



Strategic Plan Development Process & Next Steps

Strategic Plan Development – Process Overview

Step	Focus	Task
1	Working Groups	<p>Develop agendas, slides, and templates, tailored to each Working Group topic area. These materials form the basis of Working Group meeting outputs and guide conversation.</p> <p>Schedule meeting and manage technology and logistics, including setting up topic area breakout groups.</p>
2	Working Groups	Facilitate Working Group meetings.
3	Working Groups / SPAC	Review Working Group outputs and summarize to appropriate level of detail for SPAC meetings by topic area. These materials form the basis of SPAC discussion guides.
4	SPAC	Facilitate SPAC discussion using Working Group outputs. SPAC identifies gaps and provides direction to Working Groups on technical accuracy, and strategy development.
5	SPAC / Working Groups	Use SPAC feedback to develop follow-up requests to Working Groups.
6	SPAC	Follow-up discussion at SPAC level to finalize content/approach.
7	Strategic Plan	Use outputs from SPAC discussion (based on Working Group outputs) to develop Strategic Plan content (by topic area).
8	Strategic Plan / SPAC	Distribute sections of the Strategic Plan by topic area to SPAC iteratively as completed to solicit feedback on technical accuracy and completeness.
9	SPAC	Review SPAC feedback with Ecology and triage comments.
10	Strategic Plan	Revise Strategic Plan chapters per feedback from Ecology. Collect items to be addressed in Phase 2.

Phase 1 (through June 2021)

As piloted during the Water Supply Needs Working Group on 10/15, the Consulting Team plans to **modify the structure of Working Group meetings by:**

- Assigning Working Group members to **small breakout groups**.
- Using these meetings as “**working sessions**” to develop content for SPAC consideration.
- Setting the Working Groups up for success so that they can **work as autonomously as possible** (i.e., limited facilitation support) to conserve Consulting Team hours.
- **Reallocating Technical Lead time** to reviewing and updating Working Group outputs for SPAC consideration.

Further, our team plans to engage and utilize Ecology staff (Austin Melcher) to support **Strategic Plan development**—in particular, research and analysis and content development. Recognizing the limitations of the Consulting Team’s timeline and budget during this contract period, we plan to proceed with developing a **high-level Strategic Plan intended for decision-makers**.

The Consulting Team will **draft an example for the Floodplains and Flood Control sections of the Strategic Plan**, with placeholders as needed. The draft will include Current Conditions (lifted from Current Conditions Chapter), Desired Future Conditions, Gap Identification, Strategies and Metrics (broken out by detailed short-term and high-level long-term strategies).

The Consulting Team will continue to review all comments received from Working Group Members, Ecology, and the SPAC and **conduct an initial triage for Ecology’s review and consideration**. We will categorize comments as follows:

- Do not make update (with rationale).
- Consulting Team can address within existing budget.
- Consulting Team cannot address within existing budget:
 - **Option 1:** Assign to Austin.
 - **Option 2:** Assign to Working Group member or CTUIR.
 - **Option 3:** Consulting Team completes with additional funds (+ **labor estimate**).
 - **Option 4:** Complete after June 2021 (“Phase 2”) and include in “Next Steps” chapter.

Phase 2 (after June 2021)

The Consulting Team’s contract extends through June 2021, limiting our available time and budget to develop all of the elements that would ideally be included in the Strategic Plan. Recognizing these limitations, the Consulting Team recommends including a “Next Steps Chapter,” which could include:

- **SPAC Recommendations on Next Steps**
- **Unresolved Issues** (issues the SPAC discussed but did not finalize into a recommendation)
- **Future Considerations** (issues that were raised but never discussed at the SPAC level)