



N·C·S·D

Northstar Community Services District
900 Northstar Drive, Truckee, CA 96161
P: 530.562.0747 • F: 530.562.1505 • www.northstarcisd.org

Board of Directors
Warren "Chip" Brown, President
Dee Cravens
Nancy Ives
Mike Moll
Michael "Spoon" Witherspoon

General Manager
Michael Staudenmayer

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
MAY 20, 2020 – 9:00 A.M.
ADMINISTRATION/ENGINEERING OFFICE**

President Brown called the meeting to order at 9:00 a.m. Wednesday, May 20, 2020. Roll call followed.

DIRECTORS PRESENT

(Via Teleconference): Brown, Cravens, Ives, Moll, Witherspoon

DIRECTORS ABSENT: None

STAFF PRESENT:

Zangara (via videoconference), Rosenthal, Ryan (via videoconference), Staudenmayer (via videoconference), Martin (via videoconference), Bailey (via teleconference), Gibeaut (via videoconference)

OTHERS PRESENT

(via teleconference): Austin Cho, Jerusha Hall, John Jewett, Kevin Murphy, Tally Leontovich, Susan Safipour

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR

Director Moll moved to approve the following consent calendar items:

- April 15, 2020 Regular Meeting Minutes
- Approval of Claims and Demands – Paid and Unpaid

The Budget Adjustment was taken as a separate item and moved to New Business during the meeting.

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

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:

- Continuing scheduled construction on the Boulders
- Contemplating another phase of the Boulders
- Four Martis 25 lots left
- Defensible space efforts continue in cooperation with the Fire Department
- PRD Committee has a planned project to replace the guard rail

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:

- Northstar working to remain involved in the Community
- Summer modeling and planning continues, no scheduled opening
- Working with Community Risk Reduction Chief (CRRC) Jason Gibeaut on compliance. Ms. Hall expressed gratitude for CRRC going above and beyond in working with Vail.
- NFF Grant work planning continues. The project will take place on the east side of Highway 267.

NEW BUSINESS

FIRE INSURANCE PRESENTATION BY KEVIN MURPHY AND TALLY LEONTOVICH OF SIERRA INSURANCE ASSOCIATES

Kevin Murphy and Tally Leontovich of Sierra Insurance provided a presentation on Fire Insurance. Mr. Murphy stated the fire mitigation efforts within the District are the best they have seen in the region. This work performed by the District is critical, considering the current market.

Ms. Leontovich provided the following highlights during the presentation: the market continues to be difficult in response to recent California wildfires; excess and surplus markets have reached capacity and are unwilling to assume further risk; the 96161 zip code is one of the hardest hit for insurance availability, and premiums continue to rise. Within District boundaries, the defensible space efforts have resulted in little to no mitigation work required post-inspection by insurance companies; however, the issue remains in surmounting the first hurdle of fire-mapping scoring. Fire-mapping scoring is dependent on several factors, including fuels surrounding the residence, points of egress, prevailing wind direction, and the chance of the house surviving a wildfire.

Ms. Leontovich provided three samples of comparative quotes recently obtained by homeowners in the Northstar area. Homeowners in the District have been opting for the California Fair Plan plus a Difference in Conditions Policy. This often results in being underinsured but with a lower monthly premium compared to a conventional admitted insurance carrier's policy. The California Fair plan has forthcoming changes, including coverage for up to \$3,000,000 and up to a 33% rate increase.

908 NORTHSTAR DRIVE LEASE AGREEMENT

District Engineer (DE) Eric Martin stated that Friends of Tahoe Truckee Waldorf will not be renewing their lease agreement for another term. Little Gems of the Sierra, a Waldorf-influenced early education organization, expressed interest in leasing the building. A proposed month to month lease agreement has been drafted for Board consideration. The agreement specifies a \$2,500 monthly rent payment with a June 1st commencement date.

Director Witherspoon moved to approve the 908 Northstar Drive Lease Agreement. Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

2020 ON-CALL INSPECTION SERVICES

DE Martin stated that Board approval is being sought for Farr West Engineering to provide on-call inspection services for Schaffer's Mill Phase 4E – Meadow View Place Apartments and Village Walk Phase 2A, slated for construction this summer. Farr West will provide inspection of the water facilities for Schaffer's Mill 4E and water and sewer facilities for Village Walk Phase 2A to confirm compliance with current District construction standards. Director Moll inquired about the criteria considered in selecting Farr West for for inspection services. DE Martin responded that Farr West inspectors have the certifications, experience and familiarity with codes and regulations necessary to provide satisfactory inspection ensuring that infrastructure dedicated to the District meets specified quality standards.

Director Moll moved to approve 2020 On-Call Inspection Services. Director Witherspoon seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

MARTIS VALLEY TRAIL SEGMENT 3F BOTANICAL SURVEY

DE Martin stated that Board approval is being sought to perform a botanical survey this summer for Martis Valley Trail (MVT) Segment 3F in order to allow construction to proceed in spring 2021. The botanical survey is a requirement of the Environmental Impact Report (EIR) for the MVT Project. If any special-status or rare plant species are identified during the survey, Dudek will provide preconstruction avoidance flagging in accordance with mitigation measures of the EIR.

Director Witherspoon moved to approve Martis Valley Trail Segment 3F Botanical Survey. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

BUDGET ADJUSTMENT #20.07

Director of Finance and Administration (DFA) Greg Rosenthal stated in reviewing the District's quarterly financials, it became apparent that there was a better way to recognize the CalPERS Miscellaneous UAL Additional Discretionary Payment (ADP). DFA Rosenthal stated the net adjustment to the budget is zero and walked the Board through the steps taken to arrive at the proposed budget adjustment.

