

Notes from 08.18.09 HBMWD Water Resource Planning Advisory Committee

Desired Outcomes

By the end of the meeting, the Water Resource Planning Advisory Committee will... be updated on:

- Results of invitations to participate in Study Group ✓
- Confirmation of locations, dates and times for first round of Study Group and public meetings ✓
- Next steps with Water Law Attorney David Aladjem ✓

AND, will have agreements on or confirmation of...

- Communication Plan, specifically: ✓
 - Purpose
 - Goals/objectives
 - Key themes/messages
 - Primary audiences
 - Next steps to complete the plan and start implementing it
- Final Process Plan schedule (**defer until decision re. symposium**)
- Agenda for Sept. 2 Study Group Meeting ✓
- Whether to sponsor a Water Symposium (based on report from subcommittee) (**defer until Sept. 3**)
- Desired outcomes for Sept. 3 meeting and next steps (**not done**)
- Messages to communicate from this meeting (**not done**)
- How committee/meeting was effective and changes want to make (**not done**)

Agreements on position of WRP Advisory Committee Members running for office

- Members are participants in the WRP process
- Members are waiting for the results of this group and defer to the WRP planning process
- Use it as an opportunity to publicize the process
- If members are not re-elected, the decision would go back to the HBMWD Board to determine replacement
- It was agreed not to re-visit the idea of members who are running for office to designate a surrogate

Invitation to Study Group results

- Agreed that after the next round of calls, the Study Group will go forward with whatever number of randomly selected citizens we have

Citizens Study Group and Public Meeting Schedule

- Agreed to the proposed meeting schedule for September and October
- HBMWD staff agreed to make reminder phone calls or emails to Study Group participants the day prior to first meeting

Water Attorney

- Agreed to pencil in a conference call with the water attorney for 9/15/09 meeting. Group will determine in 9/3/09 meeting whether to keep the call based on questions generated in Study Group meeting
- Create a white paper on essential components (FAQ) of water law for Study Group members

Communication Plan

- Purpose or plan is to provide organization and consistency of message
- Key messages = what you start and end the conversation with (defines what comes in the middle)
- Use Advisory Committee members distribution lists, HBMWD can provide the copy for members to insert into e-newsletters, etc.
- Members encouraged to spread the word through all networks they are part of, not just groups they are representing
- Rate increases—need to include in key messages. A few general statements needed:
 - There are trade-offs the public needs to understand
 - Process was created at least in part to protect rate payers
 - The process leads to informed decisions by the HBMWD Board of Directors
- HBMWD staff will create PSA for first public meeting and get it to AC members for them to include in their monthly publications
- District will send out PSAs two weeks prior to events using normal outlets

Study Group

- Create an additional slide in powerpoint presentation outlining the history of water use, e.g. 1953 mills took waste to create a new product and eliminate air quality issues...)
- Clarification—“Buzz” after presentation—the hosts will ask one person at their table to report out (if no one will, the host will do it)
- Hosts’ role is to be a neutral, listener and summarizer. You will have an opportunity to weigh in after
- Facilitator (Mary) will define “criteria” and give examples of criteria (but not the criteria matrix)

Symposium

- Subcommittee will meet again to further explore this option and draft proposals regarding:
 - Potential content areas
 - Rational, purpose and timing

Next Steps

What	Who	When
AC members will follow up will invitees to Study Group meetings and contact Carol with names and contact information (mailing address, phone, email)	All	9/21/09
Pencil in conference call with water attorney for 9/15/09	Carol	?
Complete communication matrix for next 3 months	Jana	9/3/09
Create press release (Word doc & PDF) and send to AC members to distribute to stakeholder groups, include link to website	Carol	8/28/09
District will mail packets to Study Group members: background materials, agenda, list of dates	Carol	8/28/09
Symposium sub-committee will meet to discuss content	Sub-committee	8/28/09

Present at meeting

Advisory Committee Members: Verne Frost, Jana Ganion, Rick Littlefield, Dennis Mayo, Dennis Mullins, Pete Nichols, Bruce Rupp, Kaitlin Sopoci-Belknap, Bill Thorington, Dave Varshock, Mark Wheatley,

Staff: Carol Rische, Mary Gelinass, Heather Equinoss