

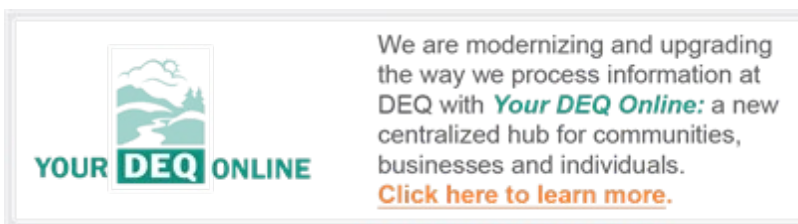
**From:** OBRIEN Audrey \* DEQ  
**To:** REDICK Daniel; "Sam Imperati"; Duvall, Kathryn; "maryparmigiani534@gmail.com"; "ewpitera25@gmail.com"; "john.deuel@oregonstate.edu"; "christopher.mcmorran@gmail.com"; "ryanm@gerdingbuilders.com"; "louisa@peak.org"; FULLER Brian \* DEQ; "marge@jyo.com"; "lizirish@ymail.com"; "RKnocke@republicservices.com"; "GRough@republicservices.com"; "SEdmonds@republicservices.com"; MCGUIRE Sean; "BMay@co.marion.or.us"; MAY Brittany; "Rough, Ginger"; "Jackson, Julie"; "crgilbert@comcast.net"; "Paul Nietfeld"; "Catherine Biscoe"; SANDERSON Shane; "Paul Nietfeld"; "IMacnab@republicservices.com"; "WBromann@republicservices.com"; "Mark Yeager"; "Condit, Jeffrey G."; Benton County Talks Trash  
**Cc:** WYSE Nancy; MALONE Patrick; AUGEROT Xanthippe; KERBY Joseph; NICHOLS Darren; CRONEY Vance M; VERRET Greg J; WILLIAMS Inga; GROGAN Cory; "Amelia Webb"; "virginia gustafson lucker"  
**Subject:** RE: 12/15/22 BCTT - example of a communications and engagement plan  
**Date:** Tuesday, December 20, 2022 2:42:40 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[CommsPlan\\_Template\\_02.07.2019.docx](#)  
[CommunityEngagementGuide.pdf](#)

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Hi,

Attached is a communication plan template and guide that DEQ uses for community engagement and outreach. Perhaps this is useful for Benton County and for the communication and outreach workgroup.

Audrey O'Brien  
Manager  
Northwest Region Environmental Partnerships Section  
Oregon Department of Environmental Quality  
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Portland, OR 97232  
503-209-9182



**From:** REDICK Daniel <daniel.redick@Co.Benton.OR.US>  
**Sent:** Thursday, December 15, 2022 3:53 PM  
**To:** 'Sam Imperati' <samimperati@icmresolutions.com>; Duvall, Kathryn <Kathryn.Duvall@corvallisoregon.gov>; 'maryparmigiani534@gmail.com'

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'john.deuel@oregonstate.edu' <john.deuel@oregonstate.edu>; 'christopher.mcmorran@gmail.com'  
<christopher.mcmorran@gmail.com>; 'ryanm@gerdingbuilders.com'  
<ryanm@gerdingbuilders.com>; 'louisa@peak.org' <louisa@peak.org>; FULLER Brian \* DEQ  
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<mayeager@gmail.com>; 'Condit, Jeffrey G.' <Jeff.Condit@millernash.com>; OBRIEN Audrey \* DEQ  
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**Cc:** WYSE Nancy <nancy.wyse@Co.Benton.OR.US>; MALONE Patrick  
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Webb' <AmeliaWebb@icmresolutions.com>; 'virginia gustafson lucker' <v.lucker@comcast.net>  
**Subject:** RE: 12/15/22 BCTT Meeting Agenda

Hello again, BCTT.

There were two broken links in the previous email, my apologies. Here are the corrected links:

- [A.1. Landfill Size/Capacity/Longevity Subcommittee Report Working Document - 12/14/22](#)
- [BCTT Subcommittee E.1. Master Document 12/13/22](#)

Thank you,



**Daniel Redick** *he/him*  
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**Community Development has moved to the Kalapuya Building at [4500 SW Research Way, 2nd Floor](#).**

