



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD REPORT



SUBJECT: Board Member Vacancy/Appointment

EXHIBIT: F-7, 10 Pages

AUTHOR: Charley Miller, General Manager

MEETING DATE: December 16, 2025

RECOMMENDED ACTION: This report is informational only; no action is requested from the Board.

DISCUSSION: On November 19, 2025, Katrina Smolen submitted her resignation, resulting in a vacancy on the District's Board of Directors. In accordance with statutory requirements, staff have notified Placer County election officials and the Secretary of State of the vacancy.

California Government Code Section 1780 provides that the Board has 60 days from the date of resignation to fill the vacancy by appointment. If the Board does not act within that timeframe, the Placer County Board of Supervisors has 30 days to appoint a replacement; if no appointment is made within 90 days, the District must call a special election.

Consistent with past practice, staff recommend filling the vacancy by appointment. Staff request direction from the Board to confirm this approach and to establish the appointment timeline, including setting a special meeting for interviews and the final selection. The appointment must occur by January 16, 2025. Once dates are confirmed, staff will post the required notice of vacancy in at least three conspicuous locations within the District at least 15 days before the appointment, as required by Government Code Section 1780.

Director Smolen's term began in 2024 and is a four-year term. Under Government Code Section 1780(d)(2), because the vacancy occurred in the first half of the term and more than 130 days before the next general district election, the individual appointed by the Board will serve until the November 2026 election. The person elected in that election will then serve the remainder of the unexpired term.

To be eligible for appointment, a candidate must be a registered voter residing within the District, as required by Water Code Section 30500. Voter eligibility and residency requirements are further defined in Elections Code Sections 321 and 349, which establish that an elector must be a resident of the precinct and that domicile, defined as the place a person intends to remain and return to, determines voting residence.

FISCAL/RESOURCE IMPACTS: The new Board member will be required to attend the California Special Districts Association (CSDA) Special Districts Leadership Academy. The cost of training, accommodation, and travel is anticipated to be approximately \$1,500. Some additional costs associated with other webinars or trainings are anticipated. If a special election were required, the cost is estimated at \$3 to \$7 per registered voter, or approximately \$2,500 to \$6,000.

ATTACHMENTS: California Government Code Section 1780, Board Member Job Description, DRAFT Application and Cover Letter, DRAFT Public Notice

DATE PREPARED: December 9, 2025

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 1780

1780. (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION BOARD MEMBER / DIRECTOR

DEFINITION

Serves as a member of the elected Board of Directors of the Olympic Valley Public Service District. Represents the public and is vested with the duty to oversee District affairs.

DESCRIPTION

Board members work collectively as a legislative body to accomplish the mission of the District through policymaking and general direction to District management.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

- Participate in all regular and special Board and Committee Meetings. Board meetings are typically the last Tuesday of the month at 8:30 a.m. except for November and December which may be earlier due to holidays.
- Solicit public opinion.
- Communicate with constituency.
- Represent the District in the community.
- Set District policies, guidelines and priorities.
- Review and approve goals, budgets, plans and programs.
- Review Agendas, Board Packets, reports and other written materials.
- Sign checks at the District office.
- Attend District ceremonies and functions.
- Attend conferences and training, see Education section below.
- Work cooperatively with other Directors, management, and the public.

MINIMUM QUALIFICATIONS

Directors must be a registered voter within the boundaries of the Olympic Valley Public Service District and fulfill the duties listed above.

EDUCATION

- First-term Directors are required to attend and complete California Special Districts Association's *Special District Leadership Academy*.
- Directors may be asked to complete continuing education credits to earn insurance premium savings.
- Completion of state-required training in Ethics and Anti-Harassment every two years.
- Additional training will be available at Director's request and may be suggested based on experience and performance.

KNOWLEDGE

- Meaning and intent of the Water Code under which the District is organized, the Brown Act (Open Meeting Law), Fair Political Practices Act and District regulatory ordinances.
- Awareness of State and regional environmental law, taxation law and public sector labor law.
- Familiarity with District water and sewer systems, Fire Department operations, and regional treatment facilities.
- Cognizance of maintenance and operations programs and services in the Utility and Fire Departments.
- Intent of District budgets, financial plans and related fiscal matters.
- Content of District Master Plans.
- Procedures for simple parliamentary actions.
- Duties, organization and distribution of District personnel.
- Specialized knowledge is not a prerequisite to assuming office.

SKILLS AND ABILITIES

- Make critical decisions on major issues with long-term implications.
- Communicate clearly and concisely.
- Awareness and understanding of public affairs.
- Practice leadership methods and cooperative teamwork.
- Exercise good judgment and ethical standards.
- Ability to analyze situations and adopt an effective course of action.

HOURS OF WORK

Directors work flexible schedules and typically devote 10 to 20 hours per month to official duties. Directors are elected to serve four-year terms.

COMPENSATION

The current Director's compensation is \$600 per month for attendance at all regular, special, and committee meetings of the Board and all Board-directed outside meetings. A \$8,000 / year health care reimbursement of qualified medical expenses for each Director and eligible family members is also included. Actual business and travel expenses in connection with official duties are reimbursed at cost. Directors must complete withholding forms for income tax purposes.

