

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES #948  
DECEMBER 16, 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:** Katy Hover-Smoot, Bill Hudson, and Richard Koffler

**Directors Absent:** Dale Cox

**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; and Nicole Whiteman, Office Supervisor.

**Others Present:** Melanie Arens, Gavin Feiger, Michael Kennedy, Jean Lange, Allen Riley, Randy Rogers, David Stepner, Kevin Strange, Joshua Toub

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

Nic 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) – None.

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

**B-4** Olympic Valley Municipal Advisory Council (OVMAC) – Mr. Stepner reported that the Village at Palisades Tahoe project was discussed, with much of the conversation focused on design guidelines. He noted that the discussion highlighted changes from the original 2016 plan to the proposed 2025 plan, and that visual renderings were provided. Mr. Stepner summarized the recommendations he presented at the meeting and noted that the majority of OVMAC members supported the project.

**B-5** Olympic Valley Mutual Water Company (OVMWC) – Mr. Stepner shared that the Company recently finished a GIS mapping project and that they are researching a chlorine injection system for the upper zone / horizontal well.

**B-6** Firewise Community – None.

**B-7** Tahoe-Truckee Sanitation Agency (T-TSA) – Mr. Miller stated that he plans to attend T-TSA Board meetings more regularly and suggested that the PSD Board begin succession planning for the District's T-TSA representative. He noted that the next T-TSA meeting will include a discussion of a potential bond measure for their major capital improvement project and the agency's surplus property. Chief Chisholm added that T-TSA emphasized the need to receive fair market value for the sale of surplus land, whereas the Eastern Placer Fire Chiefs Joint Powers Authority has proposed funding the development of a fire training facility but not the purchase of the land.

Approved on 01/27/2026

*Jessica Asher*  
Jessica Asher (Jan 27, 2026 16:48:17 PST)

**C. Public Comment/Presentation.**

Melanie Arens, Michael Kennedy, Randy Rogers, Kevin Strange, and Joshua Toub briefly introduced themselves and expressed their interest in assuming the vacant Board position.

**C-1 Recognition of Service – 5 years – Nicole Whiteman, Office Supervisor**

Mr. Miller congratulated Ms. Whiteman on her five years of employment with the District. The Board expressed its appreciation for her service. In recognition, and following the Personal Policy and Procedure Manual, she was provided with a \$100 gift card.

**D. Financial Consent Agenda Items.**

Director Koffler and Director Hudson convened with staff on November 18<sup>th</sup>, 2025, from approximately 8:00 A.M. to 8:18 A.M. to review items D-1 through D-22 and other finance-related items on the agenda. Ms. Mueller provided a summary of the meeting, including a brief discussion of the capital projects and progress payments.

Public Comment – None.

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

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

**E. Approve Minutes.**

**E-1 Minutes for the Regular Board of Directors meeting of November 18<sup>th</sup>, 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 November 18<sup>th</sup>, 2025, which Director Hover-Smoot seconded; the motion was approved.

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

**F. Old and New Business.**

**F-1 Audit Report for Fiscal Year 2024-2025**

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

Ms. Mueller presented a summary of the District’s financials and audit, reviewing a slideshow included in the Board exhibit.

The Board briefly discussed the California Public Employees’ Retirement System (CalPERS) Unfunded Accrued Liability (UAL). Staff and the Board provided background on the UAL and noted that the District has prioritized reducing this liability and is making strong progress toward that goal.

Approved on 01/27/2026

  
Jessica Asher (Jan 27, 2026 16:48:17 PST)

Director Hudson remarked that while the District has been receiving a clean audit each year, it should not be taken for granted, emphasizing that it is a significant accomplishment. He commended staff, particularly Ms. Mueller, for their work. Staff shared that the District plans to submit the audit to the Government Finance Officers Association (GFOA) in pursuit of its prestigious financial reporting award.

