

**Water Supply Advisory Committee Meeting
First session: Wednesday, March 18
5:00 p.m. – 9:30 p.m.**

**Fellowship Hall, Peace United Church of Christ
(formerly the First Congregational Church)**

900 High Street, Santa Cruz

**Second session: Friday, March 20
2:00 p.m. – 6:00 p.m.**

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Flow Agenda¹

Meeting Objectives:

At this meeting the Water Supply Advisory Committee (WSAC) will receive presentations on supply, demand and reliability analyses created or updated specifically for use by the Committee in its process. These analyses create a baseline or point of departure for the Committee's work planned during Phase Two of the WSAC process.

In addition to desired outcomes for each substantive agenda item, the objectives for this WSAC meeting include:

- Agree on a diverse set of alternatives to use in the first round of Scenario Planning;
- Use a Scenario Planning exercise to create a set of portfolios to respond to several scenarios;
- Agree on a set of evaluation criteria for the Committee to use in evaluating portfolios using the MCDS model; and

¹ This is the Flow Agenda prepared for use by the facilitator. It includes information that is excluded from the official agenda about the timing of the meeting and the content of agenda items. We expect that, as much as we hope to stick to this flow agenda, we will have to make adjustments during the meeting to the schedule and the contents described here. The Committee is required to do pretty much exactly what the official agenda says, so we get the "wiggle room" we need in the official agenda by making the official version less specific about schedule and content. You will easily recognize the official agenda by the lighthouse logo on its first page.

- Provide input to the Technical Team by identifying additional issues or questions to be developed and explored in future Scenario Planning exercises.

First Session – Wednesday, March 18

Roll Call

1. Welcome to the public and public comment (5:00-5:10)

We encourage members of the public to attend this Committee's meetings and invite public comment about items on the agenda at the beginning of each session. We will invite additional comment during the session before making major decisions. We invite public comments about items relevant to this Committee's work but not on the meeting's agenda during the Oral Communication section at the end of Friday's session.

2. Committee member updates (5:10-5:20)

Members provide news of significant communication between them and organizations with significant interest in the development of water policy in Santa Cruz.

Packet Materials Related to this Agenda Item:

2a Update on Soquel Creek Water District activities

3. Agenda Review (5:20-5:30)

The Committee reviews the agenda for both sessions of this meeting.

Desired outcomes:

- Understanding of the relevance of this meeting's tasks to the Committee's work as a whole
- Agreement on the agenda for this meeting

Packet Materials Related to this Agenda Item:

3a March WSAC Meeting Flow Agenda

3b March WSAC Meeting Formal Agenda

4. Consolidated Alternatives (5:30 – 6:30)

The Committee will receive a presentation on the work completed by the Technical Team to create a diverse range of demand management, system flexibility and water supply augmentation alternatives. These options will be used by the Committee in the Scenario Planning exercises that will be initiated at the March meeting. There will be an opportunity for public comment on this item.

Desired Outcome:

- Agreement on the range of strategies and options to be used in the first round of scenario planning.

- Agreement on any direction from the Committee to the Technical Team regarding follow-up work on the Consolidated Alternatives

Packet Materials Related to this Item:

- 4a Tech Memo and Consolidated Alts Table
- 4b Water Convention Alternative Tracking Spreadsheet
- 4c Technical Summary Sheets for Consolidated Alts

5. Scenario Planning Exercise Set Up (6:30 – 7:10)

Committee members will receive a briefing about the Scenario Planning exercise that they will engage in for the remainder of the March 18th meeting and will report out on at the start of the March 20th meeting.

The scenario narratives will be provided at the meeting.

Desired Outcomes:

- Committee member understanding of:
 - the Scenario Planning exercise process they will be engaging in;
 - the information available to support the Scenario Planning work; and
 - the key questions and information that each working group will need to be prepared to cover (at a minimum) in the report-outs on Friday.

Packet Materials Associated with this Item:

- 5a Tech Memo on Planning on Climate Variability/Extended Drought
- 5b Tech Memo on Climate Change/Changed Hydrology
- 5c White Paper on Sustainability

6. Break (7:10 - 7:20)

7. Scenario Planning Exercise (7:20 – 9:30)

Working in small groups, Committee members will engage in the Scenario Planning exercise. Each working group will be provided with a recorder from City staff or the Technical Team and a set of issues or questions to be addressed as part of their report-out on Friday. Each working group can work through the exercise in a manner that is comfortable to them. The portfolios prepared by the working groups will be analyzed by the Technical Team and by the Committee using the MCDS model without further changes by the Committee.

The basic steps of the scenario planning exercise involve Committee members, working in assigned small groups to:

- review the scenario to which they have been assigned,
- develop and agree on a maximum of two portfolios to respond to each scenario, and
- prepare materials to report out about their work at the meeting on Friday, March 20th.

The scenario planning exercise will also give Committee members a chance to practice using a variety of collaboration problem solving skills and tools in the process of developing and agreeing to portfolios of measures to respond to the scenarios. Skills useful in this effort include:

- interest based bargaining, and
- communication and dialogue skills (e.g., the ladder of inference).

