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NCBC GULFPORT
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TIER 1 MEETING MINUTES BETWEEN 11 AUGUST AND 12 AUGUST 2009 NCBC
GULFPORT MS
8/11/2009
NCBC GULFPORT

MINUTES
NCBC Gulfport Tier I Meeting
Biloxi, Mississippi

August 11 – 12, 2009

Meeting Attendees

Team Members:

Gordon Crane	NCBC Gulfport, IRP Manager
Bob Merrill	MDEQ, State RPM
Robert Fisher	NAVY RPM
Nancy Rouse	The Management Edge, Facilitator
Yarissa Martínez	Tetra Tech NUS, Inc., Project Manager
John Overholtzer	CH2M Hill, Project Manager

Guests:

Debbie Humbert	TtNUS, Tier II Link
Bill Olson	TtNUS, Technical Lead
Jacqueline Strobl	Tetra Tech NUS, Inc., Scribe

1. 1st Day Check-In (Tuesday, August 11, 2009)

Welcome and Administrative Items – Nancy Rouse

- Proxies/Guests – There were no proxies. Guest Debbie Humbert (Tier II Link).
- Review Agenda – Revised version distributed, further revisions were discussed and finalized.

Each meeting attendee provided a brief personal update. A revised agenda was distributed and reviewed. The meeting date was extended by one day in order to avoid crowding agenda topics into one day. Further agenda revisions were discussed and finalized.

Nancy noted that she would like to revise the agenda to incorporate review of the meeting evaluations as a standard part of the check-in.

Action Item Review:

The team reviewed, discussed, and updated the ongoing action item list (see the ongoing action item table below). Shaded rows have been noted as “Completed” and will be removed from the Ongoing Action Items Table prior to the next action item review.

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Action Item No.	Responsible Party	Status	Due Date	Action Item	Comments
Ongoing Action Items					
A-0709-01	B. Fisher	Ongoing	7/30/09	Discuss the November meeting dates with Bob Merrill	The proposed November meeting dates straddle a Federal holiday.
A-0709-02	G. Crane/N. Rouse	Completed	7/24/09	Find and review previous Site 10 and Site 5 poster for the August meeting	A revised Site 10 poster was included in the 8/10/09 RAB.
A-0709-03	N. Rouse	Completed	8/2/09	Clarify location of meeting on RAB announcements.	Mr. Crane was able to provide signs to better guide the community to the center.
A-0509-02	B. Fisher	Ongoing	6/4/09	Verify the correct process (is there something needed for the landowner to close the investigations) to close the investigation (final step) for Canal Rd with Steve B.	All Steve Beverly concerns are merged together per B. Fisher's request.
A-0509-04	B. Fisher	Ongoing	8/11/09	Verify legal requirements related to RCRA Permit on Site 8 with Steve B.	All Steve Beverly concerns are merged together per B. Fisher's request.
A-0509-11	Gordon Crane	Ongoing		Send Yarissa information regarding the bunkers (former small ordnance storage area) at Site 2.	Additionally, Mr. Fisher is writing an SOW for an MRPSI for Gulfport.

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Action Item No.	Responsible Party	Status	Due Date	Action Item	Comments
A-0209-14	N. Rouse	Ongoing	2/13/09	Confirm community relations actions needed for site 8c.	
A-0209-13	B. Fisher	Ongoing	FY 2010	LTM Planning and funding Site 8 sediment.	This will be put into one SOW (combined with monitoring plan for Site 8).
A-0209-12	B. Fisher	Ongoing	FY 2010	Talk to Steve Beverly concerning notifying land owners about the completion reports.	Steve requested to review documents prior to sharing the document with landowners.
A-1108-05	B. Fisher	Ongoing	FY 2010	Contract development of a monitoring plan for Site 8.	Funding has been allocated for the monitoring plan and will be contracted. Working on defining the LTM process with MDEQ. Pushed, assume next year.
A-1108-04	G. Crane & B. Fisher	Ongoing	TBD	Track resolution of 8B and 8C wear surface and keep team apprised.	Milcon project, in various phases (not IR money). *Evolving* Preparing to put down concrete, still discussing the area (which will cover at least 2.5 acres).
A-1108-01	N. Rouse	Ongoing	1/22/09	Develop cost proposal for adding RAB members.	Discuss with Y. Martínez as soon as possible.

