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# Committee Minutes - **DRAFT**

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**To:** NCPA Executive Committee

**From:** Cary A. Padgett - Assistant Secretary

**Subject:** August 27, 2020, Executive Committee Meeting / Teleconference Minutes

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1. **Call to Order** – The meeting was called to order by Committee Chair Roger Frith via teleconference at 8:02 am.

Executive Committee Members present via teleconference were David Hagele, Teresa O’Neill, Greg Scharff, and Jerry Serventi. Mark Chandler was absent. A quorum of the Committee was established.

In attendance via teleconference were General Manager Randy Howard, General Counsel Jane Luckhardt, and Assistant Secretary Cary Padgett.

**Public Forum:** Chair Frith asked if any members of the public were present who would like to address the Committee on the agenda items. No members of the public were present.

2. **Approval of Minutes** – Approval of the minutes of the July 23, 2020, Regular Executive Committee Meeting. (Motion by Greg Scharff, seconded by Teresa O’Neill). Motion carried by a majority on a roll call vote.

## **INFORMATIONAL ITEMS**

3. **General Manager Report** – update and monthly report.

General Manager Randy Howard reported:

- Provided an update on COVID-19 cases in Placer County. Agency’s hiring freeze is still in place until the County positive case numbers decline and the County is taken off the state monitoring list. Telecommuting is ongoing and not likely changing anytime soon. The Center for Disease Control and Prevention revised their guidance on discontinuing home isolation for an employee who is presumed to have COVID-19 based on symptoms. As a result, the Agency updated its policy to if an employee does not have a COVID-19 test, employees can leave home after following the updated guidelines. Did have an HQ employee test positive for COVID-19, but had no systems; employee is working from home at this time.
- Several Geothermal employees were evacuated, or on the verge of being evacuated, from their homes due the wildfire near Middletown. Staff is monitoring the transmission lines in the

area, and air quality is still a concern. Did acquire an additional 800 N95 masks from Southern Company.

- Provided an update on the heat wave outages in Member areas and throughout the state. Power Management staff is currently reviewing the impacts of the outages.
- Met with the Remleh Scherzinger, new General Manager of Truckee Donner PUD. Truckee is considering Power Management services and buying more from the CAISO Balancing Authority. Overall a very productive meeting.
- City of Pittsburg reached out to NCPA with an interest in membership, as well as the Port of Stockton and MSR. The Power Management team is currently working with those entities on the details regarding potential services.
- The Transmission Agency of Northern California (TANC) Board announced John Roukema as the interim General Manager until the Board is able to hire a full-time General Manager. NCPA hired John as a retired annuitant, but will work for TANC through a services agreement.
- Sonoma Clean Energy Scheduling Coordinator Services Agreement will go to the Commission next month for approval.
- Chair Frith asked that a discussion regarding the CCAs and Associate Membership be added to a future Agenda for further discussion.
- Discussed the Strategic Issues Conference. The Committee discussed and agreed due to continued travel restrictions for Members and COVID-19 concerns, the 2021 Strategic Issues Conference scheduled for January 2021 should be rescheduled.

#### 4. **General Counsel Report** – update and monthly report.

General Counsel Jane Luckhardt reported:

- Putting together goals and strategies for the draft Strategic Plan to share with the Legal Committee for their review and comments. Asked Ceclia Dyba, Norton Rose Fulbright, to assist in developing a strategy for NCPA's organizational structure for holding, developing or acquiring joint assets.
- Gave an update on the PG&E Bankruptcy case.
- Gave an update on the CVPIA case.
- More legal support is being provided to the Legislative and Regulatory department as they are continuing to engage in more joint contracts (with other publicly owned utilities) due to a growing number of federal and state requirements.
- Continue to monitor regulatory and legal activities with regards to air quality restrictions for the Lodi CTs during the long runs due to the recent heat waves.

### **DISCUSSION / ACTION ITEMS**

*Item 5 was discussed following item 6.*

*David Hagele left the meeting at 9:00 am and did not participate in item 5 discussion.*

#### 5. **NCPA FY 2021-26 Strategic Plan Update** – discussion and review of proposed NCPA FY 2021-26 Strategic Plan

Randy Howard gave an overview of the Strategic Plan review process. The Utility Directors reviewed and provided input on the Plan at their last meeting. Each Assistant General Manager is responsible

for putting together their department goals and initiatives and presenting it to their Committees for review and discussion over the next few months. Created a collaboration site on NCPA Connect for Members to view all documents and presentations that are being presented to each respective Committee. Staff will continue to ensure the most recent information is uploaded to the site for Member review and input.

Gave an overview and discussed the review and approval flowchart for the Plan. Staff plans to seek Commission approval at the December meeting. Greg Scharff expressed concern of the aggressive timeline and suggested moving the timeline out 30 days. The Committee discussed and agreed.

Assistant General Manager / CFO Monty Hanks and Human Resources Manager Elizabeth Gonzalez joined the meeting for item 6 discussion.

**6. Performance Evaluation Procedures** – *discuss annual performance evaluation procedures for the General Manager and General Counsel position.*

At the last meeting, an ad hoc committee, consisting of David Hagele, Greg Scharff, Monty Hanks, and Elizabeth Gonzalez, was formed to update the draft Performance Review Schedule and Guidelines for Committee review. The Committee discussed and asked for clarification on the difference between a Cost of Living Adjustment (COLA) and Structure Adjustment, and how employee performance merits are determined. After much discussion, the Committee suggested the following items be added/adjusted to the procedures: 1) remove COLA and add Structure Adjustment; 2) include Letter of Agreement as an option for additional time-off (management leave); and 3) a market adjustment as a one-time increase. In addition, the Committee asked to include a definition of terms, e.g., Structure Adjustment, Letter of Agreement, Performance Merit Increase, Labor Agreements, CPI Index, etc. The ad hoc committee will provide an updated draft Performance Review Schedule and the Guidelines and Procedures for review at the next Committee meeting.

The list of comparable compensations for the General Manager and General Counsel positions were discussed. The Committee suggested expanding the list to include the California Independent System Operator (CAISO), and Community Choice Aggregations (CCAs) as it is similar to joint action agencies. Staff noted compensation information may be difficult to acquire from the CAISO and the CCAs. Staff recommended including Westlands Water District for the General Counsel position as the District structure is similar to NCPA, and noted that compensation for the General Manager may be different depending on the individual applying or in the position. The ad hoc committee will revisit the Performance Review Schedule and the Guidelines and Procedures, along with the comparable compensation study and provide an update at the next Committee meeting.

## **ADJOURNMENT**

The Executive Committee meeting adjourned at 9:38 am.

Sincerely,

CARY A. PADGETT  
Assistant Secretary