

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #947
NOVEMBER 18, 2025**

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

Director Hudson 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; Gary Bell, Legal Counsel; Brad Chisholm, Fire Chief; Dave Hunt, District Engineer; Nic Massetani, Operations Superintendent; Charley Miller, General Manager; Danielle Mueller, Finance and Administration Manager

Others Present: Kevan Cooper, Jean Lange, Victoria Mastrocola, David Stepner

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

Ms. Mueller 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) – David Stepner provided an update from the most recent OVMAC meeting regarding the Sierra Meadows project located at 325 Olympic Valley Road. A virtual town hall hosted by Placer County Community Development Resource Agency (CDRA) is scheduled for December 1 at 6:00 p.m., during which the County will present the new plan for the Village at Palisades Tahoe. A Municipal Advisory Council (MAC) meeting will follow on December 8, where members will be asked to provide recommendations on the plan. A Design Review Committee meeting for the project is anticipated in January.

B-5 Olympic Valley Mutual Water Company (OVMWC) – Mr. Stepner thanked OVPSD for including the upper tank in the OV-4 fuels reduction project and commended the work completed. Current maintenance efforts include flushing hydrants, and cleaning and improving the well house. He reported that the State identified delinquencies in some less common sampling requirements which they are working to address, including providing sampling of the upper pressure zone, which is supplied by the horizontal well, within the next year.

B-6 Firewise Community – Mr. Stepner said the Firewise Community certification was renewed for the 2025-2026 year.

B-7 Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox said T-TSA will meet tomorrow. He reported that the Truckee River Interceptor Rehabilitation Project (Alpine Meadows to Olympic Valley) is complete. Mr. Miller shared that he would meet with local Special Districts and T-TSA to learn more about the agency's surplus land.

Approved on 12/16/2025


Jessica Asher (Dec 16, 2025 15:43:11 PST)

C. Public Comment/Presentation.

C-1 Recognition of Service – 10 years – Danielle Mueller, Finance & Administration Manager

Mr. Miller noted that Ms. Mueller has been with the District for 10 years, and the Board expressed its appreciation for her service. In recognition, and following the Personal Policy and Procedure Manual, she was provided with a \$200 gift card.

Mr. Miller acknowledged Chief Chisholm for his 25 years of service to the District and the Board expressed their gratitude. The formal recognition took place at the October meeting, when the Chief was unable to attend.

D. Financial Consent Agenda Items.

Director Koffler convened with staff on November 18th, 2025, from approximately 8:00 A.M. to 8:20 A.M. to review items D-1 through D-13 and other finance-related items on the agenda. Ms. Mueller reported that due to the meeting occurring earlier in the month than typical, there was minimal new business to report on; however, she reviewed reserve account deposits from the last fiscal year and current progress payments.

Public Comment – None.

Director Koffler motioned to approve the financial consent agenda, which Director Hover-Smoot seconded; the motion was approved by roll call vote.

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 October 28th, 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 October 28th, 2025, which Director Hover-Smoot seconded; the motion was approved by roll call vote.

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

F. Old and New Business.

F-1 PUBLIC HEARING: Fire Impact Fee Program

The Board reviewed the items, accepted public comment, and adopted Resolution 2025-23.

Vice-President Hudson called the Public Hearing to Order.

Ms. Mueller reviewed the Board Report and summarized the Annual Findings Report, Capital Plan, and proposed decrease in fees as a result of the inflationary factor. Staff confirmed they posted the required Notice of Public Hearing and report as required by the Mitigation Fee Act.

Public Comment – None.

Approved on 12/16/2025

Jessica Asher
Jessica Asher (Dec 16, 2025 15:43:11 PST)

Director Hover-Smoot moved to waive the reading and adopt Resolution 2025-23, which was seconded by Director Koffler. The Resolution was adopted by roll-call vote.

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

Vice-President Hudson closed the public hearing.

F-2 Village at Palisades Tahoe Project Update

The Board reviewed the item and accepted public comment.

Directors Hudson announced a conflict of interest due to his employment at Palisades Tahoe and left the room.

Mr. Miller reviewed the staff report. He highlighted that the District’s Administrative Code requires a Development Agreement (DA) and a will-serve letter for water and sewer utilities. He explained that the client has expressed a preference to avoid a DA for Fire and Emergency Medical Services (EMS) unless it can be completed without impacting their development schedule. Mr. Miller shared that staff is moving as quickly as possible on two parallel tracks: finalizing mitigations that may be incorporated into the County’s DA, and concurrently preparing a District-specific DA “with guardrails.” Mr. Hunt emphasized the importance of updating the District’s mitigations, noting that although the proposed project is smaller in scale, it is essential to plan for the associated impacts appropriately.

The Board expressed interest in ensuring that the County’s process provides sufficient time for the District to complete its review and prepare for its responsibilities as the serving agency. Members asked staff whether the timeline established by the County and the applicant allows adequate time for staff and consultants to complete the work to the District’s standards and in alignment with the District’s commitment to the community. Staff noted that the project requirements and timelines are still being refined and they are working quickly to be prepared for any direction the process may take.