**Come see the new space; we are officially open for business!**

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**From:** REDICK Daniel

**Sent:** Thursday, December 15, 2022 1:48 PM

**To:** 'Sam Imperati' <[samimperati@icmresolutions.com](mailto:samimperati@icmresolutions.com)>; Duvall, Kathryn <[Kathryn.Duvall@corvallisoregon.gov](mailto:Kathryn.Duvall@corvallisoregon.gov)>; [maryparmigiani534@gmail.com](mailto:maryparmigiani534@gmail.com); [ewpitera25@gmail.com](mailto:ewpitera25@gmail.com); [john.deuel@oregonstate.edu](mailto:john.deuel@oregonstate.edu); [christopher.mcmorran@gmail.com](mailto:christopher.mcmorran@gmail.com); [ryanm@gerdingbuilders.com](mailto:ryanm@gerdingbuilders.com); [louisa@peak.org](mailto:louisa@peak.org); [Brian.FULLER@deq.oregon.gov](mailto:Brian.FULLER@deq.oregon.gov); [marge@jyo.com](mailto:marge@jyo.com); [lizirish@ymail.com](mailto:lizirish@ymail.com); [RKnocke@republicservices.com](mailto:RKnocke@republicservices.com); [GRough@republicservices.com](mailto:GRough@republicservices.com); [SEdmonds@republicservices.com](mailto:SEdmonds@republicservices.com); MCGUIRE Sean <[Sean.McGuire@Co.Benton.OR.US](mailto:Sean.McGuire@Co.Benton.OR.US)>; [BMay@co.marion.or.us](mailto:BMay@co.marion.or.us); [bmay@co.linn.or.us](mailto:bmay@co.linn.or.us); Rough, Ginger <[GRough@republicservices.com](mailto:GRough@republicservices.com)>; Jackson, Julie <[JJackson6@republicservices.com](mailto:JJackson6@republicservices.com)>; [rgilbert@comcast.net](mailto:rgilbert@comcast.net); Paul Nietfeld <[pnietfeld@gmail.com](mailto:pnietfeld@gmail.com)>; Catherine Biscoe <[catherinerae17@yahoo.com](mailto:catherinerae17@yahoo.com)>; [ssanderson@co.linn.or.us](mailto:ssanderson@co.linn.or.us); Paul Nietfeld <[pnietfeld@gmail.com](mailto:pnietfeld@gmail.com)>; [IMacnab@republicservices.com](mailto:IMacnab@republicservices.com); [WBromann@republicservices.com](mailto:WBromann@republicservices.com); Mark Yeager <[mayeager@gmail.com](mailto:mayeager@gmail.com)>; Condit, Jeffrey G. <[Jeff.Condit@millernash.com](mailto:Jeff.Condit@millernash.com)>; OBRIEN Audrey \* DEQ <[Audrey.OBRIEN@deq.oregon.gov](mailto:Audrey.OBRIEN@deq.oregon.gov)>; Benton County Talks Trash <[bentoncountytalkstrash@Co.Benton.OR.US](mailto:bentoncountytalkstrash@Co.Benton.OR.US)>

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**Subject:** RE: 12/15/22 BCTT Meeting Agenda

Greetings, everyone.

Here are the links to the relevant subcommittee documents and reports in progress:

#### **A.1. Landfill Size/Capacity/Longevity**

- [A.1. Landfill Size/Capacity/Longevity Subcommittee Report Working Document - 12/14/22](#)
- [Master Working Document Subcommittee A1 Report v3 12/13/22 \(Word Doc\)](#)

#### **C.1. Sustainable Materials Management Plan (SMMP)**

- [SMMP Subcommittee Report - Working Document 12/14/22](#)
- [DRAFT SMMP Subcommittee Recommendations to BCTT Work Group - 12/12/22;](#)

#### **A.2. Past Land Use Application Conditions**

- [Master Summary Document of Committee Meetings](#)
- [DEQ Information Request Table](#)
- [Lessons Learned Doc](#)
- [Pitera - 12/12/22 - Compliance with Past Land Use Approvals - 11-14-22 A2 Small Group Markup 121222 v1](#)

### A.3. Legal Issues and B.1. Land Use Review

- [Legal Issues & Land Use Review subcommittee - master working document v7](#)
- [Subcommittee Meetings Report 12-15-22](#)
- [Master Document Appendix A - Landfill Financial Assurance Plan](#)

### E.1. Community Education

- [BCTT Subcommittee E.1. Master Document 12/13/22](#)
- [Draft Report - Common Understandings, Solid Waste History](#)
- [BCTT - Memo Re: Prior Approval Conditions - 12/14/22](#)
- [BCTT Subcommittee E Work Group Update 12/15/22](#)

Best,



**Daniel Redick** *he/him*

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**Come see the new space; we are officially open for business!**

