

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES #937  
JANUARY 28, 2025**

**A. Call to Order, Roll Call, and Pledge of Allegiance.**

Director Hudson called the meeting to order at 8:30 a.m.

**Directors Present:** Dale Cox\*, Katy Hover-Smoot, Bill Hudson, and Richard Koffler

\*Joined via noticed teleconference

**Directors Absent:** Katrina Smolen

**Staff Present:** Jessica Asher, Program Manager & Board Secretary; Gary Bell, Legal Counsel; Brad Chisholm, Fire Chief; Sam Donahue, Operations Superintendent; Kurt Gooding, Fire Engineer/Paramedic; Alexa Herring, Assistant Engineer; Dave Hunt, District Engineer; Charley Miller, General Manager; Nic Massetani, Operations Specialist III; Danielle Mueller, Finance and Administration Manager.

**Others Present:** Josiah Close, HDR Engineering; Jean Lange; David Stepner; and Dane Wadle, California Special District Association.

**A. Call to Order, Roll Call & Pledge of Allegiance**

Mr. Hunt led the Pledge of Allegiance.

**B. Community Informational Items.**

**B-1** Olympic Valley Watershed Alliance (OVWA) – None.

**B-2** Friends of Olympic Valley (FoOV) – None.

**B-3** Olympic Valley Design Review Committee (OVDRC) – None.

**B-4** Olympic Valley Municipal Advisory Council (OVMAC) – Mr. Stepner shared that Mountaineer Transit presented on their transportation services, that municipal advisory councils county-wide may be reorganized, and that it is not known when the Board of Supervisors will consider Palisades Tahoe's request for an exemption to the State Minimum Fire Safe Regulations.

**B-5** Olympic Valley Mutual Water Company (OVMWC)—Mr. Stepner shared that water demands have been low, the company plans to recoat its lower water tank this Spring, and there has been some local interest in serving as an on-call operator.

**B-6** Firewise Community – Mr. Stepner requested that the District apply to grant programs to provide match funds to homeowners for home hardening. The Firewise Community is not eligible for grants as it is not a 501(c)(3).

**B-7** Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board Meeting summary, highlighting recent clothing and food drives. He shared that there were no updates on TTSA's potential surplus property.

**Approved on 02/25/2025**

Jessica Asher  
Jessica Asher (Feb 25, 2025 14:28 PST)

**C. Public Comment/Presentation.**

**C-1 Presentation of the District of Distinction and Certificate of Transparency by California Special Districts Association (CSDA)**

On behalf of the Special District Leadership Foundation, Dane Wadlé, Senior Public Affairs Field Coordinator for the Sierra Network of CSDA, presented the District with the *District of Distinction* and *Certificate of Transparency* awards. Mr. Wadlé reviewed the requirements of the programs and noted how these efforts help CSDA with advocacy efforts on our behalf.

Public Comment – None

**D. Financial Consent Agenda Items.**

Directors Hudson and Koffler convened with staff on January 28<sup>th</sup>, 2025, from approximately 7:45 to 8:22 A.M. to review items D-1 through D-15 and other finance-related items on the agenda. Ms. Mueller summarized the meeting, highlighting current capital projects and sharing that the first installment of tax revenue was received. Ms. Mueller reported that the Finance Committee determined that moving forward, rather than reviewing all checks over \$1500, staff will discuss remarkable checks, and the Committee will ask about checks as needed. Director Koffler suggested that the D-1 be sorted by check amount rather than check number.

Public Comment – None.

Director Hover-Smoot motioned to approve the financial consent agenda, which Director Koffler seconded. A roll call vote was taken, and the motion was approved.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

**E. Approve Minutes.**

**E-1 Minutes for the Regular Board of Directors meeting of December 17<sup>th</sup>, 2024.**

The Board reviewed the item, accepted public comment, and approved item E-1.

Public Comment – None

Director Koffler moved to approve the Board of Directors meeting minutes of December 17<sup>th</sup>, which Director Hover-Smoot seconded. A roll call vote was taken, and the motion was approved.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

Director Hover-Smoot moved to adjourn the meeting at 8:55 a.m., which Director Koffler seconded. A roll call vote was taken, and the motion was approved.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

**Approved on 02/25/2025**

  
Jessica Asher (Feb 25, 2025 14:28 PST)

**A. OVGMP – Call to Order and Roll Call.**

Bill Hudson called the meeting of the Olympic Valley Groundwater Management Plan (GMP) Implementation Group to order at 8:55 a.m.

