OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #947
OCTOBER 28, 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; Chris De Deo, Fire Captain; Dave Hunt, District Engineer; Nic Massetani, Operations Superintendent; Charley Miller, General Manager; Danielle Mueller, Finance and Administration Manager; Brandon Olk, Fire Prevention Officer.

Others Present: Judy Friedman, Jean Lange, Steve Teshara

A. Call to Order, Roll Call & Pledge of Allegiance
David Mercer led the Pledge of Allegiance.

B. Community Informational Items.

B-1 Olympic Valley Watershed Alliance (OVWA) – Director Smolen reported that Truckee River Day was very successful, with approximately 25 volunteers participating in the removal of noxious weeds within the meadow. She expressed appreciation to all who volunteered.

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) – Director Koffler reported that the OVMAC will review the Sierra Family Subdivision at 325 Olympic Valley Road at the next meeting on November 6, 2025.

B-5 Olympic Valley Mutual Water Company (OVMWC) – None.

B-6 Firewise Community – Ms. Asher shared that the Firewise Community was re-certified.

]B-7 Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board meeting summary and discussed funding for the Nutrient Removal Improvements Project. Mr. Miller reported that T-TSA General Manager Hays has contacted the Member Agencies to assess interest in surplus property. Mr. Miller will work with staff to determine whether the District has a potential need for the property and will attend a meeting with T-TSA to gather additional information. After Member Agency input is received, any surplus property will likely be offered to the public.

C. Public Comment/Presentation.

C-1 Recognition of Service – 25 years – Brad Chisholm, Fire Chief

Mr. Miller noted that Chief Chisholm has been with the District for twenty-five years and will be recognized next month when he is in attendance. In recognition of his service, and following the Personal Policy and Procedure Manual, he was provided with a $500 gift card.

C-2 Recognition of Service – 25 years – Chris De Deo, Fire Captain

Mr. Miller noted that Captain De Deo has been with the District for twenty-five years, and the Board voiced their appreciation for his service. In recognition of his service, and following the Personal Policy and Procedure Manual, he was provided with a $500 gift card.

Director Smolen announced that the North Tahoe Scouts will honor veterans at 11:11 on 11/11/25 at Trail End Cemetery in Tahoe City.

D. Financial Consent Agenda Items.

Director Smolen and Koffler convened with staff on October 28th, 2025, from approximately 8:00 A.M. to 8:18 A.M. to review items D-1 through D-13 and other finance-related items on the agenda. Ms. Mueller reported that the meeting time has been moved to 8:00 AM. She provided financial updates on the grant-funded fuel reduction projects. She stated that the auditors are running slightly behind schedule but have identified no findings to date and remain on track to present in December. Ms. Mueller also reported no significant changes to the income statement, with revenues continuing to exceed expenses year-to-date.

Public Comment – None.

Director Koffler motioned to approve the financial consent agenda, which Director Smolen seconded; the motion was approved.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Yes

E. Approve Minutes.

E-1 Minutes for the Regular Board of Directors meeting of September 30th, 2025.

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

Public Comment – None

Director Smolen moved to approve the Board of Directors meeting minutes for September 30th, 2025, which Director Hover-Smoot seconded; the motion was approved.
Cox – Yes | Hover-Smoot – Yes | Hudson – Abstain | Koffler – Yes | Smolen – Yes

F. Old and New Business.

F-1 Eastern Placer Future Presentation

The Board received the presentation regarding the effort to incorporate the town of North Tahoe, reviewed the item, and accepted public comment.

Mr. Teshara, representing Eastern Placer Futures, provided a presentation included in the Board packet.

There was a brief discussion about including state and federal lands within the proposed town boundary; Mr. Teshara noted that the Local Area Formation Commission (LAFCO) would consider how to address those lands. It was explained that a newly formed Town would enter into an agreement with CAL FIRE for State Responsibility Area coverage, and that there is precedent for this approach.
The Board discussed community outreach efforts and the timeline for transitioning into a formal advocacy phase. Eastern Placer Futures noted that while they are not yet in campaign mode, they are laying foundational outreach work, with initial community surveys showing 60-70% favorable of the proposal. It was also noted that a majority vote (50% + 1) would be required for approval. Teshara confirmed that if created, one of the first actions would be to write a General Plan.

