

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
October 24, 2016

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Monday, October 24, 2016 at 8:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Director Hanson called the meeting to order at 8:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin and Hanson

DIRECTORS ABSENT: None.

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

3. Public Comment

No public comment was received.

4. New Business

A. Discussion of Leucadia Wastewater District (LWD) Efficiency Study.

GM Bushee presented the item stating that this meeting is a follow-up to the discussion regarding an efficiency analysis at the September 26th HRC meeting.

GM Bushee noted that at the September 26th HRC Meeting, the HRC recommended that staff research and provide price estimates for an efficiency study focusing on the areas of finance, staffing, job descriptions, human resources, operations, risk management, capital expenditures, board expenditures and consultant expenditures. GM Bushee stated that staff researched and contacted three firms that perform efficiencies analyses of this nature and they included: BHI Management Consulting, Black & Veatch, and EMA, Inc. GM Bushee introduced ASM Duffey to present the costs associated with conducting an efficiency analysis.

ASM Duffey stated that based on phone discussions with the firms, the following ballpark costs were provided:

- Black & Veatch - \$50,000 to \$60,000
- BHI Management Consulting - \$50,000 to \$60,000
- EMA Inc. – Had not received estimate prior to HRC meeting

ASM Duffey noted that the amounts listed above are preliminary estimates and could vary based on the actual detailed scope of the final project.

Vice President Hanson stated that she is still concerned with how much money the District spends, however, her concerns are more focused on compensation and less focused on infrastructure and collection system operations. Director Hanson stated that an efficiency analysis could possibly tell the District if there are areas where the District could save money. She noted that she would still like to have an efficiency analysis performed.

Director Kulchin stated that he is satisfied with how money is spent in operations and infrastructure. He noted that the District provides adequate job descriptions, conducts salary surveys, and pays employees on a reasonable level with other organizations of similar size. Director Kulchin noted that he doesn't see the value in spending the money for an efficiency analysis.

Following discussion, the HRC recommended that staff take the information discussed and reviewed at this meeting, as well as the information provided at the September 26th HRC meeting, to the full Board for review at the November 9th Board meeting.

GM Bushee stated that staff would add this as an agenda item for the November 9th Board meeting and provide all the necessary information for review and discussion.

5. Information Items

None.

6. Directors' Comments

Director Kulchin asked if the new candidate for the November 8th Election has contacted the District. GM Bushee stated that he had not heard from the candidate.

7. General Manager's Comments

GM Bushee stated that there will be a carpool leaving the District office for the Carlsbad Water Recycling Facility dedication event on Tuesday, November 1, 2016 at 8:30 a.m.

8. Adjournment

Director Hanson adjourned the meeting at 8:48 a.m.



Paul J. Bushee
Secretary/General Manager
(Seal)