**Directors Present:** Dale Cox, Katy Hover-Smoot, Bill Hudson, and Richard Koffler.

**Directors Absent:** Katrina Smolen

Ms. Asher announced that Pursuant to Government Code section 54952.3, the Board does not receive any additional compensation over and above their \$600 monthly compensation.

**B. GMP Advisory Committee Report.**

The Board reviewed the item and accepted public comment.

Mr. Hunt summarized the Advisory Committee meeting on January 21<sup>st</sup>, 2025, and provided an update on the GMP's recent activities, including the Groundwater Database Project, Washeshu Creek stream gauging grant opportunity, and the Water Management Action Plan (WMAP).

It was noted that data from Everline and Palisades Tahoe is pending, however all data is critical to the OVGMP's mission and the purpose of the groundwater database project.

Mr. Hunt said the District anticipates hearing from the CalSIP program regarding Washeshu Creek stream gauging within the next few months and, if the Department of Water Resources (DWR) approves the grant funding, aims to have the stream gauges operational by summer. If the grant is awarded, the agreement will first be presented to the GMP Advisory Group before coming to this implementation group to consider the funding contract. Staff confirmed that the grant application includes reimbursement for administrative costs and consultant fees related to project implementation. The stream gauges will provide essential data for the numeric groundwater model. If awarded, the GMP would be responsible for annual funding of stream gage calibration. This is anticipated to cost \$10,000 - \$15,000 a year.

Public Comment –

Mr. Stepner asked for information regarding the regulatory oversight of Palisades Tahoe, which provides drinking water at High Camp and Gold Coast. Staff did not have information on their operations to provide.


**C. Adjourn**

Director Cox motioned to adjourn the OVGMP Implementation Group meeting at 9:15 AM, which was seconded by Director Hover-Smoot . A roll call vote was taken, and the motion was approved.

Cox – Yes | Hover-Smoot –Yes| Hudson – Yes | Koffler – Yes | Smolen – Absent

Director Hudson called to order the OVPSD Board at 9:15 AM.

**Approved on 02/25/2025**

  
Jessica Asher (Feb 25, 2025 14:28 PST)

**F. Old and New Business.**

**F-1 Cost of Service Analysis – Presentation by HDR Engineering, Inc.**

The Board reviewed the item, accepted public comment, and approved staff's publication of the proposed rate structures in accordance with Proposition 218.

Mr. Close, HDR Engineering Inc., presented the slideshow included in the Board exhibit.

Director Koffler said he and Director Smolen had reviewed the study in detail as part of the finance committee; he recommended that the Board approve the study and that staff publish the proposed rate structures in accordance with Proposition 218. The Board agreed they would like to keep the rates as low as possible to meet operational costs and appreciated the opportunity to review and approve rates up to the increase provided in the Proposition 218 notice during the budget process. The Board requested a 30-year history of rate increases and a historical understanding of how the actual rate increases have compared to the maximum allowable rate.

Ms. Mueller said staff are working to update the District's Proposition 218 notice to add content on the impact the rates will have as related to capital projects that are on the horizon. The Board asked that the notice be emailed to the Board for feedback before distribution but that it need not be formally considered prior to mailing.

Ms Mueller said staff have been pleased with HDR Engineering as a consultant.

Mr. Bell clarified that only one notice will be sent for the five-year period, rather than Proposition 218 notices sent annually.

There was a discussion about reserve policies. While a truly catastrophic event may require the District to debt finance, our reserves are healthy to cover non-planned events that may be incurred in the normal course of business.

The group reviewed how the District's rates and increases compared to other Districts locally. Mr. Koffler said he does not expect increases to the MWC rates this year, but it is unknown moving forward.

**Public Comment –**

In response to a question from Mr. Stepner, Staff and the Board clarified that capital improvement projects are new infrastructure (that may or may not be associated with growth) and capital replacement projects which are replacing infrastructure. He asked for details on the expansions planned in the next five years; staff discussed the pressure zone 1A, East Booster, and Plumpjack well projects and noted that project information is included in the rate study. Developer-driven projects are funded by the developer and are omitted. Mr. Stepner also asked for clarification on the different customer classes, which was provided.

**Approved on 02/25/2025**

*Jessica Asher*

Jessica Asher (Feb 25, 2025 14:28 PST)

Director Koffler motioned to direct staff to publish the proposed rate structures in accordance with Proposition 218, which Director Hover-Smoot seconded. A roll call vote was taken, and the motion was approved unanimously.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

## **F-2 Sanitary Sewer System Master Plan – DOWL**

The Board reviewed the item, accepted public comment, approved the professional services agreement with DOWL in an amount not-to-exceed \$58,560, and authorized the General Manager to execute contractual documents.