Discussion also included the boundaries of the proposed Town, including implications for nearby communities such as portions of Glenshire and the Palisades neighborhoods. Mr. Teshara shared that that for areas to be included within the town boundary, direct street access to the Town is needed. The Board further discussed initial governance structure for a potential Town, with members of the Board stating a preference for district-based representation so that the voices of Olympic Valley are not overwhelmed by more populated areas such as Tahoe City and Kings Beach. Mr. Teshara said the town is envisioned to have an at-large elected council due to concerns that a Districted Board may not be able to fill all seats, with the ability to transition to district-based representation in the future.

The Board expressed interest in receiving updates as the process progresses and emphasized the importance of continued communication with the community. Mr. Miller shared that the District will continue to engage in discussions, particularly regarding fire service jurisdiction. Ms. Friedman noted that a meeting is being coordinated with the Eastern Placer County JPA to discuss these matters further.

The Board briefly discussed CAL FIRE's role in providing fire protection services, noting that CAL FIRE serves as the state fire agency for wildland areas and also contracts with local jurisdictions to provide local fire services in certain areas.

Public Comment – None.

F-2 PUBLIC HEARING: Ordinance 2025-03 "Amending and Adopting the 2025 California Fire Code."

The Board reviewed the items, accepted public comment, adopted Resolution 2022-20, Findings of Fact Based on Local Conditions to Support Local Amendments, and adopted Ordinance 2025-03 "Amending and Adopting the 2025 California Fire Code."

President Cox called the Public Hearing to Order. Captain De Deo and Fire Prevention Officer Olk reviewed the staff report with Mr. Olk discussing the primary changes proposed including gas meter covers and changes to the maximum allowable driveway slope. This item was introduced at the September 30, 2025 meeting and staff posted the required Notice of Public Hearing and summary of the proposed ordinance.

Public Comment – None.

Director Hover-Smoot made a motion to adopt Resolution 2025-20, Findings of Fact Based on Local Conditions to Support Local Amendments. The motion was seconded by Director Hudson. A roll call vote was taken, and the motion passed unanimously.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Yes

Director Hover-Smoot made a motion to adopt Ordinance 2025-03 "Amending and Adopting the 2025 California Fire Code." The motion was seconded by Director Hudson. A roll call vote was taken, and the motion passed unanimously.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Yes

President Cox closed the public hearing.

F-3 Review of the Procurement Policy
The Board reviewed the item, accepted public comment, and adopted Resolution 2025-21 approving revisions to the District's Procurement Policy.

Mr. Miller reviewed the staff report and provided an overview of the proposed updates to the District's Procurement Policy. The updated policy clarifies the District's County Water District exemption from the Public Contract Code's requirements while voluntarily adopting best practices consistent with the California Uniform Public Construction Cost Accounting Act (CUPCCAA, commonly referred to as the "Cupcake Act") thresholds. He noted that the current bidding threshold is $15,000, consistent with Public Contract Code limits. The proposed policy would align with CUPCCAA, increasing the bidding threshold to $60,000. The proposal also includes increasing the General Manager's contracting authority from $10,000 to $25,000. It was noted that this limit has not been adjusted in approximately 15–18 years.

The Board discussed removal of the formal purchase order requirement, noting that it is outdated and that the District's accounting and auditing systems maintain a sufficient documented approval trail. Ms. Mueller confirmed that the District's auditors are comfortable with this approach. The Board asked how the proposed changes affect oversight. Staff responded that all expenses will continue to be listed on the D-1 report and that progress payments will continue to be brought to the Board for review. Contracts between $10,000 and $25,000, which previously required Board approval, could be approved by the General Manager under the revised policy.

It was acknowledged that a redline version was not provided due to the extent of revisions, and that a side-by-side version was used instead for clarity.

There was a discussion about the credit card maximum, which is approximately $5,000 for the General Manager $2,500 for other managers.

Public Comment – None.

Director Hover-Smoot motioned to adopt Resolution 2025-21 approving revisions to the District's Procurement Policy, which Director Hudson seconded. A roll call vote was taken, and the motion passed unanimously.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Yes

F-4 Bike Trail Snow Removal Contract
The Board reviewed the item, accepted public comment and authorized the General Manager to execute the agreement.

Mr. Miller reviewed the staff report and noted that the contract terms are consistent with prior years. The contract amount is $47,380 for snow removal on approximately 2.3 miles of bike trail. Staff also reviewed the funding status for the future trackless snowblower equipment replacement and confirmed that funding remains on track; therefore, no increase to the contract amount was requested from the County this year.

Public Comment – None.

Director Koffler motioned to approve the contract and authorized the General Manager to execute all contractual documents, which was seconded by Director Hudson. The motion passed.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Yes

F-5 Annual Review of the Bike Trail Snow Removal Financial Reserves Policy.
The Board reviewed the item, accepted public comment and made no changes to the District's Bike Trail Snow Removal Financial Reserves Policy.

