

**WSSC Ad-Hoc Committee on Large-Diameter Water Mains**

**Committee Meeting – August 2, 2013**

**Meeting Objectives, Communications Guidelines and Agenda**

***Meeting Objectives***

- Total clarity and alignment on the purpose of the committee
- Defining a vision of what success will look like from this process and affirming commitment to that vision – to be presented by Adrian Gardner and Laura Swisher (vision work group)
- Confirming the mission and charter, meeting mechanics and timeline / milestones / process of the committee
- Defining the scope and magnitude of the problem
- Developing a clear understanding WSSC's current approaches and its program for monitoring, inspection, repair and replacement – to be presented by Dave Burke of WSSC
- Defining the multiple interests of stakeholders
- Developing an assessment tool based on the interests to weigh emerging options.
- Ability to use e-builder, a web based document storage system

***Communications Agreements***

- Equal voice for everyone
- Be clear and succinct as possible -- no speeches
- Be open and forthright with any concerns
- Be forward-looking in our focus, do not dwell on the past
- Be respectful and understanding of frustrations that may come through
- Respect for each other
- Be present and engaged
  - Take calls out of room
  - Try to use phones/laptops at breaks only
  - No side conversations
  - (But jokes are good!)
  - Glancing for urgent emails OK in the room, but take response out
- Stay on topic
- Allow for spiraling of discussion - Get comments that are follow up to current comment or question before moving through queue to other questions

### ***Meeting Agenda***

**8:00 am – 8:30 am**

**Arrival and Breakfast**

**8:30 am – 8:45 am**

**Agenda and Approach to the Day**

**Goal:** Shared perspective on the purpose, specific components and desired outcomes from the day’s meeting

**8:45 am – 9:30 am**

**Groundwork for an Effective Process: Vision**

**Goal:** A shared vision of what success will look like from this process and an affirmation of the committee’s commitment to that vision

**9:30 am - 10:00 am**

**Groundwork for an Effective Process: Revised Process Documents**

**Goal:** Adoption of revised versions of the committee’s mission, charter, mechanics and timeline as “living” documents guiding the committee’s work

**10:00 am – 10:15 am**

**Morning Break**

**10:15 am – 12:30 pm**

**Defining the Nature and Scope of the Problem (Continued)**

**Goal:** Conclude the work of defining the nature, magnitude and scope of the problem at the heart of this committee’s work

**12:30 pm – 1:00 pm**

**Lunch**

**1:00 pm – 2:45 pm**

**Technical Briefing on WSSC’s Existing Program**

**Goal:** Initial understanding of the sufficiency of WSSC’s current approaches (e.g., monitoring, inspections, replacement) for addressing the problem

**2:45 pm – 3:00 pm**

**Afternoon Break**

**3:00 pm – 4:00 pm**

**Defining the Interests at Stake (Develop Assessment Criteria)**

**Goal:** Begin the work of developing an assessment framework for weighing potential solutions based on the key interests at stake

**4:00 pm – 4:30 pm**

**Closing and Next Steps**