

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Human Resources Committee Meeting  
November 7, 2019

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A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Thursday, November 7, 2019 at 9:30 a.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 9:30 a.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. Adopt Resolution No. 2319 Updating LWD's Electronic Media Usage Policy.

ASsup Hill presented the item. She provided a summary of the updated policy noting that changes were made to the following sections:

- Section 1: Background - various minor changes to reflect updated technology language, grammatical updates, and language that is consistent with the District's Human Resources Policy Manual and Anti-Harassment/Discrimination Policy; and
- Sections 2-4: Scope - language that clarifies who the policy applies to, updated IT definitions, and revisions to reflect current administrative procedures.

She also noted that the updated policy now includes an attachment for email guidelines and how to avoid phishing scams.

Director Omsted suggested a few minor changes. Staff stated they will make the changes.

Following discussion, the HRC agreed with staff to forward this recommendation to the Board of Directors.

**5. Information Items**

None.

**6. Directors' Comments**

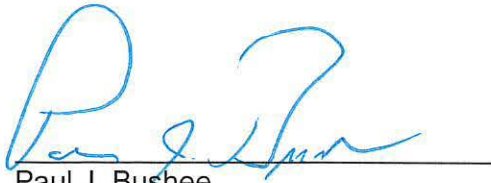
None.

7. **General Manager's Comments**

None.

8. **Adjournment**

Chairperson Hanson adjourned the meeting at 10:08 a.m.



Paul J. Bushee  
Secretary/General Manager  
(Seal)