



TOWN OF PORTOLA VALLEY
Ad-Hoc Water Conservation Task Force
Friday, May 16, 2014 3:00-5:00 PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of Minutes from April 14, 2014**
- 4. 10 Min -- Round Table Discussion of New Learnings & Experiences**
- 5. 5 min -- Update on PACE Program**
- 6. 60 min -- Goals Workshop; each member please write your top five goals (from your short, medium and long term goals) on five 4" x 6" post-it notes in large letters that can be read from 3 feet away.**
 - a. K-J of goals -- Jiro Kawakita method (see article http://www.uie.com/articles/kj_technique/ if interested before-hand)**
- 7. 30 min -- Brainstorm Strategies and Projects to Accomplish Goals**
 - a. Position strategies and projects vs PV customer types**
 - b. Select best set; at minimum, a starting set**
 - c. Select/assign project members**
- 8. 5 min -- Plan Topics and Dates for Next Meetings**
 - a. Timelines for projects**
- 9. Announcements**
- 10. Adjournment**