



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
1 Pages

ADMINISTRATION & OFFICE REPORT

DATE: August 27, 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: FY 2023-2024 Year-End Financial Closing Tasks and Audit Preparation
Accounting staff are gathering the necessary information to prepare the year-end financial report and are working to complete fiscal year-end reconciliation tasks. McClintock Accountancy staff will begin their audit fieldwork on September 30th and are scheduled to present the final audit report to the Board in December.

Placer County Water Agency (PCWA) East Slope Meeting

PCWA plans to conduct its East Slope meeting at the North Tahoe Event Center on Thursday, September 19th, at approximately 11:00 a.m. As in years past, the board meeting agenda will include an opportunity for each district to report briefly on general interest information. District staff will attend this meeting and Board attendance is encouraged but optional.

District Staffing Update

We regret to announce that the Program Analyst position, which was filled on August 12th, did not work out as anticipated. As a result, staff have reopened the hiring process for this role, starting with interviewing candidates who applied in June.

ATTACHMENTS: None.

DATE PREPARED: August 19, 2024