

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
October 31, 2017

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, October 31, 2017 at 10:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 10:03 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan 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. Board-General Manager/Staff Relations Policy Annual Review.

ASsup Hill presented the item stating the policy calls for an annual review. She provided background information on the policy indicating that it was last updated in 2014. She stated staff has reviewed the policy and is not recommending any changes. ASsup Hill noted if the HRC concurs with staff this item will be placed on the November Board Agenda Consent Calendar.

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

B. Amending the Human Resources Policy Manual – Adopt Resolution No. 2292

ASsup Hill presented the item and provided background information on the policy indicating that the last major update was in 2015.

ASsup Hill stated staff recently learned that the District's procedures and the HRPM's language that defines its Sick Leave Payoff program did not comply with current IRS regulations. Therefore, staff revised this section of the policy in order to comply. ASsup Hill and ASM Duffey provided a summary of the Sick Leave Payoff program changes.

ASsup Hill also noted staff reviewed the HRMP in its entirety and made minor clerical revisions throughout the policy. She provided a summary of these revisions.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2292 amending the HRPM.

C. Evaluate the Need for a Compensation Study.

GM Bushee presented the item stating during the May Budget Workshop the Board of Directors discussed the need to conduct a new compensation study for Leucadia Wastewater District (LWD) employees. As a result, the Board referred the discussion of the compensation study to the HRC during Fiscal Year 2018 (FY18).

GM Bushee provided background information on the last compensation study which was conducted in the spring of 2008 by Rewards Strategy Group. He noted the question before the HRC, is whether or not to conduct a new compensation study for LWD employees. GM Bushee stated the estimated cost of the study is \$30,000 and he noted funds were not included in the FY18 Budget for the study. However, LWD may be able to absorb this cost in the existing budget or appropriate new funds if the HRC and the Board decide to move forward. GM Bushee also noted that the cost of the compensation study is within the General Manager's signature authority.

Director Sullivan stated she thinks it is time to do another compensation study since the last one was done 9 years ago. Chairperson Hanson agreed with Director Sullivan.

Chairperson Hanson stated she would like this item to be brought before the full Board.

Following discussion, the HRC directed staff to present this item for the Board's consideration.

5. Information Items

None.

6. Directors' Comments


None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 10:45 a.m.



Paul J. Bushee
Secretary/General Manager
(Seal)