



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD REPORT



SUBJECT: Approval of Chief Financial Officer (CFO)
Position

EXHIBIT: F-5, 16 Pages

AUTHOR: Charley Miller, General Manager

MEETING DATE: June 30, 2026

RECOMMENDED ACTION: Approve the reclassification of the existing Finance & Administration Manager position to Chief Financial Officer (CFO) and waive the reading and adopt Resolution 2026-12, reflecting related changes to the Personnel Policies and Procedures Manual (PP&PM).

DISCUSSION: The District's Finance & Administration Manager position has evolved significantly over the past decade. As the District's financial operations, regulatory requirements, long-term planning responsibilities, and organizational needs have expanded, the position has assumed duties and responsibilities that are more consistent with those of a Chief Financial Officer than a traditional manager-level role.

The proposed reclassification recognizes the strategic leadership, financial oversight, and executive-level responsibilities currently being performed within the District's finance function. This action does not create a new position; rather, it updates the title and job description to accurately reflect the existing scope of work and responsibilities. Clear and current descriptions support employee recognition and retention by ensuring staff responsibilities are properly reflected and acknowledged. They also provide transparency to the Board regarding the work currently being performed within the position and how the role contributes to organizational goals. In addition, maintaining accurate job descriptions is a best practice for workforce planning, compensation reviews, performance management, and future recruitment efforts. Having an up-to-date description helps ensure continuity and enables the organization to attract candidates with the skills and experience needed to meet the role's current responsibilities.

Over the past ten years, the position has taken on increasing responsibility for all aspects of the District's financial management, including budgeting, accounting, treasury management, debt management, long-range financial planning, financial reporting, audit coordination, risk management, and organizational administration. During this period, the District has achieved several significant accomplishments, including:

- Bringing all financial statement preparation in-house, eliminating the need for outsourced financial statement preparation.
- Consistently receiving clean annual audit opinions with no audit findings.

- Successfully implementing major Governmental Accounting Standards Board (GASB) pronouncements, including GASB 68 and GASB 75.
- Diversifying the District's investment portfolio within Board-approved policy parameters, resulting in increased investment earnings while maintaining safety and liquidity objectives.
- Proactively managing the District's unfunded accrued liability (UAL), including implementation of additional discretionary payments that have reduced long-term pension costs.
- Hiring, supervising, and cross-training finance staff to ensure continuity of operations and organizational resilience.
- Providing leadership through significant organizational, personnel, and policy transitions.

In addition to overseeing the District's day-to-day financial operations, the position serves as a member of the executive management team and provides strategic financial analysis and recommendations to support Board decision-making and the District's long-term financial sustainability.

Staff reviewed comparable agencies within the Tahoe-Truckee region and found that positions with similar responsibilities are as follows:

- Tahoe City PUD – was Chief Financial Officer until 2025. The new hire is now the Director of Finance and Administration
- North Tahoe PUD - Chief Financial Officer
- South Tahoe PUD – Chief Financial Officer
- Truckee Donner PUD – Chief Financial Officer
- Tahoe Truckee Sanitation Agency – Chief Financial Officer
- North Tahoe Fire Protection District – Director of Finance & Administration
- Northstar CSD – Director of Finance and Administration
- Tahoe Truckee Airport District – Director of Finance and Administration
- Town of Truckee - Director of Administrative Services
- Truckee Sanitation District – Finance & Administrative Services Manager

To effectuate the proposed changes, revisions to the Personnel Policies and Procedures Manual's (PP&PM's) Chapter X (Education and Training Programs), Exhibit I (Organization Chart), and Exhibit II (Classifications) are needed. The Board is requested to consider adopting Resolution 2026-12 to approve those revisions to the PP&PM.

FISCAL/RESOURCE IMPACTS: The proposed reclassification of the Finance & Administration Manager position to Chief Financial Officer does not create a new position and will not result in any additional budgeted expenditures. The action is intended to align the position title and job description with the duties and responsibilities currently being performed. Therefore, there is no fiscal impact associated with this action. Any future compensation adjustments would be

subject to separate Board consideration and approval through the District's established personnel and budget processes.

