

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES #939  
MARCH 25, 2025**

**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, Bill Hudson, Richard Koffler, and Katrina Smolen

**Directors Absent:** Katy Hover-Smoot

**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; Danielle Mueller, Finance and Administration Manager.

**Others Present:** Jean Lange; David Stepner

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

Mr. Stepner 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 the first OVMAC Forum will be held on Thursday, April 3<sup>rd</sup> at 6:00 PM. As the Brown Act will not govern this forum, any topic can be reviewed. He anticipated triple lanes on Olympic Valley Road may be discussed given the success of Palisades Tahoe parking reservation program.

**B-5** Olympic Valley Mutual Water Company (OVMWC) – Mr. Stepner shared that the OVMWC will switch contract operations in the spring and that water tank recoating is planned for early April, but it is subject to change.

**B-6** Firewise Community – None.

**B-7** Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board Meeting summary, highlighting the draft land use principles for surplus land procedures. He noted that the list of principles were in early stages of development. Truckee Donner Public Utility District has voiced interest in 20-acres of land. All real estate development will be slow as the land is not served with infrastructure. The land exchange with the Truckee Tahoe Airport District has been finalized. Director Cox also noted that T-TSA is addressing required upgrades to the fifty-year-old plant, noting that the current system could be upgraded or the plant could be replaced with Membrane Bioreactor (MBR) technology, which has lower operating costs, but large capital costs.

**C. Public Comment/Presentation.**

None

Approved on 04/29/2025

Jessica Asher  
Jessica Asher (Apr 30, 2025 08:57 PDT)

**D. Financial Consent Agenda Items.**

Director Smolen and Koffler convened with staff on March 25th, 2025, from approximately 7:45 to 8:00 A.M. to review items D-1 through D-12 and other finance-related items on the agenda. Ms. Mueller summarized the meeting, highlighting key expenses related to capital projects, the District's server, and replacing the Fire Department garage door. She reported an anticipated net revenue of approximately \$34,000 from the strike team assignment on the Eaton Fire. Additionally, she noted that surplus funds are expected to be allocated to the bike trail snow removal reserve account.

Public Comment – None.

Director Koffler motioned to approve the financial consent agenda, which Director Hudson seconded; the motion was approved.

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

**E. Approve Minutes.**

**E-1 Minutes for the Regular Board of Directors meeting of February 25<sup>th</sup>, 2025.**

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 February 25<sup>th</sup>, 2025, which Director Hudson seconded; the motion was approved.

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

**F. Old and New Business.**

**F-1 First Draft of FY2026 Budget and Rates**

The Board reviewed the item, accepted public comment, and approved the mailing of the Proposition 218 notice.

Ms. Mueller reviewed the financial summary for the fiscal year (FY) 2026. She emphasized that it is early in the process, and assumptions will be refined as details are finalized. She suggested that three drafts would be provided rather than providing four drafts as initially proposed. The Board supported this change in the schedule.

The proposed rate increases for the five-year Proposition 218 notice are 6% for water, 5% for sewer, and 6% for garbage. The District will prepare and distribute the notice, for which staff requests approval at this meeting. The current budget includes a 5% water rate increase after FY2026 despite a 6% allowable increase in the Proposition 218 notice.

Staff reviewed a slideshow included in the board exhibit. Topics included personnel costs, revenue projections, operating expenses, capital projects, unfunded accrued liability, and next steps in the budget preparation.

Approved on 04/29/2025

  
Jessica Asher (Apr 30, 2025 08:37 PDT)

There was a discussion about the proposed in-district regional training facility and the importance of better training while on shift. The Department is also working to determine the feasibility of a regional training facility, which should be considered in the LAFCO Municipal Service Review (MSR) Study.

Chief Chisholm provided information on the change from Zoll to Styer cardiac monitors. The Styer monitor has a touch screen, can connect directly to the system at Tahoe Forest Hospital, is the same system at North Tahoe Fire Protection District, and includes additional heart images.

There was a discussion about garbage rates, which are designed to cover the 6% allowable increase per the Tahoe Truckee Sierra Disposal contract. The rates also fund administrative costs and green waste programs; however, the reserve account has \$133,000 and can be used for overages.

Public Comment-

Mr. Stepner asked for information on the water master plan. Staff responded that the plan would compile years of studies to create a comprehensive guiding document and identify capital projects to keep the system in good working order. It will not replace the 100-year capital plan but will include that plan and will look into the foreseeable future. It is scheduled to be completed by January 2026.

