

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #942
JUNE 24, 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, 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; Nic Massetani, Operations Specialist III; Charley Miller, General Manager; Danielle Mueller, Finance and Administration Manager; John Rogers, Firefighter/Paramedic

Others Present: Jean Lange; Mary Beth Leonard; David Stepner

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

Jean Lange 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 reported that the FoOV recently shared information with the community related to Project Olympic and the North Lake Tahoe Incorporation effort.

B-3 Olympic Valley Design Review Committee (OVDRC) – Mr. Stepner shared that the OVDRC approved a garage addition to the Queen of the Snows remodel project. He shared that the residential fence on Olympic Valley Road is still being discussed with the County.

B-4 Olympic Valley Municipal Advisory Council (OVMAC): Mr. Stepner shared that a Supervisor Forum will be held tomorrow at 6:00 PM regarding the Olympic Valley Park. The forum will address a proposed tax measure aimed at funding upgrades to the field and playground.

B-5 Olympic Valley Mutual Water Company (OVMWC) – Mr. Stepner shared that the water tank recoating project is almost complete.

B-6 Firewise Community – Chief Chisholm reported that he will be presenting to the Property Owners' Association on the Fourth of July.

B-7 Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board Meeting summary. He briefly discussed that GM Richard Pallante retired, and the agency will be interviewing candidates. Jason Hays is the Interim General Manager and a candidate for the General Manager position. Local Fire Departments will be speaking with Mr. Hays and providing public comments regarding a fire-only regional training facility on T-TSA surplus land.

C. Public Comment/Presentation.

Mr. Stepner reported that the Mountaineer Board recently met to review public survey results in which wait times were identified as the primary concern. In response, one additional van will be added to both Olympic Valley and Alpine Meadows service areas.

Approved on 07/29/2025

Jessica Asher
Jessica Asher (Jul 29, 2025 13:33:05 PDT)

D. Financial Consent Agenda Items.

Director Hudson and Koffler convened with staff on June 24th, 2025, from approximately 7:45 to 8:10 A.M. to review items D-1 through D-11 and other finance-related items on the agenda. Ms. Mueller reported on increased Liberty Utility rates, capital projects, and annual billing. She also discussed the D-5 Exhibit, which was on-screen to summarize the District's financial position.

Public Comment – None.

Director Koffler motioned to approve the financial consent agenda, which Director Hudson seconded; 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 May 27th, 2025.

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

Public Comment – None

Director Hover-Smoot moved to approve the Board of Directors meeting minutes for May 27th, 2025, which Director Hudson seconded; the motion was approved.

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

F. Old and New Business.

F-1 PUBLIC HEARING: Ordinance 2025-01 – Adopting a Fire and Life Safety Cost Recovery Schedule

The Board reviewed the item, accepted public comment, and adopted Ordinance 2025-01 updating the Fire and Life Safety Cost Recovery Schedule.

Chief Chisholm reviewed the staff report and explained that the Board is being asked to consider adopting an Ordinance with a revised cost schedule to recover staff time expenses for plan checks and inspections. The Ordinance was introduced in April, and re-introduced in May. It was noted that approximately \$30,000 in revenue is anticipated, based on current year figures.

Public Comment – None.

Director Hover-Smoot motioned to adopt Ordinance 2025-01, which Director Hudson seconded. A roll call vote was taken, and the Ordinance was approved.

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

Approved on 07/29/2025

Jessica Asher
Jessica Asher (Jul 29, 2025 13:33:05 PDT)

F-2 PUBLIC HEARING: Ordinance 2025-02 – Adopting Revisions to the District Administrative Code

The Board reviewed the item, accepted public comment and adopted Ordinance 2025-02 to revise District Codes.

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 item was introduced at the May Board meeting.

Public Comment – None.

Director Hover-Smoot motioned to adopt Ordinance 2025-02, which Director Hudson seconded. A roll call vote was taken, and the Ordinance was approved.

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

F-3 PUBLIC HEARING: Adopting Rates & Charges

The Board reviewed the item, accepted public comment, and adopted Resolution 2025-08.

Ms. Mueller reviewed the staff report. The proposed rates and charges have been discussed with the Board throughout the year, with the Board approving the Proposition 218 notice and rate study in January 2025. Ms. Mueller briefly discussed the change to adopt rates and charges by resolution. Ms. Mueller noted that the District received one protest letter, which was included in the Board Exhibit.

Public Comment –

Ms. Lange asked whether the rates would remain unchanged for five years. Ms. Mueller explained that Proposition 218 sets the maximum allowable rates for each year, which includes an annual escalation. Director Hudson added that he intends to keep the rates as low as possible.

A motion to adopt Resolution 2025-08 was made by Director Hudson which was seconded by Director Koffler. A roll call vote was taken, the Resolution was approved.

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

F-4 PUBLIC HEARING: Approve FY 2025-2026 Budget and Employee Salary Schedules

The Board reviewed the item, accepted public comment, and approved the FY 2025-2026 budget by adoption of Resolution 2025-09 and the adoption of Employee Salary Schedule by Resolution 2025-10.

