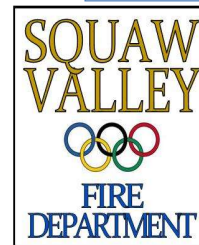




# SQUAW VALLEY PUBLIC SERVICE DISTRICT



## ADMINISTRATION & OFFICE REPORT

**DATE:** April 30, 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:** Mitel – New Phone Systems

The installation process of the new Mitel phone system is almost complete; AT&T connected their lines to the Mitel Server, and the pre-test appointments were successful. Maverick Networks is now completing the finishing touches and should be wrapped up by early May.

Staff Training:

Brandon Burks, Dave Hunt and Jessica Asher attended a full-day training in Sacramento on prevailing wage and will be developing best practices for implementation on construction and maintenance contracts. Additionally, Jessica Asher attended the Special District Leadership Academy (SDLA) in San Diego and attended a webinar on Board Member Orientation; and Jessica Grunst attended Spring Education Day, hosted by SDRMA in Sacramento.

New Board Member Orientation

Victoria Mercer was welcomed to the District's Board and participated in a 5-hour orientation with Department managers and had lunch with District staff.

Chlorine Notifications

Staff assisted with the notification to customers of water system flushing and chlorine treatment by calling 19 customers that requested notification of this standard operating procedure.

#### Backflow Testing Notices

Backflow testing notices are being prepared and will be sent to 192 customers in mid-May. Many of the customers have multiple devices which must be tested. A second notice is scheduled for mailing in early June as needed.

#### Past Due Notices

Staff sent 22 past due notices for customer accounts that were due by August 31, 2018. Last year staff sent 21 notices. The total outstanding balance for these accounts is \$32,223.12, compared to last year at \$30,332.42. If these accounts remain unpaid, they will be submitted to Placer County for collection through property taxes.

#### Special District Risk Management Authority (SDRMA) Loss Prevention Allowance Funds

SDRMA members may submit a request for reimbursement to SDRMA for amounts spent on loss prevention efforts during the program year up to a maximum of \$1,000 per year. Thanks to Jessica Grunst, Account Clerk II/HR Specialist who read about this program and submitted a reimbursement request for recently acquired safety equipment, the District will be receiving it's second \$1,000 reimbursement check!

#### Closure of Petty Cash Accounts:

After review of our petty cash accounts for the Utility and Fire Department, staff determined that several years of inactivity is reason to close these accounts. We have maintained a balance of \$200 in each account over the years to be used for small, short notice purchases. However, with the ease of paying for items with company-issued credit cards, these accounts have not been used. Closing these accounts will save on administration time and encourage staff to use a credit card where we get a rebate for each dollar spent. The District will be sending one Board member to the branch to close these accounts in the coming days.

**ATTACHMENTS:** None.

**DATE PREPARED:** April 22, 2019