



MEETING SUMMARY

Restoration Advisory Board Meeting Minutes Naval Research Laboratory – Chesapeake Bay Detachment

MEETING DATE: December 9, 2020

LOCATION: Virtual meeting conducted via Cisco WebEx platform

Note: This meeting summary is based on informal notes taken at the meeting. It is not intended as a verbatim transcript. Rather, it is intended to summarize the overall discussions.

Welcome and Introductions

Ryan Mayer from Naval Facilities Engineering Systems Command (NAVFAC) – Washington introduced himself as the Department of the Navy's (Navy's) Remedial Project Manager for Naval Research Laboratory – Chesapeake Bay Detachment (NRL-CBD). He welcomed the Restoration Advisory Board (RAB) members to the RAB training virtual meeting for NRL-CBD. Ryan opened the meeting with introductions of the NRL-CBD Partnering Team, which is comprised of members from the Navy, Maryland Department of the Environment (MDE), and Navy support contractors.

Following the welcome and introductions, Ryan reviewed the meeting agenda (**Attachment 1**) with the RAB members.

The purpose of this meeting was to serve as a training session for the RAB members and to facilitate the establishment of the RAB. Since this meeting only served as training and no technical topics were presented it was not advertised to the general public. The meeting was conducted virtually through Cisco's WebEx platform and consisted of a PowerPoint presentation (**Attachment 2**) with audio. For those members who were unable to view the presentation through WebEx, it was forwarded via email to all RAB members in advance of the meeting.

Virtual Meeting Logistics

Amy Brand from CH2M HILL, Inc. (CH2M) (Navy support contractor) reviewed the WebEx meeting technology basics with the RAB members and informed all attendees that if they encountered any issues during the presentation, Leticia Solaun from CH2M would be available for assistance.

Review and Approve the December 2019 Meeting Minutes

The draft December 2019 RAB meeting minutes were distributed to the RAB members in March 2020. Amy Brand stated that the Navy has not received any feedback. However, Greg Morris stated that he sent in a written response with comments on the draft December 2019 meeting minutes. Ryan Mayer replied that he did not recall receiving these and asked Greg to resend the comments. Greg stated that he had no objections to the minutes and would forward his comments to Ryan.

Review and Approve the RAB Charter

Ryan Mayer stated that a copy of the RAB Charter was forwarded to the RAB members in March 2020 and again in November 2020. He informed the RAB members that the basis of the RAB Charter comes from the RAB Rule Handbook issued by the Secretary of Defense (March 2007). Ryan then briefly reviewed the contents of the RAB Rule Handbook, the RAB Mission Statement, the general function of the RAB, the RAB structure and leadership, and the operating procedures. Ryan stated that the Navy will try to conduct the RAB meetings on two Wednesdays a year from 5 to 7 p.m. There will be consultation between the Navy Co-chair and the Community Co-chair when preparing the meeting agendas.

Ryan then reviewed the RAB membership and meeting attendance. The RAB will have up to 20 local community members, each serving for a 2-year term. Ryan then reviewed the roles and responsibilities for RAB members and the Community Co-chair and ended with details regarding dissolution of the RAB.

Ryan noted that the Navy received a couple notifications from RAB members stating their approval of the RAB Charter; no other comments and edits were received.

Community Co-chair Election

Amy Brand informed the RAB members that Kevin Britt had volunteered as the Community Co-chair and asked if anyone else was interested in serving in this position. She then asked Kevin to introduce himself. Kevin said that he has lived in Chesapeake Beach for approximately 6 years and is interested in serving as Community Co-chair because he would like community members to have an opportunity to participate in the Navy's environmental restoration process. He stated that he has worked in the environmental field and believes he can help keep the RAB process focused. Greg Morris asked how many years Kevin has lived in Chesapeake Beach. Kevin replied 6 years and that he has lived in Calvert County all his life. He added that he currently works for Washington Gas in environmental compliance. Greg asked Kevin where in Chesapeake Beach he lived and how close he was to NRL-CBD. Kevin stated that he lives within 100 yards of the installation boundary. Greg thanked Kevin for his responses and had no additional questions. Amy then asked the RAB members if they had any additional questions; the RAB had no additional questions.