Ms. Mueller reviewed the staff report and provided a summary of the Policy. She said that the District plans to contribute $25,000/year to the Bike Trail Snow Removal Reserve to fully fund the trackless snowblower replacement at the end of the current equipment's useful life.

Public Comment – None.

F-6 Board of Directors Benefits and Compensation Survey
The Board reviewed the item, accepted public comment and adopted Resolution 2025-22, amending Board Member Benefits.

Mr. Miller reviewed the staff report and explained that Board member health reimbursements cannot exceed the benefit provided to a single, non-safety employee. He noted that increasing Board member benefits would directly impact water and sewer rates. In contrast, other districts with larger populations, greater property tax revenues, and broader service areas may have more flexibility in providing these benefits.

The salary survey included information on Director requirements, prompting some Directors to request a discussion of Board qualifications alongside benefits. It was suggested that residency within the District should be required to ensure that those making decisions are also those affected by them. Some members expressed that Directors should be residents but not necessarily landowners, while others felt property ownership demonstrates a greater financial investment in District decision-making. Mr. Bell clarified that Director qualifications are established by the District's principal act and state law, and that the District cannot adopt local standards that differ from those requirements. Each type of district (Fire District, Utility District, County Water District etc.) has its own requirements under its respective principal act. For a County Water District, the only legal qualification is that Directors must be registered voters within the District. To be legally registered to vote in the District, an individual must have a domicile in the District, meaning a place to which they intend to return when they are away. Director Hover-Smoot noted that, given the turnover in Olympic Valley, there may be individuals who have moved away but remain registered to vote in the District. While this is technically unlawful, the District's ability to monitor or enforce voter registration is limited. Director Cox expressed concern that the ski area or other powerful entities could influence or control the Board in the future, particularly if residency is not a requirement. Given that changing this requirement would require action by the Governor at the state level, the Board moved on from this discussion.

Director Hudson expressed concern about the magnitude of the proposed 30% salary increase and stated that future salary surveys should include a broader range of comparable agencies beyond the local region. Ms. Mueller confirmed that the District can afford the recommended adjustments. Board members discussed the importance of balancing fair compensation with the potential impact on ratepayers. Director Hover-Smoot stated she is not in favor of increasing costs to ratepayers, herself included, to support higher compensation levels. Director Koffler shared that there are several valid methods for establishing appropriate compensation and that the salary survey and comparison approach used were helpful. It was also noted that the recommended increase aligns with inflation and remains within the allowable limits, ensuring that benefits do not exceed those provided to a single, non-safety employee.

Public Comment –
Jean Lange clarified that while Directors do not receive health insurance through the District, they are eligible for reimbursement of insurance premiums, which staff confirmed.

Director Koffler motioned to adopt Resolution 2025-22 amending Board Member Benefits, which Director Smolen seconded. A roll call vote was taken, and the motion passed.
Cox – Yes | Hover-Smoot – No | Hudson – No | Koffler – Yes | Smolen – Yes

G. Management Status Reports.

G-1 Fire Department Report

Captain De Deo reviewed his report and noted that the Department is currently at full staffing. He highlighted recent Adopt-a-Highway volunteer efforts (from Bridge 8 to Goose Meadows (approximately 2.5 miles) sharing that the first work day will be on November 4th along the segment. The Board briefly discussed a tiny-home development project, consisting of three engineered, snow-rated units located near the "Potato Chip Church." It was noted that new water and sewer connection fees will apply and that the developer will be responsible for necessary infrastructure improvements. Captain De Deo also reported that the District has been awarded approximately $130,000 in grant funds to purchase new self-contained breathing apparatus (SCBA). The Board discussed the recent fuels reduction work completed near Shirley Canyon within an avalanche hazard zone. Staff noted that the work was performed in consultation with qualified professionals and was limited to hand-thinning of small-diameter trees. Based on professional input, this level of thinning was not anticipated to affect avalanche conditions. Director Koffler added that, while avalanche risk can be a concern, the project significantly reduced a well-recognized fire hazard in the area. District Counsel Bell noted that the District has certain immunities under the Government Claims Act. He explained that a potential claim would likely need to involve a "dangerous condition of public property," which generally requires showing that an improvement created a hazardous condition in the property's ordinary use. Based on the type of work described, he did not believe that would apply in this instance.

