



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
APRIL 15, 2020 – 9:00 A.M.
ADMINISTRATION/ENGINEERING OFFICE**

President Brown called the meeting to order at 9:00 a.m. Wednesday, April 15, 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)

OTHERS PRESENT

(via teleconference): Austin Cho, Jerusha Hall, Tim Fulton, John Jewett

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR

Director Moll moved to approve the following consent calendar items:

- March 18, 2020 Regular Meeting Minutes
- Approval of Claims and Demands – Paid and Unpaid
- Budget Adjustments

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

RECURRING BUSINESS

MEETINGS ATTENDED BY NCSD BOARD MEMBERS

Director Cravens attended Airport meeting.

NORTHSTAR CALIFORNIA/VAIL UPDATE

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

- Copper Lane is remaining open for grocery items
- Mountain Operations are being patrolled by Public Safety
- The Mountain closed March 14
- 50,000 pounds of food donated by Vail Resorts with Northstar contributing 21,000 pounds to TTUSD
- Some year-round employees are furloughed for at least two months
- Six-month salary reduction for all salary employees

MOUNTAINSIDE BUILDERS UPDATE

John Jewett provided the following update for Mountainside Builders:

- Continuing scheduled construction on the Boulders
- In contract for Lot 17 at Martis 25
- Projects advancing despite Covid-19
- Tahoe Mountain Resorts Foundation set up a Covid-19 relief fund
- Mountainside defensible space efforts are ongoing

NORTHSTAR PROPERTY OWNERS ASSOCIATION (NPOA) UPDATE

Tim Fulton provided the following update for NPOA:

- Recreation center closed indefinitely
- Discussions and strategic planning for reopening continue
- Administrative operations continue with a rotational staff

NEW BUSINESS

JAMES MARTA AND CO. 2020, 2021, & 2022 ANNUAL FINANCIAL AUDIT SERVICES ENGAGEMENT LETTER

Director of Finance and Administration (DFA) Greg Rosenthal stated the Engagement Letter is standard practice by James Marta and Company. To maintain auditor independence, lead auditors will be rotated on the District's annual audit as required. The agreement will cover audit services for the next three fiscal years: 2019-20, 2020-21, and 2021-22.

Director Witherspoon moved approve the James Marta and Co. 2020, 2021, & 2022 Annual Financial Audit Services Engagement Letter. 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 20-05 – RESOLUTION ACCEPTING OFFER OF DEDICATION OF WATER FACILITIES FOR THE SCHAFFER'S MILL PHASE 2E SUBDIVISION

District Engineer (DE) Eric Martin stated that the water facilities for the Schaffer's Mills Phase 2E subdivision are now ready for acceptance as the District's punchlist has been completed. The development consists of 36 residential lots and was developed by New Martis Partners, LLC. Director Moll inquired about inspection of the water infrastructure. DE Martin stated the District contracted with Farr West Engineering for inspection of the water infrastructure. Additionally, New Martis Partners has provided a one-year maintenance bond for the water infrastructure.

Director Ives moved to approve Resolution 20-05 – Resolution Accepting Offer of Dedication of Water Facilities for the Schaffer's Mill Phase 2E Subdivision. 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 20-06 – RESOLUTION ACCEPTING OFFER OF DEDICATION OF WATER FACILITIES FOR THE SCHAFFER'S MILL PHASE 3C SUBDIVISION

District Engineer (DE) Eric Martin stated that the water facilities for the Schaffer's Mills Phase 3C subdivision are now ready for acceptance. The development consists of 38 residential lots and was developed by New Martis Partners, LLC. The District's punchlist has been completed with the exception of processing final as-built drawings. The final as-builts will be submitted by the developer's engineering

consultant today (April 15). Water infrastructure inspection was performed by Farr West Engineering. Additionally, New Martis Partners has provided a one-year maintenance bond for the water infrastructure.

Director Witherspoon moved to approve Resolution 20-06 – Resolution Accepting Offer of Dedication of Water Facilities for the Schaffer’s Mill Phase 3C Subdivision. Director Cravens seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

DIRECTOR REPORTS

There was no update for this agenda item.

