

EMPLOYEE FOCUS

November 2020

A Publication of the Employee Communication Committee
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Employee of the Month October 2020 Aneta Czaplá

Competent, knowledgeable, skilled, friendly... it is hard to pick one defining word to characterize Aneta Czaplá. Whether you want to discuss energy efficiency ideas, are struggling with a spreadsheet, or need a good laugh, Aneta is your go to person.

Aneta has been instrumental in the completion of the Carollo energy audit study and blower replacement project design. When she originally volunteered to champion the effort, no one realized the size and scope of the commitment and the effort that it would entail. As with all things in life, Aneta maintained a positive attitude and methodically worked through the problem. She worked with the Electrical and Instrumentation Department to configure the aeration system D.O. and air flow instruments and later downloaded and converted the data for the project team to review. These efforts resulted in identifying energy efficiency opportunities that will be implemented in the Capital Improvement Plan over the next ten years.

A data guru, Aneta has helped multiple departments at the District compile and synthesize information. For Engineering, she converted trending data from the SCADA historian into useful reports and helped identify duplicate SCADA tags as part of a SCADA housekeeping effort. In Operations, Aneta has taught team mates how to create and use computers and spreadsheets to improve process control and grit production. After the Headworks project startup, she identified SCADA configurations issues that interfered with automated system control strategies, and shared her new knowledge with fellow operators. Through all of her efforts, the District continues to increase our efficiency.

Aneta's background in chemical engineering and her past experience working in the District Laboratory has instilled in her the importance of utilizing Standard Methods in performing process control testing and lab analysis. She is very conscientious and observant while making her rounds around the plant and keeping her supervisor informed. A recent example was when Aneta spotted a major failure of a seal around a 36 inch aeration basin influent pipe. The early detection allowed expedient corrective action to put the basin on-line.

If you have worked with Aneta, you have benefited from her infectious laughter ringing down the halls in the Operations Building. Aneta's friendly attitude, willingness to lend a hand, and attention to detail make her an incredible asset to not only the Operations Department, but the entire District. Thank you Aneta for all that you do.

"He who thanks but with the lips,
Thanks but in part;
The full, the true
Thanksgiving
Comes from the heart."
~J.A. Shedd



HR Happenings

by Liz Kauffman

Recruitments

URS I/II

With Jason Chatham's official transfer to the Heavy Maintenance Department, we posted this position to in-house candidates only. We are holding interviews on 10/29/20. More info to come!

URW I/II

We posted this position back in February when Barrett Burghard transferred over to the Inspections Department. When COVID hit, we ended up closing the opportunity due to the uncertainty of the future. We were given the green light to re-post this position on 10/21. The deadline for applications is 11/19. Look for interviews to be held sometime between the Thanksgiving and Christmas holidays.

Water Reuse Worker I/II

Tony Schinzing's return to the Pumps Department earlier this year created this vacancy. We are working on updating the job descriptions and you can look for this opportunity to be posted in the near future.

Pumps Department

What do you call a person happy on a Monday? Retired!

Chris Moraida has officially decided to close this chapter of his life and sail off into retirement. We will be working with Pumps over the next couple of weeks to determine the how's and when's of recruiting for that department. Stay tuned!

Human Resources

Since I've officially taken the helm as HR Director, I am excited to announce an upcoming opportunity in the HR Department. Look for more information on this position in the coming weeks! I know I said this last month but I really mean it – look for more info soon!

Flu Shots

If you missed the flu shot clinic held at the District in September, have no fear! You can still get your immunization at any Rite Aid or CVS Pharmacy. They have great pharmacy hours and no appointments needed. Just drop in and make sure to bring your Anthem Insurance Card.

Open Enrollment for Deferred Comp

During November you can make changes that will become effective with the first pay day in December, 12/1/2020. Please get your elections form to HR by November 23rd. The Deferred Comp Election Change forms older under FORMS. You can also contact HR to obtain a form. Completed forms should be submitted to HR. Additionally, employees can enroll in Deferred Comp after six months of employment. Reach out if you want to start saving for your retirement!

