



# MILLENNIUM Bulk Terminals - Longview

**EIS** Environmental Impact Statements

## Public Involvement Plan: Scoping Phase Millennium Bulk Terminals-Longview Environmental Impact Statements

September 2013  
Revised October 2013



# **PUBLIC INVOLVEMENT PLAN: SCOPING PHASE**

## **MILLENNIUM BULK TERMINALS-LONGVIEW**

### **NEPA AND SEPA ENVIRONMENTAL IMPACT STATEMENTS**

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## Acronyms and Abbreviations

ADA	Americans with Disabilities Act
applicant	Millennium Bulk Terminals-Longview, LLC
Agencies	Cowlitz County, Ecology, and the Corps
BNSF	BNSF Railway Company
Consultant team	ICF International
Corps	U.S. Army Corps of Engineers
County	Cowlitz County
DEQ	Department of Environmental Quality
Ecology	Washington State Department of Ecology
EIS	Environmental Impact Statement
GPT	Gateway Pacific Terminals
LEP	Limited English Proficient
MBTL	Millennium Bulk Terminals-Longview
NEPA	National Environmental Policy Act
PIO/s	Public Information Officer/s
PI Plan	Public Involvement Plan
PMs	Project Managers
ROD	Record of Decision
SEPA	State Environmental Policy Act
USPS	United States Postal Service

# Public Involvement Plan Overview

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This Public Involvement Plan (PI Plan) addresses the public scoping process; the first of two formal public comment periods for the NEPA and SEPA EIS processes. This document serves as a guide to inform and involve interested parties including individuals, businesses, organizations, communities, public agencies, and tribes during development of the NEPA and SEPA Environmental Impact Statements (EISs) for the proposed Millennium Bulk Terminals-Longview (MBTL) project. This PI Plan focuses on outreach and involvement processes to promote public awareness of the proposed MBTL project and encourage public comment during the scoping period for the two EISs. Public comment is a key element in developing an EIS.

A second formal comment period will occur following release of the Draft EISs. A separate PI Plan will be prepared after the scoping period to include public involvement activities that will take place prior to, and after, release of the Draft EISs.

## Proposed Project Description

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The applicant, Millennium Bulk Terminals-Longview, LLC, is proposing to develop and operate a coal export terminal on a portion of the site of the former Reynolds aluminum plant, which is adjacent to the Columbia River in Longview, Washington. The proposed coal export terminal would cover approximately 190 acres of the approximately 536-acre site. The proposed facility would be capable of receiving coal by rail, stockpiling, blending, and loading coal by conveyor onto ships for export.

The completed coal export terminal would consist of two new docks, ship-loading systems, four coal stockpiles and pads, eight rail lines and rail car unloading facilities, associated facilities, conveyors, stockpiles and equipment, and dredging. The applicant proposes to develop the coal export terminal in two stages. Stage 1 would allow the facility to receive and export up to 25 million metric tons of coal annually. The coal would be shipped by rail. Stage 2 would expand storage and shipping capacity to 44 million metric tons.

Constructing and operating this proposed facility would require federal, state, and local permits and other permissions. Before applications for these permits and permissions can be considered, an environmental review must be completed.

A Determination of Significance and Notice of Intent has been issued, thus triggering the requirement to prepare a State Environmental Policy Act (SEPA) EIS led by Cowlitz County (County) with the Washington Department of Ecology (Ecology), and a National Environmental Policy Act (NEPA) EIS, led by the U.S. Army Corps of Engineers (Corps) to address issues related to proposed full build-out operations. The Corps will prepare an environmental analysis pursuant to NEPA. The County and Ecology will prepare an environmental analysis pursuant to SEPA. The collaborative NEPA and SEPA processes will create separate Draft Scoping Reports and EIS documents as well as separate final EIS documents.

## Public Involvement Objectives

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The County, Ecology, and the Corps, collectively called the Agencies, have identified the following objectives to guide the public involvement process:

- Conduct a thorough, impartial, and transparent public review process that informs the development of the Draft and Final EISs;
- Provide clear milestones for public participation;
- Effectively and efficiently share with and obtain information from the public and stakeholders during the synchronized NEPA and SEPA EIS development process; and
- Meet or exceed federal, state, and local requirements for public involvement, as defined by the NEPA and SEPA processes.

## Elements of Scoping Process Outreach

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The County has contracted with ICF International (Consultant team) to assist the Agencies, manage public outreach and involvement throughout the EIS development process, and to coordinate communication and involvement in compliance with NEPA and SEPA.

All public involvement activities will focus on providing multiple pathways for those interested in learning about the proposed project, and for submitting comments as part of the formal scoping process. The Consultant team will manage logistics for public meetings during the scoping period and provide outreach support, including a website, throughout the EIS process, which includes the state and federal Draft EIS public review periods, and release of the Final EISs and NEPA Record of Decision (ROD). Public involvement components of the process are described in the sections below.

### Stakeholder Interviews

Prior to the scoping meetings, the Consultant team interviewed stakeholders to guide planning for the scoping process through its expected conclusion in November 2013.

Interview questions will assess:

- Understanding and expectations about the scoping process and the MBTL proposal
- Experience with similar processes and lessons learned
- Suggestions on scoping meeting design and ground rules
- Effective communication channels and outreach methods, particularly for low-income and minority residents

The Agencies identified 40 individuals (or groups of individuals) to be contacted for interviews. Thirty interviews were conducted with stakeholders representing a diverse range of interests and demographics including:

- City and county jurisdictions
- Environmental and conservation groups
- Landowner organizations
- Labor organizations
- Economic development and business organizations
- Port authorities
- River navigation pilots
- Local community groups

Interviews were approximately one hour with individuals or small groups of no more than two people. Each interview was conducted in person, when possible, by members of the Consultant team. Most interviews were conducted in Cowlitz and Clark counties. Interviews outside of the two counties were conducted via telephone. Prior to the interview,

interviewees received a one-page Q&A document, a list of the interview questions, and information on how these interviews will help shape the final PI Plan for the project.

A Consultant team member opened the interview with a brief overview of the project, the overall process, where we are in the process, and an explanation of public scoping. A list of stakeholders interviewed, interview handout, and questions, key findings, and a summary of stakeholder responses are included in Appendices A and B.

In addition to these interviews, a local agency meeting was held where Agency staff presented the overall environmental process and discussed steps for scoping. Representatives from twelve jurisdictions were invited to participate in this meeting.

## Project Website

The Consultant team has designed and will host a comprehensive website ([www.millenniumbulkeiswa.gov/](http://www.millenniumbulkeiswa.gov/)), that will serve as an information hub, a public comment portal (linked to the ICF software system CommentWorks), and a document review and download repository throughout development of the EIS. This site will be promoted in news releases, via a projectLISTSERV, ads in local media, and printed project information as the most convenient way to make comments and view comments made by others. It will be updated weekly to ensure that visitors to the site will have timely information.

All scoping meeting materials, including open house exhibits, and a link to CommentWorks will be posted to the site at the start of the scoping period. On the website, people will be able to learn about the project, submit comments 24 hours a day, and view materials shown at meetings. The site will include copies of all unique, substantive comments submitted once logged into CommentWorks.

All public materials on the site will clearly and prominently identify the source of the content. The site will strive to accommodate non-English-speaking or low-English-proficiency visitors. The site will be Americans with Disabilities Act (ADA) compliant.

## Scoping Meetings

Public information about the scoping process will encourage commenters to focus on four topic areas, which will be considered within the EIS scoping period. These are:

- Reasonable range of alternatives (such as identification of an alternative site for a terminal, or identification of an alternative approach to bulk material handling that achieves the proposal's objective)
- Potentially affected resources (such as identification of natural, cultural, or community resources that will be potentially affected)
- Significant probable unavoidable adverse impacts
- Measures to avoid, minimize, and mitigate (offset) effects of the proposal

Five total public scoping meetings will be conducted at five locations in an open house format to provide EIS process information and details about the proposed project, and to

receive scoping comments. The County and Ecology will hold five meetings to take SEPA-related comments. The Corps will hold two meetings for NEPA EIS comments. People will be offered multiple ways to comment including being able to comment in person, either in a semi-private setting or before an audience. They also will be able to use comment forms to submit their ideas in writing, either at the meeting or later by mail. Comments may also be emailed to a designated email address for inclusion into the database. As stated above, the website will provide another avenue for comments to be submitted.

Meeting handouts will clearly identify the project website as a portal for comments during the designated scoping period. All comments will be collected and compiled within CommentWorks to identify issues and areas of concern for potential examination as part of the EIS development process. All comments, regardless of how they are submitted, will be given equal weight.

A detailed scoping meeting description tailored for each meeting is included in the *Meeting Plan – Scoping Meeting* chapter. The same exhibits and informational materials will be used in all of the meetings for consistency and will be available on the website. The Agencies identified and approved the dates and locations listed below in Tables 1 and 2. Seating numbers at each venue have been arranged based on direction by the Agencies. All facilities are ADA accessible.

**Table 1 — SEPA Open House Scoping Meetings**

City	Meeting Date/Time	Venue
Longview	Tuesday, September 17, 2013 4 p.m. to 8 p.m.	Cowlitz County Expo Center
Spokane	Wednesday, September 25, 2013 4 p.m. to 8 p.m.	Spokane Convention Center
Pasco	Tuesday, October 1, 2013 4 p.m. to 8 p.m.	The Trac Center
Clark County	Wednesday, October 9, 2013 4 p.m. to 8 p.m.	Clark County Fairgrounds
Tacoma	Thursday, October 17, 2013 4 p.m. to 8 p.m.	Tacoma Convention Center

**Table 2 — NEPA Open House Scoping Meetings**

City	Meeting Date	Venue
Longview	Tuesday, September 17, 2013 Noon to 4 p.m.	Cowlitz County Expo Center
Clark County	Wednesday, October 9, 2013 Noon to 4 p.m.	Clark County Fairgrounds

Each meeting will have sign-in sheets available with the option of signing up for the LISTSERV to receive updated project information.