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The team discussed the current pairing of the NCBC Gulfport and NAS Meridian partnering meetings. Due to the corresponding RAB Meetings, the NCBC Gulfport partnering meeting has up to this point taken place prior to the NAS Meridian partnering meetings. Further discussion included the possibility of moving the NCBC Gulfport RAB to a different day of the week. The team decided that the NCBC Gulfport RAB would take place on Monday, November 16th. During the RAB meeting that took place on Monday, August 10, 2009, the possibility of changing the RAB to another day of the week was discussed with the RAB members. However, due to scheduling conflicts, the RAB members present would like to continue having meetings on Mondays.

Action Item #A-0809-01: Contact the NAS Meridian team concerning the decision made on the meeting dates – B. Fisher (Due 9/11)

It was noted that several action items related to legal concerns had been presented to Steve Beverly and were listed as ongoing pending his response. The related action items will retain their individual action item numbers, but will be treated as a merged group of concerns.

Parking Lot: A-0209-14: Site 8B & 8C Community relations, Decision Document and legal requirements for the closure and monitoring.

The team reviewed the meeting evaluation form results from the May 2009 partnering meeting. Revision of the presentation/format of this information was discussed.

2. Tier II Update – Debbie Humbert

Debbie Humbert provided a brief Tier II update, noting that the Tier II update presented at the Meridian partnering team had been attended by most of the NCBC Gulfport team members. Mrs. Humbert noted that she would be serving at the alternate Tier II link and would attend team meetings when Helen Lockhard could not participate; it was reiterated that the Tier II link is to be in a neutral role and provide unbiased information. The last Tier II meeting reviewed the Exit Strategies; feedback will be presented during the scheduled agenda topic today. The joint Tier I/II meeting idea has been put on hold; Mrs. Humbert stated that she was in favor of pursuing the joint meetings but that some of the teams were not on board. The team was informed that though Mrs. Humbert is accustomed to staying for the entire duration of partnering meetings, she would be unable to attend day to of the partnering meetings due to short notice on the addition of the extra meeting day.

3. RAB Meeting – Yarissa Martinez

The team discussed the RAB meeting noting that though the presentation had gone well, there had been very poor attendance. Only five RAB members had attended the meeting; no one from the affected community attended the meeting. The team discussed waning interest, noting that renewed efforts to re-establish connections may be in order. The team also discussed the possibility of reducing RAB meeting frequency.

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4. Community Relations Discussion

The team discussed issues and ideas concerning RAB outreach, member attendance, and frequency. It was noted that in the past there was a greater community outreach effort involving training sessions, presentations, and miscellaneous off base activities. The team discussed different possible approaches to re-engaging the community through a variety community outreach methods.

The team discussed outreach activities involving schools and the community, training sessions, and community involvement programs. However, due to further discussions, it was decided that we would need to better understand the RAB needs.

Further team discussion concerning RAB the member selection process, attendance, and the charter led to the conclusion that it may be more effective to try to gauge community interest rather than trying to create and/or re-establish community interest. Efforts will be made to follow up with current RAB members to determine the best course of action.

Consensus Item C-0809-01: Gordon will poll the RAB members to gauge the effectiveness of our efforts and their interest.

The Poll to the RAB Members should include the following questions:

1. What is the public interest? Are they asking/telling you anything?
2. If not attending, why?
3. What do they think about the frequency/location/time of the RAB meeting?
4. What could we do better?
5. Are you up to date with what is happening in the cleanup program?

Action Item A-0809-02: Poll the RAB members to gauge the effectiveness of our efforts. – G. Crane & B. Fisher (Due 9/22)

Action item A-0809-03: Send the current RAB contact list to Gordon Crane and Bob Fisher. – N. Rouse (Due 8/12)

An effort will be made to determine the level of public interest. Following feedback from the RAB members, further discussion will take place concerning whether or not there is a continued need for further community outreach or if the team would be justified in reducing RAB meeting frequency.

