

Kirkwood Meadows Public Utility District

Personnel Committee

REGULAR MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Personnel Committee of the Kirkwood Meadows Public Utility District has called a Regular Meeting of the Committee to be held on **Thursday, March 29, 2018 at 10:00 A.M.** at the Kirkwood Meadows Public Utility District, Community Services Building, 33540 Loop Road, Kirkwood, CA 95646.

The Agenda for this Regular Meeting is:

1. Training

a. General Manager

i. Financial training options. *GM Christeson Pgs. 2-4*

1. January 23, 2018 – Staff to provide recommended scenarios.

b. Staff training update. *HR Norton*

c. Board training update. *HR Norton*

2. Team Building

a. Update on Spring event. *HR Norton*

3. Personnel Committee Charter

a. Review updated Charter. *GM Christeson Pgs. 5-6*

4. Future topics

5. Next meeting/Staff recommendation: Thursday, June 28, 2018 – 10:00 A.M.

Dated: March 23, 2018

Kirkwood Meadows PUD

The Kirkwood Meadows Public Utility District is and equal opportunity provider and employer.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District at (209) 258-4444, by email to jaustin@kmpud.com. Requests must be made as early as possible, and at least two business days before the meeting.

STAFF REPORT

GENERAL MANAGER FINANCIAL TRAINING

Background:

During the interview process, the Board indicated it would be willing to provide financial training for the incoming General Manager as it had done for the previous General Manager.

In researching the prior General Manager training, little information was available. At the suggestion of the committee, Staff solicited suggestions from the District's auditor, Moss Adams which referred Staff to American Public Power Association (APPA), Electric Utility Consultants, Inc (EUCI), Financial Accounting Institute (FAI), and Northwest Public Power Association (NWPPA). Staff also searched for additional training opportunities through California Special Districts Association (CSDA), Special District Risk Management Authority (SDRMA), and other internet sources.

- APPA
 - Pros:
 - Courses/Certifications
 - General Accounting, Finance & Audit
 - Rate Planning/Implementation/Best Practices
 - Public Power Manager Certificate Program
 - Semi-annual course offerings
 - May / October
 - Public power industry group
 - Cons
 - Specific to power utilities
 - Training generally outside California
 - Price
 - \$1,000~\$2,000
 - Less if District joins APPA
- CSDA
 - Limited offerings on these topics
- EUCI
 - Pros:
 - Courses/Certifications
 - General Accounting, Finance & Audit
 - Rate Planning/Implementation/Best Practices
 - Broad coverage of all utility types

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- Cons
 - Annual course offerings
 - Training generally outside California
 - Price
 - Generally, \$1,495 for 2 day courses.
 - FAI
 - Pros:
 - Courses/Certifications
 - Utility Finance and Accounting for Non-Financial Professionals
 - Broad coverage of all utility types
 - Semi-annual course offerings
 - May / October
 - Cons
 - Training generally outside California
 - Price
 - \$1,995
 - NWPPA
 - Pros:
 - Courses/Certifications
 - Accounting & Finance Fundamentals
 - Budget Basics
 - Evaluating Capital Projects
 - Financial Decision Making
 - Semi-annual course offerings
 - May / October
 - Cons
 - Training outside California
 - Price
 - \$2,000-\$4,000
 - Less if District joins NWPPA
 - San Diego State University – Master of Public Administration
 - Pros:
 - Comprehensive
 - Broad coverage
 - Program on-line
 - Cons
 - 16-month program
 - Applications were due March 1
 - Price
 - \$19,800
 - SDRMA
 - Limited offerings on these topics

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- University of Idaho – Utility Executive Course
 - Pros:
 - Comprehensive
 - Broad coverage of all utility types
 - Cons
 - Annual course in June
 - Deadline to apply has passed for 2018
 - Two week duration
 - Training in Idaho
 - Price
 - \$13,750

The number of relevant classes provided by APPA, EUCI and NWPPA are generally between 4 and 6, for an average estimated cost of \$8,000 to \$12,000, not including transportation, lodging, etc.

The University of Idaho course includes the topics that would be covered under the aforementioned multiple classes for approximately the same price.

The benefit of multiple classes would be the ability to spread time away from the District and spread it over multiple months. However, this conversely leads to increased travel costs versus the one destination of Idaho.

Staff recommends either a mix of APPA, CSDA, EUCI and NWPPA classes, as available, over the next two years to cover all the necessary topics or the University of Idaho course in 2019.

Prepared By:

Erik M. Christeson

**Kirkwood Meadows Public Utility District
BOARD OF DIRECTORS**

**PERSONNEL COMMITTEE
CHARTER**

PURPOSE: The Personnel Committee is established as a standing committee of the Board of Directors whose primary duties are to oversee personnel matters, excepting those that are privileged and confidential. The committee shall consider General Manager performance, human resource policies, programs and plans, employee development and succession plans. The Personnel Committee also acts in an advisory capacity to the General Manager on personnel and organizational topics that the General Manager may bring to the Committee.

MEMBERSHIP: The Personnel Committee shall consist of two directors; one of which shall be the Board President.

The Committee may establish such subcommittees as it believes are necessary to fulfill its purpose.

MEMBERSHIP TERM: The term for the Board member who is Chair shall run with the time he or she is President of the Board. The term for the second Director shall be two years.

COMMITTEE CHAIR: The Board President shall be Chair of the Committee.

MEETINGS: Meetings of the Personnel Committee are subject to the *Brown Act* meeting and notice requirements. Subject to compliance with noticing requirements, the Committee shall meet as often as the Chair of the Committee deems necessary or desirable, but in no case shall it meet less frequent than quarterly.

COMMITTEE RESPONSIBILITIES: The Committee shall keep itself generally aware of District personnel matters and of the General Manager's performance relative to his/her duties. The Committee's primary responsibilities are as follows:

- Oversee the Board's hiring process for the General Manager position and all other matters regarding the General Manager's employment.
- Assure that a succession plan for the General Manager position is in place, and that the General Manager has a management plan in place adequate to fulfill the District's responsibilities.
- Oversee the Board's process of setting annual goals for the General Manager and the District.
- Discuss the General Manager's performance with the General Manager at least semi-annually, at mid-year and at end of year. Solicit performance feedback from the community and other Board members, and use this information in the discussions. Base the discussions on agreed upon goals for the General Manager and the District.
- Recommend the General Manager's compensation package to the Board.
- Recommend the annual budget for the District's personnel costs to the Board, including overall budget for salaries, benefits and bonuses. The General Manager

shall be responsible for allocating the approved personnel budget to District employees, including salaries, salary increases, bonuses, etc.

- The Committee may from time to time recommend to the Board that a study be conducted to assure that the District's salaries and benefits are appropriately competitive with similar Districts in the area.
- Periodically review the District's personnel policies and Employee Handbook, and recommend any changes to the Board, including regulatory requirements or other amendments that the Committee deems appropriate.
- Act in an advisory capacity to the General Manager on any personnel and organizational related matters that the General Manager wishes to bring to the Committee.