All meetings will include contingency plans for closing the meetings, addressing turnout that exceeds facility capacity, and handling security threats. These items and other logistical information will be reviewed with all meeting staff prior to the start of each scoping meeting.

The Agencies may determine that a meeting must be rescheduled due to weather or other unforeseen circumstances. Information about meeting changes will be disseminated to the public using the same methods as the original meeting notifications.

# Publicizing the Scoping Meetings

A broad-based, multi-media approach will be used to notify the public of the purpose, time, and location of the scoping meetings. All materials will be reviewed and approved by the Agencies prior to distribution. Links to the facilities will be provided to inform the public of parking and mass transit options.

## Notification Methods:

- Website
  - Meeting information will be posted on the project and Agencies' websites
  - The project website address will be prominently displayed in all news releases and informational materials and identified as the project information hub and portal for submitting comments during the open scoping period
  - The website address was provided to each venue where the public scoping meetings will take place for incorporation into their websites
- Media Releases
  - Media releases from the Agencies will be distributed within seven days prior to each meeting, with designated contacts listed for reporter follow-ups
  - Care will be taken to ensure that notices of meetings reach minority or low-income residents identified in the Environmental Justice chapter
  - Social media such as Twitter will be used as appropriate by the Agencies
- Elected Official Alerts
  - Agencies will send notices to designated elected officials on the national, state, and local levels and the notices will follow existing agency protocols for communication with elected officials
- Public Notices
  - Agencies will place display advertising in newspapers where a scoping meeting will be held including ad placement in the Spokane Spokesman-Review, the Tri-City Herald (Pasco), the Columbian (Vancouver), Longview Daily News, and the Tacoma News-Tribune
- Announcements will be sent to the LISTSERV group
- Agencies will provide information in the formal Notice of Intent and Determination of Significance
- An informational flyer will be mailed to 6,000 residents in neighborhoods near the proposed MBTL facility site, including the Highlands neighborhood.

## Receiving Scoping Comments

In addition to receiving comments at the public scoping meetings, comments will be accepted through:

- A direct link to CommentWorks through the project website:  
[www.millenniumbulkeiswa.gov/submit-comments.html](http://www.millenniumbulkeiswa.gov/submit-comments.html)
- An email address to receive comments and transmitted documents:  
[comments@millenniumbulkeiswa.gov](mailto:comments@millenniumbulkeiswa.gov)
- A postal (USPS) address for written comments and document submissions:  
Millennium Bulk Terminals EIS  
c/o ICF International  
710 Second Avenue, Suite 550  
Seattle, WA 98104

Comment forms will be provided at the scoping meetings where attendees can fill them out and deposit in a clearly identified container, or mail them by USPS. Comment forms will be collected and submitted for entry into CommentWorks.

## Receiving Scoping Comments at Scoping Meetings

The outline that follows is a summary of how the team will receive public comments at scoping meetings.

- Comment forms will be available to attendees at designated comment tables at each scoping meeting. In addition to their primary function, these comment forms will promote the website and email address as alternative, convenient ways to submit comments.
- Comment tables will be highly visible. A staff person will be stationed nearby to provide assistance and ensure adequate supplies are available at the comment tables.
- A court reporter in a semi-private “quiet room” area adjacent to the meeting exhibits will record verbatim oral comments.
- Limited comments (two minutes per speaker) can be made before a larger audience in the main meeting areas. The expected number of people able to comment verbally on stage is no more than 80 people per each 3-hour session. A court reporter will be present to take verbatim speaker notes and record the meeting.

## Post Meetings

After each scoping meeting, the website will be updated to show meetings as “Closed” and include an estimated number of attendees. The Consultant team will provide an email to the Agencies weekly with an estimate of attendance for each meeting.

# Meeting Plan – Scoping Meeting

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## Dates, Times, and Locations

A list of general meeting logistics for each scoping meeting is provided below.

### **Longview, Washington – Cowlitz Expo Center, Tuesday, September 17, 2013, 1-4 PM NEPA and 5-8 PM SEPA**

Seating:	Seating provided for a total of 1,600 people in two separate rooms
Meeting Space:	Mount St. Helens Room - main space (13,000 square feet and 1,200 seated); Loowit Room - overflow (8,000 square feet and 400 seated)
Open House:	Coweeman Room
Comment Area:	Coweeman Room and in Quiet Room
Media Room:	Table designated within main comment area
Access/Parking:	Parking on site; Parking spaces reserved for event staff; Parking managed by Kiwanis staff for a fee
Transit:	Public transit available and information will be provided
ADA Compliant:	Yes
Transcription:	Yes
Interpretation:	Handouts and comment forms available in Spanish; Translator will be available
Audio/Visual:	PA system and tech; Video camera; Projector and screen to display lottery numbers
Emergency:	CPR/first aid available

The Cowlitz Expo Center is the smallest venue of the five that will be used for the scoping meetings. The event will use three rooms; the Mount St. Helens Room, the Loowit Room and the Coweeman Room. Event staff will be present from set-up starting at 10:00 AM until teardown at 10:00 PM. Participants will enter through the main doors into a wide T-shaped hallway that connects the event spaces, allowing entry from three main points. Event staff will be at all three points directing participants and will use the hallway to distribute handouts. The hallway also contains water fountains and restroom access.

As the Mount St. Helens Room comes close to reaching capacity, event staff will direct participants to the Loowit Room where a video feed will be projected to a large screen. The Mount St. Helens Room will be equipped with a stage, nearly 1,200 chairs set out theater-style, an emergency table staffed by a person trained in CPR and first aid, tables for the court reporter, the media, and the audio-visual technician.

The Mount St. Helens Room room will be the location for all oral comments. A video camera will capture the commenter in closed circuit to display in the adjacent Loowit Room.

The Loowit Room will be equipped with a screen to show commenters in Mount St. Helens room via closed circuit TV. There will be 400 chairs set up theater-style. A wall will divide the closed circuit TV viewing portion of the room from an area set aside for open house exhibits and comment tables.

The Coweeman Room will be set aside as a semi-private space for people to provide oral comments to a court reporter. Staff will leave their belongings in the small storage rooms and the area behind the stage that have been reserved. Security guards will be stationed at key points inside and outside for rapid coordination with local law enforcement.

## **Spokane, Washington – Spokane Convention Center, Wednesday, September 25, 2013, 5-8 PM**

Seating:	Seating provided for up to 1,500
Meeting Space:	Ballrooms 100 A, B and C (25,310 SF); Office spaces - 400 SF
Open House:	Adjacent ballroom
Comment Area:	Adjacent ballroom and Quiet Room areas
Media Room:	Table designated within the main comment area
Access/Parking:	Parking available for staff near loading dock; Parking available on all four sides of Convention Center and in lots throughout the city; Parking not managed by facility staff
Transit:	Accessible by mass transit
ADA Compliant:	Yes
Transcription:	Yes
Interpretation:	Handouts and comment forms available in Spanish; Consultant team translator for Spanish if needed
Audio/Visual:	PA system and tech; Video camera; Screen and projector to display lottery numbers
Emergency:	CPR/first aid available

The Center has good spaces for this event, which will use the ballrooms, approximately 25,300 square feet of meeting space, for the oral comment area. Event staff will be present from set-up starting at 2:00 PM until teardown at 10:00 PM. Participants will enter the main doors to reach the large main lobby which fronts several small conference rooms and the ballrooms. Event staff will be stationed at all entry points and in the lobby to direct participants and distribute handouts. Water fountains and restroom access are located in the lobby.

Seating will be provided for 1,500 participants. Participants will be eligible to speak on stage, and a court reporter will record verbatim comments. Event staff will act as ushers for those selected to speak. Alternatively, participants can make their oral comments to a separate court reporter stationed in the office space adjacent to the ballrooms.

The main room will be equipped with a stage, 1,500 chairs set up theater-style, an emergency table staffed by a person trained in CPR and first aid, tables for the court reporter, the media, and the audio-visual technician, and some comment tables.

The exhibits will be set up on easels in the separated ballroom. Event staff will leave their personal belongings in the service hallway behind the stage that has been reserved. Security guards will be stationed at key points inside and outside for rapid coordination with local law enforcement.

## **Pasco, Washington – Trac Center, Tuesday, October 1, 2013, 5-8 PM**

Seating:	Seating provided for up to 1,000 people
Meeting Space:	Exposition Hall - main space (38,000 square feet, 1,000 seated); Office spaces - 600 square feet
Open House:	In main lobby outside comment room
Comment Area	Shared with Quiet Room
Media Room:	Table designated within the main comment room
Access/Parking:	Small parking area reserved for event staff; All other parking in front of Center in large parking lots; Parking not managed by facility staff
Transit:	Public transit available
ADA Compliant:	Yes
Transcription:	Yes
Interpretation:	Handouts and comment forms available in Spanish; Consultant team translator will be present if needed
Audio/Visual:	PA system and tech; Projector and screen available to project lottery numbers

Emergency: CPR/first aid available

Only one space in the Trac Center is suited to this event. The Exposition Hall, which totals approximately 38,000 square feet, will be used as the main comment area. Event staff will be present from set-up starting at 2:00 PM until teardown at 10:00 PM. While the site is not conveniently accessible by mass transit, it is right off the main freeway. Participants will enter at one main point from the parking lot to reach a large atrium that fronts some small conference rooms. At the time of the open house, no events are expected at the arena, which is also located at the Trac Center. Event staff stationed at entry points and in the atrium will distribute handouts and direct participants. Restroom access and water fountains are located in the atrium.

