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NAS CORPUS CHRISTI  
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DRAFT TIER 1 PARTNERING TEAM MEETING MINUTES 25 JULY 2007 NAS CORPUS  
CHRISTI TX  
7/25/2007  
NAS CORPUS CHRISTI

Minutes (DRAFT)  
NAS Corpus Christi Tier I Partnering Team Meeting  
July 25, 2007  
9:00 am (Central)  
Conference call

**Attendees:**

Chris Siegel	TCEQ	(512) 239-2992	(Team Leader)	CSiegel@tceq.state.tx.us
Helen Lockard	NAVFAC SE	(843) 820-5567		Helen.Lockard@navy.mil
Bob Sturdivant	EPA	(214) 665-7440		sturdivant.bob@epa.gov
Debra Humbert	TtNUS	(412) 921-8968		Debra.Humbert@ttnus.com
Mike Hilger	NASCC	(361) 961-3776		michael.hilger@navy.mil
Ken Grim	TtNUS	(832) 251-6023	(Scribe)	Ken.Grim@ttnus.com
Larry Basilio	TtNUS	(832) 251-6018		Larry.Basilio@ttnus.com

**Opening/Agenda and Action Item Review**

The Naval Air Station Corpus Christi (NASCC) Tier I Partnering Team meeting convened at 9:00 a.m., July 25, 2007 via conference call. Helen Lockard (Navy) welcomed everyone to the meeting.

Ken Grim (TtNUS) was introduced to the team. He will be assisting Larry Basilio as Sr. TOM for TtNUS.

Chris Siegel (TCEQ) provided the Team with the minutes from the April 30, 2007 Partnering Meeting. The minutes were approved as written.

Helen reviewed the meeting agenda. The agenda was approved as written.

The Team reviewed the action item list and consensus table. A summary of action items follows:

Action Item 1006A03 is closed. Helen stated that the Work Plan has been sent to the regulators.

Action Item 1006A04 is open. Helen Lockard (NAVFAC SE) is looking into the brush clearing /brush disposal requirements at NALF Cabaniss. Helen needs to check with Natural Resources to determine if there was a problem with the clearing, and determine disposal procedures of brush.

Action Item 1006A05 is open. Helen is verifying procedures required to contact/notify adjacent property owners with Navy Public Affairs. Helen is working with Bob Torres (NASCC), the base point of contact. Issues that still require resolution are what will need to be included as part of the landowner notification (notification is for the sampling effort on the opposite (south) side the river from NALF Cabaniss).

Action Item 0107A01 is now closed. Mike will provide disposal procedures for free-product materials disposal collected from REI-24 (near DRMO). Current idea is to use a well sock to remove the free standing product. The amount of free product for disposal is estimated to be less than 10 gallons and will be drummed and stored in the filter carbon house prior to disposal. Mike Hilger indicated that he needs a couple of days notice of when the drum is full and ready for disposal. If it needs to be scheduled on a regular basis, he can make those arrangements also. Helen will check with Terrain on the amount and status (dates) of the product collection.

Action Item 0407A01 is still open. Change in PCL's would trigger a modification or amendment. Chris

stated the change will be either a Class 1 modification or a Class 2 modification, and not an amendment. Only one PCL was an issue and that will be put in the table in the application.

Action Item 0407A02 is still open. Investigate the best types of stream gauge versus "piezometer" for use in Trench 1 and verify the USGS mapping for intermittent stream Designation of trench line. Larry indicated that an intermittent stream was indicated on the USGS map and stream gauge would be the best method to determine the water levels and flow in the stream.

Action Item 0407A03 is still open. Look at installation stream gauges and monitoring frequencies. Helen is checking on the CTO to add a cost growth or scope growth to add the stream gauge measurements and timing of the measurement readings.

Helen is moving to Jacksonville and will be available there starting the third week of August.

Action Item 0407A04 is still open. Send NAVFAC construction site access forms to Mike and assist in finalizing the ESS. Helen has submitted forms to proper system for approval but not been able to get in touch with contact (Hal). No response has been returned from repeated emails sent to Hal. Mike stated that Helen should copy Carolyn Scheible (Hal's boss) and him on all emails and Mike would get in touch with Ms. Scheible about the issue.

Action Item 0407A05 is still open. The location of the explosive locker has been determined but the final approval of the ESS officer is still needed. Helen stated she will copy Mike on email traffic and that they should have this resolved after Helen resends an email with the locker locations.

Action Item 0407A06 is still open. Rey to resolve TiNUS' locker storage shelves need. Larry indicated that he will call Rey.

Action Item 0407A07 is closed. Send new member orientation information to Ken. Debbie completed.

Action Item 0407A08 is closed. Helen to verify the restoration schedule dates with the compliance plan application date. Helen indicated that she has completed this and they will verify the dates late in the meeting.

### **IR Site Update**

Helen provided an update of the IR sites. Helen was checking with Terraine concerning monitoring well R2 (over by the treatment building), that they could not find during the January 2007 sampling event. Helen and Mike also looked for the well but could not find it. Terraine indicated that they did eventually find the well and in June 2007 the well was sampled. Sample was sent off the lab and Terraine received the results. The report incorporating the data should be sent to Helen within this week and will be sent on to the regulators. Helen will find out from Terraine where they located Well No R2 to verify its location.

The GAC/French drain system is currently in operation. The GAC was changed-out due to break-through in February/March and was down for approximately eight days. The June sampling indicated that there are some detections in the effluent. Helen stated that it should not be indicative of a GAC problem, but could be due to faulty valves (as thought by the contractor) in the manifold letting pre-treated water into the post-treated water line. Faulty by-pass valves will be replaced and a GAC sample will be collected to determine if there is any change to the results. Also, the transfer pumps are now experiencing motor failure due to moisture getting into the motor at a leak located at the transfer pumps. A new pump has been purchased and the motor has been sealed off to prevent additional failures.

### **Ground Water Compliance Plan Application Update**

The Monitoring Well Installation Report was approved by TCEQ. The draft RCRA Facility Investigation Report was sent to the regulators on June 11, 2007 for review and comment.

Regarding the PCL, Larry stated that the Compliance Plan needed to be revised to include the new PCL for chlorobenzene and the remaining PCLs updated with latest TCEQ PCL tables. Larry also asked that the TCEQ send a letter or some sort of documentation that this PCL had been agreed upon. Action Item 0707A01 Chris will send a letter or email to Helen approving the 1100 ppb for chlorobenzene. Action Item 0707A02 Helen will email Larry the latest Groundwater Report when she receives it.

### **Munitions Response – NAS Corpus Christi**

Helen stated that Tt went out at the first of June 2007 and did a site walk and sent out a scoping work plan at the end of June. The contract has been awarded and a schedule will need to be set for a kick-off meeting. Helen asked if the regulators would like to attend the DQO-type meeting when it is planned in the next couple of weeks. Bob and Chris stated that because the sites at NASCC do not involve UXO, they do not feel the need to be involved in the DQO meeting at this time. Mike suggested coordinating this with the upcoming Cabaniss meeting since air support is a key player in this. Action Item 0707A03 Larry to coordinate the kick-off/DQO-meeting for Skeet and Pistol Range with Ralph Basinski and Chris Pike.

### **Munitions Response - NALF Cabaniss**

The NALF Cabaniss ESS is in review, so site work is delayed until approval is obtained. The draft Work Plan for the Incinerator Disposal Site was submitted to the regulators for review. TtNUS submitted the internal draft Work Plan for the Skeet and Pistol Range to the Navy for review. Helen stated that the ESS review should get resolved soon and Larry stated that Tt personnel should be able to coordinate and get into the field in fall 2007. Mike cautioned the team that since we are in hurricane season, the field work should remain flexible.

### **Tier II Update**

Debbie Humbert (TtNUS - Tier II) provided the Tier II Update. The Tier II Team last meeting was April 10-11<sup>th</sup>. The team met face-to-face to address new member orientation. Since then, there has been one phone call regarding exit strategies for the sites that the Tier I team will need to complete. They had an action item that information regarding exit strategies was supposed to be sent to the Navy RPM (ie Helen) but that has not been completed yet. Jeff Adams is responsible for this action item and Helen has not heard from him yet. The next call will be on Friday of this week to update on the status of the exit strategies and other action item. Ken Grim (Tt) will be helping Larry Basilio as a Sr TOM for the Texas facilities. Ken has been the TOM on NAS Dallas projects for a number of years and should be an asset to the group.

### **Miscellaneous**

Helen has a couple of Tt invoices that were not posted to the web site. Helen gave Debbie the CTO numbers and Debbie said that she will check into and take care of these.

Helen asked Chris about the DSMOA contract and how many reports they will need to review for MRP sites for the next two years. Chris was not aware of this, but Helen said that she would send it to him

anyway.

### **IR Schedule Update**

Helen provided an update of the IR schedule to the Team (see attached). The first item was in regards to the cut-off trench. Nothing has really changed but select wells were resurveyed in February, 2007 using a GPS unit and the coordinates will be compared to the ones used last time. There has been some trouble locating wells in the past.

Next item is the Compliance Plan application. Chris asked that the Compliance Plan be submitted later than early Sep 2007 due to his anticipated work load. Helen said that she will move it to 14 Sep 07 and then await public comments.

The next item is regarding monitoring. Monitoring was completed back in Feb 2007 and the report is expected presently. Next monitoring event will be in January of 2008.