Kendall Galka, Partner at McClintock Accountancy Corporation, summarized the audit process. She explained that the firm conducted a third-party audit of the District's financial statements, which confirms that the statements are free of material misstatement and prepared in accordance with Generally Accepted Accounting Principles (GAAP). Ms. Galka reported that the audit resulted in an unmodified and clean opinion. She stated that the District's team was excellent to work with and noted that OVPSD is unique in that it prepares its own financial statements. She praised the staff as highly qualified and capable, and added that it would be bittersweet to conclude their work with the District as the firm transitions away from governmental audits. In response to a question from the Board regarding recommendations for working with a new audit team, Ms. Galka stated that the current staff is strong and encouraged the District to continue with the same team and approach.

Public Comment – None.

## **F-2 Village at Palisades Tahoe Project Update**

The Board reviewed the item and accepted public comment.

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

Mr. Miller reviewed the staff report and stated that he has met with the ad hoc committee, comprised of Directors Hover-Smoot and Koffler, to keep the Board informed of ongoing developments. He reported that staff have met with Placer County and the project developer to discuss mitigation measures and project scheduling. The current schedule anticipates Planning Commission consideration in May, with Board of Supervisors review expected in the summer.

Mr. Miller explained that the District is working to develop mitigation measures, with particular focus on fire protection and emergency medical services (Fire/EMS), which are expected to be the most affected by the proposed development. He noted that water and sewer services are governed by "will-serve" requirements in the District Code, allowing impacts to be analyzed incrementally as development proceeds. As part of that process, technical memoranda are being updated to address project impacts, including groundwater management, which will continue to be evaluated throughout the project.

In contrast, Mr. Miller explained that Fire/EMS impacts are less linear, and it is less certain when future needs, such as an additional facility on the west end of the Valley and increased staffing to support new stations and equipment, will be needed within the development timeline. Mr. Miller, Chief Chisholm, and CityGate are working to determine requirements to maintain the District's current level of service throughout the development.

Approved on 01/27/2026

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Mr. Miller noted that mitigation measures developed in 2016 are no longer applicable due to changes in the current development proposal and phasing plan. Under the revised phasing, many of the previously identified mitigation triggers would not occur, or would occur only in later phases, making it necessary to reevaluate and realign mitigations to ensure they are tied to actual project impacts rather than to individual lots. He also noted that new design features, including a more compact development with tighter access corridors, present additional challenges for Fire/EMS response. These issues will be addressed further during plan review and in accordance with code requirements.

Mr. Miller reported that the District has entered into a professional services agreement with Andy Heath Financial to analyze future expense and revenue models, noting that labor and benefit costs are expected to continue outpacing increases in property tax revenues.

Director Koffler asked what work is anticipated over the next six months. Mr. Miller responded that staff expect to finalize Fire/EMS mitigation measures and associated triggers, and ideally complete a Fire/EMS development agreement suitable for inclusion in the specific plan approvals. He added that a water and sewer service agreement is also anticipated within the next six months and will precede issuance of the first condition of service letter.

Director Hover-Smoot commented that the County should support the Public Services District in encouraging a Fire/EMS development agreement, particularly given that fire protection and evacuation were identified by the Court of Appeals as key concerns. She noted that prioritizing Fire/EMS services for visitors, residents, and overall Valley impacts would benefit the project and suggested that County support in this area would be appropriate. Mr. Miller responded that both the County and the developer have expressed a desire to complete a development agreement prior to project approvals, though the timeline will be challenging.

Director Koffler asked whether an overarching goal is to avoid having District ratepayers fund impacts related to the development. Mr. Miller confirmed that the District's objective is to maintain current levels of service without financial impacts to existing ratepayers.

Chief Chisholm added that although the project has been scaled back, it still represents a significant increase in development and associated impacts within the Valley. He noted that while specific build-out details are not yet fully defined, staff are working to develop appropriate mitigation measures in a dynamic and evolving environment.

