

# National Drinking Water Advisory Council

## Water Security Working Group

### In-Person Meeting

August 31, 2004, 1:30–6:00 PDT

September 1, 2004, 8:00–4:30 PDT

September 2, 2004 8:00–11:00 PDT

### Day One: August 31, 2004

#### Open to the public

#### Day One Objectives

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- < WSWG members meet one another and their federal partners and resource personnel.
- < WSWG members review draft operating procedures and develop a common understanding of the special procedures in place for closure of the second day of the Seattle meeting.
- < WSWG members begin to develop a common understanding of ongoing federal efforts related to security, federal roles and responsibilities, and the role of the WSWG in light of federal efforts.
- < WSWG members receive comment from the public.

#### Day One Agenda

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##### **1:30 Welcome and Agenda Review (15 minutes)**

*The EPA Office of Ground Water and Drinking Water will welcome participants and give brief opening remarks. The facilitation team will review the meeting agenda, including the protocols for closing the second day (September 1, 2004) of the WSWG meeting to the public.*

##### **1:45 WSWG Operating Procedures and Special Protocols Related to Opened and Closed Meetings (45 minutes)**

*The WSWG will briefly review the revised draft operating procedures and the special protocols in place for operating during closed sessions of the Seattle meeting.*

#### *Materials:*

*WSWG Draft Operating Procedures*

##### **2:30 Introductions (45 minutes)**

*Each WSWG member and each of the federal agency partners and outside experts is asked to make a brief introduction on his or her background and interest in the work of the WSWG.*

#### *Materials:*

*WSWG contact list*

**3:15            Break (15 minutes)**

**3:30            Federal agency efforts related to water security & WSWG mission (90 minutes)**

*The federal agency partners will give a presentation about their perspective on the role of the WSWG, coordination with ongoing federal efforts related to water security, and federal roles and responsibilities related to water security. Following the presentation, there will be time for questions and answers, and for WSWG members to discuss their perspectives on the role of the WSWG in light of federal efforts, roles, and responsibilities.*

**5:00            Opportunity for Public Comment (30 minutes)**

**5:30            Meeting wrap up and review agenda for Day Two (30 minutes)**

**6:00            Adjourn**

**Day Two: September 1, 2004**  
**Closed to the public**

**Day Two Objectives**

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- < WSWG members begin to develop a common knowledge base on utility operations and vulnerabilities, and on the current state of security practices as described in the literature and based on technical expert presentations and members' experiences.
- < Create a common sense of the security related products; the WSWG will plan to produce and create a high-level outline for the WSWG security product.
- < Capture principles, key considerations, and member needs and interests to inform future security related research, deliberations, and product development.
- < Develop a common understanding of the need for, and desirability of, discussion of sensitive security related materials and create a path forward for decisions about closures, if any, of future WSWG meetings.

**Day Two Agenda**

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**8:00            Opening, Agenda Review and Closed Session Protocols (15 minutes)**

**8:15            Brainstorming exercise: What attributes or qualities make materials sensitive from a security standpoint? (30 minutes)**

**8:45            Utility operations and vulnerabilities (75 minutes)**

*Steve Allgeier (US EPA) will give a brief presentation on utility operations and vulnerabilities at a non-utility specific level. Following the presentation there will be time for questions and answers and WSWG member discussion. The purpose of this discussion is to create a basis of common understanding of key features of utility operations among working group members, to facilitate discussion of security practices.*

**10:00           Morning break (15 minutes)**

**10:15           Review of Research on Example Security Strategies, Program Elements, and Approaches for Protection of Critical Assets and Functions (60 minutes)**

*Staff from Ross & Associates will review research on existing security related literature. Following the presentation there will be time for questions and answers and WSWG member discussion. The purpose of this discussion is to develop a common understanding of available literature on security practices so that the WSWG can build upon these practices where appropriate, and to inform future research.*

*Materials:*

*PowerPoint presentation on WSWG Review of Research*

**11:15           Example approach to security programs—City of Seattle (75 minutes)**

*Judith Cross from the City of Seattle will discuss the City's "Three Cs: Culture, Coordination, and*

*Communication” approach to a water security program. Following the presentation there will be time for questions and answers and WSWG member discussion. The purpose of this discussion is to build on the review of literature on security practices by providing a concrete example of how a utility has approached creating a security program.*

