

**Briefing for PWSRCAC Board of Directors – January 2025**

**ACTION ITEM**

**Sponsor:** Hans Odegard and the LRP Committee

**Project number and name or topic:** PWSRCAC Annual Long Range Plan and Report Acceptance

1. **Description of agenda item:** During the months of September through December 2024, the Long Range Planning Committee worked with PWSRCAC staff, committees, and the Board to update the Five-Year Long Range Plan for Fiscal Years 2026–2030. The updated draft will be provided for Board consideration and approval. Board, committee, and staff members will participate in a Long Range Planning workshop just prior to the January Board meeting to discuss the draft plan and develop a recommendation for Board approval. This agenda item will also seek Board consideration and approval for the “Five-Year Long Range Planning and Annual Budget Development Improvement” report, generated by Professional Growth Systems (PGS). The contract with PGS was phase two of the Five-Year Planning and Annual Budget Improvement Project, aiming to identify areas for improvement in the planning process, enhance engagement, and refine the workshop format and materials for better project prioritization and budget preparation.

2. **Why is this item important to PWSRCAC:** The Board adopted the current PWSRCAC Five-Year Long Range Plan and is committed to using the plan and the planning process to develop annual work plans and budgets, as well as continually revising and improving the Long Range Plan. The presented report provides an assessment of PWSRCAC's five-year planning process, and the key concerns, suggestions, and discussions from interviews, surveys, and workshop observations, which will help the Council improve and refine this process.

3. **Previous actions taken by the Board on this item:**

<u>Meeting</u>	<u>Date</u>	<u>Action</u>
Board	1/24/2019	Approved the projected project list for the upcoming Long Range Planning Process as presented in Attachment A to the 4-9 briefing sheet.
Board	5/2/2019	Appointed the following to the FY20 Long Range Planning Committee: Thane Miller, Rebecca Skinner, Cathy Hart, and the chairs of the five technical committees.
Board	9/19/2019	Approved the projected project list for the upcoming Long Range Planning Process as presented in Attachment A to the 4-9 briefing sheet.
Board	1/24/2020	Approved the Five-Year Long-Range Plan for Fiscal Years 2021–2025 as developed and finalized for consideration by the Board at the January 22, 2020, Long-Range Plan work session.
Board	9/17/2020	Approved the protected project list for the upcoming LRP process as presented in Attachment A to the Item 4-7 briefing sheet. Each Director is asked to take individual action over the next several months by participating in the LRP process.
Board	1/28/2021	Approval of the Five-Year Long Range Plan for Fiscal Years 2022-2026 as developed and finalized for consideration by the Board at the January 27, 2021 Long Range Plan work session.

## PWSRCAC Annual Long Range Plan and Report Acceptance 4-6

Board	9/16/2021	The Board approved the protected project list for the upcoming LRP process as presented in Attachment A to the Item 4-8 briefing sheet. Each Director is asked to take individual action over the next several months by participating in the LRP process.
Board	1/28/2022	The Board approved the Five-Year Long Range Plan for Fiscal Years 2023-2027, as developed and finalized for consideration by the Board at the January 26, 2022 Long Range Plan work session.
Board	9/23/2022	The Board approved the protected project list for the upcoming LRP process as presented in Attachment A to the Item 4-8 briefing sheet.
Board	1/26/2023	The Board approved Five-Year Long Range Plan for Fiscal Years 2024–2028, as developed and finalized for consideration by the Board at the January 25, 2023 Long Range Plan work session.
Board	9/21/2023	The Board approved the protected project list for the upcoming Long Range Planning process as presented in Attachment A to the briefing sheet under Item 4-7 in the meeting notebook.
Board	1/25/2024	The Board approved the Five-Year Long Range Plan for Fiscal Years 2025–2029, as developed and finalized for consideration by the Board at the January 24, 2024 Long Range Plan work session.
Board	9/19/2024	The Board approved the protected project list for the upcoming Long Range Planning process as presented in Attachment A to briefing sheet 4-7.

4. **Summary of policy, issues, support, or opposition:** Over the years, the project development, prioritization, and ranking processes, as well as the December workshop where proposed projects are reviewed and discussed before ranking, has received feedback by some Board and technical committee members. The feedback has included concerns that the process is confusing, overly cumbersome, and/or causes general dissatisfaction. This report aims to address these issues by assessing the current process and providing recommendations to improve the Board's Five-Year Long Range Planning Process.

5. **Committee Recommendation:** The recommendation by the LRP Committee will be given verbally during the Board meeting.

6. **Relationship to LRP and Budget:** This agenda item includes the Long Range Plan update and the "Five-Year Long Range Planning and Annual Budget Development Improvement" report, created to refine and enhance the Council's existing Five-Year Long Range Planning process for developing projects and the annual budget preparation process.

7. **Action Requested of the Board of Directors:**

A. Approve of the Five-Year Long Range Plan for Fiscal Years 2026–2030, as developed and finalized for consideration at the January 22, 2025 Long Range Plan work session, and

B. Accept of the "Five-Year Planning and Annual Budget Improvement" report, as presented during the Long Range Planning work session prior to the January 2025 Board meeting.

8. **Alternatives:** None recommended.

## PWSRCAC Annual Long Range Plan and Report Acceptance 4-6

9. **Attachments:** Draft PWSRCAC Five-Year Long Range Plan for Fiscal Years 2026–2030, and “Five-Year Planning and Annual Budget Improvement” report by Professional Growth Systems to be distributed in conjunction with the January 22 workshop materials.