



# N.C.S.D

Northstar Community Services District  
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## **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  
JUNE 17, 2020 – 9:00 A.M.  
ADMINISTRATION/ENGINEERING OFFICE**

President Brown called the meeting to order at 9:00 a.m. Wednesday, June 17, 2020. Roll call followed.

### **DIRECTORS PRESENT**

(via videoconference): **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 videoconference), Gibeaut (via videoconference)**

### **OTHERS PRESENT**

(via videoconference): **Austin Cho, Jerusha Hall, John Jewett**

### **PUBLIC COMMENT**

There was no public comment.

### **CONSENT CALENDAR**

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

- May 20, 2020 Regular Meeting Minutes
- Resolution 20-07 "Requesting Collection of Sewer Charges on Tax Roll for Tax Year 2020-21"
- Resolution 20-08 "Requesting Collection of Solid Waste Charges on Tax Roll for Tax Year 2020-21"
- Resolution 20-09 "Requesting Collection of Measure "E" Taxes on Tax Roll for Tx Year 2020-21"
- Resolution 20-10 "Requesting Collection of Northstar Community Services Facilities District No. 1 Special Tax for Tax Year 2020-21"
- Approval of Claims and Demands – Paid and Unpaid

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

**Director Cravens joined the meeting at 9:07 A.M.**

### **RECURRING BUSINESS**

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

President Brown stated he attended the Northstar Property Owners Association meeting.

#### **MOUNTAINSIDE BUILDERS UPDATE**

John Jewett provided the following update for Mountainside Builders:

- Finishing second phase of the Boulders
- Phase 3 of construction has begun, anticipated completion of this phase is 2021
- Currently experiencing an increase in sales
- Defensible space efforts continue towards compliance in cooperation with the Fire Department

#### **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:

- Golf Course opening in early July
- Working on return to work protocols
- Working on plans for Bike Park and Food and Beverage but no details are available
- Rob Katz donated \$11.7 million of his stock appreciation rights set to expire in 2021
- Hoping to have defensible space work done by the end of July

#### **NEW BUSINESS**

#### **RESOLUTION 20-11 REQUESTING ELECTION BE HELD IN ITS JURISDICTION; REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE; AND REQUESTING ELECTION SERVICES BY THE COUNTY CLERK**

Human Resources Administrator (HRA) Julie Zangara stated the District has two Board members with terms expiring. In order to provide election services, Placer County requires the Board to pass a resolution. If no election is held, the District will not incur any fees.

**Director Witherspoon moved to approve Resolution 20-11 “Requesting Election be Held in its Jurisdiction; Requesting the Board of Supervisors to Consolidate with any other Election Conducted on Said Date; and Requesting Election Services by the County Clerk.” Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

#### **RESOLUTION 20-12 ACKNOWLEDGING RECEIPT OF REPORT REGARDING INSPECTION OF GROUP E AND GROUP R OCCUPANCIES**

Fire Chief Sean Bailey stated the state requires Fire Departments to report to their Board of Directors completion of inspections for Education Group and Residential Group Occupancies. Chief Bailey stated samples of these properties include Timbercreek Lodge, Northstar Lodge, Village Condos, Welk Resorts, Ritz Carlton and Miner’s Camp. Ten of eleven of these properties have been inspected. The Constellation Properties are under new management and are scheduled to be inspected soon. Rendezvous Huts are working towards compliance following their inspection.

**Director Moll moved to approve Resolution 20-12 “Acknowledging Receipt of Report Regarding Inspection of Group E and Group R Occupancies.” Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

#### **APPROVE THE FIRE CHIEF TO SIGN THE 2020 ANNUAL OPERATING PLAN AND ASSISTANCE BY HIRE AGREEMENT**

Chief Bailey stated this is an agreement with Cal Fire that is renewed annually. The agreement allows for the Fire Department to get paid when providing coverage for Cal Fire. There are no changes from last year.



**Director Ives moved to approve the Fire Chief to Sign the 2020 Annual Operating Plan and Assistance by Hire Agreement. Director Moll seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

**RESOLUTION 20-13 APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION CONSOLIDATED DISPATCH AGREEMENT FOR SERVICES FROM JULY 1, 2020 TO JUNE 30<sup>th</sup>, 2023**

Chief Bailey stated this is a contract for dispatch services via Cal Fire in Grass Valley. There is an annual escalator not to exceed five percent accounted for in the contract. Director Witherspoon inquired about whether Chief Bailey was happy with the current provider. Chief Bailey stated he was happy with the contract and provided an example for context. North Lake Tahoe Fire Department (NLTFD) in Incline Village has historically used Washoe County Dispatch services at a contracted rate of \$300,000. Upon renewal, Washoe County proposed a new contract with a \$1,000,000 increase to \$1.3 million. As a result, NLTFD entered into contract for dispatch with Cal Fire Grass Valley dispatch commencing July 1<sup>st</sup>, 2020. Chief Bailey stated as a result, the Northstar Fire Department may receive less than a five-percent increase.

