

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES #917  
DECEMBER 12<sup>th</sup>, 2023

*Agenda with board packet and staff reports is available at the following link:*

<https://www.ovpsd.org/board-agenda-december-2023>

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

President Cox called the meeting to order at 8:30 a.m.

**Directors Present:** Dale Cox, Katy-Hover-Smoot, Fred Ilfeld, and Katrina Smolen.

**Directors Absent:** Bill Hudson.

**Staff Present:** Jessica Asher, Program Manager & Board Secretary; Brandon Burks, Operations Manager; Brad Chisholm, Fire Chief; Mike Geary, General Manager; Dave Hunt, District Engineer; Alexa Kinsinger, Assistant Engineer; and Danielle Mueller, Finance & Administration Manager.

**Others Present:** Seana Doherty, Jaime Gignoux, Ed Heneveld, Jean Lange

Dr. Heneveld 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. Heneveld discussed concerns related to the water supply for the Village at Palisades Tahoe Specific Plan's (VPTSP's) Partially Revised Draft Environmental Impact Report (PRDEIR). Katrina Smolen recused herself due to a conflict of interest due to the professional consulting work she performs for Palisades Tahoe. The Board requested that the staff agendize consideration of a contract with Dwight Smith (UES/McGinley and Associates) to perform the scope of work proposed to Placer County through the District's comments (i.e. Climate Change Modeling for the Sufficiency of Supply Assessment).

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

**B-4** Olympic Valley Municipal Advisory Council (OVMAC) – None.

**B-5** Olympic Valley Mutual Water Company (OVMWC) – Mr. Burks said the OVMWC has been working through some SCADA system issues.

**B-6** Firewise Community – The Firewise Community met their annual certification requirements, the certificate was included in the Board Packet. The Board requested that the Firewise Certificate be displayed in the building.

**B-7** Capital Projects Advisory Committee (CAP) – Ms. Mueller provided information regarding the open annual grant cycle noting that there are two upcoming workshops about the grant process.

**B-8** Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the report. Mr. Geary highlighted the new T-TSA legal fees, included within the Board Exhibit.

**Public Comment/Presentation.**

Director Cox discussed the challenges he has faced to permit accessory dwelling units at his residence and voiced frustration at developing housing solutions for our community.

**D. Financial Consent Agenda Items.**

Director Hover-Smoot and Smolen convened with staff on December 12<sup>th</sup>, 2023, from approximately 7:45-8:05 A.M. to review items D-1 through D-12, and other finance-related items on the agenda. Ms. Mueller provided a summary of the meeting. Ms. Mueller responded to a question from the committee meeting regarding the \$77,859 Fire Department expense, which was for the purchase of extrication equipment.

Public Comment – None.

Director Smolen made a motion to approve the financial consent agenda, which was seconded by Director Ilfeld. The motion passed.

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

**E. Approve Minutes.**

**E-1 Minutes for the Board of Directors Regular Meeting of November 28<sup>th</sup>, 2023.**

The Board reviewed the item, accepted public comment, and approved the minutes for the Board of Directors meeting of November 28<sup>th</sup>, 2023.

Public Comment – None.

Director Hover-Smoot made a motion to approve the minutes of the Board of Directors meeting of November 28<sup>th</sup>, 2023, which was seconded by Director Ilfeld. The motion passed.

Cox – Yes | Hover-Smoot – Yes | Hudson – Absent | Ilfeld – Abstain | Smolen – Yes

**F. Old & New Business.**

**F-1 Audit Report for Fiscal Year 2022-2023**

The Board received the report from McClintock Accountancy Corporation, reviewed the item, and accepted public comment.

McClintock Accountancy Corporation performed a third-party audit of the financial statements prepared by the District for fiscal year (FY) 2022-23. The audit assures the annual financial statements of the District are reported without any material misstatement and are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

Staff provided a summary of the 2022-2023 Audit using a PowerPoint presentation which was provided in the Board Packet.

Jaime Gignoux, Audit Manager with McClintock Accountancy Corporation, provided a summary of the audit preparation and opinion. Ms. Gignoux stated that there was an unmodified and clean opinion on the financial reports, which is the highest opinion possible. There were no audit adjustments, which is highly unusual and reflects the excellent work performed by District staff. Ms. Gignoux said the team was great to work with and Ms. Mueller was responsive to the auditor's needs.

Public Comment – None.

*Director Smolen left the meeting but listened to an audio feed via cell phone.*

**F-2 Fuels Management Program.**

The Board reviewed the item and accepted public comment.

Chief Chisholm and Ms. Asher reviewed the staff report. Staff have started preparing an application to the CAL FIRE Wildfire Prevention Grant program for OV-5, however, due to the RPF Bradfield's availability, staff cannot confirm the grant will be pursued.

Public Comment – None.

**F-3 2024 Board Meeting Schedule.**

The Board reviewed the item, accepted public comment, and adopted a meeting schedule for 2024.

Ms. Asher reviewed the staff report.

