

ATTACHMENT 3 - Closed Action Items from the TRC and August and 2004 meetings

**Restoration Advisory Board (RAB)
For the Environmental Restoration of Western Vieques**

Description	Responsible Party	Status as of December 2004
Copy of Draft RAB Charter in Spanish to be provided.	Susana Struve-CH2M HILL	Closed - Included in August 2004 minutes
Copy of UST closure report/letters at former gas station on Vieques	Jeff Harlow-Navy	Closed - a copy was given to Pablo Connelly during the last meeting.
Move background well near building 401	Jeff-Harlow-Navy	Closed - recommendation accepted by Navy
Provide a Glossary of acronyms to RAB members	Susana Struve-CH2M HILL	Closed - Included in August 2004 minutes
Check on the mechanism to use RAB members input to assess and evaluate TAPP contract	Jeff-Harlow-Navy	Closed - TRC member reviewed the TAPP scope of work and submitted changes, all proposed changes were accepted by the Navy. TAPP consultant has a 3 month trial period.
Complete TAPP application	Colleen MacNamara - TRC member	Closed - TAPP applications have been submitted, TAPP contract is in place.
Check on an alternative "phone meeting" mechanism to expedite review of technical documents by the RAB members	Jeff Harlow-Navy and RAB community members	Closed - Jeff Harlow is available to discuss technical topics on the phone, if necessary including technical teams.
Provide a summary of the investigations completed to the new RAB membership, including the sites proposed for No Further Action, for review before the next RAB meeting	Jeff Harlow-Navy/ Susana Struve-CH2M HILL	Closed - Included in August 2004 minutes
Distribute a Spanish Translation of the Charter as soon as possible.	Susana Struve-CH2M HILL	Closed -- Included in August 2004 minutes
Provide a glossary of acronyms most commonly used.	Jeff Harlow-Navy/ Susana Struve-CH2M HILL	Closed - Included in August 2004 minutes
Elect the Community Co-Chair	RAB Community members	Closed - Colleen MacNamara was elected Co-chair at the November 2004 meeting
Send a letter to the Mayor ask him to appoint an official Municipality representative to the RAB	Jeff Harlow-Navy	Closed - Letter send in November 2004
Follow up with Cindy Turlington (Navy (CNO) representative to the 2004 RAB training) about the statement that in other RABs, the community sees the list of TAPP contract candidates	Jeff Harlow-Navy	Closed - Navy spoke with Cindy. TAPP candidates list will not be available for the Vieques RAB
Report back to the RAB about the outcome of their suggestion to move the background monitoring well (near Building 401)	Jeff Harlow-Navy	Closed - (suggestion implemented)