



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
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ADMINISTRATION & OFFICE REPORT

DATE: April 29, 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: Spring E-Newsletter

The Spring E-newsletter will be published in late April. This edition featured important reminders for customers to update their contact information, Carbon Monoxide and Emergency Vehicle safety, Annual Clean-Up Day/Pancake Breakfast and Fuels Management updates.

Staff Training – Special Districts Risk Management Authority (SDRMA) Spring Education Day

Ashley Massey and Alexa Herring attended SDRMA's Annual Spring Education Day on March 26 in Sacramento. Ashley earned her General Safety Specialist Certificate through the General Safety Specialist course track which, this year, focused on Worker's Compensation processes and reinforced maintaining an updated Injury & Illness Prevention Program (IIPP). Alexa attended various break-out sessions for SDRMA Fundamentals and Board Member Liability.

Chlorine Notifications

Nicole Whiteman contacted customers regarding the water system flushing and chlorine treatment by calling 22 customers that requested notification of this standard operating procedure.

ATTACHMENTS: None

DATE PREPARED: April 23, 2025