Ms. Mueller briefly reviewed the budget and changes made since the previous presentation. The item was reviewed in detail during the Finance Committee and in previous Board Meetings; this was the 3rd budget review with the Board.

Director Hudson asked how tax revenue is projected. Ms. Mueller said the projection is based on the assessed value not increasing more than 2% annually, there is also an assumption for remodels and sales which will result in new assessed values.

Approved on 07/29/2025

Jessica Asher
Jessica Asher (Jul 29, 2025 13:33:05 PDT)

Public Comment – None.

- A. A motion to adopt Resolution 2025-09 was made by Director Hudson which was seconded by Director Hover-Smoot. A roll call vote was taken, the Resolution was approved.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent
- B. A motion to adopt Resolution 2025-10 was made by Director Koffler which was seconded by Director Hudson. A roll call vote was taken, the Resolution was approved.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

F-5 PUBLIC HEARING: Request Placer County to Collect Delinquent Charges

The Board reviewed the item, accepted public comment, and adopted Resolution 2025-11, requesting Placer County to collect delinquent charges.

Ms. Mueller reviewed the report. She reported that there were more delinquencies than in previous years, but could not explain why.

Public Comment – None.

A motion to adopt Resolution 2025-11, requesting Placer County collect delinquent charges, was made by Director Hover-Smoot and seconded by Director Hudson. A roll call vote was taken; the Resolution was approved.

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

F-6 Establish Appropriation Limits for Funds FD30144 and FD30146

The Board reviewed the item, accepted public comment, and approved the Appropriation Limits by adopting Resolutions 2025-12 and 2025-13.

Ms. Mueller provided a summary of the Appropriation Limits calculations which are based on the annual change in per capita income and number of constituents. The limits on tax revenue are due to Proposition 13, passed in 1978.

Public Comment - None

- A. Director Hover-Smoot made a motion to adopt Resolution 2025-12, establishing an Appropriations Limit for Fund FD30144 for FY 2025-2026 in the amount of \$2,107,239, which was seconded by Director Hudson. A roll call vote was taken, and the Resolution was adopted.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Yes
- B. Director Hover-Smoot made a motion to adopt Resolution 2025-13, establishing an Appropriations Limit for Fund FD30146 for FY 2025-2026 in the amount of \$6,871,450, which was seconded by Director Hudson. A roll call vote was taken, and the Resolution was adopted.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Yes

Approved on 07/29/2025


Jessica Asher (Jul 29, 2025 13:33:05 PDT)

F-7 Residential Garbage Service Contract

The Board reviewed the item, accepted public comment, approved awarding the garbage collection contract to Tahoe Truckee Sierra Disposal (TTSD), and authorized execution of the annual service agreement by adoption of Resolution 2025-14.

Mr. Miller reviewed the staff report. Updates to the contract were necessary to revise language allowing the agreement to be automatically renewed annually.

Public Comment – None.

Director Hudson made a motion to approve Resolution 2025-14 awarding the garbage collection contract to Tahoe Truckee Sierra Disposal Company and authorizing execution of the annual service agreement, which was seconded by Director Hover-Smoot. A roll call vote was taken, and the Resolution was adopted.

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

F-8 Personnel Policies & Procedures Manual Revisions

The Board reviewed the item, accepted public comment, and approved revisions to the Personnel Policies & Procedures Manual (PP&PM) to reflect changes to staff benefits.

Mr. Miller reviewed the staff report. The proposed changes include increasing the number of paid holidays from 11 to 12 days, providing 40 hours of paid bereavement leave per year, and increasing vacation accrual rates. Mr. Bell clarified that the District maintains a policy manual for all three departments and separate Memorandums of Understanding (MOU) for each labor union. Mr. Koffler stated that he supports the benefit changes for the administrative department but does not support modifying union benefits mid-contract.

Public Comment – None.

A motion to adopt Resolution 2025-15 was made by Director Hover-Smoot which was seconded by Director Hudson. A roll call vote was taken; the resolution was approved.

Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – No | Smolen – Yes

F-9 Commercial Lease – 1810 Olympic Valley Road

The Board reviewed the item, accepted public comment, approved the leases of 810 Olympic Valley Road, and authorized the General Manager to execute the lease with Palisades Tahoe.

Director Hudson and Smolen announced a conflict of interest due to employment by Palisades Tahoe and left the room.

Mr. Miller reviewed the staff report.

Public Comment – None.

Approved on 07/29/2025


Jessica Asher (Jul 29, 2025 13:33:05 PDT)

Director Koffler made a motion to approve the proposed lease of 1810 Olympic Valley Road for Palisades Tahoe and to authorize the General Manager to execute the lease. The motion was seconded by Director Hover-Smoot. The motion passed.

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

Director Hudson and Smolen rejoined the room.

F-10 Award Contract – Well 5R & 1810 Material Bays Roof Replacement Construction

The Board reviewed the item, accepted public comment, and authorized the General Manager to execute all contractual documents with North Tahoe Quality Roofing, Inc. in an amount not-to-exceed \$52,500.

Mr. Hunt reviewed the staff report.

Public Comment – None.

