

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES #938  
FEBRUARY 25, 2025

<https://ovpsd.org/agenda/regular-board-meeting-tuesday-february-25-2025-830-a-m/>

**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, Richard Koffler, and Katrina Smolen

\*Joined via noticed teleconference

**Directors Absent:** None

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

**Others Present:** Sean Regan; David Stepner

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

Mr. Gooding led the Pledge of Allegiance.

**B. Community Informational Items.**

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

**B-2** Friends of Olympic Valley (FoOV) – Mr. Stepner shared that the FoOV is supporting two local initiatives and briefly discussed each. (1) Project Olympic, an effort to purchase the two properties on Olympic Valley Road to develop facilities with housing, education, innovation, and community spaces. Director Hudson shared that he is part of the effort's steering committee. (2) Eastern Placer Future, an effort to incorporate a town of North Tahoe.

**B-3** Olympic Valley Design Review Committee (OVDRC) – Mr. Stepner shared that the OVDRC met to review a proposal by Palisades Tahoe regarding new above ground diesel tanks near high camp.

**B-4** Olympic Valley Municipal Advisory Council (OVMAC) – Mr. Stepner shared that the MAC chairman in District 5 met to discuss changes to the format of MAC meetings, which include: 1) when there is a land use issue for consideration by the planning commission the issue will come to the MAC, however, members will give individual opinions rather than a consolidated MAC vote; 2) Since a formal MAC mtg is governed by the Brown Act, these meetings will only be held when there is a land use item on the agenda, other meetings will be Forums that can allow discussion on unagendized items in a less formal setting; 3) There will be regional town hall meetings as needed.

**B-5** Olympic Valley Mutual Water Company (OVMWC) – Mr. Stepner shared that the tank recoating has been postponed until mid-April; auxiliary water storage tanks will be utilized to ensure fire flows are maintained. Eighty-nine percent of bills have been collected. The emergency intertie will be connected to the SCADA system in mid-March.

- B-6** Firewise Community – Mr. Heneveld shared that the Firewise Community has been granted permission to clone Marin County’s Firewise website, which will be an excellent resource for our community. Chief Chisholm said he has been working with Firewise to potentially host a community meeting, possibly on Memorial Day weekend.
- B-7** Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board Meeting summary. He noted that Truckee Donner Public Utility District presented to the T-TSA Board regarding their interest in acquiring 20 acres of potentially surplus T-TSA land. He discussed a boiler replacement project and stated that Burt Clement joined the Alpine Springs County Water District and welcomed his representation on the T-TSA board.

**C. Public Comment/Presentation.**

Mr. Regan requested changes to the Fire Code regarding automatic sprinkler system requirements. Ms. Asher noted that Mr. Regan also provided comments via email, which were shared with the Board and are available upon request.

**D. Financial Consent Agenda Items.**

Director Smolen and Koffler convened with staff on February 25th, 2025, from approximately 7:45 to 8:05 A.M. to review items D-1 through D-12 and other finance-related items on the agenda. Ms. Mueller summarized the meeting, highlighting revenues and expenses, the reorganization of the D-1 report, capital projects, progress payments, and utility rate increases.

Director Hover-Smoot asked if the District was participating in any advocacy related to Liberty Utility rate setting as some agencies are working to negotiate or minimize increases. Ms. Mueller said we were not currently; Mr. Miller said he would contact the general managers to discuss lobbying efforts.

Public Comment – None.

Director Smolen 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 – Yes

**E. Approve Minutes.**

**E-1 Minutes for the Regular Board of Directors meeting of January 28<sup>th</sup>, 2025.**

**E-2 Minutes for the Special Board of Directors meeting of February 3<sup>rd</sup>, 2025.**

The Board reviewed the item, accepted public comment, and approved items E-1 and E-2.

Public Comment – None

Director Koffler moved to approve the Board of Directors meeting minutes of January 28<sup>th</sup> and February 3<sup>rd</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 – Abstain

**F. Old and New Business.**

**F-1 Fire and Water Systems Education**

The Board reviewed the item and accepted public comment.

Chief Chisholm, Ms. Asher, and Mr. Hunt presented a slideshow, included in the board exhibit.

The Board asked about proactively sharing evacuation and preparedness information with the community, particularly short-term renters. Ms. Asher shared that we are being as proactive as bandwidth allows and hope to continue increasing our communications. The current priority is improving our real-time communication capabilities in reaction to an incident. Placer County requires short-term rentals to have emergency information and notification system details for renters. The Board found the presentation reassuring and recommended incorporating this information into community meetings. In response to Board questions, staff confirmed that Well 3 was rehabilitated last summer, Well 18-3 is not connected to the system, and the well at PlumpJack Inn was drilled, but remains without pumps due to various factors, but is included in the five-year plan to have the well online.

