

**KIRKLAND HIGH QUALITY POZZOLAN MINE  
DRAFT MINING AND RECLAMATION PLAN OF OPERATIONS  
COMMUNICATION PLAN**

*Prepared for:*

**Bureau of Land Management**

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## **LIST OF ACRONYMS & ABBREVIATIONS**

BLM	Bureau of Land Management
KMC	Kirkland Mining Company.
EA	Environmental Assessment
HQP	High Quality Pozzolan
ID	Interdisciplinary
MPO	Mining and Reclamation Plan of Operations

## **1.0 INTRODUCTION**

### **1.1 PURPOSE**

The purpose of this Communication Plan is to set forth how communications will be managed throughout the Environmental Assessment (EA) process. The Communication Plan identifies the primary contacts for the staff involved in the Mining and Reclamation Plan of Operations (MPO) for the Kirkland High Quality Pozzolan Mine (Project). It identifies the primary contacts within Kirkland Mining Company (KMC), KMC's Consultants, and the Bureau of Land Management (BLM), Hassayampa Field Office. This Communication Plan provides information on how to manage and record in-person communications, conference calls, and other manners of correspondence. It also covers the required monthly conference calls between primary contacts of all parties involved in the Project.

### **1.2 PROJECT LOCATION**

The Project is located in Yavapai County near the town of Kirkland, Arizona within the BLM's Bradshaw-Harquahala Planning Area (Section 28 of Township 13 North, Range 4 West, Gila and Salt River Baseline and Meridian).

## **2.0 ROLES AND RESPONSIBILITIES**

This section describes the roles and responsibilities of the people involved in the Project.

### Kirkland Mining Company (KMC)

Areta Zouvas, President

Brian Hampton, Operation Management

Cobey Hampton, Operation Management

### Burch Consulting Services, LLC

Alvin Burch, KMC MPO Project Manager

### WestLand Resources, Inc. (WestLand)

Amanda Best, Project Manager

Erik Christensen, Engineering Consultant

Maggie Blais, Project Support

### Environmental Planning Group

Steve Swanson, Cultural Resources, Archaeologist

David Kahrs, Biological Resources

## BLM

Shelby Cave, Project Manager

Brian Buttazoni, NEPA Lead

Rem Hawes, Hassayampa Field Office, Field Manager

Christopher McLaughlin, Cultural Resources, Archaeologist

Cobey Carter, Biological Resources

### **2.1 PROJECT COMMUNICATION STRUCTURE**

All communication from KMC and KMC's consultants will be through the BLM Project Manager, Shelby Cave. If it is determined that KMC or KMC's consultants need to communicate directly with the specialists, Shelby Cave will facilitate those conversations.

### **3.0 GENERAL COMMUNICATION PROCESS**

#### **3.1 INFORMAL COMMUNICATION**

Informal communication consists of e-mails and/or phone calls which will be necessary throughout the Project. All project e-mails will be directed to the e-mail account set up for the project, unless sensitive in nature (e.g., culturally sensitive) or unless directed otherwise by the BLM Project Manager. Correspondence should be directed to the primary BLM contact for the project, Shelby Cave. A record will be kept of all informal communication, though all informal communication may not be included in the formal project record. The date of the communication and the persons involved in the communication will be included in the record. All informal communication will be shared among the primary contacts upon request.

#### **3.2 FORMAL COMMUNICATION**

The Project members will engage in various types of formal communication. The general types of formal communications are described below.

##### **3.2.1 Monthly Conference Calls**

A conference call between the primary contacts from all parties will be conducted on a monthly basis. The conference calls will be held the second Wednesday of each month at 9:00 A.M. The minutes from the monthly conference call will be prepared by WestLand and forwarded to the project team within three business days after the conference call.

##### **3.2.2 In-Person Meetings**

Throughout the Project, it may be necessary to attend in-person meetings between KMC, KMC's consultants, and the BLM. Meeting minutes for in-person meetings will be prepared by WestLand and forwarded to KMC and the BLM within three business days of the in-person meeting.

### **3.2.3 Written Communication**

Throughout the Project, there will be the need for written memos and letters between KMC, KMC's consultants, and the BLM. These memos and letters will be written on formal letterhead, designate who the communication is prepared for, designate who the communication is from, and provide the reason for the memo or letter. All written communication will be kept as part of the formal record.

### **3.3 EXTERNAL COMMUNICATION AND DATA REQUEST**

All communication and data requests from the general public regarding the Project will be directed to the dedicated email accounts [BLM\\_AZ\\_PDO\\_KIRKMPO@BLM.GOV](mailto:BLM_AZ_PDO_KIRKMPO@BLM.GOV) or [KIRKMPO@BLM.GOV](mailto:KIRKMPO@BLM.GOV). If direct communication is made with the BLM from an external party, KMC and KMC's consultants will be informed of this external communication immediately by the BLM Project Manager. If direct communication is made with KMC or KMC's consultants from an external party, the party will be directed to the BLM Project Manager.

### **3.4 DELIVERABLE-SPECIFIC COMMUNICATION**

During the internal review of the Administrative Draft EA, Draft EA, and Final EA, KMC will provide any comments and/or edits on those documents to the BLM Project Manager. The BLM Project Manager will review those comments and/or edits, determine which should be incorporated into the documents, and distribute those to WestLand.

In responding to public comments received on the Draft and Final EAs, the BLM will coordinate with WestLand and KMC to respond to those comments and request assistance from KMC, as needed.

Baseline data will be provided by KMC for review and approval by the BLM Project Manager and Interdisciplinary (ID) team prior to being used in the EA.

Comments provided by the BLM ID Team on the Administrative Draft and Draft EAs will be reviewed, consolidated, and distributed by the BLM Project Manager.

## **4.0 PROJECT COST AND TIMELINE SCHEDULE COMMUNICATION**

### **4.1 COMMUNICATION ON COST AND TIMELINE CHANGES**

Before any decisions are made for the project that could affect project cost and/or schedule, a conversation would occur between the BLM, KMC, and KMC's Consultants.