



# N·C·S·D

Northstar Community Services District  
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**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  
OCTOBER 16, 2019 – 9:00 A.M.  
ADMINISTRATION/ENGINEERING OFFICE**

Vice President Ives called the meeting to order at 9:00 a.m. Wednesday, October 16, 2019. Roll call and Pledge of Allegiance followed.

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

**DIRECTORS ABSENT:** Stewart

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

**OTHERS PRESENT:** Nancy Barna, Pat Davison, John Jewett, Jerusha Hall, Deirdra Walsh, Jerusha Hall, Jason Gibeaut, Austin Cho (via telephone), Cathy Stewart (via telephone)

**PUBLIC COMMENT**

There was no public comment.

**9:04 A.M. VICE PRESIDENT IVES CALLED THE PUBLIC HEARING TO ORDER**

**PUBLIC HEARING TO ADOPT THE NORTHSTAR COMMUNITY SERVICES DISTRICT IMPACT FEE STUDY AND CAPITAL IMPROVEMENT PLAN AND ESTABLISHING THE CAPITAL ASSETS MITIGATION FEE**

Fire Chief Sean Bailey stated the District conducts an annual fee study to determine whether or not a mitigation fee increase is recommended. In 2008, the Northstar Fire Department contracted with Willdan Financial Services to complete a revised Fire Facilities Impact Fee Study. The 2008 study was adopted by the Northstar Community Services District (NCS D) Board of Directors in 2009. The annual plan update is required on an annual basis as part of Government Code 66000 for agencies that collect mitigation fees. Proposed increases are based on the Engineering News Record Construction Cost Index (ENRCCI) as outlined in the Northstar Fire Department Capital Facilities Plan and recommended by the 2009 Willdan report as the most appropriate inflation indicator for mitigation fees. This year's study supported a cost increase of \$0.03 (three cents) which increases the fee collected from \$1.11 per square foot to \$1.14 per square foot.

Pat Davison, Government Affairs Manager for the Contractors Association of Truckee Tahoe (CATT) stated there was advance notice and adequate time to review the proposed increase and there are no issues or concerns with the 2.5% increase. Ms. Davison stated that our last Fire Facilities Impact Fee Study was performed ten years ago, normally the studies are performed every five years. Ms. Davison stated when impact fee studies are updated, generally an increase in the fees will be established. The position of the CATT is if an increase of 10% or larger was proposed in an updated study, they would ask that the increase be phased in.

**Director Witherspoon moved to adopt Resolution 19-15 “A Resolution of the Board of Directors of the Northstar Community Services District Adopting the District Capital Fire Facilities Plan and Capital Improvement Plan, and Establishing the Capital Assets Mitigation Fee for the 2019-2020 Fiscal Year.” Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Witherspoon. Noes: None. Abstain. None. Absent: Stewart. The motion carried.**

## **9:13 A.M. VICE PRESIDENT IVES CLOSED THE PUBLIC HEARING**

### **CONSENT CALENDAR**

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

- September 18, 2019 Regular Meeting Minutes
- Approval of Claims and Demands – Paid and Unpaid

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

### **RECURRING BUSINESS**

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

There was no update for this agenda item.

#### **NORTHSTAR CALIFORNIA/VAIL UPDATE – 18 MINUTES**

Deirdra Walsh and Jerusha Hall provided the following Northstar California/Vail update:

- Deirdra Walsh introduced herself as the new General Manager of Northstar California/Vail
- Opening day is November 22
- At least fifty acres of fuels reduction will be completed this season, exclusive of acreage being completed by Northstar CSD’s Forester
- Martis Valley Trail Phase 3B is moving forward, looking to have easements recorded by the end of November to secure Caltrans funding
- As part of Epic Promise, 2.4 million dollars was invested in energy efficiency upgrades, achieving 25% of the goal
- 44% waste (eleven million pounds) diversion from landfills accomplished

#### **MOUNTAINSIDE BUILDERS UPDATE**

John Jewett provided the following Mountainside Builders update:

- Progress with construction efforts at the Boulders continues with five units in two buildings under construction
- Two Martis 25 lots under contract
- Audited properties out of compliance for defensible space, approved proposals with contractors to get approximately 20 acres of property into compliance within the year.
- PRD Project for Highlands View and Ridgeline Roads are expected to be completed on time

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

Nancy Barna provided the following NPOA update:

- Winterizing the recreation center
- The arcade is closing at the end of the month, due to the current vendor liquidating all assets
- Tim Fulton working on replacements and researching other vendors for the arcade
- The recreation center is closing for Clean Week November 4-7
- November 16 is the next NPOA Board of Directors meeting. Budget is due to be introduced and approved at the meeting.
- NPOA will be accepting electronic payments for association dues this year
- Northstar Living Magazine fall issue due to be sent to all property owners

**NEW BUSINESS**

**RESOLUTION 19-16 - A RESOLUTION SETTING FORTH FINDINGS TO AMEND 2019 CALIFORNIA FIRE CODE ADOPTION**

Chief Bailey stated said Resolution 19-16 sets forth findings of the unique, local conditions that compel the District to modify and change the 2019 California Fire Code.

