OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #944
AUGUST 26, 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, and Richard Koffler
*Joined via noticed teleconference

Directors Absent: Katrina Smolen

Staff Present: Jessica Asher, Program Manager & Board Secretary; Mackenzie Anderson, Legal Counsel; Nic Massetani, Operations Superintendent; Dave Hunt, District Engineer; Charley Miller, General Manager; Danielle Mueller, Finance and Administration Manager

Others Present: David Stepner

A. Call to Order, Roll Call & Pledge of Allegiance
Mr. Massetani led the Pledge of Allegiance.

B. Community Informational Items.

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

B-2 Friends of Olympic Valley (FoOV) – The FoOV and Property Owners Association will host a Town Hall meeting at 6:00 p.m. in the District's community room, followed by a social gathering at the Auld Dubliner. Chief Chisholm will speak on fire safety, and representatives from various agencies will address additional community topics.

B-3 Olympic Valley Design Review Committee (OVDRC) – None.

B-4 Olympic Valley Municipal Advisory Council (OVMAC) – Mr. Stepner reported on the recent Supervisor Forum regarding Olympic Valley Park and noted that the County acknowledged the survey was issued prematurely. Kyle Smith, Placer County Parks and Recreation, is preparing data and coordinating with Supervisor Gustafson on community engagement meetings. Mr. Stepner stated that the primary concern is the deteriorating fields, which may be closed if not repaired. He further noted that the County's position is that ongoing parks and recreation funding and maintenance are the community's responsibility.

B-5 Olympic Valley Mutual Water Company (OVMWC) – Mr. Stepner reported that the fiscal year closed July 1, with most items on budget except for the capital expense deficit related to the lower tank recoating project. He noted a 7% increase in billing rates for the next year, primarily due to capital expenses including the upper tank recoating project. He further reported that 88% of bills have been collected that 83% of customers have responded to backflow prevention testing requirements, and that the audit is underway.

B-6 Firewise Community – The next Green Waste Disposal Day will be September 14th,

B-7 Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board meeting summary, noting that the Truckee River Interceptor project, including bypass pumping along the bike path, is expected to be completed by the end of October. He will provide Mr. Hunt with the total construction cost once confirmed.

Approved on 9/30/2025
Jessica Asher
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C. Public Comment/Presentation.
None.

C-1 Recognition of Service – 5 years – Alexa Herring, Assistant Engineer
Ms. Asher noted that Ms. Herring has been with the District for five years. In recognition of her service and following the Personal Policy and Procedure Manual, she was provided with a $100 gift card.

D. Financial Consent Agenda Items.
Director Hover-Smoot and Koffler convened with staff on August 26th, 2025, from approximately 7:45 to 8:07 A.M. to review items D-1 through D-17 and other finance-related items on the agenda. Ms. Mueller reported that multiple fuels reduction projects are underway, noted that the District paid the CALPERS unfunded accrued liability in a lump sum (receiving a 3.5% discount), and confirmed the building loan was paid off in July.

Public Comment – None.

Director Koffler motioned to approve the financial consent agenda, which Director Hudson seconded; a roll call vote was taken and 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 July 29th, 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 for July 29th, 2025, which Director Cox seconded; a roll call vote was taken and the motion was approved.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

F. Old and New Business.
F-1 District Five-Year Strategic Plan
The Board reviewed the item and accepted public comment.

Mr. Miller reviewed the status report and summarized the Strategic Plan, noting the formation of a management planning group and a culture team. He highlighted the guiding principles developed by the Board and staff and reported that a work plan will be created and presented annually. Ms. Asher provided an update on the communications strategy to share the new plan and associated mission, vision and core values with the community.

Board members expressed appreciation, describing the plan as clear, thoughtful, and representative of the District and Valley. They commended staff and the consultant for their work.

Public Comment – None.

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Director Koffler moved to approve the District's 2025 Strategic Plan, which Director Hudson seconded; a roll call vote was taken and the motion was approved.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

F-2 Award Contract – On-Call Engineering Services
The Board reviewed the item, accepted public comment, and approved the contract with DOWL, LLC for on-call engineering services not-to-exceed $20,000, and authorized the General Manager to execute all contractual documents.

Mr. Hunt reviewed the staff report and highlighted potential work to be performed under the contract. He noted that the District has maintained an on-call agreement for engineering services since at least 2000, and this item updates the contract to current standards.

