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NCBC GULFPORT  
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TIER 1 MEETING MINUTES BETWEEN 10 FEBRUARY AND 11 FEBRUARY 2009 NCBC  
GULFPORT MS  
2/10/2009  
NCBC GULFPORT

**MINUTES**  
NCBC Gulfport Tier I Meeting  
Gulfport, Mississippi

**February 10 – 11, 2009**

**Meeting Attendees**

**Team Members:**

Gordon Crane	CBC Gulfport, IRP Manager
Bob Merrill	MDEQ, State RPM
Bob Fisher	NAVY RPM
Nancy Rouse	The Management Edge, Facilitator
Yarissa Martínez	Tetra Tech NUS, Inc., Project Manager
Jacqueline Strobl	Tetra Tech NUS, Inc., Scribe

**1. 1<sup>st</sup> Day Check-In (Tuesday, February 10, 2009)**

Welcome and Administrative – Nancy Rouse

- Proxies/Guests – There were no proxies and a new guest served as the scribe
- Review Agenda – adjustments noted

Each meeting attendee provided a brief self-introduction along with a personal update. The agenda was reviewed and adjusted due to a late start to the meeting.

- Bob Fisher’s Site-by-Site Update was reduced from 2 hours to 1 hour and 45 minutes to accommodate the Tier II update.
- Nancy noted that the team was required to submit our exit strategy at the close of the meeting. Further discussion concerning the exit strategy was scheduled to take place during the second meeting day.

**2. Tier II Update – Gordon Crane**

Gordon Crane provided a Tier II update. He noted that there had been a lot of discussion concerning links and the confusion over who would be the appropriate Tier II link for Mississippi since the links are not supposed to be a part of the chain of activity. Because they were dealing with such a small pool of people Helen Lockard (Navy) and Debbie Humbert (TtNUS) will alternate as the Tier II links (co-links) for Gulfport’s partnering team.

Bob Fisher stated that Mrs. Lockard was supposed to be the Tier II meeting link for this partnering meeting, but was unable to attend due to a conflict. Bob noted that he had spoken with Mrs. Lockard and there had been discussion concerning improving communication between Tier I and II. In order to facilitate communication it had been suggested that a Tier II link should attend the partnering meeting; a workshop between

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Tier I and II was also suggested. Mr. Fisher noted that Mrs. Lockard had asked him to bring the idea up to the partnering team and see if there was interest, if so they would begin working on funding.

The team discussed the idea further and postponed making a final decision on committing to the workshop between Tier I and II until more information could be provided.

*Action Item A-0209-01 - Gordon Crane - Will get more information from Tier II on "Joint Meeting." - To be completed by 2/16*

Discussion returned to the exit strategy that Nancy Rouse had brought up during the agenda review. Bob Fisher noted that the exit strategy did not need to be completed by the close of the meeting, but that the team needs to agree to begin working on providing one. TtNUS will review what has been used in the Florida exit strategies.

*Action Item A-0209-02 - Yarissa Martínez - Take first step in developing exit strategy to be ready for May Tier I & June Tier II meeting. - To be completed by 5/11*

*Action Item A-0209-03 – Nancy Rouse – Will send Columbus Base exit strategy to Yarissa. - To be completed by 2/13*

Gordon Crane noted that Tier II commented on the lack of representation from the RAC contractor in NCBC Gulfport Partnering. Bob Fisher replied that currently there was no funding vehicle available for RAC participation.

*Action Item A-0209-04 - Bob Fisher - Will contact Helen concerning contracting CH2MHill for Tier I participation. - To be completed by 2/20*

### 3. Review of Previous Action Items

Nancy noted that the action items from the previous meeting had not been reviewed, and that the previous meeting minutes had not yet been approved. The team took a moment to update the status of these action items.

Status update/review of the January 2008 action items:

Action Item No.	Responsible Party	Status	Action Item	Details
<b>Ongoing Action Items</b>				
A-1108-01	N. Rouse	Ongoing	Develop cost proposal for adding RAB members	Bob Fisher requested a rough idea; it will need to be addressed in the next day or two to be added now.

