



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
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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: Document Management System (DMS) Project
Nicole Whiteman started as a Temporary Administrative Assistant on October 5th, 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 10th. 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