The Exposition Hall will be set up theater-style with 1,000 chairs. The total capacity of the hall is 3,400 with some participants standing, but this total could change at the fire marshal's direction. Participants in the room will be eligible to speak on stage, and event staff will act as ushers for people who wish to speak. Alternatively, participants can give their comments to the court reporter that will be stationed in one of the adjacent office spaces.

The Exposition Hall will also include an emergency table staffed by a person trained in CPR and first aid, tables for the court reporter, the media, and the audio-visual technician, and comment tables.

The exhibits will be set up in the atrium on easels near the entrance to the court reporter's area. Event staff will leave their belongings in the small storage rooms and the area behind the stage reserved for that purpose. Security guards will be stationed at key points inside and outside for rapid coordination with local law enforcement.

## **Clark County, Washington – Clark County Fairgrounds Event Center, Wednesday, October 9, 2013, 1-4 PM NEPA and 5-8 PM SEPA**

Seating: Total capacity is 4,872

Meeting Space: Exhibition Hall C - main space (43,200 square feet, 2,500 seated and 1,100 standing)

Open House: Located within Hall C in a curtained area

Comment Area: Located within Hall C in a curtained area

Media Room: Designated tables will be available in Hall C

Access/Parking: Site located right off I-5; Small parking area reserved for event staff near loading dock; All other parking on two sides of Event Center in lots throughout the grounds; Parking managed by facility staff

Transit: Not served by mass transit

ADA Compliant:	Yes
Transcription:	Yes
Interpretation:	Handouts and comment forms available in Spanish; Consultant team will have a Spanish speaker available if needed
Audio/Visual:	PA system and tech; Projector and screen to project lottery numbers
Emergency:	CPR/first aid available

Exhibition Hall C, which totals approximately 43,200 square feet, will be used as the oral comment area for this open house. Event staff will be present from set-up starting at 10:00 AM until teardown at 10:00 PM. To reach the small main lobby, participants enter the main doors. In addition to Exhibition Hall C, the lobby fronts two additional large exhibit halls. Restrooms and water fountains are located to the rear of Exhibition Hall C. Event staff will be stationed at all entry points from the main parking areas to direct participants.

Event staff will distribute handouts and direct participants in the space left open in Exhibition Hall C after participants enter the main comment area. Exhibition Hall C will be equipped with a stage, 2,500 chairs set up theater-style, a table staffed by a person trained in CPR and first aid, tables for the court reporter and the audio-visual technician, and some comment tables. The total capacity of the hall is 4,872 participants including standing room, but this total could change at the fire marshal's direction.

Participants will be eligible to speak on stage, and event staff will act as ushers for people who wish to speak. An area at the back of the main room will be partitioned off for people to make comments to the court reporter.

Event staff will leave their belongings in the area behind the stage which has been reserved for that purpose. Security guards will be stationed at key points inside and outside for rapid coordination with local law enforcement.

## **Tacoma, Washington – Tacoma Convention Center, Thursday, October 17, 2013, 5-8 PM**

Seating:	Total capacity is 2,510
Meeting Space:	Exhibit Hall B - main comment area (27,300 square feet; 2,500 seats); Office spaces - 200 square feet
Open House:	Office space adjacent to Hall B
Comment Area:	Within and adjacent to Hall B
Media Room:	Designated tables available within Hall B

Access/Parking:	Loading dock area parking is reserved for event staff; Parking on all four sides of the convention center in lots throughout city; Parking not managed by facility staff
Transit:	Well served by mass transit
ADA Compliant:	Yes
Transcription:	Yes
Interpretation:	Handouts and comment forms available in Spanish; Consultant team will have a Spanish speaker available if needed.
Audio/Visual:	PA system and tech; Projector and screen to project lottery numbers
Emergency:	CPR/first aid available

Exhibit Hall B, approximately 27,300 square feet of meeting space, will be used for the main comment area. Event staff will be present from set-up starting at 3:00 PM until teardown at 10:00 PM. Participants will enter the main doors of the facility at varied points to reach the main lobby on the fifth floor. This large lobby fronts another exhibit hall as well as Exhibit Hall B. Event staff will be stationed at all entry points to direct participants and in the lobby to distribute handouts. Restroom access and water fountains are located in the lobby.

Exhibit Hall B will be set up theater-style with 2,500 chairs and will be equipped with a stage, an emergency table staffed by person trained in CPR and first aid, and tables for the court reporter and the audio-visual technician. Participants will be eligible to speak on stage, and event staff will act as ushers for people who wish to speak. Alternatively, participants can give their comments to the court reporter stationed in one of the adjacent office spaces.

Event staff will leave their belongings in the small storage rooms and the area behind the stage reserved for this purpose. This site is very accessible by mass transit in the city. Security guards will be stationed at key points inside and outside for rapid coordination with local law enforcement.

## Purpose of the Open House

The open house will include exhibit boards that will allow interested members of the public to review details about the MBTL proposal, the steps for developing a Draft and Final EIS documents, and a general timeline graphic. Exhibits will also include guidance on providing comments during the scoping period and information regarding how those comments will be used. Opportunities for oral comments for consideration in the Draft EIS development will be provided in the large meeting area(s) and in smaller rooms for more private participation. Comment tables and forms will also be available.

# Schedule

Tables 3 and 4 below demonstrate the management schedule for the SEPA and NEPA meeting, respectively.

**Table 3 — SEPA Meeting Management Schedule**

Time	Staff	Activity
11:00 a.m.	Logistics Manager	Meeting with Event Coordinator to review placement of all furnishings and make final adjustments to the plan as needed. Test audio-visual systems.
1:30 p.m.	Consultant team staff	Early arrival to facility. Review checklist of materials and tape floor of room to show where tables and key elements go.
2:30 or 3:00 p.m.	All	Security and safety briefing with the entire team.
4:00 p.m.	All	Doors open and attendees start entering the building. All staff should be at assigned posts within the facility.
5:00 p.m.	All	Meeting begins. Welcome attendees. Describe scoping process and procedures and ground rules for this meeting. Invite selected speakers to comment for two minutes at a podium with microphone.
8:00 p.m.	All	Conclude meeting in main verbal comment area. Public can remain in the open house area to ask questions of project staff.
8:30 p.m.	Consultant team staff	Last of the attendees are shown out and cleanup begins. Security remains until last member of the public departs.
9 p.m.	Consultant team staff	Final check of facility.

**Table 4 — NEPA Meeting Management Schedule for Longview and Clark County Only**

Time	Staff	Activity
8:00 a.m.	Logistics Manager	Meeting with Event Coordinator to review placement of all furnishings and make final adjustments to the plan as needed. Test audio-visual systems.
9:30 a.m.	Logistics Manager	Meet with site security staff and Clark County Sheriff's office to discuss site security plans and procedures.
10:00 a.m.	Consultant team staff	Early arrival to facility. Review checklist of materials and tape floor of room to show where to place tables and key elements.
11:00 a.m.	All	Security and safety briefing with the entire team.
12:00 p.m.	All	Doors open and attendees start entering the building. All staff should be at assigned posts within the facility.
1:00 p.m.	All	Meeting begins. Welcome attendees. Describe scoping process and procedures and ground rules for this meeting. Invite selected speakers to comment for two minutes at a podium with microphone.
4:00 p.m.	All	Conclude meeting in main verbal comment area. Ask attendees to clear the room for 5 p.m. SEPA meeting reset. Invite to view open house exhibits.

## Roles and Responsibilities

The specific roles and responsibilities for persons stationed at each designated meeting space and area are listed below:

### On or Near Stage in Public Meeting Space

- On-stage facilitator to manage the meeting
- Agency representatives on stage to hear comments
- Timekeeper to manage time clock during comments
- Court reporter to record comments
- Staff assistants to manage speakers waiting to provide comments, draw ticket numbers, and assist with court reporter needs

### In Public Forum Area

- Two ticket number recorders to post ticket numbers on charts at front and back of the room
- One staff to enter and post ticket numbers for projection
- Audio-visual assistant to assist the audio-visual person assigned to the event by the venue, set up the Consultant team cameras and ticket number project, and record the event with tripod
- Projector person to provide the laptop computer and screen to project lottery numbers
- Ushers to assist with selection of speakers, manage crowd in general area, and assist with seating as needed
- Counters will be stationed at door to get entry count. Staff will also perform a peak attendance room count for both the NEPA and SEPA sessions.

