



AGENDA

1960 Elgin Street
Oroville, CA 95966
530-533-2000
www.loapud.com

Board of Directors
Special Meeting
March 25, 2021 – 4:00 PM

Materials related to an item on the open meeting agenda that are provided to the Board of Directors, including those provided to the Board after distribution of the agenda packet, are available on the District website.

During this difficult time, we invite you to join today's scheduled meeting via Zoom by using your phone or computer to attend this meeting. Please call our District office at **(530)533-2000** for assistance in participating in the teleconference.

Dial in: 1-669-900-9128
Meeting ID: 894 1893 1948
Passcode: 276401

To ensure that our meetings are as orderly as possible, and to enable public participation at the proper times during the meeting, we are asking that everyone take a moment to ensure your line stays muted until public comment is invited. When it comes time for public comment, we will leave enough time for participants to unmute and speak to the entire group and our Board. Because attendees cannot see each other's mute status, we will simply need to be patient as we wait in between comments, and do our best not to speak over each other. Please state your name for the record before sharing comments. We are committed to keeping the public engaged throughout this crisis and appreciate your help in making that happen.

1. **SALUTE TO THE FLAG OF THE UNITED STATES OF AMERICA**

2. **MOMENT OF SILENCE**

3. **ROLL CALL AND ACKNOWLEDGEMENT OF VISITORS**

Individuals will be provided the opportunity to address the Board regarding matters NOT scheduled on the agenda. No action will be taken by the Board on these matters; however, the Board may ask questions for clarification and refer to staff or other resources for information and request staff reports at a subsequent meeting. Comments on items scheduled on the agenda may be made as they are considered by the Board.

4. **BOARD OF DIRECTORS ACCEPTANCE OF DIRECTOR DON HOSLEY'S RESIGNATION**

The Board will review and consider accepting Director Don Hosley's resignation dated March 22, 2021.

DISCUSSION WITH POSSIBLE ACTION

5. **REQUEST AUTHORIZATION TO HIRE AT AN ADVANCED STEP SALARY RANGE**

The Board will consider authorizing GM McCutcheon to hire at an advanced step salary range as per Policy 2150.

DISCUSSION WITH POSSIBLE ACTION

6. **CLOSED SESSION – GOVERNMENT CODE § 54956.95**

The Board will convene in closed session to discuss;

1. LIABILITY CLAIMS (Pursuant to Government Code Section 54956.95)

Claimant: Dan Sanders

Agency Claimed Against: Lake Oroville Area Public Utility District

7. **BOARD MEMBERS', STAFF AND MANAGER COMMENTS**

8. **ADJOURNMENT**



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: March 25, 2021-SPECIAL MEETING

RE: Item No. 1 – Salute To The Flag Of The United States



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: March 25, 2021-SPECIAL MEETING

RE: Item No. 2 – Moment Of Silence



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: March 25, 2021-SPECIAL MEETING

RE: Item No. 3 – Roll Call And Acknowledgment Of Visitors



Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: March 25, 2021-SPECIAL MEETING
RE: Item No. 4 – Director Don Hosley Resignation

Director Hosley has submitted his resignation dated March 22, 2021. The Board will now review and accept Director Hosley's resignation and direct staff to begin the process of filling Director Hosley's seat by appointment.

Attachment Included

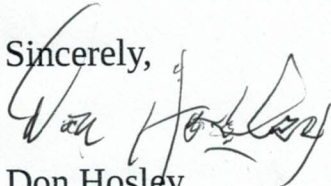
Recommended Action: Review and accept Director Hosley's resignation from the Lake Oroville Area Public Utility District effective March 22, 2021, and direct staff to fill Director Hosley's seat by appointment

March 22, 2021

Board of Directors
Lake Oroville Area P.U.D.

With regrets, I am tending my resignation effective today. I would like to thank all of you for the opportunity to work with you over the past few months.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Hosley", written over the word "Sincerely,".

