



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4  
2 Pages

## ADMINISTRATION & OFFICE REPORT

**DATE:** November 18, 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:** Winter Newsletter Topics

Staff is seeking topic suggestions for the upcoming winter newsletter. If any Board members have newsletter suggestions, please contact Jessica Asher, Board Secretary.

Program Analyst I Transition

We're thrilled to welcome Ashley Massey to the District team as our new Program Analyst I, a role she stepped into on November 4th. Ashley has a strong background in behavioral health, where she transitioned from a clinical role to focus on administration. Her expertise spans administrative support, project management, and business process improvement. Since 2020, Ashley and her husband have called Truckee home, raising their two sons in our community. In a short time, she has already shown herself to be an excellent addition to our administrative team!

Fireside Pizza Fall Fundraiser

Fireside Pizza Company in the Palisades Tahoe Village will host a fundraising FEAST on November 19th from 5-8 PM. Please help us raise money to support Olympic Valley's Fire Department while enjoying an all-you-can-eat buffet (\$20/adult, \$10/child) and live raffle. Our staff, particularly Nicole Whiteman and Chief Chisholm, have been working hard to secure donations and host a successful and memorable evening for the community.

### Holiday Events

The District will host a holiday party for the Board, staff, and their partners in early December. Please RSVP to Nicole Whiteman by November 25th. Santa also contacted the Fire Department for their help spreading holiday cheer again this year on December 19<sup>th</sup> at 5:30 PM. Information about the event will be shared via a flyer at the Post Office, social media, and with our e-news distribution list. Please share this information with families in the Valley.

### District of Distinction and Certificate of Transparency

The District is proud to announce that it has been awarded the "District of Distinction" accreditation and the "Certificate of Transparency" by the Special District Leadership Foundation (SDLF). These honors recognize the District's commitment to sound fiscal management and transparent operational practices. To earn these certifications, SDLF has conducted a thorough independent audit of the District's operations over the past three years, evaluating key areas such as financial stewardship, public governance training, ethics and harassment prevention compliance, and adherence to a wide range of transparency standards. By achieving and maintaining these certifications, the District demonstrates its dedication to accountability, integrity, and community service. We proudly showcase these accolades as a testament to our ongoing commitment to the highest standards of governance and public trust.

**ATTACHMENTS:** None

**DATE PREPARED:** November 13, 2024