### At Entrance

- Greeters to provide handouts to attendees before they enter (if the facility reaches capacity, then those people will have handouts with specific instructions on how to submit comments)
- Counters to track how many people are in the venue and let Logistics Manager know if it is close to safe capacity

### Open House

- Display Board speakers to provide information on the display boards
- Comment table people to assist with comment cards, give people instruction, make sure comment card boxes don't overflow, and keep comment cards stocked

### Quiet Comment Area

- Monitor and court reporter to monitor and record comments

## Media

- Public Information Officers (PIOs) as designated by the Agencies

## Throughout venue

- Directional people will be at facilities with multiple parking areas and staff will direct attendees to entrances
- First Aid/CPR person to assist in the event of an emergency or minor medical problem (this person will stay at first aid table on standby)
- Sign-up table person to help with sign in forms and to provide directions and information
- General Logistics person to provide handout materials to staff for distribution to participants and will also act as general contact person for all staff
- Logistics Manager to act as a “floater” to ensure everything is happening according to plan and be the central point for communications
- Security and law enforcement personnel as determined prior to the meeting

## Meeting Staffing Assignments:

### Longview

- Consultant team, with the assistance of agency staff, will run the meeting (16, not including speakers or panel members on stage, and we recommend five additional staff to work on the routes between parking areas and the event)
- Security staff to secure entrances and main gathering spaces (7)
- Security in parking areas and police presence under development

### Spokane

- Consultant team, with assistance of agency staff, will run the meeting (16, not including speakers or panel members on stage and we recommend four additional staff to work on the routes in large lobby areas and outside in the breezeways)
- Security staff to secure entrances and main gathering spaces (5)
- Security in parking areas and police presence under development

### Pasco

- Consultant team, with assistance of agency staff, will run the meeting (15, not including speakers or panel members on stage and we recommend three additional staff to work on the routes between parking areas and the event)
- Security staff to secure entrances and main gathering spaces (5)
- Security in parking areas and police presence under development

## Clark County

- Consultant team, with assistance of agency staff, will run the meeting (16, not including speakers or panel members on stage and we recommend three additional staff to work on the routes between parking areas and the event)
- Security staff to secure entrances and main gathering spaces (4, and there are not many entrances to secure in this building, but if the volume of people reaches capacity we will want to double this number)
- Security in parking areas and police presence under development

## Tacoma

- Consultant team, with assistance of agency staff, will run the meeting (15, not including speakers or panel members on stage and we recommend two additional staff to work on the routes between parking areas and the event)
- Security staff to secure entrances and main gathering spaces (4, and this facility has its own security staff, and will enforce prohibition on picketing)
- Security in parking areas and police presence under development

## Meeting Logistics

The Consultant team will be responsible for meeting arrangements, all materials (listed below), on-site logistics and support, and managing/facilitating all meetings. The Consultant team will provide staff for meeting management, supplemented by available Agency staff.

- Safety plan
- Sign-in sheets (100 sheets on six clipboards)
- Printed name tag stickers (25) for staff and agency representatives, plus blank extras for other attending staff
- Colored vests (25) for event staff (all Consultant team members)
- Markers (50)
- Pens/pencils (200)
- Notepads/clipboards (25)
- Exhibits (15 boards total)
- 20 easels
- Communication radios with headsets
- Video camera and tripod (1) for video record (not to be edited)
- Extension cords and surge protectors (4,100-foot-long extension cords and four surge protectors and cords and plug ins for media area)
- Tape for extension cords

- Access to PA system; Four (4) microphones (one of the microphones will be a wireless microphone for those who are not able to access the stage because of disability or other reason); Two (2) back-up microphones (can rent if necessary)
- Each facility has arrangements for seating capacity as directed by the Agencies (number of seats varies between facilities based on expectations for attendance)
- Court reporters (2 for each venue)
- Blue tape
- First aid kits (2)
- Standard-size tables (14)
- Comment forms
- Handouts and ground rules
- Boxes with large labels for depositing comment forms (5 or more)
- Wayfinding signage to assist navigation
- Poster sized ground rules for public speaking area
- 24- by 36-foot stage (removable in panels) with 18-inch riser and steps on each side; One (1) table and three (3) chairs for stage; One (1) table or area for court reporter
- Communications Plan for communicating within team
- Departure Plan to ensure safe departure for participants
- Security arrangements with contracted venue security firm (if available) or contracted with private security firm (if necessary) and coordination with local law enforcement

## Meeting Ground Rules

Ground rules will be posted on exhibit boards at the venues, included in the meeting handout upon entry to the venue, and reviewed/explained by the facilitator at the start of the meeting with periodic reminders from the facilitator throughout the comment process. The rules will be strictly enforced.

The Agencies are committed to providing safe and effective scoping meetings. Public input is a very important part of scoping. Scoping meetings and the scoping period are an opportunity to involve the public in the environmental review process and hear their suggestions, questions, and concerns.

Local leaders and members of interested groups have communicated a common goal to the Agencies for the scoping meetings – a desire for a secure, non-intimidating and respectful atmosphere that allows all voices to be heard. The Agencies propose specific ground rules to achieve this goal. Individuals who do not follow the ground rules and create an unsafe or intimidating environment will be asked to leave scoping meetings.

The Agencies ask all participants to honor the ground rules, to help maintain an open, secure and respectful tone for each meeting, and allow everyone's voice to be heard equally. Use of these ground rules will support productive and civil meetings.

Ground rules are:

1. Intimidating behavior will not be tolerated because it creates a disrespectful and threatening environment. Examples of intimidation that are prohibited include:
  - Confronting, blocking, or interfering with attendees when they approach, enter, or engage in the scoping meeting venue
  - Conducting rallies or demonstrations at the entrance or within the scoping meeting venue
2. The Agencies will monitor the number of people entering the meeting space and, based on the safe capacities of these areas, may close the space to additional attendance if facility capacity is reached. When people depart and space becomes available, additional people will be allowed to enter.
3. In anticipation that many people want to provide oral comments before an audience, a time limit of two minutes per speaker is established for all scoping meetings and will be enforced.
  - Speakers will be chosen by a lottery drawing method to provide an unbiased selection of speakers
  - Silent expressions of support or opposition by giving a “thumbs up” or “thumbs down” or raising one’s hand or a small sign for a few seconds do not disrupt speakers and are allowed
  - Clapping, cheering, or jeering disrupts speakers. Such noise contributes to an intimidating atmosphere, and is prohibited within the scoping meetings
  - Speakers may be stopped when disruptive behavior such as sign waving or a mass activity like standing up as a group occurs (these actions will reduce the overall time allotted for people to speak and therefore fewer people will be able to provide comments)
  - Signs no larger than 100 square inches (10” x 10”) are allowed in the public comment areas and should not be held up for extended periods as they block the view of others
4. The Agencies reserve the right to close the meeting at any time if disruptions interfere with the opportunity for participants to make oral comments before an audience or there is a safety risk.

## How Speakers will be Chosen and Rules for Speakers

- Meeting staff will ask people as they enter the venue if they wish to speak during the oral comment period in the meeting room.
- If the answer is yes, then staff will explain two options for oral comment; before the audience in the meeting room, or speaking to a court reporter in a separate room.
- If the potential speaker wants to speak before the entire audience, the staff person will tear off attached tickets, give one to the speaker and drop the other half in the speaker selection ticket box. There will be a sign at the ticket drop box explaining the lottery selection process.
- Once the meeting begins, meeting managers will draw 10 tickets initially and call out the numbers. Those numbers will be printed on chart paper at the front of the room and projected on a portable screen for easy viewing. The facilitator will periodically call up to five additional numbers to replenish the speaker queue.

- People whose number has been called will be invited to take a seat near the podium to await their turn.
- Swapping tickets to designated speakers will be allowed.
- The screen/chart will show the current 10 speakers and the next 10 speakers.
- Speakers will be allowed two minutes to make comments. Time will be monitored by an electronic timer and a staff person on stage who will display a green card to begin. With 15 seconds left in the two-minute period, the electronic timer will show a yellow light and the staff person will display a yellow card advising the speaker to wrap up. The timer and staff person will display red when time has expired and the facilitator will ask the person to yield their space to the next speaker.
- A meeting staff person will be at the foot of the podium to manage ingress/egress of speakers, and to accept any written materials the speaker wishes to submit.
- Oral and written comments will be entered into CommentWorks separately and sorted by categories established in the CommentWorks comment management protocols.

## **Elected Officials and Tribal Representatives**

- Local elected officials and tribes will be contacted prior to the scoping meetings and asked to notify the consultant if they want to speak. There will be a limited number of slots available.
- At the top of each hour, the facilitator will allot 10 minutes for officials to speak. They will be given a limited amount of time (two minutes) to speak. An agency person at each venue will be assigned to identify and engage elected officials, and sign them up to speak on a first-come, first-served basis. Speaker information will be provided to the facilitator prior to the top of each hour.

## **Coordination with Media**

- The Agencies will identify staff authorized to work with the media, and these staff will be made known to all Consultant team members.
- The Agencies will develop a Media Management/Communication Plan for providing materials and interview opportunities.
- All media will be referred to identified PIOs.
- Agency PIOs will be responsible for meeting media requests for information and interviews.
- Each room will have a designated area for media to set up cameras and equipment for oral comments, including a table for seated reporters and laptops if feasible.

## **Contingency Plans**

The following are recommended responses to a variety of circumstances that may disrupt or cause delay of a scoping meeting. Consultant staff will be provided headsets and radios to provide constant and immediate communications in each main room during meetings.

### **Meeting cancelation due to weather or other circumstances beyond the Agencies' control**

- Provide immediate notice to media in the community affected, and to major statewide media and wire services.
- Send notice to people signed up on the LISTSERV.
- If possible, the notice should include an alternative date for a rescheduled meeting.

### Medical emergency during the meeting

- Meeting management staff will immediately call 911 if the emergency appears severe or life threatening. Triggers will include shortness of breath, dizziness, fainting, or visible blood loss.
- Meeting staff will include one or more people trained in CPR and basic first aid to act while awaiting medical response. Other staff will maintain a perimeter.
- If possible, a quiet room will be identified where a person experiencing problems can be attended to in privacy.

### Meeting disruption activities

- Consultant staff will have basic training in working with upset people and/or unruly behavior.
- Meeting managers will meet with assigned site security staff to determine venue's security protocols for disruptive behavior, and under what circumstances security staff will engage with disruptors.
- The facilitator will announce as part of the ground rules that disruption to the commenting process could result in closure of the meeting.
- Any organized efforts to disrupt a meeting will be addressed by the facilitator in stages. This includes a demand to stop the activity, followed by a second warning that failure to stop will lead to cancellation of the meeting. If disruption continues, the facilitator will close the meeting and direct attendees to emergency exits. Meeting staff will be at all exits to direct people. If disruption turns to destruction of property or threatens the safety of attendees, the facilitator will announce that 911 has been called for police response. During the pre-meeting safety briefing, the exact location to meet in case of an emergency will be identified.
- No staff will physically engage with a disruptor. If a staff person is attacked or feels under imminent physical threat, they may take evasive action for their personal safety and should notify security.

