

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Human Resources Committee Meeting  
 November 30, 2021

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A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, November 30, 2021 at 10:30 a.m., via video conference.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 10:32 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Supervisor Trisha Hill, and Executive Assistant Tianne Baity

**3. Public Comment**

None.

**4. New Business**

**A. Annual Review of the Board-General Manager/Staff Relations Policy.**

GM Bushee presented the item stating the policy calls for an annual review. He stated staff has reviewed the policy and is not recommending any changes. GM Bushee noted if the HRC concurs with staff this item will be placed on the January Board Agenda Consent Calendar.

Following discussion, the HRC concurred with staff to place this item on the January Board Agenda Consent Calendar.

**B. Adopt Resolution No. 2360 – Amending LWD’s Substance Abuse Policy.**

ASsup Hill presented the item and provided background information stating it is a FY 2022 Tactical Goal. She noted that policy was last updated on November 8, 2006 and since that time, regulatory requirements, as well as District procedures have changed rendering the existing policy obsolete. ASsup Hill then summarized the following revised policy sections:

- Sections I and II – Purpose and Policy Statements;
- Section III – Applicability;
- Section IV – Definitions;
- Section V – Prohibited Substances;
- Sections IX and X – Testing for Prohibited Substances for All Employees vs. Safety-Sensitive Employees; and
- Appendix A – Procedures for Complying with FMCSA and Clearinghouse Requirements and Conducting Substance Abuse Testing

She stated that throughout the policy, various minor changes were made to improve clarity, correct grammatical spelling, and format inconsistencies. She also noted that the policy had been reviewed by General Counsel Brechtel and his recommended changes have been incorporated into the proposed policy.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2360 – Amending LWD’s Substance Abuse Policy.

C. Review Board Performance Evaluation Survey.

GM Bushee presented the item and provided background information on the item. He stated that staff is requesting that the HRC review the draft Board evaluation survey and provide comments.

The HRC discussed the revised survey which included two sections: 1) an individual evaluation form for Board members to evaluate themselves; and 2) a full Board evaluation form for Board members to evaluate the Board as a whole.

President Omsted stated he would like the full board to review the revised survey. GM Bushee noted that the policy will be presented to the Board for review and approval.

Following discussion, the HRC agreed to present the revised Performance Evaluation Survey to the Board of Directors for approval at the December Board Meeting.

**5. Information Items**

None.

**6. Directors’ Comments**

None.

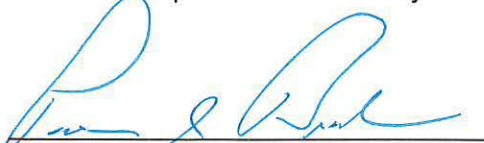
**7. General Manager’s Comments**

GM Bushee stated that the Employee Satisfaction Survey will be December 9, 2021 with Mr. Jeff Bills.

GM Bushee also provided updates on the Administrative Services Specialist and the Director of Finance and Administration positions.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 11:22 a.m.



Paul J. Bushee  
Secretary/General Manager  
(Seal)