

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Human Resources Committee Meeting
 October 30, 2025

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Thursday, October 30, 2025 at 1:00 p.m.

1. Call to Order

Chairperson Sullivan called the meeting to order at 1:02 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Saldana

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity

3. Public Comment

No public comment was received.

4. Review of LWD's Compensation Policy

GM Bushee presented the item and provided background information noting the policy was last updated in September 2018. GM Bushee stated that the current Incentive Compensation Program outlines several individual and organizational performance goals with corresponding award amounts, however, many of these amounts remain unchanged since 2003. He also noted that several awards are listed as "TBD." GM Bushee continued that the District is approaching one such threshold — six or more consecutive years without a reportable spill — for which no award amount has been defined. GM Bushee noted that establishing a value for this incentive would ensure consistency and timely recognition of this organizational achievement. He stated that staff recommends establishing a \$2,000 incentive amount for achieving 6+ consecutive years without a reportable spill.

GM Bushee then reviewed the remainder of the objectives for the Organizational Incentive Program and the Individual Incentive Program.

Following discussion, the HRC and staff agreed to make the following changes to the Compensation Policy:

- Update the award amount of 6+ years without a reportable spill from TBD to \$2,000;
- Update the competitive based local award amount from \$100 to \$200;
- Update the competitive based state award amount from \$300 to \$500;
- Update the highest number of consecutive years without a lost time injury from 10-14 years to 10+years with the amount of \$1,500 (remove 15+ years TBD);
- Update the highest number of consecutive years without a vehicle accident from 10-14 years to 10+years with the amount of \$1,000 (remove 15+ years TBD);
- Eliminate the Exceptional Service Award under the Individual Incentive Program;
- Increase each Years of Service milestone accomplishment by \$100;
- Increase each Professional Achievement accomplishment by \$100; and
- Make minor clerical and formatting updates.

GM Bushee stated that the updated Compensation Policy would be presented to the full Board at the November 12th Board Meeting.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee stated that Water Career Day held on October 22 at the San Elijo Water Campus was a success. He noted that he will provide a report to the Board in the near future after the participating agencies hold a debrief meeting.

GM Bushee also reported that on October 28 staff participated in a half day team building session with Mr. Jeff Bills. GM Bushee noted that he received positive feedback from staff on the team building session.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 1:52 p.m.



Paul J. Bushee
Secretary/Manager
(Seal)