



December 8, 2009

TO: LOCSD Board of Directors
FROM: Sandi Woods, Administrative Supervisor *SW*
SUBJECT: Agenda Item 4.A3 – 12/17/2009 Board Meeting
District Administration Department Report for November 2009

President
Joe Sparks

Vice President
Marshall Ochylski

Directors
Chuck Cesena
Maria Kelly
Steve Senet

General Manager
Dan Gilmore

District Accountant
Amparo Haber

Administrative Supervisor
Sandi Woods

Utilities Supervisor
Margaret Falkner

Fire Chief
Matt Jenkins

Battalion Chief
Phill Veneris

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The Administration Department Report will give an update of recent changes within the LOCSD Administrative Department for the Board of Directors and the General Public.

Board of Director Office Hours

Office hours will not be held in December. Office hours will resume in early 2010.

Records Retention Schedule Update

Organization of all paper and electronic files/records via the development of a "Records Retention Schedule" continues. A written plan will be submitted to Dan Gilmore for review by 12/31/09.

Retirement and Christmas Celebration Held on December 3, 2009

With a generous gift from Mitch Cooney and donations from all employees, we held a "Retirement and Christmas Celebration" during our lunch time on December 3, 2009. William "Jocko" Sweet elected to take early retirement and we celebrated his 6 years as an employee with the District. His hard work and smile will be missed.

Motor Vehicle Accident during Office Hours

One of the employees was rear-ended in their own personal vehicle while driving to the U.S. Post Office to pick up the District mail. The employee was checked at the appropriate medical facility and was released without injury.

Photocopy Machine Downtime

The main photocopier was down 34.5 hours. After speaking with our Customer Service Representative, we were granted one month free service valued at \$275.00 and the Maintenance Supervisor came to the LOCSD facilities and did a thorough mechanical examination of the Sharp Photocopier.

Commendation

As Administrative Supervisor I would like to take this opportunity to personally acknowledge the Administrative Staff; Amparo Haber, Ann Kudart and Jan Harper for a professional attitude, and a strong pride and work ethic throughout this past year. As we look forward to 2010 and the end of 2009, may we continue to serve the community of Los Osos with pride and professionalism.