To: 'Cacciatore, David'[David.Cacciatore@CBIFederalServices.com]; Rodriguez, Dante[Rodriguez.Dante@epa.gov]
Cc: Cafasso, Sarah[Cafasso.Sarah@epa.gov]; Adams, Martha[Martha.Adams@CBIFederalServices.com]; Rice, Shelley[Shelley.Rice@Cbifederalservices.com]
From: Jeryl Gardner
Sent: Mon 11/14/2016 7:24:34 PM
Subject: RE: Request for community involvement assistance, TO#44-RICO-09GU
20161025 YHS Meeting Room Form_signed.pdf
20161026 Yerington Library Form_Signed.pdf

Attached library use form and school room use form.

Jeryl R. Gardner, P.E., C.E.M.

Abandoned Mine Lands Program Coordinator
Bureau of Corrective Actions, NDEP
901 S. Stewart St., Ste 4001
Carson City, NV 89701
775-687-9484
jgardner@ndep.nv.gov

From: Cacciatore, David [mailto:David.Cacciatore@CBIFederalServices.com]
Sent: Monday, November 14, 2016 11:16 AM
To: Jeryl Gardner; 'Rodriguez, Dante'
Cc: Cafasso, Sarah; Adams, Martha; Rice, Shelley
Subject: RE: Request for community involvement assistance, TO#44-RICO-09GU

I have copied Shelley.

From: Jeryl Gardner [mailto:JGARDNER@ndep.nv.gov]
Sent: Monday, November 14, 2016 11:01 AM
To: 'Rodriguez, Dante'; Cacciatore, David
Cc: Cafasso, Sarah
Subject: RE: Request for community involvement assistance, TO#44-RICO-09GU

See my notes in

Jeryl R. Gardner, P.E., C.E.M.

Abandoned Mine Lands Program Coordinator
Bureau of Corrective Actions, NDEP
901 S. Stewart St., Ste 4001
Carson City, NV 89701
775-687-9484
jgardner@ndep.nv.gov

From: Rodriguez, Dante [mailto:Rodriguez.Dante@epa.gov]
Sent: Monday, November 14, 2016 6:59 AM
To: Cacciatore, David
Cc: Cafasso, Sarah; Jeryl Gardner
Subject: RE: Request for community involvement assistance, TO#44-RICO-09GU

Hi David,

See below for answers. Yes, I am available anytime Monday. Pick a time that works for you guys and send me a calendar invite. I am copying my Community Involvement Coordinator (CIC) Sarah Cafasso on this, as well as Jeryl Gardner.

Dante Rodriguez

Remedial Project Manager

U.S. EPA Region 9

75 Hawthorne Street, SFD-8-2

San Francisco, CA 94105

(415)972-3166

From: Cacciatore, David [mailto:David.Cacciatore@CBIFederalServices.com]
Sent: Friday, November 11, 2016 12:12 PM
To: Rodriguez, Dante <Rodriguez.Dante@epa.gov>
Subject: RE: Request for community involvement assistance, TO#44-RICO-09GU

Thank you for the opportunity. This is a tight schedule, especially with the holidays. We have the following questions:

- Who is the EPA Community Involvement Coordinator? Would appreciate the contact info so our community involvement person (Shelley Rice) can communicate with them directly. Sarah Cafasso (Cafasso.Sarah@epa.gov) 415-972-3076.

- Who booked the rooms at the library and high school? Jeryl Gardner. Yes, I reserved the rooms. We would like to know the contact person at each location and see a copy of the contract that was signed for each facility. We need to find out how long we have the rental for/can we set up early/run late, do they have screens/projectors, etc.) Talk to Jeryl about those details. I'm not sure you need the contacts at those facilities but I can provide them. For the Library meeting (first meeting), the Library is closed that day. I am having the Town Manager pick up the key for me the previous Friday, and handing off to me on Monday when we arrive. So, I don't think CBI needs the contact info for the Library, but if you do let me know. For the second meeting at the High School I have been working with Moni Byers, Assistant Principal. I told her we would probably need the room from 5-8:30, counting setup and breakdown. Meeting is 6-7:30. CBI can let me know if they need her contact info, but I do like to keep the contact with her minimal and unobtrusive; I don't want this to be a burden to her. I think the room is set up for projecting on the wall and does not have A/V equipment; it's the same room we used in August.