STRATEGIC PLAN ALIGNMENT:

Focus Area: Organization | **Goal:** Invest in staff professional development, retention, and culture.

ATTACHMENTS:

Proposed Job Description - Chief Financial Officer (5 pages)

Current Job Description – Finance and Administration Manager (to be replaced – 4 pages)

Resolution 2026-12 (1 page)

PP&PM Division X – Educational Incentives – Tracked Changes (1 page)

PP&PM Exhibit I -Organizational Chart – Tracked Changes (1 page)

PP&PM Exhibit II – Classifications from District’s PP&PM – Tracked Changes (1 page)

DATE PREPARED: June 8, 2026



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION

CHIEF FINANCIAL OFFICER (CFO)

JOB SUMMARY

Under the direction of the General Manager, the Chief Financial Officer (CFO) is responsible for planning, directing, and overseeing all financial, accounting, administrative, human resources, and risk management functions of the District. This is a hands-on position in a small special district environment, requiring both strategic leadership and direct involvement in day-to-day financial operations. The CFO serves as a key advisor to the General Manager and Board of Directors on financial policy, long-term planning, fiscal sustainability, and regulatory compliance.

DESCRIPTION

This position requires broad knowledge of governmental accounting, public finance, and public agency administration. The Chief Financial Officer oversees the District's accounting and financial systems, administrative operations, and human resources functions, ensuring compliance with applicable laws, regulations, and professional standards. The role requires the consistent use of independent judgment, interpretive ability, and initiative, along with the ability to communicate effectively with the General Manager, Board of Directors, staff, customers, vendors, auditors, and regulatory agencies. The Chief Financial Officer operates in a small-team environment and is expected to balance strategic leadership with hands-on involvement in financial and administrative operations.

This position is exempt.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Management & Reporting

- Directs and manages all accounting and financial activities of the District in accordance with generally accepted accounting principles (GAAP) and governmental accounting standards (GASB).
- Oversees the maintenance of the general ledger, fund accounting, accounts payable and receivable, payroll accounting, cash receipts, and disbursements.

- Ensures accurate and timely recording of all financial transactions, including those related to grants, capital projects, debt, and restricted funds.
- Maintains separate fund accounts for governmental, enterprise, capital, and other required funds; performs and reviews all account and fund reconciliations.
- Ensures the integrity of internal controls, financial systems, and financial data.
- Prepares and presents financial statements, reports, and analyses for management, the Board, auditors, and regulatory agencies on a monthly and annual basis.

Budgeting, Financial Planning & Analysis

- Leads the preparation, administration, and monitoring of the annual operating and capital budgets.
- Provides ongoing financial analysis, variance reporting, and forecasting; recommends corrective actions as needed.
- Performs financial modeling and analysis to support decision-making, policy development, and operational planning.
- Advises the leadership team on financial condition, risks, and policy implications.
- Oversees financial accounting and reporting for capital projects and major infrastructure investments.
- Assists other departments in developing and maintaining long-term capital replacement and capital improvement programs.
- Evaluates funding strategies for capital needs, including reserves, debt financing, and rate revenues.

Rates, Cost of Service & Financial Policies

- Oversees and coordinates periodic cost-of-service and rate studies to ensure compliance with Proposition 218 and other applicable regulations.
- Ensures rates, fees, and charges are supported by financial analysis and aligned with District financial policies and long-term needs.
- Conducts annual reviews of the District's financial policies and recommends updates to ensure best practices and continued financial responsibility.
- Ensures the District maintains appropriate reserve levels and demonstrates sound fiscal stewardship.

Treasury, Investments & Debt

- Oversees cash management, banking relationships, and treasury functions.
- Develops and administers the District's investment policy and investment activities.
- Manages debt service, capital financing, and related reporting requirements.
- Oversees administration of the District's Section 115 Trust, including coordination with advisors, monitoring performance, and reporting.

