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NAS CECIL FIELD, FL
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MINUTES FROM 9 MARCH 1995 RESTORATION ADVISORY BOARD MEETING WITH
TRANSMITTAL OF RESTORATION ADVISORY BOARD CHARTER NAS CECIL FIELD FL
3/9/1995
ABB ENVIRONMENTAL SERVICES INC

**Restoration Advisory Board
NAS Cecil Field
Meeting Minutes
Thursday, March 9, 1995**

The monthly meeting of NAS Cecil Field's Restoration Advisory Board (RAB) was held at 7 p.m. on Thursday, March 9, 1995 at the Bachelors' Officers Quarters (BOQ) Conference Complex, NAS Cecil Field.

The following 19 RAB members were present:

Lynnette Browning	CDR Tom Mackin, Navy Co-Chair
Lisa Chelf	Iran Maisonet
Richard Darby	Diane Peterson, Community Co-Chair
Keith Daw	Bart Reedy
Michael Deliz	Edward Renckley
Bill Dike	David Scott
Rich Donoghue	Theresa Snyder
Keith Halford	David Scott
Becky Hogan	Steve Wilson
Margaret Day Julian	

Support personnel present:

Richard Handarhan, Management Edge
Susan Davis, ABB Environmental Services
Mark Davidson, SouthDiv
Jim Denier, ABB Environmental Services
John Dingwall, NAS Cecil Field
Bryan Kizer, SouthDiv
Andrew Lonergan, ABB Environmental Services
Eric Nuzie, FDEP
Diane Provasi, St. John & Partners Advertising and Public Relations
Nancy Rouse, ABB Environmental Services
Lisa Routhier, ABB Environmental Services

Diane Peterson, Community Co-Chair, welcomed RAB members at 7:05 p.m.. Peterson asked for a motion to approve the January meeting minutes. Peterson noted a change for page 2, "named" should be "elected." The minutes were approved with this change.

Peterson reviewed the Agenda and handouts for the meeting. Handouts included: March agenda, Orientation Evaluation Results, Revised Charter, Purpose of the Steering

Committee, Memo on Special Community Planning Meeting, Lake Fretwell information sheet, Fact Sheet #9 for Site 17 and a series of handouts on Operable Unit 1.

Peterson reviewed the February Public Meeting which was held in lieu of the regularly scheduled RAB meeting. The topic of this meeting was in regard to the Environmental Impact Statement for base reuse.

Peterson reviewed the orientation evaluation results and referred to the handout.

Richard Darby presented the revised Charter including recommendations made by the Charter subcommittee (Lynette Browning, Richard Darby, Bill Dike and Ken Sellers). Under Section IV. Membership, Part A: "NAS Cecil Field Base Closure Officer" was changed to "NAS Cecil Field Base Transition Coordinator." Under Part B: A brief discussion took place regarding the "two-year term." Members of the RAB agreed to leave the "two-year term" in the Charter due to the extensive nature of the orientation program and the need to maintain knowledgeable members once the orientation and on-going training is presented. The RAB accepted the Charter with these changes and initialed the revised copy. Members agreed to sign the Charter with final revisions at the April RAB meeting.

Steering Committee

Peterson discussed the formation of a Steering Committee. The idea was derived from a meeting with Lois Chepnick, executive director of Jacksonville Community Council, Inc. (JCCI). The meeting was attended by Peterson, Richard Darby, CDR Tom Mackin and Diane Provasi. The group met to discuss consensus building and team building. The formation of a Steering Committee was recommended by JCCI to create additional cohesiveness and ownership among RAB members regarding the timeframe of cleanup activities and the setting of agenda items to parallel this timeframe. Keith Darby and Ken Sellars were invited to join the Steering Committee and accepted the new role. Members of the RAB were encouraged to voice their opinions to members of the Steering Committee.

Special Community Planning Meeting

Peterson discussed the need for a Special Community Planning Meeting and referred to the memo dated February 22, 1995 which was sent to RAB members. The RAB agreed to hold the meeting on Tuesday, March 21 at JCCI, 2434 Atlantic Blvd, Suite 100 in Jacksonville. The meeting will focus on consensus building and team building strategies. The presenter will be Lois Chepnick, executive director of (JCCI).

Break

During the break, RAB members were encouraged to view the poster display on Operable Unit 1 and to ask the BCT questions.

Training: Operable Unit 1

Drew Lonergan (ABB) presented training on Operable Unit 1. Lonergan reviewed the CERCLA Process, the Proposed Schedule for Future Activities for Operable Unit 1, Remedial Investigation, Baseline Risk Assessment, Feasibility Study, and Selection of the Remedy.

RAB comments from training included:

Keith Daw suggested slides use a question format instead of a statement format.

Richard Darby asked what determines the baseline risk assessment regarding cancer. The BCT stated that the evaluation of a risk assessment is conservative. Risk characterization drives the decision making process. The BCT stated that risk assessments are made to ensure that human health is protected. A discussion ensued regarding the established guidelines.

