

WATER AND WASTEWATER INFRASTRUCTURE, SUPPLY AND PLANNING STUDY (WISP)

Guidelines for Completing the Phase 2 White Papers

Goal:

Complete technical background reports (aka “white papers”) addressing the issues listed in the adopted scope of work for Phase 2 of the WISP. The White Papers will include consensus recommendations from staff on areas for increased coordination and consistency with City / County policies, programs, and ordinances.

Phase 2 Scope of Work Issues:

Issue Cluster #1. Adaptive Management

The Scope of Work identifies the following questions to be addressed within this issue cluster:

- *How can we overcome the financial and institutional constraints for building reclaimed water infrastructure in order to maximize the use of this renewable source of water?*
- *How can we develop a consolidated drought management plan and improve our preparedness as a region for potential future droughts?*
- *How can we implement consistent water conservation standards to help sustain long-term water supplies? How do we ensure that water conservation protects our future water supply, not simply makes more population growth possible?*

Issue Cluster #2. Comprehensive Planning

The Scope of Work identifies the following questions to be addressed within this issue cluster:

- *Where should future population growth be located so that it is most beneficial to the environment, economy, and conservation of our resources?*
- *How can future population growth be located in such a manner so as not to disadvantage or adversely impact existing residents?*
- *How do we connect land use planning with water resources and infrastructure investments to influence where the future population growth increment will occur?*
- *How should we assess land use decisions relative to water supply and infrastructure?*
- *What is the appropriate balance between the reservation of water for consumption and growth, and the acknowledgment that our environment is also a consumer of water resources?*

- *What standards and goals should we set regarding reclaimed water use for the environment and prohibition of groundwater wells in areas near groundwater-dependent ecosystems?*

Issue Cluster #3. Water Resources

The Scope of Work identifies the following questions to be addressed within this issue cluster:

- *How can we use regional collaboration efforts to acquire new, renewable water supplies?*
- *How do we ensure that the long-term future water supply not occur at the expense of our existing residents or the environment?*

Roles and Responsibilities:

WISP Project Coordinators:

- Nicole Ewing-Gavin, City of Tucson
- Melaney Seacat, Pima County

Responsibilities:

Oversee selection of team members. Approve outlines for white papers. Review and edit drafts of white papers. Coordinate the review process for finalizing the white paper. Establish overall timelines. Disseminate reports and compile comments for response.

Team Leads:

Responsibilities

Convene Teams. Schedule meetings. Develop agendas. Coordinate research and data collection efforts of team members. Analyze data and information collected in cooperation with team members. Develop recommendations. Write up the report and recommendations based on input from team members for that white paper. .

Team Members:

Responsibilities

Review background information provided; actively participate in team meetings; complete assigned research and data / information compilation tasks; analyze information collected in cooperation with team; work toward a consensus recommendation with team members.

Approach:

Step 1: Team leads and team members for each white paper are selected in consultation with the City/County Technical Team and WISP Project Coordinators

Step 2: Team Leads, in consultation with the WISP Project Coordinators, identify a timeline for completing the white papers.

Step 3: WISP Project Coordinators make initial contact with team members to provide them with the background information (e.g. Scope of Work; list of relevant themes from Phase 1) and request their participation on the team

Step 4: Team Leads develop a draft outline and distribute to Project Coordinators by email for review and comment. Project Coordinators provide feedback.

Step 5: Team Leads develop agendas and convene interdisciplinary teams of subject matter experts from City / County departments (agendas and outlines are distributed in advance of meeting).

Step 6: Team members review background information and draft outline and come prepared to provide input on the outline and on their wish list of things they would like to see addressed in the recommendations section. (i.e. strategies, policies, programs and other ideas for improved coordination and consistency between the City and County).

Step 7: Team members compile data and information, write a synopsis of the information collected and email to team leads. Team leads compile information from team members into a single document organized according to the outline and distribute to team members prior to meeting with the team to review and discuss recommendations.

Step 8: Team leads convene one or more meetings of the team to review information and discuss recommendations.

Step 9: Team leads write the report using the input gathered from the team members in Step 8 above.

Step 10: WISP Coordinators review/edit draft reports and distribute to appropriate Department Heads first and then to City / County administration for review and comment. Coordinators incorporate comments into report and distribute copies to committee members and the Oversight Committee and post to website one week in advance of meeting date.

White Paper Review Process

