

**AGENDA**

**HUMAN RESOURCES COMMITTEE MEETING  
LEUCADIA WASTEWATER DISTRICT**

Monday, April 5, 2021 – 11:00 a.m.  
Via Teleconference

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, the District is temporarily taking actions to mitigate the COVID-19 pandemic by holding meetings by teleconference. The general public may not attend this meeting at the District's office due to social distancing requirements.

Members of the public attending via teleconference will be provided with an opportunity to comment on each agenda item prior to Committee discussion.

**To join this meeting via Teleconference please dial: (669) 900-6833  
Meeting ID: 843 1027 2791 Password: 331760**

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1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **New Business**
  - A. Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy (Pages 2-22)
  - B. Adopt Resolution No. 2345 - Amending the Human Resources Policy Manual (HRPM) (Pages 23-26, Enclosure)
5. **Information Items**

None.
6. **Directors' Comments**
7. **General Manager's Comments**
8. **Adjournment**

MEMORANDUM

Ref: 21-7561

**DATE:** April 1, 2021  
**TO:** Human Resources Committee  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy

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**RECOMMENDATION:**

Staff requests that the Human Resources Committee (HRC):

1. Discuss and provide direction, as appropriate.

**DISCUSSION:**

At its January 2021 meeting, President Omsted requested that the policy relating to the Board's selection of committee members be referred to the HRC. This item is a follow-up to that request. To facilitate the HRC's review of this issue, the following information has been attached:

- Resolution 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy.
- January 9, 2019 Board agenda item relating to the adoption of this policy.
- Excerpts from the January 9, 2019 minutes memorializing the Board's discussion and vote.
- Survey of how regional agency Board's select committees.

This item is presented for the HRC's review and discussion. Staff has no recommendation on this matter and is seeking direction from the HRC.

PJB:

Attachments

## Resolution 2309

Board of Directors Election of Officers, Establishment of  
Committees, and Selection of Committee Members Policy

RESOLUTION NO. 2309

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
REVISING THE POLICY FOR THE ELECTION OF BOARD OFFICERS, ESTABLISHING  
COMMITTEES AND ESTABLISHING THE PROCEDURES FOR SELECTING BOARD  
COMMITTEE MEMBERS**

**WHEREAS**, the Board of Directors ("Board") of the Leucadia Wastewater District ("District") maintains a policy for the election of the President and Vice President of the Board of Directors; and,


**WHEREAS**, the Board wishes to combine the election of the President and Vice President procedures with the procedures for the establishment of District Committees under one policy;

**NOW, THEREFORE**, it is hereby resolved as follows:

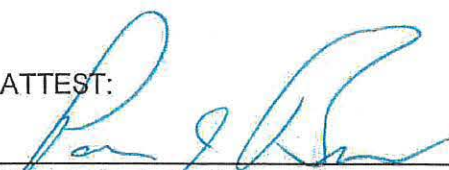
1. The Board of Directors adopts the revised Board Policy for the Election of Board Officers, Establishing Committees and Establishing the Procedures for Selecting Board Committee Members attached hereto as Exhibit "A" and directs it be implemented consistent with California Water Code Section 30520 and any other applicable laws.
2. This Resolution supersedes Resolution No. 2118.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held January 9, 2019 by the following vote:

AYES: Kulchin, Juliussen, Omsted, Hanson and Sullivan  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

  
\_\_\_\_\_  
David Kulchin, President

ATTEST:

  
\_\_\_\_\_  
Paul J. Bushée, General Manager  
(SEAL)



**LEUCADIA WASTEWATER DISTRICT  
BOARD OF DIRECTORS ELECTION OF BOARD OFFICERS, ESTABLISHMENT OF  
COMMITTEES, and SELECTION OF BOARD COMMITTEE MEMBERS POLICY**

**I. PURPOSE**

- A. The purpose of this policy is to establish how the Board President and Vice President of the District are elected.
- B. The purpose of this policy is to describe how standing committees are formed; the roles of the standing committees and how Board members are appointed to standing committees.