5. Lunch

6. Review of Exit Strategy/Long – and Short-term

The Team began a site by site Exit Strategy review. Mrs. Humbert requested that bolding or highlighting be used to note changes made. An updated Exit Strategy will need to be presented

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at the next Tier II meeting in November. Updates and adjustments were made as necessary (see updated Exit Strategy).

Site 1: Disaster Recovery Area

The RI is in progress.

Site 2: World War II Landfill

No status change. Dates may be too optimistic.

Site 3: Northwest Landfill/Burning Pit

- Adjustments made to dates corresponding to the Decision Document and the corresponding Proposed Plan meeting.
- Soil is still the media of concern.
- Groundwater exceedances were found, but were not high enough to warrant an active remedy.

Site 4: Golf Course Landfill

It was noted that when going through the process of optimizing the response to Site 4 alternative covers options were reviewed in attempt to find an alternative that would provide coverage to at least 10^{-5} . No alternative was found that would be comparable in pricing and cover. LUCs will be used, but the ditch lining may not occur.

Site 5: Heavy Equipment Training Area Landfill

Cover completion will change the phase in NORM. RIP date updated.

Site 6: Fire-Fighting Training Area

- Year 2 funding has been sent to TtNUS. However, this is still in negotiations.
- Parking lot has been reconfigured, but no monitoring wells were damaged or removed.

Site 7: Rubble Disposal Area

No status change. This is likely to be pushed to 2014.

Site 8: Air Force Herbicide Orange Storage Area

Site 8A:

- LTM status will be updated at the next meeting.

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- Concern – capturing the LTM with the LUC RD.

Site 8B&C:

Need to determine whether or not the CH2MHill action is considered a removal action or an interim remedial action.

Action Item A-0809-04: Review the clean up actions at 8A, B, & C to determine if it was a removal action or an IRA. – B. Fisher (Due 11/17)

Site 10: PCB in the Ditch

- Decision Document extended one month, to allow for the public period comments to be incorporated.
- Utilities continue to be a concern (gas line).

7. Off Base Sampling – Bill Olson

Bill Olson provided a presentation concerning the Off Base Sampling (see PowerPoint presentation attached).

8. Brainstorming - Team Outing Possibilities

Due to the associated RAB, the Gulfport team has not had an opportunity to travel. The next funding cycle will have costs for an alternate team meeting location and will include team building exercises. The team discussed possible locations and activities as well as any travel restrictions that might limit what can be done.

Action Item A-0809-05: Determine the details/costs for a trip to the Gulf Islands. – G. Crane (Due 8/25).

9. Site 4

The team began discussing the Site 4 RI comments. It was noted that a lot of the errors/comments addressed in Site 5 had not been fixed for Site 4. Mr. Merrill noted that most things had been fixed but that there were still a few minor issues that needed to be addressed.

Mr. Merrill noted his concerns regarding the lack of an environmental risk assessment on the areas between and downgradient of the landfills; it was noted that this may be addressed via a risk evaluation report. Mr. Fisher requested that Mr. Merrill provide a separate letter stating MDEQ concerns related to the sediments in Canal 1 outside from Site 4 or 5.

Mr. Merrill raised a concern regarding involvement of all stakeholders; the Navy is required to keep all shareholders informed. Mr. Merrill noted that it was important to make sure all

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stakeholders received copies for the Site 4 RI in order to make sure that there are no claims they were not given opportunity to comment.

Action Item A-0809-06: Determine who was copied on the RI for Site 4. – B. Fisher (Due 8/25)

10. Partnering Exercise: Revise Tier I Charter – Nancy Rouse

Nancy led the team in review of the Partnering Agreement noting that the team charter had been created in 2003. Core membership has been established, but adjunct membership needs to be discussed.

It was noted that an Air Force representative has been inconsistently invited to the conference calls. Further discussion led to the question of what role this and other parties may play in relation to the NCBC Gulfport partnering team and clarification regarding adjunct members.