Ms. Herring reviewed the board exhibit and recommendations from staff.

The Board asked whether DOWL was conducting any fieldwork; staff confirmed that they were not. DOWL has NASCO-certified staff who are more familiar with this type of work than in-house staff. The project will be time-consuming, and while many aspects will be handled internally, staff does not have the bandwidth or experience to complete all aspects of the project.

The budget amendment was briefly discussed, with Ms. Mueller noting that the necessary funds will come from the operating budget, which has a healthy reserve. The project will play a key role in financial planning and is typically conducted every 20 years, with the last master plan completed 30 years ago. It will help prioritize future projects and inform studies, such as the cost-of-service analysis.

The Board acknowledged that the project is somewhat overdue and supported moving forward.

Public Comment – None

Director Cox moved to approve a professional services agreement with DOWL in an amount not-to-exceed \$58,560 and to authorize the General Manager to execute contractual documents.

The motion was seconded by Director Koffler. A roll call vote was taken, and the motion was approved unanimously.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

## **F-3 Flexible Benefit Plan Amendment**

The Board reviewed the item, accepted public comments, and approved the Flexible Benefit Plan Amendment with Beniversal, Inc. by adoption of Resolution 2025-01.

Ms. Mueller reviewed the staff report.

Public Comment – None.

Director Hover-Smoot moved to adopt Resolution 2025-01, which Director Koffler seconded. A roll call vote was taken, and the motion was approved unanimously.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

**Approved on 02/25/2025**

*Jessica Asher*  
Jessica Asher (Feb 25, 2025 14:28 PST)

#### **F-4 Annual Review of the Investment Policy**

The Board reviewed the item, accepted public comment, and approved the District's Investment Policy.

Ms. Mueller reviewed the staff report and summarized the policy, which requires annual review. There were no proposed changes.

Public Comment – None

#### **F-5 Annual Review of the Financial Reserves Policy**

The Board reviewed the item, accepted public comment, and approved the District's Financial Reserves Policy.

Ms. Mueller reviewed the staff report and summarized the policy, which requires annual review. As part of the annual review, Ms. Mueller completes a comprehensive analysis to ensure reserves are meeting the policy targets. There were no proposed changes.

Public Comment – None

#### **F-6 Annual Review of the Pension 115 Trust Funding Policy**

The Board reviewed the item, accepted public comment, approved the District's Pension 115 Trust Funding Policy, and authorized staff to act in accordance with it.

Ms. Mueller reviewed the staff report and the recommendations included therein. There were no proposed changes to the policy. Staff recommended approving a \$150,000 additional discretionary payment to the Miscellaneous Classic plan and requesting a reimbursement of \$20,577.93 from the California Employers' Pension Prefunding Trust (CEPPT). She noted that this is the first year where the funding policy requires action.

Public Comment – None

Director Hover-Smoot moved to authorize staff to act in accordance with the policy, which was seconded by Director Koffler.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

#### **F-7 Annual Review of Other Post-Employment Benefit (OPEB) 115 Trust Funding Policy**

The Board reviewed the item, accepted public comment, and approved the OPEB 115 Trust Funding Policy.

Ms. Mueller reviewed the staff report and the recommendations included therein. There were no proposed changes to the policy. Staff recommended approving a \$50,000 contribution to the California Employers' Retiree Benefit Trust (CERBT).

Public Comment – None

**Approved on 02/25/2025**

*Jessica Asher*  
Jessica Asher (Feb 25, 2025 14:28 PST)

Director Cox moved to authorize staff to act in accordance with the policy, which was seconded by Director Hover-Smoot.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

#### **F-8 Authorization to Designate Authorized Officers at BMO Bank N.A (BMO)**

The Board reviewed the item, accepted public comment, and approved Resolution 2025-02.

Ms. Mueller explained that BMO requires an approved resolution to update signature cards due to changes in Board representation. She discussed that signature cards would be sent electronically.

Public Comment – None

Director Hover-Smoot motioned to adopt Resolution 2025-02, which Director Koffler seconded. A roll call vote was taken, and Resolution 2025-02 was adopted.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

#### **F-9 Operations Department On-Call Truck Purchase**

The Board reviewed the item, accepted public comment, approved the purchase of an F-150 truck for the Operations Department in the amount not-to-exceed \$50,000, authorized the General Manager to execute all necessary contractual documents, declared the 1997 Ford Explorer as surplus equipment, and authorized staff to conduct a sale, donate and/or dispose of the item.

