



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-5  
2 Pages

## BOARD OF DIRECTORS MEETING SCHEDULE - 2025

**DATE:** December 17, 2024

**TO:** District Board Members

**FROM:** Jessica Asher, Board Secretary

**SUBJECT:** 2025 Board Meeting Schedule

**BACKGROUND:** It is best practice for the Board of Directors to set the schedule for regular meetings annually. The Board may schedule the Board meetings on any day of the month, but meetings have consistently been held on the last Tuesday of the month with adjustments made to accommodate holidays in November and December.

**DISCUSSION:** In 2025, the Thanksgiving holiday is on Thursday, November 27<sup>th</sup>. The Christmas holiday is on Wednesday, December 24<sup>th</sup> and on Thursday, December 25<sup>th</sup>. Staff will have paid holidays on Thursday, November 27<sup>th</sup>, Friday, November 28<sup>th</sup>, Wednesday, December 24<sup>th</sup>, and Thursday December 25<sup>th</sup>. New Years Eve, December 31<sup>st</sup>, is the last Wednesday of the month. A calendar is provided for November and December to assist in the Board's decision.

**ALTERNATIVES:** 1. Establish a schedule for regular meetings for the 2025 calendar year as follows:

- January 2025 – October 2025 – last Tuesday of the month at 8:30 A.M.
- November 2025 – 3<sup>rd</sup> Tuesday of the month, Nov. 18<sup>th</sup> at 8:30 A.M.
- December 2025 – 3<sup>rd</sup> Tuesday of the month, Dec. 16<sup>th</sup> at 8:30 A.M.

2. Set the 2025 calendar with other dates.

**FISCAL/RESOURCE IMPACTS:** None.

**RECOMMENDATION:** Staff recommends the Board meet on the last Tuesday of the month, except holding the November and December meetings on the 3<sup>rd</sup> Tuesday of the month, to avoid potential schedule conflicts related to the Thanksgiving and Christmas holiday.

**ATTACHMENTS:** Proposed 2025 calendar meeting dates.

**DATE PREPARED:** December 5, 2024