



**SAMMAMISH PLATEAU WATER & SEWER DISTRICT
RETREAT AGENDA**

Monday, November 9, 2009

1510 228th Avenue S.E., Sammamish Washington 98075

Time	Topics	Focus and Key Questions:
9:30 a.m.	Welcome Agenda review Participation guidelines	Any suggested modifications? Any suggested modifications?
A		
9:45	Mission statement (goals and objectives)	<ul style="list-style-type: none"> • Is it clear? • Are we meeting it?
B		
10:00	Long-Term Program Vision and implications a. Review 5-year rate projections (15 minutes) b. Transition to rehabilitation and replacement c. Extending sewer to unsewered areas	<ul style="list-style-type: none"> ▪ What assumptions are imbedded in this projection and how will our goals be affected by it? ▪ What's our long-term replacement plan? Do we want to reaffirm or change our current direction? ▪ What are our goals/targets with respect to "c"?
11:00	Break	
C		
11:10	Issaquah Interlocal agreement and governance issues regarding City of Issaquah and Sammamish	<ul style="list-style-type: none"> ▪ History of process to date. ▪ What do we want to accomplish? ▪ How do we assess the pros and cons? ▪ What direction can we provide today?
12:00 p.m.	Lunch break	

**Future Study Session Items
(Others to be Identified in Discussion)***

1. Identifying legislative needs to state officials.
2. Dr. Paul Rossman presentation. Employee and board engagements such as breakfast or other events.
3. Morale status and improvement.
4. Revisit program procedures and goals, in particular: local facility charges—can they be more standardized (SE 20th sewer being an example triggering this discussion).
Others? _____

* Numbers do not indicate order of priority.

Sammamish Plateau Water and Sewer District Retreat Agenda

C - Cont'd		
12:30	Conclude previous segment	<ul style="list-style-type: none"> ▪ What action items will be taken as a result of this discussion?
D		
1:15	Succession planning and the General Manager hiring process	<ul style="list-style-type: none"> ▪ Review projected staff turnover ▪ What is needed to develop and implement a timely succession plan? ▪ What are the essential steps for the General Manager hiring process?
2:00	Break	
E		
2:15	Performance measurements and Commissioner benchmarks	<ol style="list-style-type: none"> 1. Review current performance measures 2. Status update 3. What information is needed to assess progress? 4. Do we want to modify any benchmarks?
F		
3:00 p.m.	Meeting conduct and increasing efficiency	<ol style="list-style-type: none"> 1. What works well and what do we want to change to enhance meeting efficiency? 2. What level of formality and conduct is desired? 3. Can we improve decision making? 4. What types of information from staff are most helpful?

G		
3:30	Incorporating technology advances into the District	<ul style="list-style-type: none">▪ What are we seeking to achieve?▪ How/when will this topic be addressed?
3:50-4:00	Wrap up and adjourn	