



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
DEE CRAVENS
NANCY IVES
CATHY STEWART, PRESIDENT
MICHAEL "SPOON" WITHERSPOON

General Manager
MICHAEL STAUDENMAYER

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
JUNE 19, 2019 – 9:00 A.M.
ADMINISTRATION/ENGINEERING OFFICE**

President Stewart called the meeting to order at 9:06 a.m. Wednesday, June 19, 2019. Roll call and Pledge of Allegiance followed.

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

DIRECTORS ABSENT: None

STAFF PRESENT: Zangara, Rosenthal, Ryan, Staudenmayer, Martin, Bailey, Gibeaut, Barron

OTHERS PRESENT: Jerusha Hall, John Jewett, Austin Cho

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR

Director Ives moved to approve the following consent calendar items:

- May 15, 2019 Regular Meeting Minutes
- June 3, 2019 Special Meeting Minutes
- Resolution 19-10 "Requesting Collection of Sewer Charges on Tax Roll for Tax Year 2019-20" – Discussion – Action
- Resolution 19-11 "Requesting Collection of Solid Waste Charges on Tax Roll for Tax Year 2019-20" – Discussion – Action
- Resolution 19-12 "Requesting Collection of Measure "E" Taxes on Tax Roll for Tax Year 2019-20" – Discussion – Action
- Resolution 19-13 "Requesting Collection of Northstar Community Services District Community Facilities District No. 1 Special Tax for Tax Year 2019-20" – Discussion – Action
- Approval of Claims and Demands – Paid and Unpaid

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

RECURRING BUSINESS

MEETINGS ATTENDED BY NCSD BOARD MEMBERS

Director Ives stated she had attended the Northstar Property Owners Meeting, and the Martis Valley Trail mitigation meeting with General Manager (GM) Mike Staudenmayer.

MOUNTAINSIDE BUILDERS UPDATE

John Jewett provided the following update for MountainSide Builders:

- All facilities are up and running

- Martis 25 Custom Lots and Boulders Units still have inventory for sale
- Internal Construction for Boulders Unit 4,5,6, 16 and 17 will begin soon
- The Permanent Road Division (PRD) has directed District Staff to move forward with a project to reconstruct Highlands View Road and Ridgeline Drive this summer.

NORTHSTAR PROPERTY OWNERS ASSOCIATION (NPOA) UPDATE

There was no update for this agenda item.

NORTHSTAR CALIFORNIA/VAIL UPDATE

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

- Employee Housing is almost full now that is no longer the off season
- Northstar Day had a great turn out
- Working with Placer County on Martis Valley Trail Phase 3B
- Working with Northstar CSD to allow for opportunities for youth from Washoe Tribe
- Bike Park is open
- Enduro Series will make Northstar California its only U.S. stop
- Northstar California will be hosting the Kids Adventure Games
- Mountain Beer Run 5K is July 5
- Beer Fest and Bluegrass is July 6
- Big Chief Ultra Marathon will start and end at Northstar California July 14

NEW BUSINESS

RESOLUTION 19-14 SUPPORTING AND APPROVING CEQA CATEGORICAL EXEMPTION FOR PROPOSED TOMPKINS MEMORIAL TRAIL IMPROVEMENTS

District Engineer (DE) Martin stated the District is subject to the requirements of the California Environmental Quality Act (CEQA) to allow for the continued expansion and maintenance of the Tompkins Memorial Trail (TMT). A Notice of Exemption has been prepared with a finding that the project is categorically exempt from CEQA guidelines under 14 CCR § 15304/Class 4 example (b) If approved the Notice of Exemption will be filed with the State of California, State Clearing House for the required posting period prior to construction of TMT extensions.