Status of Basewide Initiatives

Steve Wilson discussed Lake Fretwell and referred to the handout. The Navy has posted a "No Fishing" sign at the lake. An investigation has found a very low amount of PCBs in the lake sediment. Wilson discussed the "No Fishing" sign approach as proactive and stated further fish tissue sampling would be conducted as part of the investigation for health and safety reasons. Margaret Day Julian asked if Lake Fretwell was one of the sites the RAB would be discussing. Wilson stated it was not a site, but the investigation would treat the lake as if it were a site.

Call for Future Agenda Items

The Steering Committee will meet Thursday, March 16 at Keith Daw's office located at the Riverplace Tower in Jacksonville. The committee will review future agenda items. The Steering Committee asked the BCT to provide a frame of reference including a budget and timeline for cleanup activities. In addition, a *Proposed Schedule for Future Activities for Operable Unit 1* was provided to RAB members. The RAB will be receiving a Draft Proposed Plan for OU1 the week of March 20. RAB members will have the opportunity to comment on the draft at the April board meeting. A public meeting will then be scheduled the week of April 28.

The date of the next RAB meeting is Thursday, April 13, at the BOQ at 7 p.m.

Conclusion

A RAB member asked about funding for cleaning up sites and specifically the consequences of spending more money on one site compared to another site. Steve Wilson stated the Navy takes this issue seriously and has designated 60% of the funding toward clean up and 40% toward research. The Navy knows the status of the sites and makes decisions based on (1) health and safety and (2) reuse.

A RAB member asked if the next RAB meeting will be open to the public. Steve Wilson said yes. The meeting would open for observation only. Public meetings would allow an opportunity for formal comment periods.

Rich Donoghue asked if the RAB wanted to include Bob Simpson, Mayor's Base Conversion and Redevelopment Commission (BCRC) as an ex-officio in the Charter. Steve Wilson stated this was not necessary because it may be redundant with the "NAS Cecil Field Base Transition Coordinator" position.

Keith Daw asked that support people wear name tags at future RAB meetings.

Rich Donoghue invited RAB members to attend a Public Meeting on Monday, March 13 at the National Guard Armory on Normandy Boulevard. The topic is the Base Reuse Plan and is a forum for the public to comment and share ideas.

Diane Peterson commented on a recent C-Span television program and asked if officials would be visiting NAS Cecil Field. Steve Wilson stated the base had been visited and during BRAC 1993 AND these officials are not expected to return.

The meeting adjourned at 9:00 p.m.

Charter of the NAS Cecil Field Restoration Advisory Board March 9, 1995

I. Name

This organization shall be known as the NAS Cecil Field Installation Restoration Program (IR Program) and Base Realignment and Closure (BRAC) Restoration Advisory Board (RAB). The RAB will fulfill all requirements of 10 USC Sec 2705 (c) for Technical Review Committees at Department of Defense installations. The RAB will work in partnership with the Base Realignment and Closure Cleanup Team (BCT) on environmental cleanup issues and related matters. Through the RAB, the community may review progress and participate in the decision making process.

II. Purpose and Mission

The purpose of the NAS Cecil Field Restoration Advisory Board is to:

- Facilitate communication among the members of the RAB in relation to actions taken by the Navy under the IR Program and BRAC.
- Provide an opportunity for members to comment on actions and proposed actions taken by the Navy under the IR Program and BRAC.
- Facilitate regulatory and public participation with applicable laws.

The RAB mission is to establish and facilitate a forum with the community, regulators and Cecil Field for the input and exchange of information in an open and interactive dialogue concerning the installation's environmental restoration program.

III. Authority

The basis and authority for this charter is the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA) particularly Sections 120 (a), 120 (f), and 121 (f) and 10 USC 2705, enacted by Section 211 of CERCLA.

IV. Membership

- A. This Charter establishes the RAB. The RAB will consist of the Naval Air Station Executive Officer who will serve as the Navy Co-Chair, a community representative who will serve as the Community Co-Chair, the community members and the NAS Cecil Field Base Transition Coordinator. The RAB will also include the BRAC Cleanup Team (BCT) which includes the Navy, the U. S. Environmental Protection Agency (EPA) and the Florida Department of Environmental Protection (FDEP).

Other regulators and officials will be considered ex-officio members and will be represented by the U. S. Fish and Wildlife Service, Agency for Toxic Substances and Disease Registry, NOAA/HAZMAT, St. Johns River Water Management District and U. S. Geological Survey.

- B. Members shall serve without compensation. All expenses incident to local travel and review inputs shall be borne by the respective member or their organization. The following member expectations should be considered:

- Terms - RAB members are expected to serve at least a two-year term.
- Participation - RAB members are expected to attend all RAB meetings. RAB members must notify the NAS Cecil Field Public Affairs Officer if they will be unable to attend a regularly scheduled RAB meeting. Attendance at RAB meetings is critical to the success of its goals. RAB members may have three absences in one year. Members who have more than three absences will be asked to assess their commitment to the RAB board and, if necessary, resign.
- Availability to Community - RAB members are expected to communicate with local community members and interest groups concerned with specific installation cleanup and conversion issues, and to report back to organized groups to which they belong or represent. It is important for RAB members to serve as a direct and reliable conduit for information flow to and from the community. RAB members should understand that their names and phone numbers will be widely communicated to the local community to enable ready community access and communication. RAB members need to remember that it is their duty to honestly represent information that they receive. Tentative conclusions and draft recommendation should be properly identified.

