



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
2 Pages

ADMINISTRATION & OFFICE REPORT

DATE: September 26, 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: Placer County Water Agency (PCWA) East Slope Meeting
PCWA conducted its East Slope meeting on Thursday, September 21st, at the Olympic Valley Public Service District Administrative Office. Each district provided a brief report on information of general interest.

Document Management System (DMS) Project

At the time of writing this report, 100% of the *Customer files*, 100% of the Board Secretary's permanent records, and 100% of the *Subject* and *Project* files stored within the District's central filing cabinets have been scanned. Following the completion of the central filing cabinets, we have moved to scanning additional cabinets located in the General Manager's Office (40% completed) and Board Secretary's office (15% Completed).

First Aid and CPR Training

Five members of the Administration department has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Heart Saver First Aid CPR AED Program. This included a 4-hour online training/Exam and a 1-hour hands on training with Scott Halterman, Engineer-Paramedic.

Assembly Constitutional Amendment (ACA) 13

Following last month's meeting, the District provided a letter of support on ACA 13. The bill passed the Senate and the Assembly on September 14th, 2023. The Measure will now appear on the November 2024 general election ballot to be considered by the state's voters.

Utility Statements

In early July, staff sent 1,071 utility bills to residential and commercial customers for water, sewer, and/or garbage services. Last year, staff sent out 1,033 utility bills. In early September, staff sent 145 utility statements that are overdue for a cumulative total of \$500,897. Last year, staff sent 114 unpaid utility statements that were overdue for a cumulative total of \$268,153. The increase over last year is due to a large commercial account.

Estimated Allocation of Property Tax

The District received Placer County's Estimated Allocation of Property Taxes for Fiscal Year 2023-24. It provides a more favorable estimate of growth than projected. The total tax revenue after fees paid to Placer County for FY 2023-24 is currently estimated to be \$4,584,000; a growth of 5.65% compared to prior year for a total increase of \$245,000, this is \$263,000 more than estimated in the Fiscal Year 2023-24 budget.

ATTACHMENTS: None

DATE PREPARED: September 22, 2023