**II. POLICY**

- A. The Board of Directors shall elect amongst its members, a Board President and Vice President on a yearly basis.
- B. Once elected, the Board officers shall serve in their nominated position for a one-year term.
- C. To facilitate the fulfillment of the Board responsibilities, the Board may, from time to time, establish committees.
- D. This policy shall supplement and be consistent with California Water Code Section 30520 and any other applicable laws.

**III. ELECTION OF PRESIDENT AND VICE PRESIDENT PROCEDURES**

- A. At a noticed Board meeting in December of each year, the Board shall elect a President and Vice President amongst its members by a majority vote.
- B. The newly elected Board President and Vice President shall begin their term of office at the first noticed meeting of the Board in January following the election.
- C. Upon the occurrence of a vacancy, the Board shall fill such vacancy in accordance with the law.

**IV. SPECIFIC PURPOSE OF COMMITTEES**

- A. To facilitate the fulfillment of its responsibilities, the Board may, from time-to-time, establish an Ad.Hoc committee and/or a Standing committee. The purpose, scope and duration of each committee shall be established by the Board.

- B. Ad Hoc committees consist of two Board members selected during a Regular Board meeting to meet with District staff and consulting firms to discuss and provide recommendations to the Board regarding a specific item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.
- C. Standing committees are created to assist the Board in specific areas or jurisdiction on an ongoing basis. A Standing committee shall consist of two Board members. The performance of all duties and functions by the committees is for the purpose of advising and recommending actions to the Board of Directors. A Standing Committee will meet with District staff and consulting firm, as deemed necessary, during the fiscal year in order to fulfill the needs of the Board.

LWD Board hereby establishes the following Standing Committees with their associated scope of duties:

1) **Investment & Finance Committee**

The Investment and Finance Committee (IFC) shall advise the Board on matters relating to District finances. Typical duties of the IFC include:

- Annual review of reserve and investment policies;
- Review of the Comprehensive Annual Financial Report (CAFR);
- Review of contracts related to financial matters; and,
- Review other financial matters, as appropriate.

2) **Community Affairs Committee**

The Community Affairs Committee (CAC) shall advise the Board on matters relating to the District's public information and outreach programs. Typical duties of the CAC include:

- Review production of the District's newsletters;
- Review the Teacher Grant Program;
- Review contracts related to public information; and,
- Review other public information and outreach matters, as appropriate.

3) **Human Resources Committee**

The Human Resources Committee (HRC) shall advise the Board on matters relating to District personnel. Typical duties of the HRC include:

- Review personnel policies;
- Review personnel budget; and,
- Review other personnel matters, as appropriate.

4) **Engineering Committee**

The Engineering Committee (EC) shall advise the Board on matters relating to District's Capital Improvement Program. Typical duties of the EC include:

- Review the District's Capital Improvement and Capital Acquisition Programs;
- Review contracts related to engineering and construction services;

- Review Capital Improvement and Capital Acquisition budgets; and,
- Review other Capital Improvement matters, as appropriate.

**5) Encina Joint Powers Authority - Encina Wastewater Authority (EWA) Board of Directors and Encina Joint Advisory Committee (JAC) Board Representatives**

The EWA Board and JAC Board representatives shall advise the LWD Board on matters relating to EWA. Typical duties of the EWA and JAC Board Representative include:

- Performs all Board functions for the EWA and JAC;
- Attend scheduled EWA Board and Standing committees meetings; and,
- Provide status reports about EWA operations and Capital Improvement Projects at LWD regular Board meetings.

**V. APPOINTMENT OF STANDING COMMITTEES MEMBERS GUIDELINES**

- A. The Board President shall appoint committee members at a meeting of the Board in January of each year. For appointments made by the Board President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall then make the committee appointments.

**VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS**


- A. The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments.
- B. The General Manager shall update and post a new Form 806 on the District's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.

January 9, 2019 Board agenda item



MEMORANDUM

Ref: 19-6508

DATE: January 3, 2019  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: **Proposed Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members**

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**RECOMMENDATION:**

Staff and the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2309 – Board of Directors Election of Officers, Establishment of Committees and Selection of Committee Members Policy; and
2. Discuss and take other action, as appropriate.

**BACKGROUND:**

The Human Resources Committee (HRC) reviewed this item at its January 3<sup>rd</sup> meeting. The HRC agreed that it preferred Option 3 under section V of the policy, which is summarized below and described in more detail in the draft policy. The HRC also agreed to recommend that the Board of Directors adopt Resolution No. 2309.

At last month's meeting, the Board of Directors considered Resolution 2309 and did not take action. The discussion focused on whether to have the Board President make the standing committee appointments or to institute two-year rotating committee appointments. As a result, the Board directed staff to revise the policy and present three potential options for committee appointments for the Board's consideration at its January meeting.

**DISCUSSION:**

Staff has since drafted the policy to reflect three potential standing committee appointment options under Section 5. Staff has also added language that the committee appointments will be made at the January Board meeting each year. The draft language has been attached for your review and the potential options are in bold color format. A brief summary of the committee appointment options are as follows:

Option 1: 2 Year Rotating and Alternating Committees – this option was presented in Resolution 2308 last month at the direction of the Human Resources Committee. Under this scenario, Board members would rotate committees every two years and the committee membership would alternate such that only one member would rotate off the committee each year.

Option 2: Board President Appoints Committee Members – this option is the LWD's current policy where the Board President appoints the committee members each year. This option does allow committee appointments to go a vote if requested by two Board members.

Option 3: 2 Year Rotating and Alternating Committee for LWD Committees Only (Not Encina Joint Powers Authority) – this option is somewhat of a hybrid between Options 1 and 2 with only the LWD Committees rotating and alternating every two years. For the Encina Wastewater Authority and the Encina Joint Advisory Committee, appointments would be made annually by the Board President as they are now.

Staff will present these options in more detail at the upcoming meeting and requests the Board select which option it prefers in the policy. Staff also recommends that the Board adopt Resolution 2309 with the understanding that the preferred committee option would be incorporated into the final signed version of the policy.

:PJB

Attachment

**RESOLUTION NO. 2309**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
REVISING THE POLICY FOR THE ELECTION OF BOARD OFFICERS, ESTABLISHING  
COMMITTEES AND ESTABLISHING THE PROCEDURES FOR SELECTING BOARD  
COMMITTEE MEMBERS**

---

**WHEREAS**, the Board of Directors ("Board") of the Leucadia Wastewater District ("District") maintains a policy for the election of the President and Vice President of the Board of Directors; and,

**WHEREAS**, the Board wishes to combine the election of the President and Vice President procedures with the procedures for the establishment of District Committees under one policy;

**NOW, THEREFORE**, it is hereby resolved as follows:

1. The Board of Directors adopts the revised Board Policy for the Election of Board Officers, Establishing Committees and Establishing the Procedures for Selecting Board Committee Members attached hereto as Exhibit "A" and directs it be implemented consistent with California Water Code Section 30520 and any other applicable laws.
2. This Resolution supersedes Resolution No. 2118.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held January 9, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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David Kulchin, President

ATTEST:

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Paul J. Bushee, General Manager  
(SEAL)



**LEUCADIA WASTEWATER DISTRICT  
BOARD OF DIRECTORS ELECTION OF BOARD OFFICERS, ESTABLISHMENT OF  
COMMITTEES, and SELECTION OF BOARD COMMITTEE MEMBERS POLICY**

**I. PURPOSE**

- A. The purpose of this policy is to establish how the Board President and Vice President of the District are elected.
- B. The purpose of this policy is to describe how standing committees are formed; the roles of the standing committees and how Board members are appointed to standing committees.

