

ATTACHMENT 3 - Closed Action Items from previous TRC and RAB meetings

#	Description	Responsible Party	Status as of December 2004
3	Provide comments in writing about the error with well location and sampling at AOC E.	Navy	Closed- Location was discussed and agreed upon during the December 2004 RAB site visit
3	Present Navy's public website to the community, including access to draft final and final documents for public review.	Jeff Harlow-Navy	Closed - website link was provided at the December 2004 public information session and at the February 2005 RAB meeting
2	Distribute a list of all RAB members with telephone numbers.	Susana Struve-CH2MHILL	Closed - RAB list included with the November 2004 RAB minutes (Attachment 4)
2	Send a copy of the TAPP regulations to RAB members	Susana Struve-CH2M HILL	Closed - TAPP regulations included with the November 2004 minutes (Attachment 5)
2	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 November 2004 meeting.
2	Check on the mechanism to use RAB members input to assess and evaluate TAPP contract	Jeff-Harlow-Navy	Closed - TRC members 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.
2	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 terms.
2	Elect the Community Co-Chair	RAB community members	Closed - Colleen MacNamara was elected Co-chair at the November 2004 meeting
2	Send a letter to the Mayor ask him to appoint an official Municipality representative to the RAB	Jeff Harlow-Navy	Closed - Letter sent in November 2004
2	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.
1	Copy of Draft RAB Charter in Spanish to be provided.	Susana Struve-CH2M HILL	Closed - Included with August 2004 minutes
1	Provide a Glossary of acronyms to RAB members	Susana Struve-CH2M HILL	Closed - Included with August 2004 minutes
1	Complete TAPP application	Colleen MacNamara - TRC member	Closed - TAPP applications have been submitted, TAPP contract is in place.
1	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 with August 2004 minutes
1	Distribute a Spanish translation of the Charter as soon as possible.	Susana Struve-CH2M HILL	Closed -- Included with August 2004 minutes

#	Description	Responsible Party	Status as of December 2004
1	Provide a glossary of acronyms most commonly used.	Jeff Harlow-Navy/ Susana Struve- CH2M HILL	Closed - Included with August 2004 minutes
1	Report back to the RAB about the outcome of their suggestion to move the background monitoring well (near Building 401)	Jeff Harlow-Navy	Closed - recommendation accepted by Navy and implemented