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NCBC GULFPORT  
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TIER I PARTNERING TEAM MEETING MINUTES 15 AND 16 JANUARY 2013 NCBC  
GULFPORT MS  
1/16/2013  
TETRA TECH

**NCBC GULFPORT TIER I PARTNERING TEAM MEETING MINUTES  
GULFPORT, MISSISSIPPI  
JANUARY 15-16, 2013**

**MEETING ATTENDEES**

**Team Members:**

Charles Cook	Navy RPM
Gordon Crane	NCBC Gulfport, IRP Manager
Bob Merrill	MDEQ
Greg Roof	Tetra Tech, Project Manager

**Adjunct Members/Guests:**

Libby Claggett	Tetra Tech, Scribe
Bill Olson	Tetra Tech, Project Scientist
Nancy Rouse	The Management Edge, Facilitator
Robert Fisher	NAVFAC SE, Tier II Link
Lisa Noble	NCBC Gulfport
Commander Nottingham	NCBC Gulfport (Day 2)

**Absent Members:**

Jon Overholtzer	CH2M Hill, Project Manager
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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 Greg Roof, and the timekeeper will be Charles Cook.

**2. Approval of Minutes**

Team members reviewed and approved the July 2012 minutes.

**Consensus Item:** The July 2012 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 parking lot and reviewed the April 2012 plus/deltas.

Action Items				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0412-02	Charles Cook	Ongoing	04/20/2012	Charles is to write a Letter of Intent to close the Site 8 off-base Areas of Concern under CERCLA and not Brownfields. <b>Update:</b> Needs to be worked out with the Legal Department. <b>Update 9/10/12</b> – Charles has been tasked by management to prepare letter. <b>Update 01-2013:</b> A draft letter has been written and is in MDEQ review. Future closure letters need a definitive statement that the intent is to close under CERCLA and not Brownfields.

Action Items				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0412-18	Greg Roof	Ongoing	04/27/2012	Greg is to provide a cost estimate for reducing the scope (+/- 20% order of magnitude) for Site 3 to Charles. <b>Update 9/10/12</b> – Pricing will be revised based on data from SEP soil sampling, which will allow a more precise pricing. <b>Update 01-2013:</b> New samples have been collected.
A-0712-06	Gordon Crane	Done	Before the agenda call	Gordon is to schedule a base tour for the October 2012 meeting. <b>Update 9/10/12</b> – Schedule will be set at 1 OCT agenda call. <b>Update 01-2013:</b> A base tour was conducted at the January 2013 meeting since the October 2012 meeting was cancelled.
A-0712-10	Bill Olson	Done	09/02/2012	Bill is to ensure a topographic map has been created for Site 1. <b>Update 9/10/12</b> – topo map has been created, Flood plain maps for 1/2/3/and 7 being generated in GIS, will be available at next Tier 1 meeting.
A-0712-13	Greg Roof	Ongoing	07/20/2012	Greg is to verify if funding is available to produce the public web page content. <b>Update 9/10/12</b> – Funding available for initial web page set up. Initial work has begun. Provide content to Mike Kuhn. Gordon will have final CIP available.
A-0712-17	Charles Cook	Done	08/02/2012	Charles is to verify the purpose and schedule of the Site 3 Success Story. <b>Update 9/10/12</b> – Charles will look into it next week, possible direction of success story will be considered. <b>Update 01-2013:</b> There is a November submittal data for the CNO award.

Plus/Delta	
+	Δ
Lisa Noble at meeting	Distractions from electronic devices
Debbie Humbert at meeting	Side bars
Completed Day 1 agenda timely	Started meeting late
Important issues brought to the table on Sites 1 and 3	Needed an agenda call
Nice hotel	Need action items sent on a monthly basis to Team and sent for agenda call
Nice meeting space (and keys to meeting space)	
Document schedule	
Recognizing the Team is beginning to transition and open, honest conversation about it	
Debbie's experience and participation	
Ground rules better observed on Day 2	
All discussions productive	

*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.*

Plus/Delta	
+	Δ
Charles' idea to have a monthly conference call	
Bill's presentations	
Receptive to ideas on presenting to the general public	

#### 4. Agenda Review

Team members reviewed the agenda and modifications were made accordingly.