Public Comment – None

Director Hover-Smoot made a motion to set a Regular Meeting on December 22, 2023 and to establish a schedule for regular meetings for the 2024 calendar year as follows:

- January 2024 – November 2024: last Tuesday of the month at 8:30 am.
- December 2024: Tuesday, December 17, 2024 at 8:30 am.

The motion was seconded by Director Ilfeld. The motion passed.

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

**F-4 Selection of President and Vice-President.**

The Board accepted public comment and elected Dale Cox to serve as President and Bill Hudson to serve as Vice-President by the adoption of Resolution 2023-22.

The Directors agreed that President Cox and Vice-President Hudson have been doing an excellent job of performing their Board duties and they were nominated to continue serving in their respective positions.

Public Comment – None.

Director Hover-Smoot nominated Director Cox to serve as President and Director Hudson to serve as Vice-President for the 2024 calendar year and made a motion to adopt Resolution 2023-22, which was seconded by Director Ilfeld. A roll call vote was taken, and the Resolution was adopted.

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

**F-5 2024 Committee Assignments and Appointments.**

The Board reviewed the item, accepted public comment, and the President determined the 2024 Committee assignments, including appointments to outside committees.

Ms. Asher reviewed the staff report.

The Committee assignments for 2024 are as follows:

STANDING COMMITTEES			
COMMITTEE	MEETING HELD	MEMBERS	TERM
Personnel & Administrative	As Needed	Chair Ilfeld, Member Hudson	Appointed Annually in December
Water & Sewer	As Needed	Chair Cox, Member Smolen	Appointed Annually in December
Finance & Budget	Prior to Board Meeting	Chair Hover-Smoot, Member Smolen	Appointed Annually in December
Fire Department	As Needed	Chair Hudson, Member Hover-Smoot	Appointed Annually in December
Garbage	As Needed	Chair Cox, Member Hover-Smoot	Appointed Annually in December
AD-HOC COMMITTEES			
None			
OTHER APPOINTMENTS			
T-TSA	3 <sup>rd</sup> Wednesday	Director Cox	11/1/2022 – 8/31/2026
GMP Advisory	As Needed	General Manager	Appointed by Board
GMP Implementation	As Needed	Full Board	Not Applicable
North Tahoe Transportation Authority	As Needed	Director Hudson	Appointed by Board

Public Comment – None.

Director Hover-Smoot made a motion to approve the 2024 Committee assignments as referenced above, which was seconded by Director Ilfeld. The motion passed.

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

#### **F-6 Tahoe Truckee Sierra Disposal (TTSD) Garbage Proposed Rate Increase.**

The Board reviewed the item, accepted public comment, and directed staff to allow automatic renewal of the contract.

Mr. Geary reviewed the staff report. There was a discussion about the increase in rates and decrease in services from TTSD.

Public Comment – None

Director Ilfeld made a motion to allow the automatic renewal with Tahoe Truckee Sierra Disposal Garbage Rate for the 2024 year, which was seconded by Director Hover-Smoot. The motion passed.

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

*This item was taken out of order*

#### **F-8 Strategic Plan Consulting Contract.**

The Board reviewed the item, accepted public comment, and authorized the General Manager to execute the agreement for strategic plan consulting services.

Ms. Asher reviewed the staff report.

Public Comment – None

Director Hover-Smoot made a motion to approve the contract with Agnew::Beck in an amount not to exceed \$19,445 with a \$5,000 contingency, and to authorize General Manager to execute contractual documents. The motion was seconded by Director Ilfeld. The motion passed.

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

*Director Cox left the meeting.*

**F-7 Strategic Plan – Work Plan Progress Report.**

The Board reviewed the item and accepted public comment.

Mr. Geary reviewed the staff report and eighth update to the work plan. The workplan update is intended to prepare the group for the upcoming strategic planning; the current workplan will be replaced as part of that process. There was a discussion about the importance of an emergency water supply, which staff feel should be the District's number one priority.

Public Comment – Ms. Lange voiced concerns about the water supply with new development.

*Director Smolen discontinued listening to the audio feed via cell phone.*

**G. Management Status Reports.**

**G-1 Fire Department Report**

Chief Chisholm reviewed the report including that there has been significant overtime due to lack of staff. He discussed recent training, the short-term rental inspection program, and upcoming events.

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

Due to the meeting date the water and sewer report could not be compiled but will be included with the January exhibits. Mr. Burks provided a verbal report on the activities of the Operations Department.

**G-3 Engineering Report**

Mr. Hunt reviewed the report and provided updates on the District office HVAC replacement and the Granite Chief Sewer Line Replacement Project.

**G-4 Administration & Office Report**

Ms. Asher reviewed the report.

**G-5 General Manager Report**

Mr. Geary provided a verbal report providing an update on the General Manager recruitment process.

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

None.

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

The Directors thanked Ms. Mueller for her work preparing the excellent audit.

*Due to the lack of quorum, items H-1 (Closed Session – Public Employment) and I (Possible Action from Closed Session) were removed from the agenda.*

**J. Adjourn.**

Director Hover-Smoot made a motion, seconded by Director Ilfeld to adjourn at 11:58 A.M. The motion passed.

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

By, J. Asher