

Process for Submitting Comments on Draft Plan

Watershed Restoration Enhancement Plan Development

As part of the plan development process for the eight Watershed Resource Inventory Areas (WRIAs) included in the WREC process, committee members will have an opportunity to review and provide comments on the draft plan. In order to track and manage these comments, the facilitation consulting team (ESA and Cascadia) have developed a comment tracking spreadsheet. The comment tracker will consolidate and sort all comments, which will provide a mechanism to review multiple comments on the same material in the plan.

Please label your comments as strong (red), moderate (yellow), and low concerns (green) concerns. For example, a high priority comment would mean that without the change, an entity's ability to approve the document is at risk. The comment tracker is aimed at high level review. **Please refrain from wordsmithing as chairs and committees have limited capacity and meeting time to review and address all comments.** Use your best judgement to limit your submissions to significant comments, including any comments that affect how you vote on the plan. **Comments are most useful when you propose a solution for the question or issue that you raise.**

Committee members have reviewed and provided comments on Chapters 1-4, 6, and a template for Chapter 7. The Committee Chair has incorporated Committee members' comments in the draft plan. Some sections of the draft plan are incomplete including information on project details and the NEB evaluation. Ecology has added comments in [\[Blue Brackets\]](#) to provide additional details on forthcoming plan content.

Instructions for using the comment tracker

The Committee chair will send a PDF version of the draft plan with line numbers to committee members along with a comment tracker spreadsheet.

The chair will ask committee members to review the PDF document and provide comments using the spreadsheet. The chair will provide 5 weeks for comments. Each comment should include the following information in the comment tracker spreadsheet:

- A. Watershed Number (already populated in the spreadsheet)
- B. Chapter and Section you are commenting on (drop down menu)
- C. Page Number (corresponding to your comment)
- D. Document Line Numbers (corresponding to your comment)
- E. Representative Name
- F. Entity (drop down menu)
- G. Date
- H. Comment from Committee Member
- I. Comment Code (drop down menu)
 - a. Strong concern (red), moderate concern (yellow), low concern (green)

Once committee members have completed your review of the draft plan and entered comments into the spreadsheet, send the spreadsheet to the Committee chair who will compile all of the comments received into the WRIA-specific comment tracker. This compiled version of the comment tracker will be saved to the Committee's Box site and shared with the rest of the Committee.

Entities sitting on multiple committees

If your entity sits on multiple committees and would like to submit only one comment tracker with overarching comments that apply to all plans, please complete the comment tracker and note which WRIAs the comment applies to. If you choose to submit high-level comments this way, please make a note in the comment box and also send it to all relevant chairs.

We sincerely thank you for your flexibility and willingness to use this tool. Should you have any further questions, please reach out to Stephanie (Stephanie.potts@ecy.wa.gov).