Next item is partnering meetings. Helen asked about the next meeting and proposed 17 Oct 07 at 09:00 CST and the meeting be a face-to-face since this meeting was a teleconference call. Bob stated that he will be retiring at the end of August 2007 and will not be attending the meeting at that time as the EPA link. He is not sure if his position will be replaced or re-distributed. After discussion, the team tentatively planned on meeting in Dallas at one of the hotels near the airport.

Larry stated that the kick-off meeting at NASCC for the pistol and skeet range will need to be scheduled between the technical leads with a date to be scheduled at a later date.

### **Close: Meeting Evaluation / Set Next Meeting Date / Wrap-Up**

#### **Action Items**

0707A01 Chris should send an e-mail or letter approving the 1100 ppb chlorobenzene for use in the Compliance Plan.

0707A02 Helen will send Tt the latest Terrain Groundwater Report.

0707A03 Larry needs to coordinate the kick-off/DQO meeting for the pistol and skeet range with Ralph Basinski and Chris Pike.

The meeting adjourned at approximately 10:15a.m.

**Restoration Schedule Updates**  
7/25/07

**6. Cutoff Trench (IR Sites)**

ID	Resource Name	Task Name	Duration	Start	Finish
180	BOA	Long Term Maintenance	10 Years	13 July 05	1 July 15
	BOA	Resurvey wells		14 Feb 07	23 Feb 07
	Clean IV	IR Site Signs		Coordinate with Well Installation/DRMO borings	31 Dec 06

**7. Compliance Plan Application**

ID	Resource Name	Task Name	Duration	Start	Finish
148	Clean IV/ES RPM	Compliance Plan Application		1 Apr 05	27 Dec 05
	TCEQ/ES RPM	Draft Review			1 Mar 06
149	TCEQ Permits/TCEQ RPM	Initial Review – FDCP Package, Review and Technical Recommendations for FDCP	23 Days	14 Sept 07	
150	Clean IV/ES RPM	Comment Period	30 Days		
151	TCEQ Permits/TCEQ RPM	Initial Technical Review – IDCP Package, Review and Technical Recommendations for IDCP	43 Days		
152	Clean IV/ES RPM	Response to 2 <sup>nd</sup> NOD	30 Days		
153	TCEQ Permits/TCEQ RPM	Review of 2 <sup>nd</sup> NOD Package, Technical Deficiencies to Permits for 2 <sup>nd</sup> NOD	23 Days		
154	Clean IV	Response to 1 <sup>st</sup> NOD	40 Days		
155	TCEQ Permits/TCEQ RPM	Review of 1 <sup>st</sup> NOD Package, Technical Deficiencies to Permits for 1 <sup>st</sup> NOD	100 Days		
156	TCEQ RPM	Compliance Plan Application Administrative Review	60 Days		
157	Public	Comment Period	30 Days		
158	TCEQ RPM	Review Public Comments and Draft Final Permit	30 Days		
159	Chief Clerk	Mailing of Notice by CCO	7 Days		
160	Chief Clerk	Publication of Notice	30 Days		
161	Chief Clerk	Comment Period	30 Days		
162	Chief Clerk	Set for Agenda Compliance Plan	14 Days		

**8. RAO (IR Sites and Bldg 8)**

ID	Resource Name	Task Name	Duration	Start	Finish
60	BOA	4 <sup>th</sup> Year Monitoring	30 Days	4 Feb 07	23 Feb 07
61	BOA	Submit 4 <sup>th</sup> Year Final Annual Monitoring Report	60 Days	23 Feb 07	31 July 07
62	BOA	5 <sup>th</sup> Year Monitoring	30 Days	1 Jan 08	31 Jan 08

### 10. Partnering

ID	Resource Name	Task Name	Duration	Start	Finish
146k	Partnering Team	Team Meeting	1 Day	30 Apr 07	30 Apr 07
146l	Partnering Team	Team Meeting	1 Day	25 July 07	25 July 07
146m	Partnering Team	Team Meeting	1 Day	17 Oct 07	17 Oct 07

### 11. Munitions Response Program – NALF Cabaniss

ID	Resource Name	Task Name	Duration	Start	Finish
	Clean IV	Plan of Action		31 Jan 06	13 Apr 06
	ES RPM	Notice to Proceed	1 Day	19 Apr 06	19 Apr 06
	Clean IV/ Partnering Team	Kickoff Meeting	1 Week	21 June 06	23 June 06
	Clean IV	Subcontractor Procurement	125 Days	17 Feb 07	21 June 07
	Clean IV	Workplans & Explosive Safety Submission	258 Days	30 June 07	14 Sep 07
	Clean IV	Field Investigation	42 Days	Oct 07	
	Clean IV	Laboratory Analyses	64 Days		
	Clean IV	After Action Report	72 Days		
	Clean IV	PA/SI Report	161 Days		
	Clean IV	EGIS	110 Days		

### 12. Compliance Plan Application Follow-Up Work (DRMO Samples, Well Installation)

ID	Resource Name	Task Name	Duration	Start	Finish
	Clean IV	Plan of Action		20 July 06	9 Aug 06
	ES RPM	Notice to Proceed	1 Day	30 Aug 06	30 Aug 06
	Clean IV	Subcontractor Procurement	30 Days	2 Oct 06	31 Oct 06
	Clean IV	Workplans	55 Days	14 Sept 06	15 Nov 06
	Clean IV	Field Investigation	10 Days	1 Dec 06	15 Dec 06
	Clean IV	Laboratory Analyses	28 Days	2 Dec 06	15 Jan 07
	Clean IV	MW Installation Report	52 Days	15 Jan 07	30 Apr 07
	Clean IV	SI Report	106 Days	15 Apr 07	7 Sep 07
	Clean IV	EGIS Update	255 Days	30 Aug 06	21 Sep 07

### 13. Munitions Response Program – NAS Corpus Christi Range Complex

ID	Resource Name	Task Name	Duration	Start	Finish
	Clean IV	Plan of Action		24 May 07	21 June 07
	ES RPM	Notice to Proceed	1 Day	28 June 07	28 June 07
	Clean IV/ Partnering Team	Kickoff Meeting	1 Week		
	Clean IV	Subcontractor Procurement	125 Days		
	Clean IV	Workplans	258 Days		
	Clean IV	Field Investigation	42 Days		
	Clean IV	Laboratory Analyses	64 Days		
	Clean IV	PA/SI Report	161 Days		
	Clean IV	EGIS	110 Days		

**NAS Corpus Christi  
Tier I Partnering Team  
Action Items <sup>(1)</sup>**

<b>Date/#</b>	<b>Item</b>	<b>Who</b>	<b>When</b>	<b>Status</b>
0106A01	Provide Terrain Work Plan to Chris Siegel.	Helen / Diane	2/15/2006	Complete
0106A02	Provide Preliminary Assessments for sites at NASCC to Tetra Tech.	Helen	2/15/2006	Complete
0106A03	Obtain information on how to include the bombing ranges in the Compliance Plan.	Chris	2/15/2006	Complete
0106A04	Reserve room for March 2006 Partnering Meeting at TCEQ (Corpus Christi).	Chris / Mike	5/1/2006	Complete
0506A01	Identify missing monitoring well locations that may require replacement.	Helen/Chris	5/31/2006	Complete
0506A02	Provide letter to the TCEQ (Chris) regarding PCLs for the Compliance Plan.	Helen/Diane	7/31/2006	Complete
0506A03	Provide EPA Perchlorate Guidance to NAVFAC EDF Southeast (Helen).	Bob	7/31/2006	Complete
0506A04	Confirm the date for NALF Cabaniss Kickoff Meeting and Site Walk.	Diane	5/18/2006	Complete
0706A01	Provide email correspondence to the TCEQ (Chris) requesting due date extension for the submittal of the optimization report.	Helen	7/31/2006	Complete
1006A01	Send compliance plan schedule to Helen (NAVFAC SE).	Chris	11/7/2006	Complete
1006A02	TCEQ will respond to Helen (NAVFAC SE) on the PCL evaluation.	Chris	12/15/2006	Complete
1006A03	Provide a heads-up to the TCEQ and EPA as to the approximate delivery date of the NALF Cabaniss Work Plan.	Helen	11/7/2006	Complete
1006A04	Determine if brush clearing at NALF Cabaniss will require disposal.	Helen/Diane	11/15/2006	Open
1006A05	Verify the procedure for contacting off-site owners with Navy Public Affairs.	Helen	11/15/2006	Open
1006A06	Call and verify that the Administrative Record is at the Corpus Christi Library.	Diane	11/15/2006	Complete
0107A01	Mike to provide disposal procedures of the free product and materials associated with REI-24.	Mike	2/17/2007	Complete
0107A02	Set date for PCL meeting in Austin.	Helen	2/15/2007	Complete
0407A05	The location of the explosive locker has been determined but the final approval of the ESS officer is still needed. Helen stated she will copy Mike on email traffic and that they should have this resolved after Helen resends an email with the locker locations.	Helen	4/30/2007	Open
0407A06	Rey to resolve TtNUS' locker storage shelves need. Larry indicated that he will call Rey.	Larry	4/30/2007	Open
0407A07	Send new member orientation information to Ken.	Debbie	4/30/2007	Complete
0407A08	Helen to verify the restoration schedule dates with the compliance plan application date.	Helen	4/30/2007	Complete

0707A01	Chris will send a letter or email to Helen approving the 1100 ppb PCL for chlorobenzene.	Chris	7/25/2007	Open
0707A02	Helen will email Larry the latest Groundwater Report when she receives it.	Helen	7/25/2007	Open
0707A03	Larry to coordinate the kick-off/DQO-meeting for Skeet and Pistol Range with Ralph Basinski and Chris Pike.	Larry	7/25/2007	Open