Retirement, Payroll & Human Resources Administration

- Oversees payroll processing and ensures compliance with all applicable wage, tax, and reporting requirements.
- Oversees employee benefits programs, including health insurance, leave programs, workers' compensation, and retirement benefits.
- Ensures compliance with all CalPERS requirements, including reporting, contributions, audits, and coordination with CalPERS staff and consultants.
- Provides leadership and guidance on human resources policies, employee relations, classifications, and compensation practices.
- Ensures compliance with federal, state, and local employment laws and regulations.

Audits, Reporting & Regulatory Compliance

- Coordinates and supports the annual financial audit; serves as primary liaison with external auditors.
- Prepares and files required financial statements, reports, and disclosures.
- Ensures timely and accurate reporting to regulatory and oversight agencies, including but not limited to the Secretary of State, County agencies, and other governmental entities as required.
- Monitors changes in financial, accounting, and regulatory requirements; advises management on impacts and necessary actions.

Administration, Risk Management & Technology

- Oversees administrative operations, including insurance programs, risk management activities, and records management.
- Coordinates procurement and renewal of insurance coverage including liability, property, workers' compensation, and employee benefits.
- Provides oversight of financial and administrative information systems and enterprise software, coordinating with vendors and staff as needed.
- Ensures administrative systems and processes support efficient and compliant operations.
- Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks; participating in professional societies

Leadership, Collaboration & Board Support

- Supervises and supports financial and administrative staff; provides coaching, performance evaluation, and professional development.
- Works collaboratively with District management and staff in a small-team environment.
- Assists the General Manager with financial communications, policy development, and strategic planning.
- Maintains financial and administrative staff by recruiting, selecting, hiring and training employees; developing personal growth opportunities

Other Duties

- Performs related duties as assigned to support District operations and objectives.

REQUIRED KNOWLEDGE AND SKILLS

- Governmental and public agency accounting and finance
- Fund accounting and financial reporting
- Budget development and financial forecasting
- Capital planning and infrastructure finance
- Cost-of-service and rate setting principles (Proposition 218)
- Investment and treasury management
- CalPERS and public sector retirement systems
- Section 115 Trust administration
- Financial policy development and internal controls
- Human resources and payroll administration
- Audit coordination and regulatory compliance
- Financial analysis and problem solving
- Effective written and verbal communication
- Ability to work collaboratively in a small-team environment

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university with a major in finance, accounting, business administration or related field.

A minimum of five years of progressively responsible experience in administering the fiscal operations of a public agency or private organization including using an automated financial management system.

Utility experience preferred. At least two years must be at middle management level or higher.

Employment standards are set by the General Manager to ensure a combination equivalent to education and experience that will provide the knowledge and skills required to fill the position.

LICENSE AND CERTIFICATES

- CPA, CMA, CGFM, CPFO, MBA, or similar professional credential is highly desirable.
- Possession of a valid Driver's License acceptable under California or Nevada law.

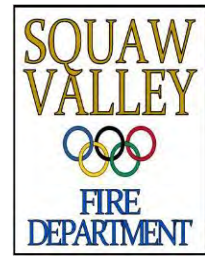
PHYSICAL WORKING CONDITIONS:

Ability to function in a typical office environment including but not limited to prolonged periods of sitting, use of keyboard, viewing monitor, standing, walking, and to occasionally tolerate adverse weather conditions. May be required to drive to deliver documents to Directors or to attend outside meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.



SQUAW VALLEY PUBLIC SERVICE DISTRICT



JOB DESCRIPTION FINANCE AND ADMINISTRATION MANAGER

JOB SUMMARY

Under direction of the General Manager, the Finance and Administration Manager is directly responsible for all accounting and financial matters, administrative operations, human resource and risk management functions.

