



WSSC Ad-Hoc Committee on Large Diameter Water Mains

Committee Meeting - March 31 2014

Draft Meeting Minutes

Meeting Opening

The meeting began at approximately 8:50 am.

Meeting Participants

The following individuals participated in the meeting.

Ad-Hoc Committee

- All members of the committee with the exception of:
 - Howard Stone
 - Shaun Pharr
 - Rupert McCave

Note – Laura Swisher participated by phone.

WSSC Staff

- Jerry Johnson, WSSC GM & CEO (Convener of the Ad-Hoc Committee)
- Mark Coughlin, WSSC Project Manager assigned to the Committee

Facilitators

- Ellen Kagen, Indiggo Associates
- Seth Verry, Indiggo Associates

Review and Approval of Feb 28 Meeting Minutes

The Committee reviewed and approved the February 28 meeting minutes. There were three abstentions in the vote based on absences.

Report Writing Process Update

The facilitators presented a high-level overview of how the report drafting and editing process is proceeding, with particular attention several in progress items that did not warrant in depth discussion by the Committee (as they were largely stylistic or formatting issues). There was a brief discussion about whether the Committee's Compendium of Potential Solutions should be included in the final report. The decision was not to include it.



Report Finalization: Key Issues

The Committee worked through an agenda of approximately 15 discussion issues drawn from the major sections of the report, including the up-front Sections 1-4 and the three recommendation sections: Prevention, Response, and then Mitigation. This included: clarifying the intent of several recommendations; adding a number of key takeaways from the research on other communities; a cross-recommendation review considering the relevance of the Committee's recommendations to different development scenarios (existing versus new); and, developing the key messages for the executive summary of the report. This set of discussion items reflected the major outstanding questions to be resolved to clarify certain recommendations and conclusions of the Committee. All of the issues that needed to be discussed and resolved were addressed in these discussions, setting up the finalization of the report and executive summary.

Next Step

- Facilitators, with the support the Report Writing Workgroup will make appropriate edits to the report with the goal of circulating a final draft for review in April

Report Finalization and Commissioners' Briefing Next Steps

The facilitators outlined the key phases of work involved in finalizing the reporting writing process going forward, with attention to key milestones and the role of Committee members in the process. The understanding was that the executive summary and recommendations would be finalized for the April 16 Commission meeting, with the final report coming together in late April.

Wind Down

The purpose of this final session was to reflect on the accomplishments and lessons learned from this Committee's work, with an eye towards the future. Committee members went around the room and shared their key learning points and takeaways from this process. Jerry Johnson provided closing remarks.

Meeting Adjournment

The meeting was adjourned at approximately 3:30 pm.