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NCBC GULFPORT
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TIER 1 MEETING MINUTES BETWEEN 17 NOVEMBER AND 18 NOVEMBER 2009 NCBC
GULFPORT MS
11/17/2009
NCBC GULFPORT

**MINUTES
NCBC GULFPORT TIER I MEETING
BILOXI, MISSISSIPPI**

NOVEMBER 17 – 18, 2009

MEETING ATTENDEES

Team Members:

Gordon Crane	NCBC Gulfport, IRP Manager
Bob Merrill	MDEQ, State RPM
Robert Fisher	Navy RPM
Nancy Rouse	The Management Edge, Facilitator
Yarissa Martínez	Tetra Tech NUS, Inc., Project Manager
Jon Overholtzer	CH2M Hill, Project Manager

Guests:

Lori Duplontier	NCBC Gulfport
Bill Olson	TtNUS, Project Scientist
Paul Necaize	U.S. Fish & Wildlife Service
Jacqueline Strobl	Tetra Tech NUS, Inc., Scribe

1. 1ST DAY CHECK-IN (TUESDAY, NOVEMBER 17, 2009)

Welcome and Administrative:

- Proxies/Guests: Robert Fisher will serve as the Tier II Link proxy, for Helen Lockhard. Neither Helen Lockhard (Navy) or Debbie Humbert (TtNUS / Navy Program Office Manager) were able to attend this meeting. Guests Paul Necaize from U.S. Fish & Wildlife Service (USF&WS) and Lori Duplontier from NCBC Gulfport will be attending meeting day 1.
- Review Agenda: A revised version of the agenda was distributed and reviewed; further revisions were discussed and finalized while waiting on all guests to arrive. Nancy Rouse proposed merging the NCBC Gulfport and NAS Meridian facilitator training sessions to avoid repeating the presentation to those that are members of both teams. The NAS Meridian Partnering Team will be contacted to determine whether or not they can come in earlier than scheduled to avoid duplicate facilitator training sessions.

In order to allow additional time for guest Paul Necaize to arrive, Robert Fisher suggested providing the Tier II Update prior to the introductions and personal updates.

2. TIER II UPDATE – ROBERT FISHER

Robert. Fisher noted that he had attended the Tier II Partnering Meeting in place of Helen Lockhard and would therefore serve as the Tier II link for this meeting.

He noted that each Exit Strategy was reviewed, though not in depth, and that this prompted discussion concerning differences between the Navy, Air Force, and Army interpretation of “Remedy In Place” (RIP). It should be noted that though there are differences in how each agency defines the RIP dates, this really is just an agency accounting tool. RIP is a means of meeting Congress’s demands for accountability. RIP isn’t really a regulatory concept. The Navy has broken things down into phases; RIP should take place during Phase 4, but there could be additional phases that follow.

These minutes are a summary based on informal notes taken at the meeting. They are not intended as a verbatim transcript and may not have captured everything that was discussed.

Tier II discussion also included ERN (Environmental Restoration Navy) II kickoff and MRP completion.

USEPA has expressed a lack of interest in being involved at the Partnering Team level.

Tier II also discussed the issue of RABs, noting the cycle of high participation, which eventually moves along into lack of interest, and eventually results in poor attendance and a RAB caretaker phase. This is the point that we are reaching with the NCBC Gulfport RAB. As our RAB transitions into this later stage we are looking at a changing roll for our RAB.

3. 1ST DAY CHECK-IN (CONTINUED)

Guest Paul Necaize arrived during the Tier II Update. Check-In resumed following the completion of the Tier II Update.

Introductions:

Each meeting attendee provided a brief self-introduction and background for the benefit of the guests; the team members then took turns providing personal updates.

4. REVIEW OF MEETING MINUTES AND ACTION ITEMS

No comments were received on the August 11 & 12, 2009 NCBC Partnering Team Meeting Minutes. Per the Team's previous agreement meeting minutes are considered final if no comments are received within two weeks of the submitted draft. Lack of response will be considered concurrence, however, it was noted that as a courtesy, a response to confirm receipt of the minutes should be sent to the team scribe.

The team reviewed and updated the Action Item table.