The Board also discussed the value of a DA for Fire/EMS, noting community concern and the significance of these issues in prior legal proceedings. While a Fire/EMS DA may not be strictly required, Directors expressed hope that the applicant would be willing to enter into such an agreement to support appropriate mitigations. Staff reported that the applicant has expressed interest in a Fire/EMS DA, but remains concerned about meeting their accelerated development schedule. Chief Chisholm reported that CityGate is updating the Fire/EMS mitigation analysis and associated triggers, reflecting changes to District staffing and modifications to the development proposal since the last study was completed.

The Board asked whether there is sufficient sewer capacity to support the proposed development. Staff explained that a 2014 analysis identified areas where capacity improvements would have been required for the prior, larger project. Updated flow projections based on the reduced project size are now under review, and preliminary indications suggest the District will likely have adequate sewer capacity. Questions were also raised regarding water supply and whether existing well infrastructure is sufficient. Staff noted that the District will require additional wells to serve the project, and that these requirements will be addressed in detail through the water and sewer service agreement.

Mr. Miller reported that he anticipates entering into a contract with a financial advisor for public agencies to support work related to the project and will update the Board at the next meeting.

Public Comment –

Mr. Stepner inquired about the two well houses identified in earlier materials. Staff explained that the project plans are not yet detailed enough to determine specific well house requirements. Mr. Hunt noted that while the mitigations he is evaluating are specific to the District, he is also evaluating broader implications for the Valley's overall water system. He added that the Mutual Water Company should request future infrastructure improvement plans from the developer for its own review. Ms. Lange asked whether the developer would be responsible for funding additional infrastructure. The Board confirmed that the developer will be responsible for those costs, as well as all associated consulting and development fees.

Director Hudson rejoined the room.

F-3 Tahoe Truckee Sierra Disposal Garbage Agreement Proposed Rate Increase

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

Mr. Miller reviewed the staff report and noted that the proposed rate increase was expected due to significant cost increases in labor and materials over the past several years. He explained that the adjustment is calculated based on the inflation index specific to the garbage industry, as defined in the existing agreement. Mr. Miller did point out that this increase did include a carryover of .2% from the last increase, which was capped at 6% and that this increase would not have a carryover to next year.

Public Comment – None

F-4 Flexible Benefit Plan Amendment

The Board reviewed the item, accepted public comments, and approved the Flexible Benefit Plan Amendment with Benefit Resource, Inc. by adoption of Resolution 2025-24.

Ms. Mueller reviewed the staff report.

Public Comment – None.

Director Koffler moved to waive the reading and adopt Resolution 2025-24, which Director Hover-Smoot seconded. The Resolution was approved by a roll-call vote.

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

F-5 Award Contract – OV-2

The Board reviewed the item, accepted public comment, approved the agreement with Cross Check Services for an amount not-to-exceed \$525,000.00, with an additional 10% contingency (\$52,500), and authorized the General Manager to execute the contractual documents.

Approved on 12/16/2025

Jessica Asher
Jessica Asher (Dec 16, 2025 15:43:11 PST)

Ms. Asher reviewed the staff report. Director Hover-Smoot requested work begin in the summer after bird nesting season. Staff responded that, while they cannot dictate a schedule not presented in the bid advertisement, they will pass the request along to the contractor.

Public Comment – None

Director Hover-Smoot motioned to authorize the General Manager to execute contract documents with Cross Check Services for an amount not-to-exceed \$525,000.00 with an additional 10% contingency (\$52,500), and to authorize the General Manager to execute the contractual documents. Director Cox seconded the motion; which was approved by roll call vote.

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

F-6 Award Contract – 305 Olympic Valley Road Boiler and Controls Replacement Project

The Board reviewed the item, accepted public comment, approved the contract with Stephens Construction for an amount not-to-exceed \$1,744,000.00 and an additional project contingency amount not to exceed \$175,000, and authorized the General Manager to execute the contractual documents.

Mr. Hunt reviewed the staff report and stated that staff have confidence in the selected low-bid contractor, noting the firm’s appropriate qualifications, positive references, and the support that will be provided by both the commissioning agent and the engineering team. In response to a Board question, staff confirmed that the contractor is based in Arnold, California.

The Board also asked about maintenance assurances. Mr. Hunt explained that the project includes a one-year performance bond for each phase. In addition, the District has selected QCS as the controls contractor and intends to develop an ongoing relationship with them for system maintenance and long-term support.

Public Comment – None

Director Koffler motioned to authorize the General Manager to execute contract documents with Stephens Constructions for an amount not-to-exceed \$1,744,000.00 and an additional project contingency amount not to exceed \$175,000 and to authorize the General Manager to execute the contractual documents. Director Hover-Smoot seconded the motion, which was approved by roll call vote.

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

G. Management Status Reports.

G-1 Fire Department Report

Chief Chisholm reviewed the department report and noted that the District is in the middle of its Insurance Services Office (ISO) audit, which occurs every five years. ISO, a private organization, evaluates agency capabilities, and its rating influences insurance costs for Valley residents. The goal is to maintain the District’s current rating of 2.