---

**From:** Sam Imperati <[samimperati@icmresolutions.com](mailto:samimperati@icmresolutions.com)>

**Sent:** Tuesday, December 13, 2022 6:17 PM

**To:** Duvall, Kathryn <[Kathryn.Duvall@corvallisoregon.gov](mailto:Kathryn.Duvall@corvallisoregon.gov)>; [maryparmigiani534@gmail.com](mailto:maryparmigiani534@gmail.com); [ewpitera25@gmail.com](mailto:ewpitera25@gmail.com); [john.deuel@oregonstate.edu](mailto:john.deuel@oregonstate.edu); [christopher.mcmorran@gmail.com](mailto:christopher.mcmorran@gmail.com); [ryanm@gerdingbuilders.com](mailto:ryanm@gerdingbuilders.com); [louisa@peak.org](mailto:louisa@peak.org); [Brian.FULLER@deq.oregon.gov](mailto:Brian.FULLER@deq.oregon.gov); [marge@jyo.com](mailto:marge@jyo.com); [lizirish@ymail.com](mailto:lizirish@ymail.com); [RKnocke@republicservices.com](mailto:RKnocke@republicservices.com); [GRough@republicservices.com](mailto:GRough@republicservices.com); [SEdmonds@republicservices.com](mailto:SEdmonds@republicservices.com); REDICK Daniel <[daniel.redick@Co.Benton.OR.US](mailto:daniel.redick@Co.Benton.OR.US)>; MCGUIRE Sean <[Sean.McGuire@Co.Benton.OR.US](mailto:Sean.McGuire@Co.Benton.OR.US)>; [BMay@co.marion.or.us](mailto:BMay@co.marion.or.us); [bmay@co.linn.or.us](mailto:bmay@co.linn.or.us); Rough, Ginger <[GRough@republicservices.com](mailto:GRough@republicservices.com)>; Jackson, Julie <[JJackson6@republicservices.com](mailto:JJackson6@republicservices.com)>; [crgilbert@comcast.net](mailto:crgilbert@comcast.net); Paul Nietfeld <[pnietfeld@gmail.com](mailto:pnietfeld@gmail.com)>; Catherine Biscoe <[catherinerae17@yahoo.com](mailto:catherinerae17@yahoo.com)>; [ssanderson@co.linn.or.us](mailto:ssanderson@co.linn.or.us); Paul Nietfeld <[pnietfeld@gmail.com](mailto:pnietfeld@gmail.com)>; [IMacnab@republicservices.com](mailto:IMacnab@republicservices.com); [WBromann@republicservices.com](mailto:WBromann@republicservices.com); Mark Yeager <[mayeager@gmail.com](mailto:mayeager@gmail.com)>; Condit, Jeffrey G. <[Jeff.Condit@millernash.com](mailto:Jeff.Condit@millernash.com)>; Benton County Talks Trash <[bentoncountytalkstrash@Co.Benton.OR.US](mailto:bentoncountytalkstrash@Co.Benton.OR.US)>

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**Subject:** 12/15/22 BCTT Meeting Agenda

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings:

Here is the draft agenda for Thursday's meeting. Several balls are in the air because the subcommittees have been meeting this week. As a result, some updated material may be forthcoming.

Our meeting will focus on the subcommittees conveying substantive information (reports provided at meeting) with opportunities for Workgroup feedback. As a result, there is little to no preparation needed on your part. If you have time, click on the Subcommittee links in the Agenda for their activity since the last Workgroup meeting. Any updated information will be posted here:

- [A.1. Landfill Size/Capacity/Longevity](#)
- [C.1. Sustainable Materials Management Plan \(SMMP\)](#)
- [A.2. Past Land Use Application Conditions](#)
- [A.3. Legal Issues and B.1. Land Use Review](#)
- [E.1. Community Education](#)

Happy to discuss.

Thanks, Sam



**Sam Imperati, JD | Executive Director**

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# Community Engagement Guide

Many of DEQ’s actions have an impact for Oregon communities. Sometimes those impacts are relatively minor, sometimes they’re complex and far-reaching. This guide is intended to help staff determine if a DEQ action or project might require a higher level of stakeholder or community engagement to be successful.