Amy then stated that because there were no other volunteers, and unless there was an objection, then the RAB will move forward with Kevin as Community Co-chair. There were no objections from the RAB members. Ryan Mayer asked the RAB members if they approved of forwarding their email addresses to Kevin so that he could communicate with them. Lawrence (Larry) Jaworski asked if the email addresses could be shared with all RAB members, and Amy replied that this is up to the individual RAB members. Ryan added that if the RAB members want to share additional info (for example, phone numbers), that this is up to the individual members. Leticia Solaun stated that based on a WebEx poll, RAB members were in agreement to share their email addresses.

Community Involvement Update

Amy Brand provided an update on the progress of the Community Involvement Plan (CIP). Letters soliciting community input were mailed out to community members in August 2019, and nine community members participated in the CIP process. The Draft Final CIP is being prepared and planned for submission to the regulators in January 2021. The Final CIP is anticipated in early 2021 and will be posted to the public website and placed in the public library at Chesapeake Beach, Maryland.

The public website will have the RAB information and minutes, a searchable Administrative Record, and off-Base drinking water well investigation information.

Larry Jaworski suggested that the Chesapeake Beach newsletter be used to send out messages to the community. Kevin Britt wanted to know if the RAB will have the opportunity to review the CIP before it is finalized, and Amy stated to Ryan Mayer that the RAB review is up to the Navy; some installations do request public input, while others do not. Ryan responded that after review by the regulators, the Navy can forward the CIP to the RAB members for their review. Larry asked if the RAB members could get Kevin's email so that they could contact him; Kevin agreed and stated that his cell phone could be shared also. Greg Morris asked if Kevin's information would be shared by the end of the week. Ryan replied yes.

Status Update: Planned, Ongoing, and Completed Activities

Ryan Mayer provided a brief summary of the status of environmental activities at NRL-CBD and informed the RAB members that the Navy would go into more detail during the next RAB meeting. Ryan then reviewed the recently completed reports and investigation fieldwork, which included the Munitions Response Site (MRS) 003 Remedial Action Completion Report, the Base-wide Expanded Site Inspection (SI) Report, the Site 10 Uniform Federal Policy Sampling and Analysis Plan (SAP) for per-and polyfluoroalkyl substances (PFAS) and fieldwork, and the Building 76 Disposal Area Site Assessment SAP and fieldwork.

In 2021, planned activities at NRL-CBD include a Site Assessment Report for Building 76, the Site 10 PFAS SI Report, and the MRS 001 (Hypervelocity Low Pressure Gun) Pre-Feasibility Study SAP.

Questions and Comments

Following the status update, Ryan Mayer opened the meeting to answer questions from the RAB.

Question: David and Robin Harris asked when the stream would be tested for PFAS. Larry Jaworski followed up by asking if there is any additional information regarding the extent of PFAS contamination.

Response: Ryan replied that the recent Site 10 – Fire Testing Area (FTA) SI fieldwork included sampling and analysis from groundwater, surface and subsurface soil, surface water and sediment; and that both streams, north and south of the FTA, were sampled. In addition, extensive soil sampling was conducted in the FTA area. David Harris asked if the results do not become available until verified. Ryan confirmed that generally, analytical results are not available until the SI Report is issued.

Question: Kevin Britt asked if the RAB members could tour the installation sites.

Response: Ryan stated he would take this under advisement and talk with Scott Lonesome, the Navy representative for NRL-CBD. Scott Lonesome replied that he would need to confirm this request with NRL security.

Question: Greg Morris asked if anyone had heard from Maryland State Delegate Mark Fisher within the past year.

Response: Kevin Britt replied that he has been in contact with Delegate Fisher and that Delegate Fisher has been updated.

Question: David Harris asked if the boat site in Chesapeake Beach is part of NRL-CBD or if this is just associated with Randall Cliffs.