## **F-2 Fire Department Annual Report**

The Board reviewed the item and accepted public comment.

Chief Chisholm reviewed the annual report and provided highlights from Captain Rytter's report on EMS, Fleet, and Facilities, Captain De Deo's Report on Fire Prevention, and Captain Walde's report on training. The Board thanked the Chief for his comprehensive report.

Public Comment – None.

## **F-3 Adopt Resolution 2025-03 Acknowledging Receipt of Annual Fire Inspection Services Required by the California Health & Safety Code.**

The Board reviewed the item, accepted public comment, and adopted Resolution 2025-03.

Chief Chisholm reviewed the staff report and Resolution 2025-03. The Olympic Valley Fire Department has three (3) occupancies that could be considered Group E and twenty-two (22) occupancies that could be regarded as Group R. All twenty-five (25) of these occupancies were inspected and passed. Chief Chisholm said the Board exhibit includes a summary of all building inspections completed in the 2024 calendar year; the summary does not include special events, defensible space, or short-term rental inspections.

Public Comment – None

Director Smolen motioned to adopt Resolution 2025-03, which Director Hudson seconded. A roll call vote was taken, and the resolution was adopted.

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

Approved on 04/29/2025

Jessica Asher  
Jessica Asher (Apr 30, 2025 08:57 PDT)

**F-4 Placer County Local Area Formation Commission (LAFCO) – Election of Special District Representative**

The Board reviewed the item, accepted public comment, and cast a ballot for Judy Friedman as commissioner.

Mr. Miller reviewed the staff report. The Board discussed the qualifications and advantages of having a local representative and determined Friedman would be an excellent candidate.

Public Comment – None

Director Hudson motioned to cast a ballot for Judy Friedman as commissioner, which Director Koffler seconded; the motion was approved.

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

**F-5 California Special Districts Association (CSDA) – Board of Directors Nominations Seat B.**

The Board reviewed the item, accepted public comment, and did not nominate a candidate.

Mr. Miller reviewed the staff report.

Public Comment – None.

**F-6 Special District Risk Management Authority (SDRMA) – Board of Directors Nominations.**

The Board reviewed the item, accepted public comment, and did not nominate a candidate.

Mr. Miller reviewed the staff report.

Public Comment – None.

**F-7 Fuels Management Program**

The Board reviewed the item and accepted public comment.

Chief Chisholm and Ms. Asher reviewed the staff report.

Public Comment- None.

**F-8 Residential Green Waste Dumpster Rental Rebate Program.**

The Board reviewed the item, accepted public comment, and adopted Resolution 2025-04 authorizing the district to implement a rebate program for the rental of six-yard green-waste-only dumpsters from July 1, 2025, through June 30, 2026 for the rental of a six-yard-green-waste-only dumpster from Tahoe Truckee Sierra Disposal Company, up to a maximum of \$10,000.

Ms. Mueller and Ms. Asher reviewed the staff report.

Public Comment –

Approved on 04/29/2025

*Jessica Asher*  
Jessica Asher (Apr 30, 2025 08:57 PDT)

Ms. Lange asked if discounted bear bins would be offered. Ms. Mueller responded that the District does not plan to offer discounts or rebates at this time but Placer County may offer programs.

Director Koffler motioned to adopt Resolution 2025-04, which Director Hudson seconded. A roll call vote was taken, and the Resolution was adopted.

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

#### **F-9 Department of Water Resources – Approve Grant Agreement**

The Board reviewed the item, accepted public comment, adopted Resolution 2025-05, and authorized execution of the grant agreement with the Department of Water Resources (DWR) for the Washeshu Creek Stream Gage Improvement Project.

Mr. Hunt reviewed the staff report. Director Koffler asked how the data will be available to the public and what it will be used for. Staff responded that the data will be broadcast in real time to the DWR Stream Gage Program and used as part of the District’s numerical water model, which informs decisions about aquifer management.

Public Comment – None.

Director Koffler motioned to adopt Resolution 2025-05, which Director Hudson seconded. A roll call vote was taken, and the Resolution was adopted.

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

#### **F-10 Stream Gage Improvement Project – Professional Services Agreement**

The Board reviewed the item, accepted public comment, and authorized the General Manager to execute the professional services agreement in an amount not-to-exceed \$178,650.