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Action Item No.	Responsible Party	Status	Action Item	Details
A-1108-02	G. Crane	Complete	Investigate proposed use for production/supply well	Turned off, no plans on it being turned back on, but also there are no plans for destroying this well. It is overcome by events, action complete.
A-1108-03	B. Fisher	Ongoing	Summarize status of off-base property issues in an email to the team	The team can take care of this today.
A-1108-04	G. Crane & B. Fisher	Ongoing	Track resolution of 8B and 8C wear surface an keep team apprised	Fisher and Crane have been working on it; the upcoming MILCON will put a concrete cover on a part of 8A, that's into the closure documents, there are a number of things blending. The funding is more for use. It has to be designed in such a way that it works for MDEQ. Bob Merrill stated that the MDEQ concerns had been covered and that he didn't expect there to be any problems concerning approval, a cap was expected.
A-1108-05	B. Fisher	Ongoing	Contract development of a monitoring plan for Site 8	On additions, defense of the cost estimate will take place on Thursday. Until this happens, it will not be considered completed.
A-1108-06	N. Rouse	Complete	Verify availability of alternative meeting places for future Tier I meetings	Nancy checked with the Courtyard Marriott, & Hilton. Gordon Crane stated that the Environmental Section in NCBC will have a new building, and during the construction the meeting cannot be done in the facilities of the Environmental Section.
A-1108-07	N. Rouse	Complete	RA Fact Sheet for Site 5	Complete
A-1108-08	G. Crane	Complete	Provide CD of Kemron Completion Report to Bob Merrill	Bob Fisher brought one CD copy. Gordon Crane has not yet received his copy, it may be in the mail. Gordon suggested burning a copy for Bob Merrill.
A-1108-09	B. Fisher	Complete	Find out if Meridian will be holding a co-located meeting	Complete

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Action Item No.	Responsible Party	Status	Action Item	Details
A-1108-10	R.Fisher	Complete	Line up contractor for Site 5 RAB presentation	Complete
A-1108-11	N. Rouse	Complete	Finalize and send out RAB minutes to team	Complete
A-1108-12	N. Rouse	Complete	Finalize and send out Tier I minutes to team	Complete
A-1108-13	N. Rouse	Complete	Draft RAB and Tier I Agendas and send out to the team	Complete
A-1108-14	G. Crane	Complete	Distribute RAB minutes to city council & Confirm RAB meeting location.	Complete

#### 4. Break

*Action Item A-0209-05 - Gordon Crane - Gather fact sheets and other info for Sun Herald via PAO. - To be completed by 2/13.*

#### 5. RAB Meeting

The team discussed the RAB Meeting that took place the previous evening (February 9, 2009). The team noted concerns and items to address.

*Action Item A-0209-06 - Bob Fisher & Gordon Crane - Follow up on Fred Boykin concern. - To be completed by 2/16*

*Action Item A-0209-07- Gordon Crane - Request additional copies of Preliminary Health Assessment. - To be completed by 2/21*

*Action item A-0209-08 – Gordon Crane & Nancy Rouse - Confirm new RAB meeting. Location. - To be completed by 4/11*

#### 6. Site Updates – Bob Fisher

##### SITE 1:

- Final Work Plan has been submitted, the RI is being completed..
- This is a very old landfill; it appears to be general refuse. TtNUS has not found evidence of chlorinated solvents, organic compounds/pesticides, or hazardous waste seen in other land fills. The content of Site 1 appears to be solid waste, and

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the expected list of contaminants of concern (COCs) will probably be minimal. Because of the age of the landfill (this is a 60 year old landfill), therefore landfill gasses are not a problem at the site.

- A cover suitable for a landfill will be necessary. The exact details will be evaluated and presented in the FS.

Bob Merrill stated that they would need enough soil borings to demonstrate that there is 2 feet of thickness throughout the site to verify a good cover.

