

MINUTES
TRACKING MEETING
ENVIRONMENTAL ACTIONS AT
ALAMEDA POINT

These minutes summarize the tracking meeting for environmental actions at Alameda Point. The meeting was held on **December 9, 1997**, between 9:00 a.m. and 11:45 a.m. at Building 1, 950 West Mall Square, Alameda Point, Alameda, California. The following people attended the meeting:

<u>Name</u>	<u>Organization</u>	<u>Phone</u>
Steve Edde	Base Realignment and Closure (BRAC) Environmental Coordinator (BEC)	(510) 749-8903
Lisa Fasano	Navy Transfer Office (NTO) Alameda Point	(510) 749-8993
Anna-Marie Cook	U.S. Environmental Protection Agency (EPA)	(415) 744-2367
Lynn Suer	EPA	(415) 744-2396
Mark Filippini	EPA	(415) 744-2395
Mary Rose Cassa	Department of Toxic Substances Control (DTSC)	(510) 540-3769
Ann Klimek	Naval Facilities Engineering Command, Engineering Field Activity West (EFA WEST)	(650) 244-2714
George Kikugawa	EFA WEST	(650) 244-2549
Patricia McFadden	EFA WEST	(650) 244-2520
Dennis Wong	EFA WEST	(650) 244-2526
Dan Shafer	Tetra Tech EM Inc. (Tetra Tech)	(916) 853-4505

Opening: Administrative

The tracking meeting officially started at 9:10 a.m. Attachment A contains a copy of the meeting agenda distributed on December 1, 1997. Attachment B includes copies of the tracking meeting project status summary sheets.

The Navy's BEC, Mr. Steve Edde, asked for introductions from everyone since the new EPA members, Ms. Lynn Suer and Mr. Mark Filippini, were in attendance.

Mr. Edde then asked for comments on the minutes of the October 28, 1997, tracking meeting, which had been distributed on December 1, 1997. No questions were raised about the content of the minutes; however, Ms. Cassa requested an update regarding the action items that were identified at the October 28, 1997, meeting. Following are the action items identified at the October 28, 1997, tracking meeting and the status of follow-up actions (*in italics*).

- The Navy will provide updated OU and IR site maps as they become available to Mr. Steve Edde for distribution to the BCT. *Ms. Klimek will provide DTSC and EPA with a draft OU map (stamped draft) by December 19, 1997, to facilitate a review by the agencies before submittal to the RAB.*

- Ms. McFadden will update the BCT with a specific RI presentation plan before the December 1997 RAB meeting. *Ms. McFadden gave a brief presentation on the OU-1 RI at the December 2, 1997, RAB meeting. On January 20, 1998, a draft OU-1 RI Overview meeting will be held at Alameda Point to brief the BCT on the content of the OU-1 RI report before the BCT receives the report on February 11, 1998.*
- The DTSC will provide comments on the TPH RBCA documents as soon as possible. *Done.*
- The Navy and BCT will meet on November 4, 1997, to discuss the Sites 4, 5, and 14, work plan; agency comments will be submitted by November 13. *Done.*
- The Navy will contact both IT Corporation, the removal action contractor, and representatives of Encinal High School to confirm that additional excavation at Site 16 will be occurring on November 1 and 2. *Done.*
- The Navy will provide a schedule of activities for the Site 5 plating shop treatability demonstration. *The schedule is in the work plan submitted to the BCT on November 4, 1997.*
- The Navy will schedule a BCT site visit during BEREC's field work and a BEREC presentation for the RAB. *Field work is scheduled for November and December 1997 for Sites 2 and 17. Ms. Klimek will check with Mr. Dave Song (EFA West) regarding a site visit date for the BCT. Ms. Cassa and Ms. Cook checked their calendars and suggested site visit dates of either December 22, 1997 (first choice) or December 17, 1997 (second choice).*
- The BCT will meet on November 4 at 11 a.m. at Alameda Point to discuss the TWD; the Navy will forward copies of the SSPTS landfill radiation survey work plan to Ms. Penny Leinwander (California Department of Health Services) and Mr. Steve Dean (EPA). *Mr. Kikugawa handed out the landfill survey work plan for Sites 1 and 2 as well as the piping removal work plan for Buildings 5 and 400 at the tracking meeting on December 9, 1997.*

With the status of the October 28, 1997 tracking meeting minutes action items provided, the minutes were then approved.