Mr. Miller concluded by stating that this item is expected to remain a standing agenda item at future Board meetings.

#### Public Comment –

Ms. Lange asked whether the proposed employee housing would be limited to resort employees or would also be available to District employees, such as fire department staff, or to other non-resort workers. Mr. Miller said he could work to better understand this and report back. Mr. Stepner shared that the housing calculations are based on resort employee needs and that he does not anticipate the housing would be available to non-resort employees.

Approved on 01/27/2026

*Jessica Asher*  
Jessica Asher (Jan 27, 2026 16:48:17 PST)

Mr. Stepner asked whether staff were comfortable with the timeline for completing the development agreement. Mr. Miller stated that while he has concerns about the aggressive timeline, the District is working diligently to meet the proposed deadline.

Mr. Stepner noted that the east bridge will need to be rebuilt, which has implications for the Mutual Water Company (MWC), and asked whether the District has reviewed a draft phasing plan. Staff confirmed they have and encouraged MWC to request plans from the developer.

Director Hudson rejoined the room.

### **F-3 Award Contract – Water System and Resource Master Plan**

The Board reviewed the item, accepted public comment, and approve contract with DOWL LLC in an amount not-to-exceed \$223,612, and authorized the General Manager to execute contractual documents.

Mr. Hunt reviewed the staff report. Director Hudson asked how the Resource Master Plan would interface with the Groundwater Management Plan (GMP) and whether the GMP would need to be updated. Mr. Hunt responded that while groundwater management is a component of the Resource Master Plan, the primary purpose of the Master Plan is to inform future capital improvement projects for the District’s water system and related assets over the coming years.

Public Comment – None

Director Koffler motioned to authorize the General Manager to execute contract documents with DOWL LLC for an amount not-to-exceed \$223,612. Director Hover-Smoot seconded the motion.

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

### **F-4 Award Contract – Water System Chlorination Study – Division of Drinking Water**

The Board reviewed the item, accepted public comment, and approve contract with Hydros Engineering Inc. in an amount not-to-exceed \$19,840, and authorized the General Manager to execute contractual documents.

Mr. Hunt reviewed the staff report and noted that Hydros Engineering, Inc., is uniquely qualified to evaluate water system chlorination. He stated that Engineering, Operations, and the Division of Drinking Water (DDW) have worked collaboratively with Hydros Engineering to develop the scope of work presented for Board consideration.

In response to a question regarding whether the study is required, Mr. Hunt explained that DDW has required the District evaluate the advantages and disadvantages of chlorination, which necessitates this analysis. He noted that while the Sacramento DDW office is encouraging non-chlorinated systems to consider chlorination, it is not currently mandated. Mr. Hunt clarified that the resulting report will not include a recommendation to chlorinate or not, but will instead provide information to support future discussions with DDW.

Approved on 01/27/2026

*Jessica Asher*  
Jessica Asher (Jan 27, 2026 16:48:17 PST)

The Board asked whether the District is conducting Per- and Polyfluoroalkyl Substances (PFAS) testing. Staff responded that the District will be performing PFAS testing.

The Board asked whether there have been any violations related to bacterial sampling within the past six months. Mr. Massetani responded that, to his knowledge, the District has never experienced any violations and explained the procedures followed in the event of a positive bacteriological test.

Public Comment – None

Director Hover-Smoot motioned to authorize the General Manager to execute contract documents with Hydros Engineering Inc. for an amount not-to-exceed \$19,840 and to authorize the General Manager to execute the contractual documents. Director Koffler seconded the motion.

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

#### **F-5 2026 Board Meeting Schedule**

The Board reviewed the item, accepted public comment, and adopted a meeting schedule for 2026.

Ms. Asher reviewed the staff report.

Public Comment – None

Director Hover-Smoot made a motion to establish a schedule for regular meetings for the 2026 calendar year as follows:

- January 2025 – October 2025: last Tuesday of the month at 8:30 am.
- November 2025: Tuesday, November 17, 2026 at 8:30 am.
- December 2025: Tuesday, December 15, 2026 at 8:30 am.

