

**Minutes of  
CA Watershed Advisory Committee  
March 12, 2008**

The regular meeting of the Watershed Advisory Committee (WAC) was held on Thursday, March 12, 2008, at 7:02 p.m. at the Columbia Association building. In attendance were Committee Members Monica Schmitt, Ray Gard, Jane Dembner, Robert Schweinfurth, Jeff Campbell, and Sylvia Huestis. (Committee Members not in attendance were Mark Charles, Tom Mateya, Atal Eralp and Bill Santos). Also in attendance were Staff Liaison Steve Sattler and CA Open Space Team Members Sean Harbaugh and Dan D'Amore.

**Closed Meetings**

This was the first meeting of the WAC , therefore, no previous meetings took place or no future ones had been scheduled.

**Agenda**

The agenda was amended to include in Other Business an item regarding the Watershed RFP.

**Minutes**

This was the first meeting of the WAC , therefore, there were no prior minutes.

**Election of Officers**

Chairperson – Two committee members submitted there names for consideration: Robert Schweinfurth (in person) and Mark Charles (via email). Schweinfurth spoke for ten minutes explaining his background, views and answering questions. Charles' resume was passed out for all committee members to review. By a unanimous vote of 6-0, Schweinfurth was elected Chairperson.

Vice-Chairperson – No one present at the meeting submitted their name for consideration. Attending committee members discussed, and by a unanimous vote of 6-0, Charles was elected Vice-Chair. Attending members assumed Charles would accept this position since he had submitted his name for Chairperson. Steve Sattler was directed to confirm Charles' acceptance to serve in this capacity.

Secretary – No one present at the meeting submitted their name for consideration. By default, Sattler will assume this responsibility.

## **Discussion**

The meeting was turned over to newly elected Chairperson Schweinfurth who led a robust discussion on resident education, communications strategies and stakeholder engagement. A number of ideas for resident education were discussed including WAC participation in local events, and presenting rolling talks on different watershed topics such as invasive species, and rain barrels. Communication venues discussed included the *Columbia Flier* newspaper, public television, local event participation such as a booth at the July 4<sup>th</sup> celebration in Columbia, and the Columbia Association webpage.

The WAC wants to learn about known watershed hot spots or problem areas. The WAC may have an interest in touring these problem areas.

**Action:** Sattler was directed to schedule a guest speaker for the next WAC meeting to educate WAC members on watershed related issues. Sattler was directed to present a Marketing and PR communications plan for WAC review during the week of March 24. The message would be to announce the establishment of WAC to the community. Sattler was directed to identify and provide a list of the current watershed “hot spots”.

## **Other Business**

Sean Harbaugh led a discussion of the RFP process and current status. It was mentioned additional comments on the Scope of Work would be accepted through Friday, March 14. It was also mentioned CA would issue an addendum to the RFP if needed.

**Action:** Sattler was directed to send the revised RFP that was released on Friday, March 7 to all committee members. Sattler was also directed to speak with CA’s Purchasing Manager on feasibility of Committee Members reviewing RFP responses and their ability to provide input into the decision making process. Sattler was also directed to send a copy of the RFP Addendum, should one be issued.

The meeting adjourned at 8:33 p.m.

Respectfully submitted,  
Steven P. Sattler

**Approved by the Watershed Advisory Committee on April 10, 2008**