

WSSC Ad-Hoc Committee on Large-Diameter Water Mains

June 14, 2013 Committee Meeting

Meeting Minutes

The meeting was called to order at approximately 8:30 am.

Meeting Participants

The following individuals participated in the June 14th committee meeting.

Ad-Hoc Committee

- All members of the committee participated except:
 - Denise Mitchell
 - Rupert McCave
 - Shaun Pharr

WSSC Commissioners and Staff

- Gene Counihan, WSSC Vice-Chair
- 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

There were several observers.

Hopes and Fears Exercise

- At the start of the meeting, Committee members answered two questions anonymously, writing their answers on index cards and giving them to the facilitators, regarding their hopes and fears as they begin this process.
- Next Steps on the Hopes and Fears Exercise
 - The facilitators will take the individual responses and categorize them into thematic clusters and label each cluster, in order to capture the essence of the committee's hopes and fears

Communication Agreements

- The committee developed a set of communication guidelines (ground rules) for today and future committee meetings

- Next Steps on Communication Agreements
 - The list of agreements will be posted and reviewed at each subsequent committee meeting
 - This is a living set of agreements that can be modified or added to if need be

Draft Mission and Charter

- The committee reviewed and discussed a draft mission and charter provided by the facilitator for the purpose of agreeing on an overall purpose and intent of the committee and a charter that defines the work to be accomplished by the committee and the expected outputs.
- Next Steps on Mission and Charter
 - Facilitator to revise the mission and charter based on this discussion and share revised version in advance of the August 2 committee meeting

Vision of Success

- Committee members answered several questions regarding the outputs of the committee's work and its impact on the community, from the perspective of 2018 looking back on this process, and then used voting dots to flag the responses they found to be particularly meaningful or inspiring; this exercise was intended to generate "raw materials" for articulating a vision of success for the committee
- Next Steps on Vision
 - A Vision work group (Adrian Gardner and Laura Swisher) will take these "raw materials" and with Indiggo's guidance, craft a vision narrative to be shared with the committee at the August 2 meeting

Defining the Problem

- This first part of the afternoon discussion of the problem was a group discussion focused on different ways that committee members have described the problem at the heart of this committee's work – the goal was to arrive at a shared understanding of the problem through three dimensions: physical dynamics, the expected rate of failures and the likely impact of failures
- Next Steps on Defining the Problem
 - A problem work group was established including Erv Beckert, Jude Burke and Diane Jones

- One of the assignment the facilitators are asking the work group to address is to draft a definition of the problem that captures the conceptual understanding of the problem, and present their proposal back to the committee at the Aug 2 meeting

The Nature, Extent and Magnitude of the Problem

- This second part of the afternoon discussion of the problem was organized as three parallel table discussions looking at different subcomponents of the problem: the physical dynamics of a break, the expected rate of breaks in the WSSC system, and the likelihood of social and economic consequences
- Each group considered “what we believe we know” (and with what level of confidence and with what basis) and “what do we need to know” within its assigned area, and shared with the broader committee the top three questions to be answered to ensure sufficient understanding of the problem
- The purpose of these discussions was to “open” the discussion of the problem and to define the set of questions that WSSC will seek to provide answers for the Aug 2 meeting
- Next Steps on the Nature, Extent and Magnitude of the Problem
 - Facilitator will “clean up” the questions to answer to eliminate any ambiguity or overlap, and integrate the top questions to emerge from the interview process
 - Problem work group will review the refined question list and make any needed additions or modifications
 - WSSC (and other agencies as needed) will work to provide answers to the questions for the Aug 2 continuation of the problem discussion

Meeting Mechanics

- The committee reviewed and discussed a draft set of meeting mechanics provided by the facilitator for the purpose of agreeing on a set of approaches to guide meeting scheduling, attendance, substitutes and other aspects of conducting meetings
- Next Steps on Meeting Mechanics
 - Facilitator to revise meeting mechanics based on this discussion and share revised version in advance of the August 2 committee meeting
 - Facilitator to inquire whether resolution includes a provision for alternates
 - Facilitator to work with WSSC on providing a platform for digital information storage

Closing Comments

- The closing of the meeting included an around-the-room sharing of committee members’ reflections on this first day of the committee’s work

The meeting came to a close at approximately 4:30 pm.