AFLAC Open Enrollment for 2021

The Open Enrollment for AFLAC plans is 10/19 – 11/13. An email was sent in mid-October with the details. Please contact Liz for additional details.

Employee Assistance Program

Don't forget all employees and their dependents are eligible to use this program. Being mindful of your mental health during the COVID-19 outbreak is important. If you need to get a grasp on your anxiety or need to find ways to connect during this time, the EAP could help. You can call 24-hours a day, seven days a week: 1-800-242 -6220 or visit members.mhn.com and use the company code STPUD.

Milestones

Birthdays

Chris Siano	November 6
Nick Exline	November 9
Brent Goligoski	November 20
Bill Otto	November 21

Anniversaries

Steve Kallas	1 year
Kim Maples	1 year
Kevin Uribe	2 years
Jon Rohrbaugh	4 years
Erika Franco	4 years
Frank Abbondandolo	5 years
Buck McLelland	7 years
Kim Garon	8 years
Aneta Czaplá	10 years
Mike Maro	16 years
Tony Prieto	24 years
Mary Alsbury	31 years

Be Someone's Angel

by Debbie Henderson

22nd Annual "Be Someone's Angel" Holiday Program

Soon you will be presented with an opportunity to make holiday dreams come true. We will be launching our 22nd "Be Someone's Angel" Holiday Program.

If you have participated in this program in the past, you know the wonderful feeling you get by helping those less fortunate. This is a simple way to bring the Holiday Spirit alive for many who would otherwise have none.

Everyone is invited to join us — the more the merrier! Get your family involved — this is a great opportunity to teach the true meaning of the holiday season to your children.

If you know you will be participating in the program, please let Debbie Henderson know and you will be notified when the lists are ready mid-November.



Dates and Events

- 11/5 — Board of Directors Meeting
- 11/11 — Union Veterans Day Holiday
- 11/19 — Board of Directors Meeting
- 11/26-27 — Thanksgiving Holidays



*Happy Thanksgiving!
To You And Your Family*

—Christmas Cheer—

It's that time of year again...we are collecting for Christmas Cheer & Love Your Neighbor Emergency Food Pantry!

Christmas Cheer will once again have their annual Christmas Giveaway—date, time and place will follow. Gift suggestions include: \$10 Gift Cards to places like TJMaxx, Starbucks, etc. **All gifts should be new and in their package, but NOT giftwrapped.**

- Please feel free to bring items into our donation boxes. Heidi will be setting the collection boxes out toward the end of October around the Administration Building [next to the downstairs and upstairs elevator doors, and in the lunchroom under the bulletin board].
- If you would like to drop off donations, they are open to receive food, gifts, and donations from 11 a.m.-2 p.m. Tuesday, Wednesday, and Thursday and are located at 1120 Third Street.
- If you want to mail a check made out to Christmas Cheer, their address is P.O. Box 14489, South Lake Tahoe, CA 96151.
- REMEMBER, Gift cards and checks are great since your dollar goes further when spent by Christmas Cheer & Love Your Neighbor. They purchase the items most needed at a very generous discount from our local stores.
- Gently used items (blankets, hats, mittens, gloves, jackets, etc.) in good condition and clean are also welcomed.

It gets exceptionally tough this time of year when folks are struggling to make ends meet and have to choose between heat and food, not to mention caring for a little one. There are a lot of members of our community who are so much less fortunate than us. If you can, this year, please donate a little something for those in need.



Mainline is Getting a New Look

IT is in the process of updating the Mainline page. There is a whole new look with a menu bar across the top and new icons linking to District Application.

The Menu bar across the top is a series of linked items that serve in navigating between the different pages of the Mainline. The down arrow  next to the text tells you that there is more information available.

