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TIER I PARTNERING TEAM MEETING MINUTES 13 SEPTEMBER 2011 NCBC GULFPORT  
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9/13/2011  
TIER I MEETING MEMBERS

**NCBC GULFPORT TIER I PARTNERING TEAM MEETING MINUTES  
GULFPORT, MISSISSIPPI  
SEPTEMBER 13-14, 2011**

**MEETING ATTENDEES**

**Team Members:**

Charles Cook	Navy RPM
Gordon Crane	NCBC Gulfport, IRP Manager
Debbie Humbert for Bob Fisher	Tier II Link
Bob Merrill	MDEQ
Jon Overholtzer	CH2M Hill, Project Manager
Greg Roof	Tetra Tech, Project Manager
Nancy Rouse	The Management Edge, Facilitator
Libby Claggett	Tetra Tech, Scribe

**Adjunct Members/Guests:**

Bill Olson	Tetra Tech, Project Scientist
Curtis Mills	Aerostar

**Absent Members:**

Bob Fisher	Tier II Link
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**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 Bob Merrill and the timekeeper will be Bill Olson for Gordon Crane.

**2. Approval of Minutes**

Team members reviewed the June 2011 minutes with minor modifications.

**Consensus Item C-0911-01:** The June 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 June 2011 plus/deltas. There were not items on the parking lot to review.

Action Items				
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A-0611-01	Charles Cook	Done	07/01/2011	Charles is to verify with Navy legal if the MOA has to go through public review and comment. <b>Update:</b> The MOA does not have to go through review and comment.
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A-0611-20	Libby Claggett	Done	07/30/2011	Libby is to check on meeting space and sleeping rooms for the October 2011 meeting at the Hampton Inn in Biloxi, Mississippi. <b>Update:</b> Meeting moved to September 2011.

June 2011 Plus/Delta	
+	Δ
Discussions focused	No projector
Well-oiled functioning group	Room too small
Got work done in a cooperative atmosphere	
Bob F. back	
Open discussion about difficult issue	
Flexibility in schedule to allow addressing an issue in real time	
Jon's photo presentation at Site 4	
Good job working without projector	

*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.*

#### 4. Agenda Review

Team members reviewed the agenda and modifications were made accordingly.

#### 5. Tier II Update

Debbie stated there has not been a Tier II meeting since the last NCBC Gulfport meeting. Debbie reported that Tetra Tech was not awarded the new CLEAN contract. AECOM and EnSafe were awarded the CLEAN contract as a joint venture. Charles reported that Tetra Tech is funded through the Remedial Design on the current sites (possible exception is Site 7). The next Tier II meeting will be November 15-16, 2011.

#### 6. NAVFAC SE RPM Update

Charles reported the transition to the new contractor is beginning and transition plans are being prepared. Looking to award the Site 7 Engineering Design in FY 2012, but does not know how this will fit in with the new contractor. The Navy is looking at possibly combining Site 2 and Site 7 with Tetra Tech performing the work. Long-term monitoring is budgeted for FY 2012.

#### 7. LUC Boundaries

Gordon stated there is not that much property at the base, and the IR sites are potential areas to perform training. Therefore, it is important to have the correct boundaries for the LUCs. Team members viewed figures of the current site locations, LUC boundaries, and future land use.

A portion of Site 1 is proposed for Crane Hook Block training. The Remedial Design and LUC boundary for Site 1 will need to be prepared taking into consideration the future land use. The investigation has not been completed at Site 2; therefore, the LUC boundary is not accurately established and may be reduced after the investigation is completed. The Site 3 LUC boundary could possibly also be reduced. Site 4 appears to have an accurate LUC boundary. The Site 5 LUC boundary goes through the back yard of the housing area and needs to be adjusted if possible. The Site 6 LUC boundary can be reduced in size. The Site 7 LUC boundary will remain the same for the time being. Site 8 is currently capped. Site 8B is having a CV Maintenance Equipment Building being built. A parking lot for the building will be installed, thus providing a cap at Site 8B. Site 8C has nothing happening at this time. The LUC boundary at Site 10 needs to be adjusted.

The LUCIPs for each site will contain figures with the correct site and LUC boundaries.