**12:30 WSWG “Products”—Working Lunch (90 minutes)**

*WSWG members will discuss their approach to developing working group products and the types of products that the WSWG may produce. We anticipate that this discussion will result in a high-level outline of key topic areas to address in a WSWG product on security practices. For example, using the straw-person approach discussed during the July 6, 2004 conference call, this would be a high-level outline of topics to be addressed under security strategies, security program elements,, and approaches to protecting critical infrastructure and functions. We also anticipate that this will result in an understanding among WSWG members about the principles, key considerations, and member needs and interests that the group will use to shape its deliberations and products on security practices, and in an understanding of the level of utility-specific detail desired in deliberations and products.*

*Lunch, at the per diem rate of \$12/day, will be brought in.*

**2:00 Afternoon Break (15 minutes)**

**2:15 Continue/Wrap up Discussion of WSWG Products (60 minutes)**

**3:15 Consideration of Closed Meetings—WSWG Meeting Protocols (75 minutes)**

*WSWG members will discuss future WSWG meeting protocols around the following topics:*

- < Review what attributes or qualities make materials sensitive from a security standpoint?*
- < In light of these attributes and qualities what, if any, sensitive materials was discussed to date?*
- < Given this analysis, what is the likely need for future discussions of sensitive materials?*
- < Considering this need, is it desirable for the WSWG to discuss sensitive materials?*
- < What should be the future protocols for discussion of sensitive materials and/or meeting closure?*

**4:30 Meeting wrap up and review agenda for Day 3 (30 minutes)**

**5:00 Adjourn**

**Day Three: September 2, 2004**  
**Open to the public**

**Day Three Objectives**

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- < WSWG members ratify the path forward (developed during Day Two deliberations) relative to security related products and future meeting protocols.
- < WSWG members begin to develop a common understanding and approach to deliberations on incentives and measures.
- < WSWG members confirm the schedule for future meeting dates.
- < WSWG members receive comment from the public.

**Day Three Agenda**

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**8:00            Opening and Agenda Review (15 minutes)**

**8:15            Recap outcomes about WSWG Products and Meeting Protocols (30 minutes)**

**8:45            Future Work on Incentives and Measures (1 hour)**

*Briefly explore the elements of the WSWG mission related to incentives and measures and the tentative path forward for sequencing deliberations on incentives and measures issues, as described in the revised draft WSWG project plan.*

*Materials:  
Revised Draft WSWG Project Plan*

**9:45            Planning for Next and Future Meetings (15 minutes)**

*Briefly walk through the revised draft project plan for WSWG activities with an emphasis on future meeting dates.*

*Materials:  
Revised Draft WSWG Project Plan*

**10:00          Opportunity for Public Comment (30 minutes)**

**10:30          Meeting wrap up and next steps**

**11:00          Adjourn**

## **Optional Trip to Kitsap County Public Utility District and Briefing on Kitsap PUD Security Program**

Immediately following the adjournment of the WSWG meeting, Dave Siburg and his staff will host a trip to the Kitsap County Public Utility District and give a briefing on the Kitsap PUD security program for WSWG members, federal partners, and invited technical experts and resource personnel. The Kitsap Public Utility District serves fifty-six water systems with a total of 11,014 customers. One of their focuses has been using multiple communication methods to serve both daily system needs and security. Currently, The PUD is utilizing its own fiber optic infrastructure to accomplish these tasks. Kitsap County did their vulnerability assessment and developed their telemetry system using in-house staff resources. See how their system works at a variety of locations and talk with the Kitsap County staff about system development, lessons learned, and troubleshooting.

Kitsap county is a short (35 minute) ferry ride from downtown Seattle. The ferry is a short walk (downhill) from the WSWG meeting location. Boxed lunches at the Federal per diem rate of \$12/day will be provided, and Kitsap County will arrange for transportation to and from the ferry on the other side. If there is interest, we will arrange a group dinner in Kitsap County, before taking the ferry back to Seattle. For those not interested in a group dinner, we anticipate a ferry back to Seattle at approximately 5:00 (arriving Seattle by 5:45). For those who are interested in a group dinner, we anticipate a ferry back to Seattle at approximately 7:30 (arriving Seattle by 8:15). The airport is approximately 30 minutes, by cab, from the Seattle-side ferry terminal.