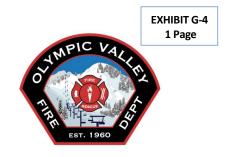


## OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## **ADMINISTRATION & OFFICE REPORT**

**DATE**: November 17, 2020

**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**: <u>Document Management System (DMS) Project</u>

Nicole Whiteman started as a Temporary Administrative Assistant on October 5<sup>th</sup>, 2020 and is making excellent progress on the DMS project with management from Fabienne Gueissaz and Mike Geary. Nicole is working to scan and electronically file the customer files; out of the estimated 1,300 hard copy files, she has scanned 650 files (with the exception of large format prints) as of Tuesday, November 10<sup>th</sup>. She has been using Springbrook and ParcelQuest to verify that the new customer database is accurate. These files will also be reorganized by APN number rather than customer last name.

## Winter Newsletter Topics

Staff is seeking topic suggestions for the upcoming winter newsletter. If any Board members have newsletter suggestions, please contact Fabienne Gueissaz, Office Supervisor.

ATTACHMENTS: None.

**DATE PREPARED**: November 10, 2020