**II. POLICY**

- A. The Board of Directors shall elect amongst its members, a Board President and Vice President on a yearly basis.
- B. Once elected, the Board officers shall serve in their nominated position for a one-year term.
- C. To facilitate the fulfillment of the Board responsibilities, the Board may, from time to time, establish committees.
- D. This policy shall supplement and be consistent with California Water Code Section 30520 and any other applicable laws.

**III. ELECTION OF PRESIDENT AND VICE PRESIDENT PROCEDURES**

- A. At a noticed Board meeting in December of each year, the Board shall elect a President and Vice President amongst its members by a majority vote.
- B. The newly elected Board President and Vice President shall begin their term of office at the first noticed meeting of the Board in January following the election.
- C. Upon the occurrence of a vacancy, the Board shall fill such vacancy in accordance with the law.

**IV. SPECIFIC PURPOSE OF COMMITTEES**

- A. To facilitate the fulfillment of its responsibilities, the Board may, from time-to-time, establish an Ad Hoc committee and/or a Standing committee. The purpose, scope and duration of each committee shall be established by the Board.

- B. Ad Hoc committees consist of two Board members selected during a Regular Board meeting to meet with District staff and consulting firms to discuss and provide recommendations to the Board regarding a specific item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.
- C. Standing committees are created to assist the Board in specific areas or jurisdiction on an ongoing basis. A Standing committee shall consist of two Board members. The performance of all duties and functions by the committees is for the purpose of advising and recommending actions to the Board of Directors. A Standing Committee will meet with District staff and consulting firm, as deemed necessary, during the fiscal year in order to fulfill the needs of the Board.

LWD Board hereby establishes the following Standing Committees with their associated scope of duties:

**1) Investment & Finance Committee**

The Investment and Finance Committee (IFC) shall advise the Board on matters relating to District finances. Typical duties of the IFC include:

- Annual review of reserve and investment policies;
- Review of the Comprehensive Annual Financial Report (CAFR);
- Review of contracts related to financial matters; and,
- Review other financial matters, as appropriate.

**2) Community Affairs Committee**

The Community Affairs Committee (CAC) shall advise the Board on matters relating to the District's public information and outreach programs. Typical duties of the CAC include:

- Review production of the District's newsletters;
- Review the Teacher Grant Program;
- Review contracts related to public information; and,
- Review other public information and outreach matters, as appropriate.

**3) Human Resources Committee**

The Human Resources Committee (HRC) shall advise the Board on matters relating to District personnel. Typical duties of the HRC include:

- Review personnel policies;
- Review personnel budget; and,
- Review other personnel matters, as appropriate.

**4) Engineering Committee**

The Engineering Committee (EC) shall advise the Board on matters relating to District's Capital Improvement Program. Typical duties of the EC include:

- Review the District's Capital Improvement and Capital Acquisition Programs;
- Review contracts related to engineering and construction services;

- Review Capital Improvement and Capital Acquisition budgets; and,
- Review other Capital Improvement matters, as appropriate.

**5) Encina Joint Powers Authority - Encina Wastewater Authority (EWA) Board of Directors and Encina Joint Advisory Committee (JAC) Board Representatives**

The EWA Board and JAC Board representatives shall advise the LWD Board on matters relating to EWA. Typical duties of the EWA and JAC Board Representative include:

- Performs all Board functions for the EWA and JAC;
- Attend scheduled EWA Board and Standing committees meetings; and,
- Provide status reports about EWA operations and Capital Improvement Projects at LWD regular Board meetings.

