



## ***SOUTH FEATHER WATER & POWER***

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**TO: Board of Directors**

**FROM: Michael Glaze, General Manager**

**DATE: April 19, 2005**

**RE: Finance Division Manager - Agreement  
Agenda Item for 4/26/05 Board of Directors Meeting**

Twenty applications for the new Finance Division Manager position were received in response to advertisements we ran in local newspapers, the Sacramento Bee, as well as publications by ACWA and CSDA. I conducted personal and telephone interviews with ten of the applicants who came closest to matching the position's prerequisite qualifications, resulting in six of them being invited to on-site interviews. Kathy Petersen, Matt Colwell and Art Martinez assisted me in the interview process.

Jennifer Jellison was the superior candidate interviewed, and subsequent telephone interviews with a coworker, two of her previous immediate supervisors and one supervisor of those supervisors did nothing but solidify that opinion.

Ms. Jellison is presently the Finance Manager/Controller for Spectra-Physics (Oroville plant). As you probably have heard, Spectra-Physics is closing its Oroville plant. Ms. Jellison has been with Spectra-Physics since 1996, and although they offered her positions (including promotions) at other Spectra-Physics locations, she was not interested in leaving Butte County.

In addition to a Bachelor of Science in Business Administration (accounting emphasis) from CSU Chico, Jenny also has excellent IT skills, including experience with software that is the basis for our accounting/billing package from Springbrook.

Ms. Jellison will begin work on May 16 and I am recommending approval of the attached Agreement for Employment.

**"I move approval of the Agreement for Employment of Finance Division Manager for Jennifer Jellison, effective May 16, 2005."**

**AGREEMENT FOR EMPLOYMENT OF  
FINANCE DIVISION MANAGER OF  
SOUTH FEATHER WATER AND POWER AGENCY**

This Agreement, made as of the 26<sup>th</sup> day of April 2005, at Oroville, California, between South Feather Water and Power Agency, hereafter called SFWPA, and Jennifer Jellison, hereafter called FINANCE DIVISION MANAGER, provides as follows:

1. Jennifer Jellison and SFWPA desire to memorialize the terms and conditions of Jennifer Jellison's employment as Finance Division Manager of SFWPA which will set forth the responsibilities of FINANCE DIVISION MANAGER and the compensation and benefits provided to her.
2. SFWPA hires and retains FINANCE DIVISION MANAGER to perform the services and fulfill the responsibilities as described in the Position Specification for Finance Division Manager as approved by SFWPA's Board of Directors on March 22, 2005, which is attached hereto as Exhibit "A."
3. SFWPA shall compensate FINANCE DIVISION MANAGER for the performance of the services and fulfillment of the responsibilities described in said Position Specification as follows:
  - A. Effective May 16, 2005, an annual salary in the amount of \$70,000.00, which salary, provided that FINANCE DIVISION MANAGER is performing satisfactorily, shall be adjusted annually to provide FINANCE DIVISION MANAGER a cost-of-living increase based on the U.S. Department of Labor's Consumer Price Index for Urban Wage Earners and Clerical Workers, U.S. City Average, for the year ending March.
  - B. The salary range specified in said Position Specification shall also be adjusted annually by the same percentage as FINANCE DIVISION MANAGER's cost-of-living increase, described above.
4. The terms and conditions of employment for FINANCE DIVISION MANAGER, including hours of work, shall be the same as those specified for salaried employees in the Management and Professional Employees Unit.
5. Notwithstanding any other provision of this agreement or the Memorandum of Understanding with the representatives of the Management and Professional Employees Unit, the General Manager, upon the giving of thirty (30) days notice, may terminate this agreement without cause. Upon the decision of the General Manager to terminate this agreement, FINANCE DIVISION MANAGER shall be paid for all accrued but unused vacation leave, and for one-half (1/2) of all accrued but unused sick leave.
6. FINANCE DIVISION MANAGER will be directly supervised by the General Manager and the General Manager will evaluate FINANCE DIVISION MANAGER's performance six months after employment, twelve months after employment, and at least annually thereafter.
7. FINANCE DIVISION MANAGER's employment shall be considered "at will", and there is no express or implied promise made to FINANCE DIVISION MANAGER of any form of continued employment.

FINANCE DIVISION MANAGER may resign at any time but must give the District at least thirty (30) days notice of the effective day of her resignation.

8. The term of this Agreement will be from May 16, 2005 until terminated by either party in accordance with the provisions set forth in Paragraphs 5 or 7, or until terminated by death or by the permanent disability of FINANCE DIVISION MANAGER which renders her unable to carry out her duties.

9. This Agreement is complete and entire and may not be changed except by written mutual consent of parties hereto. This Agreement supersedes all prior oral or written understandings.

10. Any controversy or claim arising out of or pertaining to this Agreement, or breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be enforced as provide by California law.

IN WITNESS THEREOF, the parties hereof have executed this Agreement on the 26th day of April 2005.

SOUTH FEATHER WATER AND POWER AGENCY

By \_\_\_\_\_  
Marla Dee Hunter, President

\_\_\_\_\_  
Date

FINANCE DIVISION MANAGER

\_\_\_\_\_  
Jennifer Jellison

\_\_\_\_\_  
Date