



To: Tom Heikkenen, Madison Water Utility
From: A.B. Orlik, Writing Barefoot, LLC
Date: December 1, 2010
Re: WUB Special Meeting Design and Facilitation

Per our conversation yesterday, I would be honored to provide assistance with the board's special meeting scheduled for 4:30-7:30pm on January 11, 2011.

If engaged, I will:

- Review relevant activities and work products since our last session together
- Observe the December 21, 2010, board meeting and be available to participate or answer questions as much or as little as the board chooses
- Communicate with you and Greg to establish meeting intentions
- Select activities designed to fulfill meeting intentions
- Prepare an agenda for approval and timely public posting
- Develop print and electronic materials for use at the meeting
- Coordinate room set-up with Amy
- Facilitate and coach during the meeting
- Debrief with you and Greg within two weeks after the meeting to collect additional feedback, answer questions, and identify needed follow-up

I propose a total fee of \$1,500 to be invoiced in two stages: half when the proposal is accepted and the remainder when the debrief session is complete. Terms are net 15.

Thank you for the opportunity to contribute again to this team I enjoy so much.

Please call (334.9097) or write (abo@writingbarefoot.com) if you have questions or when you're ready to start.