G-2 Water & Sewer Operations Report

Mr. Massetani reviewed his report and noted that the status report has been updated to include graphical summaries, and that staff will continue refining the visuals. He also reported on the Department's successful response to recent sewer and water main damages, and a damaged corporation valve caused and installed by private contractors, which will reimburse the cost of repairs. Fall maintenance activities are scheduled to begin soon.

G-3 Engineering Report

Mr. Hunt reviewed the staff report and provided project updates. Structural repairs to the 1810 Sand Barn are currently underway, with roofing work scheduled to begin in the coming weeks. Requests for Qualifications for the Water and Resource Master Plan are due next Tuesday, and staff anticipates proposals from three consulting engineering firms. Mr. Hunt reported that two bids were received for the 305 Olympic Valley Road HVAC replacement project. AACO submitted a bid of approximately $2.5 million, and Stevens Construction submitted a bid of approximately $1.7 million. Staff is working with Stevens Construction to negotiate contract terms. He also provided an update on the Granite Chief "A Line" Sewer Replacement project and water service reinstatement. The sewer line has been tested, and the District anticipates restoring water service this week, pending execution of the Second Amendment to the Development Agreement and reimbursement for sewer main damage (approximately $30,000). The Second Amendment to the Development Agreement allows water service to be reactivated while the system remains private. The amendment is expected to carry through the end of the year and may be followed by a third agreement to provide time to finalize the dedication agreement including a potential reimbursable agreemnet to accommodate future connections, would require a change to the Administrative Code. Mr. Miller thanked Mr. Hunt, Staff, and the Board for their support throughout this process.

G-4 Administration & Office Report

Ms. Asher reviewed the report and requested that Board members share any topics they would like included in the Winter Newsletter. Ms. Mueller noted that the number of bills mailed has decreased from last year due to increased participation in paperless billing.

G-5 General Manager Report

Mr. Miller reviewed his report and provided updates on several ongoing initiatives. He noted that Hydros Engineering is finalizing the Mutual Water Company system evaluation report this week. Once complete, the report will be provided to the Mutual Water Company and then forwarded to HDR to review rate implications and potential mechanisms for consolidation. Mr. Miller reported that the District received a response from the Fair Political Practices Commission (FPPC) regarding participation in discussions or decisions that may affect the Mutual Water Company. The FPPC concluded that participation is permissible however, any Directors receiving stipends from the Mutual Water Company will be required to recuse themselves. Mr. Koffler informed that Board that he was receiving a stipend to which Mr. Bell responded that he would need to recuse himself from the consolidation efforts. Regarding the Village at Palisades Tahoe Specific Plan Project, Mr. Miller stated that the project team is working on a compressed schedule, with the goal of presenting to the Board of Supervisors in March. Mr. Miller said he will likely meet with the ad hoc committee to support continued coordination, noting the significant staff time already dedicated to this effort. Mr. Miller also reported on leadership development efforts underway with Pathways, led by Veronica Frenkel, which include one-on-one coaching and two scheduled leadership training sessions. He noted that the LAFCO Municipal Service Review (MSR) prepared by ESCI is expected to be released soon. It has been provided to LAFCO for review. The initial report will address current district structures, with a subsequent scope anticipated to evaluate potential future consolidation scenarios. LAFCO review has been slow due to the Executive Director leaving her position. Mr. Miller also shared that he has met with Chief Leighton and spoken with District Captains regarding anticipated leadership transitions in connection with Chief Chisholm's planned retirement within the next 6 to 18 months.

G-6 Legal Report (verbal)

None.

G-7 Directors' Comments (verbal)

Director Hover-Smoot expressed interest in ensuring that the District maintains a Fire Chief position, even if for a short period, and noted that ongoing regional consolidation discussions should not prevent the District from moving forward with necessary succession plannings. Director Koffler shared that he participated in the California Special Districts Association Special District Leadership Academy and highlighted the importance of clear and consistent communication with the community to maintain transparency and trust. Suggestions included increasing the frequency of District communications and enhancing the website to provide a concise "District at a Glance" overview, including financial health indicators. The Board inquired about any recent dialogue with Everline following the expiration of their Development Agreement; staff confirmed that there has been no recent communication. Director Cox noted that he will be traveling during the winter months and will attend some meetings via Zoom, but will be present in person for the December and March meetings. He also announced that the annual Santa event is scheduled for December 19th.

J. Adjourn.

Director Hover-Smoot made a motion, seconded by Director Hudson to adjourn at 10:38 AM; the motion passed.
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Koffler – Yes | Smolen – Yes

By, J. Asher