GENERAL MANAGER’S REPORT – STAUDENMAYER

GM Staudenmayer provided the following report:

- District employee who tested positive for Covid-19 is doing well
- No new positive cases in the District
- Attended a North Lake Tahoe briefing, the case load has stabilized in the region. Hospitalizations fluctuate between 2-6 cases.
- A commercial customer approached the District about Covid-19 related leniency.
- Biomass committee continues to meet in an effort to move in the direction of a phase two feasibility study.
- The culture club is close to finalizing the District Culture document and intends to present to the Board at the May meeting.
- Martis Valley Trail discussion and planning are very active with continued participation from the US Army Corp.
- Coordination with Zone 4 parties on fuels reduction is slowly being explored

DIRECTOR OF FINANCE AND ADMINISTRATION’S REPORT – ROSENTHAL

DFA Rosenthal provided the following report:

- Regarding leniency for late utility billing payments, absent the results of a phone survey polling the practices of other local agencies, the recommendation would be to elongate the grace period for payments from 30 to 90 days or to consider leniency on a case by case basis.

Director Witherspoon recommended the District take a blanket approach to addressing leniency and assessing penalties. Director Ives stated it would be worthwhile to consider customer history in these cases.

- Procedures that have been put in place to protect the health and safety of administrative staff were reviewed with the Board, including a hybrid work schedule in which essential office staff works 30% on site and 70% remotely.
- The importance for the District maintaining an environment that relies on internal controls in order to uphold accurate record keeping and financial oversight through the COVID-19 pandemic was highlighted.
- The administration building has implemented all recommendations of the CDC and OSHA, some intuitively and prior to publication.
- California Employers’ Pension Prefunding Trust (CEPPT) is showing larger than expected interest earnings based on the timing of the initial deposits.

FIRE DEPARTMENT – BAILEY

Chief Bailey provided the following report:

- Hospital capacity has been a concern, but current numbers have everyone cautiously optimistic
- Zoom meetings six days a week with Placer County, including the County Health Officer and regional fire chiefs.
- Forest fuels crews are working along main roads and the western boundary of the District

- Updating community wildfire protection plan
- Fuels management work continues on the western boundary
- Diligent effort to protect staff continues to prevent exposure to Covid-19.
- Three individuals tested from the department have come back negative
- Call volume has decreased
- Second defensible space inspector hiring is currently on hold
- The department is considering a grace period for defensible space requirements during the pandemic.

President Brown suggested Sierra Insurance provide their presentation via Zoom at the next Board meeting. The Board recommended the department move forward with hiring a second defensible space inspector.

PUBLIC WORKS REPORT – MARTIN/RYAN

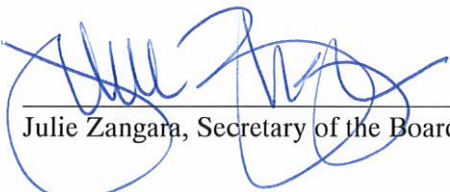
DE Martin and Utilities Operations Manager (UOM) Matt Ryan provided the following report:

- DE Martin presented a letter from Friends of Tahoe Truckee Waldorf requesting leniency to terminate their lease of 908 Northstar Drive effective immediately. Given the circumstances of current Covid-19 closures, it was agreed by the Board and staff that the lease agreement could be terminated as requested.
- Little Gems of the Sierra, an early childhood development organization affiliated with Friends of Tahoe Truckee Waldorf, has requested that the District consider a month to month lease for 908 Northstar Drive. DE Martin will draft a lease agreement for the Board’s consideration at the May meeting.
- Placer County reported that segment Martis Valley Trail Segment 3B is moving forward and may go out to bid as early as the end of April.
- The Golf Course intends to use the same amount of water from the District as last season.
- Utilities continues operations while observing all distancing guidelines

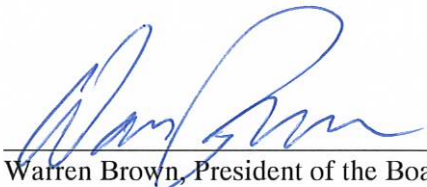
ADJOURNMENT:

The meeting adjourned at 11:01 A.M.

Respectfully submitted,



Julie Zangara, Secretary of the Board



Warren Brown, President of the Board