Bob Fisher noted that this does bring up a problem for the site, which is basically a bowl with lifted elevation east and south, regarding storm-water runoff. This will be a major design consideration. This elevation issue will limit drainage positioning to the middle. We will be looking at an inverse grade. If there are any plans on the western side of the site, it will interfere with their plans because drainage will need to be considered.

Gordon Crane responded that this will need to be noted in the remedial documents.

Bob Fisher stated that after the cover has been created the plan was to have a long term monitoring component.

Gordon Crane stated that he had approached the corps of engineers, the ditch can be lined, it is jurisdictional. This will also need to be in the document.

Bob Fisher stated that by the next meeting the site should have made it through the evaluation process and a list of COCs should be established.

#### **SITE 2:**

- RI for Site 2 (just north of Site 1) – the work plan will look nearly identical in steps.
- A UFP QAPP waiver could not be attained; funding will take place in stages.
- Bob Fisher will be defending the budget on Thursday.

Yarissa advised that a separate meeting with Tier I might be required in order to determine data qualitative objectives (DQO's). TtNUS will need to involve Tom Johnston.

Nancy noted that the Site 2 UFP SAP would need to be included as a future agenda item.

#### **SITE 3:**

- This is another old landfill, like Site 1.
- The RI has been completed.

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- TtNUS is working on the Feasibility Study (FS) and Remedial Design (RD).

Bob Fisher stated that they had found that the concentrations are low level, and not effectively treated with microbes. They've been attempting to get backup on treating the DCE plume. Bob has been trying to obtain funding for a pilot to see why they stopped working. They are still evaluating the necessity for a pilot. An FS will probably not be issued until RI comments have been received.

Bob Merrill stated that he may just suggest natural attenuation, but it would be up to you (Navy) to consider enhanced natural attenuation.

Bob Fisher reiterated that he'd like to do a pilot study before working on an FS. Ultimately Site 3 is a cover; it is a good bit off of the canal, and is a much lower area than Sites 4 & 5. The contaminants observed didn't match what was detected in the canal. There still appears to be a need for a cover; the strategy is to get the cover in place, protect direct exposure, then monitor the downgradient conditions to make sure there aren't any problems.

#### **7. Break – Lunch**

#### **8. Site Updates (continued) – Bob Fisher**

##### **SITE 4:**

- The screening evaluation will be similar to that of Site 5.
- The groundwater contamination was the driver for putting on a cap.
- Hopefully there will be funding for Site 4 construction this year.
- Resolving the RI is a top priority. TtNUS needs MDEQ comments on the RI and FS, to be able to move forward.

Gordon Crane noted that the golf course would need to be notified in advance.

Fisher agreed and replied that the construction would make it difficult for them even to operate that clubhouse; a barrier may need to be constructed. Resolving this RI is a top priority. It was confirmed that the FS had been issued in the same time period with the RI. Bob noted that as part of the RD for Site 4, a meeting with the people at the golf course would need to take place. The funding award date should occur in the Fall of 2009 with construction to begin the following year.

##### **SITE 5:**

Bob Fisher noted that the partnering team had driven by the site after lunch. Implementation of the remedial action should be finalized soon. .

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Gordon Crane noted that the line had been drawn a little farther back, about 30 feet or so. There will be a lot of runoff on that site, we might have to run a swell through over to the west. John Overholtzer (CH2M Hill) said it wasn't going to be a problem.

Bob Fisher stated that he had told CH2M Hill that this was not an authorization for a scope change. The base would like to see a little swell there to convey it west. We'll see if it can be done without a scope/cost change. The scope/cost cannot be modified. After this is built there will be a year of LTM, we may have that done by TtNUS or maybe Aerostar. The recommended LTM is in the design. We're hoping to get that started within six months of construction completion. I don't know if there is a lot of benefit to doing quarterly monitoring reports. That's the default, but it may not be that useful.

The team discussed this further and determined that the sampling should be performed quarterly, but that the monitoring reports could be done semi annually.

