



PROJECT NOTE NO. PROJECT NO.
PN-0249/250-06 01-F249/250-YS
CLE-C01-01F249/250-I2-0004

CONFIRMATION OF: CONFERENCE DATE HELD 14 December 1992
TELECOM DATE ISSUED 24 December 1992
OTHER RECORDED BY Charles Flagg/CH2M HILL
PLACE Santa Ana, California

SUBJECT Community Relations Meeting Minutes
Naval Complex Long Beach
Contract Task Orders 249 & 250

PARTICIPANTS: (* DENOTES PART-TIME ATTENDANCE)

Andrea Muckerman/Code 1823.AM Charles Flagg/CH2M HILL
LCDR John Snyder/NAVSTA LB LCDR Steven Chesser/Naval Surface Group LB

ACTION
REQ'D. BY

ITEM

A meeting was held on 14 December 1992 from 0915 to 1200 hours with representatives from Long Beach Naval Complex; Long Beach Naval Surface Group; Naval Facilities Engineering Command, Southwest Division (SOUTHWESTDIV); and CH2M HILL. These meeting minutes provide a summary of agenda items discussed; a copy of the agenda is attached.

The meeting began with brief introductions of the community relations project team members and exchange of contact information. The proposed agenda was accepted as submitted.

Charles Flagg/CH2M HILL presented an overview of the purpose and required community relations activities. The Long Beach Naval Complex Community Relations Plan (CRP) will be developed in accordance with U.S. Environmental Protection Agency (EPA) requirements. C. Flagg stated that the purpose of the CRP is to set forth a framework for two way communications between the Long Beach Naval Complex and the general public. The CRP will list contact personnel from the Long Beach Naval Complex and California Environmental Protection Agency (Cal-EPA), Department of Toxic Substances Control (DTSC); and will contain proposed community relations activities and timing, capsule site descriptions, and several appendices of mailing lists and a summary of the public interviews. C. Flagg stated that the CRP is intended for use by the general public and as such should be written in simple easy to understand language with a glossary of technical terms and a list of acronyms and abbreviations.

LCDR John Snyder/NAVSTA Long Beach stated that related community relations activities conducted to date have been sporadic and no substantial activity occurred between 1988 and mid-1991. In 1991, one fact sheet was issued. A press release announcing the June 1992 Technical Review Committee (TRC) meeting was produced but never issued due to time requirements necessary for Navy approvals.



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	<p>C. Flagg reviewed the schedule of Long Beach Naval Complex community relations activities. The consensus of the project team is that the time for Navy/Agency review of the draft Fact Sheet should be three weeks and that the schedule for the final Fact Sheet should commence on 15 May 1993 with submittal to the Navy on 8 June 1993. The project team also agreed that the Public Meeting should be rescheduled to 23 June 1993 so that the final CRP and final Fact Sheet are available for public review. It was also requested that a line entry be incorporated into the schedule for establishment of the Information Repositories on 15 March 1993 pending approval of the administrative record by the Navy. Since the Long Beach Naval Complex is adjacent to the City of Long Beach and the City of Los Angeles, C. Flagg will research if there is a requirement to establish repositories within both communities. The following is a summary of schedule changes:</p> <ul style="list-style-type: none"> o <u>Draft Fact Sheet Navy/Agency Review</u> Start 22 April 1993 Finish 13 May 1993 o <u>Final Fact Sheet</u> Start 14 May 1993 Finish 8 June 1993 o <u>Public Meeting (Prepare and Conduct)</u> Start 26 May 1993 Finish 23 June 1993 o <u>Establish Information Repositories</u> Start 15 March 1993 Finish 15 March 1993 <p>C. Flagg reviewed the requirements for conducting community interviews to determine public concerns and learn how and when local residents want to be involved in site response actions. This information serves as the basis for the site-specific CRP. Representatives from DTSC had previously stated that the community interviews would be tentatively scheduled for January 1993 and that a two team approach is recommended and comprised of representatives from DTSC, A. Muckerman, Long Beach Naval Complex staff, and C. Flagg. The individuals to be interviewed will be selected from an established list developed by DTSC. A. Muckerman will contact DTSC to schedule the community interviews, obtain copies of the interview questionnaire, and establish team assignments.</p> <p>C. Flagg presented a proposed outline for the CRP (attached). The consensus of the project team is that one CRP be produced for Long Beach Naval Complex instead of two (i.e., Naval Station and Naval Shipyard). A. Muckerman will discuss this approach with DTSC for their concurrence. The proposed CRP outline was accepted as presented with minor changes referencing Long Beach Naval Complex.</p> <p>LCDR Steve Chesser/Naval Surface Group stated that the mailing list of community leaders, media representatives, and TRC members needed revision. He and LCDR Snyder will revise these mailing lists for inclusion in the CRP appendices.</p> <p>The next community relations team meeting was scheduled for 0900 hours, Tuesday, 30 March 1993 at CH2M HILL's Santa Ana office.</p>



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ACTION ITEMS

- o A. Muckerman will confirm with DTSC that one CRP will be produced for the Long Beach Naval Complex instead of separate CRPs for NAVSTA and NAVSYD.
- o LCDR Chesser will provide a copy of the previous approved press release to CH2M HILL.
- o C. Flagg will have the community relations schedule revised to include establishment of the information repositories.
- o C. Flagg will research the need to establish an information repository in the City of Los Angeles in addition to the City of Long Beach.
- o LCDR Snyder will provide a copy of the mailing list used to solicit potential members of the TRC to C. Flagg and DTSC.
- o A. Muckerman will obtain a copy of the proposed community interview questionnaire from DTCS and provide copies to CH2M HILL, the POCs, and PAOs.
- o LCDR Chesser and LCDR Snyder will update the mailing lists of community leaders, media representatives, and TRC members and provide a copy of the list to CH2M HILL.

