

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Human Resources Committee Meeting
 December 5, 2018

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Wednesday, December 5, 2018 at 1:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 1:21 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

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

None.

4. New Business

A. Resolution No. 2308 – Revised Board-General Manager/Staff Relations Policy.

GM Bushee presented the item noting that last month, the HRC conducted its annual review of the Board-General Manager/Staff Relations Policy. At that meeting, the HRC directed staff to amend Section IX of the policy to reflect that Board members serve rotating and staggered two-year terms on each of LWD's standing committees.

GM Bushee stated that staff believes that the Board standing committee selection and assignment issue would be best addressed in a separate stand-alone policy as it does not directly relate to Board and staff relations. He explained that staff has drafted the standing committee assignment language and the HRC will consider this issue as part of its next agenda item. GM Bushee noted that the Board-General Manager/Staff Relations Policy has been revised to omit "Section IX - Committees" of the policy in its entirety.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors adopt Resolution No. 2308 – Revised Board-General Manager/Staff Relations Policy.

B. Resolution No. 2309 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members.

GM Bushee presented the item noting that last month, the HRC directed staff to draft amendments to Section IX of the Board-General Manager/Staff Relations Policy.

GM Bushee stated that the District currently has a Board policy that explains how the Board President and Vice President officers are elected. He noted that the policy does not address Board standing committees, how the committees are developed, and who appoints the committee members.

GM Bushee stated that staff developed a separate stand-alone policy that combines the procedures for the Board's election of officers with those associated with the establishment, duties and selection procedures for Board committees. He reviewed the draft policy and the following key components:

1. Clarifies and defines how the Board President and Vice President of District are elected.
2. Defines and explains the purpose of the Standing and/or Ad Hoc Committees.
3. Provides guidelines for appointing Board Committee members and their terms.
4. Includes required regulations by the Fair Political Practices Commission about paid committee appointments.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors adopt Resolution No. 2309 – Revising the Policy for the Election of Board Officers, Establishing Committees and Establishing the Procedures for Selecting Board Committee Members.

5. Information Items

None.

6. Directors' Comments


None.

7. General Manager's Comments

GM Bushee stated there was a 25-50 gallon sewage spill on Piraeus Street on December 4, 2018.

8. Adjournment

Chairperson Hanson adjourned the meeting at 1:53 p.m.



Paul J. Bushee
Secretary/General Manager
(Seal)