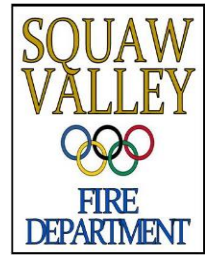




SQUAW VALLEY PUBLIC SERVICE DISTRICT



ADMINISTRATION/OFFICE REPORT

DATE: February 23, 2016
TO: District Board Members
FROM: Kathryn Obayashi-Bartsch, Board Secretary
SUBJECT: Monthly Report

1. California Fair Political Practices Commission Form 700 Filing

All Directors must report all investments, sources of income, sources of gifts, and real property interests within the District's jurisdiction to Placer County. The forms are due to staff by March 1st to allow sufficient time for filing with the County.

2. Springbrook Accounting Software Training

Danielle Grindle, Finance & Administration Manager has been training with Springbrook specialists on a variety of accounting modules including budgeting, reports and payroll. Julie Dickman, Accounting Clerk II & HR Specialist has also been involved with some of the training sessions.

3. Staff Cross-Training Plan

Administrative staff are beginning the process of cross-training which includes improving employees' proficiency levels in roles outside of their primary responsibilities. Improving team performance through cross-training sustains the team's production levels even when employee absences threaten service levels. It means we rarely have to worry that a particular job won't get done because an employee is out sick or taking a vacation.

4. Office Manager Recruitment

Office Manager, Cindy Herbert, notified the District of her plan to retire in May, 2016 after 11-years of commendable service. Staff began a recruitment process last month to allow sufficient time for training with existing staff and to provide additional support to the Administration Department. The District received a great response with many highly qualified candidates applying for the position. Staff conducted nine phone interviews and five in-person interviews. The second round of in-person interviews with three candidates will be completed by February 19th and an employment offer will be made during the week of February 22nd-26th.

5. Winter Newsletter

The District's winter newsletter will be distributed to customers in the next few weeks. This edition contains information about Redundant Water Supply Preferred Alternative, new faces at the District including Dave Hunt, Danielle Grindle and Bill Hudson, residential fire and life safety systems, avalanche safety resources, and the toilet rebate program. This is Office Manager Cindy Herbert's final newsletter for the District; we will truly miss her and her significant contributions!

ATTACHMENTS: none.

DATE PREPARED: February 5, 2016