Action Items: (1) Ms. Klimek will provide DTSC and EPA with a draft OU map (stamped draft) by December 19, 1997, to facilitate a review by the agencies before submittal to the RAB. (2) On January 20, 1998, a draft OU-1 RI Overview meeting will be held at Alameda Point to brief the BCT on the content of the OU-1 RI report before the BCT receives the report on February 11, 1998. (3) Ms. Klimek will check with Mr. Dave Song (EFA West) regarding a BCT site visit date for the BEREC field work.

Item: Project Schedules/Meetings

Ms. Klimek distributed a handout of the Alameda Point BRAC Cleanup Team (BCT) Meeting Dates through 1998 and asked the BCT to review the meeting dates and provide comments. Ms. Cassa asked the other BCT members and Navy remedial project managers (RPM) to consider holding the tracking meetings on a monthly basis instead of every 6 weeks to allow new regulatory agency personnel to come up to speed more quickly on Alameda Point activities. Ms. Cassa also requested that tracking meetings not be held on the same day as RAB meetings, as currently indicated for March and July 1998. Mr. Edde concurred, adding that the morning of RAB meetings are typically used for dry-run RAB presentations.

Ms. Cook requested that the tracking meetings be broken into two sessions: the morning session would be used for RPM updates, as is done currently, and for developing RAB meeting agendas; the afternoon session would be used to discuss one or two specific topics. Ms. McFadden requested that specific topics to be discussed at tracking meetings be identified 2 to 3 weeks in advance so participants will have time to prepare. Mr. Edde stated that starting with the January 20, 1998, tracking meeting, this new format would be adopted, and all tracking meetings would be held the third Tuesday of the month.

Ms. Cassa requested the draft OU-1 RI Input Meeting scheduled for January 9, 1998, be changed to an 'Overview' meeting and rescheduled to the afternoon session of the January 20, 1998, monthly tracking meeting. Additionally, Ms. Cassa requested the April 6, 1998, draft OU-1 RI Output/draft OU-1 FS Input meeting be changed to a draft OU-1 RI 'Discussion'/draft OU-1 feasibility study (FS) 'Overview' meeting. Ms. McFadden suggested either EPA's Mr. James Ricks or Tetra Tech's Ms. Marie Rainwater act as moderator for the April 6, 1998, meeting. Further, Ms. Cassa requested the Navy's responses to comments on the draft OU-1 RI report be submitted to the regulatory agencies 2 weeks before the submittal of the draft final OU-1 RI report.

Action Items: (1) Navy will revise the Alameda Point BCT meeting date list to reflect the new monthly tracking meeting dates and to change the terminology of the draft OU-1 RI and FS meetings. The revised meeting schedule will be submitted by December 23, 1997. (2) Mr. Edde will schedule the conference room for all tracking meetings.

Item: Remedial Project Manager Reports

During the course of the meeting, Navy RPMs distributed their project summary sheets (see Attachment B). Only key items discussed from these sheets are summarized below.

Beneficial Use of Groundwater

Ms. McFadden announced that the Navy's technical memorandum on the assessment of groundwater quality and beneficial use at Alameda Point would be coming out sometime in early 1998. Ms. Cook asked whether any discussion of background for groundwater will be included in the technical memorandum to facilitate an evaluation of whether the fill material is contributing concentrations of metals to the groundwater in excess of their MCLs. Ms. Cassa added that that if the MCLs for metals are exceeded, regardless of how they were introduced to the groundwater (from fill material or Navy release), a deed restriction restricting the future use of the property would be required, and a record of decision (ROD) would be needed before the property could be transferred. Ms. Cook suggested the Navy use its groundwater data in the areas where low metals concentrations and no solvents have been detected as a data set to statistically determine background for groundwater, provided the data set is adequate enough in size. Ms. Cook added and Ms. Cassa concurred that if no organic compounds are present and inorganic concentrations are below background, deed restrictions restricting the future use of the property would not be required. Ms. McFadden indicated evaluation of background in the technical memorandum was a good idea and stated she would bring a map to the January 20, 1998, monthly tracking meeting so she and the BCT could discuss whether the number of data points was adequate and to present how the Navy would determine background for groundwater.

Action Item: Ms. McFadden will bring a map to the January 20, 1998, monthly tracking meeting to facilitate an evaluation of the appropriateness of a data set to determine background for groundwater.

Rice University - Funnel and Gate Demonstration

Ms. Cassa was uncertain whether she had a copy of the funnel and gate work plan. Ms. McFadden stated she would check on the date of the work plan and let Ms. Cassa know. Ms. McFadden stated she would send Ms. Cassa another copy if needed.

