



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
2 Pages

ADMINISTRATION & OFFICE REPORT

DATE: February 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: Form 700 Statement of Economic Interests

All Board members are required to complete an annual Statement of Economic Interests for filing with Placer County and the State of California Fair Political Practices Commission. Instructions for the 2023/2024 form were distributed to all Board Members and staff in early January. We encourage completing the form online which will save your information and will pre-populate it for subsequent filings. Forms completed manually must be returned to the District by the end of February for review. Once reviewed, the forms are submitted to Placer County by April 1st and will be forwarded to the State of California.

Training

Nicole Whiteman is currently enrolled in an Accounting II class with Sierra Nevada College for the Spring 2024 Semester. This is the second accounting class she has taken.

Document Management System (DMS) Project

The DMS Project has shifted its attention from the District's central files to the Fire Department files. At this time, 75% of old incident reports have been scanned.

Departments have engaged in discussions with Diane Gladwell, with whom OVPSD entered a records retention contract in December 2023. Ms. Gladwell has commenced the process of developing a new records retention schedule tailored to the needs of the District. This is the next step in converting our paper records

to electronic, destroying paper records, and reducing the number of unnecessary files held by the District.

ATTACHMENTS: None.

DATE PREPARED: February 20, 2024