Action Item No.	Responsible Party	Status	Due Date	Action Item	Comments
Ongoing Action Items					
A-0809-01	B. Fisher	Complete	9/11	Contact the NAS Meridian team concerning the decision made on the meeting dates.	Contacted Steve Wade.
A-0809-02	B. Fisher & G. Crane	Complete	9/22	Poll the RAB members to gauge the effectiveness of our efforts.	Discussed during RAB Meeting.
A-0809-03	N. Rouse	Complete	8/12	Send the current RAB contact list to G. Crane.	
A-0809-04	B. Fisher	Complete	11/17	Review the clean up actions at Site 8A, B, & C to determine if it was a removal action or an IRA.	Determined that these actions are considered an IRA. The Site 8B & 8C documents will need a re-do. That also got rapped up into the lawsuit info gathering.
A-0809-05	G. Crane	Complete	8/25	Determine the details/costs for a trip to the Gulf Islands	

Action Item No.	Responsible Party	Status	Due Date	Action Item	Comments
A-0809-06	B. Fisher	Complete	8/25	Determine who was copied on the RI for Site 4.	See resulting Action Item #A-1109-01
A-0809-07	B. Fisher	Complete	10/12	Verify role of the Air Force involvement in partnering team teleconferences.	Air Force will not be adjunct members; participation via telecon is at their discretion. There is no need to add them as members or guests for partnering.
A-0809-08	D. Humbert	Ongoing	10/12	Contact Earl Bozeman to determine the proper USEPA contact.	See resulting Action Item #A-1109-02
A-0809-09	G. Crane	Complete	10/12	Provide USFWS contact info to the team.	
A-0809-10	Y. Martínez & N. Rouse	Ongoing	11/15	Discuss the issue of public meetings & review requirements.	
A-0809-11	B. Fisher	Complete	8/25	Check with NAVFAC PAO on holding public meetings for all Proposed Plans (PP) at NCBC Gulfport.	Decision was made to keep meetings off base
A-0709-01	B. Fisher	Complete	7/30/09	Discuss the November meeting dates with B. Merrill.	The proposed November meeting dates straddle a Federal holiday.
A-0509-02	B. Fisher	Ongoing	6/4/09	Verify the correct process (is there something needed for the landowner to close the investigations) to close the investigation (final step) for Canal Road with Steve Beverly.	All Steve Beverly concerns are merged together per B. Fisher's request.
A-0509-04	B. Fisher	Ongoing	8/11/09	Verify legal requirements related to RCRA Permit on Site 8 with S. Beverly.	
A-0509-11	G. Crane	Ongoing	Over-come by events	Send Yarissa information regarding the bunkers (former small ordnance storage area) at Site 2.	Additionally, R.. Fisher is writing an SOW for an MRPSI for Gulfport.

Action Item No.	Responsible Party	Status	Due Date	Action Item	Comments
A-0209-14	N. Rouse	Ongoing	2/13/09	Confirm community relations actions needed for Site 8C.	
A-0209-13	B. Fisher	Complete	FY 2010	LTM Planning and funding Site 8 sediment.	This will be put into one SOW (combined with monitoring plan for Site 8).
A-0209-12	B. Fisher	Complete	FY 2010	Talk to Steve Beverly concerning notifying land owners about the completion reports.	Steve B. requested to review documents prior to sharing the document with landowners.
A-1108-05	B. Fisher	Complete	FY 2010	Contract development of a monitoring plan for Site 8.	Planned and will be funded soon.
A-1108-04	G. Crane & B. Fisher	Complete	TBD	Track resolution of Site 8B and 8C wear surface and keep team apprised.	Planned and will be funded soon.
A-1108-01	N. Rouse	Complete	1/22/09	Develop cost proposal for adding RAB members.	Discuss with Y. Martínez as soon as possible.

Note:

Shaded rows have been noted as "Completed" and will be removed from the Ongoing Action Items Table prior to the next action item review.

Action Item #A-1109-01: Yarissa Martínez – Send a copy of the Final Site RI to USFWS representative Paul Necaie.

Action Item #A-1109-02: Bob Fisher – Contact Earl Boseman to determine the proper USEPA contact.

Paul Necaie asked for information regarding past involvement of USFWS and asked about funding.

R. Fisher noted that in the past a study required the expertise of NOAA and USFWS, which were brought in for the risk assessment. Mr. Merrill noted that in cases where it a determination on whether or not an ecological pathway existed, USFWS and NOAA had been involved. Mr. Fisher went on to state that involvement had generally been geared toward the risk phase, which NCBC Gulfport is generally past. Mr. Merrill noted that the main purpose of extending this meeting invitation was to keep USFWS involved/informed as a stakeholder.

