

**SOUTH MIAMI DADE WATERSHED STUDY ADVISORY COMMITTEE**  
**Meeting Nine**

December 5, 2002  
10:00 am to 3:00 pm

Florida City City Hall, Commission Chambers  
Florida City, Florida

**Draft Report of Proceedings**

**WELCOME**

The morning session began at 10:30 am. The meeting was opened by Chair Roger Carlton, who welcomed the new members as well as thanking the “experienced” members for attending the morning New Member Orientation Session. Mr. Carlton explained that the morning session would introduce the new members of the Committee to the Committee’s purposes, procedures, staff and practices. He thanked the City of Florida City for hosting the day’s meeting. All Committee members and staff introduced themselves.

Members Present for Morning Session:

Roger Carlton, Chair  
Humberto P. Alonso, Jr., South Florida Water Management District  
Daniel Apt, Florida Department of Environmental Protection  
Linda Canzanelli, Biscayne National Park  
April Gromnicki, National Audubon Society  
Louise King, Redland Citizens’ Association  
Reed Olszack, Miami -Dade Agricultural Practices Board  
Dr. Roy Phillips, At Large Member  
Lee Rawlinson, Miami Dade Planning and Zoning  
Bonnie Roddenberry, Sunny South Acres Homeowners’ Association

Members Present for Afternoon Session:

Roger Carlton, Chair  
Ivonne Alexander, Miami Dade AgriCouncil  
Richard Alger, South Florida Potato Growers Exchange  
Humberto P. Alonso, Jr., South Florida Water Management District  
Daniel Apt, Florida Department of Environmental Protection  
Linda Canzanelli, Biscayne National Park  
Carlos Espinosa, Miami Dade DERM  
Jeffrey Flanagan, Chamber South  
Dick Frost, Tropical Audubon Society  
April Gromnicki, National Audubon Society  
Robert Johnson, Everglades National Park  
Louise King, Redland Citizens’ Association  
Bennie Lovett, Florida City  
Reed Olszack, Miami -Dade Agricultural Practices Board

Blanca Mesa, Sierra Club  
Dr. Roy Phillips, At Large Member  
Lee Rawlinson, Miami-Dade Planning and Zoning  
Bonnie Roddenberry, Sunny South Acres Homeowners' Association  
Julia Trevarthen, South Florida Regional Planning Council

## **AGENDA REVIEW**

Janice Fleischer, Facilitator, reviewed the morning meeting Objectives and Agenda, as well as the Committee's Guidelines for Discussion. The Morning Objectives were:

- ❖ To introduce newly appointed members to committee procedures
- ❖ To present committee origins and history to new members
- ❖ To allow new members a chance to ask questions and interact with the Chair, other committee members and the facilitator and staff

A copy of the Objectives and Agenda are attached as Exhibit A.

All Reports of Proceedings of the Committee, Discussion Guidelines and the Vision Statement, can be found on the SFRPC website at [www.sfrpc.com/intstitute.htm](http://www.sfrpc.com/intstitute.htm) "Projects", then "The South Miami Dade Watershed Study Advisory Committee".

Ms. Fleischer explained that the day would be broken into two sessions. This morning's orientation session would be followed by lunch at the Golden Corral, where additional committee members would meet the morning participants, then an afternoon full committee meeting.

## **COMMITTEE ORIGINS AND HISTORY**

Cindy Dwyer, Miami Dade Planning and Zoning, staff to the Committee, gave a PowerPoint presentation on the origins, history and roles of the Committee. (Exhibit B)

New members indicated the importance of committee member coordination. A request was made for a presentation on the current status of the Biscayne Bay Coastal Wetlands Project.

## **GROUP PROCEDURES/POLICIES**

Janice Fleischer, Program Manager, SFRPC Institute for Community Collaboration, Facilitator for the Watershed Advisory Committee, briefly reviewed the following with the new members:

- Decision making by the Committee is by consensus
- The characteristics of a Collaborative Process (Exhibit C)
- Facilitator's Responsibilities (Exhibit D)
- Participant Responsibilities (Exhibit E)

She explained that her primary form of contact with the Committee between meetings is email; therefore, it is important to keep your email information current. Ms. Fleischer reviewed the meeting registration policy, website links, evaluation form procedures, and the use of the Committee binders.

Lee Rawlinson, Miami Dade Planning and Zoning Representative, spoke briefly about the Sunshine Law and its requirements.

At this point the meeting was adjourned for lunch.

### **AFTERNOON INTRODUCTIONS AND OBJECTIVES**

Upon returning from lunch, Chair Roger Carlton welcomed everyone back and asked all members to introduce themselves as many “older” members had joined the group after lunch. The objectives of the afternoon session were:

- To have an update on the consultant selection and negotiation process
- To present a draft Community Outreach Plan
- To present a draft Technical Review Committee Process

### **CONSULTANT SELECTION AND NEGOTIATION PROCESS UPDATE**

Mr. Carlton introduced Carolyn Dekle, Executive Director, South Florida Regional Planning Council, who spoke regarding the consultant selection and negotiation process. Ms. Dekle explained that seven (7) proposals had been received in response to the RFP. A Selection Committee was formed which included members representing the Advisory Council, the County, the South Florida Regional Planning Council (RPC), the community, the economy and the environment. The Selection Committee ranked the proposals using a numeric scoring system. Keith and Schnars was the consultant ranked the highest with whom the RPC should negotiate first. If the negotiations are not successful, the RPC will move on to the next ranked consultant. Ms. Dekle assured the Committee that the ongoing negotiations were intended to ensure that the Consultant’s scope of work meets the intent of the RFP.