Note: (1) Only ongoing and current Action Items are listed. For a historical listing, refer to previous meeting minute

**NAS Corpus Christi  
Tier I Partnering Team  
Consensus Table<sup>(1)</sup>**

<i>Meeting Date</i>	<i>Issue</i>	<i>Decision</i>
January 23, 2001	ERA Submittal	Submit the amended ERA without collecting additional samples
April 17, 2001	Sediment Investigations	Sediment sampling at the outfall of SWMU 274 will not be included in the current APAR.
	Non-IRP SWMUs	All of the non IRP SWMUs will be investigated separately from the current APAR.
July 24, 2001	IW and floor drains	Floor drains will be inspected and completely grouted as a part of the response action [and will be detailed in the response action plan (RAP)]. Monitoring wells will be installed and sampled after CCAD has made repairs to the IW sewer line.
	GIS System	Primary benefit of using GIS comes in the investigation phase. Because this team is now moving out of the investigation phase into the response action phase, a decision not to pursue conversion at this time was made.
October 16, 2001	Provision to RAP Pertaining to Deeper Aquifer	Include a provision in the RAP to sample the existing deep-aquifer monitoring wells quarterly for one year.
July 23, 2002	Groundwater Water Flow from Ditch	Place a staff gauge in the ditch to demonstrate that the drain would influence the groundwater flow direction away from the ditch and into the drain for removal and treatment
	CCAD Briefing	Conduct a briefing to the CCAD of their project status.
January 21, 2003	Chlorobenzene concentration in groundwater adjacent to southern portion of the drainage ditch are only slightly above the 64 ppb ecological benchmark	A dilution factor will not be allowed and installation of all three segments of the French drain will proceed.
April 16, 2003	Changing mowing height to allow wildflowers to grow at the IR sites; would this trigger a change in land use?	Signs posted at the sites reading "No Recreational Usage or Soil Disturbance" would adequately address the issue.
July 22, 2003	Delineation of TCE north of Building 8	The team agreed that monitor wells ES-22 and ES-30 would not need to be replaced with wells screened at the base of the aquifer, but one new well would be installed along the storm drain, between ES-28 and ES-26, screened at the base of the aquifer.
Oct 20, 2004: 1004DO1	Groundwater Sampling Report	Consensus by Team to move to annual sampling on IR sites for Bldg 8.
Oct 20, 2004: 1004DO2	Final RAP for Bldg 8 and Final RAP for SWMUs 1,3, and 4	Team determined appropriate sign off signature for Final RAP Bldg 8 and Final RAP for 1, 3, and 4 is D. Byerly.
Jan 26, 2005: 0105DO1	IWTP SWMUs 334-348	Consensus agreed upon for an extension to 01 Aug 05 for response to TCEQ letter dated 15 Oct 04.

Note: (1) Only the most recent Consensus Items are listed. For a historical listing, refer to previous meeting minute records.

# NAS CORPUS CHRISTI PARTNERING TEAM MEETING MINUTES

November 14, 2007

Building 19

NAS Corpus Christi, Texas

## Welcome / Introductions/ Role Call

- The meeting started at 8:30 a.m. with introductions and personal updates.

## Review Agenda / Adjust as necessary

- No changes to the agenda were recommended; however, the order of some of the agenda items was shifted during the meeting.

## Partnering Orientation

- Laurel gave a brief orientation on Partnering. Some teams are looser and more casual and others are more formal and structured.
  - Debbie – It is nice to be comfortable about the partnering. However, there are certain things that need to be maintained. For example, the role of gatekeeper should be continued, even in an informal setting, when people enter or leave the meeting.
- Laurel had the team go over the exit procedure for Mike (and others) and the entrance procedures for the new members. Gary LeFlore was introduced to the team as a replacement for Mike in the role of base representative. Mike will be retiring in a few weeks.
- Following a quick break, the team reviewed the charter and the Tier II business practices. Debbie added that the Tier II business practices fit the goals of Tier II as a management team to the Tier I partnering teams. Attached are copies of the charter and business practices.
- To the Charter, the following items were added / changed:
  - To the Rules:
    - Add "Turn cell phones off or to 'vibrate'."
    - Add "No non-essential computers during the meeting."
    - Change "No side bar discussions during meeting" to add "including cell phone calls."
  - To the Typical Agenda
    - Add "Parking Lot Review" as a standard (separate) item.
    - Add "Tier II Update."
    - Add "IR Schedule / Exit Strategy."
    - The gatekeeper and timekeeper are the same person. The team was reminded to designate a person for this role.
  - To the Goal Statements
    - Add "Approval of Compliance Plan by May 2009"
    - Add "Complete the investigation of NALF Cabaniss and NAS Corpus Christi range complex by May 2009"
    - Add "Implementation and update of the exit strategy at the team meetings".
    - Add "Shut down the pump and treat system at NAS Corpus Christi SWMU 1, 3, and 4 and IR Site 1, 2, and 4 while protecting the surface water receptors by May 2009."
    - Add "Continue to enforce the Response Action Plans (RAP) for SWMU 1, 3, and 4 and Building 8 implementation at NAS Corpus Christi during upcoming construction and site development activities."
    - Remove the previous outdated goal statements.
- Action Item (1107A01) – Helen or Ken will update the charter and send it out with the meeting minutes.

## Review / Approve July 25th Meeting Minutes

- Include the action item list to the minutes. This should include only the most recent action items that are still outstanding.

- The minutes were approved by the team.

#### **Review Action Items**

- 1006A04 – Complete.
- 1006A05 – Complete. Inform Mr. Torres at the installation. If there is material identified traveling off-site, notify him and he will notify the off-site property owners. Most of the off-site areas are not inhabited.
- 0407A03 – Open. Helen recommended that this be discussed at the Installation Restoration (IR) update to determine if the stream gauges are still necessary.
- 0407A04 – Complete. Mike has sent the information on to Naval Ordnance Safety and Security Activity (NOSSA).. In October, 2007 the information was submitted to NOSSA. However, a copy of the final Explosives Safety Submission (ESS) needs to be provided to NOSSA.
- 0407A06 – Open. Larry said that TtNUS has not contacted Rey because he is no longer a member of the team. Mike added that if they will forward the request to Rey, he will coordinate it.
- 0707A01 – Open. Chris stated that he has talked to Larry Champagne (TCEQ) and Ken (TCEQ) about the background for the Chlorobenzene. The group would use the acute value instead of the chronic value for the Chlorobenzene. This subsequently supports the compliance plan. The 1,100 parts per million (ppm) value for chlorobenzene will be added to the team consensus table. Chris will send an email approving the PCL for chlorobenzene. Helen provided a summary of the PCL issue for the benefit of new members of the team.
- 0707A02 – Complete. Helen has sent the annual report to TtNUS.
- 0707A03 – Complete. Helen has coordinated the Quality Assurance Project Plan (QAPP) meeting for tomorrow (15 Nov 07) at NASCC.

#### **IR Site Update**

##### **Annual GW Report for SWMU 1, 3, 4 and Building 8, New PCL**

- Helen will send a copy of the annual groundwater report to the Regional TCEQ (Action Item 1107A02). Chris said that he will check his records and will provide name of a contact person at regional TCEQ office.
  - The annual report includes the analytical results from the water sampling at NASCC for the samples collected in February 2007. This report was submitted to TCEQ in August 2007.
  - Helen and Mike gave a brief description of the IR sites for new members of the team.
    - Building 8
    - Former Fuel Farm
    - Former Public Works Areas
- With implementation of new chlorobenzene PCL, all wells at the IR site are below the PCL. At Building 8, only one monitoring well has a PCL exceedance for TCE.
- Helen asked Chris what actions can be done to turn off the treatment system at IR Sites 1, 3, and 4 and move to the sites to long term monitoring. Chris stated that that the treatment system can be turned off after 1 year of data shown results less that the PCL. An amendment to the RAP would then be submitted changing the response action from active treatment to monitored natural attenuation (MNA) or a plume management zone (PMZ), if necessary.
  - Chris requested that the groundwater and surface water PCLs be included in the data tables for the next groundwater report.
  - The next sampling event is in 2008. The Navy is working under a continuing resolution policy for funding, but Helen anticipates that she should be able to get the funding in Feb 2008.

##### **GAC/French Drain System**

- There were troubles with the transfer pumps to the granular activated carbon (GAC) including the pump type and gaskets delivered to the site. There was a period of a couple of months that the system was down during 2007 while the pumps were fixed. At present, the system is operational.
- A report from contractor is due in December 2007 regarding the operation of system over the past year.

**Free product at SWMU 1,3,4**

- The landfill at SWMU 1, 3, and 4 has some free product in one well. The previous investigations for the extent of LNAPL have had issues due to interference with the groundwater table and sand. The USGS conducted a geophysical study and concluded that the product is localized to one well and is not moving off-site. Hand bailing is being conducted to remove the product. The Navy has tested the LNAPL and it appears to be oil or used oil. The plan is to use a skimming device to recover the LNAPL to the maximum extent practicable from the one monitoring well.

