

AGENDA
SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
February 20, 2013 – 9:00 a.m.
1960 La Costa Avenue, Carlsbad, CA 92009

(Note: Light Breakfast served at 8:30 AM)

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
In the case of an emergency, items maybe added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous vote of the Board.
- 4. Public Comment**
Anyone wishing to address the Board or bring an agenda item forward may do so.
- 5. Strategic Planning Workshop (Attachment Pages 1-4)**
 - A. Opening Remarks and Introduction (9:00 AM – Board President Sullivan)
 - B. Overview of District Affairs (9:05 AM – GM Bushee)
 - 1) Key Successes
 - 2) Long Term Financial Plan
 - 3) Future Vision
 - C. Facilitation of Strategic Discussion (9:35 AM – Jeff Bills)
 - 1) Review of Board Interviews
 - 2) Review of Board Strategic Initiatives

- Break- (15 Minutes)
 - D. Facilitation of Strategic Discussion (continued - 10: 50 AM)
 - 3) Focus on Strategic Priorities
 - 4) Exercise/Initiative Selection (Pulling Priorities one by one)
 - 5) Review of Best Practices
 - 6) Caution Signs for Boards

- Lunch – (11:45 AM)

E. Summation and Discussion (1:00 PM – Board, Staff, & Jeff Bills)

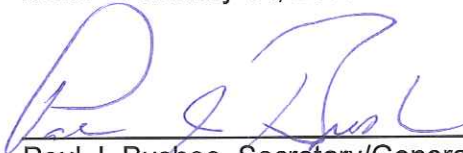
- 1) Key Conclusions
- 2) Follow up
- 3) Reporting Objectives

6. Adjournment (2:00 PM)

AFFADAVIT OF POSTING

I, Paul J. Bushee, Secretary of the Leucadia Wastewater District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1960 La Costa Avenue, Carlsbad California at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: February 14, 2013



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: February 14, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Background Information for the Board of Directors Strategic Planning Session

RECOMMENDATION:

1. This item is provided for information purposes.

DISCUSSION:

To assist you with your preparation for the upcoming Strategic Planning Session, attached please find excerpts from the District's existing Strategic Plan that was last updated in March 2007. This information includes our Mission and Vision statements, the Role of the Board, the Board Code of Conduct, the Role of Staff, and our 7 Core Strategies (strategic focus areas).

As you are aware, the meeting agenda will focus on the discussion of the District's 7 Core Strategies, however, this is the Board's session and any items of strategic importance can be discussed as the Board sees fit. A copy of the complete Strategic Plan is available upon request.

Attachment

PJB:



**LEUCADIA
WASTEWATER
DISTRICT**

LEADERS IN
ENVIRONMENTAL
PROTECTION

Strategic Plan

Adopted: July 13th, 2005
Revised: March 21st, 2007

Board Mission Statement

To provide visionary and pro-active leadership for the responsible stewardship of public resources.

Role of Board

- ◆ *To set policy and provide leadership and strategic direction to LWD staff.*
- ◆ *To articulate clearly desired results, including where the district is going and what LWD staff should focus on.*

Board of Directors' Code of Conduct

- ◆ *I will openly communicate during Board meetings and voice my views, in the meetings, on all matters regarding the District.*
- ◆ *I will support the decisions of the Board once they are voted on.*
- ◆ *I will concentrate on issues of governance and strategic import to the District and will expect support from staff on issues of operational import and detail.*
- ◆ *I will treat fellow Board members with dignity and respect.*
- ◆ *I will be prepared to discuss Board issues and agree to spend the necessary time and attention to Board matters.*
- ◆ *If I have concerns or questions, I will ask. If I need clarification of Board agenda items, I will call ahead and discuss with the General Manager.*
- ◆ *I will support the general manager as the primary spokesperson for the district.*
- ◆ *I will conduct myself in the highest ethical manner and comply with all appropriate government regulations.*

Role of Staff

- ◆ *Implement policies of LWD Board*
- ◆ *Create tactics and action plans that address how policies should be implemented*
- ◆ *Provide technical competence in addressing issues of how tactics should be implemented*
- ◆ *Provide relevant facts and recommendations*
- ◆ *Provide effective leadership*
- ◆ *Administer day-to-day operations of the district*
- ◆ *Respond to reasonable board requests for information*

Vision Statement

To be a recognized leader in wastewater services, water recycling, and environmental protection.

Mission Statement

To serve the public by collecting, transporting, recycling and treating wastewater in a safe, reliable, efficient, cost effective, and environmentally responsive manner, while providing excellent service to our customers.