#### 5. Public Webpage – RAB Meeting Discussion

Information is being loaded into NIRIS across the southeast. NIRIS is undergoing several changes, including the GIS function migrating from a RPM platform to an ARC GIS platform and the installation of a new server. Three installations will be selected to migrate to the new server and new standards, and NCBC Gulfport has been selected to be one of the installations. Other new features include an ER Search Tool (document search and retrieval). Also, the LUC Tracker tool has been updated to be more interactive and user friendly. The Beta test for NCBC Gulfport will be in February 2013. Training will be provided around mid-summer 2013.

The Navy wants every installation to have a public website for the installation restoration program. Although some aspects of the website are standard (i.e., standard tabs including Home, Site Descriptions, Community Outreach, Administrative Record, Links), the content is up to the installation.

Nancy provided a presentation on "Proposed Public Website Content". Team members discussed content that should be included on the public website before the information was presented at the January 15, 2013, RAB meeting. Team members discussed using Environmental Restoration (ER) Program versus Installation Restoration (IR) Program.

**Action Item:** Bob Fisher is to research the use of the IR Program versus ER Program and which should be used for the public web page.

The "Home" tab would provide basic information about the installation. The NCBC Gulfport POA is Sue Brink. Nancy proposed using content that is already included in the Community Involvement Plan for the "Home" tab. Other items proposed for inclusion include a map, NCBC Gulfport mission statement, and NCBC Gulfport history. Bob Fisher added the linking to other sites should be avoided. Links should be included under the "Links" tab. Greg added the mission statement and history should not be on the "Home" tab and should be under the "Links" tab. Under Background Information on the "Home" tab, Charles requested to include information related to the IR Program and potential risk issues.

Team members agreed to include the NCBC Gulfport Background, Mission, and an Environmental Program Summary (overview – snapshot of where the program is today) in the "Home" tab. Also, all links should be on the "Links" tab and not on other tabs.

The "Site Description" tab is the most robust and time consuming. It is up to the Team how to organize information under that tab. Bob F. stated that generalized site boundaries should be used instead of LUC boundaries. Nancy proposed the "Site Description" table include a base map with the locations of sites, a brief overview of each site, and a Site Summary table. Bob F. added that less text is better; it is better to direct the public to an actual document about the site so there is not a lot of extra information to cause potential confusion. Want to communicate to the public a sense of accomplishment and progress. Bob F. also added to minimize information that would require regular updating. Nancy suggested that

when Conceptual Site Models are available, they be included. Bob F. stated that if the CSM is included, make it clickable in order to expand the graphic. Team members did not object to using the CSM if it is already developed for a site.

The "Community Outreach" tab should include announcements of RAB meetings; however, this will not replace the legal requirement of the newspaper notification. RAB member contact information cannot be included on the tab. RAB minutes can be included along with hyperlinks to RAB presentations. Bob F. added that some Teams include the RAB presentations before the actual meeting for review.

**Action Item:** Bob Fisher is to send information to Team members on the government software to shorten URL link information.

The "Administrative Records" tab would include access to the documents and would eliminate the requirement for a printed Administrative Record at the public library. It is up to the Team how much access the public has to the Administrative Record. Other installations have allowed full access (can view and download) to the public documents.

The "Links" tab will include any links the Team agrees on. If the MDEQ approves, a link to the MDEQ webpage can be included.

The RDM will review the content before the approval process beings. The approval process (once the web site is developed) is 1) NAVFAC Installation RPM (Charles) approves, 2) the Installation Project Manager (Lisa) approves, and 3) the NCBC Gulfport PAO (Sue Brinks) approves.

It is anticipated to have the NCBC Gulfport public web site live by September 2013. It was agreed by the Team to get the "Home" and "Community Outreach" tabs live first (e.g., go rapid).

**Consensus:** Team members reached consensus that the web site will be developed using the rapid website approach.

## **6. Site 1 – Surface Soil Sampling/Feasibility Study**

Twenty surface soil samples were collected at Site 1 for the RI. One location was identified with a dieldrin concentration exceeding TRGs and the RSL. Four addition surface soil samples around the perimeter were collected in July 2012. Dieldrin in surface soil at one hot spot is driving risk for site industrial workers and residential receptors. Removal of the hot spot will reduce excess cancer risk to receptors to less than  $1 \times 10^{-6}$ .