**Ground Water Compliance Plan Application Update**

- Helen stated that the Compliance Plan application is completed and pending signature by the commander.
- Mike asked how the RCRA permit works. Ken gave a brief overview of the RCRA process. This includes performing a RCRA Facility Assessment (RFA), identifying areas of present or historical storage activities that could be a source of chemicals to the environment. Some of these storage areas are then placed by the TCEQ into the permit for the facility in addition to the permitted unit. If there is a suspected release, a RCRA Facility Investigation (RFI) is performed. For those areas where contaminants are detected in the groundwater, a Compliance Plan is prepared recommending sampling parameters and frequency.
- Helen stated that she and Ken discussed the sampling requirements for the compliance plan. Ken G. stated that it is typical for those areas with contaminants to be sampled on a semi-annual basis with an annual report submitted to the TCEQ. If the site is shown to be clean for three years, it can be removed from the Compliance Plan and further monitoring.
- Helen asked if the public notice for the Compliance Plan and RAP could be combined. Chris stated that they could. Chris will look into the requirements for the public notice (Action Item 1107A03).
- Helen gave an update of the Compliance Plan follow up sampling conducted at DRMO. TCEQ had some questions concerning detection limits versus residential assessment level protective concentration levels (PCLs). TtNUS looked at the issue and stated that while several compounds, mainly SVOCS, had detection limits above the PCL, this is not uncommon and that the results and conclusions of the report are valid. This is even less of an issue based on the groundwater at the site being considered Class III which has higher PCLs.

**Munitions Response Program – NASCC Range Complex & NALF Cabaniss**

- Helen stated that the Navy is looking at active, closed, and closing ranges across all the bases as part of the Munitions Response Program. The Navy had a contractor review all the sites and help rank the sites nation-wide under a Munitions Response Site Prioritization Protocol (MRSPP). The Navy used this system to rank which sites get funding on what priority. Helen stated she would send a copy of the ranking system to TCEQ and EPA for informational purposes only. Three sites were identified in the NAS Corpus Christi complex:
  - There is a touch & go base at Waldrin that contains a small skeet range.
  - There is a gunnery range complex on the south side of NAS CC.
  - There is a skeet and pistol range at NALF Cabaniss and after interviews they identified an incinerator at Cabaniss that also was used to dispose munitions in addition to other material. This incinerator may be its own site after the completion of the site investigation.
- The MEC work plan for the incinerator disposal site investigation had comments from the regulators. TtNUS has reviewed and responded to the comments and Helen is currently reviewing the responses. After she has looked at them, the response to comments will be forwarded to the team for concurrence prior to incorporation into the revised work plan.
- Because of the type of material used and disposed at the incinerator site, a formal ESS was required for work at the Incinerator site. This ESS has been submitted and Helen is working with NOSSA to get the ESS approved.

- An ESS waiver for the Skeet and Pistol Range at NALF Cabaniss has been submitted and approved by NOSSA.
- The Navy is currently reviewing the MC work plan for the Skeet and Pistol Range at NALF Cabaniss.
- Helen asked when TtNUS plans to be in the field conducting the investigation activities. Larry B. stated that depending on the approvals of the ESS for the incinerator site, they can be in the field as early as January 2008.
- The kick-off meeting for the NASCC MRP sites will be held tomorrow. This meeting should outline the investigation area, methods, and objectives for the MRP site at NASCC.

#### **Potential Building 8 Closure**

- Mike gave an update on some recent conversations he has had on the planned activities at Building 8. The Army has plans to, at a minimum, change the use and configuration of Building 8 and, at most, they will move the building to another site on base. At this time, the Army does not have firm plans or designs, but they are discussing options and evaluating alternative of renovating or moving the building.
- If the building is removed and the floor is moved, there may be a need or opportunity to conduct additional investigations in the area of the building. Currently this building acts as a cap to prevent human contact with the soils and groundwater.
- Depending on the funding from congress for this project, the building change could happen quickly or the change could not happen at all.

#### **Tier II Update**

Debbie W. gave an update on the Tier II team meeting in Dallas in Sep 07. The NWIRP team was invited to attend and give a presentation.

- Greg Penland (NAVFAC SE RPM for NWIRP Dallas) gave an update on the site, environmental restoration, status of the issues, etc for the NWIRP Dallas project.
- The next Tier II meeting is scheduled in Dallas on Jan 30 and 31. NASCC will be expected to give a presentation on one of the days at this meeting. Debbie suggested that this be presented after lunch and can be coordinated with a Tier I partnering team meeting.
- Debbie will send Helen a copy of the presentation made by Greg at the last meeting. In general this should include:
  - Background of the investigation and IR
  - Update on the status of the project(s)
  - Challenges and proposed fixes.
  - What can Tier II do to support the Tier I team at NASCC
- Debbie mentioned that the Tier II team wishes to have each Tier I team update the Exit Strategy. This is mainly a large spreadsheet with details on each site to track the progress and decisions made.

#### **IR Schedule Update /Exit Strategy**

- Ken showed an example from the Former NAS Dallas site where site closure was tracked. Helen also sent out a spreadsheet that she had received from the Florida Partnering Teams. Debbie stated that while the Former NAS Dallas sheet is nice, the Tier II team has more detail and more requirements in their table. There was an action item for Helen to get the actual requirements from Jeff Adams (NAVFAC SE) for the Exit Strategy (Action Item 1107A04).
- Helen gave an update on the IR schedule
  - The next sampling event is scheduled in January 2008
  - The report is planned to be submitted in March 08 for SWMU 1,3,4 and Building 8
  - The PST reports should be submitted in Aug 08
  - The NASCC MRP sites will have a kick-off meeting tomorrow (15 Nov 07) at the installation. Depending on the Quality Assurance Project Plan (QAPP) and ESS Waiver approvals, the field work will be conducted in the first quarter 2008 (after NALF Cabaniss)

- The Compliance Plan Application will be submitted before the end of the year. This will start the clock for the TCEQ and Navy interaction to get the Compliance Plan updated. The Compliance Plan issuance process typically takes 18 Months.
- Helen will forward the schedule to TtNUS for updates and incorporation into the exit strategy (Action Item 1107A05).
- Ken G. asked about deliverables for the team.
  - EPA – 1 hard copy / 1 electronic copy
  - TCEQ Austin – 2 hard copy / 2 electronic copy
  - TCEQ Region – 1 hard copy / 1 electronic copy
  - NAS Corpus Christi – 2 hard copy / 2 electronic copy
  - NAVFAC – 1 electronic copy on drafts, 1 hard copy / 1 electronic copy on final

**Close: Meeting Evaluation / Set next meeting date**

- The next face-to-face meeting is planned in Dallas to coincide with the Tier II presentation. This meeting will be on January 31 2008 and will start after the Tier II presentation.
  - Chris will be team leader
  - TtNUS will scribe
  - Rich will be time/gate keeper.
- The Tier II presentation by the NASCC will be on 31 Jan 08 in early morning. The location of this meeting is not set yet, but will be in the Dallas / Fort Worth (DFW) airport area.

**Wrap Up: Questions / Review of Action Items / Discussions / Issues / Training needs for next meeting**

- The topics for the next meeting will remain roughly the same as presented and discussed today.
- Helen will look at the training items available from the facilitator and determine a couple of items to suggest to the team for training.

**Parking Lot**

- How will the TCEQ and EPA review shutting off the systems and transfer over to long term monitoring?
  - Chris – If the Navy can show 1 year of compliance with the critical PCLs, the systems can be shut off.
  - Chris also recommended that the critical PCL (typically groundwater ingestion) be listed along with the surface water PCL. It will help him review the report and support his decision.
- Mike stated that in the past the Captain had sent him a specific letter stating that he was the formal designated contact for the IR. Since Gary is part of NAVFAC, he is not in the chain of command of the Captain. Therefore, Mike asked if Helen could follow up on this to help identify Gary LeFlore as the designated representative to the team (Action Item 1107A06).

**Plus/Delta**

<b>Plus</b>	<b>Delta</b>	<b>Interesting</b>
<ul style="list-style-type: none"> <li>• GIS System for the NASCC site to facilitate discussions</li> <li>• Meeting new members</li> <li>• Facilitator (Laurel) was very good</li> <li>• Mike and Bob are retiring (from Mike)</li> <li>• Comfortable meeting room</li> <li>• Projector / meeting electronic support</li> <li>• The team is working well together and interested in getting things accomplished</li> <li>• The team is very respectful of each other</li> <li>• Good tools (exit strategy)</li> <li>• Open questions, direct questions and straightforward answers</li> </ul>	<ul style="list-style-type: none"> <li>• Correct format for exit strategy</li> <li>• Mike and Bob retiring (from the rest of the team)</li> <li>• Make sure that the decisions are documented so that decisions have some historic basis.</li> <li>• Keep open to revision as the team needs change (reviewing the charter, etc.).</li> <li>• Indicate that items are a consensus in the minutes.</li> <li>• Go over the ground-rules when new members are added or come in.</li> </ul>	<ul style="list-style-type: none"> <li>• Palm trees in Corpus Christi</li> </ul>