*Consensus Item C-0209-01 - Site 5 LTM - Sampling will be performed quarterly; reports will be issued semi-annually unless contaminants are found at higher concentrations than anticipated.*

#### **SITE 6:**

- Waiting on 4<sup>th</sup> Quarter groundwater and additional soil sampling.
- The site, currently an open field, will be undergoing a change in use. The site will be transformed into a parking lot for the professional development facility. We want to sample before they lay the asphalt.
- We are tracking long term degradation. The plume is very stable and we are not expecting a lot of down gradient migration.

Yarissa stated that the samples for PCBs could not be validated because they were lost in the system of the lab. These will be re-collected; it should be a month or so before this is validated.

Bob Fisher noted that chlorinated compounds had popped up in the 2<sup>nd</sup> Quarter of monitoring. Bill Neimes funded a second year of monitoring in response to this. Bob suggested that Yarissa check with Bill Olson concerning the status of the chlorinated compounds trend.

*Action Item A-0209-09 - Yarissa - Update the partnering team on the 4th quarter sampling results for chlorinated compounds for Site 6. - To be completed by 3/30*

The team discussed the monitoring reports and confirmed that the 4<sup>th</sup> Quarter Monitoring Report would be an annual summary.

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## **SITE 7:**

- 2010-2011 RI – This rubble landfill wasn't high on the priority list for NORM. We'll be looking at this in a year in a half to two years from now to start the assessment.

## **SITE 8:**

Bob Fisher suggested pulling the LTM for Site 8 Sediments (agenda item scheduled for 3:45 today) and the Site 8 Completion Report (agenda item scheduled for 10:45 tomorrow) into the site updated. The agenda was adjusted accordingly.

Bob Fisher stated that environmentally the site is now at the point where it is good for restricted uses. Groundwater use is also restricted. Things need to be updated so that the LUCs are included in the design. Bob noted that Gordon had some good ideas on how to get these into document form for the Navy to review by location/site/building number.

*Action Item A-0209-10 - Bob Fisher - Initiate the Site 8 LUC RD in standard Navy format. - To be completed by 2/12*

Bob Fisher stated that he needed to know whether or not 2 separate DD reports would be needed for separate sites.

*Action Item A-0209-11 - Gordon Crane - Discuss future land use with Site 8 a&b w/ base personnel. - To be completed by 2/28*

Bob Fisher noted that the Site 8 Completion Report was basically a Canal Road completion report. They had gotten about two thirds of the way through the excavation and reached the pond next to the canal, after which they became less aggressive with their digs. When they reached the northern Garrett property they began looking at ways to minimize excavation. They had a few hits, 7, which isn't terribly high (the UCL is 4.19), but the new supporting package will need to be looked over.

Gordon Crane asked about what might be faced with the new property owners.

Bob Fisher replied that the Garrett property had been sold to a guy in Panama City. The issue will be whether or not the buyer was made aware of the conditions. The Navy has an agreement with the Garrett attorney concerning the property. Bob did not know if the Navy was obligated to contact the new owner or not. Bob noted that the buyer has this purchase set up on a lease basis and may not have the title yet.

*Action Item A-0209-12 - Bob Fisher - Talk to Steve Beverly concerning notifying land owners about the completion reports. - To be completed by 2/20*

Bob Fisher stated that the last thing that needed to be discussed for Site 8 was the LTM plan, which will flow out of the RD. The only thing that slipped was monitoring

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sediments, both from the standpoint of breaking down cap, or missing something in the sediment. We may want to sample this annually.

*Action Item A-0209-13 - Bob Fisher - LTM Planning and funding Site 8 sediment. - To be completed by 2/12*

*Action Item A-0209-14 - Nancy Rouse - Confirm community relations actions needed for site 8c. - To be completed by 2/13*

## **SITE 10:**

Bob Fisher noted that a lot of time has been spent on Site 10 over the last 10 years. We were close to excavating, but then the remedial contractor became concerned. LDA was recommended, but the contractor raised it as an optimization issue, and it was shut down until further review could take place. We are now evaluating cover, and a little bit of excavation. At some point the optimization team will tell us to reconsider things, we will need to use fixed price, or turn it back over to TtNUS for a new design, this would eliminate having to redo many steps.

