

PROJECT NOTE NO. PN-0249/250-23 CLE-C01-01F249/250-I2-0011	PROJECT NO. 01-F249/250-YS N60258.000774 NSY LONG BEACH SSIC # 5090.3
--	---

CONFIRMATION OF:	CONFERENCE TELECOM OTHER	DATE HELD	20 April 1993	NSY LONG BEACH SSIC # 5090.3
		DATE ISSUED	30 April 1993	
		RECORDED BY	Charles Flagg/CH2M HILL	
SUBJECT	Contract Task Order (CTO) Nos. 249 and 250 Long Beach Naval Complex Community Relations Meeting			
		PLACE	Long Beach Naval Complex	

PARTICIPANTS: (* DENOTES PART-TIME ATTENDANCE)

John Ryan - LB Naval Shipyard
 LCDR John Snyder -LB Naval Station
 Duane Rollefson -LB Naval Station
 Dave Baillie -LB Naval Shipyard
 Claire Best - DTSC
 Al Hurt - Code 1832.AH
 Charles Flagg - CH2M HILL

ACTION REQ'D. BY	ITEM
------------------	------

	<p>A meeting was held at Long Beach Naval Station with representatives from Long Beach Naval Station and Naval Shipyard; Naval Facilities Engineering Command, Southwest Division (SOUTHWESTDIV); California Environmental Protection Agency (Cal-EPA), Department of Toxic Substances Control (DTSC); and CH2M HILL. The purpose of this meeting was to review and address comments to the draft text for the first Remedial Investigation/Feasibility Study (RI/FS) fact sheet and plan for the Technical Review Committee (TRC) and Public Meetings. These meeting minutes provide a summary of agenda items discussed.</p> <p>Fact Sheet</p> <p>The consensus of the meeting participants is that the text of the fact sheet was complete and addressed topics appropriate for a first RI/FS fact sheet. Official written comments are to be submitted to Charles Flagg by Friday, 23 April with the draft sheet due date extended to 30 April 1993. Specific preliminary comments discussed are as follows:</p> <ul style="list-style-type: none"> o The order of the subjects presented should be rearranged to begin with an introduction section (page 5 of the draft text entitled, "How the Installation Restoration Program Works.") o If possible, make the tear-off coupon a half-page with the pre-printed return address on the back side. This will allow interested parties to request to be added to the mailing list without losing any of the fact sheet text. o The fact sheet's graphics should be produced in such a way as to allow the theme to be utilized for all public participation activities. Meeting participants
--	--



PROJECT NOTE NO.

PROJECT NO.

PN-0249/250-23

01-F249/250-YS

CLE-C01;01F249/250-I2-0011

ACTION
REQ'D. BY

ITEM

were pleased with the decision to use the naval ship graphic and colors (blue and green) that were used for the "Long Beach Naval Complex Environmental Programs" brochure.

- o The fact sheet number and date of issue should be incorporated on the front page.
- o An area, preferably on the front cover, should contain a text block announcing the public meeting scheduled for 23 June 1993.
- o John Ryan and LCDR John Snyder were tasked with reviewing and consolidating the mailing list for the fact sheet and to provide a copy to Charles Flagg who will produce mailing labels and manage mailing of the fact sheet on 8 June 1993.

Information Repositories

The Team reached a consensus that Information Repositories should be established at the Long Beach Naval Station Library, Long Beach Public Library, San Pedro Public Library, and the Wilmington Public Library to ensure adequate public access to information regarding the environmental programs at Long Beach Naval Complex. Charles Flagg will take the lead in contacting the three public libraries and establish the information repositories.

TRC Meeting

At the request of Claire Best, the participants reached an agreement to allow non-TRC members to attend the TRC Meeting as "invited observers" who will not be provided an opportunity to participate in the meeting. If an invited observer has a question or comment, they may submit it in writing which will be responded to by the appropriate project team member. During the community interviews conducted in March 1993, several interviewees expressed interest in attending the meeting.

It was agreed that a "pre-dry run" meeting should be held to review the TRC Meeting agenda and presentations prior to the dry run with the Naval Station and Naval Shipyard Commanders on 19 May 1993. The pre-dry run meeting will be held on 18 May 1993 in Building 1 of the Naval Station at 10:00 a.m. Charles Flagg will advise Kathy Brewer/CH2M HILL of this meeting and request her attendance.

Public Meeting

A Public Meeting is scheduled to be held on 23 June 1993 at the Naval Station Officer's Club from 7:00 p.m. to 10:00 p.m. Claire Best agreed to provide a sample Public Notice for the Public Meeting to John Ryan by 28 May. John Ryan will revise the Public Notice as appropriate and arrange for it to run in local newspapers the week of 14 June 1993.

PROJECT NOTE NO.

PROJECT NO.

PN-0249/250-23

01-F249/250-YS

CLE-C01-01F249/250-I2-0011

ACTION
REQ'D. BY

ITEM

The Team discussed the possibility of providing regulatory agencies the opportunity to make brief presentations concerning their involvement in the Naval Complex environmental program during the Public Meeting. Al Hurt will contact the agencies to see if there is interest.

Nonparticipant DistributionRobin Green - Code 0232

Ken Reynolds - Code 1841

Kathy Brewer - CH2M HILL/CVO

Ken Tomeo - CH2M HILL/SCO

File - PMO

File - CTO Notebook/PMO

File - CH2M HILL