**Director Witherspoon moved to approve Resolution 20-13 “Approving the Department of Forestry and Fire Protection Consolidated Dispatch Agreement for Services from July 1<sup>st</sup>, 2020 – June 30<sup>th</sup>, 2023. Director Moll seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

**APPROVE REVISED PAY RANGE FOR SEASONAL FIREFIGHTERS**

Chief Bailey stated the seasonal firefighter program was implemented several years ago. The cyclical nature of fire allows for positions to be filled when demand is higher. By employing seasonal firefighters, the District nets a savings in staffing costs without compromising public safety. To remain competitive, Chief Bailey is requesting a revision in the pay range for seasonal firefighters.

**Director Ives moved to approve Revised Pay Range for Seasonal Firefighters. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

**RESOLUTION 20-14 – RESOLUTION ADOPTING THE NORTHSTAR COMMUNITY SERVICES DISTRICT FISCAL OPERATING & CAPITAL BUDGET FOR FY2020-21**

Director of Finance and Administration (DFA) Greg Rosenthal stated the final budget realized no material changes from the preliminary budget presented during the June 10, 2020 Budget Workshop. DFA Rosenthal stated that as discussed during the Budget Workshop, the budget includes the annual loan payment from Fire Operations to Sewer Capital Reserves for repayment of funds borrowed to pay down the CalPERS Safety Unfunded Accrued Liability. DFA Rosenthal stated a page was added for the Pension Stabilization funds showing anticipated interest earnings on the 115 Trust. Director Moll inquired about the correctness of page eight of the budget which showed total amounts of zero. DFA Rosenthal stated that the page shows Capital Projects and it is populated only when capital activity is present and because Engineering & Utility Operations capital expenditures are infrequent, it is not unusual for there to be no fiscal activity shown on this page of the budget.

**Director Witherspoon moved to approve Resolution 20-14 “Resolution Adopting the Northstar Community Services District Fiscal Operating & Capital Budget for 2020-21.” Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

**RESOLUTION 20-15 – RESOLUTION ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21**



DFA Rosenthal stated the District is required to adopt an appropriations limit and staff targets approval to coincide with budget adoption. Background information on the appropriations limit was provided to the Board in the board report for this resolution.

**Director Moll moved to approve Resolution 20-15 “Resolution Establishing an Appropriations Limit for Fiscal Year 2020-21.” Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

#### **RESERVE MANAGEMENT POLICY – SCHEDULES A & B**

DFA Rosenthal stated that the Reserve Management Policy adopted by the District in 2014 and revised in 2018 dictates that contribution and minimum reserve goals would be adopted annually to coincide with the adoption of the District’s operating and capital budget. DFA Rosenthal presented Schedules A & B, which target minimum reserve goals, for adoption.

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

#### **REVIEW OF DISTRICT SALARIES AND SALARY RANGES FOR UNREPRESENTED AND SEASONAL EMPLOYEES FOR FISCAL YEAR 2020-21**

HRA Zangara stated that in March of 2019, the Board directed staff to present the updated salary and salary ranges for unrepresented employees on or around the time of budget adoption each year. During the approval process for the Seasonal Forestry Assistant in June 2019, the Board suggested staff include seasonal position pay ranges as a part of the annual report. Director Cravens inquired about the Cost of Living Adjustment (COLA) for 2020-21 Fiscal Year. HRA Zangara stated it was 1.5%.

#### **RESOLUTION 20-16 ADOPTING FISCAL YEAR 2020-21 SEWER RATES**

District Engineer (DE) Eric Martin stated upon review of sewer rates as a part of the annual budget preparation process, it was determined that the programmed 3.5% annual increase to the operations component of sewer user fees could be forfeited for FY 2020-21 while still meeting revenue requirements to provide sewer services.

**Director Moll moved to approve Resolution 20-16 “Adopting Fiscal Year 2020-21 Sewer Rates.” Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

#### **TANK F BOOSTER PUMP STARTER REPLACEMENT**

DE Martin stated the pump motor soft starter is no longer functional and needs replacement. A proposal from Creekside Electric to replace Tank F Booster Pump motor soft starter was received in the amount of \$6,337. The amount was budgeted for Fiscal Year 2020-21.