DESCRIPTION

This position requires the ability to perform capably in all aspects of government financial management and public agency accounting including but not limited to treasury functions, revenue collections, purchasing functions, maintaining financial records, maintaining internal controls, preparing the annual budget, and preparing financial statements and reports in accordance with governmental accounting standards.

The individual oversees the District's Administration Department including human resources and benefit program administration, ensuring compliance with all appropriate regulations related to personnel and employment practices.

The position requires frequent use of independent judgment, interpretative ability and initiative; the ability to communicate on a professional level with customers, other departments, District management, vendors, and regulatory agencies; the ability to work cooperatively with others. The individual understands the importance of collaboration and communication in a small team setting. This is an exempt position.

EXAMPLES OF FINANCIAL DUTIES

The Finance and Administration Manager's responsibilities and duties include, but are not limited to, the following:

- Manages all accounting and financial activities occurring at the District, advising the General Manager on the financial status of the District, and ensuring that all funds are properly maintained
- Develops, implements, and maintains the District's financial accounting system and financial records within governmental accounting standards
- Manages and protects financial assets and guides financial decisions by establishing, monitoring,

and enforcing financial policies, procedures, internal controls, and reporting systems; provides status of financial condition by collecting, interpreting, and reporting financial data

- Maintains separate fund accounts for governmental, enterprise, capital funds and grant funds as required; performs all account and fund reconciliations
- Responsible for the computerized maintenance of bookkeeping and accounting functions of the District including cash receipts and cash disbursements, accounts payable / receivable, general ledger and other records relating to District accounts
- Responsible for preparation and maintenance of records relating to bi-weekly computer payroll including all required internal and governmental payroll reports, deposits of withheld funds; administers employee benefits such as health insurance, vacation / sick leave, PERS retirement, and workers' compensation insurance for all District employees
- Performs calculation, and oversees collection, of utility service charges and coordinates billing in accordance with District Ordinance and development agreements; maintains customer records and billing history; coordinates with Operations Department for meter installation and monthly reading for billing purposes and maintains accurate meter reading history for all customers
- Maintains and administers financial records related to District assets, construction projects and property assessment areas; controls all files on debt service and ensures proper payments of all notes payable
- Oversees monthly billings for District's leased spaces and reimbursable expenses and follows up on payment status
- Responsible for billing grant projects; preparing related financial information, reports and requests for reimbursements for state and federal grants; complies with reporting requirements of granting agencies
- Responsible for coordination of preparation of annual budget document and achieves budget objectives; recommending plans / corrective actions; evaluates service charges based on budgetary needs
- Provides information to external auditors; prepares and files required governmental reports and financial statements; complies with state and federal tax procedures and annual audit procedures by studying existing and new legislation; advising management on needed actions
- Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks; participating in professional societies
- Organizes and executes treasury functions; creates and manages an investment policy for the District's financial assets; responsible for cash flow management and related reporting requirements
- Prepares special reports and completes special projects by collecting, organizing, analyzing, and summarizing information and trends; responsible for planning, arranging, and meeting schedules and monitoring results
- Coordinates with the General Manager the preparation of all financial information, correspondence and statements necessary for the conduct of Board Meetings
- Maintains financial and administrative staff by recruiting, selecting, hiring and training

employees; developing personal growth opportunities

- Completes operational requirements by scheduling and assigning employees; communicating job expectations; coaching, counseling, evaluating and disciplining employees; follows up on work results
- Works cooperatively with others; understands the importance of collaboration and communication in a small team setting
- Consults with other management personnel on matters related to finance, accounting, and human resources; assists General Manager and staff as needed
- Must possess a comprehensive understanding of the District's financial activities and their relation to other aspects of the District's functions

