

**Madison Water Utility, Engineering Study for East Side Water Supply  
Planning and Project Development**

**Umbrella CAP (Citizen Advisory Panel)**

**Inaugural Meeting AGENDA / Work Plan**

*This is a map.*

*Reference it as a guide to our journey rather than a step-by-step instruction.*

**November 22, 2010**

**Goodman Center  
(Evjue Room)**

**7:00 to 9:00 p.m.**

***Go slow to go fast***

**Primary Goals:**

- Provide Overview of Madison Water Utility Engineering Services for East Side Water Supply Planning and Project Development
- Define Logistics for Umbrella CAP meetings
- Review Scope of Work and Roles of Umbrella CAP

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<b>Item</b>	<b>Lead</b>	<b>Notes</b>	<b>Disposition</b>	<b>Time</b>
<b>I.</b> Welcome and Meeting Logistics	Mark Stevens	Goodman Center asks that we leave by 9:00	End meeting at 8:45	7:00
A. Time Keeper				
B. Process Monitor				
<b>II.</b> Introductions	Bert Stitt	Round		7:05
A. Name				
B. Tell us about a highpoint of your day so far				
C. Area of city where you reside				
D. Previous involvement with Water Utility projects				
E. Expectations for this meeting				
<b>III.</b> Overview of East Side Water Supply Project	Paul Boersma & Al Larson	Presentation		7:20
<b>Reflection:</b> What did we learn here?	Mark	Round		
<b>IV.</b> Explore Purpose of Umbrella CAP	Bert	Reference SOP	Ensure everyone is on the same page	7:50
<b>Reflection:</b> What did we learn here?				

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<b>Item</b>	<b>Lead</b>	<b>Notes</b>	<b>Disposition</b>	<b>Time</b>
<b>V.</b> Review Document: Organizing the Citizen Advisory Panel / Defining the PP Process / Desired Communication Elements	Bert	Quick review – revisit as necessary in future meetings		8:00
<b>VI.</b> Set CAP meeting logistics A. Length B. Location(s) C. Frequency D. Day & Time	Bert	May have to continue conversation via E-mail & telephone	Establish meeting length, location, etc.	8:05
<b>VII.</b> Consider Scope of work for Umbrella CAP A. Goals B. Outputs C. Outcomes D. How does success look?	Bert	Quick take, to be continued in more detail at next meeting	Sew seeds for conversation at the next CAP meetings	8:15
<b>VIII.</b> Consider roles within the CAP that we see as required, desirable, or both	Bert	Quick take, to be continued		8:20
<b>IX.</b> Introduce Intersection Between the Expert and the Citizen A. Acknowledge technical team review of November 16 B. Acknowledge expressed desire for joint review <b>Reflection:</b> What did we learn here? C. Next Step Options 1. Citizen review of intersection document followed by a joint review of the r two reviews 2. A joint review of the intersection document <b>Reflection:</b> Preference?	Mark			8:25
		Round	Decide on next steps	
		Round		
<b>X.</b> Check Out / Meeting Evaluation A. Share any thoughts you have about this meeting B. How did you do as a participant? C. How did the group do? D. What worked well? E. What could we do to improve future meetings?				8:35
<b>XI.</b> End				8:45

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