Response: Ryan responded that he believes that NRL-CBD has a boat site in Chesapeake Beach. Scott added that this boat site is not part of the main NRL-CBD site, but that the Navy keeps a boat at Chesapeake Beach as part of their mission. David Harris noted that the Chesapeake Beach boat site has a well and asked if this area is part of the environmental area covered under the restoration program.

Scott stated that the well is located on the Randall Cliffs side, but it is not part of the main Randall Cliffs area and that he will need to consult with Ryan with regard to whether it would be part of the restoration program. Ryan stated that the restoration program does not have much information on this boat site, and he would need to look into it.

Future Meeting Planning

Ryan Mayer informed the RAB members that the next RAB meeting will be planned for spring 2021 and that he anticipated that because the Navy will most likely still be on travel restrictions because of the COVID-19 pandemic, the meeting will be virtual again. The Navy will coordinate with Kevin Britt regarding topics for the meeting agenda, and Ryan encouraged the RAB members to reach out to Kevin with any additional thoughts regarding the RAB. Ryan then reviewed the websites that are available with additional information with the RAB members.

Before concluding, Peggy Williams with the MDE asked if RAB members could test their video connections because video was turned off during the meeting to preserve bandwidth. The RAB members turned on their video connections so that members could see each other.

Following this, Ryan concluded the RAB meeting at 6:10 p.m.

RESTORATION ADVISORY BOARD MEETING
NRL-CBD
DECEMBER 9, 2020
LIST OF ATTENDEES

Name	Affiliation
Kevin Britt	RAB member
Amy Brand	CH2M
Andy Bogdanski	CH2M
Vivian Cawood	RAB member
Will Hager	RAB member
David Harris, II	RAB member
Robin Harris	RAB member
Lawrence Jaworski	RAB member
Laura Lampshire	CH2M
Scott Lonesome	NRL
Ryan Mayer	NAVFAC Washington
Greg Morris	RAB member
Leticia Solaun	CH2M
Peggy Williams	MDE

NRL-CBD RAB Action Items Summary Table – December 2020

Item No. (Year/Month-#)	Assigned To	Action Item	Date Assigned	Due Date	Date Complete/Comments
2020/12-1	Greg Morris	Resend written response with comments on the Draft December 2019 meeting minutes to Ryan Mayer.	12/9/2020		
2020/12-2	Ryan Mayer	Circulate RAB Charter approval signoff sheet to RAB members for their signature.	12/9/2020		
2020/12-3	Ryan Mayer	Following regulator review of the CIP, forward the CIP to the RAB members for their review.	12/9/2020		
2020/12-4	Ryan Mayer	Follow up regarding information available on the boat site located in Chesapeake Beach.	12/9/2020		

Attachment 1
RAB Agenda, December 9, 2020



Restoration Advisory Board Member Training for Naval Research Laboratory – Chesapeake Bay Detachment

**December 9, 2020, 5:00 pm to 6:30 pm
Virtual Meeting**

Meeting Facilitator: Amy Brand - CH2M HILL

Meeting Agenda		
Time	Topic	Presenter
5:00-5:05 pm	Welcome and Introductions	Ryan Mayer
5:05-5:15 pm	Virtual meeting logistics: review ground rules and meeting logistics	Amy Brand
5:15-5:20 pm	Review and approve Dec. 2019 Meeting Minutes	Amy Brand
5:20-5:35 pm	Review and Approve RAB Charter	Ryan Mayer
5:35-5:45 pm	Community Co-Chair Election	Amy Brand/RAB Members
5:45-6:00 pm	Community Involvement Update: Website/Community Involvement Plan	Amy Brand
6:00-6:15 pm	Status Update on Planned, Ongoing, Completed Activities	Ryan Mayer
6:15-6:25 pm	Questions & Comments from RAB Members	RAB Members
6:25-6:30 pm	Future Meeting Planning and Adjournment	Ryan Mayer

Attachment 2
NRL – CBD RAB Training Presentation,
December 9, 2020



Naval Research Laboratory – Chesapeake Bay Detachment Restoration Advisory Board Training

December 9, 2020

5:00 - 6:30 p.m.

