



COLORADO

Department of Public Health & Environment

Colorado Water Quality Roadmap Workgroup Meeting

Details

Date: May 3, 2018, (1-4 p.m.)
 Location: Sabin/Cleere
 Call In: TCLine 1 1-857-216-6700, 425132
 Online access: Adobe Connect <https://cdphe.adobeconnect.com/rl4yIp7hk2ng/>

Purpose

Share information with the Colorado Water Quality Roadmap Workgroup on progress towards various efforts including but not limited to:

- Criteria development efforts and the status of technical workgroups
- Feasibility Studies
- Nonpoint Source nutrient related work
- Updates to Regulation No. 85 efforts including the incentive program.

Desired Outcomes

By, the end of the meeting, we will have:

- Shared information related to activities and events identified in the Colorado Roadmap.
- Identify Next Steps and Goals to see continued progress
- Identify topics and leads for next meeting.

Agenda

Description	Lead	Time
1) Agenda Review & Introductions	All	1:00
2) Background - reminder of how we got here and where we are going.	Aimee	1:10
3) Roadmap Overview <ul style="list-style-type: none"> • 10 Year timeline • Policy Document 	Aimee/Blake	1:20
4) Post Regulation No.85 Update - Focus Discussion on Incentive Program & Feedback from meetings	Bret	1:40
Break	All	2:20
5) Feasibility Study Update - Focus Discussion on Ammonia	Barbara	2:40
6) Criteria Development Planning - Focus Discussion on Cadmium Criteria	Stephanie/Blake	3:00
7) TAC update - Focus Discussion Temperature TAC	Patrick/Blake	3:30
8) Upcoming Efforts/Events - TACs, meetings	All	3:50
9) Adjourn	All	4:00

We hold respectful and productive meetings that value input and meet the needs of all attendees. The meeting organizer is responsible for communicating the purpose, desired outcome or objectives, and appropriate attendance list for the meeting at the time of scheduling. At the conclusion of the meeting, it will be the responsibility of the meeting organizer to ensure that assignments and timelines are determined and distributed for any "action items." All attendees shall be punctual, engaged, respectful, and prepared to achieve the desired outcome or objective.

Meeting Ground Rules

1. Be on time

If running late e-mail or call as soon as possible, so the rest can begin in a timely manner.

2. Come prepared

If it's applicable, do your research in advance. Come prepared with reports, materials, or just your thoughts/feedback on the issues being discussed in the meeting.

3. Think before you speak & don't interrupt

You may want to take a moment to organize your thoughts. Then express your idea simply, logically, and concisely. People are more receptive to ideas that they understand. Long, complex explanations can be confusing.

4. Be Positive

Negative or accusatory comments can create defensive reactions and tension.

5. Respect Others

Different views can help solve problems. Don't shut them down - use them.

6. Monitor Yourself

If you notice that you are speaking more than anyone else in a meeting, take a rest. You may be dominating the conversation. On the other hand, if you notice you haven't contributed, try to speak up. Meetings are most effective when all participants provide feedback and viewpoints.

7. Focus on Solutions

Focus on solutions. Share your concerns, but be sure to follow up with a proposed solution to remedy the issue.

8. Take Discussion Offline

If the discussion becomes relevant to only a few meeting participants, consider taking the discussion offline. This practice keeps meetings running smoothly and on time.

9. Remember Remote Participants

It can be challenging to conduct meetings remotely. For those attending the meeting in person, remember to send meeting materials to remote participants and include them in discussions. For those attending remotely, remember to mute your line if you're in a loud area and stay focused on the meeting.

10. Take Ownership

If there are action items, volunteer to take ownership of the ones that apply to your area. Spread the wealth - don't let action items fall to just one individual.

11. Follow-Up

If you agreed to take on an action item, be sure to follow up. If the action item affects your fellow meeting participants, you may wish to provide a status update at the next meeting or distribute an email with the final outcome.

12. End meetings on time and allow for "passing time" between meetings

Allow 10-15 minute buffer.