

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** October 17, 2019

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Schedule Meeting Dates and Times for Interviews and Board Workshops for the Development and Preparation of a Strategic Plan

**ISSUE:** Shall the Heber Public Utility District Board schedule meeting dates and times for interviews and board workshops for the development and preparation of a strategic plan?

**GENERAL MANAGER RECOMMENDATION:**

Schedule Special Meeting dates and times for interviews and board workshops for the development and preparation of a strategic plan.

**FISCAL IMPACT:**

NONE.

**BACKGROUND:**

Graciela and I had a conference call with representatives from Management Partners who were awarded the contract to develop and prepare a strategic plan for the District. The scope of work was approved by the Board and listed below:

***SCOPE OF WORK REQUESTED***

- Conduct a pre-meeting with HPUD District Manager to clarify expectations and desired outcomes.
- Review relevant documents identified by the Board of Directors and the General Manager.
- Coordinate with HPUD staff to conduct a site visit.
- Attend at one (1) scheduled meeting of Heber Public Utility District Board of Directors.
- Organize and facilitate meetings to encourage participation and gather insight regarding critical issues and priorities for HPUD. Work with the General Manager to ensure that at minimum the following are a key part of the process:
  - One Strategic Planning workshop (primarily for the Board of Directors, and Heber Public Utility District staff, although also open to the public).
  - Two (2) general community meetings (town-hall style): one early in the process to garner input, and one toward the end, to review a draft plan.
- Work with the General Manager on all related press releases and event notifications.
- Provide HPUD documentation of findings from the public and staff meetings, and preliminary direction for a Strategic Plan.

- Provide a draft Strategic Plan to staff for feasibility review.
- Provide a draft Strategic Plan at a Board of Directors meeting by no later than February 2020.
- Attend and present the final report at a Board of Directors meeting.

We told the consultant that we were all committed until after the Fall Fiesta on October 26<sup>th</sup>. He suggested we schedule our interview meetings in early November and our strategic planning session with the Board in early December. The strategic planning session with the Board will take between 4-6 hours and in his experience it is best to hold them on Saturdays.

I will report out to the Board the Board Chamber availability during the meeting.

**CONCLUSION:**

It is recommended the Board schedule a meeting date and time for interviews in early November, and a date and time for a strategic planning session in early December.

Respectfully Submitted,

Laura Fischer,  
General Manager