- Review of Documents - RAB members may be asked to review various information on installation cleanup and conversion activities, including draft and final technical documents, proposed and final plans, status reports and consultants reports. RAB members will be responsible for reviewing this information and providing review comments and other input to BRAC Cleanup Team (BCT) members at RAB meetings. Regular RAB meeting and special focus sessions will be conducted at which these documents will be discussed. DoD, the state, and U.S. EPA technical support staff will be available to provide informational support to RAB members.
- Conflict of Interest - Individuals who have certain financial interests which may affect their impartiality in dealing with matters presented to the RAB for consideration may not properly be a member of the Board. Such a conflict of interest exists for any individual who may make a direct personal financial gain or who may gain an unfair business advantage resulting from the implementation of recommendations relating to the type of environmental restoration (ER), waste management (WM) methods or ER/WM research and development methods or technologies employed for accomplishing base cleanup.

C. Membership and Co-Chair length of service

Chairmanship will be a jointly held responsibility between the installation and community. This will provide the community with direct input and ownership in the RAB process from the beginning.

The length of the term to be served by the Community Co-Chair shall be at least two years. The RAB community membership should also bear the responsibility of terminating the Community Co-Chair that is either ineffective or detrimental to the progress of the RAB.

D. Process for reviewing and responding to public comments

The RAB will regularly review, discuss, and provide comments on a wide variety of technical documents and plans. This documentation will simultaneously be made available for public review and comments at the local information repositories. Public comments will be seriously considered before these documents or plans are finalized.

V. Structure and Operating Procedures

- A. The Executive Officer of NAS Cecil Field will serve as the Navy Co-Chair of the RAB. The Navy Co-Chair and the Community Co-Chair will alternate the responsibility for running each meeting.
- B. RAB community members may form sub-committees to address specific issues as deemed necessary by the group as a whole.
- C. Meetings will be held on a monthly basis or as needed at the request of individual members. Meetings will be held at the Bachelors Officers Quarters (BOQ) on the second Thursday of the month at 7 p.m - 9 p.m. Minutes and agenda will be mailed 10 days prior to the RAB meeting.

Meetings will be open to the public and notices will be provided to local newspapers of general circulation to the affected area. When time permits, meetings will be advertised to members of the mailing list of interested parties for the installation.

- D. The Navy Co-Chair will be responsible for recording and disseminating the meeting agendas. Approval of prior meeting minutes will be an agenda item for each meeting. Comments on the minutes may be provided to the Chair.
- E. The Navy Co-Chair will make documents available for review at the information repository (s). The members should submit written comments on the subject documents within the time frame specified (30 - 60 days). The chair will ensure that written responses to comments are provided to the members in a timely manner. Members are responsible for assuring that comments reflect the position of their constituency. Members are responsible for accurately representing the status of information in draft or preliminary documents provided for their review.
- F. Action items will be established at each RAB meeting. Responses to comments or requests for information will be provided in writing. All action items will be listed in the minutes of the meeting at which they are assigned. Progress on each action item will be briefed at each RAB meeting. When an action item is closed, the written response will be included in the minutes.
- G. Final documents, members' comments reviewed by the RAB, responses to action items, and RAB meeting minutes will become a part of the administrative record on which the selection of response action will be based. The administrative record will be available for public review.

H. The RAB, in addition to facilitating the exchange of information, will attempt to resolve, through consensus, all issues and problems that may arise during the course of IR Program activities. Decisions of the RAB will be the result of consensus. When dissenting opinions exist, they will be noted in meeting minutes.

VI. Effective Date and Modification

- A. The RAB will be considered effective upon signature of two-thirds (2/3) majority of the members.
- B. The Charter may be amended by the mutual consent of two-thirds (2/3) majority of the members.

IT IS SO AGREED ON THIS DATE: THURSDAY, March 9, 1995.

Regulators and Officials:

Mike Deliz, FDEP
BRAC Closure Team

John Dingwall, NASCF
IRP Manager

Richard Donoghue, NASCF
Base Transition Coordinator

David Farrell
U. S. Fish and Wildlife Service

Keith Halford
U.S. Geological Survey

Diane Jackson
Toxic Substances/Disease Control

CDR. T. G. Mackin, NASCF
Executive Officer

John Mitchell, FDEP

Bart Reedy, USEPA
BRAC Closure Team

Alan Shoultz, US Navy
SOUTHNAVFACENCOM

Steve Wilson, US Navy
SOUTHNAVFACENCOM
BRAC Closure Team

William C. Wilson
St. Johns River Water Mgmt. District

Community Members:

Lynette Browning

Richard Darby

William Dike

Becky Hogan

Iran Maisonet

Melissa Anne Norman

Edward Craig Renckley

Ken Sellers

Burnice Tatham

Lisa A. Chelf

Andrew Daw

John Hawley

Margaret Day Julian

Tim Miller

Diane Peterson

David Scott

Theresa Snyder