**NAS Corpus Christi  
Tier I Partnering Team  
Action Items <sup>(1)</sup>**

<b>Date/#</b>	<b>Item</b>	<b>Who</b>	<b>When</b>	<b>Status</b>
0106A01	Provide Terrain Work Plan to Chris Siegel.	Helen / Diane	2/15/2006	Complete
0106A02	Provide Preliminary Assessments for sites at NASCC to Tetra Tech.	Helen	2/15/2006	Complete
0106A03	Obtain information on how to include the bombing ranges in the Compliance Plan.	Chris	2/15/2006	Complete
0106A04	Reserve room for March 2006 Partnering Meeting at TCEQ (Corpus Christi).	Chris / Mike	5/1/2006	Complete
0506A01	Identify missing monitoring well locations that may require replacement.	Helen/Chris	5/31/2006	Complete
0506A02	Provide letter to the TCEQ (Chris) regarding PCLs for the Compliance Plan.	Helen/Diane	7/31/2006	Complete
0506A03	Provide EPA Perchlorate Guidance to NAVFAC EDF Southeast (Helen).	Bob	7/31/2006	Complete
0506A04	Confirm the date for NALF Cabaniss Kickoff Meeting and Site Walk.	Diane	5/18/2006	Complete
0706A01	Provide email correspondence to the TCEQ (Chris) requesting due date extension for the submittal of the optimization report.	Helen	7/31/2006	Complete
1006A01	Send compliance plan schedule to Helen (NAVFAC SE).	Chris	11/7/2006	Complete
1006A02	TCEQ will respond to Helen (NAVFAC SE) on the PCL evaluation.	Chris	12/15/2006	Complete
1006A03	Provide a heads-up to the TCEQ and EPA as to the approximate delivery date of the NALF Cabaniss Work Plan.	Helen	11/7/2006	Complete
1006A04	Determine if brush clearing at NALF Cabaniss will require disposal.	Helen	11/15/2006	Complete
1006A05	Verify the procedure for contacting off-site owners with Navy Public Affairs.	Helen	11/15/2006	Complete
1006A06	Call and verify that the Administrative Record is at the Corpus Christi Library.	Diane	11/15/2006	Complete
0107A01	Mike to provide disposal procedures of the free product and materials associated with REI-24.	Mike	2/17/2007	Complete
0107A02	Set date for PCL meeting in Austin.	Helen	2/15/2007	Complete
0407A01	Confirm if changing the PCL would trigger a modification or an amendment.	Chris	5/21/2007	Open
0407A02	Investigate best gage types (stream gage vs. piezometer) for use in Trench 1, verify USGS mapping for intermittent stream designation of Trench 1.	Diane/Larry	5/21/2007	Open
0407A03	Look at installation of the stream gages and monitoring frequencies.	Helen	5/21/2007	Complete
0407A04	Send NAVINST Site Access forms to Mike and assist in finalizing.	Helen	5/21/2007	Complete
0407A05	The location of the explosive locker has been determined but the final approval of the ESS officer is still needed. Helen stated she will copy Mike on email traffic and that they should have this resolved after Helen resends an email with the locker locations.	Helen	4/30/2007	Complete
0407A06	Rey to resolve TiNUS' locker storage shelves need. Larry indicated that he will call Rey.	Larry	4/30/2007	Complete
0407A07	Send new member orientation information to Ken.	Debbie	4/30/2007	Complete
0407A08	Helen to verify the restoration schedule dates with the compliance plan application date.	Helen	4/30/2007	Complete

0707A01	Chris will send a letter or email to Helen approving the 1100 ppb PCL for chlorobenzene.	Chris	7/25/2007	Open
0707A02	Helen will email Larry the latest Groundwater Report when she receives it.	Helen	7/25/2007	Complete
0707A03	Larry to coordinate the kick-off/DQO-meeting for Skeet and Pistol Range with Ralph Basinski and Chris Pike.	Larry	7/25/2007	Complete
1107A01	Helen and/or Ken Grim will update the Charter to the agreed-upon items and send it out with the Meeting Minutes.	Ken	12/14/2007	Open
1107A02	Helen will send a copy of the annual groundwater report to the Regional TCEQ.	Helen	Before next meeting (Dec 2007)	Open
1107A03	Helen and Chris will discuss having one public notice for both the RAP and the Compliance Plan. This may not happen until mid 2008 after the Compliance Plan Application is considered administratively acceptable.	Helen & Chris	6/15/2008	Open
1107A04	Helen will coordinate with Jeff Adams on the requirements of the exit strategy for Texas	Helen	Before next meeting (Dec 2007)	Open
1107A05	Helen will forward the schedule to Tetra Tech for updates and incorporation into the exit strategy.	Helen	Before next meeting (Dec 2007)	Open
1107A06	Helen will follow up on an official letter to assign Gary LeFlore as the designated representative to the IR team.	Helen	Before next meeting (Dec 2007)	Open

Note: (1) Only ongoing and current Action Items are listed. For a historical listing, refer to previous meeting minute

**NAS Corpus Christi  
Tier I Partnering Team  
Consensus Table<sup>(1)</sup>**

<i>Meeting Date</i>	<i>Issue</i>	<i>Decision</i>
Nov 14, 2007: 1107D01	IR Site SWMU 1, 3, 4	The TCEQ has agreed to the 1100 ug/L concentration as the <sup>SW</sup> GW PCL for Chlorobenzene.

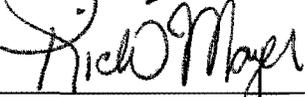
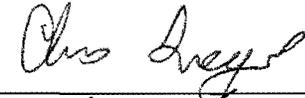
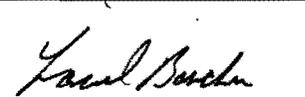
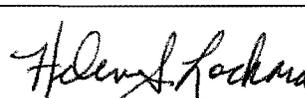
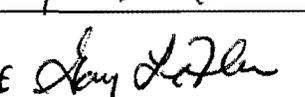
Note: (1) Only the most recent Consensus Items are listed. For a historical listing, refer to previous meeting minute records.

NAS Corpus Christi

Date 4 NOV 07

Location NAS Corpus

Meeting Tier I

	Name	Signature	Organization	Role	Email Address	Phone
1	Michael Hilgar		NASCC		michael.hilgar@navy.mil	361-961-5354
2	Rich Mayer		USEPA		mayer.richard@epa.gov	214-665-7442
3	Deb Humbert		TENUS	Tier II Link	debra.humbert@ttus.com	412-921-8968
4	Larry Basilio		TENUS		larry.basilio@ttus.com	832 251 6018
5	Chris Siegel		TLEQ		csiegel@tleq.state.tx.us	512-239-2992
6	Kenneth Grim		TENUS	Contractor for Navy	kenneth.grim@ <del>ttus</del> contratech.com	832-251-6023
7	Yacul Boucher		The Mount Edge	Facilitator	lboucher@p.net	703.407.1030 (cell)
8	Helen Lockard		NAVFAC SE	Team Leader	helen.lockard@navy.mil	904-542-3991 X4522
9	GARY LEFLORE		NASCC		gary.leflore@navy.mil	361-961-3704

## NAS CORPUS CHRISTI PARTNERING TEAM MEETING

14 November 2007

8:00 AM CT

Team Leader: Helen Lockard

Scribe: Ken Grim

0800	Welcome / Introductions/ Role Call	(10 min)	Helen/Ken
0810	Review Agenda / Adjust as necessary	(5 Min)	Helen
0815	Partnering Orientation	(90 min)	Laurel
0945	Review / Approve July 25 <sup>th</sup> Meeting Minutes	(10 min)	Helen/Chris
0955	Review Action Items	(20 min)	Helen
1015	Break	(15 min)	
1030	IR Site Update – Annual GW Report, New PCL	(30 min)	Helen
1100	Ground Water Compliance Plan Application Update	(30 min)	Ken/Helen
1130	Lunch Break	(60 min)	
1230	Munitions Response Program – NASCC Range Complex & NALF Cabaniss	(30 min)	Ken/Helen
1300	Potential Building 8 Closure	(30 min)	Mike/Rey
1330	Tier II Update	(15 min)	Debbie
1345	IR Schedule Update /Exit Strategy	(60 min)	Helen/Laurel
1445	Close: Meeting Evaluation / Set next meeting date	(15 min)	Helen/Laurel
1500	Wrap Up: Questions / Review of Action Items / Discussions / Issues / Training needs for next meeting	(15 min)	Helen/Laurel
1515	Team Assessment	(30 min)	Laurel
1545	IR Site Driving Tour	(45 min)	New team members
1630	Adjourn		

# **NAS Corpus Christi**

(Note: This charter was revised and updated on November 14, 2007)

## **VISION**

**Closing site issues by meeting regulatory standards to protect human health and the environment.**

## **MISSION STATEMENT**

**Meet the milestones established by the Team to achieve environmental resolution through efficient teamwork, using good science and common sense.**

## **GOAL STATEMENTS**

**(with objectives for achieving)**

**The goals of Corpus Christi are (18 month timeframe):**

- I. Continue to enforce the Response Action Plans (RAP) for SWMU 1, 3, and 4 and Building 8 implementation at NAS Corpus Christi during upcoming construction and site development activities.**
- II. Complete the investigation of NALF Cabaniss and NAS Corpus Christi range complex by May 2009.**
- III. Implementation and update of the exit strategy at the team meetings.**
- IV. Shut down the pump and treat system at NAS Corpus Christi SWMU 1, 3, and 4 and IR Site 1, 2, and 4 while protecting the surface water receptors by May 2009.**

## **GROUND RULES\***

**\*Any additional ground rules shall be added. As the team deems necessary**

**Corpus Christi has agreed to adopt the following ground rules:**

- 1. Be professional and respect each other.**
- 2. Be open and honest in all communications.**
- 3. Attend team activities.**
- 4. Be forward thinking, not letting old issues hinder team progress.**
- 5. Ensure that there are no surprises.**
- 6. Consensus process will be used to make decisions.**
- 7. No side bar discussions during meetings including cell phone calls.**
- 8. Do not interrupt others while they are speaking.**
- 9. Partners will delegate their consensus making authority when necessary.**
- 10. Call "Time Out" whenever needed.**
- 11. Stay for the hard part.**
- 12. Leave positions, egos, and agendas at the door.**
- 13. Turn cell phones off or to 'vibrate'.**
- 14. No non-essential computers during the meeting.**