The revisions to the FS are almost complete. The corrective action would include ensuring there is enough of a gradual slope over the site so that ponding cannot occur on top of the landfill. The dieldrin hot spot will be excavated and transported off site. It was proposed the excavated soil be moved to Site 2 to fill in the pond (if it is agreed the pond at Site 2 will be filled and covered). Team members agreed it would best to excavate the hot spot at Site 1 and transport the soil to a landfill. Gordon added the culverts needs to be cleaned because the site floods during rain events and does not drain. Charles agreed the sediments need to be cleaned form the culverts.

## **7. Site 2 – Surface Soil Sampling/Seabee Training/Remedial Investigation**

The draft-final Site 2 RI Report was sent to the Team on Friday, January 11, 2013.

During the RI, 5 surface soil samples (0 to 1 foot) were collected, and nine subsurface soil samples (between 1 foot and 5 feet) were collected. Twelve additional soil samples were collected in September 2012.

Chromium was detected in each of the samples with concentrations ranging from 2.7 to 5.95 mg/kg in 0 to 1 foot samples and 1.15 to 9.73 mg/kg in sample depths greater than 1 foot. TRGs for chromium

were not exceeded. Total chromium contributed to cancer risk greater than  $1 \times 10^{-6}$  RME for the industrial site worker and residential scenarios when evaluated as hexavalent chromium. In the 12 samples collected in September 2012, total chromium concentrations ranged from 1.15 to 9.73 mg/kg, and hexavalent chromium concentrations were less than detection limits of 0.43 to 0.47 mg/kg. The total chromium concentration was not representative of hexavalent chromium; therefore, chromium will not be considered a COC in surface soil for the FS.

Arsenic concentrations were within the published background range and will not a COC in the FS.

cPAH concentrations at four locations on the eastern side of Site exceeded residential criteria, but were less than the restricted criteria. Tetra Tech anticipates removing this soil and placing it beneath the final soil cover (regraded into the site below 2 feet).

Gordon stated that it would be helpful to know what training activities can and cannot be performed at Site 2 due to contamination (risk to people). The end use of the property needs to be determined in order to perform the appropriate remedial alternative.

**Action Item:** Gordon is to identify the training needs of the Seabees and the specific use of Sites 1, 2, and 7.

**Action Item:** Gordon is to determine if the pond at Site 2 can be filled in.

## 8. Site 7 – Remedial Investigation Efforts and Results

The RI Report is in the process of being prepared.

**Action Item:** Greg is to send the Site 7 presentation to Team members.

Thirty-two soil samples were collected and analyzed for dioxin. Several locations exceeded TEQs, with the highest concentrations being 73.5 and 52.4 ng/kg. The highest TCDD concentration exceeding the TEQ was 48.8 ng/kg. Composite samples will be taken at Site 7 to look at the uppermost portion of the soil and to define the eastern boundary of Site 7.

Ten monitoring wells were installed in July 2012. Shallow wells were 12 to 14 feet deep, and deep wells were 30 to 38 feet deep. All of the deep wells had very low water production rates. One of the shallow wells had very high turbidity. Three replacement wells (one shallow and two deep) were installed in September 2012 to address these issues. One shallow well had an arsenic concentration of 65 µg/L (10 µg/L is the MCL).

### Conclusions:

Some areas of have less than 2 feet of clean fill over buried waste. Dioxin is present at Site 7 in soil at elevated concentrations. The release mechanism for Site 7 does not appear to have an impact on Site 2. Arsenic concentrations were within the published background range. The cPAH concentration in soil at one location on the western side of Site 7 exceeded residential criteria. Arsenic in groundwater GPT-07-03 was 65 µg/L.

Discussion ensued regarding the ditches. The source of contamination in the ditches needs to be determined (is it from Site 8 or Site 7). Tetra Tech will be taking composite samples from the dirt that was cleaned from the ditches.

**Action Item:** Bill is to collect one sediment sample from the ditch in an area that has not been cleaned.

## 9. Review Day 1

Team members reviewed action items generated on Day 1 and began a plus/delta list.

## 10. Site Visit

Team members visited sites at NCBC Gulfport.

## DAY 2

The Day 2 meeting began at 9:30 a.m. CT.

## 11. Check-In/Opening Remarks

Team members shared events of the previous evening.