Director Brown moved to approve Resolution 19-14 Supporting and Approving CEQA Categorical Exemption for Proposed Tompkins Memorial Trail Improvements. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

RESERVOIR A INUNDATION MAPPING AND EMERGENCY ACTION PLAN PREPARATION SERVICES

DE Martin stated new regulations (SB 92) went into effect in June 2018 in response to the dam failure in Oroville. The legislation modified the California Water Code clarifying the requirements of dam owners who had an existing Emergency Action Plan (EAP). The legislation requires that inundation maps be submitted and approved for the dam and all critical appurtenant structures. Reservoir A has an EAP, so the legislation is applicable. Reservoir A has been classified as a significant hazard by the Department of Water Resources, therefore, the District is required to complete and submit an updated emergency action plan with inundation maps no later than January 1, 2021. DE Martin interviewed and sought a proposal from D&A Civil Engineering with recent experience in delivering approved EAPs for dam owners with extremely high hazard classifications.

Director Ives moved to approve Reservoir A Inundation Mapping and Emergency Action Plan Preparation Services not to exceed \$23,120. Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

PLACER COUNTY WATER AGENCY FINANCIAL ASSISTANCE PROGRAM – GRANT AWARD FOR WATER CONDITION ASSESSMENT

DE Martin stated the District was awarded \$20,000 by Placer County Water Agency (PCWA) in Financial Assistance Program (FAP) funding for a Water Infrastructure Condition Assessment. In order for the District to receive funds awarded, Board approval is needed to execute the 2019 FAP grant agreement. DE Martin recommended the Board approve the PCWA FAP grant agreement and receive \$20,000 to offset the costs of a Water Infrastructure Condition Assessment.

Director Brown moved to approve Placer County Water Agency Financial Assistance Program – Grant Award for Water Condition Assessment. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

NOTICE OF COMPLETION – WATER TANK INSPECTION SERVICES

DE Martin stated the Notice of Completion for a project marks the formal completion date and requires Board authorization to process. Once processed by the District, the Notice of Completion is filed with the Placer County Recorder’s Office. Thirty-five days after the Notice is filed with Placer County, retention is released to the Contractor.

Director Ives moved to approve the Notice of Completion – Water Tank Inspection Services. Director Witherspoon seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

APPROVAL OF CONTRACT FOR WATER TREATMENT PLANT REPAINTING

Utility Operations Manager (UOM) Matt Ryan stated the \$15,900 required for the contract was identified in the 2018-19 and 2019-20 operating budget and the 2018 Northstar Water System Capital Replacement Plan (CRP). Contractors were unavailable to bid or complete the project for Fiscal Year 2018-19 so it was resubmitted as part of the Fiscal Year 2019-20 budget.

Director Witherspoon moved to approve the Contract for Water Plant Repainting not to exceed \$15,900. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

CREATION AND APPROVAL OF DISTRICT POSITION: SEASONAL FORESTRY ASSISTANT

Fire Chief Sean Bailey stated that under the supervision of the Forester, the Seasonal Forestry Assistant will assist in performing, coordinating, planning and implementing forest fuels reduction projects. As wildland fire threats throughout California continue to increase exponentially ever year, a proven method to reduce the risk to life, property and the environment from wildfire, is through an aggressive fuels management program. A Seasonal Forestry Assistant will help the expanding demand on the Forester as the fuels reductions program continues to grow.

Director Ives moved to approve the Creation of District Position: Seasonal Forestry Assistant. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

RESOLUTION 19-15 ACKNOWLEDGING A REPORT ON LEGALLY REQUIRED FIRE DEPARTMENT ANNUAL BUILDING INSPECTIONS

Chief Bailey stated that California Safety Code, Section 13146.4, added in September 2018, requires all fire departments to report to their Board of Directors the ability to meet Sections 13146.2 and 13146.3 regarding completing required inspections of Educational Group and Residential Group Occupancies. The Northstar Fire Department has three occupancies that could be considered Group E and eight occupancies

that could be considered Group R. All eleven of the occupancies were inspected. Some occupancies failed their initial inspections, but all the occupancies eventually passed inspection.

