



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
1 Page

ADMINISTRATION & OFFICE REPORT

DATE: February 23, 2021
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

The first stage of the DMS Project (e.g., Customer Files in small format) is now complete. Each file can now be found by APN both on the server and in the hard copies of our Customer File. The next stage of this project consists of scanning the large format drawings and plan sheets into the respective Customer Files on the server. This vital project will ensure the integrity and accessibility of these files indefinitely.

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 Board Members and staff in early January. We encourage completing the form online which will save your information and pre-populate it for subsequent filings. Thank you to Directors and staff who have completed their forms, if you haven't submitted it yet, please complete it by the end of February. Once reviewed internally, the forms are submitted to Placer County by April 1st and will be forwarded to the State of California.

ATTACHMENTS: None.

DATE PREPARED: February 12, 2021