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NCBC GULFPORT
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TIER I PARTNERING TEAM MEETING MINUTES 6 DECEMBER 2011 NCBC GULFPORT MS
12/6/2011
TIER I MEETING MEMBERS

**NCBC GULFPORT TIER I PARTNERING TEAM MEETING MINUTES
GULFPORT, MISSISSIPPI
DECEMBER 6-7, 2011**

MEETING ATTENDEES

Team Members:

Charles Cook	Navy RPM
Gordon Crane	NCBC Gulfport, IRP Manager
Bob Merrill	MDEQ
Jon Overholtzer	CH2M Hill, Project Manager
Greg Roof	Tetra Tech, Project Manager
Nancy Rouse	The Management Edge, Facilitator

Adjunct Members/Guests:

Bill Olson	Tetra Tech, Project Scientist
Curtis Mills	Aerostar
Samantha Rutledge	Tetra Tech, Scribe

Absent Members:

Bob Fisher	Tier II Link
Libby Claggett	Tetra Tech, Scribe

1. Meeting Opening

The meeting began at 9:00 a.m. CT. The Team checked in and shared events since the last meeting. The ground rules were read. The meeting leader will be Jon Overholtzer and the timekeeper will be Greg Roof.

2. Approval of Minutes

Team members reviewed and approved the September 2011 minutes.

Consensus Item C-0911-01: The September 2011 meeting minutes were approved as final.

3. Review Action Items, Previous Plus/Delta, and Parking Lot

Team members reviewed and updated the action item list and reviewed the September 2011 plus/deltas. There were no items on the parking lot to review.

<i>Previous Action Items</i>				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0611-05	Charles Cook	Ongoing	07/08/2011	Charles is to send the updated Exit Strategy to Team members after receiving it from Greg.
A-0611-08	Gordon Crane	Ongoing	06/23/2011	Gordon is to inform the "front office" that the Site 3 Decision Document is coming.
A-0611-19	Charles Cook	Ongoing	07/15/2011	Charles is to check with Navy legal to determine if a formal court reporter is needed at the public meeting in lieu of a meeting scribe.
A-0911-01	Bill Olson and Greg Roof	Done	9/30/2011	Bill and Greg are to revise the site and LUC boundaries for Sites 1, 5, 6, and 10.

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A-0911-09	Gordon Crane	Done	Before the next meeting	Gordon is to provide Greg with the specs on the crane pads.
A-0911-10	Charles Cook and Greg Roof	Ongoing	3/30/2011	Charles and Greg are to prepare an information package with conceptual ideas regarding the cap design at Site 1 and schedule a meeting with NCBC personnel.
A-0911-11	Charles Cook	Done	9/23/2011	Charles is to email Greg and Curtis the format and information from Bob Fisher and/or Arne Olsen regarding Health and Safety Plans.
A-0911-12	Charles Cook	Ongoing	9/23/2011	Charles is to check on funding Sites 2 and 7 together for remedial construction and design.
A-0911-13	Greg Roof	Done	Before the next meeting	Greg is to find a scribe for the December 2011 meeting.

Previous Plus/Delta	
+	Δ
Good conversation with Bob Merrill regarding cross sections and what is useful to MDEQ	Glare from end of room
Team adjusted agenda to accommodate Team member's schedules	Small room size is challenging
Debbie Humbert at meeting	
Correction on a consensus item wording from June meeting	
Bob M. and Gordon attending meeting in spite of not feeling well	
Reaffirmation of approach for Site 3 RD	
Lightness of meeting	
Completed agenda and parking lot items	

4. Agenda Review

Team members reviewed the agenda and modifications were made accordingly.

5. Site 8

From the Agenda came an open ended discussion regarding Site 8 and the Decision Document approval process. In the past there appear to have been inconsistencies in the closure approach

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between the Navy and the State. A discussion regarding whether an amendment to the Site 8 decision document was needed since Brownfields was supposed to be the regulation used for a portion of the site. Bob Merrill mentioned that Brownfields does not handle wetlands, only high and dry areas. He also reported that he was not included in the approval process for Site 8. The current Decision Document identifies off base areas as a part of Site 8 and states they are being closed under Brownfields. He reported that it is crucial that a program to close Site 8 be chosen. A question was raised regarding whether another agreement may be needed with the landowner.