Action Item A-0809-07: Verify role of the Air Force. - B. Fisher

Action Item A-0809-08: Contact Earl Bozeman to determine the proper EPA contact. - D. Humbert – (Due 10/12).

Action Item A-0809-09: Provide Fish & Wildlife contact info. - G. Crane (Due 10/12).

Further team discussion lead to the conclusion that contractors will not be required to have adjunct members on the team. Adjunct members will be included in the conference call distribution list as appropriate, depending on what is being discussed.

Conference Calls:

- Action Items will be distributed prior to the scheduled conference calls.
- Conference calls will take place approximately one month ahead of the next partnering meeting (additional calls may be scheduled as necessary).

It was noted that the intended purpose of these calls is to keep the team on track, not to be an additional meeting.

Parking Lot – Schedule next conference call.

Meeting Minutes:

- Tetra Tech NUS, Inc. will continue to provide a scribe for partnering meetings.
- The meeting minutes will be distributed to the team within two weeks of the meeting date.
- Comments/responses to the scribe need to be submitted within two weeks from the team.

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- If comments are not received from within two weeks of distribution, the meeting minutes will be finalized without comment.

The team reviewed and revised the team vision statement:

“Our vision is to use a team approach to protect human health and the environment using sound scientific principles to complete environmental restoration at NCBC Gulfport.”

10. Closing

1. 2nd Day Check In

Each meeting attendee provided a brief personal update. Gordon Crane was unable to attend the meeting.

2. Roundtable Discussion

Review of parking lot items:

Site 8B & 8C Closure
Schedule next conference call

The next team teleconference was scheduled for October 13, 2009 (2pm EST).

Site 8B & 8C: Mr. Fisher noted that there would be nothing further to discuss until further guidance is given (Steve Beverly).

The team briefly discussed the need to keep up to date on Site 1 and its possible changes in use.

The issue of the SI for the pistol and rifle range (MRP) was raised; it was noted that no Preliminary Assessments has taken place yet at this time. The Navy might need to follow up with Malcom-Pirnie, since they have a Navy-wide contract for Preliminary Assessments’.

Next Meeting Agenda:

It was noted that additional time should be build into the agenda items included at the beginning of the day. The following agenda items and discussion lengths adjustments were noted:

Exit Strategy -1.5 hr
Welcome - .5 hr
RAB/Community Relations – Path Forward - 1 hr
Design for Site 4 (RAB will be Site 4 PP) - 1 hr
Site 8B & Site 8C
Charter - Ground Rules

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Mrs. Rouse requested that the facilitation exercise be moved to the front of the meeting. The next facilitator exercise will include an update to the charter ground rules.

Mrs. Martínez noted that the golf course base personnel should be invited to the Site 4 discussion.

Mr. Fisher noted that he would begin the funding process for Site 8B & Site 8C and put it through acquisitions.

Public/RAB Meeting Agenda:

Site 4 Public Meeting
A/O IR Update – accomplishments to date (BF)
Site 3 FS

The issue of whether or not public meetings were required or by request was debated. Further discussion is necessary.

Action Item A-0809-10: Discuss the issue of public meeting & review requirements. - Y. Martínez & N. Rouse (Due 11/15)

Action Item - A-0809-11: Check with NAVFAC PAO regarding holding public meetings for all Proposed Plans at NCBC. - B. Fisher (8/25)

4. Meeting Closeout

Action Item Review: See Attachment

MEETING REVIEW

<u>+ (pluses)</u>	<u>Δ (deltas)</u>
Friendly tone of the meeting	Uncomfortable chairs
Hotel	No Phones/Internet due to lightning in hotel
More than Day	Last minute scheduling change (extra day addition)
Agenda/Schedule good	

Facilitator Feedback – Nancy Rouse:

Nancy provided facilitator feedback stating that appropriate time had been built into the agenda for each topic and that the group was coming together nicely. Nancy noted that she had observed that people have been in the process of getting organized during check in, and that it would be nicer if everyone made an effort to grant each team member their full attention during check in.

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