Director Koffler made a motion to approve the contract with North Tahoe Quality Roofing Inc in an amount not-to-exceed \$52,500, which Director Smolen seconded. The motion passed.

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

F-11 California Special Districts Association (CSDA) Election – Sierra Network

The Board reviewed the item, accepted public comment, and cast a vote for Mark Wasley.

Ms. Asher reviewed the staff report, and the Directors briefly discussed the candidate’s qualifications.

Public Comment – None.

A motion to vote for Mark Wasley was made by Director Hover-Smoot and seconded by Director Hudson. The motion passed.

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

F-12 Placer County Local Area Formation Commission (LAFCo) Call for Nominations

The Board reviewed the item, accepted public comment, and nominated Scott Wilson to serve as the Alternate Special District Representative on LAFCo

Ms. Asher reviewed the staff report. The Board discussed the desire to have local representation and spoke positively about Scott Wilson, who was nominated by T-TSA.

Public Comment – None.

A motion to nominate Scott Wilson was made by Director Hover-Smoot and seconded by Director Hudson. The motion passed.

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

Approved on 07/29/2025


Jessica Asher (Jul 29, 2025 13:33:05 PDT)

F-13 Special Districts Risk Management Authority (SDRMA) Election

The Board reviewed the item, accepted public comment, and cast votes for Virginia Chang Kiraly, Robert Housley, Thomas Wright, and Mike Scheafer.

Ms. Asher reviewed the staff report, and the Directors briefly discussed the candidate's qualifications.

Public Comment – None.

A motion to vote for Virginia Chang Kiraly, Robert Housley, Thomas Wright, and Mike Scheafer was made by Director Hudson and seconded by Director Hover-Smoot. The motion passed.

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

G. Management Status Reports.

G-1 Fire Department Report

Chief Chisholm reviewed his report, highlighting recent training, including the completion of annual wildfire training. He said that defensible space inspections will start soon and will be a top non-response priority. The call volume has been similar to last year. The District is working on the three-year code adoption cycle. Ms. Asher and Chief Chisholm met with the Sierra Nevada Conservancy regarding potential funding for OV-5 fuel reduction project. CAL FIRE is considering updates to defensible space ordinances, including Zone 0 requirements, though recent public feedback may shift responsibility to local agencies. A burn ban went into effect yesterday. Upcoming July 4th events include a Property Owner Association/Firewise Community presentation and participation in the Truckee parade. Timothy Hoover is now off probation, and both new hires are performing well. Fuels management work continues, and there was a discussion about the projects and the objectives of the OV-4 project. Mr. Miller confirmed OV-3 will be completed this year. Chief Chisholm noted that Prevention Officer Olk is supporting defensible space inspections, plan reviews, special events, and other duties.

G-2 Water & Sewer Operations Report

Mr. Donahue reviewed his report, noting high water production primarily due to the timing of system flushing. The aquifer level is approximately 0.5 feet lower than it was last year despite close to average annual precipitation. Hydrant flushing continued through May. Mr. Donahue noted his pending resignation and Mr. Miller thanked him for his 8.5 years of dedicated service. Nic Massetani will assume his duties in the interim, and the position has been posted.

G-3 Engineering Report

Mr. Hunt reviewed the staff report highlighting the 305 OV HVAC replacement project and the Washeshu Steam Gage Project.

G-4 Administration & Office Report

Ms. Asher reviewed the report.

Approved on 07/29/2025

Jessica Asher
Jessica Asher (Jul 29, 2025 13:33:05 PDT)

G-5 General Manager Report

Mr. Miller reviewed his report and thanked John Rogers and the Fire Department for organizing a recent all-staff meeting. He noted that the strategic plan work plan is in progress, with a goal of Board adoption next month. He also mentioned the upcoming California Special District's General Manager Conference at Everline and thanked Ms. Mueller for her work on the budget.

G-6 Legal Report (verbal)

None.

G-7 Directors' Comments (verbal)

The Board thanked Mr. Donahue for his work and contributions to the District, and acknowledged Staff's recent efforts on the newsletter, annual billing, and budget.

Mr. Bell reported that the Board will meet in closed session to discuss facts and circumstances that might result in litigation that the District does not believe are known to potential plaintiffs.

Director Hover-Smoot made a motion, seconded by Director Hudson, to adjourn to closed session at 9:58 AM. The motion passed.

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

H. Closed Session –

H-1 Conference with Legal Counsel; Anticipated Litigation

The Board met in Closed Session pursuant to Government Code §54956.9(d)(2) regarding anticipated litigation.

Director Koffler made a motion, seconded by Director Hudson, to adjourn to open session at 10:17 AM; the motion passed.

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

Mr. Bell shared that there was no reportable action from the closed session.

I. Possible Action from Closed Session.

None.

J. Adjourn.

Director Koffler made a motion, seconded by Director Smolen to adjourn at 10:18 AM; the motion passed.

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

By, J. Asher

Approved on 07/29/2025


Jessica Asher (Jul 29, 2025 13:33:05 PDT)

2025-06-24_RegularMeetingMinutes_FINAL

Final Audit Report

2025-07-29

Created:	2025-07-29
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-  Document created by Ashley Massey (amassey@ovpsd.org)
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