

Suggested agenda items for CAP meeting(s):

➤ **Items of Current Interest**

- Run down of current studies conducted so far.
- Update on the numbers of people seeking information regarding water quality as affected by recent news stories.
- **Reflection:**
 - December 13th presentation of project scope

➤ **CAP Organizational Matters**

- Protocols:
 - What basic assumptions and principles do we want to guide us?
 - How do we make decisions?
 - ✓ Consensus
 - ✓ Voting
 - ✓ Other
- Roles:
 - CAP Members
 - ✓ Point of Contact individual per SOM
 - ✓ Other
 - Water Utility Staff
 - Black & Veatch Staff
 - ✓ Technical Advisors
 - ✓ Public Engagement Facilitators
 - ✓ Communications Advisor
- Purpose, Mission, Scope of CAP work, etc.
 - Goals
 - Outputs
 - Outcomes
 - How does success look / How do we measure success?
 - Other
- Committees?

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- CAP Membership*
 - Identify gaps in membership
 - ✓ Geographic Relevance
 - ✓ Well Service Area(s)
 - ✓ Ethnic Mix
 - ✓ Range of Expertise and Interests
 - ✓ Neighborhood Associations/Groups
 - ✓ Environmental Groups
 - ✓ Businesses
 - ✓ Organizations
 - ✓ Schools
 - ✓ Elected Officials
 - ✓ Other
 - Recruitment of additional members
- Maintain Alignment of Citizen Advisory Panel (CAP) with City of Madison Water Utility Standard Operating Manual (SOM) and Federal Environmental Protection Agency (EPA) Public Engagement Policies and Objectives
- **Citizen Research**
 - Managing Community (citizen) Research/Reference Material
 - Other
- **Communications:**
 - US Mail
 - Email
 - Wet site(s)
 - Other
- **Public Participation Plan:**

- How do we want to present information for public review and feedback?
 - ✓ What, when, where
 - ✓ Monitoring Where we are on the spectrum at particular moments as we bring information to the public
 - ✓ Participation Opportunities
 - ✓ Other

➤ **Events:**

- February Workshop
- Facilities Tour

* **Current Members:**

Mary	Anglim
Marty	Cieslik
Cassandra	Garcia
Madeline	Gotkowitz
Peng	Her
Twink	Jan-McMahon
Mike	Kakuska
Larry	Nelson
Marsha	Rummel
Mary Jo	Walters
Tim	Wong
Lynn	Williamson