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Northstar Community Services District
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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
NOVEMBER 20, 2019 – 9:00 A.M.
ADMINISTRATION/ENGINEERING OFFICE**

President Stewart called the meeting to order at 9:00 a.m. Wednesday, November 20, 2019. Roll call and Pledge of Allegiance followed.

DIRECTORS PRESENT: Brown, Cravens, Ives (via teleconference), Stewart, Witherspoon

DIRECTORS ABSENT: None

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

OTHERS PRESENT: John Jewett, Tim Fulton, Jerusha Hall, Jason Gibeaut, Joe Barron, Dennis Walsh, Paul Long, Michelle Baxter, Cooper Johnson, Austin Cho (via teleconference)

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR

Director Brown moved to approve the following consent calendar items:

- October 16, 2019 Regular Meeting Minutes
- Approval of Claims and Demands – Paid and Unpaid

Director Cravens 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

There was no update for this agenda item.

MOUNTAINSIDE BUILDERS UPDATE

John Jewett provided the following update for Mountainside Builders:

- Seven Boulders units remaining in inventory
- Construction for the Phase II Boulders units proceeding on schedule

NORTHSTAR PROPERTY OWNERS ASSOCIATION (NPOA) UPDATE

Tim Fulton provided the following update for NPOA:

- Increase of fees approved at NPOA Board Meeting
- Summary of survey conducted will be released to homeowners in immediate future

NORTHSTAR CALIFORNIA/VAIL UPDATE

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

- Opening day rescheduled to November 29
- Village is opening November 23
- Epic Promise Grant review completed
- Truckee Community Christmas canned food and cash drive is in the beginning stages
- Employee Housing is full
- Progress on fuels reduction and forest health continuing while conditions are favorable

NEW BUSINESS

EVACUATION PRESENTATION BY PLACER COUNTY SHERIFF’S OFFICE

Placer County Sherriff’s Captain Dennis Walsh and Lieutenant Paul Long provided a presentation on the Placer County Sherriff’s role in a community evacuation plan. Highlights of the presentation included:

- Fire Department has jurisdiction over combatting fires and evaluating fire behavior
- Placer County Sherriff’s Office jurisdiction includes evacuation, scene security, post-evacuation security, coordination for mutual aid and security during repopulation
- California Highway Patrol jurisdiction includes traffic management in partnership with Cal Trans
- The Regional Evacuation Master Plan is in the process of being updated and improved. This process started five years ago.
- Plans for notifying and educating the primarily transient population is complicated but is in development.
- Any evacuation scenario will remain under a joint unified command for the duration of the event.
- The community is encouraged to sign-up for Placer Alerts similar to the Nixle system used by Fire Departments.
- Evacuations would occur in an organized fashion and the Sherriff’s office discourages using alternate routes unless authorized at the time of the evacuation for safety reasons.
- Temporary Refuge Areas are not an evacuation alternative and should be considered as a last resort.

APPROVAL TO ENTER INTO A CONTRACT WITH THE CALIFORNIA FIRE SAFE COUNCIL (CFSC) FOR A FOREST FUELS REDUCTION GRANT PROJECT

Forester Joe Barron stated the CFSC grant has been awarded in the amount of \$52,000 to treat 48 acres of forested land with an emphasis of providing a forest fuels reduction zone “buffer” to the entrance and western boundary of Northstar. The District would provide a soft match to possibly include: use of the District chipper, supplies, use of Northstar Fire Department (NFD) vehicles and labor from the Forester, Forestry Assistant and the Fire Chief. Forester Barron reviewed the focus area with the Board.

Director Brown moved to approve entering into a contract with the California Fire Safe Council (CFSC) For a Forest Fuels Reduction Grant Project. 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 19-18 – “A RESOLUTION APPROVING THE CAL FIRE NORTHSTAR COMMUNITY EVACUATION ROUTE PROJECT GRANT APPLICATION”

Forester Barron stated the Forestry department is seeking approval to apply and if awarded, enter into a contract with Cal Fire for funding totaling \$710,000 to treat 240 acres of forested land with an emphasis on enhancing evacuation routes and providing a buffer to structures and infrastructure within the District. This grant, if awarded, would require the NFD to provide a soft match contribution totaling \$296,513 in use of the District chipper, supplies, use of NFD vehicles and labor from the Forester, Forestry Assistant and the Fire Chief.