**Director Ives moved to approve Tank F Booster Pump Starter Replacement. Director Moll seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

#### **SEWER SIPHON MAIN PIGGING AND ELECTROMAGNETIC INLINE INSPECTION SERVICES**

DE Martin stated per the District’s Sewer System Management Plan (SSMP), siphon main cleaning is to take place every six years to prevent Sanitary Sewer Overflows (SSOs). In addition to cleaning, the pipe condition needs to be monitored to prevent potential failures. In 2014 pipe coupons were collected to assess pipe condition. It was observed that the pipe wall thickness had begun to deteriorate. DE Martin took questions from the Board and a brief discussion ensued.

**Director Moll moved to Sewer Siphon Main Pigging and Electromagnetic Inline Inspection Services. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

#### **WATER TREATMENT PLANT PROGRAMMABLE LOGIC CONTROLLERS REPLACEMENT**

DE Martin stated the programmable logic controllers are no longer supported by the manufacturer and require replacement.

**Director Witherspoon moved to approve Water Treatment Plant Programmable Logic Controllers Replacement. Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

#### **PRE-PAID INFORMATION TECHNOLOGY SUPPORT SERVICES**

DE Martin stated Nims and Associates has been providing IT Support services for the District since 2007. In 2012 a one-year block service agreements was executed with Nims and Associates renewing the District's support. The pre-paid agreement has been renewed annually since this time. DE Martin proposed the District pre-purchase 200 hours. By pre-purchasing the time, the District saves 10% on the hourly rate.

**Director Moll moved to approve Pre-Paid Information Technology Support Services in the amount of \$31, 500. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.**

#### **BIOMASS UTILIZATION COMMITTEE REPORT**

General Manager (GM) Michael Staudenmayer stated the Biomass Committee has achieved the initial goal in evaluating next steps pursuant to the results of the Biomass Utilization Scoping Study. Conversations and concepts discussed by the committee have resulted in two initiatives for the District to explore. The first effort is community-based and involves generating heat to offset heating costs. The second effort is to explore a regional biomass processing center and associated utilization opportunities. The committee is remaining flexible while considering both options.

On the community-based effort, consulting resources to perform a feasibility study are being provided by the US Forest Service Wood Innovations Team, a network of forest services from around the country. Viable options for moving forward should be available by the end of the second scoping study.

#### **DIRECTOR REPORTS**

Director Moll stated he spoke with a sales representative from Core Logic. A committee will be formed to address regional issues with fire insurance.

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

GM Staudenmayer provided the following report:

- Spoke with Core Logic representative to achieve a better understanding of software used by insurance providers.
- GM Staudenmayer was invited to be a part of the Truckee River Watershed Forest Health Team
- Met with Forester and Northstar California/Vail representatives on the area of the 800-acre fuel break along 267. The Army Corp. land is not currently included in the scope of the project, despite the high-risk, critical area.
- Spoke with Placer County which is about to go to bid on Martis Valley Trail Segment 3B.
- Martis Valley Trail Segment 3F is under design with a plant survey about to proceed
- Received feedback from the Army Corp. on Martis Valley Trail Section 1B2 and 3A mostly concerning technical specifications.



- Conversations continue about the CFD with both Northstar California/Vail and Mountainside Builders.
- There have not been any public or internal concerns about the current Covid-19 protocols.
- During the recent, weekly Management meeting, current events including the national attention drawn to racial issues was discussed. The District's recent cultural exercise lent itself well to ensure all departments of the District promote and inclusive environment.

#### **FIRE DEPARTMENT**

Chief Bailey provided the following report:

- Prevention efforts continue, with an emphasis on evacuation routes and dead or dying trees
- Defensible Space efforts have resulted in 148 property inspections to date. The goal for this year is 350 and the District is expected to meet and probably exceed this goal.
- Chief Bailey will look into having a publicly available Defensible Space Dashboard on the website.
- The burn ban went into effect on June 15<sup>th</sup>. Placer County bans burning for short-term rentals. The burn ban will stay in effect until approximately November.

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

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

- Senior Utility Services Worker, Conan Savage has been working hard to rehabilitate TMT system.
- Staff continues to work on maintaining physical distancing protocols

#### **CLOSED SESSION – 11:25 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 AT 12:47 P.M.**


President Brown stated that GM Staudnemayer's performance review was completed. A contract has not been finalized and Closed Session will be held during the July Board meeting pursuant to this matter.

#### **ADJOURNMENT:**

**The meeting adjourned at 12:49 P.M.**

Respectfully submitted,

  
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Julie Zangara, Secretary of the Board

  
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Warren Brown, President of the Board