Agenda

- Welcome and Introductions
- Virtual Meeting Logistics
- Review and Approve Dec. 2019 Meeting Minutes
- Review and Approve RAB Charter
- Community Co-chair Election
- Community Involvement Update
- Status Update: Planned, On-going, and Completed Activities
- Questions and Comments
- Future Meeting Planning

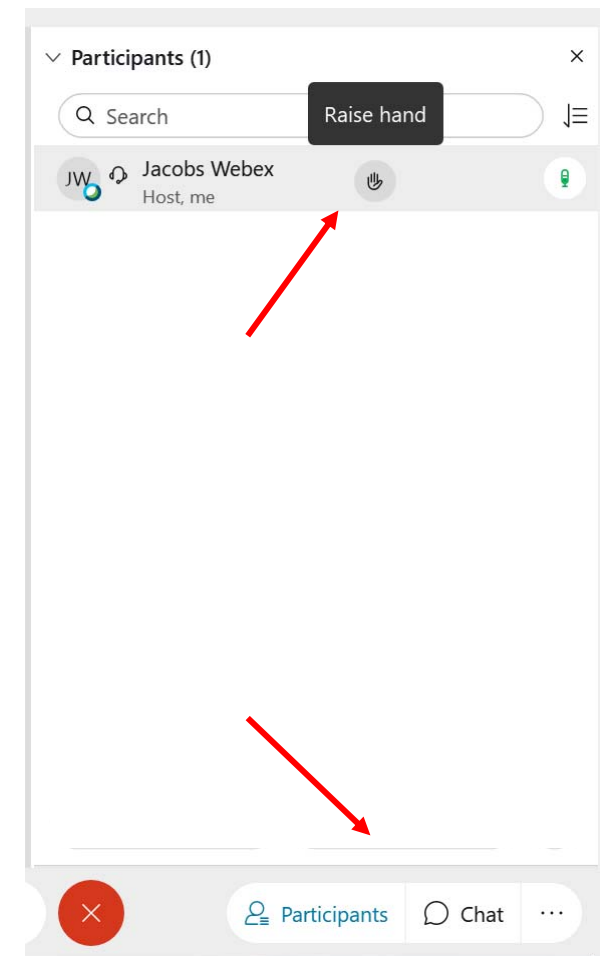


Virtual Meeting Logistics

Amy Brand - Jacobs

Webex Basics – Computer Access Participants

- Video – Turn OFF except for presenters (to preserve bandwidth)
- Participants - On the lower right, click “participants” to open panel
- Chat box – On the lower right, click on Chat and enter questions/comments in chat box
- Raise hand to be called on to speak
 - Scroll over your name in the participant list and click on hand symbol
- Mute/Unmute (all muted to start)
 - Host will unmute all or individuals
- Trouble? Call or text 352-246-5246



Webex Basics – Telephone Access Participants

- Video – Turn OFF except for presenters (saves bandwidth)
- Dial *3 to raise hand to be called on to speak
- Host will unmute all after seeing raised hand
- You will then receive a prompt to dial *6 on the phone to unmute yourself
- Trouble? Call or text 352-246-5246



Previous Meeting Minutes (December 2019)

Amy Brand - Jacobs

Previous Meeting Minutes (December 2019)

- The draft December 2019 RAB meeting minutes were distributed to the RAB via email in March 2020.
 - To date no feedback has been received indicating revisions are necessary
- Action Items
 - RAB to review and provide feedback on the RAB Charter “for next meeting”
 - RAB to consider Community Co-Chair nominations and elect Community Co-Chair “during next meeting”
- Comments?