### Technical problems

- If there is a power failure, the meeting staff will be located throughout the space and positioned to engage with a specific area of the room. In the event of a power failure and near darkness, the staff will engage with people in their area of responsibility and request that they remain seated until the problem is resolved. The facilitator will also make this statement from the stage if he/she can be heard. If the power is restored within 30 minutes, then the meeting will resume and extra time will be added for comments. If outage is likely to last longer than 30 minutes, the meeting will be closed and people asked to leave.
- If there is a sound system failure, the same procedure as described above for a power failure would occur.

# Public Communication Protocols

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## Elected Officials, Agencies, and Tribes

The nature of the MBTL project will most likely generate interest from federal, state, and local elected officials, agencies, and tribes. Each of the Agencies will follow its existing protocols for communications with elected officials. The default assumption will be that the Corps will handle incoming and outgoing communications with federal elected officials, agencies, and tribes; Ecology will handle communication with statewide elected officials; and the County will handle communications with city, county, and state elected officials whose districts include the County. Agencies will coordinate among themselves regarding contacts and meetings that vary from this default assumption.

## Public

During the scoping period, individuals or representatives of organizations will seek information about the scoping process and/or want to submit comments as part of the scoping process. Tables 5 and 6 below outline the preferred protocol for managing these contacts. The general objective is to facilitate timely public access to information and provide accessible methods for submission of public comments. Actions may include a simple referral to the project website for information and comment options or direct receipt of comments either orally or via e-mail or letter. Working effectively with minority, low-income, and limited English proficient (LEP) populations will require more specific steps to support effective involvement. An analysis of population demographics, environmental justice considerations, and proposed outreach approaches are included in the *Environmental Justice* chapter below.

## Media

Media engagement throughout the state, including the Columbia River Basin and Puget Sound areas, is an important part of the EIS process. Frequent communication with the media allows current distribution of information. Communication through the media reaches a broad public audience while encouraging feedback and participation from the public. It also allows the Consultant team and Agencies to track the information distributed. Media outlets will be engaged through a variety of avenues, including the distribution of news releases and key external communication materials to designated outlets.

The Agencies will draft and release media releases. These may be joint releases, or issued by an individual agency as determined by the Agencies. The Consultant team could be asked for input or review and will be provided with copies of the media releases. Representatives of the Agencies will be responsible for direct contact with the media, distributing materials, and responding to media requests. The assigned agency spokespersons will log the requests received on the SharePoint document, as well as the responses, and notify the Agencies and the Consultant team of the contact and any follow-up needed.

## Why is engaging the Media important?

Engaging the media in the MBTL process will allow the Agencies to:

- Disseminate information to a broad public audience
- Encourage and promote feedback and public participation
- Track articles, editorials, and letters to get a sense of community interest and concern
- Proactively correct misinformation to a broad public audience when there is a need to set the record straight

## Methods of interacting with the Media

A number of activities have been identified to provide the media with current and accurate information:

- Target print and broadcast media through news releases in the counties where scoping meetings will be held as well as general distribution through state and regional news media outlets
- Provide “media-friendly” services at the scoping meetings such as a media table, media packets, and a designated area for video setup
- Provide media briefings at key project milestones, either directly on-site or indirectly through promoted “media availability” conference calls by the Agencies
- Agency representatives will build rapport with specific reporters in key media markets and become a useful news source as the project progresses
- Post all news releases on the project website and promote the website address in all communications with the media and public

## Protocol for initiating Media contact

The Agencies will work with the Consultant team to coordinate the creation and approval of the necessary materials for joint media releases. An assigned Agency PIO or designated Agency members will be responsible for distributing media materials. Contact may be made through news releases, mailings of designated material, by telephone, or by e-mail, but all contact must be conducted by an approved team member. Contacts will be tracked by the approved PIOs as well as the Consultant team and posted to the contact spreadsheet on SharePoint.

## Protocol for responding to Media contact

Responses to media contact requests will be handled in the same manner as the distribution of materials and contacts with media outlets. If telephone or e-mail requests from the media seek project information and/or interview opportunities, the assigned spokesperson/PIO will be notified immediately and will respond promptly to the request, either by providing an interview or arranging for a later time.

Timely response is important to take advantage of coverage opportunities and develop ongoing relationships with reporters. The Agency spokesperson(s) and PIOs will coordinate the availability of a project lead or a subject matter expert to speak with the media when appropriate.

## **Monitoring Media coverage**

The Consultant team has set up a "Google Alerts" account using the keywords "coal export terminal," "Longview," and "Millennium Bulk." This account will be designed to capture any articles generated by local, national, or international media as well as special interest newsletters and blogs posted on the Internet. The Consultant team will create an electronic file of relevant articles and provide a bi-weekly overview of media and blogosphere coverage to the Agencies, including hyperlinks to the articles. Articles of immediate interest will be shared the same day. This process will be useful for spotting trending issues and concerns as well as tracking the use of project-generated information such as public meeting notices.

These summaries will be uploaded to SharePoint and the Agencies will be notified when posted.

## **Managing incoming and outgoing communications**

Tables 5 and 6 below provide a quick reference guide for receiving or distributing project information. The specific action depends on its origin and what is requested or distributed. The tables act as a guide for any team member and describe the responsibilities of the Consultant team, designated PIO/spokespersons, and Agency Project Managers (PMs).

A SharePoint document will be used to track communications on the project. This document will be reviewed during weekly conference calls as needed. Urgent responses or issues will be coordinated between the project leads.

**Table 5 — Responding to Requests for Information**

<b>Incoming Resource</b>	<b>Type of Request</b>	<b>Receiving Staff Action</b>	<b>Agencies</b>
Elected Official or Staff Representative	Simple request seeking material reviewed and approved for public release or logistical information such as meeting time and location.	Provide information if known and available. If not known and/or available, assure prompt response, get contact information, and refer to appropriate Agency (Congress to Corps, state legislator to Ecology or County). Log on SharePoint site document and report response to database coordinator.	Appropriate Agency handles response following own agency protocols for correspondence with elected officials. Log on SharePoint site document. Report response as appropriate.
	Policy question or seeking information not readily available in approved materials.	Get contact information and which agency will be forwarded the inquiry. Log contact on SharePoint site document.	Appropriate Agency handles response following own agency protocols for correspondence with elected officials. Log on SharePoint site document.
	Seeking to submit formal NEPA/SEPA comments.	Provide options for submitting comments.	Provide options for submitting comments.
Interest Group Member, Organization Representative, or Non-Affiliated Individual	Seeking material reviewed and approved for public release or logistical information such as meeting time and location.	Provide information if known and available. If not known and/or available, get contact information, assure prompt response, and refer to appropriate team member. Log on SharePoint site document.	Receive contact report and follow up directly with person. Log on SharePoint site document.
	Policy question or seeking information not readily available in approved materials.	Get contact information and which agency will be forwarded the inquiry. Log contact and report immediately to Agency representative	Respond to person with appropriate information/action following own agency protocols. Log on SharePoint site document.
	Seeking to submit formal NEPA/SEPA comments.	Provide options for submitting comments.	Provide options for submitting comments.
News Media by Phone or E-mail	Seeking project information and/or interview opportunities.	Acknowledge contact and content of request. Refer immediately to designated PIO and/or spokesperson for Agencies	Contact reporter and address his/her request. Log on SharePoint site document and report the contact and subject of interest.
In-Person Media Contact during event	Request for information or opportunity for interview.	Identify on-site assigned PIOs and/or agencies' spokesperson(s).	PIO and/or spokesperson speaks with reporter.

**Table 6 — Distributing Public Information**

<b>Outgoing Product</b>	<b>Source for Draft Copy, Layout, or Design</b>	<b>First Review Level</b>	<b>Final Review and Approval</b>
Correspondence to Federal Elected Officials	Draft by the Consultant team public involvement staff and/or agency staff following existing letter preparation protocol.	Agency (Corps for federal officials) reviews draft and forwards for final review, formatting, signature, and mailing.	Agency PMs review final content, then initiate agency upper management review process and final signature(s) following existing elected officials' protocols.
Correspondence to State Elected Officials	Draft by the Consultant team public involvement staff and/or Agency staff following existing letter preparation protocol.	Project management, the Consultant team, and state review and forward for final review, formatting, signature, and mailing.	Agency PM reviews final content, then initiates agency upper management review process and final signature(s) following existing elected official protocols.
Correspondence to Local Elected Officials	Draft by the Consultant team public involvement staff and/or Agency staff following existing letter preparation protocol.	Project management, the Consultant team, and County review and forward for final review, formatting, signature, and mailing.	Agency PM reviews final content, then initiates agency upper management review process and final signature(s) following existing elected official protocols.
News Release	Draft by the Consultant team public involvement staff and/or agency PIO.	Project management, the Consultant team, County, and designated PIO review draft and prepare final.	Agency PMs review, edit, and ultimately approve before public release by the appropriate. County will be the lead distributor unless otherwise determined by Agencies.
Print and Web-Based Information Materials	Draft narrative content and graphic designs by the Consultant team public involvement staff and/or agency PIO.	Agencies and the Consultant team PM review and edit.	Agencies review and agree on final narrative content and graphic designs. Approve for posting by the Consultant team public involvement staff.
Presentation Graphics, Meeting Boards, Comment Forms, and Related Public Meeting Materials	Draft narrative content and graphic designs by the Consultant team public involvement staff and/or agency PIO.	Agencies and the Consultant team PM review and edit.	Agencies review and agree on final narrative content and graphic designs. Approve for development by the Consultant team public involvement staff.

Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority and Low-Income Populations,” was signed in 1994 to achieve environmental justice protection for all communities. The order requires federal agencies “to develop environmental justice strategies to help federal agencies identify and address disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority and low-income populations.” The order also promotes nondiscrimination in federal programs and encourages minority and low-income communities’ access to information and opportunity for public participation.

Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” which was signed in 2000, concerns services to persons identified as limited LEP. The order requires federal agencies to (1) identify any need for services to individuals who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English, and (2) develop and implement a system so LEP persons can have meaningful access to services.

## Demographic Overview

For the PI Plan, the environmental justice study area is defined as residential areas near the project area where proposed construction activities would occur. Although the proposal could have direct impacts on populations within the study area, there may also be indirect impacts on populations within the cities of Longview and Kelso in Washington and the town of Rainier to the south in Oregon. Census data have been analyzed for these surrounding communities and the study area using a U.S. Environmental Protection Agency mapping tool, EJView. Demographic information about the surrounding communities and the study area is included below in Table 7. Compared with surrounding areas, the study area has the highest minority population, at 21%. Approximately 31% of households in the study area fall at or below the 2013 federal poverty threshold for a four-person family (i.e. \$23,550).

**Table 7 — Characteristics of Populations in Study Area and Surrounding Communities**

Population	Study Area	Longview	Kelso	Rainier
Total Population	2,065	48,293	9,582	3,271
Minority Population (%)	21%	16%	14%	20%
Elderly Population (65+) (%)	11%	17%	18%	13%
Low-Income Population (%)	31%	29%	27%	43%

Source: EJView (U.S. Census Bureau, 2010).

Note: Hispanic can be any race. Most recent Rainier income data is from 1999.

Executive Order 12898 concerns environmental justice as it pertains to minority and low-income populations. Table 8 provides data regarding the population in the study area and surrounding communities by race. Approximately 12% of the study area identifies itself as "Hispanic," while 6% identifies itself as "some other race."

Agencies are required to take steps to ensure meaningful access to programs and activities by LEP persons. Timely and meaningful interpretation services and the translation of vital materials should be provided. According to the 2006–2010 American Community Survey, 2% of the population in the study area, or 862 people, speak English “less than well.”

**Table 8 — Ethnic Characteristics of Populations in Study Area and Surrounding Communities**

Area	White	Black/African American	Asian	American Indian	Pacific Islander	Some Other Race	Hispanic*
Study Area	83%	1%	3%	2%	0%	6%	12%
Longview	87%	1%	2%	2%	0%	4%	9%
Kelso	89%	1%	2%	2%	0%	3%	7%
Rainier	83%	1%	2%	2%	1%	6%	11%
Study Area	83%	1%	3%	2%	0%	6%	12%

\*Total population and minority population based on 2010 census data; low-income population based on 2006–2010 American Community Survey data, as identified in the U.S. Environmental Protection Agency mapping tool, EJView.

## Environmental Justice Outreach Approach

As mandated by Executive Orders 12898 and 13166, directed by the Council on Environmental Quality’s “Environmental Justice” guidance under NEPA and to ensure compliance with Title VI of the Civil Rights Act, outreach strategies have been developed to address environmental justice considerations in minority, low-income, LEP, and tribal populations. Outreach strategies include the following:

- Targeted environmental justice outreach will be provided to neighborhoods nearest the MBTL facility in Cowlitz County/Longview showing both Hispanic and low-income populations
- Project stakeholder interviews will include an organization that either represents or serves low-income, minority, and LEP populations (these interviews will help provide insights into the most effective options for meaningful public engagement and involvement)
- Public meetings will be accessible by public transportation (the Consultant team and Agencies will work with service providers and other stakeholders to distribute information. Public meetings will be ADA-compliant, and scheduling and venue selection will consider other barriers to attendance such as work schedules and childcare)
- A mailer in English to the identified neighborhoods will also include in Spanish a phone number to call for translations (flyers in Spanish and English will also be placed at public locations near the target neighborhoods and available on the website)
- Coordination and consultation with Tribes follows the appropriate government-to-government protocol as addressed in the *Elected Officials, Agencies, and Tribes* chapter

# Appendix A – Stakeholder Interviews Background

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The Consultant Team conducted a total of 30 interviews with diverse stakeholder organizations, agencies, and individuals. This appendix provides the stakeholder interview questions, the FAQs provided to each stakeholder, and the list of stakeholders interviewed. Appendix B provides key points from the interviews.

## Interview Questions

Prior to asking questions, the Consultant team member provided a brief overview of the project, the overall process, and where we are in the process as well as an explanation of public scoping. Following this project overview, the Consultant team member began the interview, using the following questions:

1. Are you familiar with the MBTL application to develop a coal export terminal in Cowlitz County?
2. Do you plan to participate in the public scoping process by either attending scoping meetings or submitting comments through other means?
3. Are you aware of the difference between an EIS public scoping meeting and a public hearing?
4. Scoping is the first opportunity for public comments regarding what people want to be examined during development of the EIS. From your perspective, what should an open, objective and user friendly scoping process include?
5. Do you think your group/stakeholders understand the purpose of scoping meetings and how they differ from public hearings? That there will probably not be answers to specific questions at that point in the process?
6. What do you consider the most effective way to make people aware of this project and encourage public participation in the scoping process?
7. What would be your preferred way to receive information about the MBTL project as the EIS process moves ahead?
8. Can you provide names of other organizations or individuals who may be interested in the EIS process?
9. Have you participated previously in large-scale EIS public scoping processes?
10. In your view, what should the MBTL scoping meeting and outreach process seek to model, and what should be handled differently from previous EIS scoping processes?
11. We anticipate large numbers of participants at the MBTL scoping meetings. What ground rules do you think will encourage open yet orderly participation?
12. Do you have any suggestions about how we conduct outreach to minority and low-income residents to increase awareness and encourage participation in the scoping process?
13. Are there any other thoughts you would like to share?

## Stakeholders Interview List

Organization	Person Interviewed	Phone	Email
Alliance for Northwest Jobs and Exports	Lauri Hennessey	(206) 650-4153	lauri.hennessey@edelman.com
Association of Washington Businesses	Don Brunell, President	(360) 943-1600 (office number)	donb@awb.org
City of Longview	Bob Gregory, City Manager	(360) 422-5004	bob.gregory@ci.longview.wa.us
Columbia River Inter-Tribal Fish Commission	Paul Lumley, Executive Director	(503) 238-0667	plumley@critfc.org
Columbia River Pilots Association	Ann McIntyre, Vice President	(503) 289-9924	officers@colrip.com
Columbia Riverkeeper	Jasmine Zimmer-Stucky	(503) 929-5950	jasmine@ColumbiaRiverkeeper.org
Lower Columbia Estuary Partnership	Chris Hathaway	(503) 226-1565 ext. 227	chathaway@estuarypartnership.org dmarriott@estuarypartners.org
Power Past Coal/Climate Solutions	Ross Macfarland & Joelle Robinson	(206) 443-9570 ext. 26	joelle@climatesolutions.org
Sierra Club	Laura Stevens	(503) 238-0442 ext. 305	laura.stevens@sierraclub.org
City of Kelso	Steve Taylor	(360) 423-1371	staylor@kelso.gov
Coast Guard (Corps to provide)	CDR John Moriarty, Commander	(206) 220-7273	john.f.moriarty@uscg.mil
Rosemere Neighborhood Association	Dvija Michael Bertish		dmb88@iinet.com
Cowlitz Economic Development Council	Ted Sprague	(360) 423-9921	sprague@cowlitzedc.com
Cowlitz-Wahkiakum Council of Governments	Scott Patterson	(360) 577-3041	spatterson@cw cog.org
International Longshore and Warehouse Union, Local 21	Jake Whiteside, President Cell (360) 353-8533	(360) 423-0950	ilwu21@qwestoffice.net
Landowners and Citizens for a Safe Community	Ms. Gayle Kiser, President	(360) 749-7029	kiser@cni.net
Port of Longview	Lisa Hendriksen, Director of Planning and Environmental Services	(360) 425-3305	lhendriksen@portoflongview.com
Cowlitz County Fire Chief's Association	Dave LaFave	(360) 575-6286	Dave.lafave@c2fr.org
CAP	Michael Torres	(360)425-3430	ionak@lowercolumbiacap.org
Kelso/Longview Chamber	Bill Marcum	(360) 423-8400	bmarcum@kelsolongviewchamber.org
Highlands Neighborhood Association	Leri Jacobson, Community Center Director	(360) 703-5630	lerijacobs@gmail.com

Organization	Person Interviewed	Phone	Email
Port of Camas-Washougal	Dave Ripp, Port Director	(360) 901-4787	BillW@portcw.com
Washington Public Ports Association	Eric Johnson	(360) 943-0760	ericj@washingtonports.org
Columbia River Economic Development Council	Lisa Nisenfeld, President	(360) 567-1060	lnisenfeld@credc.org
City of Vancouver	Chad Eiken, City Planning Manager	(360) 487-8617	chad.eiken@cityofvancouver.us
Resources for Sustainable Communities	Crina Hoyer, Executive Director	(360) 733-8307	crinah@re-sources.org
The Lands Council	Mike Petersen	(509) 209-2406	mpetersen@landscouncil.org
Washington Environmental Council	Becky Kelley	(206) 631-2602	becky@wecprotects.org
Friends of Columbia River Gorge	Kevin Gorman Michael Lang	(503) 241-3762	kevin@gorgefriends.org
BNSF Railway Company	Terry Finn Dava Kaitala	(206) 625-6135	terry.finn@bnsf.com

The following organizations declined an interview or did not respond to the interview request:

- League of Women Voters
- Longview/Kelso Building and Construction Trades
- Lower Columbia Contractors Association
- Lower Columbia College
- League of Conservation Voters
- Association of Washington Cities

## Stakeholder Interview Handout

Thank you for agreeing to provide information for the scoping process for the development of an Environmental Impact Statement (EIS) for the proposed Millennium Bulk Terminals-Longview, LLC (MBTL) coal export terminal in Cowlitz County. As noted in our initial email, scoping is an important part of the environmental review process and the purpose of the scoping process is to determine the "scope" or content of the EIS. These stakeholder interviews will help in implementing that scoping process and for developing ground rules for public meeting.

