

**COMMUNICATIONS PLAN
LONE MOUNTAIN WATERLINE
FROM LOOP 303 TO LAKE PLEASANT PARKWAY
IN PEORIA, MARICOPA COUNTY**

Prepared for

Bureau of Land Management

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LIST OF ACRONYMS AND ABBREVIATIONS

BLM	Bureau of Land Management
EA	Environmental Assessment
ID	interdisciplinary
LRI	Land Resources, Inc.
SWCA	SWCA Environmental Consultants, Inc.

1.0 INTRODUCTION

1.1 PURPOSE

The purpose of this Communications Plan is to set forth how communications will be managed throughout the Environmental Assessment (EA) process. The Communications Plan identifies the primary contacts for the staff involved in the Lone Mountain Waterline Project (project). It identifies the primary contacts within the Arizona State Land Department, the Bureau of Land Management (BLM), Land Resources, Inc. (LRI), the City of Peoria, and SWCA Environmental Consultants (SWCA). The Communications Plan provides information on how to manage and record in-person communications, conference calls, and other types of correspondence. The plan also discusses the monthly meetings between primary contacts of all parties involved in the project.

1.2 PROJECT LOCATION

The project is located within the NE ¼ of the SE ¼ portion of Section 29, Township 5 North, Range 1 East, Gila and Salt River Baseline and Meridian, Maricopa County, Arizona.

2.0 ROLES AND RESPONSIBILITIES

This section describes the roles and responsibilities of the people involved in the project (project team).

BLM, lead agency

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SWCA, environmental consultant

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2.1 PROJECT COMMUNICATION STRUCTURE

All communication from the City of Peoria, LRI, or consultants will be through the BLM Project Manager, Brian Buttazoni. If it is determined that communications should take place directly with the specialists, Brian Buttazoni will facilitate those conversations. However, due to the sensitive nature of cultural resources information, SWCA may communicate directly with the BLM cultural resource specialist as needed.

3.0 GENERAL COMMUNICATION PROCESS

3.1 INFORMAL COMMUNICATION

Informal communication consists of e-mails and/or phone calls, which will be necessary throughout the project. As of May 1, 2017, the BLM's project e-mail account is not functional; therefore, correspondence should be directed to the primary BLM contact for the project, Brian Buttazoni. When a project e-mail account is established, all project e-mails will be directed to that account, unless sensitive in nature (e.g., culturally sensitive) or directed otherwise by the BLM Project Manager. A record will be kept of all informal communication. The date of the communication and the persons involved in the communication will be included in the record. All informal communication will be shared among the primary contacts upon request.

3.2 FORMAL COMMUNICATION

The project team members will engage in various types of formal communication, which are described below.

Monthly Meetings

A call-in meeting between the primary contacts from all parties will be conducted on a monthly basis. The schedule for conference calls will be agreed upon by the parties. The City of Peoria will generate the agendas, with input from the BLM Project Manager. The minutes from the monthly meetings will be prepared by the City of Peoria and forwarded to all parties within 3 days after the meeting. All meeting materials will be kept as part of the administrative record.

In-Person Meetings

Throughout the project, it may be necessary to attend in-person meetings between some or all of the parties mentioned within this document, depending upon the topic. Meeting minutes for in-person meetings will be prepared by the City of Peoria and forwarded to all parties within 3 days of the meeting. All meeting materials will be kept as part of the administrative record.

Written Communication within the Project Team

Technical memoranda or letters submitted within the project team will be written on letterhead, will specify the purpose of the document, and will designate the addressee and the originator of the communication. All written communication will be kept as part of the administrative record.

3.3 EXTERNAL COMMUNICATION AND DATA REQUESTS

All communication and data requests from the general public made directly to a member of the project team will be directed to the BLM Project Manager. If direct communication is made with the BLM from an external party, the City of Peoria and its partner LRI will be informed of this external communication by the BLM Project Manager.

3.4 DELIVERABLE-SPECIFIC COMMUNICATION

During the internal review of the Preliminary Draft EA, Draft EA, and Final EA, SWCA will, at the direction of LRI and its partner the City of Peoria, provide any comments and/or edits to those documents to the BLM Project Manager. The BLM Project Manager will review the comments and/or edits, determine which should be incorporated into the documents, and distribute those to the City of Peoria and its partner LRI, and SWCA.

In responding to public comments received on the Draft and Final EAs, the BLM will coordinate directly with SWCA, and request assistance from the City of Peoria and its partner LRI, as needed.

At the direction of LRI and its partner the City of Peoria, SWCA will collect and summarize baseline data for review and approval by the BLM Project Manager and Interdisciplinary (ID) team prior before incorporating data into the EA.

Comments provided by the BLM ID team on the Preliminary Draft EA, Draft EA, and Final EA will be reviewed, consolidated, and distributed to the project team by the BLM Project Manager.

4.0 PROJECT COST AND TIMELINE SCHEDULE COMMUNICATION

Before any decisions are made for the project that could affect project cost and/or schedule, a conversation would occur between the BLM, City of Peoria, LRI, and SWCA.