When Ms. Dekle had concluded her presentation, it was suggested that the Consultant be instructed to provide the Committee with a list of all websites related to the Study that may currently exist or be initiated in the future.

### **THE ROLE OF THE ADVISORY COMMITTEE AND COMMUNITY OUTREACH**

At this point in the meeting, John Hulsey, SFRPC staff and Project Manager for this Project at the SFRPC spoke to the Committee regarding the role of community outreach in the Study. Ms. Fleischer then posed the question:

“Although there are limitations on the extent of community outreach that can be done in this process, it is an important part of the process. What would you like the Consultant to know about what you think is important in this aspect of the study?”

Members responded as follows:

1. Keep Local community councils in the loop: make sure they have ties back to local, state, federal agencies and task forces
2. Cost effective / targeted / efficient strategy to make it as inclusive as possible
3. Provide enough information that there is an understanding of other activities going on in relation to this group
4. Effective use of website and web resources
5. Plan well to really reach audience and draw participation
6. When and where outreach goes on is important; make it convenient to the public
  - a. Convenient locations for meetings, etc.
7. Determine responsibility for meeting notices and content
8. Make an effort to engage the media to ensure word gets out

9. Give high priority to the public being informed
10. Provide a central point of contact
  - a. Generate a newsletter and get announcements into other area newsletters
11. Make hard copies of information available to be distributed; don't just rely on internet and email
12. Not just public information, but public input; active engagement
13. "Why I should care?" needs to be a part of all outreach to ensure participation
14. Be careful about high graphics (those with a lot of detail that take up a large amount of memory in a computer) make it copy-able; make sure it can get into people's hands, provide hard copies
15. Articulate clearly what led to this process in the first place so everyone is very clear; i.e. provide clear history and background
16. Need public to better understand the science of what is happening; allow public to be informed enough to be able to discuss it
17. Miami Dade Water And Sewer Authority should be involved; you could include information with utility bills
18. To engage people, talk about their health and quality of water
19. Ensure that outreach is to the entire study area, not just deep South Dade
20. Make sure multi-lingual outreach
21. Focus outreach at existing council/commission/municipal/chamber meetings to maximize efficiency; this might help eliminate too many meetings
22. Do presentations at existing meetings (see #21)
23. Make camera-ready ads and newsletters so they can be easily downloaded and inserted into existing newsletters
24. Produce an Email newsletter with regular updates
25. Demonstrate the Projects' impact for future generations: get schools, students, colleges, clubs involved and informed
26. Contests to get students to participate
27. Consider: What are measures of outcome that public outreach will achieve- (i.e., letters of support) What constitutes success of public outreach
28. Need to consider/discuss/define what role Advisory Committee will serve at each public meeting within realistic limits/constraints
29. Create a constantly updated PowerPoint presentation to be used by those speaking to the public
30. Many Watershed residents are not computer literate; need to go to churches, etc. to reach them
31. Need a policy on media contact; have RPC make suggestion
32. How do we involve elected officials/commissioners, etc - i.e., briefings, may be in connection with briefing to County Commission
33. Include staff of Commissioners on notices so they can inform/remind the Commissioner

Additionally, the following question was asked:

What are the constraints on individual organizations that have a representative on the Advisory Committee to otherwise participate separate and apart from that representation? This item will be discussed further at a future meeting.

It was decided to continue and explore the role and responsibilities of the Committee and its members in connection with the media and outreach at the next meeting in February 2003.

At the conclusion of the Committee's suggestions, Mr. Rawlinson made a brief report on the status of the South Dade Agricultural Study and announced the Charrette process, which would be convened the following weekend in connection with that study. A short break was announced.

#### **DRAFT TECHNICAL REVIEW COMMITTEE PROCESS**

Upon returning from their Break, the Committee heard a brief report by John Hulsey on the Technical Review Committee Process. Mr. Hulsey described a process, similar to that for Advisory Committee input, but utilizing professionals with expertise in areas such as water resources modeling, economics, and natural habitat management. Meetings would be scheduled in such a way as to ensure Technical Review Committee input to the Advisory Committee prior to the Advisory Committee considering the work product from the consultant.

In response to Mr. Hulsey's presentation, members made the following comments:

- 1) Need to know TRC is without conflict
- 2) Develop guidelines re: conflict
- 3) Assuring consistency of base data
- 4) Need to experts with unbiased view; balanced points of view within groups
- 5) One potential source for experts could be found in Biscayne Bay Partnership Initiative (BBPI) final report
- 6) Don't disregard good information just because the individual has a relationship to a particular group/entity

#### **COMMITTEE COMMENTS ON ITS PROCESS TO DATE**

As an ending to the day, Committee members were invited to give their impressions of the interactions of the Committee to date. An informal and heartfelt discussion followed, with each member giving their thoughts about their participation as well as the impact of their interactions while serving on the Committee.

#### **ADJOURN**

Members were encouraged to complete their evaluations. The meeting was then adjourned.

#### **PUBLIC COMMENT RECEIVED**

Meeting run very well; would like some coffee provided.