



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
2 Pages

ADMINISTRATION & OFFICE REPORT

DATE: April 30, 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: Chlorine Notifications

Nicole Whiteman made contact with customers regarding the water system flushing and chlorine treatment by calling 23 customers that requested notification of this standard operating procedure.

Backflow Testing Notices

Backflow testing notices are being prepared and will be sent to customers by June 1st. Many of the customers have multiple devices which must be tested. A second notice is scheduled for mailing in early July as needed.

SDRMA Spring Education Day

Nicole Whiteman and Alexa Kinsinger attended the SDRMA Spring Education Day in Sacramento. Nicole attended the Governance Foundations track of the workshop, which had a professional development focus and learned about dynamic leadership, building unity of purpose and five proven successes of a team. Alexa attended the General Safety Specialist track and learned about various safety and loss prevention requirements that Cal OSHA enforces on Special Districts.

Document Management System (DMS) Project

At the time of writing this report, the following progress has been made to scan and image the District's files.

File	% Complete
Customer Files (Central Filing System)	100%
Subject Files (Central Filing System)	100%
Project Files (Central Filing System)	100%
General Manager's Office	100%
Board Secretary Permanent	100%
Board Secretary Non-Permanent	50%
Financial Reports	100%
Incident Reports (Fire Department)	100%
Accounts Payable	28%

ATTACHMENTS: None.

DATE PREPARED: April 25, 2024