Desired Outcomes:

- Working groups will need to develop:
 - One (or at the most two) portfolios that respond to the assigned scenario and that will be evaluated for consideration at the April/May meeting;
 - Materials for use in the report-out for the working group at the Friday session.

Second Session – Friday, March 20

8. Welcome and Public comment (2:00-2:05)

We encourage members of the public to attend this Committee's meetings and invite public comment about items on the agenda at the beginning of each session. We will invite additional comment during the session before making major decisions. We invite public comments about items relevant to this Committee's work but that are not on the meeting's agenda during the Oral Communication section at the end of this session.

9. Scenario Planning Report Out (2:05 – 2:45)

Each Scenario Planning group will provide a report out on their work.

Desired Outcomes:

- Understanding of the scenarios and portfolios that the Committee worked with.
- Understanding of the process and rationale for selecting alternatives to include in portfolios;
- Understanding of what issues might be developed into additional scenarios for Committee consideration in subsequent Scenario Planning exercises.

10. Scenario Planning Results Discussion (2:45 – 3:45)

During this time, Committee members and others in attendance at the will have a chance to have a facilitated conversation about the results of the Scenario Planning exercise.

Desired Outcome:

- Those present will get a chance to further understand and explore how portfolios were created and what challenges presented by the scenarios were most important in selecting alternatives to include in portfolios.

- Identify additional questions or issues that may be useful to explore in future Scenario Planning exercises.

11. Break (3:45 - 3:55)

12. Evaluation Criteria and MCDS Evaluation Next Steps (3:45 – 4:45)

The portfolios created in the scenario planning exercise will be analyzed and evaluated in a variety of ways between the March and April/May meetings. One of those evaluation efforts will involve the Committee's use of a Multi-Criteria Decision Support (MCDS) model to evaluate and give feedback on the portfolios.

Significant work has been done on clarifying, and further developing the MCDS model criteria that were used in the Committee's evaluation of range of alternatives in early December. Based on the Committee's earlier experience with the MCDS model, to make the most out of the use of the MCDS tool, Committee members need a common understanding of, and agreement about, the evaluation criteria, and what is being measured by the criteria and how it is being measured (the scale).

During this agenda item, the Committee will review and reach agreement on the set of evaluation criteria they will use in the MCDS model for the evaluation of portfolios.

Desired Outcomes:

- Committee understanding of, and agreement about:
 - The definition of each criterion
 - The scale used for each criterion
 - The applicability of each criterion to alternatives, portfolios of measures, or both
 - The hierarchy (tiers) of criteria/subcriteria to be used in the model, if any
- Agreement on any direction from the Committee to the technical team about the MCDS modeling effort that will help the Committee most effectively utilize this tool in its deliberations.

Packet Materials Related to this Agenda Item:

12a Working Draft of Evaluation Criteria

13. Subcommittee Reports (4:55 – 5:25)

- Outreach Subcommittee
 - Update on plans for outreach and community engagement

Packet Materials Related to this Item:

13a 2/18/15 Outreach Subcommittee Meeting Summary

13b First WSAC Sentinel Column

13c Second WSAC Sentinel Column

- Planning Subcommittee

Agenda Item 3a

Water Supply Advisory Committee

- Progress Report on Planning Subcommittee Work Plan related to Evaluation Criteria (see also Agenda item 13), Consolidated Alternatives, (see Agenda item 5) and Enrichment Series

Packet Materials Related to this Item:

- 13d Planning Subcommittee Meeting Summary from 2/20
- 13e Planning Subcommittee Meeting Summary from 3/6
- 13f Update on Enrichment Series

Desired Outcomes:

- Understanding of work being done by subcommittees; and
- Agreement on any Committee direction to subcommittees

14. Correspondence received from the community (5:25 - 5:30)

The Acting Correspondence Secretary reports on correspondence received from the community.

Desired outcomes:

- Understanding of the correspondence received
- Agreement on any direction to be given to the Corresponding Secretary

15. Materials resulting from the previous meeting (5:30 - 5:35)

The Committee takes action on materials from the February meeting.

Desired Outcome

- Agreement on Action Agenda from the February meeting
- Agreement on Meeting Summary from February meeting

Packet Materials Related to this Agenda Item:

- 15a February Action Agenda
- 15b February Meeting Summary

16. Overview of April 30/May 1 Meeting Agenda (5:35-5:45)

The Committee will receive a preview of the proposed agenda for the April 30/May 1

Desired Outcome:

- Committee member input on the proposed agenda
- Increased continuity for Committee members between one meeting and the next.

Packet Materials Related to this Agenda Item:

- 16a Preliminary Meeting Agenda for April 30-May 1 WSAC meeting.

17. Oral communication (5:45-5:55)

We invite public comments about items relevant to the Committee's work but not on the meeting's agenda

Agenda Item 3a

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18. Evaluation and wrap up (5:55-6:00)

Review the session and consider items to be carried forward to the next meeting.