2. MDEQ UPDATE – BOB MERRILL

Bob Merrill provided a brief MDEQ Update making note that any changes that have occurred recently generally have no effect at NCBC Gulfport. Mr. Fisher noted that MDEQ has agreed to do Brownfields again but that the details were still being worked on between MDEQ, NAVFAC, and their corresponding legal departments.

Brief mention was made of Mr. Arndt's claim filed against the government. The issue of concern is property value decline; this case is currently in process.

3. NCBC GULFPORT UPDATE – GORDON CRANE

Gordon Crane provided an update on the NCBC Gulfport facility. The main issue at the moment is the attempt to grow grass at Site 5. AGVIQ has re-mobilized to the site and delivered new silty soil (not clay). This soil has been disked into the surface and by the end of the week the seed and amendments should all be worked into the surface. The agronomist has said that two plantings would probably be appropriate.

The following topics were also briefly mentioned:

- The Site 4 Proposed Plan (PP) Meeting will be held on December 15, 2009.
- No changes have occurred at Site 3
- Site 2 is currently waiting on the work plan (this should be submitted in mid December)
- No activity at Site 1

Team discussed the possibility of starting the Proposed Plan Meeting earlier, specifically starting the poster session earlier.

Action Item #A-1109-03: Yarissa Martínez – Send a copy of the Draft Site 4 Proposed Plan to the Team.

4. NAVFAC RPM UPDATE – ROBERT FISHER

Mr. Fisher noted that the modification for CH2MHill to implement the Site 10 remediation had been drafted; the original remediation action planned was excavation, but it had been determined that this may not be the best course of action. A concrete cover on the impacted area with a ditch crossing (culvert or bridge) has been proposed as a more cost effective and definitive approach. The plan is currently undergoing optimization; contract language has been revised but may not be finalized until January. Of the two methods proposed for crossing the ditch, the cheaper will probably be the one selected for Site 10.

Mr. Crane noted that a culvert would be a major undertaking. Mr. Overholzer expressed concern about culvert flooding for Site 10.

Mr. Fisher noted that the Decision Document (DD) specifies that it will be a concrete barrier. This is primarily a sediment site. The sediment and groundwater will be monitored. This should be programmed for later in FY10; monitoring will probably be performed in late spring.

Mr. Crane suggested that Mr. Overholzer might want to observe the east side of Site 1, next to Building 241 for an example of a previous culvert installation.

Mr. Fisher provided an update concerning funding, noting that there is funding to look at Site 2 and that Site 4 and Site 3 are already funded. Several projects have been on the back burner for a long time, but hopefully this year will provide an opportunity to catch up on some things that have been put off. In December, Mr. Fisher will be focused on completing cost estimates. A lot of contracting actions should be expected over the next five months. There has been a big initiative on schedules at NAVFAC. Schedules have become very important and the UFP-SAP process is getting a lot of attention. The reason for this new focus on schedules has resulted in low scores from the Navy in projects concerning the UFP-SAP.

5. BREAK - LUNCH

6. REVIEW EXIT STRATEGY & LONG/SHORT-TERM GOALS – YARISSA MARTINEZ

Yarissa Martinez distributed copies of the Exit Strategy to the team. It was noted that the only changes made since the last meeting were updates of the following: Site 4 DD date, Site 3 DD date, Site 5 Actual RIP date, and the addition of the UXO Site (MRP).

The following items were noted/discussed:

- Mr. Fisher noted that Tier II did not have any comments on the Exit Strategy.
- Mr. Fisher asked that Site 8A, B, & C be changed to “Herbicide Storage Area”.
- Mr. Crane stated that the Site 6 parking lot area is actually closer to being adjacent; it’s not built on the entire site. Ms. Martinez noted that a crew had been out to do groundwater sampling and that product had been found in the same well.
- Mr. Overholtzer stated that the excavation portion of plans for Site 10 had been removed. There will only be a concrete cover.

Action Item #A-1109-04: Bob Fisher – Send email to the Team to describe the phases and dates for Low/Medium/High.

Mr. Fisher noted that the Low/Medium/High dates corresponded to risk ranking in NORM, following lab data input, which generates a score and determines rank. Environmental Restoration Navy (ERN) II will have its own deadlines. Mr. Fisher will share additional information later on in the year.

LONG/SHORT-TERM GOALS:

Long-Term goals pertain to planning what we might look at in the future.
Short-Term goals are those that are funded or currently underway.