EXAMPLES OF ADMINISTRATIVE DUTIES

- Manages Administration Department including the District's information technology systems, computer network, and enterprise software applications
- Initiates, coordinates, implements and enforces administrative systems, policies, and procedures for bookkeeping, accounting, payroll and record keeping; improves program and service quality by devising new applications; updating procedures; evaluating system results with users
- Ensures operation of office and computer equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques
- Maintains District web site making timely changes and announcements
- Performs clerical duties, including but not limited to operation of office equipment, supply inventory control, answering telephones, opening mail and making bank deposits, as needed
- Participates in the research, selection and renewal process of District insurance programs, including but not limited to general liability, property, employee medical and dental, and worker's compensation programs
- Oversee and assist staff with customer service
- Manages and directs District staff to fulfill the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITIES:

Public Finance; Fund Accounting; Tracking Budget Expenses; Financial Skills; Financial Software; Financial Management Information Systems; Audit; Developing and Tracking Budgets; Managing Processes; Developing Standards; Analyzing and Reporting Information; Analyzing Management and Fiscal Problems; Human Resources Management Principles; Performance Management; Public Agency Organization and Administration; Management, Supervision and Program Planning; Communication Processes; Work on Small Team

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university with a major in finance, accounting, business administration or related field.

A minimum of five years of progressively responsible experience in administering the fiscal operations of a public agency or private organization including using an automated financial management system. Utility experience preferred. At least two years must be at middle management level or higher.

Employment standards are set by the General Manager to ensure a combination equivalent to education and experience that will provide the knowledge and skills required to fill the position.

LICENSE AND CERTIFICATES:

Possession of Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Government Financial Manager (CGFM), Certified Public Finance Officer (CPFO), and/or Master of Business Administration (MBA) certification is highly desirable.

Possession of a valid Driver's License, acceptable by and in good standing with State of California.

PHYSICAL WORKING CONDITIONS:

Ability to function in a typical office environment including but not limited to prolonged periods of sitting, use of keyboard, viewing monitor, standing, walking, and to occasionally tolerate adverse weather conditions. May be required to drive to deliver documents to Directors or to attend outside meetings. Separate Physical Job Analysis Form for accounting and secretarial positions should also be reviewed for compliance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

RESOLUTION 2026-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
ADOPTING REVISIONS TO THE PERSONNEL POLICIES & PROCEDURES MANUAL**

WHEREAS, the Board of Directors authorized removal of the Personnel Code, Chapter 5 of the District's Administrative Code, by adoption of Ordinance 2014-01; and

WHEREAS, the Board of Directors authorized development of a Personnel Policies & Procedures Manual, to replace the above-mentioned Administrative Code Chapter by adoption of Resolution 2014-08; and

WHEREAS, the District's 2025-2030 Strategic Plan identifies the goal to invest in staff professional development, retention, and culture; and

WHEREAS, The District's Finance & Administration Manager position has evolved significantly over the past decade, and now encompasses executive-level financial, administrative, and strategic responsibilities that are more consistent with those of a Chief Financial Officer than a traditional manager-level role.

WHEREAS, the Board of Directors approved the reclassification of the existing Finance & Administration Manager position to Chief Financial Officer position; and

WHEREAS, revisions to the Personnel Policies & Procedures Manual Chapter X (*Education and Training Programs*), Exhibit I (*Organizational Chart*), Exhibit II (*Classifications*), are necessary to reflect the reclassification of the Finance & Administration Manager to Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Olympic Valley Public Service District hereby adopts revisions to the Olympic Valley Public Service District's Personnel Policies & Procedures Manual.

PASSED AND ADOPTED this 30th day of June, 2026 at a regular meeting of the Board of Directors of the Olympic Valley Public Service District, by the following vote on roll call:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT EDUCATIONAL INCENTIVE PROGRAM

CLASSIFICATIONS:

Account Clerk I; Account Clerk II; Account Clerk II/HR Specialist; Administrative Assistant; Board Secretary & Executive Assistant; ~~Finance and Administrative Manager~~ Chief Financial Officer; Office Manager; Office Supervisor; Program Analyst I; Program Analyst II; Program Manager & Board Secretary

