

# **Guidelines & Procedures**

## **City/County Water and Wastewater Study Oversight Committee**

*Updated June 12, 2008*

### Creation

The Committee was formed by a vote of the Pima County Board of Supervisors on April 1, 2008 and by the Tucson City Council on April 15, 2008.

### Membership

The Committee is comprised of 12 members appointed from the following existing City and County committees as follows:

- 4 members from the City's Citizens Water Advisory Committee (CWAC)
- 4 members from the County's Wastewater Management Advisory Committee (WMAC)
- 2 members from the City's Planning Commission
- 2 members from the County's Planning & Zoning Commission

The Committee Chair is appointed jointly by the City Manager and County Administrator from the 12 members on the Committee.

A Committee Vice-Chair may be appointed by the members of the Committee to stand-in for the Committee Chair when he/she is absent.

Alternate members may be appointed by the Mayor and Council and Board of Supervisors to stand-in for an absent member of the respective advisory committee from which they are appointed. When serving in this role, the alternate will count toward a quorum of the committee and may vote on committee business.

### Function and Purposes of the Committee

The duty of the Committee is to provide recommendations to the City of Tucson Mayor and Council and to the Pima County Board of Supervisors relating to the City/County Water and Wastewater Infrastructure, Supply, and Planning Study as defined in the April 1, 2008 Scope of Work. The committee will receive briefings and regular updates from Tucson Water and Wastewater Management staffs working on data collection and analysis during Phases 1 and 2 of the study. Phases 1 and 2 of the study process require independent review and oversight to ensure that they meet the stated desired end products identified in the scope of work. The committee will prepare a final report to accompany transmission of the final work products of the joint staff effort.

### Meeting Schedule

The committee will meet at least monthly and will meet more frequently as it deems necessary.

### Reporting to Advisory Committees

The members of the committee will report monthly to their respective advisory committees.

### Agendas

City and County staff will draft meeting agendas for review by the Chair and Vice-Chair. Agendas must be posted 24 hours in advance of each meeting. All agendas will include the following standing items:

- Call to Order/Roll Call
- Approval of Minutes from Previous Meeting

- Committee Announcements
- Call to the Audience
- Future Agenda Items
- Adjournment

### Quorum

7 members constitute a quorum of the committee; the Chair will determine if there is a quorum present; if there is not a quorum, the meeting must be cancelled.

### Voting

Roberts Rules of Order (based on Parliamentary Procedure) will be used as a guide in conducting meetings. Basic principles include:

- Meetings will follow a structured agenda
- Motions should be made by committee members on items requiring a decision
- Motions require a second by another member of the committee to move forward
- Chair may not make a motion; Vice-Chair may make a motion except when he is serving in place of the Chair
- Discussion/debate by committee members typically follows a seconded motion prior to a vote
- The Chair may call for a vote by voice, roll call, show of hands, ballot, or general consent depending on the situation

### Record of Committee Meetings

A Legal Action Report will be posted to the website of the City Clerk and to the study website within 3 business days following each meeting. A Meeting Summary will be produced and posted to the study website once approved by the Committee. Each meeting will be audio recorded and the audio file will be posted to the study website. The committee meetings that include an educational component will be video-taped and the video file will be posted to the study website.

### Public Participation

The committee recognizes that public participation is an important component of the work of the committee. Committee meetings will be open to the public and will always include a call to the audience segment. All public comments made at committee meetings and outside of committee meetings (via phone calls, letters, and the study website) will be transcribed and posted to the study website.

### Procedure for Responding to Public Comments

- 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.
- 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.
- The Oversight Committee will be alerted when a new posting of the weekly public comments is online and asked to review the comments.

- An automatic / immediate response 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.
- 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.
- 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.
- 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.