Step one was reallocating the budget adjustment approved at the April 15, 2020 Board meeting. The original budget adjustment was applied wholly to the Administration fund. The newly proposed budget reallocation divides the adjustment among the three separate funds represented by the CalPERS Miscellaneous plan.

Step two was recognizing the expense impacts to the funds that are supported by Engineering & Utility Operations and Administration. This step allows Engineering & Utility Operations and Administration to charge the funds they support, resulting in the supported funds receiving an expense and Engineering & Utility Operations and Administration receiving revenue.

Step three was to recognize the revenue necessary to support the expenses allocated to the governmental funds and to eliminate the revenues and expenses associated with the internal transactions. Without this final measure, the District's revenue and expenses would be inflated, which would not capture internal transactions correctly.

Director Moll moved to approve the Budget Adjustment #20.07. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

NORTHSTAR COMMUNITY SERVICES DISTRICT CULTURE PRESENTATION

General Manager (GM) Mike Staudenmayer provided the Board with an overview of the process to define the District's Culture and reviewed the overall District Culture 2020 with the Board. CRRRC Gibaut,

Utilities Operations Manager (UOM) Matt Ryan, DE Martin and DFA Rosenthal provided the Board with further insight into the individual efforts to complete the unique departmental sub-cultures.

DIRECTOR REPORTS

Director Cravens reviewed the Airport meeting he attended.

GENERAL MANAGER'S REPORT – STAUDENMAYER

GM Staudenmayer provided the following report:

- Biomass subcommittee has been meeting regularly and is making good progress. The District is exploring a regional option with other local agencies while also formalizing a scope with the USFS Biomass team on a feasibility study for a community project. This District is focusing on shifting from a one-site specific plan to a “Hub and Spoke” approach to accomplish the project.
- The Board was provided with correspondence on the request to the Colonel for the US Army Corp.to begin work on the preferred trail alignment.
- GM Staudenmayer had an article published in the CSDA Special District April issue on the 115 Trust. In the same vein, DFA Rosenthal provided slides and sat on a panel on the topic of pension management in partnership with CalPERS.

FIRE DEPARTMENT – BAILEY

Chief Bailey provided the following report:

- Chief Bailey shared a video of a Northstar Fire Department helicopter rescue of a stranded individual at Emerald Pools
- A second Life & Safety Inspector was hired for the fire department with a start date of May 23
- The impact of Covid-19 on grant fund availability is not yet apparent

PUBLIC WORKS REPORT – MARTIN/RYAN

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

- Water production is up, likely due to the beginning of irrigation season
- 1100 GPM flow rate from Big Springs collection gallery attributed to spring to runoff
- Contractor ran over the console for the gate at the community garbage site. An insurance claim has been filed and approved. The District is awaiting scheduling for repair.

DIRECTOR OF FINANCE AND ADMINISTRATION'S REPORT – 3RD QUARTER FINANCIALS - ROSENTHAL

DFA Rosenthal provided the following report:

- Big impact item of note in the 3rd quarter financial report was the additional CalPERS UAL payment.
- Overall District revenue is under year-to-date (YTD) Budget due to:
 - Fire Operations and Fire Capital revenue 52.8% under YTD Budget due to less Strike-team activity than anticipated
 - Snow Removal Operations revenue being 50.3% under YTD Budget due to most Annual Agreement Revenue arriving in the previous quarter. Additionally, Placer County made a change to the contract that provides revenue after the close of the fiscal year which conflicts with budgeted expectations.
- Reimbursable Revenue is under YTD Budget due to:
 - Trails Maintenance Reimbursable revenue being 97.1% under the YTD budget due to the timing of Martis Valley Trail expenditures.
 - Road Maintenance Reimbursable revenue saw an increase of 46.3% over the YTD budget due to timing and \$50k in revenue beyond the amount budgeted.
- Salary and Wages is 1.2% under budget, attributable mostly to Snow Removal Operations

- DFA Rosenthal referred the Board to the Combined Accounts report in the packet provided by KCM.

DIRECTOR OF FINANCE AND ADMINISTRATION'S REPORT – ROSENTHAL

DFA Rosenthal provided the following report:

- DFA Rosenthal sat on a panel for California Special Districts Association (CSDA) Legislative Days with other industry professionals from CalPERS, investment banking, and financial planning sectors. The topic of the panel discussion was “Prudently and Proactively Managing Your District’s Pension Liabilities.” The goal of DFA Rosenthal was to provide insight and assistance to other agencies that may be struggling with the best approach to handling increasing pension costs. DFA Rosenthal provided the Board with an overview of the slides created for the panel’s presentation.

CLOSED SESSION – 1:20 PM

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.

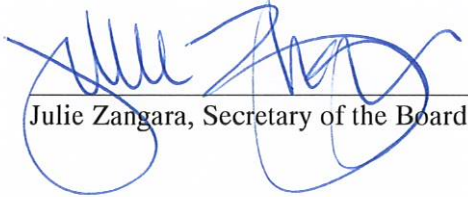
REGULAR MEETING RESUMED 1:51

President Brown stated that no action was taken during the closed session.

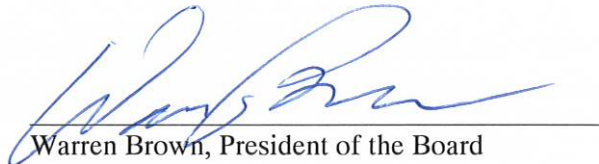
ADJOURNMENT:

The meeting adjourned at 1:56 P.M.

Respectfully submitted,



Julie Zangara, Secretary of the Board



Warren Brown, President of the Board