RAB Charter

Ryan Mayer - Navy

Process to Develop and Approve a Charter

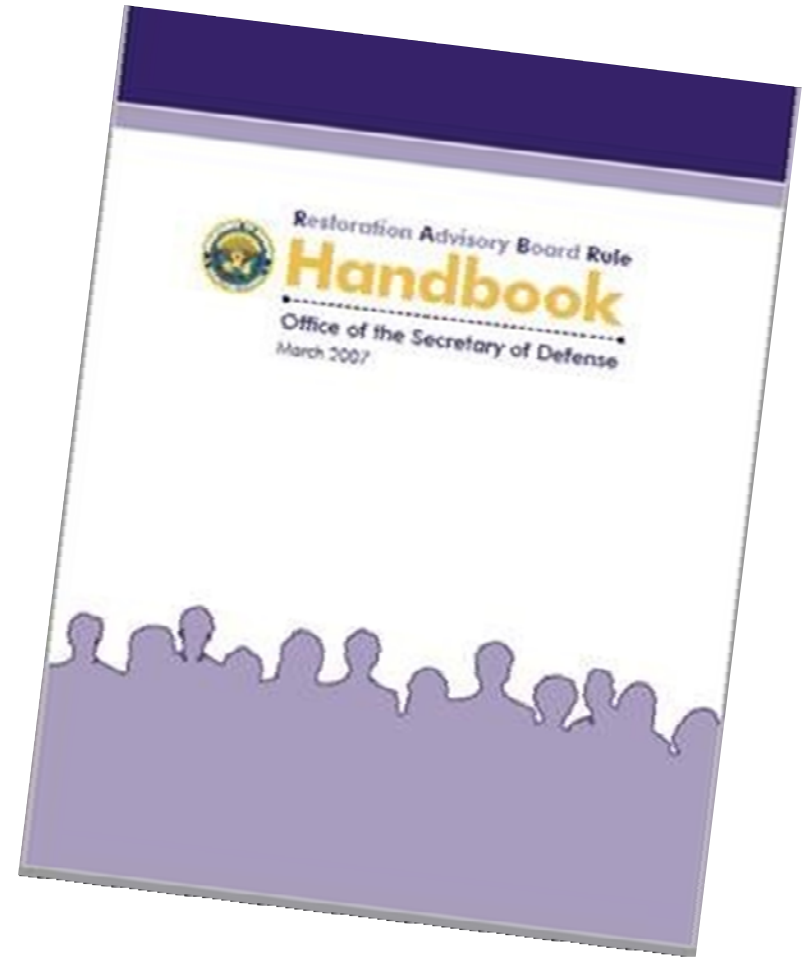
- Draft charter was sent to RAB members for review prior to this meeting.
- Elements of the charter will be discussed in the following slides.
 - Goal: to reach consensus on elements of the charter
- The draft charter will be revised, if needed, based on RAB member discussion and agreements.
- RAB members will sign and date the charter.

The NRL-CBD RAB Charter

- **Contents**

- Mission statement
- General function
- Structure and leadership
- Operating procedures
- Membership and attendance
- Roles and responsibilities
- Dissolution of the RAB
- Effective date and modification

- **Adopting the Charter**



Mission Statement

The mission of the Naval Research Laboratory – Chesapeake Bay Detachment (NRL-CBD) Restoration Advisory Board (RAB) is to:

establish and maintain open and interactive dialogue between representatives of the Navy, the Maryland Department of the Environment (MDE), and the local community

concerning the Environmental Restoration Program (ERP) activities at NRL-CBD.

General Function

- RAB exists to give community access to information about the Navy's Environmental Restoration Program at NRL-CBD.
- RAB acts as a liaison group to disseminate information to the community and solicit the community for comments.
- RAB is an advisory group, not a decision-making board

RAB Structure and Leadership

- Structure
 - Local community members
 - Regulatory agency representatives
 - Maryland Department of the Environment (MDE): Peggy Williams
 - Navy representative
- Leadership
 - Community Co-Chair: Elected by RAB community members
 - Navy Co-Chair: Ryan Mayer