Don Hosley



Manager's Report

To: Board of Directors
From: Scott McCutcheon, General Manager
Date: March 25, 2021-SPECIAL MEETING
RE: Item No. 5 – Request to Authorize Hiring at Advanced Step Salary Range

The District is in the process of filling vacant field staff positions.

Board Policy No. 2150 requires that the General Manager request the Board of Director's authorization to hire an employee at a step salary range that is something other than the first step of the salary range.

In accordance with Policy No. 2150, the General Manager is requesting authorization to hire an open and/or advertised position at a step range that is greater than the first step in the applicable salary range, when necessary, in order to fill the position with a qualified applicant.

Attachment Included

Recommended Action: Consider the General Manager's request for authorization to hire an open and/or advertised position at a step salary range necessary to obtain a qualified applicant.

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: EMPLOYEE COMPENSATION
ADOPTION DATE: July 8, 1987

NUMBER: 2150
AMENDED DATE: July 12, 2016

2150.1 This policy shall apply to all employees, with the exception of the General Manager.

2150.2 COMPENSATION AT HIRING

2150.2.1 New Employees: All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided herein.

2150.2.2 Advanced Step Hiring: If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the salary range, he/she may request the Board of Directors to authorize an appointment at an advanced step of the salary range. Whenever advanced step hiring is approved, an employee being paid at a lower salary step in the same range may be advanced to the step at which the new employee is appointed.

2150.2.3 Former Employees: A person who previously held a permanent position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 MERIT ADVANCEMENT WITHIN RANGE

2150.3.1 Performance Evaluation Required: The General Manager shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement: Unless otherwise specified herein in addition to receiving a satisfactory performance evaluation, each employee shall, complete the following required time of employment to be eligible to receive a merit increase:

- 2150.3.2.1** New Employees: A person hired as a new employee shall have a merit advancement date which is twelve (12) months following the appointment date.
- 2150.3.2.2** Promotion or Demotion: An employee who is promoted or demoted shall have a new merit advancement date which shall be one (1) year from the date of promotion or demotion.
- 2150.3.2.3** Voluntary Demotion: An employee who voluntarily demotes to a position at a lower salary range shall have no change in merit advancement date.
- 2150.3.2.4** Change in Range Allocation: If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.
- 2150.3.2.5** Position Reclassification: An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a high salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have a new merit advancement date which is one (1) year following the effective date of the position reclassification.
- 2150.3.2.6** Non-Merit Step Adjustment: An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement shall have a new merit advancement date effective one (1) year from the date of said adjustment.
- 2150.3.2.7** Standby Pay: The Field Operations Supervisor shall establish a Standby Schedule, rotating field crew employees. Standby duty will begin at 4:00 p.m. on Friday and end at 4:00 p.m. the following Friday. Any change or substitution from the schedule must be approved in advance by the Field Operations Supervisor or the Foreman. Hourly employees on standby will be compensated as follows:
- 2150.3.2.7.1** Non-regular work day: Four (4) hours overtime pay for each day. This additional pay shall include time for making the rounds to check all District pump stations.
- 2150.3.2.7.2** Regular work day: \$25 of additional pay for each day.

2150.3.3 Effective Date: An employee's merit increase shall take place yearly on the first day of the pay period in which his/her merit advancement date falls. The General Manager may delay authorizing the merit advancement up to ninety (90) days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement shall be effective the first day of the pay period following the General Manager's authorization. If authorization for merit advancement is delayed beyond ninety (90) days from the employee's merit advancement date, the employee shall not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 PROMOTION

2150.4.1 Employees promoted to a position with a higher salary range will be paid the higher range nearest the rate that the employee was being paid on the effective date of the promotion.



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: March 25, 2021-SPECIAL MEETING

RE: Item No. 6 –Closed Session-Liability Claims (Pursuant to Government Code Section 54956.95) Claimant: Dan Sanders Agency Claimed Against: Lake Oroville Area Public Utility District

Recommended Action: None



Manager's Report

To: Board of Directors

From: Scott McCutcheon, General Manager

Date: March 25, 2021-SPECIAL MEETING

RE: Item No. 7 – Board Members', Staff, and Manager Comments