



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
2 Pages

ADMINISTRATION & OFFICE REPORT

DATE: May 28, 2024
TO: District Board Members
FROM: Jessica Asher, Board Secretary
SUBJECT: Administration & Office Report – Information Only

BACKGROUND: The following is a discussion of office activities and brief status reports regarding administration that are not the subject of a separate report. This report is formatted to provide new information and recent progress only.

DISCUSSION: Document Management System (DMS) Project
At the time of writing this report, the following progress has been made to scan and image the District’s files.

| File | % Complete |
|--|------------|
| Customer Files (Central Filing System) | 100% |
| Subject Files (Central Filing System) | 100% |
| Project Files (Central Filing System) | 100% |
| General Manager’s Office | 100% |
| Board Secretary Permanent | 100% |
| Board Secretary Non-Permanent | 50% |
| Financial Reports | 100% |
| Incident Reports (Fire Department) | 100% |
| Accounts Payable | 42% |
| Personnel Files | 90% |

Administrative Assistant / Program Analyst I Transition

Aline Henriksen will be leaving the District on May 31, 2024. Aline has been a valuable team member, and we are grateful for her contributions over the past year. Recruitment to fill the Administrative Assistant / Program Analyst I position will begin by May 24, 2024, with an initial application deadline of June 28th (the position will be open until filled).

New Phone Service - Ring Central

The district recently adopted Ring Central as its business phone service. This change not only offers greater flexibility and freedom due to its cloud-based nature, but also will have no additional fiscal impact.

ATTACHMENTS: None.

DATE PREPARED: May 21, 2024