**Director Brown moved to approve Resolution 19-16 – “A Resolution Setting Forth Findings to Amend 2019 Fire Code Adoption.” Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Witherspoon. Noes: None. Abstain. None. Absent: Stewart. The motion carried.**

**INTRODUCTION OF PROPOSED ORDINANCE 36-19 – AN ORDINANCE AMENDING AND ADOPTING THE 2019 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE (TITLE 24, CALIFORNIA CODE OF REGULATIONS), PART 9 (2019 CALIFORNIA FIRE CODE) AND APPENDICES; AND REPEALING ORDINANCE NO. 33-16 OF THE NORTHSTAR COMMUNITY SERVICES DISTRICT AND ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH.**

Director Witherspoon moved to waive the reading Proposed Ordinance 36-19. Director Ives directed staff to send the Ordinance to the County for their review, comment and approval.

**RESOLUTION 19-17 – SUPPORTING AN AGENCY PARTNERSHIP WITH TRUCKEE TAHOE AIRPORT DISTRICT FOR A GRANT TO PURCHASE AN OFF-ROAD RESCUE UTILITY VEHICLE (UTV)**

Chief Bailey stated the Northstar Fire Department (NFD) has the opportunity to apply for a grant through an agency partnership with the Truckee Tahoe Airport District (TTAD). The partnership will allow the NFD to seek funding through the agency partnership to purchase a new all-terrain rescue vehicle. The new all-terrain vehicle would allow the NFD to retire the two snowmobiles that have been in service since 2000. The District will provide a “soft match” of its Rescue Program equal to the amount being requested through the partnership.

**Director Witherspoon moved to approve Resolution 19-17 – Supporting an Agency Partnership with Truckee Tahoe Airport District for a grant to purchase an off-road Rescue Utility Vehicle (UTV). Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Witherspoon. Noes: None. Abstain. None. Absent: Stewart. The motion carried.**

**APPROVAL OF NORTHSTAR BIOMASS UTILIZATION SCOPING STUDY**

General Manager (GM) Mike Staudenmayer stated that the District staff has extensively researched the potential District biomass facility and is poised to engage consultants with industry expertise that have been identified during the course of the research. The consultants will assist in defining the problem, identifying the technology, site opportunities and proximity to various facilities for potential benefit. The District is looking to engage Wildphor Consulting Services in the Northstar Biomass Utilization Scoping Study.

GM Staudenmayer took questions from the Board. A brief discussion ensued.

**Director Brown moved to approve the Northstar Biomass Utilization Scoping Study not to exceed \$27,000. Director Witherspoon seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Witherspoon. Noes: None. Abstain: None. Absent: Stewart. The motion carried.**

**SKIDDER SEWER MAIN REPAIR – NOTICE OF COMPLETION**

There was no discussion for this agenda item.

**Director Cravens moved to approve the Skidder Sewer Main Repair – Notice of Completion. Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, and Ives. Noes: None. Abstain: Witherspoon. Absent: Stewart. The motion carried.**

**10:15 A.M. RECESS – 10:23 A.M. – REGULAR MEETING RESUMED**

**ON-CALL SCADA SUPPORT SERVICES**

GM Staudenmayer stated the On-Call Scada Support Services are required to maintain the District’s existing SCADA infrastructure. GM Staudenmayer provided an overview of the current capabilities of the District’s IT infrastructure and additionally provided scenarios in which the on-call SCADA support services would benefit and protect the District from program and system failures.

Director Ives inquired about the difference in cost between this year and the prior year’s service. GM Staudenmayer stated that this is due to a higher level of resource needed to manage this critical infrastructure. Director of Finance and Administration (DFA) Greg Rosenthal stated the District would only be billed for time and materials up to the amount stated.

**Director Brown moved to approve On-Call SCADA Support Services not to exceed \$76,800. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Witherspoon. Noes: None. Abstain: None. Absent: Stewart. The motion carried.**

**PRE-PAID INFORMATION TECHNOLOGY SUPPORT SERVICES**

GM Staudenmayer stated that for the past five years, our outside network support has been approximately \$20,000. By pre-purchasing hours, the District realizes a 10% discount for services provided through Nims and Associates by Aaron Dinette. Information Technology/GIS Coordinator (ITGISC) Steve Goates having expanded his knowledge base, the recommendation is to pre-purchase 127 hours of outside consulting services to receive the 10% discount offered through pre-purchasing.