As part of Site 8, Site 8A was a source area that comprised the Brownfields area. It would take more time involved in the closure process if this were an abbreviated Brownfield closure. Closing this under CERCLA would prove to be easier. It was decided that Charles Cook will talk to Steve Beverly and Bob Fisher about the Brownfield DD and determine how the Navy wants to address Site 8 DD concerns. The decision documentation may need to be modified in order to use CERCLA.

ACTION ITEM: Charles is to talk to Steve Beverly and Bob Fisher about DD Brownfield and Site 8 with off base AOC.

6. RAB Meeting Review

Gordon provided a synopsis of the RAB Meeting Review. The location is great for many members. The people are accommodating, it's easy to get to, and it's free. Joyce and Phil are said to have had problems. Outside of a commercial venue, what other choices are there? The City of Gulfport charges for their meeting rooms. Phil felt it was a war zone and kept telling stories about armed guards. Gordon will look around to see what other choices exist for Mondays, as many places including the Library and the West Side are closed. Phil has mentioned that he has some pull in the community and will check on the Library. The former 28th street school is currently vacant and used for canine training for the Police Department; however, it is not a part of Gulfport leisure services.

The RAB notices looked great; however, the Post Office won't mail presorted Navy documentation unless it is stuffed into an envelope. So, the originals were returned. The next RAB meeting is scheduled for Monday, March 5th, 2012. Gordon would like the notices in his possession a week before in order to ensure a timely delivery to patrons and to avoid any potential errors from occurring. Greg and Gordon discussed the best way to make this process successful.

Gordon was pleased that there were so many attendees that came for the Community Involvement Plan. The housing authority patrons had a lot of interest and the regional director will call the base captain. At the close of the meeting, there was a discussion with David Marshall, who is very familiar with the sites. He commented that there are infrequent meetings and suggested that they have a map of the sites available. It was also mentioned the stress of using the entire name of something instead of acronyms, which can be overall confusing for many people. It was also mentioned that Gordon's "Where we are going" section may have hurt the positivity of the presentation's end and may have not been needed.

ACTION ITEM: Gordon is to send the CIP to RAB members.

7. NAVFAC RPM Update

Charles said that the Navy is very slow on funding and there are a lot of things they need to award next year. FY12 total funding so far is only \$800,000 for the whole office. Hopefully, money will come later in the year. There are a lot of NPL sites and they need to award LTM deliverables. This is a larger budget crunch than compared to normal. The Navy is looking to update NIRIS with all the data and using money from old contracts to conduct the update. There should be continuing resolutions if the budget doesn't pass by 12/16/11. Otherwise, some things may project concern and there may be furloughs.

8. SITE 3

Greg Roof showed a PowerPoint of Bob Mertz's Tech Memo and how the remedial design can be approached to consider the soccer field. Four options were shown. The first addressed site remediation without consideration of re-use, the other three included the potential reuse as a soccer field. It was reiterated that ERN money cannot fund a soccer field because it was not previously a soccer field. The team discussed the grade and the fill of land area and options regarding the Proposed Plan. Greg will determine if there is enough existing funding to do additional methane measurements at Site 3. If there is adequate funding, he will put together an informal plan and provide it to the team. Also, a couple of changes were made to the Citronelle Formation on the data entry for the cross section. An explanation is needed that it needs to be reflected across the whole. Bill will contact Libby about the issue.

ACTION ITEM: Greg is to determine if there is enough existing funding to do additional methane measurements at Site 3. If there is adequate funding, he will put together an informal plan and provide it to the Team.

9. COMMUNITY INVOLVMENT PLAN (CIP Update)

Activity 1A -NCBC will maintain an accurate, up-to-date mailing list for all interested stakeholders and community members.

An up-to-date mailing list needs to be prepared routinely. It will be easy to add and delete individuals over the course of events. The team discussed whether an advertisement or a Website be needed and if there were a way to place links in NIRIS. One person needs to be in charge of handling the mailing list. Gordon reported that it is easier to handle it at the base and he will handle it. Facebook was mentioned, but it would need a moderator. It would be a great idea to provide the URL to patrons. Other options discussed included providing the URL information onto a flyer, newspaper, brochure, etc. Many churches want the information, too. The team discussed if it would be beneficial to put the fact sheets in to a binder or an Admin Record?