## **MEASURES OF SUCCESS Corpus Christi**

**ITEMS ARE NOT LISTED IN ORDER OF PRIORITY.**

- 1. Consensus decisions are upheld.**
- 2. Team members leave each meeting with a clear understanding of the individual responsibilities for the next meeting.**
- 3. Absence of litigation.**
- 4. Schedules will be met.**
- 5. Complete investigations.**
- 6. Schedule conference calls as needed and include facilitator and Tier II link.**
- 7. Closure of IR sites.**
- 8. Implementation of compliance plan.**

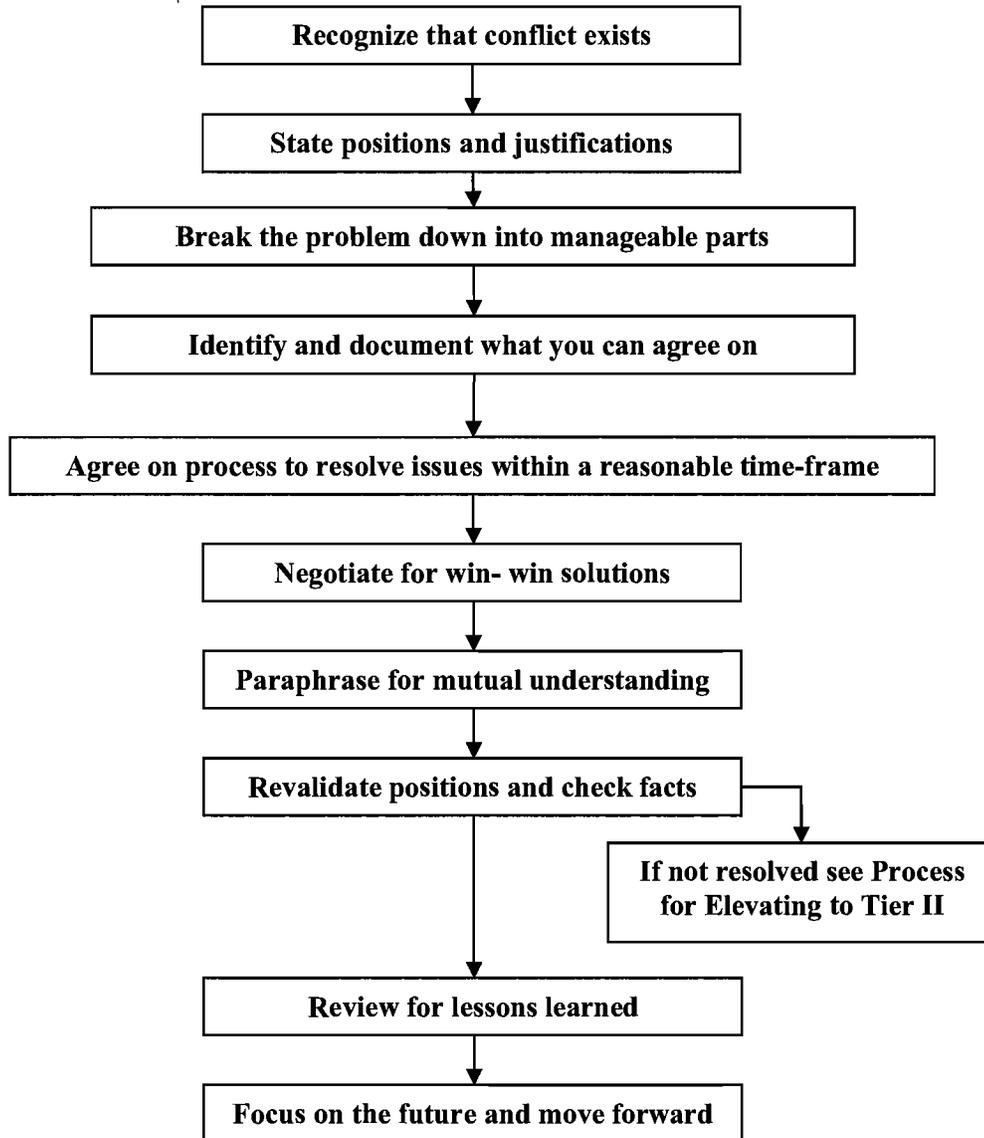
## MEETING AGENDA FORMAT

**Date:**  
**Location:**  
**Scribe:**

**Team Leader:**  
**Gatekeeper / Timekeeper:**

- I. Welcome/Introductions**
- II. Ice Breaker**
- III. Review ground rules**
- IV. Review/Modify/Approve Agenda**
- V. Review/Approve previous meeting minutes and actions items**
- VI. Training (Facilitator)**
- VII. Tier II Update**
- VIII. Agenda topic discussions**
- IX. Parking Lot Review**
- X. Installation Restoration Schedule / Exit Strategy**
- XI. Meeting close**
- XII. Next meeting date and agenda**
- XIII. Meeting evaluation**
- XIV. Pluses and deltas**
- XV. Discuss training needs for next meeting**

## CONFLICT RESOLUTION MODEL



## **Team Member Roles and Responsibilities**

**Navy's Roles and Responsibilities:** NAVFAC and NAS Corpus Christi are committed to...

- Moving sites to closure,
- Coordinating and facilitating interface between the Navy and regulators,
- Ensuring the protection of human health and the environment,
- Ensuring that program goals are met and applied consistently,
- Ensuring that we work in concert (open dialogue) with NRS, EPA, NAVFAC, TCEQ and NASCORPC, and
- Reviewing deliverables for adequacy, quality assurance and quality control before issuing to the TCEQ.

**US EPA Roles and Responsibilities:** Region VI EPA is committed to...

- Ensuring the protection of human health and the environment in final clean-up decision,
- Supporting management decisions,
- Supporting the TCEQ program, and
- Providing RCRA oversight and technical support when requested.

**TCEQ Roles and Responsibilities:** TCEQ is committed to...

- Signing formal letters (approval, NOD, etc.)
- Public meetings to explain clean up rules,
- Seeking training as required,
- Interfacing with TCEQ management,
- Interfacing with other TCEQ Program Areas, and
- Providing regulatory and policy information to team members.

**Contractor Roles and Responsibilities:** Contractors are committed to...

- Engineering and implementation functions,
- Assuring that the required resources and quality are delivered in a timely and cost effective manner to implement the clean-up decisions of the team, and
- Lending their expertise to the team.

**Tier II Roles and Responsibilities:** Tier II is committed to...

- Representing all of Tier II, not just his/her agency,
- Attending all Tier I meetings,
- Assisting in resolving factual issues that arise during Tier I meetings,
- Taking care of issues elevated by Tier I to the Tier II team,
- Being a conduit of information between Tier I and Tier II,
- Working with Facilitator to improve Tier I performance,
- Providing a back-up Tier II Link as necessary, and
- Being a non-consensus member of the Tier I team.

**Facilitator Roles and Responsibilities:** The Facilitator is committed to...

- Remaining neutral,
- Providing training,
- Supporting the Partnering Process,
- Keeping the discussion focused,
- Ensuring that all team members participate,
- Suggesting the use of process tools to facilitate issue resolution,
- Providing feedback on team functioning and process on each team member as appropriate,
- Facilitating the Conflict Resolution Process,
- Monitoring the implementation of team ground rules, and
- Being a non-consensus member of the Tier I team.

**Team Leader Roles and Responsibilities:** The Team Leader is committed to...

- Establishing and sending out the next meeting agenda,
- Establishing time allotted for each agenda item,
- Guiding the discussion at team meetings,
- Ensuring that everyone participates, and
- Keeping team members informed.

**Scribe Roles and Responsibilities:** The Scribe committed to...

- Keeping meeting minutes, and
- Publishing and distributing meetings minutes with ten (10) working days.

**Gatekeeper Roles and Responsibilities:** The Gatekeeper is committed to...

- Properly introducing guests,
- Keeping time of agenda topic discussions, and
- Ensuring people return from breaks and lunch on time.

**TEXAS TIER II  
PARTNERING TEAM**

***BUSINESS PRACTICES***

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## **1.0 TIER II CORE BELIEFS**

### **1.1 TIER II CHARTER**

**Vision:** "Cleanup is completed; Navy operations are compatible with a high quality environment; land is available for reuse and everyone takes pride in their accomplishments."

**Mission:** "Promote innovative processes and the application of business practices that facilitate efficient, cost effective, and timely cleanup of Navy facilities in Texas."

#### **Goals: September 2005 – April 2007**

1. Ensure that Tier I Teams utilize and maintain the project management system.
2. Provide Tier I with the support and resources necessary to achieve their goals.
3. Meet with the Tier I teams or team representative to review their status.
4. Manage the decommissioning of the Tier I teams.
5. Manage transition.

#### **18-Month Objectives: September 2005 – April 2007**

1. Share observations from the Region 4, Florida Tier II meeting with this Team.
2. Continue to seek and obtain feedback from Tier I Teams to determine if Tier II has provided the necessary support and resources.
3. Meet with Tier I teams at least once between September 2005 and April 2007 to review status.
4. Continue to provide guidance to Tier I teams relative to the major expectations to achieving site closeout.
5. Ensure McGregor closeout by April 2007 (transfer property and permits).
6. Provide guidance and assistance to the Tier I teams as they proceed through the team lifecycle.