*Action Item A-0209-15 - Bob Fisher - Schedule discussion/meeting with optimization team for site 10 to complete report.*

Off Base Topics – Fisher

*Action Item A-0209-16 - Bob Fisher - Will review pilot scale sites 3 & 4 funding.*

*Action Item A-0209-17 - Bob Fisher - Resolve Edwards property site restoration issues (letter from the state). To be completed by 4/9*

## **7. Site Priorities / Document Review Priorities**

Bob Fisher stated that in terms of getting funds obligated to contractors (which is what the priority dates are related to) he would place priorities for sites, as:

- Site 4 RI/FS finalized, and getting enough info transferred between the state and TtNUS to get this into RD; funding will occur this year.
- Site 3 – RI/FS – We'd like to see the design; remedial action will be funded next calendar year.

*Action Item A-0209-18 - Bob Fisher - Check on the lease status with Ardnt & Bennett with Diane. To be completed by 2/20.*

Confirm start time of 9am tomorrow morning.

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## **1. 2nd Day Check In**

The team discussed revisions for the day's agenda. The schedule was revised as follows:

- Exit Strategy
- Funding
- Partnering Exercise
- Agenda Building
- Next Conference Call Date

## **2. Exit Strategy**

The team discussed the structure and level of detail needed for the exit strategy. Yarissa stated that the NORM dates should be the basic structure. Bob noted that NORM has 4 main dates included, and that the NORM dates may need to be adjusted to provide a more realistic forecast of what is to come; it would also be helpful to decide on the planned level of detail. Gordon suggested that it should be broken out for each site in order to be useful.

## **3. Funding**

The team began discussing funding needs for the RAB meetings. Bob Fisher stated that he envisioned a 500 to 600 hour task that would come up quarterly.

Yarissa noted that in some cases a separate CTO was used for partnering, RAB Meetings, archiving, etc.

Bob Fisher brought up the issue of RAB recruitment funding and asked Nancy for an idea on costs/methods.

Nancy replied that there had been discussion about putting together a quick fact sheet and distributing it door to door; during this time they could see if anyone was interested in attending the meeting.

The team discussed the possibility of bulk mailing as a more cost effective method. Nancy replied that bulk mailing usually costs between \$50 to \$100. Yarissa asked how long it would take to create the brochure; Nancy replied that it would likely only take about twenty minutes.

Nancy stated that new members and attendees would need to be brought up to speed. She estimated that in order to do a really good job, and pull everything together it would probably take about a week. This would include updating the fact sheets and pulling the presentations together, creating training plan. Then discussion would need to take place concerning training.

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The team discussed further community involvement and the possibility of getting Southern Mississippi University involved.

#### **4. Partnering Exercises**

Nancy provided a copy of the NCBC Gulfport Tier I Partnering Agreement.

Nancy reviewed the list of things that are expected of a facilitated partnering meeting (in the first 6 months)

1<sup>st</sup> 6 months:

1. Ground rules
2. Goals – suggested for the next 2 fiscal years, my guess is the exit strategy and such, not just as how we work together as a team.
3. Charter – w/ vision statement – where we want to be, what we want to accomplish, mission statement – why we exist, long term goals – strategies, Nancy provided a quick overview of another team’s info as an example.
4. Communication lines
5. Identify barriers to the team development and success – and remove them
6. Pool resources, (e.g. training)
7. Identify training needs – especially regulations

#### **Group Effectiveness**

##### Process

- problem solving
- decision making
- conflict management
- communication (precise vs quantity)
- boundary management

##### Structure

- mission & vision statement
- appropriate group membership
- clear goals
- ground rules
- sufficient time

##### Group Context

- clear mission & shared vision
- supportive organizational culture
- rewards - CNO
- training
- technology & material resources
- physical environment

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Identify barriers to team success:

1. Funding linked to deadlines – one of the things that has repeatedly come up at the Tier I levels – is the 30 day turn around for everything. Its not realistic, it’s a constant source of conflict. How do we de-link funding & deadlines?
2. Understand core team members – should be modified to include RAC contractor.
3. Bringing new members up to speed