**Action Item:** Bill and Greg are to revise the site and LUC boundaries for Sites 1, 5, 6, and 10.

**Action Item:** Greg is to provide Charles information on the Site 10 monitoring requirements.

Greg asked if Site 4 should have two LUCs (one for the soil contamination area and one for the groundwater contamination area). Gordon stated only one LUC boundary to include the entire area is needed. He expressed concern of getting too intricate with the LUC as to define multiple activity restrictions across the site based on the type of contamination. The Navy would rather have the entire LUC area be controlled in the same manner.

#### 8. Site 3

Bill provided lithologic cross section figures for the Site 3 RI. Bob M. commented to change the description of the lithology to thinly interbedded sand and clay to indicate screening was in sand and not in clay.

**Action Item:** Bill and Greg are to provide the correct lithologic description (thinly interbedded sand and clay) in the Site 3 RI and the Site 1 RI, and reissue both.

Regarding the RD at Site 3, there were discussions regarding flattening the surface for a soccer field for MWR. MWR does not have any funding to assist with the design. Gordon stated the RD should not make it impossible to flatten the surface later. Options regarding the RD were discussed (mounding in the middle, mounding to the sides, drainage, etc).

**Action Item:** Gordon is to provide Greg the latest MWR plan for the soccer field at Site 3. **Done**

**Action Item:** Gordon is to check with MWR to see if they would prefer mounding in the middle or mounding on the sides and layout of the field (east to west).

Charles stated that sloping the site suitable to a soccer field could be done if there is not a cost increase, but other considerations of building a soccer field (i.e., grass type, turf, seed, sod, etc.) should not be taken into consideration, and the site should be seeded. The cap at Site 3 will be sloped in a fashion that it will not impede the creation of a soccer field.

**Action Item:** Gordon is to check with MWR to see if a shallow amount of soil can be removed north of the site for construction at Site 3.

The Site 3 Decision Document was reviewed by Navy legal with comments. Comments were received September 12. The document will need to have major revisions. Greg will review the comments and provide a synopsis during the open discussion on Day 2.

## 9. Site 1

Bill provided the cross section figure for the Site 1 RI. The Site 1 RI will be revised per the Site 3 RI discussion. The RI RTC comment letter will be issued within the next couple of weeks.

The Navy legal comments to the FS (regarding Site 3) need to be addressed.

Greg stated that Site 1 is an area that is prone to flooding during heavy rain events. If contamination is left in place across the site and capped in similar fashion to the previously completed landfill sites, a higher elevation will be created, and areas outside of Site 1 will likely flood during heavier rain events. A preliminary study will be conducted (three scenarios) regarding the effect and cost of approaches. If funding is available, Charles would like Tetra Tech to prepare a design for the existing caps that are not protective.

**Action Item:** Gordon is to provide Greg with the specs on the crane pads.

Regarding flooding, Gordon suggested opening the stormwater ditch to the east of Site 1 to allow more water flow to the retention pond to the north. Bill added the stormwater ditch on the western side of Site 1 is much smaller, but there is the possibility to increase the capacity of the ditch.

**Action Item:** 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.

## 10. Teambuilding Exercise

Nancy provided a Teambuilding exercise that included reviewing the MBTI table for the Team and continuing the Team self-assessment.

## 11. RAB Meeting Review

Team members discussed the RAB meeting held September 12, 2011. There was light attendance and attendees did not like the meeting location. The new public library was discussed as the next meeting location and should be opened by the next RAB meeting. The Community Implementation Plan interview results were shared, and there are some areas that need additional outreach. Interviewees stated they wanted to be notified first by email, followed by snail mail, then by website. Interviewees also stated they got most of their IR information from Rip Daniels, a local radio personality.

**Action Item:** Gordon is to check on using the new public library for the next RAB meeting.

**Action Item:** Greg is to find RAB support funding from existing CTOs and email project number to Nancy.

The next RAB is scheduled for December 5 at 5:30 p.m. (poster session, if needed) and 6:00 p.m. meeting presentations. A future RAB meeting date of March 12, 2012, was also tentatively scheduled.

## 12. Site 4 Groundwater Monitoring Update

There is nothing new to report. The UFP-SAP is in team review.

## 13. Open Discussion

Discussion was held regarding Health and Safety Plans. A note needs to be added to notify the local base person if there is an incident and the information needs to be in the correct format for the activity to review.