EMPLOYEE CONTACT LISTS ▾ DOCUMENTATION ▾ COMMITTEES ▾ LASERFICHE FORMS DEPARTMENTS ▾ COVID NEWS & UPDATES DISTRICT EVENTS HOME



Employee Contact List: This contains links to the District Directory, Employee Extension List, Employee Phone List, Fax Numbers & Miscellaneous List, Cell Phone and Pager List and Department List.

Documentation: This contains links to documentation for Tyler, Mitel Phones, Help Desk, and more coming soon.

Committees: This contains links to ECC, Retirement Benefits, and Wellness Committee pages.

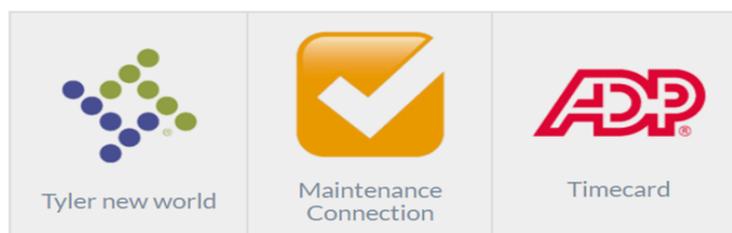
Departments: This contains links to each department that will provide a variety of information from the departments.

The main part of the page will contain links to frequently used applications like Tyler, ADP, Maintenance Connection, GIS, Laserfiche, Water Smart, and more. COVID19 News has been consolidated onto its own page with links on the main screen and the menu bar.

WELCOME TO THE MAINLINE PAGE

Covid-19 News

Anonymous Communication/Question Box



Scam of the Week: Smishing Gains Popularity with Bad Guys

Many services, from grocery pickup to credit score updates, offer notifications via text messages or short message service (SMS). Typically, these notifications are short, vague, and include a link—which makes them great for spoofing! Bad guys use fake notification messages for SMS Phishing or Smishing attacks.

In a recent smishing attack, the bad guys spoof shipping companies and send multiple fake text message notifications. The text messages state that you have an urgent notification regarding the delivery of a package. Each notification includes a link for more information. Clicking this link takes you to a phony Google login page that is designed to steal any information you enter.

It can be tricky to spot smishing attacks, but like a traditional phishing attack, there are steps you can take to keep your information safe. Follow these tips:

- Think before you click. Were you expecting this message? When did you give this company your phone number? Did you sign up for text notifications?
- Be cautious of a sense of urgency. The bad guys send multiple texts and use words like “urgent” to try and trick you into impulsively clicking a malicious link.
- Never trust a link in a text message that you were not expecting. If you think the notification could be legitimate, contact the company another way, such as by visiting their official website.

Social Media Social Engineering

Social media offers cybercriminals ample opportunities to social engineer or manipulate people to their nefarious advantage. Many do not consider how much personal information is available online and waiting to be used against you.

Social Media - Not Just for Socializing

Social media platforms are also a breeding ground for fake profile personas waiting to take advantage of you. For instance, LinkedIn has a professional influence unlike other social media sites, often making users less cautious when connecting with strangers. When people willingly make these connections under the assumption of making professional networking contacts, criminals can lure them into divulging personal details and direct them to malicious sites.

Social Engineering is a never-ending weapon for cyber criminals and social media hands them most of the information they need for successful attacks. Cybercriminals can use a quick company search on LinkedIn to find several contacts from a company, including information such as their job positions and email addresses. This quick search gives the attacker a new list of targets to familiarize themselves with for better spear-phishing attempts.

If an attacker wanted to target you personally, they could easily find your favorite hobbies or activities from one or more of your social media profiles. They could then craft a relevant spear-phishing email or text message spoofed to look as if it is coming from a company or person that you commonly interact with.

Always be aware of the information you share with the world, and be cautious of how that information can result in you, or your organization being more susceptible to a compromise.