

# MINUTES OF THE SPECIAL MEETING OF THE SEWERAGE COMMISSION - OROVILLE REGION

(Held at the Commission office on September 29, 2020 at 5:00 p.m.)

## 1. Call to Order ❖

Chairman Hatley called the meeting to order at 5:00 p.m.

## 2. Roll Call ❖

Commissioners present were Commissioners Fairbanks and Kuehner from the Lake Oroville Area Public Utility District, Pittman and Reynolds from the City of Oroville, Hatley and Latulippe from the Thermalito Water and Sewer District. Staff present was outgoing manager Scott Koch, incoming out-of-class manager Glen Sturdevant, and SC-OR Attorney Desiree Vance.

## 3. Salute to the Flag ❖

Chairman Hatley led Commissioners and staff in the salute to the flag.

## 4. Acknowledgment of Visitors ❖

Ray Sousa

## 5. Creation of Duties for the Temporary Assistant to the Manager and Out-of-Class Job Descriptions and Pay Scales ❖

Attorney Vance stated that Resolution 10-20 is the resolution defining the job description for the Temporary Assistant to the Manager, and asked if the description was acceptable. Commissioner Kuehner asked why, under *License and Certificates*, that all the requirements listed was as a driver's license. Attorney Vance asked if the Commissioners wanted to require a Grade IV license to be listed. Chairman Hatley said that Ray did not want to work under his Grade IV license, as that has been transferred to Glen Sturdevant. Chairman Hatley said it looked good as is. Ray Sousa said that he wants the Commissioners to understand that this is a short-term position, maybe one or two months, and he will set his own hours on a part-time basis.

Manager Koch stated that the Commission needs to determine what duties the Out-of-Class Manager/Superintendent will have. Chairman Hatley said that the current duties of the Chief Plant Officer are fine and will transfer over to Glen, including the signing of checks.

A motion was made by Commissioner Reynolds to appoint duties and responsibilities of the Manager/Chief Plant Operator position to Glen Sturdevant, in an Out-of-Class position. The motion was seconded by Commissioner Kuehner, and passed by the following vote: Reynolds – Yes, Latulippe – Yes, Kuehner – Yes.

It was agreed upon that Glen will receive a 10% out-of-class pay increase. Pay for the Temporary Assistant to the Manager was set at \$45.00/hour.

**6. Resolution 10-20 (A Resolution Creating A Position of Temporary Assistant to the Manager)❖**

Upon motion by Commissioner Reynolds to adopt Resolution 10-20, A Resolution Creating A Position of Temporary Assistant to the Manager, which was seconded by Commissioner Latulippe, the motion passed by the following vote: Reynolds – Yes, Latulippe – Yes, Kuehner – Yes.

A motion was made by Chairman Hatley to set the pay for the Temporary Assistant to the Manager at \$45.00/hour. The motion was seconded by Commissioner Fairbanks, and passed by the following vote: Reynolds – Yes, Latulippe – Yes, Kuehner – Yes.

**7. Visitor Comments ❖**

None

**8. Commissioner and Staff Comments ❖**

Outgoing manager Koch thanked the commission. The Commissioners said he had done a good job as manager. Incoming manager Sturdevant thanked Scott for the eight years serving under him. He said he learned a lot under him and was very appreciative of that time.

Vice-Chairman Pittman said there was recruitment information set out for the Commissioners to take and review. A line item regarding these will probably be on the next agenda for discussion and possible action.

**9. Adjournment ❖**

There being no further business, the meeting was adjourned at 5:21 p.m. to the regularly scheduled meeting on October 28, 2020 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK