



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
2 Pages

ADMINISTRATION & OFFICE REPORT

DATE: November 16, 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
Phase VI is now 100% complete. This included scanning and saving plan sets in the administration department. Phase VII is underway and consists of scanning the District's *Subject Files*, which includes organizing the documents and applying Optical Character Recognition (OCR) software to convert images to editable and searchable text. The goals of the DMS Project are to receive, track, manage, and store important data and documents in a digital and searchable form, as well as reduce or eliminate paper.

Winter Newsletter Topics

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

2021 Holiday Recognition

Due to COVID-19, the District will not host a holiday party this year. Instead, the District will be presenting gift cards to staff in recognition of their hard work and commitment to providing excellent customer service in 2021. Additionally, each department will have an internal appreciation lunch. Santa has contacted the Fire Department and requested to drive through the neighborhoods to spread cheer to the Olympic Valley children in the late afternoon/early evening on December 18th. Information about the event will be shared via *Nextdoor*, a flyer at the Post Office, and the District's smaller/more frequent e-mail distribution list – please share with your networks.

Public Meeting Safety

Assembly Bill 361, approved September 16th, 2021, provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements. Should the District feel that meeting in person would present imminent risks to the health or safety of attendees, or, when state/local officials recommend/require measures to promote social distancing, the Board can adopt a resolution, valid for 30 days, to enact AB 361 to allow virtual meetings. At each Board meeting, Staff would like to discuss with the Board their feelings on the format for upcoming meetings taking into consideration public health, vaccination statuses, and COVID case rates.

ATTACHMENTS: None.

DATE PREPARED: November 8, 2021