## 12. RAB Meeting Review

Team members discussed the RAB meeting from the previous night. There was a commitment made to prepare an information document for the off-base properties. Poster boards made in the past need to be refreshed and updated. Superimposing off-base sample locations onto the poster boards would be beneficial. The updated poster boards need to be available at the next RAB meeting along with a fact sheet with the complete chronology of the off-base remedial actions.

Some property owners have requested that additional soil sampling be conducted. Past sampling analyses indicate the soil is clean, and no further sampling is required. Any additional soil sampling would need to be approved by the MDEQ. The MDEQ does not have the funds to perform any additional sampling. Confirmation sampling was conducted near Turkey Creek in 2004, 2005, and 2006. If compelling evidence or a logical reason can be given, the Navy would consider resampling.

1. Technical Issues – Have we addressed all legitimate neighborhood concerns?
2. Legal Issues – How do we address preference of Arndt/Bennett?

Purchasing public property is not an option. There was discussion regarding an easement or leasing the portion of land in question. The Navy committed in 2006 (or 2007) to either pay for the trees or to take the road out. Per Bob F., the commitment in writing was for the removal of the road. There was an oral agreement that the road could be left as long as it was structurally sound. The road was broken up to allow for draining. A road would have to be re-built in order to removal the old broken up road pieces.

Commander Nottingham suggested have legal expertise at the RAB meetings if legal questions are being asked.

**Action Item:** Charles and Bob F. are to reengage their supervisors and Navy legal regarding the Arndt and Bennett properties.

**Action Item:** Charles and Bob F. are to discuss options for removal of the broken up road on the Arndt and Bennett properties.

**Action Item:** Charles is to ensure the letter report to close the Arndt and Bennett properties states they will be closed under the CERCLA program.

**Action Item:** Greg and Bill are to prepare an information sheet for the public with the complete chronology of the off-base remedial actions.

**Action Item:** Charles is to determine if Navy legal can be brought to the next RAB meeting or not.

### **13. Site 8 – Off-base Area of Concern**

(From Day 1) Bob M. stated the Navy needs to restrict groundwater access at off-base areas if no groundwater monitoring is being conducted.

**Action Item:** Charles is to talk to Steve Beverly regarding the process to change the Site 8 Off-base AOC Decision Document from Brownfields language to CERCLA.

### **14. Site 3 – Soil Sampling/Decision Document/Initial Design Information**

The remedial design elements include 1) providing at least 2 feet of clean fill to prevent direct exposure to buried waste, 2) preventing exposure to COCs at levels exceeding RAOs identified in the HHRA, and 3) preparing proper final grade to prevent ponding on the cover.

The path forward for Site 3 is to finalize the delineation of cPAHs to meet RAOs and determine if remedies in addition to soil cover will be needed. It is anticipated that by the next meeting the remedial design will be in draft form.

**Action Item:** Greg is to provide the Team with the timeline for the remedial design at Site 3.

**Action Item:** Charles is to check with Steve Beverly regarding the status of the Site 3 Decision Document.

### **15. Site 4 – Groundwater Sampling**

Groundwater sampling was conducted; however, analytical results have not been received from the laboratory. There is nothing new to report at this time.

### **16. Review Exit Strategy/Long- and Short-term Goals, Document Review Status**

The Exit Strategy was reviewed and updated accordingly.

Discussion ensued as to where to put the sediment from the ditches. It was suggested the sediment be stockpiled at Site 8B on top of plastic sheeting until sediment sampling can be performed.

**Action Item:** Libby is to send Curtis Mills (Aerostar) the draft-final LTM Report for Site 8 (CTO JM21) and copy Charles on the e-mail.

Discussion ensued regarding FY 2014 funding and the status of current sites.

**Action Item:** Gordon is to verify if there are any flooding concerns with the building in the northeastern corner of Site 1.

### **17. Round Table Discussion**

**Action Item:** Gordon is to send a Scope of Work for surveying to Greg.

Team members discussed if the monthly conference calls are needed. It was decided that monthly calls are not a necessity at this time. Communication can be made by other means (i.e., e-mails, telephone calls, etc.). The conference call to set the agenda for the next meeting will continue.

Greg proposed a revision to the meeting process. It was suggested that action items be reviewed under the topic in which it is related. Thus, discussion from the action item is captured with the topic. Team members agreed this would be a beneficial change to the meeting process.