Director Cravens moved to approve Resolution 19-15 Acknowledging a Report on Legally Required Fire Department Annual Building Inspections. Director Witherspoon seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

RESOLUTION 19-16 “RESOLUTION ADOPTING THE NORTHSTAR COMMUNITY SERVICES DISTRICT FISCAL OPERATING & CAPITAL BUDGET FOR 2019-20”

Director of Finance and Administration (DFA) Greg Rosenthal reviewed additional items to introduce to the budget prior to adoption. In the Budget Considerations, Property and Liability Insurance was originally estimated at a decrease due to a comparison of budget to budget. Actual Property and Liability Insurance will realize an increase of approximately 17%. Changes to be accepted as part of the budget adoption that effect the bottom line include Operational expenses that came to light after the Budget was finalized, specifically consulting services for a Groundwater Management Plan. Also proposed is a budget of \$10,000 for polling services in an effort to measure an appetite for a Special Parcel Tax to gain funding for Fuels Management. The Board stated that the process was well done with specific regard to the informational and educational workshops.

Director Brown moved to approve Resolution 19-16 “Resolution Adopting the Northstar Community Services District Fiscal Operating & Capital Budget for 2019-20” with the proposed changes. Director Witherspoon seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

RESOLUTION 19-17 “ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019-20”

DFA Rosenthal presented the appropriations limit for Fiscal Year 2019-20. There was no further discussion.

Director Witherspoon moved to approve Resolution 19-17 “Establishing An Appropriations Limit For Fiscal Year 2019-20.” Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

RESERVE MANAGEMENT POLICY – SCHEDULES A&B

DFA Rosenthal stated that Schedules A&B are derived from the final budget. The schedules represent the anticipated contributions to capital reserves and minimum reserve goals based on the FY2019-20 adopted budget.

Director Brown moved to approve the Reserve Management Policy – Schedules A&B. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

10:23 A.M. RECESS – 10:32 A.M. – REGULAR MEETING RESUMED

DIRECTOR CRAVENS ABSENT AFTER RECESS.

APPROVAL OF DISTRICT SALARIES AND SALARY RANGES FOR UNREPRESENTED EMPLOYEES

DFA Rosenthal and Human Resources Administrator (HRA) Julie Zangara reviewed the changes made to the minimum base salaries for unrepresented employees. Exclusive of adjustments made to reflect the Cost of Living Adjustment (COLA) six out of twelve positions received an additional adjustment to the minimum base salary based on the 2018 Northstar Community Services District Compensation Study. The minimum base salaries for the six positions were increased by an average of eleven percent (11%).

Director Ives moved to approve the District Salaries and Salary Ranges for Unrepresented Employees. Director Brown seconded, roll call was taken, Yes: Directors Brown, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: Cravens. The motion carried.

DIRECTOR CRAVENS RETURNED TO THE REGULAR BOARD MEETING AT 10:55 A.M.

APPROVAL AND READING OF DRAFT WILDFIRE/DEFENSIBLE SPACE ORDINANCE

District Counsel Austin Cho stated a correction to the information provided in the Board Report with regard to the Wildfire/Defensible Space Ordinance Draft. The proposed Wildfire/Defensible Space Ordinance is to replace Ordinance 26-09 rather than Ordinance 33-16 as stated in the Board report.

Chief Bailey provided a power point presentation on the proposed Wildfire/Defensible Space Ordinance and took questions from the Board. A lengthy discussion ensued.

President Stewart made a motion to waive further reading of Ordinance No. 35-19 to permit publication by summary of Ordinance No. 35-19, in accordance with Government Code Section 25124(b)(1), and to designate the General Manager and District General Counsel to prepare the summary. Director Brown moved to approve the motion waiving the further reading of Ordinance No. 35-19 and to designate the General Manager and District General Counsel to prepare the summary. Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: Cravens. The motion carried.

Director Witherspoon stated concerns with regard to the proposed penalties an owner in violation may be subjected to under the Wildfire/Defensible Space Ordinance. District Counsel Austin Cho and Community Risk Reduction Chief (CRRC) Jason Gibeaut clarified the discretion involved in the citation process. A lengthy discussion ensued.

Director Ives moved to approve Ordinance 35-19, Wildfire/Defensible Space Ordinance. Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Stewart. Noes: Witherspoon. Abstain. None. Absent: None. The motion carried.