Mr. Hunt reviewed the staff report. It was clarified that while Mr. Smith has been working with the District for a long time and is a valued consultant, he works for a large company, UES, which has the necessary backup to support the District should it be needed.

Public Comment – None.

Director Koffler moved to approve the professional services agreement in an amount not-to-exceed \$178,650 and authorized the General Manager to execute all contractual documents, which Director Hudson seconded. The motion was approved unanimously.

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

#### **F-11 305 Olympic Valley Road HVAC Replacement Project – Professional Services Agreement**

The Board reviewed the item, accepted public comment, and authorized the General Manager to execute a professional services agreement for commissioning services in an amount not-to-exceed \$43,300.

Approved on 04/29/2025

  
Jessica Asher (Apr 30, 2025 08:57 PDT)

Mr. Hunt reviewed the staff report. The Board asked if the commissioning expenses were within the budget; staff confirmed they were. The Board also asked if there were any guarantees for the commissioning work. Mr. Hunt responded that there were no guarantees, but having the commissioning work would provide confidence upon project completion, and other items would likely be covered by warranty.

Public Comment – None

Director Koffler moved to approve the professional services agreement in an amount not-to-exceed \$43,300 and authorized the General Manager to execute all contractual documents, which Director Hudson seconded; the motion passed.

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

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

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

Chief Chisholm reviewed the report, highlighting key updates, including coordination with Truckee Tahoe Airport District related to Fuels Management, and the upcoming site visit with ECSI related to the LAFCO MSR study. He stated that on February 4<sup>th</sup>, 2025 the CAL FIRE Nevada-Yuba-Placer Unit Chief granted Palisades Tahoe's request for exemption to the State Minimum Fire Safe Regulation.

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

Mr. Donahue reviewed water production, sewer collection, precipitation levels, snow removal operations and routine maintenance activities for the fleet and apparatus. He stated that staff have been training the new operator in sewer operations, is preparing to begin spring repair work, and anticipates completing the meter installation project by the end of the current construction season.

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

Mr. Hunt reviewed the report. Capital projects were reviewed in previous items through the meeting. It was noted that sewer infiltration and inflow, reported by Mr. Donahue as higher than the previous year, will be addressed through the upcoming Sewer Master Plan, which includes related pipe and manhole replacement projects, as well as the installation of additional flow meters.

### **G-4 Administration & Office Report**

Ms. Asher reviewed the report and briefly discussed migrating documents from the on-premises server to SharePoint.

### **G-5 General Manager Report**

Mr. Miller reviewed his report. He noted that staff is conducting a comprehensive review of the property leases at 1810 Olympic Valley Road. He expressed appreciation to the Operations Department for their excellent demonstration on water meters during the second all-staff meeting. He also thanked staff for their collaboration on his first budget preparation as District General Manager. The Board expressed support for his drafting of a letter in favor of SB 496, the Advanced Clean Fleet Regulations. Staff is also preparing to meet with the Fire Committee to review and discuss Fire Code language related to automatic fire sprinkler requirements.

Approved on 04/29/2025

*Jessica Asher*  
Jessica Asher (Apr 30, 2025 08:57 PDT)

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

Mr. Bell said that Colantuono, Highsmith, and Whatley PC reviews new legislation annually and will provide the District with memorandums on relevant bills.

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

The Board thanked staff for their work related to the agenda items and expressed gratitude for securing grant funding to support rehabilitation of the stream gauges along Washeshu Creek.

Director Smolen made a motion, seconded by Director Koffler, to adjourn to closed session at 10:25 A.M. The motion passed.

Cox – Yes | Hover-Smoot – Absent | 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 Hudson made a motion, seconded by Director Smolen, to adjourn to open session at 11:48 A.M. The motion passed.

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

**I. Report from Closed Session.**

Mr. Bell stated that there was no reportable action from Closed Session.

**J. Adjourn.**

Director Hudson made a motion, seconded by Director Smolen, to adjourn at 11:49 A.M. The motion passed.

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

By, J. Asher

Approved on 04/29/2025

  
Jessica Asher (Apr 30, 2025 08:57 PDT)






# 2025-03-25\_RegularMeetingMinutes\_FINAL

Final Audit Report

2025-04-30

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-  Document created by Ashley Massey (amassey@ovpsd.org)  
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