



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
3 Pages

ADMINISTRATION & OFFICE REPORT

DATE: January 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: Special District Risk Management Authority (SDRMA) Credit Incentive Points
The District will save \$21,971.10 on its annual premium for Property/Liability and Workers' Comp Insurance. Staff earned these *Credit Incentive Points* by attending workshops and seminars. Each point is equal to a 1% discount on the District's premium.

Strategic Plan

During the last regular meeting of the Board, the Directors approved Agnew::Beck's proposal to develop a five-year strategic plan. Staff, in collaboration with the project manager, Seana Doherty, have developed a preliminary project schedule. Although the timing for appointing a General Manager (GM) remains uncertain, staff feel that the District's current personnel are capable of advancing the project. While having the new GM in place for the workshop phase would be advantageous, establishing clear strategic direction for the new hire is also beneficial. Staff are requesting direction from the Board regarding proceeding as per the attached timeline, or delaying until a new GM has been selected. Ms. Doherty can accommodate either schedule but emphasized the importance of maintaining a continuous process. If the Board opts to proceed, Ms. Asher will schedule two three-hour workshops for the Spring and will seek the Board's input on external stakeholders to be interviewed.

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.

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, 15% of old incident reports have been scanned.

Administrative Office Restroom Insurance Claim

Last spring, staff noticed water leaking from the ceiling of the upstairs bathroom near the Administrative offices. Upon investigation, it was determined that the issue stemmed from a roof leak. The Operations Department sought out repairs for the roof, water restoration services, and then hired a local contractor to perform the repairs of the bathroom. The total paid by the District was \$13,914.17. Staff submitted an insurance claim to SDRMA, which was approved. As a result, the District is set to receive reimbursement for all expenses, except for a \$1,000 deductible.

ATTACHMENTS: Strategic Plan Timeline

DATE PREPARED: January 26, 2024

OVPSD Strategic Plan - Draft Schedule

Schedule of Project Tasks							
Dec 2023	Jan	Feb	Mar	April	May	June	
TASK 1. Prepare for Workshops, On-going Project Coordination <i>Interviews, staff workshop, review docs</i>	●	●	●	●	●	●	
	Interviews		Interviews				
TASK 2: Workshops (2) <i>Prepare summary presentations, plan and facilitate two 3 hour sessions</i>				●	●		
				Findings, framework	Goal setting, Prioritization		
TASK 3. Produce Draft Strategic Plan <i>Includes staff/board time, graphic design, content development</i>					■	■	
					Draft, review		Design
TASK 4. Present to Boad for Approval						●	

● = meeting or workshop (in person) ■ = product or deliverable