SITE 1: DISASTER RECOVERY DISPOSAL AREA

Short-Term

- Complete RI - 05/10
- Complete FS - 05/10
- Complete RD - 09/10
- ID future land use per base requirements

Long-Term

- Begin RA by 03/11
- RIP date is 08/30/11

SITE 2: WORLD WAR II LANDFILL

Short-Term

- Complete RI Workplan - 01/10 (Review 03/10)
- Complete RI Field Work – 05/10

Long-Term

- RIP date is 08/30/11

Mr. Fisher noted that he did not have the authority to push this date out and that it's a year behind Site 1. Approaching this from the forward planning perspective, it's probably not possible to make the 08/30/11 RIP date.

SITE 3: NORTHWEST LANDFILL/BURNING PIT

Short-Term

- Complete MDEQ review of RI – 01/10
- Complete FS – 01/10 (Review 03/10)
- Discuss design elements during February Partnering Meeting – 02/10
- Begin design – 03-04/10

Long-Term

- Begin Remedial Action (RA) by 02/11
- RIP date is 07/11

SITE 4: GOLF COURSE LANDFILL

Short-Term

- Complete RD (draft to CH2MHill) – 01/15/09
- Begin RA – 03/10

Long-Term

- RIP date is 08/10 (10^{-5} cm/sec soil cover/compacted)

Mr. Fisher noted that the issue of cost is tied to the gas management system because it's not a single layer. Alternatives are still being discussed. The goal is to try to come up with an option that is less expensive than what was done at Site 5. The goal is to avoid having passive layers in areas where they aren't necessary; the option currently under consideration is a trench recovery system.

Mr. Overholtzer explained that one of the things they've been doing is identifying real world borrow tests and conducting tests for permeability using falling head tests for the RA in Site 4. We are going to consistently get below an hydraulic conductivity of 10^{-5} cm/sec and will be controlling that by compaction and moisture content along with the addition of bentonite so that we can get to the 10^{-5} cm/sec value. CH2M Hill is currently looking at amending 3 - 10 percent bentonite by weight into the fill soil to consistently meet the hydraulic conductivity criteria. Bob Merrel was concerned about the soil layer

drying out. But Mr. Overholtzer pointed out that was not an issue, because if the soil was dry there was nothing to prevent from infiltrating and when rain came the soil layer would rehydrate and continue to provide a barrier to infiltration from above. Additionally, if the Navy operator was concerned about continuous hydration, the irrigation system for the grass could be run to maintain a consistent moisture content in the soil barrier

Mr. Fisher noted that for the covers, every time it is tested, we will construct a cover that we know we'll achieve the the 10^{-5} cm/sec value for hydraulic conductivity. The main concern at the moment is migration of subsurface gas into the floor of the adjacent golf course club house. Most importantly, it is imperative that a cost effective approach to construct the landfill caps to achieve the regulatory demands yet conserve funds be developed for the next landfills. A cost effective means of managing the gas needs to be determined so that gas management layers across the landfill were not the only solution

Further discussion took place concerning the need to finalize trench placement to protect the clubhouse and make sure that gas isn't trapped under the parking lot.

SITE 5: HEAVY EQUIPMENT TRAINING AREA LANDFILL

Short-Term

- Final RD was just recently completed
- LTM contracting – 02/10
- LUC RD (a date can't really promised since it has to go through the legal department) – 12/04/09

Mr. Fisher asked whether or not gas was being monitored via PID. Mr. Overholtzer replied that to his knowledge it was not. The Navy's plan is to start off with quarterly monitoring.

Long-Term

- Monitoring of LUC RD – contract (basewide) annual inspection contract will be issued - TBD

SITE 6: FIRE-FIGHTING TRAINING AREA

Short-Term

- Currently under quarterly monitoring (need to demonstrate that there isn't an emerging plume of CVOCs)
- Continue LTM

Long-Term

- Look at longer monitoring cycles, move to semi-annual or annual frequency
- Five Year Review - 2012

SITE 7: RUBBLE DISPOSAL AREA

Short-Term

- Plan the RI/FS for FY2011

Long-Term

- RIP date is 09/13

SITE 8: HERBICIDE ORANGE STORAGE AREA

Short-Term

- Plan LTM RFP for Site 8A - 01/10
- Plan LUC RD for Site 8A - 01/10
- Revise 8B&C documents (PP through DD)
- Five Year Review – 12/10

Long-Term

- Monitoring LUCs
- Monitoring Sediment

SITE 10: PCB IN THE DITCH

Short-Term

- NAVFAC to complete contract mod. – 12/09
- Remedial Action – 02/10
- LTM Contract – 07/10

Long-Term

- LUC RD funding
- Monitoring LUCs
- LTM

UXO 3

Short-Term

- Meet with contractor – 12/09
- Final PA due 08/10

Action Item #A-1109-05: R. Fisher – Re-Schedule meeting with Susan Burtnett (Malcolm-Pirnie).