Mr. Donahue reviewed the staff report. Director Koffler confirmed that the purchase is within the approved budget. Staff will try to sell the 1997 Explorer via auction and, if unsuccessful will discard the vehicle. The Board thanked Mr. Massetani for his work.

Public Comment – None

Director Hover-Smoot made a motion to approve the purchase of the truck in the amount not to exceed \$50,000, authorize the General Manager to execute all necessary contractual documents, declare the 1997 Ford Explorer as surplus equipment, and authorize staff to conduct a sale, donate and/or dispose of the item. The motion was seconded by Director Cox. A roll call was taken, the motion passed.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

#### **F-10 Purchase of Certificate of Deposit (CD) with Protective Securities, Inc.**

The Board reviewed the item, accepted public comment, and authorized staff to transfer funds, in the amount of \$249,000 from a maturing CD into a new CD for a five-year term with Protective Securities, Inc.

Ms. Mueller reviewed the staff report. Staff informed the Board that the District works with Protective Securities to purchase all CDs, and they shop various banks for the best rate.

Public Comment – None

**Approved on 02/25/2025**

*Jessica Asher*  
Jessica Asher (Feb 25, 2025 14:28 PST)

Director Koffler motioned to authorize staff to transfer \$249,000 from a maturing CD into a new CD for a five-year term with Protective Securities, Inc., which was seconded by Director Hover-Smoot. A roll call was taken, the motion passed.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

#### **F-11 Placer County Local Area Formation Commission (LAFCO) Call for Nominations**

The Board reviewed the item, accepted public comment, and nominated Judy Friedman (Tahoe City Public Utility District Director) to serve as the Special District Representative on LAFCO.

Ms. Asher reviewed the staff report. Staff shared that Ms. Friedman, a director at Tahoe City Public Utility District and current alternate commissioner for LAFCO, was interested in the position. The Directors discussed the nomination and felt that Ms. Friedman was well suited to serve on the Commission. They agreed it would be beneficial to have a representative from the East side of Placer County on the Commission.

Public Comment – none

Director Hover-Smoot motioned to nominate Judy Friedman as the Special District Representative for LAFCO, which was seconded by Director Hudson. A roll call vote was taken. The motion passed.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

#### **G. Management Status Reports.**

##### **G-1 Fire Department Report**

Chief Chisholm reviewed the report, highlighting key updates, including recent inspections, and that staff is preparing the revised fire code, which is required every three years. He noted the failure of Bay Door 2, which has since been replaced and will be covered by insurance. Additionally, an unexpected repair was needed for Bay Door 5, with Truckee Overhead completing the work well. B21 was deployed to Los Angeles County, leading to significant overtime costs; however, these expenses will be reimbursed as part of the strike team deployment. Chief Chisholm clarified that B21 was deployed on the 10<sup>th</sup>, not 4<sup>th</sup>. The Helicopter Rescue Team (HRT) recently conducted a rescue at Castle Peak; Mr. Gooding who participated in the operation provided some information about the incident and the regular training he undertakes as part of the unit. Additional updates included a funding application for fuel reduction projects at Truckee Tahoe Airport District and an upcoming CPR class for district staff.

##### **G-2 Water & Sewer Operations Report**

Mr. Donahue reviewed water production, precipitation levels, annual maintenance for fleet and apparatus, and winter workload.

##### **G-3 Engineering Report**

Mr. Hunt reviewed the report, providing updates on several capital projects. The OVPSD/MWC emergency intertie project is nearly complete; the 305 OV Rd HVAC replacement project is proceeding well; staff is applying to the Placer County Water Agency Financial Assistance Program to support a water master plan.

**Approved on 02/25/2025**

  
Jessica Asher (Feb 25, 2025 14:28 PST)



**G-4 Administration & Office Report**

Ms. Asher reviewed the report and provided information on the strategic planning process, which will include reviewing the guiding principles.

**G-5 General Manager Report**

Mr. Miller reviewed his report and highlighted that he has joined a biomass task force and had talked to a leadership coach to support the management team. The Board said they appreciated him looking at these opportunities. He provided an update on the strategic plan process. Upon being asked by the Board he said he is enjoying the role with his great staff.

**G-6 Legal Report (verbal)**

None.

**G-7 Directors' Comments (verbal)**

The Board noted the importance of the awards from the California Special Districts Association, thanked staff for their efforts to keep the Board informed, and thanked the Board for an efficient meeting.

**H. Adjourn.**

Director Koffler made a motion, seconded by Director Hover-Smoot to adjourn at 11:18 A.M. The motion passed.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

By, J. Asher






# 2025-01-28\_RegularMeetingMinutes\_FINAL

Final Audit Report

2025-02-25

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