Training Needs

- MBTI/Disc
- Communication Styles (precise vs. quantity & theoretical vs. practical)
- Basics of Partnering Training
- EPA University online
- Behavioral ground rules for the team

*Action Item A-0209-19 – Nancy Rouse - Find BOP dates and forward to team.*

*Action Item A-0209-20 – Nancy Rouse - will find the EPA training link and forward the link to the team.*

**5. Agenda Building - May 2009:**

- Reset short & long term goals and objectives (exit strategy, more focused list) 2hrs
- Partnering exercise – establish ground rules
- Set a date for the conference call – Monday, March 9<sup>th</sup> – 2pm est
- Discuss exit strategy, Bob EPVT update, meeting location

New Consensus Items from February 10 & 11, 2009	
C-0209-01	Site 5 LTM – Sampling will be performed quarterly, reports will be issued semi-annually unless contaminants are found at higher concentrations than anticipated.

Action Item No.	Responsible Party	Status	Due Date	Action Item
<b>New Action Items</b>				
A-0209-01	G. Crane	Ongoing	2/16/09	Will get more information from Tier II on “Joint Meeting”
A-0209-02	Y. Martínez	Ongoing	5/11/09	take first step in developing exit strategy to be ready for May Tier I & June Tier II meeting.
A-0209-03	N. Rouse	Ongoing	2/13/09	Will send Columbus exit strategy to Yarissa.
A-0209-04	B. Fisher	Ongoing	2/20/09	Will contact Helen concerning contracting CH2MHill for Tier I participation.

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A-0209-05	G. Crane	Ongoing	2/13/09	Gather fact sheets and other info for Sun Herald via PAO.
A-0209-06	B. Fisher & G. Crane	Ongoing	2/16/09	Follow up on Fred Boykin concern.
A-0209-07	G. Crane	Ongoing	2/21/09	Request additional copies of PHA.
A-0209-08	G. Crane & N. Rouse	Ongoing	4/11/09	Confirm new RAB mtg. location.
A-0209-09	Y. Martínez	Ongoing	3/30/09	Update the partnering team on the 4th quarter sampling results for chlorinated compounds for site 6.
A-0209-10	B. Fisher	Ongoing	2/12/09	Initiate the Site 8 LUC RD in standard Navy format.
A-0209-11	G. Crane	Ongoing	2/28/09	Discuss future land use with Site 8 a&b w/ base personnel.
A-0209-12	B. Fisher	Ongoing	2/20/09	Talk to Steve Beverly concerning notifying land owners about the completion reports.
A-0209-13	B. Fisher	Ongoing	2/12/09	LTM Planning and funding Site 8 sediment.
A-0209-14	N. Rouse	Ongoing	2/13/09	Confirm community relations actions needed for site 8c.
A-0209-15	B. Fisher	Ongoing	TBD	Schedule discussion/meeting with optimization team for site 10 to complete report
A-0209-16	B. Fisher	Ongoing	TBD	Will review pilot scale sites 3 & 4 funding.
A-0209-17	B. Fisher	Ongoing	4/9/09	Resolve Edwards property site restoration issues (letter from the state). 4/9
A-0209-18	B. Fisher	Ongoing	4/9/09	Check on the lease status with Ardnt & Bennetk with Diane.
A-0209-19	N. Rouse	Ongoing	TBD	Find BOP dates and forward to team.
A-0209-20	N. Rouse	Ongoing	TBD	Nancy will find the EPA training link and forward the link to the team.

Action Item No.	Responsible Party	Status	Due Date	Action Item
<b>Ongoing Action Items</b>				
A-1108-01	N. Rouse	Ongoing	1/22/09	Develop cost proposal for adding RAB members
A-1108-03	B. Fisher	Ongoing	1/23/09	Summarize status of off-base property issues in an email to the team
A-1108-04	G. Crane & B. Fisher	Ongoing	TBD	Track resolution of 8B and 8C wear surface and keep team apprised.
A-1108-05	B. Fisher	Ongoing	TBD	Contract development of a monitoring plan for Site 8

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