



**Notes**

**Tracy Subbasin - GSP Coordination  
Facilitation Services & Other Business**

**When:** Wednesday Oct. 31, 2018, 10:00 a.m. to 10:58 a.m.  
**On-line Meeting**

**ABSTRACT:**

The primary focus of the meeting was on outreach and communications topics. The group provided quick feedback on GSA communications activities and revisited the process for documenting outreach. They then reviewed a stakeholder survey and portions of the Communications Workbook and Communications Plan and developed next steps for implementation and/or distribution of each. Also discussed was the status of requests and interactions with the Department of Water Resources including access to facilitation services, technical support services the Prop 1 contract status. For the most part, additional support from DWR will occur after the new year. The group determined that they could forgo the November meeting and meet via phone/webinar on December 12. During that meeting the group will review the outcomes of communications activities and discuss next steps related to the existing boundary modification request.

**ATTENDANCE:**

David Weisenberger  
Lisa Beutler  
Nick Janes  
Tracy Tope

Debbie Cannon  
Michael Davies  
Pat Corey  
Vicki Kretsinger

Eric Brennan  
Mike Yeraka  
Ryan Hernandez

**ACTION ITEMS:**

ITEM	OWNER	DUE
1. Stakeholder Survey - Please provide any suggested edits on the survey to Lisa Beutler. The online survey link is here: <a href="https://www.surveymonkey.com/r/TracySGMA1">https://www.surveymonkey.com/r/TracySGMA1</a>	All	COB Nov. 7.
2. Stakeholder Postcard (same text can be used for email) - Please provide any suggested edits to Lisa Beutler	All	COB Nov. 7.
3. Mail Postcards	Mike Yeraka	Nov. 9-12
4. Email Survey Notice	Ryan Hernandez	Nov. 9-12
5. Put Survey Info on Project Website	CCWD	Nov. 9
6. Provide presentation on survey feedback	Lisa Beutler	Dec. 12
7. Set New Meeting Dates	Eric Brennan	Week of Oct. 29
8. Forward additional potential stakeholders list to group for input/ review.	Lisa	December 1
9. Communication Plan Edits	Lisa will send Nov. 12 Due back to her Dec. 1	Go Final Dec. 12

<b>Discussion Items</b>
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**1. Welcome and Greetings**

Eric Brennan, City of Brentwood & Debbie Cannon, Luhdorff & Scalmanini, Consulting Engineers welcomed the group. Lisa Beutler, Stantec (facilitator) led introductions and reviewed the meeting agenda and goals.

**2. Communications Updates**

Mike Yeraka recapped his use of the General Manager's report to update his Board during a publicly scheduled meeting. This report was circulated for the use of other GSA members, to support consistent messaging among the group and share workload.

Mike also noted that the Postcard outreach on the boundary modification, discussed in the last meeting, had been accomplished and that there had not been a lot of feedback.

Ryan Hernandez indicated there had been one addition to the mailing list as a result of the outreach and that they had included the Postcard information on the project website.

Debbie Cannon reminded the group that she was documenting outreach and people were to provide quarterly updates to her.

**3. Stakeholder Survey**

Lisa provided an overview of the stakeholder survey and discussed the goals, intended audiences and approach for distributing it. She suggested that the GSAs not just think of it as an input tool but also an education tool and asked for any feedback on questions, edits, etc. The group decided they would advertise the survey via Postcard, post on project websites, and send to interested parties via the project email.

**4. Communications Plan and Workbook**

Lisa provided a quick review of the Communications Plan and reminded the group to utilize the communications workbook distributed at the previous meeting. The group set up a schedule for final review of the document by Dec. 12.

**5. FSS DWR Services for 2019**

Lisa was advised by DWR the group would need to reapply for assistance after this support cycle ended in December 2018. Lisa explained this was one reason she was attempting to complete as many tasks as possible prior to the end of December.

**6. DWR PROP 1 Contract Status, Technical Support Services Application**

Eric indicated he would more to report at the next meeting but that work had continued.

**7. Status of MOU between City and SJC**

This is a project Chris is working on. He was not available for today's session.

**8. Change of Meeting Schedule**

The group agreed to adjust the schedule and skip the November meeting.

**9. Items for Next Agenda**

The next meeting will include:

- Project related updates and follow-up from the day's session.
- Go final on Communications Planning Materials
- Updates on the Basin Boundary Modification Request

**10. Next Steps, Action Item Review**

Lisa reviewed the next steps and action items.

**11. Adjourn**

With all business of the day accomplished, the group adjourned at 10:58 a.m.

**NEXT MEETING**

**East Contra Costa / Tracy Subbasin GSA Coordination Meeting**

Wed, Dec 12, 2018 10:00 PM - 11:15 PM PST

Please join my meeting from your computer, tablet or smartphone. -

<https://global.gotomeeting.com/join/491285733>

Phone. - United States: +1 (408) 650-3123, Access Code: 491-285-733