

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Human Resources Committee Meeting  
November 5, 2015

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A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Thursday, November 5, 2015 at 1:30 p.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Director Kulchin called the meeting to order at 1:30 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Kulchin and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee,  
Administrative Services Manager Chuck LeMay and  
Executive Assistant Trisha Hill

**3. Public Comment**

No public comment was received.

**4. New Business**

- A. Recommend that the Board of Directors receive and file the Annual Review of the Board-General Manager/Staff Relations Policy Report.

GM Bushee presented the item stating that the policy calls for an annual review. He provided background information on the policy indicating that it was last updated in November 2014. He stated that staff has reviewed the policy and is not recommending any changes.

After reviewing the policy, the committee expressed concern that the annual review requirement may not be the best use of either the committee's or staff's time when no changes are proposed. Chairperson Kulchin suggested that the policy's language should be revised to include that it be reviewed on an as-needed basis at the request of the Board or staff, noting that this would eliminate the need of a committee meeting if there are no changes to the policy. Director Hanson agreed.

Following discussion, the HRC directed staff to revise Section X. of policy to reflect that reviews will occur on an as-needed basis. Staff agreed to make the changes and the policy will be provided in the redline version to the Board.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Director Kulchin adjourned the meeting at approximately 1:50 p.m.



Paul J. Bushee  
Secretary/General Manager  
(Seal)