

**To:** Henrys Fork Basin Study Core Workgroup Members

**From:** Bob Schattin and John Petrovsky

**Date:** November 9, 2010

**Subject:** Agenda and read-ahead materials for Workgroup meeting 4—November 16<sup>th</sup>, 2010

Transmitted herewith is the agenda for our Workgroup meeting on November 16.

The focus of this meeting will be twofold:

1. Make sure the listing of issues, opportunities, constraints and ideas produced at the last meeting is complete (including getting input from new Workgroup participants as appropriate), and
2. Get your input on our interpretation (or “translation”) of these issues, opportunities, constraints and ideas into goals, objectives, alternatives evaluation criteria and other planning guidance to help us during the next steps in the planning process.

In the first regard, the list of issues, opportunities, constraints and ideas produced at the October meeting was attached to our invitation letter sent to you last week. It is also included in the meeting 3 summary package posted on the project website.

In the second regard, the attached matrix translates the issue, opportunity, constraint and idea statements into either: [a] Goals and Objectives, with associated qualitative evaluation criteria—for our use in the first round of alternatives screening, or [b] input to the alternatives and/or the study process itself. We have made a faithful attempt to reflect every item identified at the October meeting in this matrix; part of the discussion on November 16 will be to confirm that we succeeded. To the extent that new issues or opportunities are identified at the meeting, these will be carried forward onto the matrix.

Overall, it is our objective for the November 16<sup>th</sup> meeting to end with general agreement that the issues listing and the matrix produced from that listing are as complete as we can make them at this time (i.e., that these products identify all the significant questions and factors that will influence our initial round of alternatives identification and evaluation, and support selection of the alternatives that will be carried forward to reconnaissance-level assessment).

In preparation for meeting, please take a/another look at the issues listing to see if you have further input and review the attached product based on that listing.

We are looking forward to the meeting and will see you there.

*Bob and John*