Public Comment –

Mr. Stepner asked about the timeline for state-level enforcement orders of Zone 0 following the Palisades Fire. The Chief stated that an enforcement plan must be in place by year-end. Mr. Stepner also asked whether the Village at Palisades Tahoe project would impact the District's wellfield. Mr. Hunt confirmed it would, but noted that their design accounts for the impacts.

**F-2 Backflow Prevention Program**

The Board reviewed the item, accepted public comment, and approved the General Manager to execute a contract with a backflow tracking software company not to exceed \$12,000 annually.

Mr. Donahue reviewed the staff report, and Mr. Massetani presented a slideshow that was included in the board exhibit. Director Koffler agreed that the program's administration is arduous and supported using software to improve the process.

Public Comment –

David Stepner asked if the software sends emails to every resident. Mr. Donahue said that, consistent with current practice, notifications would only be sent to known owners of backflows, tracked by staff.

Director Cox moved to approve the General Manager to execute a contract in an amount not-to-exceed \$12,000 with a backflow tracking software company. The motion was seconded by Director Smolen. A roll call vote was taken, and the motion was approved unanimously.

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

### **F-3 Budget Preparation Schedule**

The Board reviewed the item and accepted public comment.

Ms. Mueller reviewed the staff report highlighting the changes to the budget preparation schedule compared with previous years. Per legal counsel's recommendation, staff will prepare an ordinance to remove references to the rates and charges within the administrative code and recommend that the Board adopt rates and charges by resolution. Counsel confirmed the process outlined in the staff report and by Ms. Mueller.

Public Comment – None.

### **F-4 Notice of Completion – 305 and 1810 Olympic Valley Road Facility Pavement Project**

The Board reviewed the item, accepted public comment, and authorized staff to file a Notice of Completion with Placer County for the 305 and 1810 Olympic Valley Road Facility Pavement Project.

Mr. Hunt and Mrs. Herring reviewed the staff report.

Public Comment – None

Director Cox moved to approve and authorize staff to file a Notice of Completion with Placer County for the 305 and 1810 Olympic Valley Road Facility Pavement Project. The motion was seconded by Director Hover-Smoot. A roll call vote was taken, and the motion was approved unanimously.

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

### **F-5 Mutual Water Company**

The Board reviewed the item, accepted public comment, and authorized the General Manager to initiate formal negotiations with OVMWC regarding consolidation.

Directors Cox, Hover-Smoot, and Koffler announced a conflict of interest due to their shareholder interest in the Company and Director Koffler's position as an OVMWC Board Member. To create a quorum to take proposed action, Ms. Asher placed Director Hover-Smoot and Cox's names into a bowl and randomly selected Director Hover-Smoot to remain for the item.

Mr. Miller reviewed the staff report. The Board voiced support in exploring the possibility of a merger or acquisition of the Mutual Water Company.

Public Comment –

Mr. Gooding asked why the Local Area Formation Commission would not be involved, and staff responded that it is because the mutual service boundaries are within the District's service area.

Director Smolen moved to authorize the General Manager to initiate formal negotiations with OVMWC regarding consolidation. The motion was seconded by Director Hudson. A roll call vote was taken, and the motion was approved unanimously.

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

**G. Management Status Reports.**

**G-1 Fire Department Report**

Chief Chisholm reviewed the report, highlighting key updates, including that Engine 21 is operational and that the District has applied for grant funding for fuels reduction projects from Truckee Tahoe Airport District.

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

Mr. Donahue reviewed water production, sewer collection, and precipitation levels. He noted that three high water usage notifications were provided this month; the installation of the new water meters allows water leaks to be noticed earlier. The surplus Ford Explorer is awaiting auction.

**G-3 Engineering Report**

Mr. Hunt reviewed the report, providing updates on several capital projects. Additionally, Mr. Hunt reported that the water meter replacement project is on budget with the remaining meters anticipated to be installed this summer. The District applied for a grant from the Placer County Water Agency Financial Assistance program for the water master plan project, requesting \$50,000 of a \$200,000 project. Staff is working with the Department of Water Resources to understand the grant requirements for the stream gage rehabilitation program.

**G-4 Administration & Office Report**

Ms. Asher reviewed the report. Mr. Miller noted that staff are working on an Administrative and Operations Benefits Survey.

**G-5 General Manager Report**

Mr. Miller reviewed his report. The Board requested that the strategic plan work session in March be a special meeting and that the second work session format be evaluated later.

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

None.

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

The Board thanked staff for their responsiveness throughout the month and their work on the items in the packet. They felt it was important to respond to the public's comments regarding sprinkler systems and suggested the fire committee meet to review the fire code. The Board requested staff bring to the Board consideration of a policy related to the use of artificial intelligence (AI).

**H. Adjourn.**

Director Cox made a motion, seconded by Director Hover-Smoot, to adjourn at 11:09 A.M. A roll call was taken and the motion passed.

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

By, J. Asher