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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 JULY 15, 2020 – 9:00 A.M. VIA ZOOM

President Brown called the meeting to order at 9:09 a.m. Wednesday, July 15, 2020. Roll call followed.

DIRECTORS PRESENT

(via videoconference): Brown, Cravens, Ives (joined at 9:34) , 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.

PUBLIC HEARING

President Brown opened the public hearing at 9:09 A.M.

Public Hearing to consider placing delinquent water charges, with penalties thereon, that remain delinquent as of June 30, 2020 on the property tax bill for the respective lot or parcel. The area of real property within which the delinquent charges and penalties will be applicable is the area within the boundary of the Northstar Community Services District.

President Brown closed the public hearing at 9:11 A.M.

RESOLUTION 20-17 REQUESTING COLLECTION OF DELINQUENT WATER CHARGES ON TAX ROLL FOR TAX YEAR 2020-2021

Director Cravens moved to adopt resolution 20-17 "Requesting Collection of Delinquent Water Charges on Tax Roll for Tax Year 2020-2021". Director Witherspoon seconded, roll call was taken. Yes: Directors Brown, Cravens, Moll and Witherspoon. Noes: None. Abstain: None. Absent: Ives. The motion carried.

CONSENT CALENDAR

Director Witherspoon moved to approve the following consent calendar items:

- June 17, 2020 Regular Meeting Minutes
- Approval of Claims and Demands – Paid and Unpaid

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

RECURRING BUSINESS

MEETINGS ATTENDED BY NCSD BOARD MEMBERS

Director Cravens attended the Airport meeting.

NORTHSTAR CALIFORNIA/VAIL UPDATE

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

- The Bike Park is open in a limited capacity on Friday, Saturday and Sundays
- The Golf Course will open fully on July 15.
- Limited food and beverage service
- Employee Covid-19 screening starts at 5:30 A.M. each day
- Defensible space projects continue
- Winter operations in early planning stages and present a challenge, specifically with food and beverage services

MOUNTAINSIDE BUILDERS UPDATE

John Jewett provided the following update for Mountainside Builders:

- Finishing Phase II of the Boulders Project
- Phase III of construction has begun, anticipated completion of this phase is August of 2021
- Currently experiencing an increase in sales
- Defensible space work for 2020 has been completed and Mountainside Builders are compliant

Director Ives joined the meeting at 9:34 A.M.

NORTHSTAR PROPERTY OWNERS ASSOCIATION (NPOA) UPDATE

There was no update for this agenda item.

NEW BUSINESS

SCHAFFER'S MILL PHASE 3D FACILITIES AGREEMENT

District Engineer (DE) Eric Martin stated that New Martis Partners is seeking to move forward this summer on the eight-lot Schaffer's Mill Phase 3D subdivision project. Facilities Agreements bind the developer to certain requirements for construction and acceptance of new water infrastructure.

Director Witherspoon moved to approve Schaffer's Mill Phase 3D Facilities 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.

APPROVAL TO SIGN A CONTRACT WITH BRYCER COMPLIANCE ENGINE FOR COMMERCIAL FIRE INSPECTION RECORDS

Fire Chief Sean Bailey stated Brycer is a compliance engine, software company employed by other local fire departments for the purpose of notifying property owners when inspections and testing of their fire protection systems are past due. The contractors who perform the testing will be required to upload paperwork validating the fire protection systems have been inspected and/or tested to the compliance engine. There is no cost to the District and the contractors who perform the testing are charged a nominal fee per building they inspect.

Director Moll moved to approve Signing a Contract with Brycer Compliance Engine for Commercial Fire Inspection Records. Director Ives seconded, roll call was taken, Yes: Directors Brown, Cravens, Ives, Moll and Witherspoon. Noes: None. Abstain. None. Absent: None. The motion carried.

APPROVAL TO SIGN A CONTRACT WITH LEXIPOL FOR FIRE DEPARTMENT POLICIES AND PROCEDURES MANAGEMENT

Chief Bailey stated Fire Departments are required to document and follow policies and procedures influenced by federal, state and local agencies. Lexipol provides fire department policies and procedures that meet these complex and evolving standards. Lexipol policies and procedures are written and updated by fire service experts then reviewed by lawyers; additionally, older required policies are updated to reflect continual changes. Neighboring departments have used Lexipol for years and provided highly favorable feedback about the Lexipol service.