Long-Term

- Complete PA – FY10

Further team discussion noted that the intention of setting these projected dates was to serve as an internal Tier I tool, not as scheduled commitments to present beyond this team. It was acknowledged that situations beyond any team members control may effect completion of these tasks by the projected dates.

The team turned to discussion of adjusting the time of the Site 4 PP Presentation. The poster session will be scheduled to take place from 4:30 – 5:30 p.m on December 15, 2009. The presentation will be held from 5:30 – 6:30 p.m. Further team discussion led to the agreement that the size of the meeting room was sufficient.

7. ACTION ITEM REVIEW

The scribe read the new action items aloud to the team.

8. MEETING CLOSING DAY 1

The team discussed changes to the next day's scheduled agenda.

9. DAY 2 CHECK IN

Each meeting attendee provided a brief personal update.

10. SITE 4 DESIGN UPDATE

Bob Mertz (TtNUS, Pittsburgh Office) joined the Site 4 Design Update via teleconference.

Mr. Mertz provided a brief presentation on the options that had been presented to R. Fisher concerning landfill gas management.

Scenario 1:

Do nothing, provide a cap only. The obvious implication would be that with existing cover soils and additional/new cover with the less permeable later on top, the gas would migrate laterally. Ignoring gas management would be a mistake.

Scenario 2:

Place gas probes between the landfill limit and structures, the nearest structure being the club house. The main disadvantage is that it isn't a proactive solution.

Scenario 3:

Cap the landfill absent a gas management layer and install a gas interceptor trench at the landfill perimeter. To make sure this is an effective feature gas probes would be placed between the trench and the structures.

Scenario 4:

Cap the landfill including a gas management which would include placement of probes between the landfill and the structures.

Mr. Fisher noted that the Navy would like to pursue Scenario 3's cap with interceptor trench option.

Mr. Mertz noted that this option would require restrictions on future land use. .

Mr. Fisher replied that the area will be restricted from residential land use.

Further details concerning trench design details (including estimated linear footage, depth, width, equipment to be used, materials, and subsequent monitoring) were discussed.

The Team agreed on the use of interceptor trenches to address gas management. A conceptual design including the details discussed will be provided for MDEQ review.

11. PARTNERING EXERCISE – FINALIZE TIER I CHARTER

Nancy distributed copies of the team charter, which was last updated during the last meeting. The team discussed minor changes to the mission statement wording and reviewed the “guiding principles” and ground rules.

Adjunct membership was discussed and the decision was made to include Paul Necaie from USFWS.

Action Item #A-1109-06: Nancy Rouse – Provide the process for stepping down Tier I to the next partnering meeting.

Consensus Item #C-1109-01: The November 2009 Tier I partnering agreement was modified and approved.

12. MEETING CLOSURE

The team discussed the next Partnering and RAB Meeting dates.

NCBC Gulfport RAB Meeting – 02/08/10

Mr. Fisher proposed that the pictures be supplemented with videos as well. The RAB members have expressed interest in seeing more videos.

NCBC Gulfport Partnering Meeting – 02/09/10

Proposed Partnering Meeting Agenda Items:

- Review Gantt Chart
- Site 3 design update
- Tier I step down process
- Site 4 Status (Jon)
- RAB path forward

The team noted that the RAB had not been included in discussion as originally intended. This will be addressed via teleconference instead.

Facilitator feedback:

Nancy R. commented on the issue of ongoing sidebar discussion during the conference call. In addition to this, it was noted that it have been helpful to include more visuals, especially during the design discussion.

MEETING REVIEW

+ (pluses)	Δ (deltas)
Long/Short-term goals finalized exit strategies Exit strategies Good location	Meeting facility amenities could be better Bad internet No business center Conference calls – need one speaking at a time.

13. PARTNERING/FACILITATOR EXERCISE

The NCBC Gulfport and NAS Meridian facilitator training sessions were merged to avoid repeating the presentation to those that are members of both teams.

Nancy Rouse distributed handouts for her facilitator training session entitled, “Trust and the Five Functions of an Effective Team”. Mr. Rouse noted that the training session was based on information gathered from the books *The Five Dysfunctions of a Team* by Patrick Lencioni and *The Speed of Trust* by Stephen Covey.