Operating Procedures

- Meeting date and location
 - Wednesdays, 5:00-7:00, 2x per year, Northeast Community Center
- Setting the agenda
 - Propose at meeting, co-chairs have a conference call
- Meeting attendance and seating
- Meeting conduct and facilitation
- Ground rules for conduct
- Presentations, handouts, and minutes

Membership and Attendance

Membership

- Up to 20 local community members (at least 5 to sustain)
- Members serve voluntarily without compensation
- Term of two years, renewable based on majority vote

Attendance

- If you miss 2 consecutive meetings without sending an alternate, can be removed by vote of RAB members
- Can be asked to resign for actions detrimental to the working process of the group (by vote of at least 75% of membership)

Changes to Membership

Roles Responsibilities

- Attend RAB meetings regularly
- Review and provide input by reading, participating, and commenting on environmental restoration activities and plans
- Participate openly and constructively
- Serve as a liaison with the community to facilitate two-way exchange of information
- Provide advice and feedback about community concerns



Co-Chair Responsibilities

- Navy Co-Chair + Community Co-Chair (elected)
- **All responsibilities of a regular RAB member, PLUS:**
 - Jointly determine meeting agendas
 - Act as a focal point for community outreach
 - Act a RAB meeting facilitator (potentially)
 - Assist with dissemination of information to the RAB and to the public
 - Perform various administrative duties as needed



Dissolution of the RAB

Dissolution

- Required remedial actions have been implemented
- Property is transferred out of DoD control
- 75% of members agree in writing to terminate the RAB
- No longer sufficient, sustained community interest (5+ active RAB members)

Effective Date and Modification

- Proposed changes must be submitted in writing and approved by majority vote
- Charter will be re-evaluated every two years
- Charter must be signed and dated by all members

Questions and Comments



Open to RAB Members



Community Co-Chair Election

Amy Brand

Candidate(s) and Procedure for Election

- Candidate(s) introductions
- Voting Procedure (if more than one candidate)
 - Click three dots at bottom right of screen to open polling window
 - Click on the circle that corresponds to your answer
 - Click “submit”
 - Only the meeting host will see responses



Community Involvement Update

Amy Brand - Jacobs

Community Involvement Plan (CIP)

- Describes how the Navy will communicate with the public during environmental restoration and how community members can be involved.
- Based on community input – questionnaires and interviews
 - What do people know about environmental restoration at the site? What do they want to know?
 - What are the best ways for people to get that information and be involved?
- Content
 - Overview of the Community Involvement Plan
 - Facility Description and Site History
 - Community Overview
 - Community Involvement Program



Community Input and Results

- Community Input
 - Letters mailed in August 2019 to local stakeholders, public notice in Calvert Recorder, poster at RAB interest meeting
 - Nine community members participated in CIP process
- Summary of Results
 - Most aware of environmental investigations but many not aware until off-base groundwater sampling
 - Specific interests:
 - Protect Chesapeake Bay
 - Address shallow wells and protect people
 - Form this RAB
 - Ensure the Navy implements a thorough and sound process