### Who is conducting the scoping process?

Cowlitz County, the Washington Department of Ecology (Ecology), and the U.S. Army Corps of Engineers (Corps), collectively called the Agencies, are overseeing the preparation of a joint EIS under the State Environmental Policy Act (SEPA) and the federal National Environmental Policy Act (NEPA).

## **What is public scoping?**

The scope defines the environmental impacts and alternatives that need to be evaluated in an EIS. The scoping process allows the public, communities, tribes, and agencies to comment on what they recommend should be contained in the EIS and assist the agencies identify issues and concerns. The Agencies will set a specific time frame for people to provide comments regarding what should be addressed.

## **Why is a NEPA/SEPA EIS being prepared?**

MBTL has submitted a proposal to construct and operate a coal export facility that would require local, state and federal permits. Agencies (federal, state and local) making decisions on permits must consider the environmental impacts of the proposal before making a decision. Under SEPA and NEPA, if information indicates a proposal is likely to have a significant adverse environmental impact, an EIS is required. The EIS provides comprehensive and impartial discussions of potential environmental impacts, reasonable alternatives, and mitigation measures that would avoid or minimize adverse impacts. The EIS will disclose potential impacts, which is important information that permitting agencies consider when making permit decisions.

## **How will my interview responses be used?**

Your feedback will help the Agencies in planning a public scoping process that encourages people to participate. We are proposing a variety of methods for people to comment on what issues should be analyzed or what reports should be considered in the EIS, including written or in-person opportunities. We are especially interested in ideas about how best to inform interested people and organizations about the EIS scoping process, how to organize public meetings to be safe and respectful, and how to best distribute and receive information.

## **How are public comments during the scoping process used to develop an EIS?**

The Agencies will review comments received during the scoping period to determine what environmental information and data should be used to compare the potential environmental effects of the possible project alternative and the “no action” alternatives in the Draft EIS. Each agency may consider issues differently because of their specific regulatory authority. The joint Draft EIS will include an analysis of the combined requirements of all of the Agencies, as informed through the scoping process, but it is up to each Agency to determine the relevance and weight that information in the EIS will be given in making its respective agency determination. The Agencies will make the final decision of what will be included in the EIS development process.

## **Will the scoping period be the only opportunity for public comment about the proposed coal terminal?**

No, additional public comment will be sought during the public review of the Draft EIS. In addition, after the EIS has been completed, local, state and federal agencies will conduct separate permitting processes that will include public comment periods.

## Will I be able to provide EIS comments for the record during this interview?

No, this interview is focused on suggestions for an accessible and transparent public scoping process. Your formal comments (for the record) will be accepted during the public scoping period later this year. Meetings are tentatively set for these dates and locations:

- Sept. 17, Cowlitz Expo Center, Longview
- Sept. 25, Spokane Convention Center, Spokane
- Oct. 1, The Trac Center, Pasco
- Oct. 9, Clark County Fairgrounds, Vancouver
- Oct. 17, Tacoma Convention Center, Tacoma

There are several ways to learn about the scoping period and meetings, and more are in the works:

- Sign up for the MBTL EIS LISTSERV at ([listserv.wa.gov/cgi-bin/wa?A0=WA-MILLENNIUM-EIS](mailto:listserv.wa.gov/cgi-bin/wa?A0=WA-MILLENNIUM-EIS)) for email announcements of meetings
- Media releases will be sent to newspapers and radio stations announcing meeting dates
- SEPA Register ([www.ecy.wa.gov/programs/sea/sepa/register.html](http://www.ecy.wa.gov/programs/sea/sepa/register.html))
- Federal Register notice ([www.federalregister.gov/](http://www.federalregister.gov/))
- Agency websites on the proposal:
  - Ecology ([www.ecy.wa.gov/geographic/millennium/index.html](http://www.ecy.wa.gov/geographic/millennium/index.html))
  - Cowlitz County ([www.co.cowlitz.wa.us/Index.aspx?NID=138](http://www.co.cowlitz.wa.us/Index.aspx?NID=138))
  - U.S. Army Corps of Engineers, Seattle District ([www.nws.usace.army.mil/](http://www.nws.usace.army.mil/))

# Appendix B – Stakeholder Interviews: Key Findings and Detailed Summary

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## Key Findings

The Consultant team conducted 30 stakeholder interviews in person or by phone with a range of organizations, agencies, and individuals. As the interview questions suggest, the intent was to test stakeholder awareness of the EIS scoping process in general and the MBTL proposal specifically. The interviews also sought stakeholder feedback on design of open, objective, and user-friendly scoping outreach and participation. In addition, the interview effort was designed to gather lessons learned from stakeholders' experiences with previous EIS scoping processes, and to gather ideas for effective ground rules to guide management of scoping meetings.

- Range of awareness of the MBTL EIS varied widely among stakeholders. Several have been tracking since an earlier MBTL application in 2010. Several more have become aware through overall involvement in coal terminal regulatory processes elsewhere in Washington and Oregon. The remainder of those interviewed were aware mainly through the media, discussions within community organizations, and direct briefings and tours from MBTL staff.
- Plans to participate in the scoping process also varied. Organizations who have expressed interest in the proposal are expected to be active participants similar to the other coal terminal EIS process. Local agencies and some non-profits will await direction from elected officials or boards of directors. Only the Columbia River Pilots and the Lower Columbia River Estuary Program representatives said that their organizations typically did not participate in scoping. All of those contacted expect to at least follow the process through the media and would welcome email updates provided by the Agencies and the project website.
- The question about the difference between an EIS scoping process and a public hearing found that more than half of those interviewed either did not know the difference, or were not sure. Explaining this difference in simple language will be a communications challenge throughout the scoping period. Several organizations requested the Agencies assistance in sharing process information with their members and related networks.
- Common themes found in responses for how to best run an open and user-friendly process included: clear explanation of the process and how to participate; offering multiple comment options; strong facilitation to minimize intimidating behavior during scoping meetings; limiting the length of comments; and setting and enforcing strict behavioral ground rules. Those familiar with the other processes also supported the use of a "lottery" drawing to select speakers. A few respondents also pointed to the recent Oregon Department of Environmental Quality (DEQ) 12-hour hearing process as a better model for gathering comments without intimidation by large crowds. That position has been backed up by additional unsolicited emails from elected officials recommending consideration of the DEQ process.
- Communication through local media and existing information exchange networks, such as neighborhood newsletter, were the most common suggestions for effective outreach. Several organizations offered to pass on agencies information and to link to the project website.

- Electronic communications via email, LISTSERV, and the project website were universally preferred, although the Columbia River Intertribal Fish Commission did request letters by mail for official communications from the agencies.
- Several of the people interviewed did offer the names of organizations that should be kept informed of the MBTL EIS process. Those suggested names will be included in the full stakeholder interview summary.
- About one-third of those interviewed had recent experience with a large-scale EIS development processes. The Gateway Pacific Terminal was the most common, but some organizations had also been part of the liquefied natural gas (LNG) terminal and/or the Columbia River Crossing (CRC) processes.
- Of those who did participate in other processes, there was general agreement that the lottery selection process worked better than the initial first-come arrangement for speakers. There was also agreement on the need for strong facilitation and adherence to silent support/opposition options rather than clapping or negative noisemaking.
- Stakeholders familiar with the Kelso/Longview area agreed that the Highlands Neighborhood near the MBTL facility and the BNSF tracks warranted special environmental justice attention because of low income and Spanish speaking residents. Specific approaches are included in the PI Plan's *Environmental Justice* chapter.

## Detailed Summary of Stakeholder Interviews

During July 2013, the Consultant team conducted a total of 30 stakeholder interviews with individuals, organizations, and public agencies identified by the Agencies as potential interested parties to the development of an Environmental Impact Statement (EIS) for the Millennium Bulk Terminals-Longview (MBTL) project. The interviews were conducted either in-person or by phone, and sought responses to 12 questions approved by the Agencies. The overall intent of the interviews was to determine stakeholders' awareness levels about the MBTL EIS process; identify their experience with previous complex EIS scoping processes; and seek feedback on ways to implement robust and authentic public outreach and involvement during the EIS scoping phase. Conversations on this latter topic focused on lessons learned from previous scoping processes, especially on establishing approaches and ground rules for managing MBTL public scoping meetings during September and October.

### General project awareness and plans to participate

All the people interviewed were aware of the project at some level. That awareness can be broken down roughly into three groups.

*Aware and interested* – Either through the media, interactions in the community, or by the nature of their organization or department, people in this group have learned about the coal export terminal issue, with specific awareness of the MBTL proposal. Some community leaders in Kelso/Longview have been engaged previously by MBTL staff through briefings and tours of the site. Some officials have also toured an Arch Coal mining operation in Montana. Plans of those in this group to participate actively in the scoping process varied. Participation intent ranged from passive monitoring to active submission of written and/or oral comments during scoping. Some

organizations were undecided, awaiting more direction from their elected leaders or boards of directors.