Director Moll moved to approve Signing a Contract with Lexipol for Fire Department Policies and Procedures Management. 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 20-18 RESOLUTION MAKING NON-SUBSTANTIVE AMENDMENTS TO THE CONFLICT OF INTEREST CODE

Human Resources Administrator (HRA) Julie Zangara stated the Political Reform Act requires every local government agency to review its Conflict of Interest (COI) code every two years to determine if it complies with current law, accurately depicts the appropriate list of designated employees and the disclosure level, and clearly indicates the agency filing officer. If the code does not adequately address the requirements, then it must be amended. Upon initial review, amendments needed to be made to the COI code. Specifically, the amendments would include removing the Director of Human Resources position and updating to the title of Director of Finance and Administration position.

During review of the COI code, General Manager (GM) Mike Staudenmayer stated the Board should consider the addition of the Community Risk Reduction Chief (CRRC) to the COI as responsibilities of this position routinely include making purchase decisions for the District. Additionally, the CRRC, on occasion, has the opportunity at board meetings to affect governmental decisions.

The Board agreed with the additional amendment recommended the Resolution be tabled until August board meeting.

DIRECTOR REPORTS

There was no update for this agenda item.

GENERAL MANAGER'S REPORT – STAUDENMAYER

GM Staudenmayer provided the following report:

- Garbage and refuse removal has risen as a point of issue, specifically with codons and the dumpster site. Dumpsters have been filled beyond capacity creating a multitude of issues for owners and bear activity. Staff is working on solutions with Tahoe Truckee Sierra Disposal. The District is also working with Northstar Property Owner's Association to lock the dumpsters in the evening. Discussion on long-term solutions and towards contracting services with TTSD continue on a twice-weekly basis.
- The gate repair at the dumpster site was repaired prior to July 4.
- The Biomass project is moving forward. DE Martin is working with the U.S. Forest Service to provide them data on potential facility implementation within the community. Regionally, discussions continue with Sierra Business Council and Tahoe Truckee Community Foundation.

GM Staudenmayer will be presenting at the next Forest Future Salon Series on biomass utilization. This opportunity will broaden exposure to the project and the intent of the project.

- The Fire Insurance Subcommittee is awaiting a meeting with Core Logic that has not materialized.
- Working on submittal for Martis Valley Trail 1B2 and 3A.
- District is doing well on the Covid-19 front. Two operations staff were tested, waited in excess of ten days for the results, both which were negative. Testing times may prove to be problematic and it is something the District will look to manage proactively with this consideration.
- GM Staudenmayer resumed regular monthly meetings with each operating group. The meetings are held outside with respect to ongoing protocols put in place to prevent the spread of the virus.

FIRE DEPARTMENT

Chief Bailey provided the following report:

- Two small wildland fire incidents were reported to the Board. Each incident was limited to a few acres.
- The department responded to a small structure fire due to a bird's nest on top of a halogen light.
- Crews responded to a couple of firework incidents in the Aspen Grove area. Chief Bailey and CRRC Jason Gibeaut canvassed the condominium complex and identified the likely perpetrators. Another incident occurred on Skidder Trail. Again, the area was canvassed, and again, perpetrators were likely identified. The department takes all such reports seriously.

PUBLIC WORKS REPORT – MARTIN/RYAN

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

- Utilities Operations staff has responded to several incidents regarding trash. UOM Ryan has received many calls from concerned residents. Staff is responding as best and as quickly as possible.
- Defensible Space efforts have increased noticeably from last year to this year.
- Trail maintenance continues as activity increases.
- Operations staff is focused on water supply in response to the added demand on the system as a result of the golf course reopening.
- Operations staff is currently exercising valves as part of water system routine maintenance.

CLOSED SESSION – 10:47 A.M.

The Board adjourned to closed session regarding the following:

- Personnel Matters (Government Code Section §54957(b)(1)). Public Employee Contract -- Position Title: General Manager.

REGULAR MEETING RESUMED AT 12:01 P.M.

President Brown stated that GM Staudenmayer's contract had been settled and should reflect a 5% salary increase retroactively effective to the beginning of Fiscal Year 2020-21. Updates to the contract are pending legal review and approval will be finalized in open session at the August board meeting.


ADJOURNMENT:

The meeting adjourned at 12:18 P.M.

Respectfully submitted,



Julie Zangara, Secretary of the Board



Warren Brown, President of the Board