Community Involvement Activities and Status

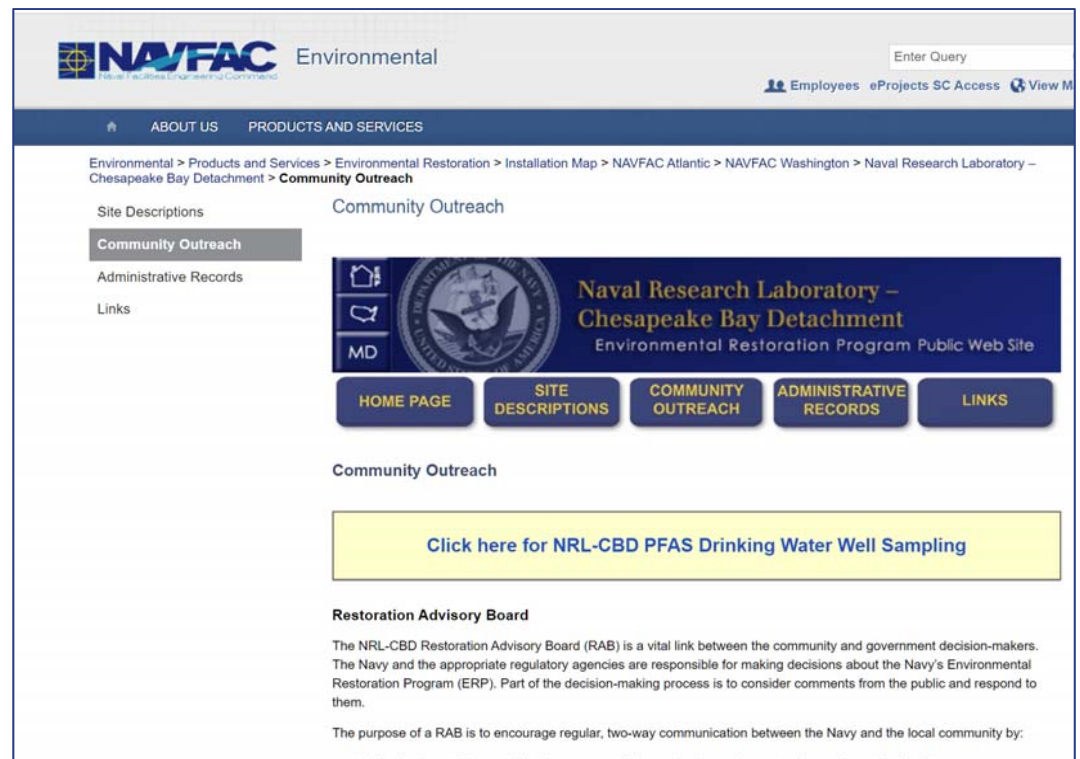
- Community Involvement Activities
 - Many activities required by CERCLA law
 - Establish this RAB
 - Maintain a mailing list for notifications
 - Maintain a website
 - Distribute fact sheets as needed
- Current Status
 - Navy has reviewed the draft
 - Draft final provided to regulators in September 2020
 - Final CIP to be posted to website and placed at library



Website Update

<https://go.usa.gov/xQFuV> (case sensitive)

- Currently updating site descriptions
- RAB information and minutes
- Searchable Administrative Record
- Off-base drinking water well investigation information
 - Public meeting posters
 - Fact sheets
 - Summarized results



Questions and Comments



Open to RAB Members



Status Update on Completed, Ongoing, and Planned Activities

Ryan Mayer - Navy

Completed Activities

Completed Activities

- MRS 003 Remedial Action Completion Report
- Base-wide Expanded SI Report
- Site 10 PFAS SI UFP-SAP and fieldwork
- Bldg. 76 Disposal Area Site Assessment UFP-SAP and fieldwork



Ongoing Activities

Ongoing Activities

- Community Involvement Plan
- Sites 3, 4, and 5 Remedial Investigation Uniform Federal Policy-Sampling and Analysis Plan (UFP-SAP)



Planned Activities

Planned Activities

- Draft Bldg. 76 Site Assessment Report
- Site 10 PFAS Site Inspection (SI) Report
- MRS 001 Pre-Feasibility Study UFP-SAP



Questions and Comments



Open to RAB Members

Future Meeting Planning

- As per charter, plan to meet 2 times per year
 - Navy proposes the next meeting for Spring 2021
 - Wednesday evenings, 5:00-7:00 p.m.
- RAB agenda topics
 - If there are topics you'd like us to discuss, please communicate them to the RAB Co-Chairs
 - Navy Co-Chair: Ryan.mayer@navy.mil
 - Community Co-Chair: (will send email)

Websites for More Information

- About RABs, including the RAB Rule Handbook:

<http://www.denix.osd.mil/rab/home/>

- About the Navy's Environmental Restoration Program:

<http://www.navfac.navy.mil/go/erb/>

- About the Environmental Restoration Program at NRL-CBD:

<https://go.usa.gov/xQFuV> (note: case-sensitive)