**V. APPOINTMENT OF STANDING COMMITTEES MEMBERS GUIDELINES**

**Option 1: 2 Year Rotating and Alternating Committees**

- A. At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year.
- B. The term of committee members on their respective committee shall be for a period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in section IV, C). For example, one IFC member will rotate to the CAC, and one CAC member will rotate to the HRC and so on. The intent is to rotate committee members, so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.
- C. For the first year when transitioning from the Board President assignment of current standing committees to rotating standing committees, the Board President shall make the standing committee appointments such that one Board member from each committee shall be assigned to a different committee. From that point forward, the committee membership shall automatically rotate as described in Section B above. The chairperson shall make reports to the Board at the regular Board meeting on the committee's meeting(s).
- D. Upon the occurrence of a newly elected Board member, he/she shall fulfill the committee position(s) of the preceding Board member.

**Option 2: Board President Appoints Committee Members (Current Policy)**

- A. The Board President shall appoint committee members at a meeting of the Board in January of each year. For appointments made by the Board President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the

Directors present vote against the committee appointments, they shall be deemed void, and the Board shall then make the committee appointments.

**Option 3: 2 Year Rotating and Alternating Committees for LWD Committees Only**  
**(Not Encina Joint Powers Authority)**

- A. At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year.
- B. For LWD Committees only, the term of committee members shall be for a period of two years. Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in section IV, C). For example, one IFC member will rotate to the CAC, and one CAC member will rotate to the HRC and so on. The intent is to rotate committee members, so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.
- C. For the first year when transitioning from the Board President assignment of current standing committees to rotating standing committees, the Board President shall make the LWD standing committee appointments such that one Board member from each LWD committee shall be assigned to a different committee. From that point forward, the LWD committee membership shall automatically rotate as described in Section B above. The chairperson shall make reports to the Board at the regular Board meeting on the committee's meeting(s). It is understood that those Board members serving on the EWA Board of Directors/JAC shall serve on only one LWD standing committee, while the remaining Board members serve on two LWD standing committees.
- D. Upon the occurrence of a newly elected Board member, he/she shall fulfill the committee position(s) of the preceding Board member.
- E. For the Encina Joint Powers Authority, LWD's Board President shall appoint two Directors to serve concurrently on the EWA Board of Directors and the JAC. The appointments shall be made at a notice meeting of the LWD Board in January of each year. For appointments to the Encina Joint Powers Authority made by the Board President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall then make the committee appointments.

**VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS**

- A. The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments.

- B. The General Manager shall update and post a new Form 806 on the District's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.



Excerpts from the January 9, 2019 minutes

of map 102 and the map is equal and fair across the separate districts. Mr. Sullivan stated he saw no favoritism or political advantage or disadvantage within the districts drawn in map 102.

President Kulchin thanked Mr. Sullivan and closed the public hearing.

### **ACTION ITEMS**

#### **16. Adopt Ordinance No. 138 – Establishing a District-Based Election process for the Board of Directors**

GC Brechtel presented background information on the item noting a public hearing to consider Electoral District Map 102 was held prior to this agenda item. He stated the Board is now asked to consider adoption of Ordinance No. 138, which establishes a district-based election process pursuant to Elections Code section 10010. GC Brechtel then reviewed the basic components of Ordinance No. 138.

President Kulchin asked which Directors are up for re-election in 2020. GM Bushee answered Directors Juliussen, Omsted, and Hanson.

Director Omsted stated he is opposed to map 102. He stated he preferred the paired test map which was presented at the December 2018 Board meeting because it reflected more precise geographic areas.

Following discussion and upon a motion duly made by Director Sullivan, seconded by Vice President Juliussen, and carried, the Board of Directors adopted Ordinance No. 138 - Establishing a District-Based Election process for the Board of Directors by the following vote:

<b>Director</b>	<b>Vote</b>
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	No
Director Hanson	Yes
Director Sullivan	Yes

#### **17. Adopt Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members.**

GM Bushee presented the item stating that at last month's Board meeting, the Board of Directors considered Resolution 2309 and did not take action. He noted the discussion focused on whether to have the Board President make the standing committee appointments or to institute two-year rotating committee appointments. As a result, the Board directed staff to revise the policy and present three potential options for committee appointments for the Board's consideration at its January meeting.