Action Item: Ms. McFadden will check on the date of the funnel and gate work plan and provide Ms. Cassa another copy of the document if needed.

Remedial Investigation and Feasibility Study Report Schedule

Concern was raised by EPA and DTSC over the regulatory review schedule for the RI and FS reports. Ms. Cook stated all BCT members did not agree to the current schedules, but she would try to review the documents in the 45-day period; however, she could not speak for Ms. Cassa or Ms. Suer. Ms. Cassa asked what the driving force was behind the current schedule, preferring a 60-day review period for the draft documents. Ms. Klimek indicated that remedial design (RD) must start on all OUs by fiscal year 2000 or funding would be jeopardized. After continued discussion, Ms. Klimek indicated that the current negotiated schedule still stands; however, the Navy offered to prepare various RI/FS schedules considering a 60-day regulatory review of all draft documents and potential 30-day extension requests by the public for their review. The Navy added it would try to provide written documentation of congressional funding constraints and other factors used to develop the current schedules. Ms. Cook suggested a presentation of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) process (RI FS proposed plan (PP) ROD) be made at the January 6, 1998, RAB meeting and how the document reviews factor into the overall process. The BCT indicated it would discuss a possible presentation with the RAB at a working lunch following the December BCT meeting.

Action Items: (1) Navy will develop various RI/FS schedules by the week of December 22, 1997, for review by the BCT. (2) BCT will discuss a possible CERCLA process presentation with the RAB at a working lunch following the December BCT meeting.

RBCA-TPH Site Status

Mr. Dan Yee was not present at the meeting to give an update on the RBCA-TPH Site status.

Action Item: Navy will provide the BCT with Mr. Yee's project summary sheet at next month's monthly tracking meeting.

Electrokinetic Demonstration at Site 5

Mr. Wong indicated the Navy had not received comments from the regulatory agencies on the Revised Final Pilot-Scale Work Plan by the due date of November 18, 1997; therefore, the document is considered complete. Ms. Cook stated she would check on whether EPA commented on the document.

Action Item: Ms. Cook will check to see whether EPA commented on the Revised Final Pilot-Scale Work Plan.

Treatability Studies

Mr. Kikugawa indicated that regulatory agency comments on the Draft Treatability Study Proposal for Sites 4, 5, 13, and OU-2 are due December 16, 1997. Ms. Cassa and Ms. Cook stated they have not looked at the document yet and requested an extension. Mr. Kikugawa was reluctant to grant an extension, indicating that other documents, such as implementation work plans, needed to be prepared so field work could commence by summer. Ms. Cassa stated she would review the document and provide comments; however, her comments "would probably be late." Ms. Cassa added, "if they [her comments] are incorporated, great; if not, I missed the boat."

Radiological Survey Report

Mr. Kikugawa indicated the Navy had not received comments from the regulatory agencies on the Draft Radiation Survey Report for Sites 1, 2, 5, and 10 as well as storm drains by the due date of November 21, 1997; therefore, the final document will be submitted. Ms. Cassa indicated that she thought Ms. Penny Leinwander (California Department of Health Services) had reviewed the document. Ms. Cassa stated she would check with Ms. Leinwander to see if she provided comments on the document.

Mr. Kikugawa indicated the 30-day public comment period for the radiological removal action documentation is expected to start in January 1998. Ms. Cassa stated she has not received the California Environmental Quality Act (CEQA) information she requested from the Navy and added the 30-day public comment period may have to be delayed until February 1998.

Action Item: *Ms. Cassa will check with Ms. Leinwander on the status of the review comments on the Draft Radiation Survey Report for Sites 1, 2, 5, and 10 as well as storm drains.*

Environmental Baseline Survey Project Status

Ms. Klimek distributed a combined submittal letter for the (1) Navy's response to agency comments on the Draft Data Summary Reports with Tiered Screening Analysis for Zones 20, 21, and 23 and (2) Draft Data Summary Reports with Tiered Screening Analysis for Zones 11 through 19 and 22. In response to a discussion with Ms. Cassa right before the tracking meeting, Ms. Klimek stated she would separate the submittal letter into two letters. The current submittal letter includes the proposed submittal/review schedule for the Data Summary Reports with Tiered Screening Analysis for all 23 Zones at Alameda Point. Ms. Klimek stated that since the National Environmental Policy Act (NEPA) ROD date has been changed from August 1998 to November 1998, there is some flexibility in the submittal/review schedule. Ms. Klimek requested the regulatory agencies provide comments on the submittal/review schedule for the Data Summary Reports with Tiered Screening Analysis by December 19, 1997.

