

## Draft Procedure for Responding to Public Comments: June 11, 2008

1. All letters to the Oversight Committee from elected officials or government officials will receive a written response from Jim Barry. The City/County Coordinators will assist Mr. Barry in preparing the response as needed. The response also will be posted on the website in a section titled "Communications from the Committee" and a notice to Committee members alerting them when a response is posted will be issued.
2. All other written comments (submitted by mail or at committee meetings), emails and on-line comments will be posted on the website on a weekly basis in chronological order by week.
3. The Oversight Committee will be alerted when a new posting of the weekly public comments is online and asked to review the comments.
4. An automatic / immediate response from [info@tucsonpimawaterstudy.com](mailto:info@tucsonpimawaterstudy.com) will be sent to emails and written comments submitted to the website advising that the comments were received and are being forwarded to City / County staff and the Oversight Committee and thanking them for their interest.
5. Nicole Gavin and/or Melaney Seacat will review comments and emails to determine if a response is needed beyond the automatic response. They, or a member of the technical staff of the two utilities, will prepare a response within one week, as needed.
6. Comments that provide solutions or suggested strategies will be grouped in a section of the website called "Community Suggestions" and arranged by category -- e.g. Water Harvesting will be a category since we are getting a lot of comments about water harvesting.
7. If someone specifically requests their comments be forwarded to Mr. Huckleberry or the Board of Supervisors and/or Mr. Hein and the Mayor & Council, they will be forwarded by Nicole Fyffe (of the County) or by Nicole Gavin (of the City) for distribution.