Public Comment – None.

Director Koffler motioned to approve the contract with DOWL, LLC for the amount not-to-exceed $20,000 and authorized the General Manger to execute all contractual documents, which was seconded by Director Hudson. A roll call vote was taken and the motion passed.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Absent

G. Management Status Reports.
G-1 Fire Department Report
Mr. Miller shared highlights from Chief Chisholm's report, including staffing adjustments due to two employees on injury leave, as well as ongoing training and annual maintenance being completed by the crew. He noted that Chief Chisholm will present at the Property Owners Association Town Hall and is currently working on both the triennial Fire Code update and the Local Hazard Mitigation Plan. Ms. Asher provided an update on fuels mitigation projects, including the OV-4 Community Buffer Project, and indicated that pile burning may be necessary for Phase 2. The Board asked staff to confirm that the District's insurance and protections are sufficient. Ms. Asher said she expects the OV-3/S-Turns Project to be completed in mid-September, and that the OV-2 project would be advertised this fall.

G-2 Water & Sewer Operations Report
Mr. Massetani reviewed his report, sharing the information from the Flow Report. He stated that the Ops team is working to complete the installation of all single-family residential water meters. There was a brief discussion about the Eye on Water application.

G-3 Engineering Report
Mr. Hunt reviewed the staff report, providing updates on several projects. He reported that the 305 Olympic Valley Road HVAC project is moving forward with revised contract documents to solicit proposals, with the goal of awarding the contract at the October Board meeting. He also reported on the Well 5R and 1810 Material Bays roof replacement project, noting that the Quality Roofing contractor identified a shear wall at the material bays that had rotted beyond repair. Linchpin Structural Engineering has developed plans to replace the shear wall and three beams supporting the structure,

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which suffered years of water damage. This prevailing wage project will be brought to the Board soon for contract award. Regarding the Granite Chief sewer project, Mr. Hunt stated it will proceed through the dedication process. The second amendment was approved by the Board and signed by some parties. Staff is evaluating whether a reimbursement option for future connections can be incorporated into a third amendment, but the immediate focus remains on completing the work. Mr. Hunt noted the project is expected to be complete before winter, but the timeline will depend on contractor performance.

G-4 Administration & Office Report

Ms. Asher reviewed the report and asked the Board to share any topics for the fall e-newsletter. She also offered Directors the opportunity to attend the Placer County Water Agency's East Slope meeting.

G-5 General Manager Report

Mr. Hunt reported on the Lake Tahoe Summit, noting the agency information booths and presentations from Nevada and California elected officials on collaboration and goals for the lake. Mr. Miller reported that Congressman Kevin Kiley met with him and Chief Chisholm to discuss District business including evacuation corridors, fire engine costs, and development in the Valley. He also provided updates on rising Liberty Utility costs and Community Choice Aggregation for power purchasing. Although the District may not benefit substantially due to relatively low energy usage, staff will continue to monitor developments. Mr. Miller additionally referenced an upcoming CARB meeting regarding potential amendments to restrictions. Mr. Miller addressed several Board policy matters raised by Director Smolen at the July meeting. He noted that staff can update onboarding packets as desired, confirmed that the policy manual and administrative code remain sufficient, and will refine policies if directed by the Board. Director Smolen requested an OVPSD email, but other Directors indicated a preference to continue using personal email addresses. He also noted that other boards' compensation practices and the District's finances will be reviewed in detail to determine if the Board's compensation and benefits should be amended. He reported that in 2016, compensation was set at $600/month with an additional $6,000 for eligible health expenses. He plans to review this item in detail for consideration by the Board at an upcoming meeting this fall. Director Hudson and Director Katy indicated that current compensation is fair, and Director Cox recommended proceeding as Mr. Miller deems appropriate.

G-6 Legal Report (verbal)

None.

G-7 Directors' Comments (verbal)

The Directors thanked staff for their work on the Strategic Plan, noting the quality of the layout and photographs.

J. Adjourn.

Director Koffler made a motion, seconded by Director Hudson to adjourn at 9:35 AM; a roll call vote was taken and the motion passed.

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

By, J. Asher

Approved on 9/30/2025

Jessica Asher

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2025-08-26_RegularMeetingMinutes-FINAL

Final Audit Report 2025-09-30

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Signer jasher@ovpsd.org entered name at signing as Jessica Asher
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