Greg shared an example of an agenda that is more generalized. Charles stated he would like the agenda to include the goal of the discussion. The agenda format will not be made more generalized.

**18. Review Action Items and Consensus Items**

Team members reviewed the action items and consensus items generated during the meeting.

**19. Next Tier I and RAB Meeting Dates and Agenda**

**Next Meeting:** April 17-18, 2013 (Wednesday and Thursday), beginning at 9:00 a.m. CT on Day 1

**Location:** Building 303, NCBC Gulfport, Mississippi

**Meeting Leader:** Charles Cook

**Timekeeper:** Gordon Crane

**Next RAB Meeting Date:** Thursday, April 18, 2013

**Consensus Item:** The Team reached consensus to have a full day meeting on Wednesday, April 17, 2013, and a ½ day meeting on Thursday, April 18, 2013, with the RAB meeting on Thursday, April 18, 2013, in the evening.

April 2013 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 Update	Greg Roof	30 min	Information
Site 2 Update	Greg Roof	30 min	Information
Site 3 Update	Greg Roof	30 min	Information
Site 4 Update	Greg Roof	30 min	Information
Site 7 Update	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
Tier II Update	Bob Fisher	15 min	Information
Success Stories	Charles Cook		
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

**Future Meeting Dates**

Dates

July 10-11, 2013

October 16-17, 2013

Location

NCBC Gulfport, Mississippi

NCBC Gulfport, Mississippi

**20. Plus/Delta, Meeting Accomplishments, Facilitator Feedback**

Plus/Delta	
+	Δ
Nice meeting room – Gordon did a good job	Meeting room chilly
Off-base discussion	
Commander Nottingham and Lisa Noble at the meeting	
Site 7 discussion informative	
Site tour	
Discussion on the sediment in the ditch	
Bob F. at the meeting for dioxin discussion/history	
Flexible with agenda and allotted times	
Greg as meeting leader	
Regulator clarification regarding off-base areas and CERCLA	

**Meeting Accomplishments:**

Ditch sampling plan  
Reenergized Site 8  
Clarifying maintenance activities at Site 8

**Facilitator Feedback:**

Nancy felt the meeting was constructive and the right people were in the room. People stayed focused and energized throughout the meeting.

Action Items				
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A-0412-02	Charles Cook	Ongoing	04/20/2012	Charles is to write a Letter of Intent to close the Site 8 off-base Areas of Concern under CERCLA and not Brownfields. <b>Update:</b> Needs to be worked out with the Legal Department. <b>Update 9/10/12</b> – Charles has been tasked by management to prepare letter. <b>Update 01-2013:</b> A draft letter has been written and is in MDEQ review. Future closure letters need a definitive statement that the intent is to close under CERCLA and not Brownfields.
A-0412-18	Greg Roof	Ongoing	04/27/2012	Greg is to provide a cost estimate for reducing the scope (+/- 20% order of magnitude) for Site 3 to Charles. <b>Update 9/10/12</b> – Pricing will be revised based on data from SEP soil sampling, which will allow a more precise pricing. <b>Update 01-2013:</b> New samples have been collected.

