



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
3 Pages

ADMINISTRATION & OFFICE REPORT

DATE: June 25, 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: Summer Newsletter and Utility Annual Billing

On July 1st, annual utility bills will be mailed to approximately 1,200 accounts, along with the summer newsletter. In early June, a trial billing was performed to assure accuracy and mitigate potential problems. Additionally, beginning July 1, the District has transitioned to a new online payment provider, Xpress Bill Pay. This change aims to enhance the users experience with enhanced features like full bill presentation, paperless billing, billing history access, auto-pay functionality, stored payment information, email notifications, and more. Detailed information regarding these enhancements will be provided with your annual bill.

Water Quality Report

The annual water quality report will be available on-line, with hard copies available upon request by June 30th.

Backflow Testing Notices

Notices for backflow testing have been sent to approximately 500 residential and commercial customers, many of whom have multiple devices requiring testing. A second notice is scheduled for mailing in mid-July as needed.

Form 470 Officeholder and Candidate Campaign Statement

Per California Political Reform Act, candidates/officeholders without a campaign committee, not anticipating receiving or spending \$2,000 or more during the calendar year, must submit Form 470. Please complete the required forms and send the original documents to Jessica Asher by July 15, 2024.

Document Management System (DMS) Project

As of this report, significant progress has been made in scanning and imaging the District's files. However, the Project will be on hold until new staff have been hired.

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	100%
Financial Reports	100%
Incident Reports (Fire Department)	100%
Accounts Payable	100%
Personnel Files	100%

Records Destruction

In March 2024, the District updated its Records Retention Policy, to define records descriptions and retention periods, and applying current legal standards and technology advances to efficiently manage the District's records. Staff have applied the approved schedules to records exceeding their retention period across all departments. In June, 85 banker boxes of paper were shredded, primarily consisting of documents now stored electronically as official records. This destruction process strictly adhered to District policy and underwent thorough review by the Board Secretary, Department Manager, General Manager, and General Counsel.

2024 Workplace Violence Prevention Plan- New legislation

With the signing of California Senate Bill 553 (SB 553) into law on September 30, 2023, employers are now required to establish, implement, and maintain a Workplace Violence Prevention Plan (WVPP) by July 1, 2024. Key elements of this plan include:

- Prohibiting employee retaliation.
- Accepting and responding to reports of workplace violence.
- Employee workplace violence training and communication.
- Emergency response.
- Workplace violence hazard assessments.
- Other requirements, such as maintaining a Violent Incident Log.

In response to SB 553, HR has developed the WVPP and initiated a WVPP Staff Survey to gather insights and safety concerns directly from employees. This collaborative approach ensures that the plan addresses real-world issues from the staff's perspective, improving overall workplace safety and compliance.

Staff Training – Financial Accounting II Course

Nicole Whiteman recently completed the Business 202/Financial Accounting II course at Sierra College in Truckee. Her studies covered topics such as accounts receivable and how to account for bad debt, depreciation of assets, current and long-term liabilities, including accounts payable, payroll taxes, mortgages, and bonds. Nicole also learned about equity, including stocks and dividends, and financial ratio analysis to quickly assess the overall financial health of a business.

ATTACHMENTS: None.

DATE PREPARED: June 21, 2024