

Date: January 24, 2011

To: Water Utility Board
Tom Heikkinen

From: Greg Harrington

Re: January 25 board meeting

We received our "homework" at the January 11 workshop, so this note will define expectations for tomorrow's meeting. An itemized list:

- I intend this to be our last 3-hour meeting, hoping to shift to 2-hour meetings as we move forward. We have done a significant amount of work and I see the reduction in meeting time as reward for this.
- Our third agenda item is Dan's motion on the chromium topic. I expect Dan to come to the meeting with a formal motion, which will require a second, for discussion. In accordance with the principles of Policy Governance, I expect us to have a thorough discussion of the motion. If necessary, I will ask each board member for their opinion on the motion.
- The annual calendar (4th agenda item) will be produced in a workshop-style format, as we have done with policy development over the past several months.
 - I expect us to break for the city channel to breakdown their equipment before moving to annual calendar.
 - The annual calendar will be formatted in the manner shown by the example that Amy attached to the minutes.
 - Our annual calendar will include the following items:
 - Executive limitations policies (we will go through these one-by-one, determining how often we want a manager report, and if there is a specific month(s) in which we want to hear the report)
 - Board process policies
 - Board-executive limitations policies
 - Annual review of the general manager
 - Approval of annual report to city council
 - Election of water board officers
 - Other items as brought up by board members
 - Our adopted calendar will not be final. We will need to add ends/outcomes at a later meeting.
- We will use most of the remaining meeting time to continue our development of ends/outcomes (5th agenda item). My suggested sequence of discussion, getting to what we can, is:
 - What did each of us take away from the January 11 workshop? Go around the table on this.
 - Revisit the provisionally-adopted global outcomes policy in light of the January 11 workshop.
 - Move to our homework, working with the global outcomes policy (which is a variation of the line we used to generate our homework assignments at the January 11 workshop)
 - See if we can come up with some Level 2 outcomes statements from our homework
 - Revisit our work from 10/2010, 11/2010, and 12/2010 to see what's been covered by our Level 2 outcomes; determine if we want remainder in executive limitations
- At 7:15 pm, finish the meeting with self-monitoring (it's Larry's turn) and future agenda items.