**Director Witherspoon moved to approve Pre-Paid Information Technology Support Services. Director Brown seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Witherspoon. Noes: None. Abstain: None. Absent: Stewart. The motion carried.**

**AUTHORIZATION OF GENERAL MANAGER TO SIGN PLACER COUNTY CAP COMMITTEE SEAT APPOINTMENTS FOR SPECIAL DISTRICT SEATS**

GM Staudenmayer stated that Special Districts were assigned two seats on the Capital Projects Advisory (CAP) Committee and a process was established by the five eligible Special Districts (NCSD, North Tahoe Public Utility District, Squaw Valley Public Service District, Tahoe City Public Utility District and Truckee Tahoe Airport District) to rotate representatives among the districts both in basin and out of basin. GM Staudenmayer is seeking the authority to sign the form to inform Placer County the NCSD approves of the appointees which are Dan Wilkins from the TCPUD and Kevin Smith from the TTAD.

**Director Cravens moved to approve Authorization of General Manager to Sign Placer County CAP Committee Seat Appointments for Special District Seats. Director Witherspoon seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives and Witherspoon. Noes: None. Abstain. None. Absent: Stewart. The motion carried.**

**DIRECTOR REPORTS**

President Stewart stated attended a meeting on short term rentals on behalf of the District.

**GENERAL MANAGER’S REPORT – STAUDENMAYER**

GM Staudenmayer provided the following report:

- Held the first Martis Valley Groundwater Management Plan stakeholder working group since the adoption of the Groundwater Management Plan (GMP) in 2013 due to the SMGA regulations.
- Applied for a \$500,000 grant for the TOT fall grant cycle for the Martis Valley Trail project.
- Met with Simple Solar to tour District facilities for potential solar energy opportunities. The District will receive a recommendation on where we could benefit from solar energy at District facilities.
- Met with the Placer County Sherriff’s Office along with Community Risk Reduction Chief (CRRC) Jason Gibeaut and Chief Bailey regarding evacuation.

**FINANCE AND ADMINISTRATION UPDATE – ROSENTHAL**

Director of Finance and Administration (DFA) Rosenthal provided the following report:

- The UAL presentation will be at the November meeting
- GM Staudenmayer and DFA Rosenthal had a call with a GovInvest Actuary to share in detail the District plan. The actuary approved of the process being employed by staff.
- GovInvest will be able to update the software with the most up to date CalPERS information prior to the next board meeting
- GovInvest software was updated to model 115 Trust activity which will allow staff to more appropriately analyze the financial impacts of trust activity
- DFA Rosenthal is wrapping up the work required for the annual financial statement audit and anticipates the presentation by James Marta at the December board meeting
- Application period for the Administrative/Customer Service Specialist has closed and interviews will be held within the next two weeks.

**FIRE DEPARTMENT – BAILEY**

Chief Bailey provided the following report:

- Chief Bailey and Forester Joe Barron met with the United States Army Corp. of Engineers regarding the start of the Martis Fuels Reduction project due to begin on October 22.
- Attended the 2019 Cal Fire Grant Workshop with Forester Barron and Forestry Assistant Cooper Anderson. There are five to six grants the Fire Department will be applying for.
- Seasonal Defensible Space Inspector Brandon Olk’s last day will be October 21
- The Green Waste Recycling Center is closed for the season.

- The District Evacuation Plan has seen a great deal of progress in the last month including:
  - The WEA alert system is set up for District Captain's to use through Placer County
  - Reverse 911 has been established through Placer County
  - Northstar NIXLE
  - Fixed Siren and LRAD study is in progress
  - Half of the safety vehicles for both Northstar Fire Department and most Placer County Sheriff's Department are equipped with a hi/lo sirens that could be implemented after public education.
  - Placer County sent out two of their lieutenants along with Chief Bailey and CRRC Gibeaut to drive all evacuation routes and roads in Northstar and visited emergency temporary refuge areas. Placer County Sherriff's Office will present at the next District Board meeting to educate the Board on their role in the evacuation procedure.

**PUBLIC WORKS REPORT – RYAN**

Utilities Operations Manager (UOM) Ryan provided the following report:


- With the Highlands View Roads project near completion, operations staff is preparing to snow stake the road. Staking will take place in front of the guard rails.
- Senior Utilities Service Worker Conan Savage completed the section of TMT along Bid Springs Drive.
- One seasonal utility worker was hired for the winter season
- The replacement truck for the former lift truck was delivered

**AJOURNMENT:**

**The meeting adjourned at 11:39 A.M.**

Respectfully submitted,

  
 Julie Zangara, Secretary of the Board

  
 Cathy Stewart, President of the Board