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A-0712-10	Bill Olson	Done	09/02/2012	Bill is to ensure a topographic map has been created for Site 1. <b>Update 9/10/12</b> – topo map has been created, Flood plain maps for 1/2/3/and 7 being generated in GIS, will be available at next Tier 1 meeting.
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A-0712-17	Charles Cook	Done	08/02/2012	Charles is to verify the purpose and schedule of the Site 3 Success Story. <b>Update 9/10/12</b> – Charles will look into it next week, possible direction of success story will be considered. <b>Update 01-2013:</b> There is a November submittal data for the CNO award.
A-0113-01	Bob Fisher		1/23/2013	Bob Fisher is to research the use of the IR Program versus ER Program and which should be used for the public web page.
A-0113-02	Bob Fisher		1/23/2013	Bob Fisher is to send information to Team members on the government software to shorten URL link information.
A-0113-03	Gordon Crane		2/15/2013	Gordon is to identify the training needs of the Seabees and the specific use of Sites 1, 2, and 7.
A-0113-04	Gordon Crane	Done	1/31/2013	Gordon is to determine if the pond at Site 2 can be filled in. <b>Update 01-2013:</b> The pond at Site 2 is not included in a NCBC Integrated Natural Resource Management Plan (INRMP) and is not considered a valuable natural resource. This pond was created as a borrow pit for the construction of the former golf course. The easy answer is that there does not appear to be any restrictions to stop us from filling in the pond to cover the waste. Please note, the pit is located adjacent to wetlands and perhaps we should evaluate if there would be an impact to those wetlands, specifically, an increase in size/ drainage of the wetlands if the pond is filled. Also, if filled, would the elimination of the pond result in any flooding or surface saturation problems with the Seabee training area to the southeast.
A-0113-05	Greg Roof	Done	1/31/2013	Greg is to send the Site 7 presentation to Team members.
A-0113-06	Bill Olson		1/17/2013	Bill is to collect one sediment sample from the ditch in an area that has not been cleaned.
A-0113-07	Charles Cook / Bob Fisher		Before the next meeting	Charles and Bob F. are to reengage their supervisors and Navy legal regarding the Arndt and Bennett properties.
A-0113-08	Charles Cook / Bob Fisher		Before the next meeting	Charles and Bob F. are to discuss options for removal of the broken up road on the Arndt and Bennett properties.
A-0113-09	Charles Cook		1/25/2013	Charles is to ensure the letter report to close the Arndt and Bennett properties states they will be closed under the CERCLA program.

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Action Items				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0113-10	Greg Roof / Bill Olson		Before the next RAB meeting	Greg and Bill are to prepare an information sheet for the public with the complete chronology of the off-base remedial actions.
A-0113-11	Charles Cook		By the agenda call	Charles is to determine if Navy legal can be brought to the next RAB meeting or not.
A-0113-12	Charles Cook		1/28/2013	Charles is to talk to Steve Beverly regarding the process to change the Site 8 Off-base AOC Decision Document from Brownfields language to CERCLA language.
A-0113-13	Greg Roof		1/31/2013	Greg is to provide the Team with the timeline for the remedial design at Site 3.
A-0113-14	Charles Cook		1/24/2013	Charles is to check with Steve Beverly regarding the status of the Site 3 Decision Document.
A-0113-15	Libby Claggett	Done	1/18/2013	Libby is to send Curtis Mills (Aerostar) the draft-final LTM Report for Site 8 (CTO JM21) and copy Charles on the e-mail.
A-0113-16	Gordon Crane	Done	1/31/2013	Gordon is to verify if there are any flooding concerns with the building in the northeastern corner of Site 1. <b>Update 01-2013:</b> There are no flooding problems at Building 109 at Site 1 presently. The occupant parking lot to the west does experience standing water.
A-0113-17	Gordon Crane		1/31/2013	Gordon is to send a Scope of Work for surveying to Greg.

Consensus Number	Consensus Items
C-0712-01	The April 2012 meeting minutes were approved as final.
C-0712-02	Team members reached consensus to have a monthly call on the first Monday of the month at 2:00 p.m. EST. If the first Monday is a holiday, the conference call be held the following Monday.
C-0712-03	The Team reached consensus that the RAC member's status on the Team will be changed from core to adjunct due to reduced activity.
C-0113-01	The July 2012 meeting minutes were approved as final.
C-0113-02	Team members reached consensus that the web site will be developed using the rapid website approach.
C-0113-03	The Team reached consensus to have a full day meeting on Wednesday, April 17, 2013, and a ½ day meeting on Thursday, April 18, 2013, with the RAB meeting on Thursday, April 18, 2013, in the evening.

Parking Lot		
Item Number	Status	Parking Lot Issue
P-1211-03	Ongoing	Site 6 DD <b>Update 07/2012:</b> During the 5 year review, Steve Beverly stated that Site 6 should have a DD. Waiting on funding.
P-1211-04	Ongoing	Site 8 off-site AOCs – LUCs and LTM Off-base area LUCs – Gordon suggested getting all parties involved to discuss. Charles stated there would have to be a call every other week with Navy legal and others.
P-0712-01	Ongoing	Schedule a base tour for the October meeting
P-0712-02	Ongoing	Success Stories – CNO Award (off-site properties, HO investigation) – submittal date of late August 2013
P-0113-01		RAB Member email address list - Gordon

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