



**OLYMPIC VALLEY
PUBLIC SERVICE DISTRICT
BOARD REPORT**



SUBJECT: Administration & Office Report

EXHIBIT: G-4, 1 Page

AUTHOR: Jessica Asher, Board Secretary

MEETING DATE: December 16, 2025

RECOMMENDED ACTION: This report is informational only; no action is requested from the Board.

DISCUSSION: Holiday Events

The Fire Department will host Santa at the Fire Station on Friday, December 19th at 5:30 PM. Information about the event has been shared on social media, and in our e-newsletter. Please share this information with families in the Valley.

District Newsletters

Beginning this winter, the District will move from two printed newsletters per year to one, which will be mailed with annual bills each July. We will continue to provide four e-newsletters annually. This change supports our transition to more digital communication options, allows for faster turnaround on sharing information with the community, and helps reduce paper use in alignment with SB 1383 requirements for recyclable materials.

Year-End Statistics

Much of the District's administrative work occurs without specific reports. Building projects, contracts, property sales, and Public Records Act requests require staff to research and compile information. The table below summarizes these activities over the past ten years. These building project numbers represent connection/permit fees paid, not the overall number of projects worked on throughout the year.

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contracts & Agreements	40	36	15	28	20	16	18	18	21	18	21
Public Records Requests	11	11	13	5	13	14	7	0	2	2	4
Building Projects – Single Family Residential	0	1	2	2	20	33	13	13	2	3	4
Building Projects – Remodel/Additions	50	39	16	20	24	11	16	15	17	16	12
Property Sales	120	61	62	80	104	185	147	99	132	115	71

ATTACHMENTS: None

DATE PREPARED: December 2, 2025