

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #936
DECEMBER 17, 2024

<https://ovpsd.org/agenda/regular-board-meeting-tuesday-december-17-2024-830-a-m/>

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

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

Directors Present: Dale Cox, Katy Hover-Smoot, Bill Hudson, Richard Koffler, and Katrina Smolen

Directors Absent: None

Staff Present: Jessica Asher, Program Manager & Board Secretary; Gary Bell, Legal Counsel; Brad Chisholm, Fire Chief; Sam Donahue, Operations Superintendent; Dave Hunt, District Engineer; Charley Miller, General Manager; Ashley Massey, Program Analyst I; Danielle Mueller, Finance and Administration Manager.

Others Present: Blair Aas, SCI Consulting; Kendall Galka, McClintock Accountancy Corporation; Ed Heneveld

Mr. Donahue led the Pledge of Allegiance.

These items were taken out of order.

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) – None.
- B-5** Olympic Valley Mutual Water Company (OVMWC) – None.
- B-6** Firewise Community – None.
- B-7** Tahoe-Truckee Sanitation Agency (T-TSA) – None (no meeting last month).

C. Public Comment/Presentation.

None.

A-1 Board Member Oath of Office.

Director Hover-Smoot, Koffler, and Smolen performed the Oath of Office.

Public Comment – None.

D. Financial Consent Agenda Items.

Director Hudson and Smolen convened with staff on December 17th, 2024, from approximately 7:45 to 8:15 A.M. to review items D-1 through D-15 and other finance-related items on the agenda. Ms. Mueller summarized the meeting, highlighting capital projects and consulting expenses, interest earnings, the Tahoe Truckee Sierra Disposal (TTSD) 2nd Quarter Payment, and the bike trail snow removal service. Director Smolen stated that D-3 would be updated due to a misprint in the summary sentence.

Public Comment – None.

Director Smolen motioned to approve the financial consent agenda, which Director Hudson seconded. The motion passed.

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

E. Approve Minutes.

E-1 Minutes for the Regular Board of Directors meeting of November 18th, 2024.

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

Public Comment – None.

Director Hudson moved to approve the Board of Directors meeting minutes of November 18th, which Director Hover-Smoot seconded. The motion passed.

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

F. Old and New Business.

F-1 PUBLIC HEARING: Fire Impact Fee Program – Nexus Study

The Board reviewed the item, accepted public comment, and approved the Fire Impact Fee Program Nexus Study and related items by adopting Resolution 2024-31.

Mr. Aas of SCI Consulting introduced the item and provided a presentation included in the board packet. Mr. Aas briefly reviewed the purpose, background, and methodology of the fire development impact fees and the rates as determined by the Nexus study. The item was presented and reviewed in detail at the October 29th, 2024 board meeting.

There was a discussion on the County's process to adopt the study and fees on the District's behalf. Staff confirmed that the fees were appropriate and aligned with neighboring agencies. SCI committed to ongoing support for the fee program.

Staff noted that the Contractors Association of Truckee Tahoe (CATT) supported the program with suggestions for incremental fee changes and more frequent nexus studies, rather than the required 8-year interval.

Public Comment –

Dr. Heneveld confirmed that no fees would be imposed on existing residents, which staff verified. He asked whether the Palisades Tahoe project would incur these fees. Mr. Miller explained that while the fees may not be imposed at the County level, the difference between the current County fees and the higher fees resulting from the Nexus Study would be addressed through the District's Development Agreement with the developer. Dr. Heneveld expressed support for the Nexus study and fees.

Director Smolen moved to adopt Resolution 2024-31, which was seconded by Director Koffler. A roll call vote was taken, and the Resolution was adopted.

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

F-2 Audit Report for Fiscal Year 2023-2024

The Board received the report from McClintock Accountancy Corporation, reviewed the item, and accepted public comment.

McClintock Accountancy Corporation performed a third-party audit of the financial statements prepared by the District for fiscal year (FY) 2023-24. The audit assures the District's annual financial statements are reported without any material misstatement and are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

Kendall Galka, Partner with McClintock Accountancy Corporation, provided a summary of the audit preparation and opinion. Ms. Galka stated that the financial reports had an unmodified and clean opinion, which is the highest opinion possible. There were no audit adjustments, which is highly unusual and reflects the excellent work performed by District staff. Ms. Galka said the team was great to work with, and Ms. Mueller was responsive to the auditor's needs.

Public Comment –

Dr. Heneveld asked why McClintock Accountancy Corporation is stepping away from future work with the District after fulfilling the existing contract. Ms. Galka explained that McClintock is transitioning away from governmental accounting due to challenges in the field but that the Governmental Accounting Standards Board (GASB) is attempting to slow down pronouncements to ease the burden on accounting firms. Ms. Mueller added that the District plans to release a request for proposals for the District's audit contract in early 2026. While the selected firm should be based in California and specialize in governmental accounting, it does not need to be local.

