

# EMPLOYEE FOCUS

January 2021

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*"A Happy New Year!  
There is a glow of cheer  
and optimism in the very  
words "New Year." The  
old year, with its anxieties  
and worries, is over. It too  
brought happy days and  
sunshine, and in memory  
we must cherish the bright  
places."*

*~May Louise Crane*



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Susan Rasmussen, Editor



## Employee of the Month December 2020 Marla Sharp

Marla Sharp always goes above and beyond her job duties to help anyone who has an issue. As the assistant to the Clerk of the Board, she is tasked with making sure every board agenda item is complete and timely. This is no easy task as she is constantly getting those last minute requests from staff to try to make the next board meeting. But Marla handles it in her stride and always does it with a smile. Not only does she keep our board meetings flowing smoothly and efficiently, but she is there to help with other administrative tasks as needed as well.

A recent example of Marla helping others was during the boil water advisory for North Upper Truckee. The District needed to notify customers immediately and the best way to do that was distributing 900 flyers door to door. The flyers weren't ready until the end of the day, but Marla didn't bat an eye. She was running around the office using three different copiers printing out flyers until 7 p.m. With her help, the District was able to get the word out to our customers.

Marla is ready to help with label making, mailers, addressing and form filling out too! And if you have a question she can't answer, she goes to extraordinary lengths to find the information for you. Not only that, but she has taken a personal interest in making the District a happy place to work. During this COVID-19 crisis, she stays in touch with the employees, regardless of their remote status, and scheduled Friday isolated lunch days by taking orders and picking up lunch from a variety of local businesses in order to help them stay afloat. It was always a treat to know that on Friday you could have a hot lunch delivered by Marla, even if we all had to eat alone!

During this crisis, Marla also had to take on responsibility to run board meetings in emergencies. And she did so with all her usual grace under pressure and no one would have known she was filling in last minute. Marla is a credit to the District and we are happy to make her our December Employee of the Month. Congratulations Marla!

## Recruitments

### URW I/II

We posted this position back in February when Barrett Burghard transferred to the Inspections Department. When COVID-19 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 position closed on 11/19, and we received 23 qualified applications which are currently being reviewed. Stay tuned for more info.

### Water Reuse Worker I/II

Tony Schinzing's return to the Pumps Department earlier this year and Anthony Gregorich's transfer to URS created two vacancies. The posting closed on 12/11 and applications are currently under review.

### Pump Station Operator

We posted this position with the anticipated promotion of an internal candidate to the lead position. Applications have been screened and interviews are planned for the first week of January. More to come on this position.

### Lab Tech I/II

Due to Michal's departure from the lab, we posted this opportunity and interviews are scheduled for 1/5.

### Accounting Supervisor

Goodbye tension, hello pension! Theresa Sherman has officially submitted her retirement notice. She'll be parting ways next spring. This position has been posted and closes 1/8.

### HR Analyst/Coordinator

The most exciting news of all (I may be biased) is HR is looking for someone to join the District's HR team. The position is posted and closes 1/17.

## Open Enrollment for Deferred Comp

During January you can make changes that will become effective with the first pay day in February (2/9/21). Please get your elections form to HR by 1/25. The Deferred Comp Election Change form can be found in the HR folder 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!

## 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](http://members.mhn.com) and use the company code STPUD.

**Happy New Year to the most wonderful District family! I'm grateful to have you all in my life and may this year be the best for all of us.**



## Birthdays

Jason Chatham	January 4
Andrew Dorman	January 11
Erika Franco	January 11
Joseph Conti	January 12
Matt Mendoza	January 14
Mary Alsbury	January 16
Susan Rasmussen	January 19
Kelly Sheehan	January 20
Jim Kelly	January 22
Ron Goralski	January 23
Jason Brand	January 25
Kyle Schrauben	January 26

## Anniversaries

Bren Boyle	4 years
Marla Sharp	5 years
Jim Hilton	6 years
Bill Truscott	9 years
Jessica Henderson	11 years
Mario Mangiaracina	22 years

## Congratulations

Congratulations to Mike Chieffo who was the successful candidate for the Pump Station Lead Operator.

