

Plan Steering Committee**Notes from the January 28, 2013, Meeting*****Present:***

Linda Loomis (Committee Chair), Ginny Black (Via Phone), Pat Byrne, Karen Chandler, Jim de Lambert, Laura Jester, Jeff Oliver, Justin Riss, Michael Welch, and Greg Williams

Discussion and Business***1. Review Vision Development from December 20th***

Ms. Loomis read aloud the vision statement that was developed at the December visioning workshop: Stewardship of the water resources to protect and enhance our communities.

The group approved the vision statement.

2. Review Next Step Document

Administrator Jester described changes made to the document since the last time the group reviewed it. Ms. Chandler said that one thing not captured in the document is education for the Commission about projects. Ms. Loomis said that the idea of education for the Commission about projects ties into the idea of the interactive map that would link to project information. Commissioner Hoshal said that it should be part of the Web site presence of the Next Generation Plan. Ms. Jester said that today's meeting with the Commission to review the Gaps Analysis will provide helpful information to continue fleshing out this document.

3. Set Date for Large Group Stakeholder Meeting

The Committee discussed the February tasks as identified in the Proposed Plan Steps and Schedule. Administrator Jester said that she likes calling the large group meeting a "summit" and asked if it seems that June will be the right time to hold the summit. The group decided to hold the summit at 7:00 p.m. on June 13th at Plymouth Community Center if there is space available. BCWMC Chair Black said that she would check with City staff about available space.

4. Discuss Document Sharing Source Such as Dropbox vs. Posting on BCWMC Web site

Ms. Loomis said that in a previous conversation between she and Administrator Jester, Administrator Jester said that she thought it would be better to post the documents on the BCWMC's Web site instead of sharing them in Dropbox. The Committee discussed the idea. The group talked about the possibilities and decided that it could utilize both methods. The Committee recommended deciding which method to use based on the document. Mr. Byrne suggested that the Committee create a protocol for versioning the documents. Ms. Loomis said that edits to documents would need to be funneled through staff so that the Open Meeting Law is not being violated. Commissioner Welch voiced concern over Ms. Chandler needing to track everyone's edits and put them in documents and the cost that the work would incur.

Administrator Jester summarized the Committee's decisions and said that the Committee wants a public Web page created on the Commission's Web site. She said that the page will contain links to meeting agendas and minutes, the survey, and the article. Administrator Jester said that items like policy issues and plan strategy

could either be embedded on the Web site with no public link or could be put into Dropbox. Ms. Black said that the final drafts of documents could go up on the public page of the Web site.

5. *Discuss Development and Give Direction Regarding the Online Survey Component of Public Input*

Commissioner Hoshal asked about the timeline for having the survey published. Ms. Jester said that there needs to be a live link to the survey when the article comes out. She said that she has the draft survey available for review today. Administrator Jester said that the survey will be put together via Survey Monkey and the link will be in the article. She said that she will take comments on the survey through Friday and then will work with Ms. Loomis, and anyone else who is interested, to finalize the survey. Ms. Chandler remarked that the survey is missing a place for people to say whether they have water quantity issues. Administrator Jester said that she can get the draft survey out to the entire Commission to ask for feedback. The Committee approved.

6. *Review Draft of Letter to Member Cities*

Ms. Loomis said that she would get the letter to the cities in February but that the draft is not yet ready.

7. *What will Committee present to the Commission at the next meeting and are there decisions that are needed from the Commission?*

Ms. Loomis said that the Committee needs to let the Commission know about the date of the Summit. Administrator Jester asked how the Committee should gather feedback on the article. She suggested sending it to the Commission along with the survey. Commissioner Welch agreed and the Committee agreed.

8. *Schedule Next Committee Meetings*

- The next Plan Steering Committee meeting will be on Monday, February 25, 2013, at 4:30 p.m. in the Council Conference Room at Golden Valley City Hall.

9. *Adjourn*