F-3 Village at Palisades Tahoe Project Update.

The Board reviewed the item and accepted public comment.

Directors Hudson and Smolen announced a conflict of interest due to their employment at Palisades Tahoe and left the room.

Mr. Miller reviewed the staff report. Chief Chisholm outlined measures to protect critical infrastructure as detailed in the December 6th letter to Placer County addressing the proposed exemption to State Minimum Fire Safe Regulations. A brief discussion followed on local wildfire resources and the feasibility of widening Highway 89.

Director Cox expressed concerns that two Directors have conflicts of interest preventing their participation in District business related to the Project. Mr. Bell stressed the importance of ensuring their recusal from all Village-related discussions, noting that while public comment is allowed under a limited exception, it is not recommended. The Board acknowledged the added responsibility on Director Cox and the remaining Directors. Mr. Miller voiced appreciation for the efforts of staff and the unconflicted Board members and noted that he has a meeting scheduled with the developer to discuss the project timeline.

Public Comment –

Dr. Heneveld said he wants reassurance that the community can evacuate, and emergency responders can enter the Valley, should there be an incident. There was a discussion about complex legal issues that still need to be addressed. Dr. Heneveld was happy to see that Chief Chisholm is actively engaging the County and was pleased to see the letter included a mitigation measure related to modification of Highway 89.

Directors Hudson and Smolen rejoined the room.

F-4 Granite Chief Sewer “A” Line Replacement – Dedication agreement – 1st Amendment.

The Board reviewed the item, accepted public comment, and adopted Resolution 2024-32 approving the first amendment to Sewer Line Replacement and Dedication Agreement and authorized the General Manager to execute all necessary documents.

Mr. Hunt reviewed the staff report, stating that while the sewer “A” line is operational, the facilities do not yet meet the requirements for the District to accept their dedication. He explained that the primary purpose of the first amendment is to extend the timeline and that a previously non-signatory property owner intends to sign the amendment.

Mr. Bell emphasized that the amendment retains the protections and procedures of the original dedication agreement while adding further safeguards to ensure District oversight of the line and testing until construction is complete and startup measures are finalized.

Public Comment – None

Director Hudson moved to adopt Resolution 2024-32, which Director Smolen seconded. A roll call vote was taken, and the Resolution was adopted.

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

F-5 2025 Board Meeting Schedule

The Board reviewed the item, accepted public comment, and adopted a meeting schedule for 2025.

Ms. Asher reviewed the staff report.

Public Comment – None

Director Hover-Smoot made a motion to 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 am.
- November 2025: Tuesday, November 18, 2025 at 8:30 am.
- December 2025: Tuesday, December 16, 2025 at 8:30 am.

The motion was seconded by Director Hudson. The motion passed.

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

F-6 Selection of President and Vice-President.

The Board accepted public comment and elected Director Cox to serve as President and Director Hudson to serve as Vice-President by the adoption of Resolution 2024-33.

The Directors agreed that President Cox and Vice-President Hudson have been performing their Board duties very well and nominated them to continue serving in their respective positions.

Public Comment – None.

Director Hover-Smoot nominated Director Cox to serve as President and Director Hudson to serve as Vice-President for the 2025 calendar year and made a motion to adopt Resolution 2024-33, which was seconded by Director Koffler. A roll call vote was taken, and the Resolution was adopted.

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

F-7 2025 Committee Assignments and Appointments.

The Board reviewed the item, accepted public comment, and the President determined the 2025 Committee assignments, including appointments to outside committees.

Ms. Asher reviewed the staff report.

The Committee assignments for 2025 are as follows:

STANDING COMMITTEES			
COMMITTEE	MEETING HELD	MEMBERS	TERM
Personnel & Administrative	As Needed	Chair Hover-Smoot Member Cox	Appointed Annually in December
Water & Sewer	As Needed	Chair Cox Member Smolen	Appointed Annually in December
Finance & Budget	Prior to Board Meeting	Chair Smolen Member Koffler	Appointed Annually in December
Fire Department	As Needed	Chair Hudson Member Hover-Smoot	Appointed Annually in December
Garbage	As Needed	Chair Hudson Member Koffler	Appointed Annually in December
AD-HOC COMMITTEES			
District/OVMWC	As Needed	Chair Hudson Member Smolen	Not Applicable / As Needed
Village at Palisades Tahoe Specific Plan Development Agreement	As Needed	Chair Hover-Smoot Member Koffler	Not Applicable / As Needed
OTHER APPOINTMENTS			
T-TSA	3 rd Wednesday	Director Cox	11/1/2022-8/31/2026
GMP Advisory	As Needed	General Manager	Appointed Annually in December
GMP Implementation	As Needed	Full Board	Not Applicable
North Tahoe Transportation Authority	As Needed	Director Hudson	Appointed Annually in December

Public Comment – None.