Nonattendee Distribution

R. Green/Code 0232.RG
 M. Nuzum/Code 1812.MN
 K. Tomeo/CH2M HILL
 B. Wong/CH2M HILL

K. Brewer/CH2M HILL
 File - CTO Notebook/PMO
 File - PMO
 File - CH2M HILL

AGENDA

COMMUNITY RELATIONS PLANNING MEETING LONG BEACH NAVAL STATION AND NAVAL SHIPYARD RI/FS

Monday, December 14, 1992

Location: CH2M HILL
Santa Ana

- 0900 - 0930
- Introduction of Project Team
 - Communication Issues
 - Screening of Agenda Topics
- 0930 - 1200
- Overview of CRP Purpose and Required Activities
 - Review of Community Relations Program to Date
 - Review of Proposed CRP Schedule
 - Community Interview Requirements
 - Contact List of Key Community Leaders
 - Review of Proposed CRP Outline
 - Discuss Information Repositories/Administrative Record
 - Discussion of Proposed Community Relations Activities and Timing
 - Site Closure Issues/Requirements
 - TRC Committee
 - Mailing List
- 1200 - 1230
- Summarize Agenda Discussions
 - Review Action Items
 - Miscellaneous Discussion
 - Set Date for Next Meeting

PROPOSED OUTLINE FOR NAVAL COMPLEX LONG BEACH COMMUNITY RELATIONS PLAN

PREFACE

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ACRONYMS AND ABBREVIATIONS

GLOSSARY

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- 1.2 Installation Restoration Program
- 1.3 The Superfund Process
- 1.4 Community Relations Implementation Responsibility
- 1.5 Agency Involvement
 - 1.5.1 Local Agencies
 - 1.5.2 Regulatory Agencies

2.0 NAVAL COMPLEX LONG BEACH

- 2.1 Naval Complex Long Beach Background and History
 - 2.1.1 Naval Complex Long Beach Background
 - 2.1.2 Naval Complex Long Beach History
- 2.2 Naval Complex Long Beach Operations
- 2.3 Naval Complex Long Beach Potential Hazardous Wastes Sites Identified for Investigation
 - 2.3.1 Site 1 - Mole Solid Waste Operations
 - 2.3.2 Site 2 - Chemical Material and Waste Storage Area
 - 2.3.3 Site 3 - Industrial Waste Disposal Pits
 - 2.3.4 Site 4 - Mole Extension Operations
 - 2.3.5 Site 5 - Skeet Range Solid Waste Fill Area
 - 2.3.6 Site 6 - Boat Disposal Location
 - 2.3.7 Site 7 - Harbor Sediments
 - 2.3.8 Site 8 - Building 210 Trichloroethene (TCE) Disposal Site
 - 2.3.9 Site 9 - Building 129 Ground Floor Spills
 - 2.3.10 Site 10 - Lot H Past Operations
 - 2.3.11 Site 11 - Hillside East of Drydock 1
 - 2.3.12 Site 12 - Lot X Toxic Sandblast Disposal
- 2.4 Naval Complex Long Beach Past Mitigation Measures

3.0 COMMUNITY PROFILE

- 3.1 Neighboring Communities
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- 3.2 Community Relations Conducted to Date
 - 3.2.1 Interagency Involvement and Press Coverage to Date
 - 3.2.2 Local Committees
- 3.3 Community Awareness of the Site and Key Concerns
 - 3.3.1 Community Perceptions
 - 3.3.2 Key Community Concerns

4.0 COMMUNITY RELATIONS ACTIVITIES

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 - 4.1.1 Information Contacts
 - 4.1.2 Information Repositories
 - 4.1.3 Administrative Record
 - 4.1.4 Public Comment Period on the Feasibility Study Report and Preferred Action Plan
 - 4.1.5 Public Meeting
 - 4.1.6 Public Notices
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 - 4.1.8 Responsiveness Summary
 - 4.1.9 Mailing List
 - 4.1.10 Community Relations Plan Revisions
- 4.2 Additional Community Relations Activities
 - 4.2.1 Fact Sheets
 - 4.2.2 News Releases/New Stories
 - 4.2.3 Technical Review Committee Meeting Summaries
 - 4.2.4 Meetings With Local Groups
 - 4.2.5 Naval Complex Long Beach Open House
 - 4.2.6 Evaluation of the Community Relations Activities

Appendix A
MAILING LIST OF COMMUNITY LEADERS AND MEDIA REPRESENTATIVES

Appendix B
SUGGESTED MEETING LOCATIONS AND INFORMATION REPOSITORIES

Appendix C
TECHNICAL REVIEW COMMITTEE

Appendix D
RECOMMENDED AGENCY REVIEW LIST

Appendix E
NAVAL COMPLEX LONG BEACH INTERVIEW QUESTIONNAIRE AND INTERVIEWS

Appendix F
SITE DESCRIPTIONS