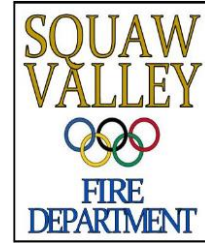




SQUAW VALLEY PUBLIC SERVICE DISTRICT



ADMINISTRATION/OFFICE REPORT

DATE: June 27, 2017
TO: District Board Members
FROM: Kathryn Obayashi-Bartsch, Secretary to the Board
SUBJECT: Monthly Report

DISCUSSION: Backflow Testing Notices

The owners of any premises on which backflow prevention devices are installed are required to have the devices tested annually for proper operation. Backflow testing notices were sent to 174 customers in May. A second notice was mailed to 130 customers earlier this month.

Preparations for Utility Annual Billing

During early June, a trial billing was performed to assure accuracy and mitigate potential problems. Mailing of annual utility bills for the 994 accounts currently on file is scheduled for June 30th.

Summer Newsletter and Water Quality Report

The summer newsletter will be sent with annual invoices by June 30th. The annual water quality report is available on-line and hard copies of the report will be available upon request by June 30th.

On-line Bill Pay

The District has entered into a contract with Accela and CivicPay to begin accepting on-line bill payments. This has been requested by many customers and has been a goal of the District for many years. Offering this new method of payment will cut down on staff time needed to process payments as well as reduce the wait time for payments to be received. The anticipated go-live date on our website is set for July 20th.

2017 Special District Leadership Academy Conference

Director Ilfeld attended the conference in April. The District received a scholarship for Director Ilfeld's attendance which reimbursed the District for the registration fee of \$600.

ATTACHMENTS: None

DATE PREPARED: June 19, 2017