Director Brown moved to approve Resolution 19-18 – “A Resolution Approving the CAL Fire Northstar Community Evacuation Route Project Grant Application.” 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 19-19 – “A RESOLUTION APPROVING THE CAL FIRE NORTHSTAR COMMUNITY HAZARDOUS FUELS REDUCTION PROGRAM GRANT APPLICATION”

Forester Barron stated the Forestry department is seeking approval to apply and, if awarded, enter into a contract with Cal Fire for funding totaling \$125,000 with a hard match of \$25,000 from the NFD. The funding for this grant would be for the replacement of Chipper-31 with an updated, more efficient and more easily maintained chipper.

Director Witherspoon moved to approve Resolution 19-19 – “A Resolution Approving the CAL Fire Northstar Community Hazardous Fuels Reduction Program Grant Application.” Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

RESOLUTION 19-20 – “A RESOLUTION APPROVING THE CAL FIRE NORTHSTAR COMMUNITY HAZARDOUS FUELS REDUCTION PROGRAM II GRANT APPLICATION”

Forester Barron stated the Forestry department is seeking approval to apply and, if awarded, enter into a contract with Cal Fire for funding totaling \$125,000 with a hard match of \$25,000 from the NFD. The funding for this grant would be for the purchase of a Morooka MST 100VD, an innovative machine to be used in forest fuels reduction and biomass utilization.

Director Brown moved to approve Resolution 19-20 – “A Resolution Approving the CAL Fire Northstar Community Hazardous Fuels Reduction Program II Grant Application.” 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 19-21 – “A RESOLUTION APPROVING THE CAL FIRE TRUCKEE FOREST PROJECT GRANT APPLICATION”

Forester Barron stated the Forestry department is seeking approval to apply and if awarded, enter into a contract with Cal Fire for funding in the total of \$2,047,500 to treat of 525 acres of forested land with an emphasis on providing a forest fuels reduction zone buffer to the south and southwest of the Northstar boundary. This grant, if awarded, would require the NFD to provide a soft match contribution in use of the District chipper, supplies, use of NFD vehicles and labor from the Forester, Forestry Assistant and the Fire Chief.

Director Cravens moved to approve Resolution 19-21 – “A Resolution Approving the CAL Fire Truckee Forest Project Grant Application.” 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 19-22 – “RESOLUTION APPROVING THE AMENDED FAIRA JOINT POWERS AGREEMENT”

Fire Chief Sean Bailey stated he was seeking approval to changes to the Joint Powers Authority (JPA) and updated Liability Risk Coverage Agreements with the Fire Agencies Insurance Risk Authority (FAIRA). The updates were not substantive and included removing outdated language and exhibits. In addition, FAIRA is requesting all member agencies to sign an acknowledgment form confirming the agencies follow federal and state anti-discrimination laws.

Director Brown moved to approve Resolution 19-22 – “Resolution Approving the Amended FAIRA Joint Powers Agreement.” Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

BREAK 10:35 – 10:46 A.M. MEETING RESUMED

RESOLUTION 19-23 – “A RESOLUTION ACCEPTING OFFER OF DEDICATION OF WATER AND SEWER FACILITIES FOR THE VILLAGE WALK PHASE II SUBDIVISION”

District Engineer (DE) Eric Martin stated that the water and sewer facilities for the Village Walk Phase II subdivision are now ready for acceptance as the District’s punchlist has been completed. The development consists of 22 residential lots and was originally developed by East West Partners and later completed by Mountainside California.

Director Brown moved to approve Resolution 19-23 – “A Resolution Accepting Offer of Dedication of Water and Sewer Facilities for the Village Walk Phase II Subdivision.” Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

2019 HIGHLANDS PRD RECONSTRUCTION AND NORTHSTAR DRIVE PAVEMENT PATCH PROJECT – CONTRACT CHANGE ORDER #1

DE Martin stated that the contract change order #1 is being submitted for Board approval at the suggestion of Placer County to ensure the County’s public contract code requirements are met. The change order is within the 15% allowable increase per the District’s Resolution 07-23 and has been approved by the PRD Committee and Placer County Engineering Manager.

Director Cravens moved to approve 2019 Highlands PRD Reconstruction and Northstar Drive Pavement Patch Project – Contract Change Order #1. Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

ROAD CARE AND SNOW REMOVAL SERVICES AGREEMENT FOR PORTION OF NORTHSTAR DRIVE WHERE PLACER COUNTY TERMINATED MAINTENANCE RESPONSIBILITY

DE Martin stated that under the District entered into a new Road Care and Snow Removal Services agreement with Placer County in June 2019. Under the new agreement, a 0.169 mile portion of Northstar Drive between North Village Drive and the Village was removed as Placer County has abandoned their maintenance responsibilities for the section of roadway. Maintenance responsibility for this portion of roadway have fallen to the adjacent property owners. Ownership parties responsible for the maintenance and snow removal of this portion of roadway have requested an agreement with the District to continue to provide these services.

