DRAFT Community Involvement Plan
for
Del Amo Soil & NAPL Operable Unit
Proposed Plan Phase

PURPOSE/OBJECTIVE:
1. Maximize effectiveness of risk communication messages.
2. Clearly communicate risk, remedial alternative, and preferred alternatives.
3. Obtain public input.

AUDIENCE:
Key Stakeholders including:
1. Coca Cola, RR Donnelly
2. Property Mgmt. Associates (20221 Hamilton), Charles Dunn (20101 Hamilton), Essex
   (20280 Vermont)
Public Works Stakeholders:
3. LADWP, LA Public Works
Other Business stakeholders:
4. NSB Associates (19780 Pacific Gateway), Herbalife, Hazard Mgmt. Inc. (1901 Hamilton)
Public Interest Stakeholders:
5. DAAC
6. Councilwoman Hahn, Congresswoman Harmon, Congresswoman Richardson
7. Neighborhood Council
Other
8. Residential Neighbors
9. Business Neighbors, Chamber of Commerce
10. Agencies (DHS, South Coast AQMD, LA County Health)

STRATEGY:
1. Prepare and send letter to tenants (through owners), communicating risk and informing them of upcoming Proposed Plan. Review and input by “Group of 3” stakeholders.
2. Prepare draft presentation and visuals from March 20 – April 10. Review and input by technical and community involvement staff. Give dry run of Proposed Plan presentation to internal GTA and “Group of 3” stakeholders to obtain feedback on its clarity, between April 25 and May 7.
3. Tentatively issue Proposed Plan May 10 and hold Proposed Plan meeting May 20, 6:30-8:30p at Holiday Inn Torrance. If not almost ready to issue Proposed Plan by April 20, then postpone until June 30 and hold public meeting in July. Almost means all technical issues are resolved and wording is in place, with only final review of layout to be conducted.

OUTREACH ACTIVITIES:
1. Letter to Tenants
    a. Follow-ups to stakeholders meetings
2. Presentation Preparation (visuals)
3. Presentation Preparation (verbal)
4. Dry Run for “Group of 3” Stakeholders
5. Proposed Plan Meeting

MATERIALS & RESOURCES NEEDED:
1. Dry Run for “Group of 3” Stakeholders
   a. Laptop, projector
   b. Powerpoint presentation
   c. Meeting facility
2. Proposed Plan Meeting
   a. Hand-outs
   b. Sign-in sheets
   c. Name tags (for project team)
   d. Speaker cards
e. Comment cards
f. Posters
g. Laptop, projector
h. Powerpoint presentation
i. Meeting facility – Holiday Inn ballroom
  i. Podium
  ii. Table for translation service equipment
  iii. Table for court recorder
iv. Refreshments (water, lemonade, coffee, tea, fruit, cheese & crackers, cookies).
v. Seating, tables (banquet style tentatively)
vi. Welcome/sign-in table
j. Sound system
k. Translation service
l. Court recorder service

**TASKS:**

1. Letter to Tenants
   a. Draft letter – Dante
   b. CIC Review – Alejandro
   c. Team review – RPs, DTSC
   d. Mgmt/ORC review – Claire, Josh, Dana
   e. Stakeholder review – Group of 3
   f. Finalize and send – by April 30

2. Presentation Preparation (visuals)
   a. Draft list of visuals (slides, posters, handouts)
   b. Identify existing slides —
   c. Sketch new slides —
   d. Assign slide preparation <first set March 20-27, ensuing sets based on feedback during reviews.

3. Presentation Preparation (verbal)
   a. Outline – Dante
   b. Schedule dry runs – Dante, Alejandro
   c. Internal dry run #1 – Dante, Alejandro, Claire, Josh
   d. Internal dry run #2 – section, other RPMs & CICs

4. Dry Run for “Group of 3” Stakeholders
   a. Schedule dry run – Alejandro
   b. Travel, hold meeting – Dante, Alejandro, Alison, ?Cerrell, ?DTSC
   c. Incorporate feedback – Dante, Alejandro

5. Proposed Plan Meeting
   a. Reserve meeting space (Holiday Inn) – URS
   b. Coordinate room layout and catering – URS, Hill
   c. Arrange AV equipment – URS, Hill
   d. Arrange translation service – Hill
   e. Arrange court recorder – Hill
   f. Prepare poster displays – Hill, URS
   g. Prepare hand-outs, speaker cards, comment cards – Hill
   h. Prepare welcome table signs, sign-in sheets, name tags (for project team) - Hill

**ATTACHMENTS:**

1. Agenda for Proposed Plan Meeting
2. List of Slides
3. Schedule
ATTACHMENT 1

Agenda for Proposed Plan Meeting

1. Welcome and introductions
   a. Alejandro
   b. Introduces self, Dante, Hill CI Specialist,
   c. Housekeeping (restrooms, emergency exits, refreshments)
   d. Availability of translation
   e. Court recording
   f. Purpose
   g. Agenda

2. Presentation
   a. Dante
   b. Powerpoint Alejandro
   c. Site history and contamination found
   d. Risk communication
   e. Preferred alternative
   f. Other alternatives

3. Question and Answer
   a. Dante
   b. Clarification of presentation only (public comments comes next)

4. Public Comment
   a. Alejandro
   b. Speakers come to podium when called
   c. Sign-up to speak on speaker card, give to Hill CI specialists
   d. Dante and Hill CI specialist take notes

5. END
   a. Closing comments – Alejandro
   b. Available for individual Q&A – EPA, DTSC, URS, Hill
ATTACHMENT 2
List of Slides

1. Aerial photo, former plant site today
2. Aerial photo, former plant site 1971
3. Aerial photo oblique view, former plant
4. Profile view, animation, NAPL release, migration to water table, water table rise, NAPL rise.
5. Map view of site depicting NAPL areas
7. Map view of site depicting shallowest areas.
8. Outline generic slide - what they are.
9. Evaluate ALB - highlight key content (LTE, STE, cost, etc.) of ALB:
   - Discuss differences between ALB.
   - Summarize:
   - Describe technically
   - Final costs
   - Impingement
   - Result (LTE)

Standard: we will take all the slides and put generic logo on them (OPA logo, site name, etc.). Can make it so footer doesn’t appear in slideshow but appears in PDF and printouts.

Have contractors give us slides and we won’t put footer on.