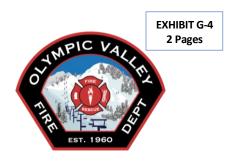


# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## **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