**Action Item:** Charles is to email Greg and Curtis the format and information from Bob Fisher and/or Arne Olsen regarding Health and Safety Plans.

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

Team members reviewed the Exit Strategy and adjusted dates accordingly.

## 15. Review Day 1 Action Items and Plus/Delta

Team members reviewed the action items and plus/deltas generated during Day 1.

## DAY 2

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

## 16. Check-In/Opening Remarks

Team members shared events of the past night.

## 17. Site 2 Field Work Update

Magnetometer and EM 31 testing were conducted, and features normally found in landfills were found at Site 2. Site 2 has similar features as Site 7. A sampling grid was established at the site, and landfill gas monitoring was conducted with very little hits for methane and no evidence of a plume. Groundwater sampling preliminary data indicates TRG exceedances of MCPA, aluminum, beryllium, iron, and lead in monitoring well GPT-2-11. Soil analytical data indicated a TRG exceedance of arsenic. Surface water analytical data indicated TRG exceedances of alpha-BHC, acetophenone, and dibenzo(a,h)anthracene.

Sediment analytical data indicated a TRG exceedance of arsenic. Dioxin sampling indicated occurrences of TEQ and TCDD.

After validated laboratory data is reviewed, a path forward will be developed for Site 2 with work plans and investigation report(s) to follow.

### 18. Round Table Discussion

Sites 2 and 7: Discussion ensued regarding combining the remedial construction and design for Sites 2 and 7 to save on costs.

**Action Item:** Charles is to check on funding Sites 2 and 7 together for remedial construction and design.

Site 3: Greg reviewed the Site 3 Decision Document comments, but will need to discuss the comments with the Navy attorney before moving forward on the document. It appears the Navy attorney is treating Site 3 as a permitted landfill. One of the main comments was that the FS did not address all of the components of presumptive remedy.

Shaw on Tier I: Shaw has been awarded Site 1. This will be an agenda item for the next meeting.

HASPs: Information needs to be sent to Tetra Tech and Aerostar regarding format for the HASPs.

### 19. Next RAB Meeting

**Next Meeting:** December 5, 2011, poster session (if needed) at 5:30 p.m. and presentations at 6:00 p.m.

**Location:** Public Library

December 2011 Proposed RAB Meeting Agenda		
Description	Presenter	Time
Site 1 Proposed Plan Public Meeting		
Draft Community Involvement Plan		
Site 3 Design		
Site 2 Preliminary Data		

### 20. Meeting Closeout

**Next Meeting:** December 6-7, 2011, beginning at 9:00 a.m. CT on Day 1

**Location:** Hampton Inn, Biloxi, Mississippi

**Meeting Leader:** Jon Overholtzer

**Timekeeper:** Bob Merrill

December 2011 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	Greg Roof	30 min	Information
Site 2	Greg Roof	30 min	Information
Site 3	Greg Roof	30 min	Information

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December 2011 Proposed Meeting Agenda			
Description	Presenter	Time	Category/Expectation
Site 4	Greg Roof	30 min	Information
Site 7	Greg Roof	30 min	Information
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

**Action Item:** Greg is to find a scribe for the December 2011 meeting.

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>
March 13-14, 2012	TBD

**Conference Call Date**

Monday, November 7, 2:00 p.m. EST

**21. Review Action Items**

Team members reviewed the action item and consensus item lists. There were no parking lot items.

**22. Plus/Delta**

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	

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### 23. Facilitator Feedback

Nancy provided a summary of the results of the Team self-assessment. Technical productivity was scored the highest, and confronting behaviors was the lowest score. A training suggestion was Effective Presentations.

Meeting accomplished included the following:

- Clearer concept of Site 3 associated with MWR
- Clarified Site 1 design issues
- Clarification on Site 3 geology section of the RI
- LUC boundaries reviewed by Team

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A-0911-09	Gordon Crane		Before the next meeting	Gordon is to provide Greg with the specs on the crane pads.
A-0911-10	Charles Cook and Greg Roof		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.
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<b>Consensus Number</b>	<b>Consensus Item</b>
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C-0911-02	The Team reached consensus that the next meeting should be held at the Hampton Inn in Biloxi, Mississippi if possible.