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OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



December 16, 2025

RE: District Board of Directors Vacancy – Appointment Process

Dear Olympic Valley Residents,

One of the five seats on the District's Board is vacant due to the resignation of Director Katrina Smolen on November 19, 2025. Katrina served Olympic Valley as a Director of the Board since 2022 and has been a dedicated advocate for the Community for much longer.

To fill the vacancy, the Board of Directors will hold a Special Meeting on January 15th, 2025, at 10:00 AM to appoint a new Board Member to serve until the next general election in November 2026.

All registered voters in Olympic Valley interested in being considered for appointment are encouraged to complete an application, available on the District's website, and submit a letter of interest to the Board Secretary no later than 4:00 p.m. on January 7th, 2025. The application is part of a packet that includes more details about the position and a job description.

The Special Meeting of the Board will include an approximately 15-minute interview of each applicant – the President will request that out of respect for each other and the process, that the other candidates leave the room during each interview. After the interviews are completed, the Board will call all candidates into the room, briefly discuss the interviews, and may make a motion to appoint a new Director. If the motion passes, the new Director will take the Oath of Office and be seated for our Regular Board Meeting on Tuesday, January 27th, 2025, at 8:30 a.m.

For further information regarding the vacancy, please contact the District's Board Secretary, Jessica Asher at (530) 583-4692 ext. 213.

Sincerely,

Charley Miller, PE
General Manager

Enclosures: Vacancy Notice, Application, and Job Description



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



DISTRICT BOARD VACANCY

This term is from appointment to November 2026

- The Olympic Valley Public Service District is governed by a five-member Board of Directors.
- **Registered voters** within District boundaries are eligible to be appointed to the Board.
- Board members are required to file a Statement of Economic Interests under §87200 of the Political Reform Act within 30 days of assuming office. The Act requires public disclosure of certain investments, interests and incomes that may pose potential conflicts of interest.
- Public officials are required to complete State mandated Ethics training and Anti-Harassment training within one year of taking office, and every two-years for the duration of appointment.
- First term Directors are required to complete the Special District Leadership Academy's *Governance Leadership Conference for Elected and Appointed Directors* provided by the California Special Districts Association.
- Current Director's compensation is \$600 per month for attendance at all regular, special and committee meetings of the Board and all Board-directed outside meetings. A \$8,000 / year health care reimbursement of qualified medical expenses for each Director and eligible family members is also included. Director must complete withholding forms for income tax purposes.
- Board Meetings are typically the last Tuesday of the month at 8:30 a.m. except for November and December which may be earlier due to holidays.
- After applications are submitted, current Directors of the Board may reach out to interested applicants for one-on-one conversations with those interested in the position.
- The General Manager is available for a one-on-one pre-appointment orientation for all interested applicants. Please call the District office to schedule.
- The Board will likely appoint the new Director at the Special Board Meeting on Thursday, January 15th, 2025 at 10:00 AM.

Applications are due Wednesday, January 7th, 2025 by 4:00 p.m.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



APPLICATION FOR MEMBERSHIP ON THE BOARD OF DIRECTORS FILING DEADLINE: JANUARY 7TH, 2025 AT 4:00 P.M

NAME: _____

RESIDENCE ADDRESS: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBERS: PREFERRED: _____ ALTERNATE: _____

ARE YOU A REGISTERED VOTER IN OLYMPIC VALLEY? _____

BRIEF EMPLOYMENT EXPERIENCE: _____

ORGANIZATION AND COMMUNITY EXPERIENCE: _____

OTHER EXPERIENCE WHICH YOU FEEL WOULD BE HELPFUL TO BRING TO THE ATTENTION OF BOARD MEMBERS IN MAKING THIS APPOINTMENT: _____

EDUCATION (INCLUDE HIGH SCHOOL, COLLEGE AND/OR UNIVERSITY, & GRADUATE STUDY):

WHY YOU WOULD LIKE TO BE APPOINTED: _____

A LETTER OF INTEREST AND / OR A RESUME CONTAINING OTHER PERTINENT INFORMATION ABOUT YOURSELF WOULD BE HELPFUL TO BOARD MEMBERS EVALUATING YOUR APPLICATION.

DATE: _____ SIGNATURE _____

An original, signed application must be submitted to the Board Secretary by mail or in person – it cannot be submitted online or by email. The District office is located at 305 Olympic Valley Road, Olympic Valley, California. The mailing address is: Post Office Box 2026, Olympic Valley, CA 96146-2026

NOTICE OF VACANCY FOR THE BOARD OF DIRECTORS OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

NOTICE IS HEREBY GIVEN to registered voters in the Olympic Valley Public Service District boundaries of a vacancy on the Board of Directors that will be filled by appointment by the current members of the Board. Any registered voter in District boundaries is eligible to serve on the Board. This term will begin upon appointment of the Board and runs until the November 2026 election, at which time the person may run for reelection to continue the term until 2028.

More information, including a job description and application, is available at the District office, 305 Olympic Valley Road, Olympic Valley and on the District's website at www.ovpsd.org. Applications are due by 4:00 PM on January 7th, 2025.

The District will hold a Special Meeting of the Board at 10:00 AM on January 15th, 2025 to consider applications for the vacancy. The Board may appoint someone at this meeting.

For further information regarding the vacancy, please contact the District's Board Secretary, Jessica Asher at (530) 583-4692 ext. 213.