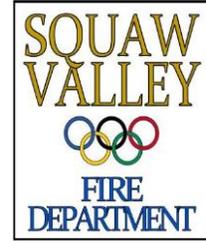




SQUAW VALLEY PUBLIC SERVICE DISTRICT



ADMINISTRATION/OFFICE REPORT

DATE: October 25, 2016
TO: District Board Members
FROM: Kathryn Obayashi-Bartsch, Secretary to the Board
SUBJECT: Monthly Report

DISCUSSION: Year-End Fiscal Tasks

The 2015-16 year-end financial closing and reconciliation tasks were completed by Gibson & Company's staff and annual filings were submitted to the State. McClintock Accountancy's staff concluded their audit fieldwork in September and continues to complete their analysis. The final report is scheduled for presentation at the November Board meeting.

Administrative Staff Training

Kathryn Obayashi-Bartsch, Secretary to the Board coordinated the quarterly District Clerks lunch meeting which was held on October 7th. Twelve public agencies were represented and the group discussed managing duties/deadlines, promoting a positive agency image, incentivizing performance and team building.

Danielle Grindle, Finance and Administration Manager attended the annual California Special Districts Conference and Exhibitor's Showcase in San Diego, CA. This year's event took place from October 10th - 13th and featured an Opening Keynote presentation from Ross Shafer: How to Stay Relevant. The conference offers an array of informative sessions, vendor exhibits and networking opportunities.

Jessica Grunst, Accounts Payable Clerk II/HR Specialist will attend the CalPERS Educational Forum in Riverside, CA. This year's conference is scheduled from October 24th - 26th and highlights informative sessions, a keynote speaker, exhibits, and networking opportunities.

Personnel Policies and Procedures Manual

Staff is working on proposed revisions to the Personnel Manual which will include incorporating several stand-alone policies (personnel related) and revision of the Education Incentive Programs for the Administration Department. This revision will include personnel policies from our Policy Manual and *clarifications* to the administration of salaries specific to education incentives, step increases and promotions to align with the requirements of Public Employee Pension Reform Act (PEPRA). The update will also include greater guidance on which expenses incurred for employee-elected expenses are reimbursable as well as changing policies to comply with Healthy Workplaces, Healthy Families Act of 2014 (AB 1522). This document will likely be presented to the Board for review and consideration of approval in early 2017.

Facility Lease – 1810 Squaw Valley Road Administration Building

Squaw Valley Resort (SVR) is expected to execute the commercial lease for the District's old administration building per the Board's approval in August. Staff finalized the lease agreement with SVR this month and they plan to reconfigure the space for offices. The lease terms are as follows:

- Term = 5 years
- Rent = \$4,100/month for years #1 and #2
- Rent = \$4,349/month for years #3 through #5
- Utilities: propane, power, sewer, water, trash removal = \$500/month
- Snow Removal = \$100/month
- Parking – non-exclusive right to use of six (6) parking spaces
- Security Deposit = \$ 8,200

ATTACHMENTS: None

DATE PREPARED: October 17, 2016