

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #941
MAY 27, 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, Katy Hover-Smoot*, Richard Koffler, and Katrina Smolen

*Joined via noticed teleconference

Directors Absent: Bill Hudson

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

Others Present: Jean Lange; David Stepner; Roger Gravelle, AAME.

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 the upcoming meeting will be an OVMAC Forum.

B-5 Olympic Valley Mutual Water Company (OVMWC) – Mr. Stepner shared progress on the water tank recoating project.

B-6 Firewise Community – Mr Stepner reported that the Firewise Community Group monitored the first green waste day this past Sunday; however, it was challenging to find volunteers.

B-7 Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board Meeting summary. He briefly discussed that T-TSA had entered preliminary negotiations with Truckee Donner Public Utility District (TDPUD) for surplus land. Director Cox shared that member agencies, including OVPSD, should consider the potential benefits of land ownership in Truckee. Mr. Miller said that staff would talk internally about operational needs and a regional fire department training facility, and then agendize this item for discussion at a future meeting.

C. Public Comment/Presentation.

None.

Approved on 06/24/2025

Jessica Asher
Jessica Asher (Jun 25, 2025 09:01 PDT)

D. Financial Consent Agenda Items.

Director Smolen and Koffler convened with staff on May 27th, 2025, from approximately 7:45 to 8:06 A.M. to review items D-1 through D-13 and other finance-related items on the agenda. Ms. Mueller reported on recent water meter purchases and noted that the Operations Department had purchased the on-call vehicle, recently approved by the Board. The Fire Department also purchased gym equipment. The District has received the second installment of property tax revenue; a portion of the additional revenue will be used to pay down the utility side's unfunded accrued liability (UAL) with CALPERS. She also mentioned the closeout of the annual bike trail snow removal contract and shared that residents are actively utilizing the green waste-only dumpster rebate program.

Public Comment – None.

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

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

E. Approve Minutes.

E-1 Minutes for the Regular Board of Directors meeting of April 29th, 2025.

E-2 Minutes for the Special Board of Directors meeting of May 12th, 2025.

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

Public Comment – None

Director Smolen moved to approve the Board of Directors meeting minutes of April 29th, 2025 and May 12th, 2024, which Director Koffler seconded; a roll call vote was taken, and the motion was approved.

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

F. Old and New Business.

F-1 305 Olympic Valley Road – HVAC Replacement Project Update

The Board reviewed the item and accepted public comment.

Mr. Hunt explained that the District bid the HVAC replacement project at the 305 Olympic Valley Road facility; only one bid was received, and it exceeded the budget by approximately \$1 million. The project is being right-sized and will be re-bid later this summer. The project budget has been increased from \$1.3 million to \$2 million to better reflect current cost expectations. Mr. Hunt introduced Mr. Gravelle, AAME, who outlined the next steps and proposed solutions to bring the project within budget. Certain components, such as fire smoke sensors and VAV box replacements, will be removed to align with the original and priority project scope. The project timeline will also be extended, with work planned for summer 2026. A discussion followed regarding project phasing and how the building's long-term needs might be incorporated into the District's facilities master plan.

Public Comment – None.

Approved on 06/24/2025


Jessica Asher (Jun 25, 2025 09:01 PDT)

F-2 Introduce Ordinance 2025-01 – Fire/Life Safety Rate Schedule

The Board reviewed the item and accepted public comment.

Chief Chisholm explained that this item was brought to the Board in April. However, staff identified changes to the fee formula and associated fee schedule that require the ordinance's reintroduction. A public hearing and consideration of adopting the Ordinance will be held at the June Board meeting.

Public Comment – None.

Director Koffler motioned to waive the reading of Ordinance 2025-01, which Director Smolen seconded. A roll call vote was taken.

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

F-3 Introduce Ordinance 2025-02 – Adopting Revisions to the District Administrative Code

The Board reviewed the item and accepted public comment.

Ms. Mueller reviewed the staff report and discussed the purpose of Ordinance 2025-02 to eliminate references to rate schedules within the Administrative Code, allowing rates and charges to be adopted annually by Resolution rather than by Ordinance. This change is intended to streamline administrative processes, reduce staff workload, and align with standard practices among neighboring agencies. Legal counsel has reviewed and recommended the proposed approach. Transparency will be preserved by continuing to meet all requirements of Proposition 218, including public notice, hearings, and the opportunity for protest. A public hearing and consideration to adopt the Ordinance will be held at the June Board meeting.

Public Comment – None

Director Koffler motioned to waive the reading of Ordinance 2025-02, which was seconded by Director Smolen. A roll call vote was taken.

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

F-4 Second Draft of the FY2025-226 Budget and Rates

The Board reviewed the item and accepted public comment.

Ms. Mueller reviewed the staff report, and staff provided a slideshow presentation, which is included in the Board Exhibit. The presentation highlighted the requirements of AB2561 related to job vacancies, recruitment and retention, rate and tax revenue, operating expenses, capital projects, CalPERS UAL, reserve balance projections and discussed the next steps for the budget approval process.

Director Koffler asked about aligning strategic planning objectives with the budget. Staff noted that some goals are already included, but more intentional alignment is expected as implementation advances. Mr. Koffler also requested funding for enhanced communications and public education, and Mr. Miller agreed to dedicate staff time to improving public communications.

Public Comment – None.

Approved on 06/24/2025


Jessica Asher (Jun 25, 2025 09:01 PDT)

F-5 Connection Fee Study Revision

The Board reviewed the item, accepted public comment, and approved the Connection Fee Study revision.

Ms. Mueller reviewed the staff report and briefly summarized the study, which was updated, with rates remaining unchanged, to clarify that reserve funds can be used for replacement and capital needs.

