

*DRAFT / FOR REVIEW AND IMPROVEMENT ONLY*

**Madison Water Utility**

**East Side Water Supply  
Planning and Project Development**

**Umbrella CAP  
Formation Committee Meeting**

**November 5, 2010**

**Room C (Merrill Lynch)  
Goodman Community Center  
149 Waubesa Street  
Madison, WI 53704**

**Report**

**Comments, Information, and Advice**

**For Organizing  
Umbrella Citizen Advisory Panel (CAP)**

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## **Introduction**

On Friday, October 8, 23 community members, city alders and Madison Water Utility managers, engineers, and Board members met with consultants hired by the Water Utility to provide project management, engineering, and public participation facilitation for east side water supply planning and project development. The purpose of the meeting was to generate ideas for shaping public participation on the project and, ultimately, to design a Public Participation Plan for the project that reflects project goals and scope. Water Utility Manager, Tom Heikkinen, distributed a draft of that report to participations via E-mail and ?? on ??.

A subset of this group of advisors agreed to meet again to establish and affirm criteria for membership and formation of the Umbrella Citizen Advisory Panel (CAP) for east side water supply planning and project development, to schedule the time and location of the first meeting of the Umbrella CAP, explore milestones for the Umbrella CAP, and consider governance of the Umbrella CAP and the roles and responsibilities of its members. The Water Utility sent a list of potential meeting dates to the eleven volunteers for this Umbrella CAP Formation Committee. The meeting was held at the Goodman Community Center on Friday, November 5, from 6:30 to 8:30 p.m. because more volunteers responded that they could meet that evening than any other date and time offered.

This report provides a general description of the conversation and participant responses to specific questions raised in the November 5<sup>th</sup> meeting. Attachment 1 at the end of this report is a list of attendees. Attachment 2 is the draft agenda used to guide the meeting.

Of the twelve advisors who volunteered to serve on the formation committee, eight reported that they could attend the meeting if scheduled on the 5<sup>th</sup>. Two volunteers responded that they could not attend, and two others did not respond to the scheduling query. On the day of the meeting, two of the eight notified other members that they could not attend. Another two missed the meeting without advance explanation. Four of the original twelve volunteers attended the meeting. A local east-side apartment owner with years of experience in Madison water quality and supply matters also participated even though he had not attended the October meeting. He volunteered to help form the Umbrella CAP by phone after the October meeting.

## **Set Up Inaugural Meeting of Umbrella CAP**

We jumped ahead to Agenda Item IX A: Set date, time, and location for first meeting (before Thanksgiving if possible). The group agreed that a newly organized Umbrella CAP for the East Side Water Supply project would meet first at the Goodman Center from 7-9 p.m. on Monday, November 22, 2010. They scheduled a second meeting for 7-9 p.m. on Monday, December 13, 2010. In the course of this conversation the group also talked over the purpose of the Umbrella CAP Formation Committee, the Umbrella CAP, this meeting of the Umbrella CAP Formation committee and the November 22<sup>nd</sup> inaugural meeting of the Umbrella CAP.

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The group returned to agenda item IV, Review Responses to Advisory Meeting. Their reflections are listed below. The number in parenthesis indicates that two people offered the same response.

### **Reflection on the Advisory Meeting**

- Enjoyed it
- People walked away somewhat confused by the process. It needed “Next Steps.”
- It felt productive, and it wasn’t always clear what we were doing
- Be clearer about purpose
- Knowing that this meeting is to help form the Umbrella Citizen Advisory Panel (CAP and that the next meeting we have will be the first meeting of the Umbrella CAP helps me understand the process a little more
- There is a dilemma between simply feeding established information to us versus coming to us with an open or blank slate, and asking for our thoughts
- The report is a good summary of the meeting
- It has helped too to talk about the advisors meeting here at this Umbrella CAP Organizing Committee meeting
- It’s a good foundation to start (2)
- It serves as a good basis for moving forward
- CAP criteria are useful to where we are now
- It’s important not to rehash
- The report is incredibly valuable

In the midst of reflecting on the advisory meeting, a question emerged about the value of meeting with the engineering team to go over the workshop report. Each participant offered their response to the question: What are your thoughts on having the engineering team meet with the Umbrella CAP to go over the workshop report? Their thoughts are listed below.

### **Thoughts on Having the Engineering Team Meet with the CAP To Go Over the Public Participation Plan, Advisors’ Workshop Report**

- The report clearly expresses concerns of the public. The engineering team would will move forward more quickly if engineers understand the concerns
- It’s a social contract of sorts between the Water Utility, the engineering team, and the public
- Engineers need to be aware of these concerns
- The earlier they are the better
- Trust stuck out in my mind when reading the report. In the report, it’s all one way. Trust needs to be two ways.
- What would it take for the Water Utility to trust the public and vice versa?
- Trust is like a bank account, it needs to be earned, and there are both deposits and withdrawals
- It’s a given that it needs to be well understood by the engineering team

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### **What We Didn't Do In This Meeting**

- Review CAP requirements in the Madison Water Utility Standard Operating Procedure for Public Participation (We did acknowledge the requirements and that the Umbrella CAP for the Engineering Services for East Side Water Supply Planning and Project Development is a somewhat different approach than the standard CAP)
- Review and determine criteria for Umbrella CAP formation
- Explore and recommend milestones for the work of the Umbrella CAP
- Review and revise draft agenda for the inaugural meeting of the Umbrella CAP

