

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

### Committee Meeting – June 14, 2013

#### Meeting Objectives and Agenda

##### ***Meeting Objectives***

- Total clarity and alignment among committee members on the purpose of the committee
- Affirm the mission and charter of the committee
- Define the key milestones and a high-level timeline for the process
- Discuss the fears, concerns and hopes of committee members regarding this process
- Develop a vision of success for the committee's output and impact
- Develop a shared set of ground rules for the process
- Determine how we'll handle meeting "mechanics" such as scheduling and substitution
- Initiate discussions on the nature and magnitude of the problem
- Committee members walk away optimistic and energized

##### ***Meeting Agenda***

**8:00 am – 8:30 am**

**Arrival and Breakfast**

**8:30 am – 8:45 am**

**Welcome by Mr. Counihan  
Introduction by Mr. Johnson**

**Goal:** Mr. Counihan and Mr. Johnson formally kick off the day with introductory framing comments

**8:45 am – 9:00 am**

**Agenda and Approach to the Day**

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

**9:00 am – 9:45 am**

**Setting the Tone for Collaboration – Ice Breaker**

**Goal:** Get to know one another on a personal level to set a collegial tone at the outset of this months-long process

**9:45 am – 10:00 am**

**Morning Break**

**10:00 am – 10:10 am**

**Communication Agreements**

**Goal:** Agreement on a set of communication guidelines (ground rules) for today and future committee meetings

**10:10 am – 11:00 pm**

**Discussion of Draft Mission and Charter**

**Goal:** Agreement in principle on the committee’s mission and charter as a “living” document to guide the committee’s work

**11:00 am – 12:00 pm**

**Setting the Stage for an Effective Process**

**Goal:** Surface and discuss underlying motivations, hopes and concerns that will shape the committee’s work; develop team agreements to eliminate deterrents to success and lay the foundation for achieving the committee’s mission

**12:00 pm – 1:00 pm**

**Lunch and Start of Vision Process**

**Goal:** Eat, take a break, and begin the process of defining a vision of success for the committee’s work

**1:00 pm – 1:30 pm**

**Vision of Success**

**Goal:** Articulate a vision of success for the committee that speaks to the outputs of its work and its impact on the community

**1:30 pm – 2:45 pm**

**Defining the Problem**

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

**2:45 pm – 3:00 pm**

**Afternoon Break**

**3:00 pm – 4:00 pm**

**Committee Meeting “Mechanics”**

**Goal:** Agree on a set of approaches to guide meeting scheduling, attendance, substitutes and other aspects of conducting meetings

**4:00 pm – 4:30 pm**

**Closing and Next Steps**