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

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

#### **F-6 Selection of President and Vice-President.**

The Board accepted public comment and elected Director Cox to serve as President and Director Hudson to serve as Vice-President by the adoption of Resolution 2025-25.

The Directors agreed that President Cox and Vice-President Hudson have been performing their Board duties very well and nominated them to continue serving in their respective positions.

Public Comment – None.

Director Hoover-Smoot nominated Director Cox to serve as President and Director Hudson to serve as Vice-President for the 2026 calendar year and made a motion to waive the reading and adopt Resolution 2025-25, which was seconded by Director Koffler. A roll call vote was taken, and the Resolution was adopted.

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

Approved on 01/27/2026

*Jessica Asher*  
Jessica Asher (Jan 27, 2026 16:48:17 PST)

## **F-7 Board Member Vacancy**

The Board reviewed the item and accepted public comment.

Mr. Miller reviewed the staff report and voiced appreciation for Ms. Smolens' service to the District and Community.

Public Comment – None

## **G. Management Status Reports.**

### **G-1 Fire Department Report**

Chief Chisholm reviewed his report, highlighting year-end training activities, fire prevention efforts, and staffing levels, including minimal overtime accrual and one firefighter position vacancy. He also noted that a draft Municipal Service Review is currently under review by LAFCO and the member agencies, and provided an update on the status of active fuels reduction projects.

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

Mr. Massetani reviewed his report and noted that the District repaired two water leaks and is making good progress on commercial water meter replacements, taking advantage of minimal snow conditions.

### **G-3 Engineering Report**

Mr. Hunt reviewed the staff report and provided project updates, including that the 305 Olympic Valley Road HVAC project is underway with shut-off of the current system expected in May and construction in the summer. He reported that the sewer system rehabilitation project (CIP No. 5) is currently in the design phase and is expected to be constructed during the upcoming summer. He also noted that water service has been restored to all properties on Granite Chief Road, and that staff anticipates presenting dedication documents to the Board for consideration this winter.

### **G-4 Administration & Office Report**

Ms. Asher reviewed the report, highlighting the anticipated visit by Santa and shared that the District is moving from a twice annual to once annual hard-copy newsletter. She shared that the administration team is working to audit and solicit email addresses.

### **G-5 General Manager Report**

Mr. Miller reviewed his report and stated that he anticipates advancing discussions regarding potential consolidation with the Mutual Water Company in the coming year. He also reported that he has been participating in meetings related to Community Choice Aggregation (CCA), collaborating with several local districts and municipalities to explore joint electricity procurement efforts aimed at providing local communities with greater control over rates and revenues. He noted that, while the District is a relatively low electricity user compared to other participants, staff will continue to remain engaged in the discussions. Mr. Miller also noted that the District's legal counsel represents a Community Choice Aggregation agency. Mr. Miller thanked staff and Board members for their work throughout the year and extended special appreciation to Nicole for organizing the holiday party, which had record attendance. He concluded by thanking everyone for a successful year.

Approved on 01/27/2026

*Jessica Asher*

Jessica Asher (Jan 27, 2026 16:48:17 PST)

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

None.

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

Board members thanked staff and extended holiday greetings. Appreciation was also expressed to Director Smolen for her professionalism and expertise, particularly in matters related to water and meadow resources. Board members noted she will be missed and expressed understanding and appreciation as she shifts her focus to other commitments.

**H. Adjourn.**

Director Hover-Smoot made a motion, seconded by Director Koffler to adjourn at 10:27 AM; the motion was approved.

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

By, J. Asher

Approved on 01/27/2026

  
Jessica Asher (Jan 27, 2026 10:48:17 PST)

# 2025-12-16\_RegularMeetingMinutes\_FINAL

Final Audit Report

2026-01-28

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