Action Items: *(1) Ms. Klimek will prepare and distribute two submittal letters: one for the Navy's response to agency comments on the Draft Data Summary Reports with Tiered Screening Analysis for Zones 20, 21, and 23 and the other for the Draft Data Summary Reports with Tiered Screening Analysis for Zones 11 through 19 and 22. (2) DTSC and EPA will provide comments on the submittal/review schedule for the Data Summary Reports with Tiered Screening Analysis by December 19, 1997.*

BRAC Cleanup Plan Update

Ms. Klimek indicated an update to the BRAC cleanup plan (BCP) is not needed by the end of calendar year 1997; it is now up to the BCT to decide whether an update is needed. Ms. Klimek distributed a handout outlining potential modifications to the existing BCP. Ms. Cassa stated that if she makes a presentation at the January 6, 1998, RAB meeting, it would be nice to have a summary of what new information will be included in the March 1998 BCP. Ms. Cassa added that any update to the BCP should be in the form of replacement pages; a whole new document should not have to be prepared.

3-D Seismic Profiling Demonstration

Action Item: Navy will provide the regulatory agencies with a definition of ESTCP from the project summary sheet.

Community Relations

Ms. Fasano reported that although the recent open house held at Alameda Point was a success, improvements could be made. Ms. Fasano offered to prepare a point paper (lessons learned) identifying things that could be considered/set up/prepared for the next open house. Examples include spacing the tours further apart, providing hands-on material to look at and discuss in addition to poster boards, and providing a room for visitors and hosts to have an open discussion.

Other

The regulatory agencies suggested including the Alameda Reuse and Redevelopment Authority (ARRA) (Elizabeth Johnson) on the monthly tracking meeting agenda on a regular basis so the BCT could be kept abreast of all reuse-related activities and so ARRA could stay well-informed also.

Action Item: Mr. Edde will check with Elizabeth Johnson on her availability for the monthly tracking meetings.

Action Item: Navy will schedule a date in January 1998 for a site visit for the regulatory agencies of Sites 4, 5, and 14.

Item: Closure and Action Items Summary

Action items from the meeting are summarized as follows:

- Ms. Klimek will provide DTSC and EPA with a draft OU map (**stamped draft**) by December 19, 1997, to facilitate a review by the agencies before submittal to the RAB.
- On January 20, 1998, a draft OU-1 RI Overview meeting will be held at Alameda Point to brief the BCT on the content of the OU-1 RI report before the BCT receives the report on February 11, 1998.
- Ms. Klimek will check with Mr. Dave Song (EFA West) regarding a BCT site visit date for the BERF field work.

- Navy will revise the Alameda Point BCT Meeting Date list to reflect the new monthly tracking meeting dates and to change the terminology of the draft OU-1 RI and FS meetings. The revised meeting schedule will be submitted by December 23, 1997.
- Mr. Edde will schedule the conference room for all tracking meetings.
- Ms. McFadden will bring a map to the January 20, 1998, monthly tracking meeting to facilitate an evaluation of the appropriateness of a data set to determine background for groundwater.
- Ms. McFadden will check on the date of the funnel and gate work plan and provide Ms. Cassa another copy of the document if needed.
- Navy will develop various RI/FS schedules by the week of December 22, 1997, for review by the BCT.
- BCT will discuss a possible CERCLA process presentation with the RAB at a working lunch following the December BCT meeting
- Navy will provide the BCT with Mr. Yee's project summary sheet.
- Ms. Cook will check to see whether EPA commented on the Revised Final Pilot-Scale Work Plan.
- Ms. Cassa will check with Ms. Leinwander on the status of the review comments on the Draft Radiation Survey Report for Sites 1, 2, 5, and 10 as well as storm drains.
- Ms. Klimek will prepare and distribute two submittal letters: one for the Navy's response to agency comments on the Draft Data Summary Reports with Tiered Screening Analysis for Zones 20, 21, and 23 and the other for the Draft Data Summary Reports with Tiered Screening Analysis for Zones 11 through 19 and 22.
- DTSC and EPA will provide comments on the submittal/review schedule for the Data Summary Reports with Tiered Screening Analysis by December 19, 1997.
- Navy will provide the regulatory agencies with a definition of ESTCP from the project summary sheet.
- Mr. Edde will check with Elizabeth Johnson on her availability for the monthly tracking meetings.
- Navy will schedule a date in January 1998 for a site visit for the regulatory agencies of Sites 4, 5, and 14.

