

# MEMORANDUM

DATE: December 17, 2022

TO: Managers and Administrator  
Riley Purgatory Bluff Creek Watershed District (RPBCWD)

FROM: Larry A. Koch, manager RPBCWD

RE: Engagement of Human Resources Consultant

I renew my request that the district engage a human resources consultant to review its human resources processes. Events which have transpired regarding personnel matters have led me to again conclude that the district is not employing best management practices regarding personnel and human resources matters. I believe some of these events have led to a deterioration of moral among some of the district's employees.

I understand some of the comments by some of the managers, those managers objected to my motion because they apparently thought that my resolution called for another salary study. It did not, but in the interests of clarity I have revise my motion to expressly exclude any salary study.

Therefor, I moved the adoption of the following resolutions:

## BE IT RESOLVED:

1. That the Riley Purgatory Bluff Creek Watershed District's (the "District") engage a human resources consultant (HRC) to (a) review the District's human resources practices, (b) prepare and present a report of results of its review to the managers which report shall at a minimum set forth, (i) all instances of failures to follow applicable laws, rules, etc., (ii) recommendations as to how to remedy any such violations and to avoid a repeat of such violations, (iii) all instances where the HRC believes that the District's human resources operations are not consistent with best management practices, (iv) recommended changes to the District's human resources practices such that the District's human resources practices will conform with best management practices, and (v) such other observations and recommendations as they seem necessary or appropriate such that the managers and the District can comply with all applicable laws and best management practices, including but not limited to, recommendations regarding training, evaluations, and reviews but excluding any salary study.
2. That the district's administrator solicit proposals from not less than three notable and recognized HRCs for a presentation to the managers for their selection of an HRC.
3. That such review and report be completed within 60 days of the engagement of the HRC and presented to the managers within 30 days of its completion

for consideration at the meeting of the managers next following its presentation to the managers.

4. That the fee for such engagement not exceed \$2,500.
5. That the 2023 budget, be amended to include a separate line item in the amount of \$5000 for expenses to be incurred in connection with such engagement and any training recommended by the HRC.

In my opinion, the following instances substantiate the need for engaging a HR consultant.

In my opinion, the materials and the presentation to by the HR Committee to the managers regarding salary adjustments by position lacked any analysis either by them or by any HR consultant. All I received was a bunch of data and no analysis as to how the recommendations or conclusions, such as they were, were arrived at. In addition, I was also informed that the district's administrator was not consulted regarding the recommendation of the salary levels set by the Committee. In my opinion, such a process is clearly not in accordance with best management practices.

The review of the district's administrator was the worse review process I have observed in over 40 years of having been reviewed, having reviewed people I supervise, and having advised clients regarding employment matters. In short, it was an abomination. In addition, the process violated the law. Being a closed meeting, to my knowledge no recording was made by the district. The administrator had to ask to respond to accusations. It appeared to me that at least two managers had clearly already made a decision as to salary adjustment before the meeting. There was no discussion among the managers present as to what should be the result of the review should be. In addition, President Ward told me I could not ask any question despite the fact that it was meeting of the managers and that I was to sit there and not say anything. I have reported all of this to the district's legal counsel and asked him to address the matter. He has not provided me any details as to how he addressed this issue despite my repeated request. Other than Manager Zeigler and myself the other managers have served for more than a year and one form more than 6 years. All should have known that a recording was required.

Based upon a review of the career histories of the managers on the HR committee, in my opinion, neither appear to have the experience in dealing with HR matters needed to be an effective member of the HR committee. Furthermore, in my opinion, none of them have demonstrated sufficient knowledge of or application of best management practices when it comes to HR matters.