



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
2 Pages

ADMINISTRATION & OFFICE REPORT

DATE: March 25, 2025

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: Staff Training – CPR Training

All Administration and Operations staff completed American Heart Association Heartsaver First Aid CPR AED Training in February/early-March led by Scott Halterman and Tim Hoover.

Spring E-Newsletter Ideas

Staff is preparing the Spring E-newsletter (April 2025) which will focus on providing information about green waste and defensible space. Please contact staff with any additional suggestions.

SharePoint/Server Migration

The District successfully transitioned from an on-premises server to Microsoft SharePoint in March. This move enables the Fire Department and Utilities/Administration to access all documents, whereas the previous on-premises server was inaccessible to Fire Department. SharePoint offers enhanced backup, redundancy, and cost-effectiveness compared to replacing the aging on-premises server, which had reached the end of its useful life.

Anticipated increase in Property and Liability Insurance Rates for FY 2025:

At the end of February, the District received a preliminary renewal contribution for property and liability insurance for the 2025-2026 fiscal year. The projected cost is approximately \$179,866, which is an 8.2% increase from FY 2024-2025 after applying estimated credit incentive points. Increases are mostly due to a 2% increase in the value of covered buildings and a 10% increase in reinsurance rates.

Anticipated Increase in Worker's Compensation Rates for FY 2026:

SDRMA released the FY 2025-26 Workers Comp Rates to assist with budgeting. The District anticipates a 16% increase its annual premium, primarily due to reinsurance rates increasing, and the Experience Modification (EMOD) rising from 114% to 120%.

The EMOD rate is based on a rolling three-year cycle and reflects both claims and rate class. The ability of an employer to directly affect his/her EMOD serves as an incentive to control or eliminate workplace injuries. The District implemented several different safety incentive programs, and feel it has had significant impacts. Safety reward programs are paid time off rewarded bi-annually and monetary incentives paid annually to employees without injuries. Additionally, We also have monthly safety meetings and bike trail wellness inspections.

ATTACHMENTS: None

DATE PREPARED: March 19, 2025