Congratulations to the Information Technology Department for being awarded the Municipal Information Systems Association of California's Excellence in Information Technology Practices Award for the eighth year.

Also congratulations to the Finance Division for being awarded the Government Finance Officers Association's Certificate of Achievement in Financial Reporting for the 2019 report and for the 25th consecutive year!

Take proactive measures this cold and flu season. Here are what studies have shown to boost your immune system:

- When administered within 24 hours of the onset of symptoms, Zinc reduced the duration of common-cold symptoms in healthy people. Researchers suggest a dose of 75 milligrams per day.
- Though not everyone agrees that a flu shot is mandatory of personal health, the CDC recommends an annual flu vaccine for everyone six months of age and older.
- Fifty percent of study participants experienced a 50% increase in immune function after taking probiotic supplements for two weeks.
- One study found that the frequency of colds in people who exercised five or more days a week was up to 46% less than in those who exercised only one day or less during a week.
- As it turns out, chicken noodle soup really is a good remedy, thanks to its ability to thin mucous. Other supportive foods to eat during cold and flu season include garlic, onions, mushrooms, citrus fruits, ginger, and honey.
- As part of a program called "Operation Stop Cough", military recruits were told to wash their hands at least five times a day. After two years, the hand-washing team reported 45% fewer cases of respiratory ailments than recruits from the year before, who did not participate in the program.
- As always, maintain healthy habits. Get adequate sleep, exercise regularly, eat a diet high in fruits and vegetables, maintain a healthy weight, and try to minimize stress.

## —Kudos—

A big thanks to all employees who contributed to the Christmas Cheer drive this year and to Heidi for coordinating the contributions. Employees gave \$816 in cash and gift cards, plus many gifts and food. This program helps so many families in need. Christmas Cheer helps those in need all year long, and donations can be made anytime at their offices located at 1120 Third Street (or mail to P.O. Box 14489, SLT 96151). They take donations Tuesday-Thursday 11:00—2:00.

A heartfelt thank you to the District Staff who “adopted” 31 local youngsters in need of some holiday cheer. The gifts were delivered in time for Christmas Day, and the staff in the Tahoe Youth and Family Services office expressed their deepest gratitude to all of you.



### Dates and Events

- 1/1 — New Year’s Day District Holiday
- 1/7 — Board of Directors Meeting
- 1/18 — Martin Luther King Jr. District Holiday
- 1/21 — Board of Directors Meeting  
January is National Diet Month!!

## Bits and Bytes

submitted by the Information Technology Department

Whether you are traveling or working from home, please keep the District’s safety in mind. For once, we are not talking COVID-19 we are talking about your IT equipment and internet security!

When you travel or take your laptop away from the office, please keep the following in mind:

1. Always SHUTDOWN your laptop before you pack it away
2. Use a computer bag with padding to store your laptop when traveling
3. If you fly, always CARRY-ON your laptop – do not check it
4. Never connect to an open WiFi connection (this means one that does not require a password)
5. Limit your connections to public WiFi when possible. If you must connect, be sure to use VPN (NetMotion)
6. When not using your laptop be sure to lock the screen
7. Avoid eating and drinking around your laptop

Stay healthy during this season, and cheers to a fresh New Year!

VIRTUAGYM CAN HELP YOU START THE NEW YEAR RIGHT!

Navigate to Virtuagym via the app or your browser to check out the new tools to help you keep your New Year’s resolutions from HOME. Groups and message boards keep you motivated and connected, custom workouts help you achieve your fitness goals from home, and the Nutrition tracker allows you to log your food to stay accountable!

If you have any questions about setting up your personal Virtuagym account, contact Bren Borley x6285.