Action Item: Greg is to contact Glenn Wagner concerning the Admin Record and provide an electronic AR to Gordon for the information repository.

Other topics discussed included:

- if there needs to be a document to reference what we do,
- we need to also stay cognizant that there is a water issue concern and remember to address it regularly
- Whether a fact sheet should be prepared to describe the stormwater plan?

Activity 2A - NCBC will publicize all aspects of the environmental program, including existing compliance programs to ensure Clean Water Act (CWA) compliance.

No objections.

Activity 3A - NCBC will investigate holding a community workshop to publicize cleanup status of all IR sites on base, with particular emphasis on Site 8.

Address this in the information repository that we are trying to put together. A reusable poster is a great idea of something that could be reusable. We want to educate people about what has been done and that it's a success story. It would be easy to expand on the chronology that's already been done and to develop a poster station with a fact sheet. There is a lot of information to gather from the 5 Year Review.

Activity 4A - NCBC will investigate opportunities for partnerships and identify additional ways to engage the community regarding the NCBC IRP.

Gordon reported that the Navy has joined forces with partners in the past and are not afraid to do so in the future. Linda St. Martin, the state chairperson for the Sierra club is a prime example. We have a responsibility to keep people informed and they are allowed to make comments. They won't drive the outcome. Questions can be addressed differently in a public commentary. We want to ensure they understand that the LTM at the future RAB meetings will address public comments. We need documentation in place to explain why we have chosen certain locations. More discussion ensued regarding Site 8 and what the LTM should reference. It was suggested that the navy involve the community groups.

Activity 5A - NCBC will continue to be sensitive to perceptions regarding environmental justice, and seek full and fair participation in the IRP by all stakeholders.

It is important to take good care of the disenfranchised community. Information is imperative to show that the issue is not as bad as perceived.

Activity 6A - NCBC will investigate ways to summarize and publicize the positive economic impact the base has on the Gulfport community.

Be sure to highlight certain information. This is mostly addressed when there is a BRAC listing. It was suggested that the best way to address this might be to show how things are better and not relish on the past, but how we clean up the present.

Activity 7A - NCBC will solicit public comments regarding this CIP and consider all stakeholder inputs in developing a revised community involvement strategy.

This topic was already discussed. No additional discussion was held.

ACTION ITEM: Greg is to send the electronic AR to Gordon for the information repository.

ACTION ITEM: Greg is to contact Glenn Wagner concerning the status of the AR.

10. Site 7

Tetra Tech reviewed over the UFP SAP Response to comments and document changes. Bob Merrill and the team approved the changes and Tetra Tech is to issue it as final. There are no encroaching exit strategy dates.

Open Discussion:

The next meeting is in March. The team changed a few projected dates in the exit strategy. CH2MHILL reported that the Completion Report for Sites 4 and 10 are readily available.

ACTION ITEM: Greg is to verify the Site 2 response to comments and change pages for the UFP-SAP and send to Bob Merrill and the Team.

ACTION ITEM: Greg is to request Site 6 monitoring and Five-Year Review comments to Bob Merrill.

ACTION ITEM: Jon is to send a copy of the "as built" reports for Sites 4, 5, and 10 to Charles and Site 4 to Bill and Greg.

ACTION ITEM: Greg is to email Gordon the completed Exit Strategy.

11. Review Exit Strategy, Long- and Short-term Goals, and Document Status

Team members reviewed the Exit Strategy and adjusted dates accordingly.

12. SHAW Membership on Tier 1

Should Shaw be included in Tier 1 meetings? And if so, what capacity?

CONSENSUS: Shaw will participate in Tier 1 meetings as a guest as requested by the RPM.

13. Parking Lot Discussion

A few parking lot items were discussed and agreements were reached on some items.

Parking Lot: Site 1 RI review response to comments (contains a Citronelle issue).

Parking Lot: DD Approval Process- the Navy wants the States approval on Decision Documents. It is not necessary for the state to sign the document; they want a chance to review it and to be in the loop.

CONSENSUS: The State will review all DDs and give their concurrence prior to site closure.

ACTION: Greg is to send Site 4 DD to Bob Merrill.

Parking Lot: Site 6 DD

ACTION: Bill is to send Greg Battelle's DD for Site 6.

ACTION: Gordon is to send Charles the Site 8 DD.