Public Comment – None

Director Smolen moved to approve the Connection Fee Study revision. Director Koffler seconded the motion. A roll call vote was taken, and the motion passed.

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

F-6 Notice of Completion – OVPSD-OVMWC Emergency Intertie Project

The Board reviewed the item, accepted public comment, and authorized staff to file the Notice of Completion with Placer County for the OVPSD-OVMWC Emergency Intertie Project.

Directors Cox, Hover-Smoot, and Koffler announced a conflict of interest due to their shareholder interest in the OVMWC and Director Koffler's position as an OVMWC Board Member. Mr. Koffler left the room; Director Cox and Hover-Smoot remained to maintain a quorum for action on the item.

Mr. Hunt reviewed the staff report.

Public Comment – None.

Director Smolen moved to approve and authorize staff to file the Notice of Completion with Placer County for the OVPSD-OVMWC Emergency Intertie Project. Director Hover-Smoot seconded the motion. A roll call vote was taken, and the motion passed.

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

Director Koffler rejoined the room.

F-7 Award Contract – 1582 Medical Corporation Exam – Fire Department MOU

The Board reviewed the item, accepted public comment, and authorized the General Manager to execute the contract with 1582 Medical Corporation Exam in an amount not-to-exceed \$875/employee.

Chief Chisholm reviewed the staff report. For the first year of implementation, participation will not be required. All information will remain confidential to the employee.

Public Comment –

Ms. Lange asked if medical insurance would cover testing. Staff said they would research opportunities for medical insurance reimbursement but that as an employer required test, compared with a diagnostic test due to symptoms, coverage isn't anticipated.

Approved on 06/24/2025


Jessica Asher (Jun 25, 2025 09:01 PDT)

Director Smolen moved to approve the contract with 1582 Medical Corporation Exam in an amount not-to-exceed \$875/employee and authorized the General Manager to execute all contractual documents, which Director Koffler seconded. A roll call vote was taken, and the motion passed. Cox – Yes | Hover-Smoot – Yes | Hudson – Absent | Koffler – Yes | Smolen – Yes

F-8 Commercial Lease – 1810 Olympic Valley Road

The Board reviewed the item, accepted public comment, and approved the lease with Perusse Law at 1810 Olympic Valley Road, and authorized the General Manager to execute the lease.

Mr. Miller reviewed the staff report. This item was brought to the Board in April; however, the tenant requested a change to the tenant name, and the District and tenant negotiated rental increases of \$0.50/SF per year to transition to market-rate rent over the three (3) year term of the lease.

Public Comment – None.

Director Koffler motioned to approve the proposed lease of 1810 Olympic Valley Road for Perusse Law and authorize the General Manager to execute the lease. Director Smolen seconded the motion. A roll call vote was taken, and the motion passed.

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

G. Management Status Reports.

G-1 Fire Department Report

Chief Chisholm reviewed the report, highlighting defensible space inspections, the pancake breakfast, and fuels management projects.

G-2 Water & Sewer Operations Report

Mr. Donahue reviewed water production, sewer collection, precipitation levels, and the increase in underground digging requiring support from the Operations department. Mr. Procida completed his commercial class B license training.

G-3 Engineering Report

Mr. Hunt reviewed the report highlighting progress on the sewer master plan, Washeshu Creek stream gage project, OVMWC/OVPSD emergency intertie, and Granite Chief A Line sewer replacement project. Director Cox noted concern about the infrastructure aesthetic at the bottom of Russell Road.

G-4 Administration & Office Report

Ms. Asher reviewed the report discussing the summer newsletter and SB 1383 compliance. Ms. Lange asked about using Palisades Tahoe's changeable message board to communicate information about green waste days and other items.

G-5 General Manager Report

Mr. Miller reviewed his report, thanking the staff and Board for participating in the strategic plan process. He noted that the Eastern Placer Future group will meet in Olympic Valley to discuss the possibility of incorporating the town of North Lake Tahoe.

Approved on 06/24/2025

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G-6 Legal Report (verbal)

None.

G-7 Directors' Comments (verbal)

The Board voiced appreciation for the staff for the strategic planning effort and to the Fire Department for hosting the community's pancake breakfast event.

Director Hover-Smoot made a motion, seconded by Director Koffler, to adjourn to closed session at 10:27 A.M. A roll call vote was taken, and the motion passed.

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

H. Closed Session –

H-1 Public Employment

The Board met in Closed Session pursuant to Government Code §54957 regarding the General Manager.

Director Hover-Smoot made a motion, seconded by Director Koffler to adjourn to open session; the motion passed.

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

Mr. Bell said there is no reportable action from the closed session.

I. Possible Action from Closed Session.

I-1 General Manager's Employment Contract

The Board reviewed the item, accepted public comment, and adopted Resolution 2025-07, which approved the general manager's employment contract.

Mr. Bell summarized the proposed amendments to the General Manager's employment contract. The changes include an increase in paid holidays from 11 to 12, an increase in annual vacation accrual from 160 to 200 hours, and a new maximum vacation accrual cap of 300 hours. These adjustments are consistent with proposed updates to the District's Personnel Policy and Procedure Manual.

Public Comment – None

Director Hover-Smoot motioned to adopt Resolution 2025-07, approving the General Manager's employment contract, which Director Koffler seconded. A roll call vote was taken, and the Resolution was adopted.

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

J. Adjourn.

Director Koffler made a motion, seconded by Director Smolen to adjourn. A roll call vote was taken, and the motion passed.

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

By, J. Asher

Approved on 06/24/2025


Jessica Asher (Jun 25, 2025 09:01 PDT)






2025-05-27_RegularMeetingMinutes_DRAFT

Final Audit Report

2025-06-25

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