

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** December 19, 2019

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Ratify the Letter Agreement with the Finance Manager

**ISSUE:** Shall the Board Ratify the letter agreement with the Finance Manager

**FISCAL IMPACT:**

Increase in salary equals \$3,920 annually.

**DISCUSSION:**

The letter agreement ensures that the Finance Manager will receive a 5% salary increase for one full year prior to her retirement date. The increase in salary will be retroactive to July 1, 2019.

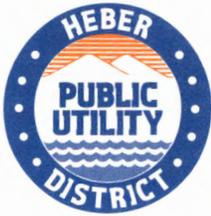
**ALTERNATIVES:**

- 1) Do not approve the Letter Agreement with the General Manager.
- 2) Provide alternate direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager

Attachment: Letter Agreement



## Heber Public Utility District

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December 12, 2019

Graciela Lopez,  
Finance Manager  
Heber Public Utility District  
1078 Dogwood Road, Suite 103  
Heber, CA 92243

Subject: Salary Increase One Year Prior to Retirement

Dear Graciela,

This letter serves as a written agreement between the Heber Public Utility District and Graciela Lopez, and authorizes a salary increase of five percent (5%) to be paid for a one-year period prior to your retirement date.

In consideration for this salary increase, once you retire, you will make yourself available for occasional questions and training of new employees at the HPUD. The number of hours spent assisting the HPUD and training will not exceed 40 hours without additional compensation.

As soon as you have a formal retirement date, the HPUD will process the remaining retroactive pay accordingly. The salary increase will be retroactive as of July 1, 2019

This event is not a new or amended contract of employment, should not be considered as such, and this letter is sent only to memorialize the terms of the salary increase.

Sincerely,

Laura Fisher

I accept and agree to the terms as presented above:

\_\_\_\_\_  
Graciela Lopez

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pompeyo Tabarez, Jr., President

\_\_\_\_\_  
Date