12:08 P.M. RECESS – 12:19 P.M. – REGULAR MEETING RESUMED

DEFENSIBLE SPACE PROGRAM ELECTRONIC SYSTEM PRESENTATION

Information Technology/GIS Coordinator (ITGC) Stephen Goates gave a thorough presentation on the recently developed, application based Defensible Space Inspection process. The review included updated, point-based symbology that enabled a quick view of the big picture. CRRC Gibeaut, Forester Joe Barron and ITGC Goates worked to create a District specific inspection form based on the inspection form used by Cal Fire, fine tuning it to include attributes including designing answers so that forms can be completed entirely electronically.

DIRECTOR REPORTS

There was no update for this agenda item.

GENERAL MANAGER'S REPORT – STAUDENMAYER

GM Staudenmayer provided the following report:

- Attended the Forest Health Collaborative with Forester Barron, a large contingent of stakeholders concerned to address the issue of forest health.
- Attended the Tahoe Truckee Community Foundation Forest Salon on Biomass
- Goal is to have a District Biomass facility in place by winter 2020-21
- Martis Valley Trail meeting attended by USACE, Washoe Council and Placer County resulted in some small steps in a positive direction.

FIRE DEPARTMENT – BAILEY

Chief Bailey provided the following report:

- Joint Power Authority meeting between Northstar Fire, Truckee Fire, North Tahoe Fire and Squaw Valley Fire was held to discuss strike teams and current agreements in place.
- A Paradise tour with President Stewart and Director Brown took place on May 28th.
- Chief Bailey and CRRC Gibeaut had an ordinance meeting with key community members.
- Held a meeting with Placer County Sheriff's office regarding evacuation procedures.
- Chief Bailey and CRRC Gibeaut attended a community meeting regarding the USFS Big Jack Fuel Reduction project which will address 2100 acres of land. The project will take two to three years.
- Green Waste Recycling Center is open seven days a week for the first time.
- Over 100 dead trees have been removed so far this season.

PUBLIC WORKS REPORT – MARTIN/RYAN

DE Martin and Utilities Operations Manager UOM Ryan provided the following report:

- DE Martin is focusing efforts on Capital projects, specifically for two roads projects: the Highlands PRD Reconstruction Project and the Northstar Drive Pavement Patch Project.
- Another \$250,000 in grant funds have been recommended for award for the Martis Valley Trail Project by the Capital Projects Advisory Committee for the Tourism Master Plan Program.
- UOM Ryan detailed upcoming inspections by Placer County Environmental Health
- Trails have been cleaned and maintenance performed for the summer
- Two Schaffer's Mill subdivisions are beginning construction: Schaffer's Mill 2E and 3C.

1:24 P.M. – CLOSED SESSION

The Board adjourned to closed session pursuant to the following agenda items:

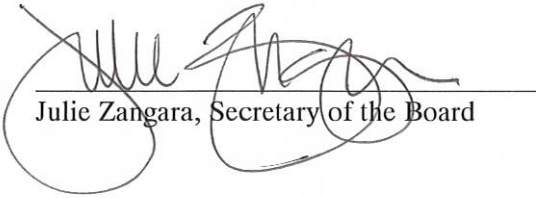
- Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Agency designated representatives: Fire Chief Sean Bailey and General Manager Michael Staudenmayer.
- Conference with Labor Negotiators Pursuant to Government Code §54957.6 – Agency designated representatives: Agency designated representatives: Utility Operations Manager Matt Ryan and General Manager Michael Staudenmayer. Employee organization: International Union of Operating Engineers, Stationary Local 39

1:43 P.M. – REGULAR MEETING RESUMED

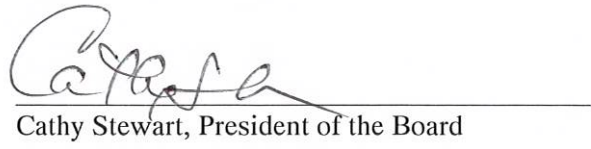
GM Staudenmayer stated that both contracts were unanimously approved during closed session including a District-wide employee \$100 match per pay period to the PEHP.

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

Respectfully submitted,



Julie Zangara, Secretary of the Board



Cathy Stewart, President of the Board