Parking Lot: Site 8 LTM (Potential Agenda topic for March?)

DAY 2

The Day 2 meeting began at 9:00 a.m. CT.

14. Check-In/Opening Remarks

Team members conversed of prior night events.

15. Site 2

A slide show projection was presented regarding the background and description, surface features and the results of the finding on Site 2. More testing is to be done on this site within the next week.

16. Share Information from Tier II

Gordon shared the emphasis being put on emerging contaminants. The Scan Watch Action Program is being implemented. Information on the program can be found on the web. Principle threat, and low level threat waste will have to be put into future documents. Air Force is considering reopening closed sites to eliminate long term monitoring.

There was an evaluation of the meeting and self-critiquing. Critical presentation elements (i.e., relevance, more proactiveness) through plus deltas deem helpful. Tier II will work “harder” to emphasize significance of topics to share with Tier I members.

17. Review Day 1&2 Action Items and Plus/Delta

Team members reviewed the action items and plus/deltas generated during Days 1 & 2.

18. Next RAB Meeting

Next Meeting: March 5, 2012, poster session (if needed) at 5:30 p.m. and presentations at 6:00 p.m.

Location: Good Deeds Community Center

March 2012 Proposed RAB Meeting Agenda		
Description	Presenter	Time

ACTION: Nancy is to contact the RAB member about the meeting date change.

19. Meeting Closeout

Next Meeting: March 5-6, 2012, beginning at 9:00 a.m. CT on Day 1

Location: Hampton Inn, Biloxi, Mississippi

Meeting Leader: Greg Roof

Timekeeper: Charles Cook

March 2012 Proposed Meeting Agenda			
Description	Presenter	Time	Category/Expectation
Meeting Opening: Check in, opening remarks, resource sharing, announcements, head count, and proxy assignments	Leader	15 min	Standard
Review Ground Rules	All	5 min	Standard
Minutes Approval	Leader	5 min	Consensus
Action Item / Parking Lot / Previous +/- Review	Leader	15 min	Standard
Agenda Review	All	5 min	Standard
Site 1 – Preliminary Design Info (Invite Shaw?)	Greg Roof	30 min	Information
Site 2 – RI (FS?)	Greg Roof	30 min	Information
Site 3 - Design	Greg Roof	30 min	Information
Site 4 – Monitoring, possibly Aerostar Monitoring?	Greg Roof	30 min	Information
Site 7 – Preliminary Information	Greg Roof	30 min	Information
Site 8 – DD, LTM, Closure			
LTM Update	Aerostar	30 min	Information
Exit Strategy Review	Greg Roof	15 min	Standard
Community Involvement Plan / RAB Meeting Review	Gordon Crane	45 min	Information
NIRIS Public Web Page	Bob Fisher ?	45 min	Discussion
Shaw on Tier I	All	15 min	Discussion
Tier II Update	Tier II Rep	15 min	Information
Training	Nancy Rouse	60 min	Learning
Round Table Discussion	All	15 min	Standard
Facilitator Feedback	Nancy Rouse	15 min	Standard
Meeting Closeout: Review dates of next meeting, prepare next meeting agenda, review action item list, and create +/- list	Team	30 min	Standard

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The Team reached consensus that the next meeting should be held at the Hampton Inn in Biloxi, Mississippi if possible.

Future Meeting Dates

<u>Dates</u>	<u>Location</u>
RAB Meeting – June 11, 2012	TBD
Tier I Meeting – June 12-13, 2012	TBD

Conference Call Date

February 17, 2012 @ 2 p.m. Eastern

20. Review Action Items

Team members reviewed the action item and consensus item lists.

21. Plus/Delta

Plus/Delta	
+	Δ
Discussions were more significant that were necessary to move the program forward or were resolved	Eliminate electronic distractions
Better meeting room	
Good technical discussion/presentations	
Good participation by parties	

22. Facilitator Feedback

Meeting Accomplishments:

- Clarified Site 3 issues concerning soccer field/cover construction, Eliminated alternatives
- Site 8- clarified and identified unresolved issues
- Clarified comment resolution issues

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Consensus Number	Consensus Item
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C-1211-03	State will review all DDs and give their concurrence prior to site closure.

Parking Lot		
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P-1211-03		Site 6 DD
P-1211-04		Site 8 LTM (Potential Agenda topic for March?)

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