

**MEMORANDUM**  
OFFICE OF THE  
**BOARD OF SUPERVISORS**  
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Jennifer Montgomery, Supervisor District 5

DATE: February 8, 2011

SUBJECT: Committee and Commissions – North Lake Tahoe Resort Association  
Infrastructure Committee – Approve the appointment of Sue Kyler as  
requested by Supervisor Montgomery

---

**ACTION REQUESTED**

Approve the appointment of Sue Kyler as requested by Supervisor Montgomery.

**BACKGROUND:**

In 1996 voters in Eastern Placer County approved a two percent increase in the Transient Occupancy Tax (TOT), which could fund focused infrastructure, transportation, visitor services and marketing improvements in that area. To administer these programs, Placer County has entered into an annual agreement with the North Lake Tahoe Resort Association. The agreement requires that the Resort Association maintain various committees in an effort to inform and receive input from the public at large. It further states that the Infrastructure Committee, which advises the Resort Association Board of Directors on expenditures for development and maintenance of tourism and resident-serving capital projects, be composed of twelve members. Of the twelve members, the committee is composed of six members appointed by the Board of Supervisors, and six members appointed by the Resort Association Board. The committee meets the last Monday prior to the first Wednesday of the month at 1:30 p.m., at the Tahoe City Public Utility District Board room.

**FISCAL IMPACT**

None



PLACER COUNTY  
BOARD OF SUPERVISORS

RECEIVED

JAN 10 2010

CLERK OF THE  
BOARD OF SUPERVISORS

APPLICATION FOR MEMBERSHIP ON  
ADVISORY BOARD OR COMMISSION

THE FOLLOWING IS PUBLIC INFORMATION

APPLICATION FOR MEMBERSHIP ON: Infrastructure Committee of NLTRA  
(NAME OF BOARD, COMMISSION, OR COMMITTEE)

IF THIS BOARD/COMMISSION/COMMITTEE CALLS FOR A SPECIFIC TYPE MEMBER, PLEASE INDICATE THE  
POSITION FOR WHICH YOU ARE APPLYING: Community member

NAME: Sue Kyler

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: Fifth District

TIMES YOU ARE AVAILABLE FOR MEETINGS: DAYS: U-F TIMES 7AM-8PM

EMPLOYMENT EXPERIENCE/PROFESSION (A RESUME MAY BE ATTACHED): resume attached

ORGANIZATION/COMMUNITY EXPERIENCE: North Tahoe Business Assoc Board member - July 2009 - December 2011; Sierra College Bond Oversight Committee; TTUSD Bond Oversight Committees

EDUCATIONAL EXPERIENCE: BA, Social Science - San Jose State University

APPLICATIONS WILL BE RETAINED FOR TWO YEARS

APPLICATION MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS  
175 FULWEILER AVENUE, ROOM 101, AUBURN, CALIFORNIA 95603

DATE: 1/5/2011 SIGNATURE: Sue C. Kyler

THE FOLLOWING IS CONSIDERED CONFIDENTIAL INFORMATION FOR PLACER COUNTY STAFF USE ONLY

Sue Kyler

Home:  
Cell:  
Email:

---

**EMPLOYMENT HISTORY:**

July 1, 2010 to present – Sierra Retail Partners, Inc.

**Mark Griffin, President**

Post Office Box 987

Carnellian Bay, California 96140

530.308.7809

Part-time bookkeeping and general clerical work: accounts receivable, accounts payable, invoicing and sales orders for a whole-sale organic food company.

**November 1, 1997 – June 30, 2010 : Frank F. Mooney, CPA**

8096 North Lake Boulevard, Kings Beach, California

530.546.5912

I started employment with Frank performing general bookkeeping and receptionist duties. When I left, I was supervising a part time receptionist, performing out-source bookkeeping service for two clients, preparing the working papers for general ledgers for up to ten clients, preparing quarterly payroll reports for over thirty clients, preparing 1099s for over thirty clients, providing general clerical support to a CPA, and overseeing general office management.

- Proficient with most office equipment; i.e. PC, 10 key adding machine, fax, scanner, HP printers
- Proficient with Microsoft Word, Excel, and Outlook
- Quickbooks
  - Accounts Receivable
  - Accounts Payable
  - Payroll
  - Bank Reconciliation
- One Write Plus and Accupay payroll

**1991 – October 31, 1997 – Kenneth Ritchie, MD (now retired)**

10956 Donner Pass Road, Truckee, California

When I began employment with Dr. Ritchie, I was performing general receptionist duties. When I left, I was scheduling appointments, doing initial intake with patients, some patient work with contact lenses and visual fields, preparing patient statements, billing and working with insurance companies.

**EDUCATION:**

San Jose State University: B.A. In Social Sciences, minor in English

Personal references available upon request

219

