

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Special Board Meeting  
Tuesday, February 21, 2012

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A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Tuesday, February 21, 2012 at 9:00 a.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

President Hanson called the meeting to order at 9:04 a.m.

**2. Roll Call**

DIRECTORS PRESENT:	Hanson, Sullivan, Kulchin, Juliussen, and Omsted
DIRECTORS ABSENT:	None.
OTHERS PRESENT:	General Manager (GM) Paul J. Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, Superintendent Jeff Stecker, Field Services Supervisor Marvin Gonzalez, and Jeff Bills with Confidence Consulting.

**3. Pledge of Allegiance**

**4. Approval of Agenda**

Upon a motion duly made by Vice President Sullivan, seconded by Director Juliussen, and carried, the Board of Directors approved the agenda.

**5. Public Comment**

No public comment was received.

**6. Strategic Planning Workshop**

A. Opening Remarks and Introduction

GM Bushee welcomed everyone to the strategic planning session. He thanked the Board for their pre-planning session interviews with facilitator Jeff Bills of Confidence Consulting Group, indicating that he will facilitate today's planning session.

B. Long-Range Financial Planning

GM Bushee presented an overview of the District's finances. He provided updated information on actual revenue and expenditures versus projected revenues and expenses from the District's 2008 Financial Plan Update. He indicated that overall the District finances have been tracking well with the 2008 Financial Plan Update.

Director Juliussen noted that EWA recently completed their Financial Plan and that the District should include their estimated capital projects into LWD's Financial Plan. GM Bushee stated that staff is planning on updating the Financial Plan with EWA's projections.

Director Kulchin asked questions relating to EWA's budget and how it affects LWD's finances. GM Bushee responded to Director Kulchin's questions.

GM Bushee also noted that staff is planning to budget funds in the FY 2013 budget to update the Financial Plan.

There was no action taken.

C. Review of Best Practices of other Board of Directors

Mr. Bills of Confidence Consulting presented information concerning the best practices of other Boards. He discussed the value of conferences, workshops and the need to provide feed-back during Board meetings about what was learned at the conferences. He also discussed the importance of the Board's support on the purchase and use of updated technology in order for staff to be more efficient and provide a better service to District customers.

In addition, Mr. Bills provided examples of how other Board's communicate through post-Board meeting discussions and utilizing social media.

There was no action.

D. Board/Staff Relations

1. Discuss the Board/Staff Relations Policy

The Board reviewed LWD's Board-General Manager/Staff Relations policy making several minor changes. Following discussion, the Board directed staff to make the changes to the policy. General Counsel Brechtel and staff agreed to make the requested changes.

2. Review of the Employee Opinion Survey

Mr. Bills provided the 2011 Employee Opinion survey as a handout and provided a summary of the survey. Mr. Bills indicated that the District's survey scores were among the highest of all organizations that have taken the survey. Mr. Bills noted that since the 2009 survey, the overall score increased in several significant areas.

Director Juliussen requested if he could receive the survey average for years 2009 and 2007. Mr. Bill noted that he will provide the information, noting that the survey average has not moved very much in the past few years because the survey has over 380,000 entries.


Mr. Bills provided his closing remarks, indicating that LWD is a high performance organization and in order to remain at this level, staff and the Board should continue to work together to improve.

There was no action taken.

7. **Adjournment**

President Hanson adjourned the meeting at 12:25 p.m.

  
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Judy Hanson, President

  
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Paul J. Bushee  
Secretary/General Manager (SEAL)