



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
2 Pages

ADMINISTRATION & OFFICE REPORT

DATE: November 28, 2023
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)

The District's proactive risk management has resulted in no "paid" property/liability claims for year 2022-23. This is a great accomplishment on its own and will also provide the District with one Credit Incentive Point, thereby reducing our annual contribution amount.

California Special Districts Association (CSDA) Board Secretary Conference

Aline Henriksen attended a three-day certificate program presented by CSDA. The program included trainings on managing the records retention lifecycle, best practices for taking and processing meeting minutes, the Public Records Act, the Brown Act, compliance (enabling acts, resolutions, ordinances, vacancies, appointments, ethics, and conflict of interest), liability issues, and ADA compliant websites.

American Water Works Association (AWWA) Rate Setting Essentials

Ms. Mueller and Mr. Hunt attended a three-day in-person seminar led by Shawn Koorn and Todd Cristiano. The seminar provided information on how to evaluate and develop financial policies and proposed rates that are defensible, cost-based, and equitable; avoid rate shock by using proven techniques for capital budgeting and analysis; and how to effectively communicate those policies and rate impacts to customers and the Board.

ATTACHMENTS: SDRMA Letter Re: No "Paid" Claims

DATE PREPARED: November 20, 2023

October 2, 2023

Mr. Dale Cox
Board President
Olympic Valley Public Service District
PO BOX 2026
Olympic Valley, CA 96146-2026

Re: No Paid Property/Liability Claims in 2022-23

Dear Mr. Cox,

This letter is to formally acknowledge the dedicated efforts of the Olympic Valley Public Service District's Governing Body, management, and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2022-23. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

In addition to this annual recognition, members with no "paid" claims during 2022-23 earned one credit incentive point (CIP), thereby reducing their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to us at memberplus@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management, and staff for their commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority



Sandy A. Seifert-Raffelson, President
Board of Directors