Director Brown moved to approve Road Care and Snow Removal Services Agreement for Portion of Northstar Drive Where Placer County Terminated Maintenance Responsibility. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

APPROVAL OF OPERATIONS SEASONAL EMPLOYEE JOB DESCRIPTIONS AND COMPENSATION RANGE

Utilities Operations Manager (UOM) Matt Ryan stated there has no formal approval of seasonal positions for Utilities staff though wages have been approved through the budget process. In order to be consistent with the District's practice of Board approved job descriptions and compensation ranges, the Operations seasonal positions and salary ranges are being presented for Board approval. These positions will be included in the salaries and wages presented to the Board on an annual basis.

Director Brown moved to approve Operations Seasonal Employee Job Descriptions and Compensation Range. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

APPROVAL OF CALPERS SECTION 115 PREFUNDING AGREEMENTS AND DELEGATION OF AUTHORITY FORMS

General Manager (GM) Mike Staudenmayer stated this is step one in the District's CalPERS Unfunded Accrued Liability (UAL) management strategy. In order to establish the Section 115 Trust, CalPERS requires Board approval for the Prefunding Agreements and Delegation of Authority Forms. On establishment of the 115 Trust, District staff will recommend the transfer of specific District funds into the accounts within the trust for approval by the Board in order to initialize the UAL management strategy. GM Staudenmayer and Director of Finance and Administration (DFA) Greg Rosenthal attended a CalPERS Section 115 Trust Seminar and determined that the fees through CalPERS are considerably less when compared with private providers. Although the contract is with CalPERS, the investments are managed completely separate from CalPERS pension funds.

Director Witherspoon moved to approve CalPERS Section 115 Prefunding Agreements and Delegation of Authority Forms. Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

FISCAL YEAR 2019-20 ANNUAL OPERATING BUDGET ADJUSTMENT

DFA Rosenthal stated the Fiscal Year 2019-20 Budget was adopted by the Board with changes to be incorporated into the final budget. As part of the process of finalizing the budget and through further staff discussion, it became clear that a more reasonable allocation of Engineering and Utility Operations internal labor was available and that it would provide benefit to the District in the near term. The adjustment will not alter revenues or expenses for the budget District-wide, but will fine-tune the allocation of Engineering and Utility Operations labor to the individual funds supported.

Director Brown moved to approve Fiscal Year 2019-20 Annual Operating Budget Adjustment. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Witherspoon and Stewart. Noes: None. Abstain. None. Absent: None. The motion carried.

DIRECTOR REPORTS

There was no update for this agenda item.

GENERAL MANAGER'S REPORT – STAUDENMAYER

General Manager (GM) Staudenmayer provided the following report:

- Kick-off meeting with the consultants for the Biomass Utilization Scoping Study was held and included District staff and representatives from Northstar California/Vail and Liberty Utilities
- A survey of District facilities to assess opportunities for solar panel installation was conducted
- Placer County adopted a short-term rental ordinance with rules going into effect January 1, 2020, there will be some level of fire inspection required, the cost of which may be reimbursable.

FIRE DEPARTMENT – BAILEY

Chief Bailey provided the following report:

- Chief Bailey and Community Risk Reduction Chief (CRRC) Jason Gibeaut met with Placer County Dispatch Center to put notifications in place that will be reviewed at the next Board meeting.
- Several Fire Department vehicles are in the process of being upgraded with high-low sirens which will be incorporated into the evacuation plan under development.
- The Fire Department website is in the process of being updated for ease of use for homeowners and access to information.
- Fuels reduction work is moving forward. Ten acres of Army Corps land has been completed, as well as mastication work along Northstar Drive.

PUBLIC WORKS REPORT – MARTIN/RYAN

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

- Staff has initiated work on the District’s IT Master Plan.

FINANCE AND ADMINISTRATION UPDATE – ROSENTHAL – 4th QUARTER FINANCIALS

DFA Rosenthal provided the following report:

Through the third month of fiscal year 2019-20, when impacts of Reimbursable, Grant and Capital activities are removed, the District is over year-to-date (YTD) Budgeted Revenue by \$51,981 and under YTD budgeted expense totals by \$41,502. This results in District revenues exceeding expenses by \$385,928 after adding back depreciation and removing the impacts of Reimbursable, Grant and Capital activity.

The portion of the Board report reflecting non-operating revenue should have been updated to reflect an amount of approximately \$61,000 as opposed to the \$189,945 which was carried over from the report from the previous quarter.


AJOURNMENT:

The meeting adjourned at 12:27 P.M.

Respectfully submitted,



Julie Zangara, Secretary of the Board



Cathy Stewart, President of the Board