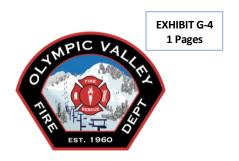


## OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## **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 30<sup>th</sup> 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 19<sup>th</sup>, 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