



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
2 Pages

ADMINISTRATION & OFFICE REPORT

DATE: January 26, 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 1150 files as of January 22nd (except for large format prints). 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.

District Email Correspondence

At the request of the board, staff researched how to better communicate with the community via email and decided to employ the free version of Mailchimp. Staff uploaded all the email addresses from the District's accounting software (Springbrook), our email distribution list, and the 2020 voter data list for an initial listserv of approximately 850 email addresses. The website has been updated to include a sign up for email notifications which has already been used! Staff will update Springbrook as customers submit and update their information on the website. An email with a link to our Winter Newsletter and other relevant information will be sent to that list the week of January 25th.

Board Member Training

Jessica Asher sent information to the Directors for several training opportunities through CSDA including opportunities for virtual SDLA training. Please let her know if you'd like to take any of the courses and she will register you!

Special District Risk Management Authority (SDRMA) Credit Incentive Points

The District will save \$30,001 on its annual premium for Property/Liability and Workers' Comp Insurance. The District staff and Board earned these *Credit Incentive Points* by attending workshops and seminars. Each point is equal to a 1% discount on the District's premium. This year, the District needs one board member to watch two CSDA webinars to save the remaining \$3,334. Thank you to the Directors and staff whose attendance helped to secure this credit!

Winter Newsletter

The District's winter newsletter will be distributed to customers the week of January 25th, 2021. This edition contains information about the name change, water and sewer easements, and the Fats, Oils and Grease (FOG) Program.

Form 700 Statement of Economic Interests

All Board members are required to complete an annual Statement of Economic Interests for filing with Placer County and the State of California Fair Political Practices Commission. Instructions for the 2020 form were distributed to all Board Members and staff in early January. We encourage completing the form online which will save your information and will pre-populate it for subsequent filings. Forms completed manually must be returned to the District by the end of February for review. Once reviewed, the forms are submitted to Placer County by April 1st and will be forwarded to the State of California.

ATTACHMENTS: None.

DATE PREPARED: January 22, 2020