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## MEETING MINUTES FOR ERDF, PUBLIC INVOLVEMENT PLANNING MEETING

DATE: December 29, 1993  
PREPARED BY: Jim Wise/376-8187/N1-22  
LOCATION: ERDF  
TITLE: PUBLIC INVOLVEMENT PLANNING MEETING

*Project file*

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<u>ATTENDEES</u>	<u>COMPANY/AGENCY</u>
Annette Carlson	WHC
Vern Dronen	WHC
Jean Dunkirk	WHC
Bryan Foley	DOE-RL
Dennis Faulk	EPA
Norm Hepner	Ecology
Pamela Innis	EPA
Regan Weeks	WHC
Jim Wise <i>JW 1/3/94</i>	WHC

### MEETING AGENDA

1. Review of focus sheet
2. Ads/Press release status review
3. NOI/SEPA checklist status review
4. Scoping meeting Discussion



All items of the above agenda were covered. In addition to the above attendees, we had telephone communication with Rob Harper, Laurie Davies and Geoff Tallent with the Washington State Department of Ecology.

Key items of discussion, agreements, and actions are as follows:

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**AGENDA ITEM NO. 1 - Review of Focus Sheet**

- The focus sheet was reviewed and edited in detail. Most rewording was accomplished in the meeting with any remaining wording changes/additions to be submitted to Annette Carlson ASAP (no later than 12/30/93 a.m.)
- EPA and Ecology committed to have their review comments on the rewritten focus sheet back to WHC/DOE-RL by 12/30/93 end of day.

**AGENDA ITEM NO. 2 - Review of Focus Sheet**

- Changes to the ads and press release were made in the meeting as a result of focus sheet rewording.
- Depending upon progress on the NOI/SEPA checklist during the week of January 4 through 8, 1994, words may have to be added to the press release informing the public of the timing of NOI/SEPA checklist availability.

**AGENDA ITEM NO. 3 - NOI/SEPA Checklist Status Review**

- It was agreed that the NOI/SEPA checklist was a critical path item to allow public scoping meetings to be scheduled the last week of January, 1994. January 5, 1994 will be a decision point - i.e. status of NOI/SEPA checklist will be assessed and a decision to proceed or not to proceed with press release, ads, mailing, etc. will be made.

**AGENDA ITEM NO. 4 - Scoping Meeting Discussion**

- After some friendly debate, the decision to hold two scoping meetings was agreed upon. Meetings are to be held in Richland tentatively January 25, at 7:30 p.m. and in Seattle, January 27, or January 31, at 7:00 p.m. Portland was dropped, as was Spokane. EPA took action to check with a requestor (Dirk Dunning) of the meeting in Portland to finalize agreement with the two meeting format. (Shortly after the meeting, feedback was received that the Portland meeting would not be necessary, per Dennis Faulk.)
- Agreement was reached that DOE-RL would act as lead agency for the public scoping meetings.
- Several details concerning scoping meeting objectives and content were discussed. A meeting will be scheduled (tentatively January 5, 1994) to prepare a draft outline of scoping meeting contents.

Meeting scheduled January 5, 1994, 8:00 a.m. in Bryan Foley's office to review NOI/SEPA status and to continue discussion on scoping meeting contents.

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