



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-3  
4 Pages

## FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) DESIGNATE DISTRICT CONTACTS

**DATE:** November 18, 2024

**TO:** District Board Members

**FROM:** Sam Donahue, Operations Superintendent

**SUBJECT:** Designate District Contacts for FEMA

**BACKGROUND:** A *Designation of Applicant's Agent Resolution* for Non-State Agencies (Cal OES Form 130) is required for the District to be eligible to receive State and/or Federal funding in the event of an emergency. A resolution older than three years is invalid. The resolution is universal and effective for all open and future emergencies/disasters up to three years following the date of approval by the Board.

**DISCUSSION:** The last *Designation of Applicant's Agent Resolution* was authorized by the Board of Directors on November 15, 2022. A new form is required to change the title of the designated operations personnel and the name of one of the Board members. The attached *Designation of Applicant's Agent Resolution* for Non-State Agencies (Cal OES Form 130) authorizes the following personnel as the authorized agents for the Olympic Valley Public Service District: Fire Chief, Operations Superintendent, or District Engineer.

**ALTERNATIVES:**

1. Adopt Resolution 2024-30 Designating Authorized Agents with the Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency Services (OES)
2. Do not adopt Resolution 2024-30

**FISCAL/RESOURCE IMPACTS:** There are no fiscal impacts to adopting the Resolution. However, if it is not adopted and the District is ineligible to receive State and/or Federal funding, or if that funding is delayed, there could be future resource impacts.

**RECOMMENDATION:** Adopt Resolution 2024-30

**ATTACHMENTS:** Resolution 2024-30; CAL-OES Form 130

**DATE PREPARED:** November 12, 2024

**RESOLUTION 2024-30**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
DESIGNATING AUTHORIZED AGENTS  
WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES (OES)**

**WHEREAS**, the Olympic Valley Public Service District recognizes the threat that natural disasters and hazards pose to people and property within our community; and

**WHEREAS**, the Governor's Office of Emergency Services requires authorized agents be authorized by the Governing Body to engage with FEMA and OES regarding grants applied for by the applicant.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Olympic Valley Public Service District hereby designates Authorized Agents for all FEMA and OES related matters as attached hereto and incorporated herein by this reference.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of November 2024 at a regular meeting of the Board of Directors of the Olympic Valley Public Service District, by the following vote on roll call:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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Bill Hudson, Board Vice-President

ATTEST:

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Jessica Asher, Board Secretary

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Olympic Valley Public Service District  
(Governing Body) (Name of Applicant)

THAT Fire Chief, OR  
(Title of Authorized Agent)

Operations Superintendent, OR  
(Title of Authorized Agent)

District Engineer  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Olympic Valley Public Service District, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Olympic Valley Public Service District, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 18 day of November, 2024

Dale Cox, OVPSD Board President  
(Name and Title of Governing Body Representative)

Bill Hudson, OVPSD Board Vice President  
(Name and Title of Governing Body Representative)

Katy Hover-Smoot, OVPSD Board Member  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Jessica Asher, duly appointed and Board Secretary of  
(Name) (Title)  
Olympic Valley Public Service District, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Olympic Valley Public Service District  
(Governing Body) (Name of Applicant)

on the 18th day of November, 2024.

\_\_\_\_\_  
(Signature)

Board Secretary  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")