GM Bushee then reviewed the three potential options stating that staff has also added language that the committee appointments will be made at the January Board meeting each year. GM Bushee noted there is added language to Options 1 and 3, section C, stating that for the initial term the Board President would assign one member of a current committee to a new committee and the other committee member would start their rotation the following year. He also noted that Encina committee members would only serve on one LWD committee.

Vice President Juliussen stated he is in favor of Option 2, the current policy, and the Board President appointing committee members. He stated that this is a fair system since two directors may request a vote to affirm or reject the President appointments.

Director Omsted stated he is in favor of Option 3, two-year rotating and alternating committees for LWD committees only (not Encina Joint Powers Authority). Director Omsted stated that it is good for the future since it brings new ideas, new approaches, and new ways of thinking.

Director Hanson stated she agreed with Director Omsted and she was in favor of Option 3.

Director Sullivan stated she agreed with Vice President Juliussen and she is in favor of Option 2. She stated that she believes the right people are on the right committees.

President Kulchin thanked the Board for their opinions on the agenda item. President Kulchin stated that the current Board members have a lot of experience and the District has a long tradition of being well run. He stated that he is in favor of Option 2 and keeping the committee assignments as they are.

Director Omsted made a motion, to select Option 3 as the preferred approach for Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members. The motion was seconded by Director Hanson. The Board voted as follows:

Director	Vote
President Kulchin	No
Vice President Juliussen	No
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	No

The motion did not pass.

Following a motion duly made by Director Sullivan, and seconded by Vice President Juliussen the Board of Directors selected Option 2 as its preferred approach for Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members, by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	No
Director Hanson	No
Director Sullivan	Yes

Following a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members (incorporating Option 2 – Board President assigns committee members), by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

**18. Adopt Resolution No. 2308 - The Revised LWD Board-General Manager/Staff Relations Policy.**

GM Bushee presented the item stating it was included in the December 12, 2018 Board agenda; however, this item was pulled from the agenda pending the outcome of a stand-alone policy relating to how the Board elects its officers and establishes its committees. GM Bushee stated that the Board-General Manager/Staff Relations Policy has been revised to omit "Section IX - Committees" of the policy in its entirety.

Upon a motion duly made by Director Hanson, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2308 – The Revised LWD Board-General Manager/Staff Relations Policy by the following vote:

Director	Vote
President Kulchin	Yes
Vice President Juliussen	Yes
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

**19. Board of Directors Committee Assignments**

President Kulchin presented the item stating that committee assignments will remain the same as 2018. He then reviewed the committee assignments. There was no action taken.

**INFORMATION ITEMS**

**20. Project Status Updates and Other Informational Reports**

- A. 2019 CWEA San Diego Section Awards Banquet is scheduled for January 26, 2019 from 6pm-10pm at the Green Dragon Tavern & Museum, Carlsbad, CA.

EA Baity announced the date and the time of the 2019 CWEA San Diego Section Awards Banquet. She noted that banquet tickets would be mailed to the Board.

- B. 2019 WateReuse CA Annual Conference is scheduled for March 17-19, 2019 at the Hyatt Regency Orange County, Garden Grove, CA.

EA Baity announced the date and the time of the 2019 WateReuse CA Annual Conference.

**21. Directors' Meetings and Conference Reports**

None.

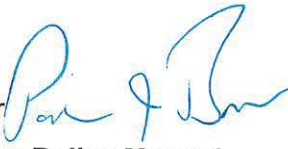
Survey of regional agency Board's  
committee selection process

