



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-3
3 Pages

BOARD OF DIRECTORS MEETING SCHEDULE - 2024

DATE: December 12, 2023
TO: District Board Members
FROM: Jessica Asher, Board Secretary
SUBJECT: 2024 Board Meeting Schedule

BACKGROUND: It is best practice for the Board of Directors to set the schedule for regular meetings annually. The Board may schedule the Board meetings on any day of the month, but meetings have consistently been held on the last Tuesday of the month with adjustments made to accommodate holidays in November and December.

DISCUSSION: In 2024, the Thanksgiving holiday is on Thursday, November 28th. The Christmas holiday is on Tuesday, December 24th and on Wednesday, December 25th. Staff will have paid holidays on Tuesday, December 24th, and Wednesday December 25th. New Years Eve, December 31st, is the last Tuesday of the month. A calendar is provided for November and December to assist in the Board's decision.

Additionally, meetings are required for the General Manager and legal counsel recruitment process. Interviews for both positions can be held during Special meetings, however, approval of the General Manger's Employment Contract, must be done at a Regular Board Meeting (set through formal motion). Staff has proposed a meeting on December 22nd at 3:00 P.M. for this purpose.

- ALTERNATIVES:**
1. Set meetings for December 22nd, 2023. 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 A.M.
 - December 2024 – 3rd Tuesday of the month, Dec. 17th at 8:30 A.M.
 2. Set the 2024 calendar with other dates.


FISCAL/RESOURCE IMPACTS: None.

RECOMMENDATION: Staff recommends the Board meet on the last Tuesday of the month, except holding the December meeting on the 3rd Tuesday of the month, to avoid potential schedule conflicts related to the Christmas holiday.

ATTACHMENTS: Proposed 2024 calendar meeting dates.

DATE PREPARED: December 8, 2023

 Proposed board meeting dates

 Holiday

2024

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				