

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Human Resources Committee Meeting  
September 4, 2018

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A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, September 4, 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 1:00 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, Technical Services Manager Robin Morishita, and Executive Assistant Tianne Baity

**3. Public Comment**

None.

**4. New Business**

A. Receive and file the Koff & Associates Base Salary Study Report

GM Bushee presented background information on the item. He noted that after the HRC reviewed the initial draft of the study the Board directed staff to revise the study to include San Elijo Joint Powers Authority (SEJPA). As such, the study was never formally received and filed by the Board. GM Bushee continued that based on SEJPA information, the overall findings and recommendations of the initial study completed in May by Koff & Associates, remain unchanged.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors receive and file the Koff & Associates Base Salary Study Report. The HRC agreed with staff to add this item to the Consent Calendar of the September Board Agenda.

B. Adopt Resolution No. 2304 - Updating Leucadia Wastewater District's Compensation Policy.

GM Bushee presented background information on the item. He noted that the Compensation Policy was last adopted in November 2003 along with the initial version of the Incentive Program. He stated that since 2003 the Incentive Program has been updated several times while the Compensation Policy has never been updated.

GM Bushee stated that staff has updated the Compensation Policy to better reflect LWD's existing compensation program. He outlined the key components of the proposed policy noting that the Compensation Policy and the Incentive Program have been consolidated under one policy.

Director Omsted asked if the new policy would be added to LWD's website. GM Bushee answered affirmatively.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors adopt Resolution No. 2304 - Updating Leucadia Wastewater District's Compensation Policy.

**5. Information Items**

**A. Update on LWD's Risk Management & Safety Program**

ASsup Hill introduced the item and presented an overview of LWD's Risk Management & Safety Program. She reviewed the following key components of LWD's Program:

- LWD's Hazard Preparedness & Mitigation Plan;
- Safety Trainings & Drills;
- My Safety Officer Program; and
- Safety Committee and Ongoing Updates to LWD's Safety Programs

ASsup Hill also provided a summary of some of LWD's safety accomplishments over the past few years.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 1:51 p.m.



Paul J. Bushee  
Secretary/General Manager  
(Seal)