From: Walters, Donn
To: Mary Jane Naquin
Subject: RE: Status and Ground Rules for the May 25th Open House for San Jacinto River Waste Pits.
Date: Monday, May 23, 2016 12:10:00 PM

Yes, and we will continue to plan on the strategy we discussed last week for the overall meeting. Before I forget this, Mgmt. at a site briefing last week, requested that we state for the 6:30 update, that we will have a 30 min Q. and A. following the presentation, and that questioners limit their comments or questions to two minutes.
Thanks,

From: Mary Jane Naquin [mailto:M.J.Naquin@InformedFutures.com]
Sent: Monday, May 23, 2016 11:13 AM
To: Walters, Donn
Subject: RE: Status and Ground Rules for the May 25th Open House for San Jacinto River Waste Pits.
Thanks for the "forward" .... good to have in hand.
mj

From: Walters, Donn [mailto:walters.donn@epa.gov]
Sent: Monday, May 23, 2016 10:56 AM
To: Mary Jane Naquin
Subject: FW: Status and Ground Rules for the May 25th Open House for San Jacinto River Waste Pits.
Mary Jane, apologies,.. I forgot to add you to this email! Note the facilitator is referenced several times. Thanks.

From: Walters, Donn
Sent: Monday, May 23, 2016 10:51 AM
To: 'Allen, Bob (PCS)' <Bob.Allen@pcs.hctx.net>; latrice.babin@pcs.hctx.net; 'Hayter, Earl J ERDC-RDE-EL-MS CIV' <Earl.J.Hayter@erdc.dren.mil>; sjones@galvbay.org; 'Tom.Ellerbee@dshs.state.tx.us' <Tom.Ellerbee@dshs.state.tx.us>; 'Walker,Tina (DSHS)' <Tina.Walker@dshs.state.tx.us>; 'Jacquelyn Young' <jeyoung@texanstogether.org>; 'Linda Henry' <lhenry@poha.com>; Schroeder, Paul R ERDC-RDE-EL-MS CIV <Paul.R.Schroeder@erdc.dren.mil>; 'David Keith' <dkeith@anchorqea.com>
Cc: Miller, Garyg <Miller.Garyg@epa.gov>; Sanchez, Carlos <sanchez.carlos@epa.gov>; McCorkhill, Michael <Mccorkhill.Michael@epa.gov>; Assunto, Carmen <assunto.carmen@epa.gov>; Drammeh, Joan <Drammeh.Joan@epa.gov>
Subject: Status and Ground Rules for the May 25th Open House for San Jacinto River Waste Pits.
First, thank you all for your participation, and agreeing to provide site-related information at a table, on the cleanup of the San Jacinto site. Citizens at the last community meeting requested this type format, however others have requested a site update presentation, and as you know will provide that at 6:30 p.m. The Highlands Center is reserved and available starting at 3:00 pm on Wednesday. The Meeting announced from 4:30 p.m. – 8:30 p.m. If you have special needs pls. contact Debbie at the Center. They are providing the set up tables per our instruction. In order for this longer meeting to go as smoothly as possible, we support the following ground rules:

- Any organization that conducts an information table at the meeting would distribute only correct and up to date information.
- The facilitator will address if attendees become disrespectful or disruptive.
- The presence of media is always problematic. Pls. address any issues or concerns about the media to Ms. Carmen Assunto, EPA Sr. Media Officer who will be coordinating.

- There should be no recruitment or solicitation of membership or petitions during the meeting.
- Pls. support the ground rules that the meeting Facilitator will request for the 6:30 p.m. Site briefing.

Again, thank all of you for your support and time in helping to make this an informative meeting for the Community.