*Aware and engaged at the local level* – Interviewees in this group have tracked the MBTL development proposals since the 2010 permitting process was initiated. While aware of the broader coal terminal issues, their interest was more locally focused on economic development or potential environmental impacts. Two local organizations have broader, statewide affiliations with unions or environmental coalitions. Most of the stakeholders in this group expect to participate in the scoping process at some level.

*Fully engaged with coal terminal issue statewide (or beyond)* – This group comprises well-organized advocacy organizations representing either environmental or economic development interests. Most of these stakeholders have been tracking the coal terminal issue at the regional and national level and participated in the Gateway Pacific Terminals (GPT) scoping process last fall. Most expect to participate actively in the MBTL process by sending out information to their members and by encouraging and possibly organizing attendance and activities at the public scoping meeting sites. The two most visible umbrella organizations are the Power Past Coal Coalition, which includes organizations such as the Sierra Club and Columbia Riverkeeper, and Alliance for Northwest Jobs and Exports, a consortium of export-oriented businesses which includes MBTL.

## Understanding the difference between scoping and a public hearing

Two questions sought to assess the understanding of the stakeholder and their community of interests regarding the difference between public scoping and public hearing procedures. Responses to these questions were decidedly mixed. Some interviewees who participated in the GPT process said they clearly understood the difference. These respondents credited the GPT information outreach with clarifying that issue for them. Several other stakeholders were either not sure personally, or did not know at all. All of those interviewed agreed that other people who have limited past experience with complex EIS processes will not understand the difference unless it is clearly explained. The takeaway outcome of these questions is the need for the Agencies to clearly and simply explain the difference via multiple information channels, and to restate that difference repeatedly at the scoping meetings. Many organizational representatives said they would share information provided by the Agencies with their members via newsletters, emails, and links to the MBTL project website.

## Recommendations for effective outreach

Effective use of local media, both print and broadcast, was the most common recommendation. For Cowlitz County, specific suggestions included articles in The Daily News and stories on the local radio stations (KLOG, KEDO and KBAM) and the public access TV station in Longview. Several organizations offered to share project information provided by the Agencies with members and/or other people within their communications network by means of forwarded emails, presentations at meetings, door-to-door distribution, and links to the project website. This list of offers to share project information will be included as an update to the current PI Plan draft. Direct mail or information hand-delivered by neighborhood volunteers was also recommended for the Highland Neighborhood. One innovative suggestion for the Longview area was to place a brief ad in the high school football programs handed out on game nights directing people to the project website.

All respondents said that the best way to communicate with them was via email, supplemented by direct mail to elected officials and tribal leaders. Stakeholders who participated in the interviews will be added to the project LISTSERV.

## Suggested names of others to be kept informed

Following is a brainstorm list from stakeholders about other organizations that should be informed about the MBTL public scoping process. Some participants also promised to send additional contact information. For now, this is simply a list of organization names. The Agencies can determine if additional follow-up is warranted to compile contact information for addition to the LISTSERV.

Lifework (Longview)	Ethnic Support Council (Longview)
Earth Justice	CRAG Law Center
Vancouver and Willapa Audubon chapters	Friends of the East Fork Lewis River
Trout Unlimited	Fish First (Clark County)
Columbia Gorge Windsurfing Assoc.	Columbia Gorge Kiteboarding Association
Pacific Merchant Shipping	United Transportation Union
Brotherhood of Engineers and Trainmen	Northern Plains Resource Council
Earth Ministries	Clean Columbia County
Columbia River Gorge Commission	USCG Harbor Safety Committee (Portland)
Spokane RTC	Spokane Clean Air Agency
Pacific NW Waterway Assoc.	Building Trades Union

## Stakeholder recommendations on scoping meeting organization and ground rules

The interview questions sought to draw out stakeholder recommendations for scoping meeting logistical arrangements as well as specific suggestions for ground rules for meeting management. Most of the stakeholder feedback came from people who were directly involved with the GPT scoping meetings or who had followed the process closely through the media.

### *Meeting logistics*

There was no consensus among the stakeholders about the overall format of the scoping meetings. Most of the organizations identified as coal terminal opponents preferred the large group meetings conducted during the GPT scoping process that allowed a strong advocacy group presence. Project proponents favored meeting designs that avoided large gatherings and offered smaller-room options for providing comments over an extended period. The recent Oregon DEQ 12-hour hearing approach for Morrow Pacific was noted as a good example for gathering testimony.

There was consensus that if the meetings did use the large-group format, then the following elements needed to be in place:

- Adequate security to maintain a safe, non-intimidating environment
- Strong facilitation that makes the ground rules clear and enforces them
- Levels of agency and consultant staffing that will support good crowd management, including staff outside the venue entrance to interact and share information with attendees as they enter the facility
- One or more smaller rooms where people can comment either orally or in writing without speaking in front of the large group
- Good information in handouts and exhibits that explains the scoping meeting process, guidelines for effective comments, and meeting management ground rules
- Tables that are visible to everyone where people can use official comment forms to make written comments
- Meeting length of 2 to 3 hours to accommodate as many commenters as possible in the large room(s)
- Meetings that start after 5 PM to allow greater participation (Again, there was some support for longer hours to accommodate people who work evenings or may have childcare conflicts.)
- Using the lottery method to select people to testify (There was general agreement that the first-come, first-served approach of early GPT meetings was not productive.)

Other suggestions about logistics that did not have consensus included:

- Establishing a specific area for rallies and demonstrations in designated areas away from people entering the facility
- Providing water and toilets outside the facility for people waiting in line
- Having a strong police presence outside and within the venues

### *Suggested Ground rules*

The list below includes Stakeholder suggestions for ground rules at the scoping meetings.

- Ground rules should be posted on exhibit boards at the venues and should be included in the meeting handout given to attendees upon their entry to the venue. The ground rules should be explained by the facilitator at the start of the meeting, with periodic reminders from the facilitator throughout the comment process. The rules should be strictly enforced.
- Confronting or interfering with attendees inside or outside the venue should be prohibited.
- Interest group meetings should be allowed in designated areas outside the venues, and in rooms that may be rented by groups inside the venues.
- Rallies and/or demonstrations should not be allowed within venue common areas shared with the scoping meeting or at entryways to the scoping meeting.
- The Agencies should monitor the number of people entering the meeting space and close the space to additional attendance if legal capacity is reached.
- Speakers should be chosen by the lottery drawing method.

- Speakers should be limited to two minutes each for comments. A visible light timer should be provided on the stage to assure equitable treatment of all speakers.
- No foul language or personal attacks should be allowed during comments. The facilitator should interrupt the speaker if this occurs with the time lost to the interruption should be counted against the speaker.
- If the audience interrupts a speaker and causes a delay, the speaker should be allowed extra time to complete the comments.
- Vocal expressions of support or opposition to comments should be prohibited within the meeting room(s). Noisemaking (e.g., clapping or booing) should not be allowed.
- Silent expressions of support or opposition (e.g., holding up a small sign or simply raising one's hand) should be allowed. Signs should be no larger than 100 square inches (10" x 10") and may not be held for an extended period so as to block the view of others. There was not, however, stakeholder consensus on use of signs in meetings. Some of those interviewed felt they should be banned inside the meeting room.
- Distracting behavior such as sign or arm waving and mass activity such as standing up as a group should be prohibited.
- The facilitator should note up front that there are multiple ways for people to comment and that these scoping meetings, provided as a courtesy, are not required by NEPA or SEPA. Therefore, the Agencies reserve the right to close the meeting at any time if disruptions interfere with the opportunity for participants to comment orally.

## Stakeholder recommendations regarding Environmental Justice outreach

There was consensus among the stakeholders familiar with the project area that the Highlands Neighborhood should be dealt with as an environmental justice area given the close proximity of its residents to the BNSF mainline and the MBTL property. This is confirmed by the data provided in the project's PI Plan identifying a Latino population in that area approaching 20% of the population. The City of Longview also identified an area of high-density, multi-family residential in the vicinity of 33rd and Dorothy streets.

One stakeholder provided specific ideas and offered support for outreach to the neighborhood. He noted that the area is low income, with a significant Latino population. He recommended specifically that any written materials should use simple language and should be provided both in English and Spanish. He noted the direct mail was the most effective way to reach residents as many do not have access to the Internet. He offered the use of neighborhood volunteers to hand-deliver postcards to the 1,500 households within the boundaries of the neighborhood association. The same stakeholder also supported gaining additional visibility by placing bilingual flyers in public places such as the Community Center and local markets as well as by distributing flyers via students at local grade and middle schools. He provided contact information for four convenience stores in Longview used by residents. These include:

- Miller's Market, 3152 Washington Way
- St. Helens Shopping Center, 236 30th Avenue
- Store N' Deli, 447 Oregon Way
- 20th Avenue Grocery, 425 20th Avenue

Several stakeholders recommended advertising on Spanish-language radio. Some people interviewed also recommended coordinating Latino outreach with the Ethnic Support Council, a local non-profit service provider for non-English speakers and minority populations in the area. The Council also could provide a translator/interpreter for the Longview scoping meeting if the Agencies agree to this approach. One stakeholder recommended consulting with the Region 10 EPA Environmental Justice office for additional guidance on developing an environmental justice outreach approach.

### **Other comments and recommendations**

Many stakeholders did not answer the final question. Those who did often reiterated the comments made in answering previous questions, such as providing a non-intimidating environment for people to speak, providing adequate security for crowd control, and allowing an adequate amount of time for people to speak. Specific issues raised included the need for wider, regional outreach and involvement of other Western states, and a broad scope of study for the EIS to include communities affected by coal transport, not just the coal export facility.