the Calpers UAL at the next Board meeting.

## **DIRECTOR IVES LEFT THE REGULAR MEETING AT 1:10 P.M.**

### **FIRE DEPARTMENT – BAILEY**

Fire Chief Bailey provided the following report:

- Attended a class in Reno attended by several members of an insurance company.
- Met with Scott Bower, General Manager for Martis Camp with regard to regional insurance issues.
- The District needs to do an ambulance study within the next year.
- Chief Bailey, CRRC Gibeaut and Forester Barron attended the Wilder Than Wild documentary presentation at Truckee High School. The District has obtained rights to the documentary.
- Still looking for a Defensible Space Inspector.
- CRRC Gibeaut visited with students for a full week at Truckee Schools.

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

DE Martin and Utilities UOM Ryan provided the following report:

- Met with Northstar California/Vail in an annual review of the water operations agreement.
- Submitted an application under the Placer County Capital Advisory Committee funding program for \$250,000 toward the Martis Valley Trail.

- Staff and Downey Brand coordinated to submit annual water rights reporting to the State Water Board.
- Technical Program Administrator Joshua Detwiler submitted the District’s annual drinking water report to the state for both Northstar and Zone 4 water systems.
- A large leak at Silver Strike was detected using SCADA production data and smart water meter data. Thanks to the use of available technologies and persistent field reconnaissance, staff was able to locate and repair the leak within three days.
- Staff is in the process of updating the Tompkins Memorial Trail map. The Truckee Watershed Council will be abandoning a portion of creekside trail within the Martis Valley as part of their Mainstem Martis Creek Restoration project. This trail has been removed from the map accordingly.

**FINANCE AND ADMINISTRATION UPDATE – ROSENTHAL**

DFA Rosenthal provided the following report:

- Directors will be compensated for meetings attended based on knowledge gained by the Secretary of the Board at each meeting. At the Board meeting in the following month, Directors will receive a check covering the prior month of attendance.
- Director compensation will be automatically processed through payroll during the last pay period of each month. The check will be delivered at the next month’s Board meeting.

Sawmill Heights Apartments has availability for the District as part of a credit due the District. Inquiries were made by seasonal staff about taking advantage of this benefit to the District. The Board agreed that District Counsel should research and confirm whether or not providing this benefit to a seasonal staff member would be a gift of public funds.

The Board directed staff to pursue options of making this benefit available to the seasonal staff if it is not restricted under the gift of public funds.

President Stewart stated Director Green had submitted her resignation from the Board, effective immediately.

A Budget Workshop will be scheduled for May 16 or May 17.

**AJOURNMENT:**

**The meeting adjourned at 1:44 P.M.**

Respectfully submitted,

---

Cathy Stewart, President of the Board

---

Julie Zangara, Secretary of the Board