



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



September 1, 2022

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 Victoria Mercer on August 26, 2022. Victoria served Olympic Valley as a Director of the Board since 2019 and has been a dedicated advocate for the Community.

To fill the vacancy, the Board of Directors will hold a Special Meeting on Monday, October 24th at 1:30 P.M., to appoint a new Board Member to serve until the term expires in November 2024.

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 Wednesday, October 19th. 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 October 25th, 2022 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,

Mike Geary, 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 2024

- 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 \$6,000 / 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 Monday, October 24th, 2022 at 1:30 P.M.

Applications are due Wednesday, October 19th, 2022 by 4:00 p.m.

APPLICATION FOR MEMBERSHIP ON THE BOARD OF DIRECTORS
FILING DEADLINE: Wednesday, October 19th, 2022 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



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:

- 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 the Special District Leadership Academy's *Governance Leadership Conference for Elected and Appointed Directors* provided by the California Special Districts Association.
- 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 in a clear and concise manner.
- Awareness and understanding of public affairs.
- Practice of leadership methods and cooperative teamwork.
- Exercise of 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:

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 \$6,000 / 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. Director must complete withholding forms for income tax purposes.

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Adopted 10-26-95; Updated 02-26-19; Reviewed 08-30-2022

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 2024 election, at which time the person may run for reelection.

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 p.m. on October 19th, 2022.

The District will hold a Special Meeting of the Board on Monday, October 24th, 2022 at 1:30 p.m. 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.