### **1.2 TIER II'S COMMITMENT**

The members of Tier II are committed to:

1. Providing the Tier I teams with the resources needed to do their job,
2. Establishing expectations for the Tier I teams,
3. Meeting cleanup milestones,
4. Empowering the Tier I teams,
5. Being willing to do whatever it takes to overcome obstacles to success, and
6. Resolving Tier I issues in a timely manner.

### **1.3 GUIDING PRINCIPLES**

Guiding principles are the foundation that guides the organization in pursuit of its vision and mission.

1. Participant policy will be respected by all other members.
2. The resolution of site-specific issues is the responsibility of Tier I within their agency's authority.
3. Decisions made at one site do not necessarily set precedence at another site.
4. Tier II members shall inform their counterparts of issues they have decided to handle internally.
5. Understand and respect each other's goals; support each other in attaining those goals; recognizing that while we have shared goals to protect human health and the environment, our priorities, interests, needs, and abilities may sometimes differ.
6. Work together as partners in a spirit of trust, openness, and cooperation with respect for each other's defined roles.
7. We will operate by consensus.
8. We will operate through the "facilitated partnering process."
9. We will listen carefully to enable better understanding.
10. We will strive to maintain our commitment to the partnering process.
11. Successes should be acknowledged.
12. Innovation shall be promoted.

## **2.0 ROLES AND RESPONSIBILITIES**

### **2.1 NAVY'S ROLES AND RESPONSIBILITIES**

SOUTHDIV and the Navy Regional Environmental Coordinator are committed to:

1. Moving sites to closure,
2. Being coaches and mentors,
3. Coordinating and facilitating interface between the Navy and Regulators,
4. Ensuring that consistent positions/standards are applied across the region,
5. Ensuring the protection of human health and the environment,
6. Ensuring that program goals are met and applied consistently,
7. Ensuring that we work in concert (open dialogue) with our stakeholders, and
8. Supporting the Tier I teams.

### **2.2 US EPA'S ROLES AND RESPONSIBILITIES**

Region VI US EPA is committed to:

1. Ensuring the protection of human health and the environment in final cleanup decisions,
2. Maintaining supervision of the RPM's (RCRA for corrective action).
  - Support final risk management decisions
  - Ensure expedited process/resource allocation
3. Briefing management to Regional Administrator level,
4. Being signatory authority - Finding of Suitability to Lease/Transfer (FOSL/T)
  - (Signatory authority-FOST-Division Director), and
5. Supporting the TCEQ program.

### **2.3 TCEQ'S ROLES AND RESPONSIBILITIES**

TCEQ is committed to:

1. Protecting human health and the environment.
2. Achieve EPA Grant commitment and Government Performance Result Act (GPRA) Goals.

3. Achieve Legislative Budget Board (LBB) commitment to achieve cleanup and closure goals.
4. Comply with applicable State and Federal rules and regulations.
5. Providing training to section staff to stay current with regulations and technical advancements.
6. Assist at Restoration Advisory Boards (RABs), public meetings, etc., to explain cleanup rules.
7. Monitor section performance.
8. Collaborate with other state and federal agencies.

#### **2.4 CONTRACTOR ROLES AND RESPONSIBILITIES**

Tetra Tech NUS, Inc., CH2M Hill, and EnSafe are committed to:

1. Providing the resources necessary to meet the schedule requirements,
2. Assuring that deliverables meet quality, schedule, and cost expectations,
3. Working together as team members,
4. Sharing the responsibility for coordinating meeting logistics and preparation of minutes, and
5. Offering expert consulting services to the team.

#### **2.5 TIER II'S ROLES AND RESPONSIBILITIES**

Tier II is committed to:

1. Working in collaboration toward common goals,
2. Protection of human health and the environment,
3. Being flexible,
4. Working in partnership,
5. Supporting the results driven process of facilitated partnering,
6. Developing and supporting shared goals,
7. Ensuring the efficient use of funds,
8. Working in a spirit of cooperation,
9. Maintaining and supporting team building,
10. Ensuring the timely remediation and reuse of federal facilities, and

11. Developing and implementing cost effective and quality environmentally protective solutions.

## **2.6 ROLES AND RESPONSIBILITIES OF THE TIER II LINK**

The roles and responsibilities of the Tier II Link are defined as:

1. A Link represents all of Tier II and not only his/her respective agency,
2. A Link will attend all Tier I meetings,
3. A Link is not part of Tier I's consensus group,
4. The Tier II Link is a revolving position among Tier II members, with a backup Link [fill-in in as needed],
5. The Link will assist in resolving questions or issues that arise during Tier I meetings,
6. The Tier II Link will take care of issues that are elevated by Tier I to the Tier II team,
7. The Tier II Link and Facilitator will work together to improve Tier I performance, and
8. The Tier II Link is a conduit for information between the Tiers.

### **2.6.1 Tier II Primary Links by Site**

**NAS Dallas:** Cathy Remmert

**NWIRP Dallas:** Laurie King

**NWIRP McGregor:** Rick Davis

**NAS Corpus Christi:** Debbie Humbert

### **2.6.2 Link Reports**

#### **E-mail Direction:**

Within one month of attending a Tier I meeting, Tier II Links will prepare a brief Link Report for distribution to all Tier II members and our facilitator. The reports will be transmitted in Word.

#### **Link Report Format:**

The guideline for the format of a Tier II Link Report is as follows:

<b>TIER II LINK REPORT</b> <i>{SITE LOCATION}</i>
<b>Meeting Date:</b>
<b>Location:</b> <i>{optional}</i>
<b>Tier II Link Present:</b>
<b>Next Meeting Date:</b> <i>{optional}</i>
<b>Facilitator:</b>
<b>Tier I Core Team Members Present:</b>
<b>Meeting Guests:</b>
<b>Meeting Summary (include key issues):</b>
<b>Observations/Recommendations (was schedule reviewed, did team follow ground rules, was agenda followed, etc.):</b>

### **2.6.3 Commitment to Communication with Tier I**

Tier II's responsibility is to continually "reenergize" the Tier I teams, especially for those that only meet quarterly. There are several opportunities for Tier II links to communicate with the Tier I teams, including a verbal presentation at Tier II meetings, Tier II comments on facility issues, feedback on the meeting, etc.

### **2.7 ROLES AND RESPONSIBILITIES OF THE FACILITATOR**

The facilitator:

1. Coordinate with the Navy RPM, Team Leader and Tier II link prior to the meeting. Is there anything controversial to be brought up? Are there particular process tools to be used to bring consensus driven decisions or solutions?
2. The facilitator will collaborate with the team leader during the meeting to accomplish the agenda.

3. Post agenda, maintain parking lot, maintain action items and capture thoughts, ideas, and positions on flip charts in coordination with team scribe. Scribe will document in the minutes after the meeting.
4. Intervene when ground rules are not being enforced. Intervene if the timekeeper does not call time on topics exceeding allotted time.
5. Insure balanced participation. Help others to communicate.
6. Insure participation of all team members and, if needed, provide guidance to individuals to help them to contribute more.
7. Participate in the incorporation of new team members and the exit of departing members.
8. Recognize conflict and initiate resolution.
9. Be objective and not take sides. Remain neutral.
10. Help the team clarify its tasks and goals.
11. Keep team focused.
12. Facilitate blocked progress towards goal. Help resolve conflicts.
13. Provide process, management/planning, project management and problem-solving training. (Attempt to provide training linked to team's agenda and/or issues). Be fully prepared to provide team training.
14. Help provide positive team atmosphere. Support the Team's activities.
15. Provide feedback on team function and progress.
16. Enhance team communication and interpersonal relationships by using MBTI and other appropriate tools. Coach team members as appropriate.

#### **2.7.1 Facilitator Requirements – Post Team Meetings**

After a Tier I Team meeting, the Facilitator shall:

1. Provide Tier II members with the Facilitator's evaluation of team.
2. Notify Tier II link if Facilitator believes follow-on coaching, counseling, or training is needed for any or all of the team members.
3. Advise Navy Tier II representative ASAP if team is not receptive to or does not provide opportunities for training and/or facilitation.

#### **2.7.2 Introduction of a New Facilitator**

1. Qualifications meet the minimum standards of the contract specifications.

2. Indoctrination includes: The facilitator is briefed on contract scope, prior team dynamics, Vision, Mission, Ground Rules, roles and responsibilities, meeting frequency, what training has been provided, training needed, and where the team is in development. Also, any issues and/or actions that are pending. Insure the facilitator has a suite of management and planning tools to implement, depending on the topic, to insure collaborative and consensus driven decision-making.
3. During the new facilitator's initial team meeting:
  - a) Provide the team with a general background of the facilitator.
  - b) Confirm the team's expectations and requirements of the facilitator.
  - c) Identify what is expected and required of the team by the facilitator.
  - d) Ascertain any issues regarding team dynamics based on a review, with the team, of the MBTI indicators.

## **3.0 TIER II'S GENERAL PROCESSES**

### **3.1 TIER II'S GROUND RULES**

#### **3.1.1 Code of Conduct**

Tier II has adopted the following Code of Conduct to govern team interaction:

1. Being professional and respecting each other,
2. Being open and honest in all communications,
3. Encouraging the attendance at team activities,
4. Being forward thinking, not letting old issues hinder team progress, and
5. Ensuring that there are no surprises.