Approved on 12/16/2025

Jessica Asher
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He reported that OV-4 Phase 2 is progressing well; the contract has been extended through the end of the year, and the project remains on track for completion within the next few weeks. Chief Chisholm noted he and other regional fire departments are advocating for a portion of the T-TSA surplus land to be used as a regional training facility. The regional fire chiefs have assigned two training officers per agency to help lead the effort. Chief Chisholm also reported on the National Fire Incident Reporting System (NFIRS), explaining that the District submits all incident data to the national reporting system. Due to transitions in NFIRS processing, incident data will not be available to attach to Board reports for the next few months. He shared that the District will receive approximately \$130,000 from the self-contained breathing apparatus (SCBA) grant funds, a joint effort with the Truckee, Fallen Leaf Lake, and Northstar Fire Departments. The Chief shared that Phase 1 of the Local Agency Formation Commission (LAFCO) Municipal Service Review (MSR) related to regional fire reorganization is complete. Emergency Services Consulting International (ESCI) has submitted the draft findings to LAFCO, which will then forward the report to the involved agencies. The findings will inform Phase 2, which will include recommendations. If desired, ESCI can present the Phase 1 findings before LAFCO solicits agency input. LAFCO is funding both phases. A Board member asked whether fire protection services for Alpine Meadows had been resolved; staff clarified that North Tahoe Fire Protection District is providing those services as it has in the past.

G-2 Water & Sewer Operations Report

Mr. Massetani reviewed his report and noted that fall flushing is complete and chlorine injection has been turned off. He explained that fall flushing focuses on dead-end lines and is a smaller effort than the spring flushing program. He reported that staff is preparing for winter weather and is continuing work on commercial meter replacements, with approximately 50 meters remaining. The Board expressed appreciation for the graphs included in the report.

G-3 Engineering Report

Mr. Hunt reviewed the staff report and provided several project updates. He noted that water service to Granite Chief had been fully restored and that the necessary payment was received. He reported that staff is finalizing negotiations on the scope and fee for the Water Resource Master Plan. The agreement is expected to be presented to the Board for approval at the December meeting. Mr. Hunt also shared that Hydros Engineering has been selected to prepare the Professional Services Agreement for the permanent systemwide chlorination study required by the Division of Drinking Water. Regarding the stream gage project, he reported that plates have been installed at all three locations. UES will collect monthly measurements throughout the winter, which will support calibration efforts and allow telemetry equipment to be installed in the spring when water flows are suitable.

G-4 Administration & Office Report

Ms. Asher reviewed the report, highlighting upcoming holiday events.

Approved on 12/16/2025

Jessica Asher
Jessica Asher (Dec 16, 2025 15:43:11 PST)

G-5 General Manager Report

Mr. Miller reviewed his report and provided several updates. He commended Ms. Danielle for her work on the audit, which will be presented to the Board in December. He noted continued interest in the regional biomass task force and staff’s efforts to stay engaged and learn more about potential opportunities. Mr. Miller also reported on the District’s participation in the Adopt-A-Highway program and ongoing efforts related to that initiative.

G-6 Legal Report (verbal)

None.

G-7 Directors’ Comments (verbal)

The Board thanked Ms. Mueller for her 10 years of dedicated service to the District and expressed appreciation for staff’s efforts in completing the Granite Chief “A-Line” Sewer Main Replacement Project. The Board discussed Director Smolen’s residency, noting that she is no longer living within District boundaries. Members emphasized the importance of transparency regarding residency requirements and requested a memorandum from legal counsel outlining those requirements, with the possibility of agendizing the topic for discussion at a future meeting. A community member, Ms. Lange, commented that Director Smolen has been a thoughtful and dedicated Board member and expressed her hope that she may continue her term if possible. It was also noted that Director Cox will be absent from the December Board meeting.

J. Adjourn.

Director Koffler made a motion, seconded by Director Hover-Smoot to adjourn at 10:22 AM; the motion was approved by roll call vote.

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

By, J. Asher

Approved on 12/16/2025

Jessica Asher
Jessica Asher (Dec 16, 2025 15:43:11 PST)

2025-11-18_RegularMeetingMinutes_FINAL

Final Audit Report

2025-12-16

Created:	2025-12-16
By:	Ashley Massey (amassey@ovpsd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbAqFb6OblmZ_44jnFC49DMfe6BhEyeMw

"2025-11-18_RegularMeetingMinutes_FINAL" History

-  Document created by Ashley Massey (amassey@ovpsd.org)
2025-12-16 - 8:10:33 PM GMT
-  Document emailed to Jessica Asher (jasher@ovpsd.org) for signature
2025-12-16 - 8:10:38 PM GMT
-  Email viewed by Jessica Asher (jasher@ovpsd.org)
2025-12-16 - 9:14:20 PM GMT
-  Document e-signed by Jessica Asher (jasher@ovpsd.org)
Signature Date: 2025-12-16 - 11:43:11 PM GMT - Time Source: server
-  Agreement completed.
2025-12-16 - 11:43:11 PM GMT