

MEMORANDUM FOR RECORD

SUBJECT: After Action Report – Table Rock Lake Master Plan Revision Scoping Workshops

1. A series of agency and public scoping workshops were held in the Branson, Missouri/Table Rock Lake vicinity from November 28th through December 1st 2012. These scoping workshops are a part of the National Environmental Policy Act (NEPA) process and were intended to gain insight from resource agencies (i.e. Missouri Dept of Conservation, Missouri Dept of Natural Resources) and from the general public.
2. An IDIQ contract was awarded to CDM-Smith on 28 September 2012 to help with the scoping workshop facilitation and production of a Table Rock Lake Master Plan Scoping Report, which will document all comments received through this process.
3. PDT members involved with the Scoping Workshops included:
 - A. Dana Coburn/Project Manager
 - B. Jim Sandberg, Operations Project Manager
 - C. Titus Hardiman, Chief, Natural Resources
 - D. Jason Gramlich, Natural Resource Specialist
 - E. Laurie Driver, Public Affairs
 - F. Jim Cullum, Attorney
 - G. Roselyn Wang, Attorney
 - H. Becky Shortt, Realty Specialist
 - I. Tricia Tannehill, GIS Specialist
 - J. Jeff Farquhar, Chief of Natural Resources
 - K. Rodney Raley, Chief of Recreation and O&M
 - L. Jeremy Rasnick, Park Ranger
 - M. Jim Ellis, NEPA Specialist
 - N. Vonda Rogers, Contracting
4. CDM-Smith staff involved:
 - A. Tim Feather
 - B. Kate Stenberg
 - C. Philip Lowe
 - D. Donie Grimsley
5. SWD/SWL staff involved:
 - A. Noel Clay, SWD Chief Planning Division
 - B. Randy Hathaway, SWL Deputy District Engineer
 - C. John Balgavy, SWL Chief, Operations Division
 - D. Patricia Anslow, SWL Chief, Planning and Environmental Division

6. Preparation for Agency and Public Scoping workshops.

A. The PDT met with CDM-Smith 11-12 October 2012 in Branson, MO (Dewey Short Visitor Center) to initiate discussions/tasks to be done in preparation for the upcoming workshops. These discussions included:

- a. Postcard notification. The Table Rock Project Office had an existing database of mailing addresses (approx. 21,000) to be used for postcard notification.
 - i. A request was sent through ACE-IT/Service Trak for creation/distribution of postcards based on the existing database. CDM-Smith provided a draft version of the postcards. That was sent to Bob Dahms (SWL local) to edit postcards (5X7, black and white). Note→For future reference, include PAO on the review of outgoing mail. They need to add information.
 - ii. Service Trak was able to 'weed out' undeliverable addresses and brought the address list down to about 18,000. Note→For future reference, the tool used to weed out undeliverable addresses may not read CR, RR, FR, etc. addresses (Country Road, Rural Route, Farm Road).
 - iii. Postcards went out the week of 12 November 2012.
- b. Email notification. The Table Rock Project Office had an existing database of email addresses (5,000+).
 - i. Email notification contained the same information as the postcards.
 - ii. Emails were sent out on 16 November 2012.
- c. Web Page. A web page dedicated to the Table Rock Lake Master Plan Revision was developed in coordination between Planning, PAO, and the Corps webmaster (located in Hawaii).
 - i. Lesson Learned: We started this process just as an internal web migration was being initiated. This meant that 2 web pages will ultimately be created—one for the old web and one for the new web once the migration took place. We made the decision not to wait to create a web page until after the migration because it was too important to not have a web page as a resource the public could use. The initial web page had limited information on it with the thought that once we migrated, the new web page could be more easily updated and information added.
 - ii. New web page will have added information like the 1976 Master Plan (electronic pdf version) and information regarding the Table Rock Lake Moratorium (FAQs).
 - iii. CDM-Smith provided the draft information for the webpage; Corps provided review/approval/posting of web page information.
 - iv. Note: the website URL address changed after the migration and we did not realize this would happen (thought we would be able to keep the same URL). We will have to notify the public of this change.
- d. Email Box. An email box was set up to receive/send email in regards to the Master Plan Revision process. The address is M4TRMP@usace.army.mil
- e. Newspaper ads. We went through the Arkansas Press Association to purchase newspaper advertisement space for notification of the public scoping workshops. Newspapers included: Branson/Taney County Times, Tri-Lakes Daily News, Kimberling City Stone County Gazette, Shell Knob Rattler, and Springfield News Leader.

