



## **CAPITAL ASSETS SURVEY – Data Handling Procedures**

### **Paper Survey Forms:**

- postmarked on or prior to January 31<sup>st</sup> and received in mail on or before February 12<sup>th</sup>, or received through office drop slot on or before January 31<sup>st</sup>:
  - Receptionist opens envelope to determine if it contains a survey (does not read or remove the paper from the envelope)
    - delivers directly to Survey Inputter who is a member of EID staff
- Survey Inputter:
  - based on information inserted within the personal information box on submitted survey form, confirms that the land location and voting division correspond to the irrigator name or corporation inserted on the survey form, and that the land location contains irrigation acres or terminable acres
    - verification whether a land location containing irrigation acres or terminable acres is done on a no name basis with another EID staff member
    - if information is incorrect or incomplete, it is indicated in pencil on the survey form by the Survey Inputter
  - confirms all fields are completed
  - inputs survey responses into the online SurveyMonkey system through the District website
    - personal information is entered as indicated, or edited if the land location or voting division were incorrectly inserted by the participant
    - survey responses and comments are entered into the online system unedited
  - records the date of entry into the online system in red pen at the bottom of the paper survey form
  - upon inputting the data, delivers the survey form to the Survey Supervisor who is a member of EID staff
- Survey Supervisor:
  - stores the survey forms securely (no Directors, no Admin, nor any other staff members have access to the forms)

### **Online Surveys:**

- surveys are completed online through the District website (the online system was developed from a SurveyMonkey website)

### **Data Compilation and Verification:**

- the data is stored in the database of the SurveyMonkey website
- the District's Survey Supervisor is the only person with a login/password to access the online data
- at no time will anyone but the Survey Inputter and the Survey Supervisor see the respondents name and legal land description linked with the respondent's selections or comments
- following the completion of the survey (January 31, 2021 at midnight) all entries in the survey will be verified by the Survey Inputter and Survey Supervisor
  - paper form entries will have already been verified upon initial data inputting by Survey Inputter, which will enable overall verification is completed in a timely manner
- survey submissions will be deemed ineligible:
  - if received by mail after February 12<sup>th</sup>

- if received by mail on or before February 12<sup>th</sup> but postmarked after January 31<sup>st</sup>
- if received online or received through office drop slot after January 31<sup>st</sup>
- when they are confirmed by the Survey Inputter and Survey Supervisor to be:
  - a duplication of the same irrigator name or corporation who/which have already submitted a survey
  - not a water user (do not own irrigation acres or terminable acres)
- ineligible survey submissions will be removed from the data system and securely stored in a password protected spreadsheet, with notes indicating why they were removed

**Data Results Summary:**

- without disclosing irrigator names/corporations and land locations of the respondents, the Survey Supervisor will prepare a summary of:
  - the number of respondents within each electoral division
  - the number of respondents deemed ineligible
  - the number of respondents within each electoral division for each answer to the question regarding infill and efficiency acres, up to a maximum of 50 irrigation acres
    - a listing of all responses and comments
  - the number of respondents within each electoral division for each answer to the question regarding infill and efficiency acres, over a maximum of 50 irrigation acres, and for new parcels
    - a listing of all responses and comments

**Presentation:**

- the Survey Supervisor will present the above summary to the Board of Directors and EID management

**Public Disclosure:**

- without disclosing irrigator names/corporations and land locations of the respondents, the Survey Supervisor will prepare and post a summary of the survey responses on the District website

**Survey Retention:**

- following preparation and disclosure of the survey response summaries, the paper survey forms, online data, and spreadsheet of ineligible surveys will be shredded or deleted from the District computer system by the Survey Supervisor

**Presentation and Data Retention:**

- a summary of the presentation and data (which excludes the irrigator name, corporation, and land location) will be retained indefinitely