

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Special Board Meeting  
Thursday, February 23, 2017

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A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Thursday, February 23, 2017 at 8:30 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 8:57 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson, Sullivan, Kulchin, Juliussen, and Omsted  
DIRECTORS ABSENT: None.  
OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Supervisor Marvin Gonzalez, Field Services Specialist Ian Riffel, and Michele Tamayo with Tamayo Group, Inc.

**3. Approval of Agenda**

The Board unanimously approved the agenda.

**4. Public Comment**

No public comment was received.

**5. Strategic Planning Workshop**

A. Welcome/Purpose

President Hanson thanked everyone for attending the strategic planning session and noted that she appreciates staff and thinks everyone is doing a great job.

GM Bushee then introduced Michele Tamayo with Tamayo Group, Inc. to facilitate the meeting.

B. Review Agenda & Meeting Guidelines

Ms. Tamayo provided an outline of the discussion topics and noted that the main focus of today's discussion will be to provide the Board with a deeper understanding of what the District does.

C. Interview Results/Discussion

Ms. Tamayo reviewed the results of the Board interviews providing Board input on the following four strategic areas:

- Financial;
- People;
- Services; and
- Infrastructure/Technology

She also noted that the Board would like to see additional discussions regarding water recycling as well as the possibility of hosting an open house.

D. Update on Key Accomplishments

GM Bushee presented the item noting that the District's accomplishments start with the Board and link back to the District's Mission and Vision Statements. He noted that one major accomplishment has been the reduction in sewer sanitary overflows (SSO's). He then presented a graph showing there were 13 SSO's between years 2006-2010 and only 4 SSO's between years 2011-2017.

E. Understanding Our Organization & How We Work

GM Bushee presented the item stating that LWD's major functions are broken down into three major departments. These departments are Administration, Field Services, and Capital Improvement Projects (CIP).

Staff then presented on the following areas within those departments:

- Finance;
- Administration;
- Human Resources;
- Public Information / Outreach
- Risk Management / Safety;
- Development;
- Collection System;
- Recycled Water;
- Capital Program; and
- General Manager's Role

Midway through the presentations, Ms. Tamayo called for a break.

Ms. Tamayo called for a lunch break at 12noon.

Following the presentations Ms. Tamayo asked for Board reflection and comments.

The Board stated they thoroughly enjoyed the presentations and staff interaction with the Board. The Board also stated they were impressed with the complexity of the administrative side of the organization.

F. Identify/Discuss Key Priorities

Ms. Tamayo asked the Board if they would like to discuss this topic. The Board unanimously decided to move the topics of Water Recycling and Public Outreach/Open House to the 2017 March Board Meeting agenda.

GM Bushee stated that he will add these items to the March Board meeting agenda.

G. Working Together for Success – Board & Staff Roles

The Board unanimously decided to not discuss this item. No other action was taken.

At the conclusion of the meeting, Ms. Tamayo provided a brief recap of the ideas and action noted by the Board. These included:

- Receiving input from the full Board regarding ideas and suggestions for material in the fall 2017 newsletter;
- Providing an outline with associated costs for an open house and having employees present at the open house; and
- Discussing recycled water at the March Board Meeting

Director Kulchin requested that the Board be provided a copy of staff's presentation relating to staff's roles. GM Bushee agreed to do so.

The Board and staff thanked Ms. Tamayo for a great Strategic Planning Workshop.


**6. Adjournment**

President Hanson adjourned the meeting at 1:16 p.m.



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Paul J. Bushee  
Secretary/General Manager (SEAL)



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Judy Hanson, President