Director Hover-Smoot made a motion to approve the 2025 Committee assignments as referenced above, which was seconded by Director Hudson. The motion passed.

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

G. Management Status Reports.

G-1 Fire Department Report

Chief Chisholm reviewed the report, highlighting training on Sierra Sacramento Valley (SSV) EMS policies and the regional grant application for self-contained breathing apparatus (SCBA). Emergency call volume remains high, consistent with last year's levels. He shared that the Department, along with regional agencies, presented an update on fuels reduction projects to the Truckee Tahoe Airport District, who expressed appreciation for the work and hopes for continued funding. He also noted the success of the recent Santa event and Fireside Pizza fundraiser.

G-2 Water & Sewer Operations Report

The Board welcomed Mr. Donahue to the meeting as the managing representative for the Operations Department. Mr. Donahue reviewed water production and noted that sewer collection was higher than last year, likely due to infiltration and inflow (I&I) from the November storm. Aquifer levels are similar to last year, and precipitation totals, mostly rain, are fairly high. He said that manhole inspections are underway, along with fall flushing of water hydrants and high-priority sewer cleaning, all of which are timely before snow arrives. Mr. Donahue also shared that Miguel Ramirez joined the team as an Operator Specialist I, highlighting his technical skills and smooth integration into the team, and confirmed that the operations crew is now fully staffed.

G-3 Engineering Report

Mr. Hunt reviewed the report, providing updates on several capital projects. He discussed the preparation of a comprehensive Sewer System Master Plan, which includes a condition and risk assessment based on sewer videos dating back to 2000 and aims for a long-term replacement strategy over the next 10-15 years. While the District will complete the master plan in-house, consultant help from DOWL will supplement staff's work. The plan is expected to be completed by spring, with the first rehab project likely starting this summer. The intertie construction is complete, and startup procedures are scheduled for this week. For the Admin/305 HVAC project, Ainsworth is working on boiler and controls planning. Additionally, the OVGMP Advisory Group will meet on January 21st, and the District has applied for a Stream Gage Improvement Program (CalSIP) grant to repair, rehabilitate, and upgrade three stream flow monitors with full telemetry. Ms. Smolen said that the Olympic Valley Watershed Alliance has had meetings with USGS and the Desert Research Institute and USGS is going to co-sponsor a grant for equipment and monitoring. Director Koffler asked about the Water Management Action Plan (WMAP) and Mr. Hunt gave a brief update on the WMAP, which will be discussed in more detail at the Advisory Group meeting.

G-4 Administration & Office Report

Ms. Asher reviewed the report and provided information on year-end statistics, and highlighted several of the contracts the District has entered into over the past year.

G-5 General Manager Report

Mr. Miller reviewed his report after welcoming Mr. Koffler to the Board. He highlighted recent meetings attended, District holiday events, and the status of the strategic plan project. He mentioned an upcoming meeting with leadership at Alterra. Mr. Miller expressed his gratitude to the staff, thanking them individually, and shared how much he appreciated the opportunity to work in his role and with the Board and staff.

G-6 Legal Report (verbal)

Mr. Bell expressed his enjoyment in working with the District over the past year, and the Board thanked him for his contributions.

G-7 Directors' Comments (verbal)

The Directors welcomed Mr. Donahue and Mr. Koffler, and commended the major accomplishments of the past year, such as the near completion of the A-line project and the successful acquisition of significant grant funding despite ongoing transitions. The importance of the Everline Development Agreement expiration was emphasized. The Board thanked staff for their responsiveness to Director inquiries and noted the success of the recent holiday party.

Director Hover-Smoot made a motion, seconded by Director Hudson, to adjourn to closed session at 11:23 A.M. The motion passed.

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

H. Closed Session – Public Employee Performance Evaluation

The Board met in Closed Session pursuant to Government Code §54957.6 et al regarding the performance evaluation of the General Manager. Only the item on the agenda was discussed, and no action was taken.

Director Hover-Smoot made a motion, seconded by Director Hudson, to adjourn to open session at 11:58 A.M. The motion passed.

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

I. Report from Closed Session.

Mr. Miller stated that there was nothing to report from Closed Session.

J. Adjourn.

Director Hudson made a motion, seconded by Director Smolen, to adjourn at 11:59 A.M. The motion passed.

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

By, J. Asher