- EPA needs based on email:

  - Room set up (two locations)

  - Displays

  - A/V equipment

  - Support welcome table/sign ins Yes, we need help with this too: sign-in sheets, and welcome tables for each location.

o Operate A/V Yes, if CBI can bring laptop and projector, already pre-loaded with the presentation, that would be good. How much time does CBI need in advance for setup of both posters, sign-in table, and A/V at each location?

o 1 PPT; Do you have a template to use? Shall this be cut and pasted from the PP? template from previous public meeting attached. You can certainly utilize parts of the PP as appropriate, especially figures. I would suggest using the PP as a template; we may need additional detail on the 4 alternatives, especially the Preferred Alternative. If so, that could come from the FS or the Conceptual Closure Plan.

o 4 posters describing alternatives (assume to use fact sheet for graphics and text) Yes, use fact sheet (aka Proposed Plan)

- Contracted to provide support:

o 1 public involvement specialist – yes

o 1 court reporter for 1 meeting – NDEP is taking care of this so you don't need to. Agreed.

o A/V equipment – yes

o 10 slide PPT – yes

o 3 posters – Now I am saying 4-6 posters I think 4 is enough; one per alternative.

o 3 page handouts – see below

o 1 public notice in 1 newspaper – NDEP is taking care of this so you don't need to. Agreed.

- What format is the meeting? Poster session followed by PPT presentation/Q&A/Public Comment Period? (will speakers be limited to 3 minutes?) The afternoon meeting will be a poster session for 30 minutes followed by the presentation and then the public comment. The evening session will be just the presentation and then public comment. Can discuss commenter time limits. We will need to provide some directions/instructions to the public at the beginning, including how to provide comments like clearly stating their name and affiliation/interest, and a time limit (3 minutes seems about right).

- Do we need a translator? (don't think so but worth asking.) No translator

- Do they have a preferred court reporter/someone familiar with the site? NDEP is taking care of this, you don't need to.

- Who will provide the following? Are these considered the 3 pages of handouts? Good thinking. Lets consider these the 3 pages of handouts, although really you only need to hand out the comment cards. So yes, you guys need to provide these.

  - Comment Cards
  - Agenda
  - Sign In Sheet

- Who is responsible for the following:

  - Drafting the public notice – NDEP is taking care of this so you don't have to.
  - Flyer (if they plan on sending, it's possible that this PP mailer will service as the flyer, but generally like to send something closer to meeting as reminder) – the PP itself was mailed out to the entire mailing list and thus serves this purpose.
  - Drafting and distributing Press Release – we are not doing press release

- Confirm that CB&I will need to provide the following:

  - Arrows/signs to direct people to meetings – yes
  - Extension cords – yes
  - Scissors – yes
  - Tape – yes
  - Easels – yes
  - Name Tags – yes
  - Pens – yes
  - Copies of fact sheets – no (EPA will provide)

- Do you expect these to be highly attended meetings? 50 people each are expected That's probably on the high end, and is probably the max!

- Are there any contentious folks or agencies expected? No

- Do you need CB&I support on the 13th at the tribal consultations. I'm thinking you should plan on having your CIC attend the tribal consultations and help in various ways, like setting up AV, making comment cards available, etc. We can think of them as smaller, less formal versions of the public meeting. Since she will be up there already and will have done all the preparation, it makes sense to stay that extra day and lend a hand as needed.

Please let me know if you are available for a conference call on Monday, or is this best to hand off to our Community Involvement folks to coordinate going forward.

Thank you,

David

David A. Cacciatore, Ph.D., PE, PMP

Engineering Manager

Federal Services

Environmental & Infrastructure

Tel: +1-925-288-2299

Cell: +1-925-383-9789

david.cacciatore@cbifederalservices.com

CB&I

4005 Port Chicago Highway

Suite 200

Concord, CA 94520

United States of America

www.CBI.com

From: Rodriguez, Dante [mailto:Rodriguez.Dante@epa.gov]
Sent: Wednesday, November 09, 2016 11:04 AM
To: Cacciatore, David
Subject: Request for community involvement assistance, TO#44-RICO-09GU

David,

Pursuant to Task 2 "Community Involvement" of the referenced task order, I request CBI perform the following tasks:

- Provide public meeting support for the two Proposed Plan public meetings on 12/12 and 12/13/16: Set-up the room, displays and AV equipment; assist with conducting the meeting (greetings, sign-in, operate AV equipment); clean-up and restore the meeting spaces afterwards.

- Prepare presentation materials in support of the Proposed Plan public meetings. Prepare a draft and final powerpoint (PPT) presentation for the public meeting. Prepare 4-6 posters to be used at the public meeting to describe and illustrate the alternatives. The PPT presentation will be utilized by the NDEP presenter.

Please prepare the draft presentation material by COB 11/23 for agency review. Contact me to discuss further details. Thank you for your assistance!

Dante Rodriguez

Remedial Project Manager

U.S. EPA Region 9

75 Hawthorne Street, SFD-8-2

San Francisco, CA 94105

(415)972-3166