## Board Committee Selection Survey (Feb 2021)

Agency	Appointment	Rotate
Eastern MWD	Appointed by President, based on staff recommendations, Executive Committee approval	No
Elsinore Valley MWD	Discussed at study session, to see if they want to change, no change for several years	No
Helix Water District	Appointed by President	No
Leucadia Wastewater District	Appointed by President	No
Olivenhain MWD	Appointed by President (2 yr term)	No
Otay Water District	Appointed by President	No
Padre Dam Water District	Appointed by President	No
Rainbow MWD	Appointed by Board	No
Rancho Water District	Appointed by President and Vice President	No
Santa Fe Irrigation District	Appointed by President	No
SD County Water Authority	Appointed by Board Officers (2 yr term)	No
Vallecitos Water District	Appointed by President	No
Vista Irrigation District	Appointed by President	No

**MEMORANDUM**

Ref: 21-7546

**DATE:** April 1, 2021  
**TO:** Human Resources Committee  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Amending the Human Resources Policy Manual

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**RECOMMENDATION:**

Staff requests that the Human Resources Committee (HRC) recommend that the Board of Directors:

1. Adopt Resolution No. 2345 amending the Human Resources Policy Manual (HRPM).
2. Discuss and provide direction as appropriate.

**BACKGROUND:**

In order to promote an effective and motivated workforce and to comply with current federal and state laws, LWD should periodically update it's Human Resources Policy Manual (HRPM). LWD's HRPM was originally adopted by the Board of Directors in April 2001 and the HRPM was last updated on October 14, 2020.

**DISCUSSION:**

The proposed HRPM provides compliance with changes in applicable federal and state laws, incorporates changes in organizational policies and resolutions, and includes clarification and clerical revisions. Several California employment laws became effective January 1, 2021. District Counsel Brechtel suggested revising the HRPM in order to comply with the new employment laws. Staff will provide a summary of revisions to the HRPM at the upcoming meeting.

Below please find a summary of the HRPM's revisions:

**Section 3 – General Employment Policies**

- Section 3.2: Nondiscrimination/Equal Employment Opportunity - revisions made to comply with current CA law. (Pages 4-5)
- Section 3.3: Harassment – revisions made to include updated legally protected categories to comply with current CA law. (Page 6)
- Section 3.4: Governmental Administrative Remedies for Discrimination and Harassment – included California Department of Fair Employment and Housing contact information and the U.S. Equal Employment Opportunity Commission. (Pages 7-8)
- Section 3.5: No Abusive Conduct – Added new section to comply with current CA law. (Pages 8-9)
- Section 3.13: Information and Communication Systems and Equipment – included language that clarifies general use of email system and employee rights of privacy when using personal devices. (Pages 17 & 20)

## **Section 10 – Leave of Absence**

Section 10.11: Pregnancy Disability Leave (PDL) – revisions made to comply with current CA law. (Page 49)

Section 10.12: Leaves under the Family and Medical Leave Act and California Family Rights Act – revisions made to expand immediate family members and the updated basic time period section to comply with current CA law. (Pages 53-58)

Section 10.14: Leave for Domestic Violence and Sexual Assault Victims – rewrite of the section to comply with current CA law. (Pages 59-60)

### **Minor Change Recommendations**

Throughout the HRP, various minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

Therefore, staff requests that the HRC recommend that the Board of Directors adopt Resolution No. 2345 amending the Human Resources Policy Manual and provide direction as appropriate.

th:PJB

Attachment  
Enclosure



**ATTACHMENT 1**  
**RESOLUTION NO. 2345**

**RESOLUTION NO. 2345**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE AMENDED HUMAN RESOURCES POLICY MANUAL**

**Whereas**, the Leucadia Wastewater District (LWD) Board of Directors originally adopted LWD's Human Resources Policy Manual in April 2001; and,

**Whereas**, the Human Resources Policy Manual was last updated on October 14, 2020; and

**Whereas**, the Board of Directors desire to amend the Human Resources Policy Manual to reflect changes in applicable federal and state laws, as well as organizational policies.

**NOW, THEREFORE**, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the amended LWD Human Resources Policy Manual attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2342.

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 14th day of April 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Donald F. Omsted, President

Attest:

\_\_\_\_\_  
Paul J. Bushee, Secretary /Manager

SEAL