General Incentive Opportunities	Certified Public Accountant	5.0%
	Completion of 80 hours/2 years of Continuing Education Classes that fulfill requirements to maintain active CPA License (only available one-time, not available if incentive has already been given for CPA certification).	5.0%
	Certified Municipal Clerk	5.0%
	Master Municipal Clerk	5.0%
	SHRM HR Professional	5.0%
	Special District Administrator Certificate	3.0%
	Recognition in Special District Governance	1.5%
	Notary Public (must be CA resident to earn and maintain)	2.0%
	North Tahoe Leadership Program	3.0%
	Toastmasters Pathway Completion	3.0%
	DDW California Water Distribution Operator Grade D1	1.0%
	DDW California Water Treatment Operator Grade T1	1.0%
	CWEA Collection System Maintenance Grade C1	1.0%
	Sacramento State Water Distribution Plant Operation Volume 1	2.0%
	Sacramento State Water Treatment Plant Operation Volume 1	2.0%
	Sacramento State O&M of WW Collection Systems Volume 1	2.0%
	Financial Accounting I – Sierra College	2.5%
	Financial Accounting II – Sierra College	2.5%
	3 Credit Approved College Course Related to Employee's Position	2.5%
	Bilingual Incentive: Speaking ¹	1.0%
Bilingual Incentive: Writing ¹	1.0%	
In-Person Training²	CalPERS Educational Forum	1.5%
	SHRM HR Conference	1.5%
	LaserFiche Conference	1.5%
	ECS Imaging LaserFiche Training	0.5%
	Springbrook Conference	1.5%
	Dale Carnegie Training	1.5%
	CSDA Special District Leadership Academy	1.5%
	CSDA Annual Conference	1.5%
	CSDA Board Secretary Conference	1.5%
	CSDA General Manager Leadership Summit	1.5%
	CSDA Special District Legislative	1.0%
	CSDA/SDRMA Spring Education	0.5%
	CSDA Manager Approved Workshops	0.5%
	AWWA Financial Management Conference	1.5%
	AWWA Utility Management Conference	2.0%
	Government Finance Officers Association Annual Conference	1.5%
	LCW Public Sector Employment Relations Certificate	4.0%
	Manager Approved In-Person Training Related to Employee's Position	0.5%/8 hrs

NOTES:

1. Requires passing test through a contracted professional initially and every three (3) years thereafter.
2. A maximum of 5% combined education incentive can be achieved from trainings in the "In-Person Training" category. Listed incentive is based on length of conference at the time of adoption and is subject to change. In-person training typically earns credit at 0.5% per full-day (8 hours).
3. Employees are not eligible for incentives for trainings or certificates required in their job description.

EXHIBIT I
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT ORGANIZATION CHART
 (Approved by Board of Directors ~~December 13, 2022~~ June 30, 2026)