- i. CDM Smith provided the draft version of the newspaper ads, while the Corps provided review/approval.
 - f. Corps Press/News Release. Two Corps News Releases went out with notification about the Shoreline Moratorium at Table Rock Lake and Table Rock Lake Master Plan Revision Scoping Workshop notification. The first went out on 7 November 2012; the second went out on 26 November 2012.
 - i. Review of both news releases was done by members of the PDT to ensure DQC.
 - g. NRRS System Notice. A general notice was placed on the NRRS System (Reservation system for Corps' parks) announcing the scoping workshops and website information. This was intended to capture people making their reservations for the upcoming May 2013 (Memorial Day holiday) reservations.
 - h. Formal Invitation letter to Resource Agencies. A formal invitation letter was sent to resource and regulating agencies on 15 November 2012. The draft version was created by CDM-Smith with review/edit/approval by the PDT; the letters were sent on District letterhead by Planning and Environmental Division.
 - i. A database was created from contacts established by the Table Rock Project Office and by agencies normally contacted through the NEPA process.
 - i. Databases. Information (POC, mailing address, email address) exists on the following groups:
 - i. Agency/Partner—those that have a regulating authority on the lake or in the watershed.
 - ii. Stakeholder—those with a vested ('monetary') interest around the lake.
 - iii. Public—adjacent landowners, visitors, etc.
 - j. Maps.
 - i. 7X9 ft map created of lake—good talking piece to work off from, good way for folks to 'see' where they are and talk about what impacts them the most.
 - ii. Smaller maps that fit on easels to go with 3 question work stations.
 - k. 3 Questions. PDT and CDM Smith worked to develop 3 questions that would help the public 'focus' on what their comment responses should look like:
 - i. "How would you like to see Table Rock Lake in 20 years?"
 - ii. "What about Table Rock Lake is most important to you?"
 - iii. "What is one thing that could be done to improve the lake?"
- B. Workshop Format
 - a. Non-traditional workshop, more interactive with attendees.
 - i. Registration/Open House—people invited to walk around after registering, look at posterboards and maps, talk with Corps employees
 - ii. Welcome/Introductions—General welcome speech (recommend having OPM do this), Introductions for any Congressional representatives or their aides, Introductions of key staff
 - iii. Workshop/Master Plan overview—talk about what will take place during the workshop; powerpoint presentation over Master Plan (key messages—what a MP is/isn't, what's in a MP, etc.)

- iv. Workshop exercise—post it notes in response to 3 questions asked; post it notes collected by PDT and placed on white paper. Each workstation manned by 2 Corps employees (one Project Office, one District). Report out from each work station on comments they were seeing—any trends or stand out comments.
 - v. End of formal presentation/exercise/workshop. Break into one-on-one Q/A sessions with Corps employees.
- C. Meeting Materials
 - a. Table Rock Lake Master Plan Fact Sheet. Draft developed by CDM Smith; review/approval by Corps. Basic information about the lake, Master Plan (what it is/isn't), info on website and email address, who to contact for comment submission.
 - b. Table Rock Lake Comment card. Printed on cardstock paper because it has the potential to be mailed in at a later date. One side has the 3 Questions, room for answers, optional Name/Address/email/phone, comment submission info (how to—email address, website, date comments are due, etc.). The other side has return address if mailed back in. This was developed by CDM Smith with review and approval by Corps.
 - c. Sign in Sheets. Used during registration. Name, Mailing address, email, phone, etc.
 - d. Poster Boards. Used around the room. Had various info on each (How to comment, NEPA process, Schedule, What is MP, Issues to be addressed in MP Revision, etc.)
 - e. Powerpoint presentation. Developed by CDM Smith with review and approval by Corps.
 - f. Talking points. Developed by Corps. Specific issues to address, like shoreline moratorium at Table Rock Lake.
 - g. Workshop evaluation. Done at Agency Scoping Workshop (Wednesday AM). Provide feedback on the workshop—made note of any changes that needed to be made prior to the public workshops.


7. Agency Workshop.

- A. Attendance. Keeter Center, College of the Ozarks. Approximately 40 attendees. USFWS, MDNR, MDC, SEMA, Ozark Rivers Heritage Foundation, Senator Blount (Steve McIntosh), Missouri State Police (Water Patrol), etc.
- B. Comments. Initial comments focused on Water Quality, Watershed approach (thinking not only about lake itself, but rivers and streams that flow into the lake), Development/Non-development.

8. Public Workshop.

- A. Attendance.
 - a. Reeds Spring HS. 800+ attendees. Had to move the workshop from the cafeteria to the HS gym. This prompted a reformulation for future workshops.
 - i. Plans A, B, C dependent on number of attendees.
 - ii. Plan A—For 150 people, seated around tables, original workshop format with exercise.

- iii. Plan B—For 300 people, seated in gym, comment cards with post-it notes already placed on, large group exercise
 - iv. Plan C—For 500+ people, hybrid of Plan B and Reeds Spring experience.
- b. Shell Knob HS. 500+ attendees. This workshop went very well with the reformulated measures.
- c. Chateau on the Lake. 400+ attendees.
 - i. Originally planned for Dewey Short Visitors Center. Had to change venues due to number of people showing up at previous workshops.
 - ii. Had to mod the existing contract in order to make the venue change (~\$1,300 increase in contract to secure a portion of the ballroom @ Chateau; seating for 500 people).
 - iii. Went with Plan C. We had a Plan D, which was to hold a second workshop session if more than 500 people showed up.
- B. Comments. Wide range of comments to include water quality (concern with septic systems around the lake), boating safety (size of boats, speed of boats), lake level stability, development/non-development, etc.
- C. Scoping Report. Compilation of comments and comment analysis. Will be completed by CDM Smith. Draft report expected in January 2013 with final report in February 2013.


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Project Manager