### **Meeting Evaluation**

- Good start, you're trying to do too much at once
- Always trying to catch up with information and background.
- Bert's tone can be a bit penalizing. It does keep things going.
- Understanding hydrogeology is important
- Having Water Utility staff sitting all together in the meeting can be a little overwhelming. We need more intermixing in the seating.
- I would like folks to see the number of Water Utility staff in the meeting as an indication of its importance to us.
- It helped to sort things out
- It started out kind of slow, and then picked up
- We covered a lot of things. There's still a long way to go.
- I got most out of the conversations between Cassandra and Tom and between Mary Jo and Larry. I'm glad you didn't cut those off.
- Frustrated. We spun our wheels quite a bit at this meeting. We accomplished a lot in the last meeting, not much here. Folks need to read material before coming
- It may help to review deliverables at the start of each meeting.
- Frustrated. The agenda was set up to walk everyone through the material and build common understanding. Jumping around like we did seem to disable that intent.
- We did well. I appreciate the frustration, that's what it's about. We need to do more offline work with participants.

### **Next Meeting(s)**

Those present decided to schedule two more meetings for 2010:

- Monday, November 22<sup>nd</sup>, from 7:00 to 9:00 pm at the Goodman Center
- Monday, December 13<sup>th</sup>, from 7:00 to 9:00 pm at the Goodman Center

A regular schedule of 2011 Umbrella CAP meetings will be established at the November 22<sup>nd</sup> session.

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▪ **Attachment 1**

List of Attendees (Alphabetical by Last Name)

<b>Name</b>	<b>Last Name</b>	<b>E-mail</b>	<b>Telephone</b>
Marty	Cieslik	[REDACTED]	[REDACTED]
Joe	Demorett	jdemorett@cityofmadison.com	
Cassandra	Garcia	[REDACTED]	[REDACTED]
Joe	Grande	jgrande@cityofmadison.com	
Tom	Heikkinen	theikkinen@madisonwater.org	
Bob	Hugo		
Al	Larson	allarson@cityofmadison.com	266-4653
Larry D.	Nelson	[REDACTED]	[REDACTED]
Mark	Stevens (facilitator)	[REDACTED]	[REDACTED]
Bert	Stitt (facilitator)	[REDACTED]	[REDACTED]
Mary Jo	Walters	[REDACTED]	[REDACTED]

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**Attachment 2**

**Umbrella CAP Organizing Committee  
AGENDA / Work Plan**

*This is a map.  
Reference it as a guide to our journey rather than a step-by-step instruction.*

**Friday, November 5, 2010**

**Goodman Center  
Room C (Merrill Lynch)**

**6:30 – 8:30 pm**

*Go slow to go fast*

**Primary Goals:**

- Establish / Affirm
  - Criteria for Umbrella CAP Formation
  - Make up of CAP membership
  - Governance
  - Schedule first CAP Meeting
  - Determine first Cap Meeting Location
  - Roles and Responsibilities of CAP Members
- Explore Milestones for Umbrella CAP

<b>Item</b>	<b>Lead</b>	<b>Process</b>	<b>Time</b>
<b>I.</b> Welcome and Logistics			6:30
<b>II.</b> Introductions	Bert Stitt	Round	6:35
A. Name			
B. How does it feel to be you today?			
C. Area of city where you reside			
D. Previous involvement with Water Utility projects			
E. Expectations for this meeting		Scribe	
<b>Reflection:</b> What did we learn in this round?			
<b>III.</b> Agenda Repair	Bert Stitt		6:50
<b>IV.</b> Review Responses to Advisory Meeting	Volunteer		
A. What are your reflections on the Advisory Meeting and subsequent report?		Round, Scribe	
<b>Reflection:</b> What did we learn in this round?			

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<b>Item</b>	<b>Lead</b>	<b>Process</b>	<b>Time</b>
<b>V.</b> Explore Purpose of: A. CAP Organizing Committee B. Umbrella CAP C. This Meeting <b>Reflection:</b> What did we learn in this round?	Mark Stevens	Sticky note response & sort	7:00
<b>VI.</b> Review requirements for CAPs listed in the Water Utility's Standard Operating Procedures for Public Participation (SOP)	Mark	Group Reading	7:15
<b>VII.</b> Confirm and Recommend Criteria for Umbrella CAP Formation (building on criteria listed in the Advisors' Workshop Report) A. Number of Umbrella CAP members B. Representation 1. Expertise 2. Geographic 3. Other C. Time Commitments D. Roles and responsibilities of Umbrella CAP members E. List potential subcommittees 1. Logistics 2. Communications 3. Others	Bert Stitt	Review, Confirm, & Commit	7:30
<b>VIII.</b> Explore and Recommend Milestones for Work of Umbrella CAP A. Goals B. Outputs C. Outcomes	Mark Stevens	Brainstorm & Set Priorities	7:50
<b>IX.</b> Set Up Inaugural Meeting of Umbrella CAP A. Set date, time, and location for first meeting (before Thanksgiving if possible) B. Review and revise draft agenda	Bert Stitt		8:10
<b>X.</b> Check Out / Meeting Evaluation A. Share any thoughts you have about this meeting B. How did you do as a participant? C. How did the group do? D. What worked well? E. What could we do to improve future meetings?	Bert Stitt	Round	8:20