

WSSC Ad-Hoc Committee on Large-Diameter Water Mains

Aug 2nd 2013 Committee Meeting

Meeting Minutes

The meeting commenced at approximately 8:30 am.

Meeting Participants

The following individuals participated in the August 2nd committee meeting.

Ad-Hoc Committee

- All members of the committee participated except:
 - Shaun Pharr
 - Adrian Gardner

WSSC Staff

- Jerry Johnson, WSSC GM & CEO (Convener of the Ad-Hoc Committee)
- Dave Burke, WSSC Technical Services Director
- Mark Coughlin, WSSC Project Manager assigned to the Committee
- Jim Neustadt, WSSC Director of Communications and Community Relations

Facilitators

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

There were also several observers, including three individuals from Montgomery County government, and one individual representing the Maryland-National Capital Building Industry Association.

Communication Agreements

The committee reviewed and made modifications to the set of communication guidelines developed at the June 14 meeting at two points during the August 2nd meeting, first as part of the opening of the meeting, and later as part of a discussion of what it will mean for the committee members to each take 100% responsibility for the success of the committee's work.

Next Steps on Communication Agreements

- Facilitators will revise the June 14 communications agreements to incorporate these changes
- The revised list of agreements will be posted and reviewed at each subsequent committee meeting
- This will remain a living set of agreements that can be modified or added to if need be

Vision of Success

The purpose of this session was to continue the Committee's work on a shared vision of what success will look like from this process looking backwards, and to affirm the committee's commitment to that vision. A vision of success was presented by members of the Vision Work Group. Committee members responded to the question: "What excites you about the vision?"; comments were shared in the room and on sticky notes. Committee members engaged in table discussions and reported out the key outcomes of their discussions. Committee members also responded on sticky notes with ideas for improving the vision statement.

Next Steps on Vision

- Facilitator to compile and send notes from this discussion to the Vision Work Group (Laura Swisher and Adrian Gardner)
- Vision Work Group to provide second version of the Vision based on the relevant comments if deemed necessary; update due on August 26, 2013 for presentation to the Committee on August 27, 2013

Draft Mission, Charter, and Meeting Mechanics

The goal of this session was adoption of revised versions of the committee's mission, charter, and meeting mechanics as "living" documents guiding the committee's work.

Next Steps

- Facilitators to update Mission and Meeting Mechanics documents per discussion
- Committee members to notify facilitators within one week of the meeting of any additional comments about the mission, charter and timeline; hearing none, the materials will be deemed final

Defining the Problem

The aim of this session was to continue / conclude the work of defining the nature, magnitude and scope of the problem at the heart of the committee's work. Dave Burke (WSSC's Technical Services Director) fielded questions from the committee on the responses WSSC had provided to the committee's key questions about the problem. The committee then broke into the same three problem sub-groups that were formed at the June 14 meeting to examine the three different areas of inquiry into the problem (physical dynamics of breaks, likelihood of breaks, and consequences of breaks). Using WSSC's responses on the problem questions, and Dave Burke's comments as inputs, the problem sub-groups went through a process of updating statements of "what we believe we know" and defining outstanding questions essential to answer for the committee's understanding of the problem. The session on the problem concluded with read-outs from each subgroup.

Next Steps from Problem Discussion

- Facilitator to synthesize outstanding questions about the problem for WSSC to address prior to the October 9th committee meeting
- Facilitator to take action to establish interagency work group to address Section C questions – including M-NCPPC, WSSC, and school system representatives from the Committee

WSSC's Existing Program

Dave Burke, WSSC's Technical Services Director, provided a technical briefing to the Committee on WSSC's existing program of inspections, monitoring, repair and replacement of pipes. Dave paused along the way to field questions from the Committee. The purpose of the presentation and Q&A was to help the Committee begin to consider the sufficiency of WSSC's current approaches (e.g., monitoring, inspections, replacement) for addressing the problem. After the presentation and the discussion, the Committee was asked to indicate their confidence in the sufficiency of this program to keep our communities safe (on a scale of 1-10). Committee members were also asked what else they would need to know or see to increase their confidence in this program.

E-Builder and Public Information Sharing

The purpose of this session was to provide committee members with an introduction to the electronic document storage tool "e-Builder" that WSSC is making available to the committee as a resource for this committee. Mark Coughlin, the WSSC Project Manager supporting the Committee, provided an overview of the tool supported by a projected slide presentation and online walkthrough. The scope of the discussion expanded beyond e-Builder as a tool for the committee into the question of what information should be shared with the public and how that should be shared.

Next Steps from Discussion of E-Builder and Public Information Sharing

- WSSC comes back to committee with options or a proposal for public information sharing and the committee will decide what they would like to do

Closing Comments

We closed the meeting with an around-the-room sharing of committee members' reflections on this second meeting of the committee

The meeting came to a close at approximately 4:50 pm.