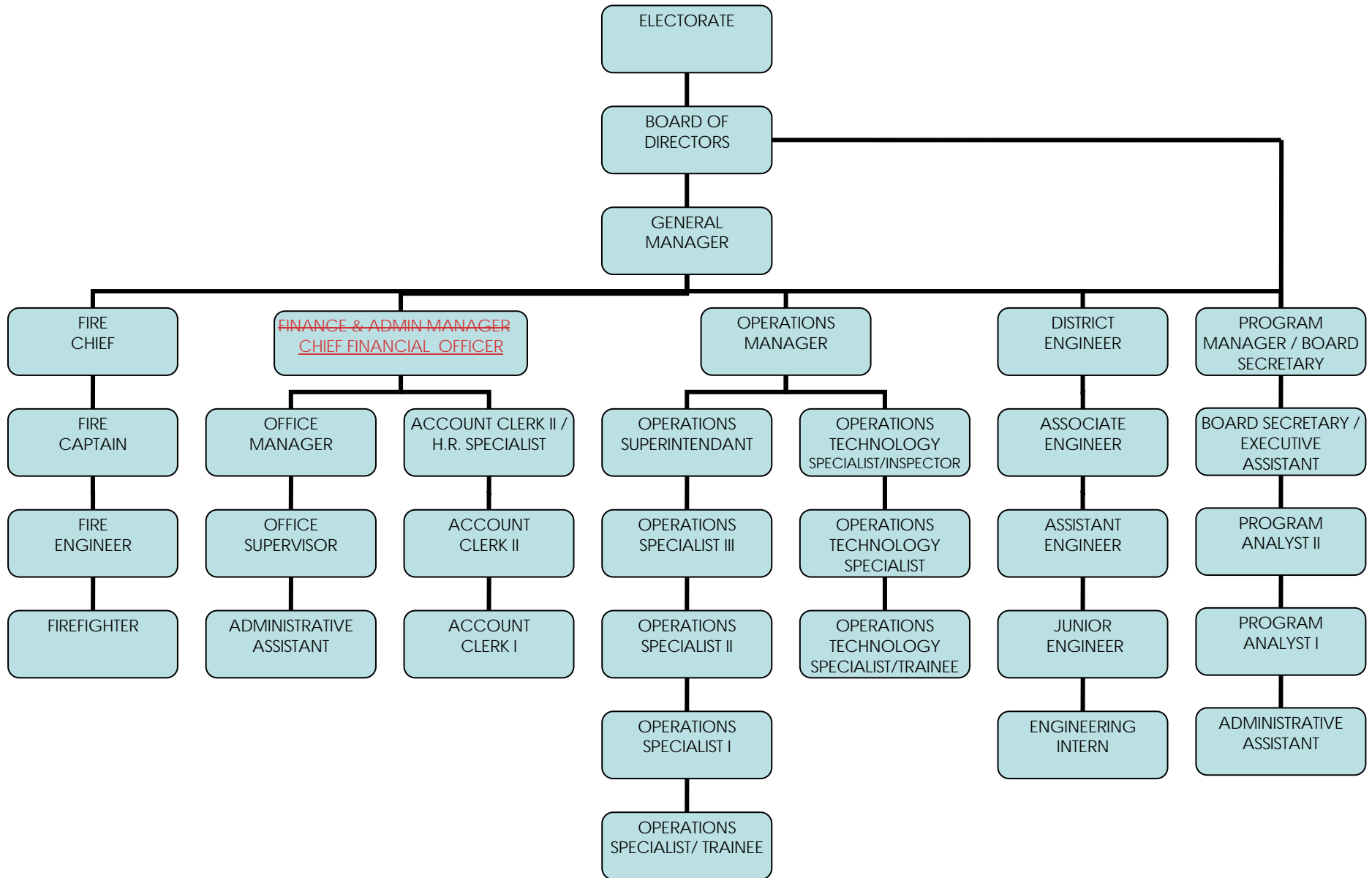


EXHIBIT II CLASSIFICATIONS

FINANCE AND ADMINISTRATION DEPARTMENT

- General Manager
- ~~Finance and Administration Manager~~ Chief Financial Officer
- Account Clerk II / Human Resource Specialist
- Account Clerk II
- Account Clerk I
- Office Manager
- Office Supervisor
- Administrative Assistant
- Program Manager / Board Secretary
- Board Secretary / Executive Assistant
- Program Analyst II
- Program Analyst I
- District Engineer
- Associate Engineer
- Assistant Engineer
- Junior Engineer

OPERATIONS DEPARTMENT

- Operations Manager
- Operations Superintendent
- Operations Specialist III
- Operations Specialist II
- Operations Specialist I
- Operations Specialist / Trainee
- Operations Technology Specialist / Inspector
- Operations Technology Specialist
- Operations Technology Specialist Trainee

CLASSIFICATIONS & SALARY RANGES

FIRE DEPARTMENT

RANGE

Fire Chief	A
Fire Captain	B
Engineer	D
Firefighter	E

Other classifications can be added at the discretion of the Board of Directors.
(Revised by Resolution 2022-35)