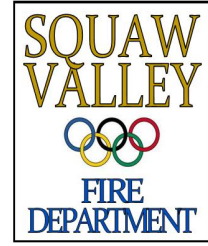




SQUAW VALLEY PUBLIC SERVICE DISTRICT



ADMINISTRATION & OFFICE REPORT

DATE: February 26, 2019
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: Spring Newsletter

The District's spring newsletter will be sent to the printer on March 5th, and will be mailed out to homeowners in the Valley. This edition contains information about the Olympic Meadows Property acquisition, the Sewer Master Plan planning process, the Fire Department's Fire and Safety Notes and an update on the retirement of Kathy Obayashi-Bartsch and the hiring of Jessica Asher as Board Secretary.

Mitel – New Phone Systems

The new Mitel phone system was installed on Thursday, January 31st by technicians from Maverick Networks, Inc. The installation process went smoothly, and the phones are working well. The District is still waiting on AT&T to run the new cables to the building; once that is completed, Maverick Networks, Inc. will return to complete the installation.

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. The 2018 form and detailed instructions were distributed in January 2019. Completed forms must be returned to the District by the end of February for review. Once reviewed, the forms are submitted to Placer County by mid-March and will be forwarded to the State of California.

Propane Price Comparison

In response to comments from the Directors at the December Board meeting, staff has been monitoring propane prices. As of January 29, 2019, Truckee Tahoe Propane (TTP) was at \$1.36 per gallon wholesale, whereas the District is charged \$0.50 over the wholesale price. Staff was not able to get a same day comparison but as of February 6, 2019 the rate from Ferrell Gas was \$1.34. Staff feels the District is being charged a fair price. When the contract with TTP ends in March 2019, staff will compare rates again.

ATTACHMENTS: None.

DATE PREPARED: February 14, 2018