The next tracking meeting will be held on **Tuesday, January 20, 1998**, at Alameda Point, Bldg 1. The morning session will be from **9:00 a.m. to 11:30 a.m.**; the afternoon session will be from **1:00 p.m. to 4:00 p.m.**

Attachment A

December 9, 1997

Agenda

**Tracking Meeting
Environmental Actions at Alameda Point**

AGENDA

TRACKING MEETING Environmental Actions at ALAMEDA POINT

Date: December 9, 1997, Tuesday
Time: 9:00 a.m. - 11:30 a.m.
Place: 950 West Mall Square, Building 1, Alameda Point, Alameda, California

<u>Time</u>	<u>Topic</u>	<u>**</u>	<u>Leader</u>	<u>Pre Reading</u>	<u>Desired Outcome</u>
9:00-9:15	Opening Comments, Updates, Previous Meeting Minutes, Review status of previous action items.	D/I	<i>BRAC Cleanup Team (BCT)</i>	Minutes from October 28 th meeting	Administrative/Approval of previous meeting minutes.
9:15-9:35	Project Schedules/Meetings	D/I	<i>Ann Klimek/Patricia McFadden</i>	Bring date book, calendar, planner	Set meeting dates.
9:35-9:50	OU-1 RI Report Status, OU-1 RI Open House; Sites 4, 5, and 14 investigations; groundwater beneficial use status; and RBCA-TPH site status.	I	<i>Patricia McFadden; Ann Klimek; Dan Yee</i>	Sites 4, 5, and 14 work plan; RBCA - TPH documents.	Review current actions/determine action items.
9:50-10:05	Site 15/16 actions; Site 18 removal action; Electrokinetic demonstration at Site 5; and groundwater monitoring activity.	I	<i>Dennis Wong; George Kikugawa</i>	Electrokinetic pilot-scale work plan.	Review current actions/determine action items.

<u>Time</u>	<u>Topic</u>	<u>**</u>	<u>Leader</u>	<u>Pre Reading</u>	<u>Desired Outcome</u>
10:05-10:20	Sites 1, 2, 5, and 10 radiological surveys and/or removal actions; other treatability studies.	I	<i>George Kikugawa</i>	Sites 1, 2, 5, and 10 TWD; Sites 1 and 2 radiation survey report.	Review current actions/determine action items.
10:20-10:35	BERC treatability studies; funnel & gate at Site 1 demonstration project.	I	<i>Dave Song</i>	Work plan on natural attenuation of chlorinated hydrocarbons	Review current actions/determine action items
10:35-10:40	3-D Seismic study- Site 5	I	<i>Ann Klimek</i>	None	Review current actions.
10:40-11:00	EBS Status, FOSL/FOST, human health tiered screening, and EBS schedules; BRAC Cleanup Plan (BCP) update for March 1998.	D/I	<i>Ann Klimek/Steve Edde & BCT</i>	DTSC comments on EBS tiered screening documents; March 1997 BCP.	Review current actions/determine action items
11:00-11:15	Community Relations, RI workshop; RAB Agenda Setting; Compliance Programs; Other Activities	D/I	<i>Lisa Fasano (ComRel)/Dan Yee (USTs)</i>	None	Review current actions/determine action items
11:15-11:30	Closure / Action Item Summary	D/I	<i>BCT/Navy</i>	None	Confirm key action dates for individual actions and revisit prioritization, key deadlines, and required follow-up actions. Identify appropriate action items and assign individuals target objectives and action due dates.

** D = Decision/Discussion, I = Informational, C = Discussion/Input

Meeting Notes and Actions:

Attachment B

December 9, 1997

Project Status Summary Sheets

**Tracking Meeting
Environmental Actions at Alameda Point**

**ATTACHMENT B
PROJECT STATUS SUMMARY SHEETS**

**09 DECEMBER 1997 MONTHLY TRACKING
MEETING MINUTES FOR ENVIRONMENTAL
ACTIONS**

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Contracting Officer
Naval Facilities Engineering Command
Southwest Division
1230 Columbia Street, Suite 1100
San Diego, CA 92101-8517

DATE: 04/03/03
DO: 021
LOCATION: Alameda Point, Alameda, California

FROM:

[Handwritten signature]

Michael Wanta, Contract Manager

DOCUMENT TITLE AND DATE:

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April 2, 2003

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