



**AGENDA AND MEETING NOTICE
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
PERSONNEL COMMITTEE**

Monday, November 13, 2023 at 12:30 p.m.

**North Tahoe Public Utility District
Administrative Offices
875 National Avenue
Tahoe Vista, CA 96148**

**Welcome to a meeting of the North Tahoe Public Utility District
Personnel Committee**

A meeting of the North Tahoe Public Utility District Development & Planning Committee will be held on Monday, November 13, 2023, 12:30 p.m. at the North Tahoe Public Utility District Administrative Offices, 875 National Ave. Tahoe Vista, CA 96148

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. The meeting is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the North Tahoe Public Utility District office at (530) 546-4212, at least two days prior to the meeting.

All written public comments received by 11:30 a.m. on Monday, November 13, 2023 will be distributed to the District Board Committee Members for their consideration at the meeting. Written comments may be emailed to mmoga@ntpud.org, mailed or dropped-off at NTPUD's Administrative Offices located at 875 National Ave., Tahoe Vista, CA. 96148.

1. **CALL TO ORDER**
2. **PUBLIC COMMENT** – *Any person wishing to address the Personnel Committee on items of interest to the committee not listed on the agenda may do so at this time.*
3. **TOPICS OF DISCUSSION**
 - a. [Review and Discuss Authorizing Changes to the Incentive Certification Program for the Recreation & Community Event Supervisor Position – Recommendation to Full Board \(Pages 2-3\)](#)
4. **ADJOURNMENT**



NORTH TAHOE PUBLIC UTILITY DISTRICT

Committee Agenda Item 3.a.

DATE: November 14, 2023

ITEM: E-5

FROM: Office of the General Manager

SUBJECT: Authorize Changes to the Incentive Certification Program for the Recreation & Community Event Supervisor Position

RECOMMENDATION:

Authorize the General Manager to execute a Side Letter to the Memorandum of Understanding with Local 39 to add a 2.5% incentive certification for a California or Nevada Commercial Driver's License with Passenger Endorsement for the Recreation & Community Event Supervisor Position.

BACKGROUND:

As a component of ongoing improvements to the District's Incentive Certification Program, the Recreation, Parks, and Facilities Manager, General Manager/CEO, and Human Resources Manager have identified the Recreation & Community Event Supervisor Position holding a California or Nevada Commercial Driver's License with Passenger Endorsement as beneficial to the District.

The District's contract with the Boys & Girls Club of North Lake Tahoe (BGCNLT) provides the District with access and use of BGCNLT's 15-passenger vans; however California law requires a commercial driver's license with passenger endorsement when operating a vehicle with a capacity of greater than ten occupants. With the District's goal to grow recreation programming, utilization of the BGCNLT's vans by the District's Recreation & Community Event Supervisor to support programming would provide the District with additional programming options.

Management is proposing a 2.5% incentive for a Commercial Driver's License with Passenger Endorsement. This incentive amount is consistent with the District's other Commercial Driver's License incentives within the Utility Operations and Parks Departments. The proposed incentive was reviewed by Local 39 and the Board's Personnel Committee.

If approved by the Board, the changes to the incentive certification program would be memorialized with Local 39 via a Side Letter to the Memorandum of Understanding (MOU) between Local 39 and the NTPUD. The incumbent Recreation & Community Event Supervisor, who presently holds a commercial driver's license with passenger endorsement, would be eligible for the 2.5% incentive on a go-forward basis.

FISCAL ANALYSIS:

The new California or Nevada Commercial Driver’s License with Passenger Endorsement certification incentive at 2.5% would presently affect one employee currently on staff. The fiscal impact for the remainder of Fiscal Year 2023/2024 is approximately \$1,500.

STRATEGIC PLAN ALIGNMENT:

Goal 2: Provide high-quality community-drive recreation opportunities and event facilities – Objective A: Expand public access for recreation opportunities and promote the District as an exceptional provider of year-round programming, special events and recreation services – Tactic 1: Expand offerings to highlight the District’s recreation and park assets and drive participation – Activity b: Assess District staffing, skill sets, and operational capacity to support desired growth in recreation programming and services.

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective A: Ensure the District can recruit and retain a qualified and skilled workforce – Tactic 4: Annually review organization chart and evaluate personnel gaps, technical needs and skills to meet District core function and priorities.

Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective B: Maintain a culture of an empowered and professional workforce – Tactic 1: Offer professional development and certificate opportunities to all staff.

ATTACHMENTS:


Recreation & Community Event Supervisor Incentive Certification Program Sheet

MOTION: Approve Staff Recommendation


REVIEW TRACKING:

Submitted By: 

Kim Harris
Human Resources Manager

Reviewed By: 

Amanda Oberacker
Recreation, Parks, and Facilities Manager

Approved By: 

Bradley A. Johnson, P.E
General Manager/CEO