



MEMORANDUM

DATE: January 14, 2003
TO: Paul Vandenberg, Project Manager
FROM: Katy Brooks, The JD White Company, Inc.
RE: St. Johns Landfill RI-FS Phase 1 Public Outreach Program and Communications

This memorandum outlines the public outreach and communication tasks planned for Phase I of the RI-FS project—through completion of RI work plan. The implementation period for this plan is expected to be January to September 2004.

1. Stakeholder Assessment

Product: The JD White Company, Inc. (TWC) will provide a stakeholder report outlining key ideas, concerns, and comments regarding the St. Johns landfill and the remedial investigation and feasibility study (RI/FS) process. The interviews also will inform the development of the project's public outreach program. TWC will collaborate with Metro staff to identify approximately eight parties to be interviewed and develop a questionnaire addressing needed information and feedback, while providing clarity on community perceptions. Stakeholder interviews may include one-on-one and small group interactions.

Task Assignment: TWC will be responsible for developing the questionnaire, conducting and summarizing interviews and preparing the assessment report. TWC, Hart Crowser and Metro will collaborate in key identifying key objectives of the assessment, identifying parties to be interviewed and in developing a questionnaire.

2. Landfill Site Tours

Product: Metro will complete one to two landfill site tours during Phase 1. Key interested groups and individuals will be invited to join Metro staff at the site for educational tours designed to provide familiarity with site operations and characteristics.

Task Assignment: Metro will organize and lead site tours with strategy assistance from TWC. TWC will work with Metro to identify possible attendees, and assist Metro staff in preparing tour logistics and subject areas.

3. Workshops/Presentations

Product: TWC will assist Metro staff in recruiting participants, developing agendas, and preparing for up to two 2-hour community workshops regarding the Phase 1 risk assessment process, and development of the RI work plan. These workshops will provide an opportunity for Metro to share important information with interested individuals regarding the St. Johns Landfill, the Oregon Department of Environmental Quality (DEQ) regulatory process for the site, Metro's approach to the RI-FS and meeting DEQ requirements. Information at the workshops will be presented to help inform individuals so they can effectively participate in the DEQ public comment process.

Task Assignment: TWC will assist in arranging the workshops, will facilitate the workshops, take notes, and assist Metro and Hart Crowser in preparing materials and presentations. DEQ will be invited to present an overview of the regulatory process at the workshop(s).

4. Project Fact Sheets

Product: TWC will assist Metro staff with the development of up to three 1-page fact sheets (topics may include a landfill closure/assessment 101 sheet, the St. Johns Landfill RI-FS progress fact sheet, and public process/next steps information sheet). These fact sheets will inform interested parties about important project information. They can be shared at public meetings, with the media, or mailed directly in response to requests for information, or posted on Metro's Web-site.

Task Assignment: TWC will assist Metro in conceptual development of the fact sheets, and will draft copy for Metro review; Metro will design and print the materials, and post on its Web-site.

5. Team Meetings

Product: TWC will attend up to four 2-hour team meetings with Metro and Hart Crowser staff. Meetings will include discussions regarding public outreach program development, on-going strategy, and related issues.

Task Assignment: TWC, Hart Crowser and Metro staff will attend meetings.

6. Smith & Bybee Lakes Management Committee

Product: Metro and Hart Crowser staff will meet with the Smith and Bybee Lakes Management Committee as needed to ensure that the Committee is sufficiently informed about the development of the RI Proposal and the RI Work Plan, in order to enhance the Committee's ability to effectively advise and assist during the process. Because of its authority and the representation on Committee of several key stakeholders, this Committee is central to Metro's public outreach efforts during Phase 1 and throughout the RI/FS process.

Task Assignment: Metro and Hart Crowser will continue to lead communications and meetings with the Smith and Bybee Lakes Management Committee, with TWC assisting, if needed and appropriate.

7. Newsletter Copy

Product: Newsletters inform a larger audience. The goal for Phase 1 and the RI/FS process is to reach a larger audience in order to communicate important information, Metro's efforts to include the community, and the status of the RI/FS process. For efficiency, existing newsletters including Metro's Greenscene and the Columbia Slough Watershed Council's newsletter should be utilized to communicate project information. Project information in each of these newsletters should be included to announce meetings, share information and update the audience on project milestones

Task Assignment: TWC will draft copy for Metro review, and assist in the development of story ideas and information, as needed.

8. Web-Site

Product: Pages for Metro's Web-site for the St. Johns Landfill RI/FS process, including Phase 1, is recommended. The site will provide access to a wide range of people and can be used to both provide information and gather input for public outreach efforts by Metro on this project.

Task Assignment: TWC will assist in information/idea development and copy writing, as needed. Metro will maintain the site.

9. Community Grants Program

Metro's Community Grants Program has consistently provided funding and support to communities surrounding the St. Johns Landfill. As Metro continues with this successful program, it will be important to communicate both the landfill's history, including Metro's mitigation fund to compensate the community and area residents affected by the landfill.

Task Assignment: Metro continues to lead this program, and will incorporate project information and events, as appropriate, into its existing environmental education programs.

10. Education Program

Metro has worked with several area pilot programs and schools on wetlands, environmental, and waste management education. Information pertaining to the St. Johns Landfill RI-FS project should be incorporated into this program.

Task Assignment: Metro continues to lead this program.



MEMORANDUM

DATE: December 29, 2003
TO: Paul Vandenberg, Project Manager
FROM: Katy Brooks, The JD White Company, Inc.
RE: St. Johns Landfill RI-FS Phase 1 Public Outreach Program and Communications

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Task Assignment: TWC will assist in arranging the workshops, will facilitate the workshops, take notes, and assist Metro and Hart Crowser in preparing materials and presentations. DEQ will be invited to present an overview of the regulatory process at the workshop(s).

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Task Assignment: TWC will assist Metro in conceptual development of the fact sheets, and will draft copy for Metro review; Metro will design and print the materials.

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Task Assignment: TWC, Hart Crowser and Metro staff will attend meetings.

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Task Assignment: Metro and Hart Crowser will continue to lead communications and meetings with the Smith and Bybee Lakes Management Committee, with TWC assisting, if needed and appropriate.

7. Newsletter

Product: The purpose of a newsletter is to inform a larger audience. The goal for Phase 1 and the RI/FS process is to reach this larger audience in order to communicate important information, Metro's efforts to include the community, and the status of the RI/FS process. For efficiency, this newsletter may be combined with information pertaining to the Regional Solid Waste Management Plan or other related issues. One newsletter (2-4 pages) may be appropriate during Phase 1.

Task Assignment: TWC will draft copy for Metro review, and assist in the development of story ideas and information, as needed. Metro will design and print the materials.

8. Web-Site

Product: A web site for the St. Johns Landfill RI/FS process, including Phase 1, is recommended. The site will provide access to a wide range of people and can be used to both provide information and gather input for public outreach efforts by Metro on this project.

Task Assignment: TWC will assist in information/idea development and copy writing, as needed. Metro will design and maintain the site.

Mr. Paul Vandenberg

Re: Metro St. Johns Landfill RI & FS—Draft Public Involvement Approach & Budget Estimate

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9. Community Grants Program

Metro's Community Grants Program has consistently provided funding and support to communities surrounding the St. Johns Landfill. As Metro continues with this successful program, it will be important to communicate both the landfill's history and its potential value to area residents and community groups.

Task Assignment: Metro continues to lead this program.

10. Education Program

Metro has worked with several area pilot programs and schools on wetlands, environmental, and waste management education. Information pertaining to the St. Johns Landfill RI-FS project should be incorporated into this program.

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