#### **3.1.2 Meeting Process Rules**

Tier II is committed to implementing the following Meeting Process Rules:

1. Ensuring that there are no sidebar conversations; one person speaks at a time,
2. Focusing on the agenda,
3. Defining that consensus means everyone can support or live with the decision,
4. Ensuring that meetings start and end on time,
5. Ensuring that team member roles and responsibilities are clearly defined prior to each meeting, and
6. Being prepared to fully participate at team meetings.

#### **3.1.3 Consensus Policy/Procedure**

The following policy/procedure was established by the Tier II concerning testing consensus when a member either momentarily leaves or is absent from a meeting:

When a Tier II member leaves the room during a meeting or is not in attendance, they may either give a proxy to another member or not participate, but be willing to accept the test of consensus.

## **3.2 STANDARD AGENDA**

- I Welcome (Team Leader)
  - Introductions
  - Announcements
- II Ice Breaker – Optional (Facilitator)
- III Confirm Meeting Roles and Responsibilities (Team Leader)
  - Team Leader, Timekeeper/Gatekeeper; and Scribe
  - Review Plus/Delta from previous meeting
- IV Read Ground Rules (Team)
- V Review Minutes from Prior Meeting (Team Leader)
  - Seek comments/corrections to meeting and teleconference minutes
  - Approve with changes, if appropriate
  - Review the status of action items included in minutes
- VI Review Agenda Items (Team Leader)
  - Add new items
  - Prioritize agenda items
  - Finalize time allocated for each agenda item and topic leaders
- VII Training (Facilitator)
  - Training Module for this Meeting
  - Overview of Training for Next Meeting
- VIII Agenda Topics (Topic Leaders)
  - Tier I Team reports are standard agenda topics
  - Other items as determined by Team
- IX Meeting Closure
  - Review consensus items
  - Review action items and assignments
  - Review parking lot items
- X Plan Next Meeting/Teleconference (Team Leader)
  - Roles and responsibilities
  - Agenda
  - Location
  - Date/time

- XI Meeting Evaluation (Facilitator)
  - Identify progress; plus/delta (Team participation)
  - Evaluation of meeting techniques (Facilitator)
  - Overview of training for next meeting (Facilitator)
- XII Facilitator Review and Evaluation (SOUTHDIV)

### **3.3 TIER II CONFLICT RESOLUTION MODEL (BETWEEN MEMBERS)**

What is an effective process for resolving conflicts?

1. Recognize that conflict exists,
2. Step back,
3. Look at the conflict objectively, depersonalize the situation,
4. Identify the cause,
5. Define the conflict:
  - Who is involved?
  - What role did they play?
  - What happened?
  - What is the cause?
  - How did it escalate?
  - Has it happened before, when, and what was the outcome?
6. Consider possible alternatives to resolve the conflict:
  - Focus on the future
  - Learn from the past, don't dwell on it
7. Come to consensus on a solution, and
8. Implement the solution.
9. Check and revise if necessary.

### **3.4 ISSUE RESOLUTION PROCESS**

The following is the dispute resolution process adopted by Tier II:

1. Clearly define issue/problem as a team,
2. Assess the importance of the problem/issue in the overall implementation plan,

3. Determine if the issue/problem is an agency policy issue,
4. If issue is policy, validate that the interpretation and application are accurate and appropriate,
5. Determine a deadline to have the problem/issue resolved so that it does not impact the project,
6. Collect minimum essential data to clarify and support the problem statement,
7. Identify stakeholders outside the team and involve them as required,
8. Consult with others or case studies,
9. Develop options for resolution as a team (be creative),
10. Evaluate the impact of the options,
11. Analyze and choose an option based on best available data,
12. Get consensus on issue and resolution\*, and
13. Document resolution.

### **3.5 DECOMMISSION/LIFE CYCLE OF TIER I TEAMS**

As the Tier I teams progress towards their final goals the purpose and membership of the team may need to change. Tier II recognized this fact and developed a decommissioning life cycle. Each team is expected to go through the following stages: formation, active, transition, and caretaker. The table on the following page identifies the stage, the team focus, and the team attributes.

Tier II will identify when a team is moving from one stage to the next by working closely with the Tier I teams. There will be some form of notification as the team moves from one stage to the next. As an example, when the NAS Dallas team moved from active to transition, Tier II sent letters to all team members notifying them of transition of team; departing members received certificates; Tier I team revisited and updated their mission, vision, goals; the primary Link continues to actively seek input during transition stage to keep status on team; and team continues to copy primary Link on minutes.

Tier I Team Life Cycle Stage	Team Focus	Team Attributes
Formation	<p><b>Organize/Learn</b></p> <ul style="list-style-type: none"> <li>• Charter team, establish ground rules and mission vision</li> <li>• Build Relationships, establish trust</li> <li>• Establish RAB and identify other stakeholders</li> <li>• Determine key global issues</li> </ul>	
Active	<p><b>Execute</b></p> <ul style="list-style-type: none"> <li>• Validate suspected contaminated sites</li> <li>• Develop and implement cleanup and exit strategies</li> <li>• Optimize remedy evaluation, selection, and design</li> <li>• Establish and maintain stakeholder relationships</li> </ul>	<p><b>Membership</b> – Navy (RPM and Activity Rep), EPA, State, CLEAN and RAC Contractors. Shared leadership roles.</p> <p><b>Meetings and Communications</b> – Regular and structured face-to-face meetings with broad agendas, and with facilitator and Tier II link present. Written meeting minutes.</p> <p><b>Public Relations</b> – Meet regularly with RAB and other stakeholders as appropriate</p>
Transition	<p><b>Finalize/Consolidate</b></p> <ul style="list-style-type: none"> <li>• Optimize monitoring and remedial action operations</li> <li>• Finalize administrative issues</li> <li>• Catalog and archive documents</li> <li>• Plan for dissolution of team and stakeholder relationships</li> </ul>	<p><b>Membership</b> – Navy (RPM and Activity Rep), EPA, State. CLEAN and/or RAC representatives drop off when appropriate. Leadership starts gravitating to Navy RPM. Formal acknowledgement of team member departure.</p> <p><b>Meetings and Communications</b> – Ad hoc, unfacilitated meetings with narrow agendas focusing on regulatory requirements and administrative issues. Less frequent face-to-face meetings required. Tier II link kept informed, but only engages in meetings and issues if required. Written meeting minutes. The Tier I team should continue to assess their performance using the facilitator evaluation form.</p>
Caretaker	<p><b>Monitor/Maintain</b></p> <ul style="list-style-type: none"> <li>• Implement optimized monitoring and remedial action operations</li> <li>• Maintain archives/admin record</li> <li>• Transfer caretaker responsibility</li> </ul>	<p><b>Membership</b> – Navy (RPM and Activity Rep), EPA, State. Navy RPM is leader.</p> <p><b>Meetings and Communications</b> – Unfacilitated conference calls or net-meetings as required to address specific issues. Tier II linkage only if necessary. Written meeting minutes.</p>

## **4.0 DIRECTION FROM TIER II TO THE TIER I TEAMS**

### **4.1 TIER II'S EXPECTATIONS OF THE TIER I TEAMS**

Tier II's expectations for the Tier I teams are that they will:

1. Seek to resolve their own conflicts, technical problems, and issues using their own conflict and dispute resolution model,
2. Seek Tier II's support with unresolved issues (see Section 4.2),
3. Develop and implement realistic and aggressive schedules,
4. Achieve closure of sites,
5. Consider creative cleanup approaches and solutions,
6. Optimize the use of resources,
7. Provide all deliverables requested by Tier II,
8. Stay within their limits of empowerment,
9. Communicate openly (no end runs),
10. Achieve quantifiable reductions in document approval time,
11. Establish schedule for the next three meetings, as a minimum,
12. Schedule one meeting per quarter, at a minimum, to include a facilitator,
13. Finalize the agenda and logistics for the next meeting prior to the meeting via communication with all Tier I members and the facilitator,
14. Rely on the Navy RPM to "trigger" the meeting and calls,
15. Inform the Tier II Links of all scheduled conference calls and meetings,
16. Schedule other meetings and conference calls as needed.

### **4.2 ELEVATING ISSUES TO TIER II**

If an issue cannot be resolved at the Tier I team level after going through their process it should be elevated to Tier II upon achieving team consensus. The problem, background information, options considered, or other relevant information should be provided by the Tier I team to the Tier II Link. The Tier II Link shall present the issue to the Tier II team for discussion and resolution.

### **4.3 TIER II'S DEFINITION OF LIMITS OF EMPOWERMENT**

Tier II has defined Tier I's limit of empowerment as:

1. Work within approved resources,
2. Tier I teams are authorized to establish their cleanup schedules,
3. Work within an organization's chain-of-command,
4. Tier I teams will NOT violate law, regulation, or policy,
5. Tier I will make decisions with all stakeholders represented, and
6. Tier I teams will use the Facilitated Partnering process.

# COMMITMENT

*As a member of the Texas Tier II Partnering Team, we re-confirm our commitment to the charter and practices recorded within this document.*

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Rick Davis, Southern Division,  
Naval Facilities Engineering Command

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Bob Stender, Regional Environmental Coordinator

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Laurie King,  
Environmental Protection Agency Region 6

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Cathy Remmert,  
Texas Commission of Environmental Quality

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Debbie Wroblewski  
Tetra Tech NUS, Inc.

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Jeff Bennett  
EnSafe

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Scott Smith  
CH2M Hill

*"The Original is on file and was signed by all participants"*