**Step 1:** Answer the following questions.

Questions	Low	Moderate	High	Unknown
1. Have community groups, elected officials, tribal representatives, or reporters expressed interest in this facility, issue, or a related issue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are other agencies or government entities involved or interested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a history of complaints about this facility or project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there potential for serious (actual or perceived) economic impacts to the facility or community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there potential for serious (actual or perceived) health impacts to the community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. It is likely this could disproportionately affect a particular population or traditionally underrepresented community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is it likely this could have broad public interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 2:** If you answered moderate, high, or unknown on any of the questions above, talk with your manager to identify what level of engagement may be advisable. Consider the following:

- a) What is DEQ’s role? How can we be clear about regulatory requirements, constraints, and how decisions are made?
- b) What is the audience’s level of awareness and technical understanding? How might that affect communication methods and timing?
- c) How can we tailor engagement with local communities to meet people “where they are at” geographically and figuratively? Who can you ask for input (local governments, community leaders, etc.)?

- d) What background information is relevant? Should DEQ review complaints, enforcement history, or other interactions the facility has had with community members, other environmental programs at DEQ, or local governments?
- e) What is DEQ's history with the community? Are there instances where DEQ should acknowledge mistakes, what we know, and what we don't know?
- f) How can DEQ balance the need to adequately resource the work without overcommitting?

**Step 3:** Work with your public affairs specialist, regional solutions liaison, and manager to develop and implement a communications plan. This will include:

- Checking [EJ SCREEN](#) to better understand demographics of the surrounding area.
- Identifying stakeholders (legislators, tribal governments, community groups, environmental organizations, industry groups, other government agencies, other DEQ programs). Consider:
  - Who is the right DEQ person to engage these communities?
  - Do you have the right community contacts? Will they relay DEQ's messages to their networks in a fact-based manner?
  - Is there an opportunity or is it appropriate to allow community groups or others to lead discussions or outreach efforts?
- Developing key messages and an outreach plan appropriate for the target audiences.
- Determining whether language translation and interpretation services are needed for outreach materials and meetings.
- Over-preparing for public meetings:
  - Develop an agenda, prepare potential Q&As, identify a strong facilitator (consider if it may be appropriate to have a local community representative as facilitator).
  - Conduct dry runs with managers and public affairs staff.
- Considering additional complementary outreach, such as attending existing community meetings, or hosting informal in-person meetings, webinars, or conference calls.
- Using multiple communications platforms as appropriate – community meetings, mailers, social media, community/neighborhood newsletters, newspapers, radio, webinars, conference calls, etc.

**Step 4:** Remember that you're not doing this alone. Your manager, administrator, public affairs specialist, and regional solutions liaison will guide you through this process. Together, you'll help DEQ build trust and credibility with Oregon communities.

#### **Additional resources**

- Oregon Public Participation Rules (baseline requirements)
  - [Solid waste public notice and participation requirements](#)
  - [Water quality NPDES and WPCF public notice requirements](#)
  - [Air quality ACDP and Title V public notice requirements](#)
- [Seven Factors for Decision Making](#)
- [EJ SCREEN instructions](#)
- [Public participation spectrum](#)
- [Communications plan template](#)



# Communications Plan: Write topic here

Last updated:

## Project or issue

Describe the project or issue clearly and concisely. Include location. Aim for one or two short sentences.

## Purpose of your communication

Why are you communicating? What are the key intended outcomes of your communications?

## Primary collaborators

Who at DEQ is working on this project/issue with you?

## Audiences

Who do you want to reach? (Who is affected? Who are the stakeholders? Who will care?)

## Key messages

What are the three main points you want to communicate to your target audiences? Key messages must be clear and easily understood by your audiences. You may incorporate supporting facts under your key messages (use bulleted lists).

## Background

What's the history of this project or issue that others at DEQ should be aware of?

## Environmental justice considerations

What are the demographics of the affected community? Are there environmental justice issues we need to consider? (Use [EPA's EJ SCREEN tool](#), see [instructions here](#).)

## Outreach tools

What tools will you use to deliver your messages? This includes all legal outreach requirements and other efforts to inform and involve your audiences, such as informational meetings, personal outreach, web content, social media, webinars, mailers, community/neighborhood newsletters, public hearings, advisory committees, news releases, fact sheets or other outreach materials.

## Timeline and task list

Include tasks like creating public notices, fact sheets, web pages and other materials, and activities like stakeholder outreach, attending community meetings, holding a public hearing, or issuing a news release.

Task	Due date	Owner	Notes



--	--	--	--

**Outreach list**

What agencies, community groups, elected officials, tribal governments, businesses, or other stakeholders need to be contacted about this issue? When, how, and who should contact them?

Who to contact?	How to contact? (phone/email/in-person)	Contact by date	Who at DEQ will do this outreach?

**Additional considerations**