

PROJECT NOTE NO. PN-0249/250-33 CLE-C01-01F249/250-I2-0017		PROJECT NO. 01-F249/250-YS N60258.000744 NSY LONG BEACH SSIC # 5090.3	
CONFIRMATION OF:	CONFERENCE TELECOM X OTHER	DATE HELD DATE ISSUED RECORDED BY PLACE	8 June 1993 11 June 1993 C. Flagg/CH2M HILL Santa Ana
SUBJECT	Contract Task Order (CTO) No. 249/250 Community Relations Plan Meeting Minutes Long Beach Naval Complex		

PARTICIPANTS: (* DENOTES PART-TIME ATTENDANCE)

J. Whiten - DTSC	C. Best - DTSC
LCDR J. Snyder - NAVSTA LB	LT. K. Johnson - NAVSTA LB
C. A. Ulaszewski - LBNSY	J. Ryan - LBNSY
J. Joyce - Code 1832.JJ	A. Lee - Code 1832.AL
C. Flagg - CH2M HILL	P. Torrey - CH2M HILL

ACTION REQ'D. BY	ITEM
	<p>A meeting was held on 8 June 1993 at 0900 hours to discuss California Department of Toxic Substances Control (DTSC) Public Participation Branch concerns regarding the Draft Community Relations Plan for Long Beach Naval Complex (see project note PN-0249/250-29). These meeting minutes provide a summary of items discussed.</p> <p>LCDR Snyder/NAVSTA LB opened the meeting by facilitating introductions of participants. LCDR Snyder then provided a brief overview of the circumstances surrounding the development of the Draft Community Relations Plan (CRP), stating that the approach undertaken in the CRP was a result of direction given to Charles Flagg/CH2M HILL by Southwest Division, Naval Facilities Engineering Command (SOUTHWESTDIV). Charles Flagg stated that although the CRP content and language was extracted in part from a CRP developed for Marine Corps Air Station Yuma at the Navy's request, the proposed outline for the Long Beach Naval Complex Draft CRP was provided to the community relations project team at the 28 January 1993 kick-off meeting and received only minor comments from the project team.</p> <p>Joyce Whiten/DTSC acknowledged that miscommunication had occurred from the initial development stages of the CRP. She then provided an overview of the DTSC three step process to Public Participation Plans. The three steps are development of the CRP, writing the CRP, and implementing the activities presented in the CRP. Joyce Whiten stated that it is important that the writer of the CRP be present at all community interviews undertaken at the development stage of the CRP so that they can accurately interpret information and draw broad-based conclusions about community interest, and develop activities that will respond to community concerns. LCDR Snyder stated that the community interviews for Long Beach Naval Complex were conducted by Claire Best/DTSC, SOUTHWESTDIV, and Long Beach Naval Complex staff. Charles Flagg was only provided an opportunity to participate in one of forty community interviews conducted.</p>



PROJECT NOTE NO. PN-0249/250-33 PROJECT NO. 01-F249/250-YS
CLE-C01-01F249/250-I2-0017

ACTION REQ'D. BY	ITEM												
	<p>Joyce Whiten stated that DTSC's primary concern with the Draft CRP is that it focused too strongly on the regulatory requirements and process and not enough on community concerns and how those concerns will be addressed through community relations activities. She also stated that regulatory information could be included as an appendix if desired. Joyce Whiten and Claire Best stated that they were focusing on the Long Beach Naval Complex CRP since it is the first CRP with base closure issues. DTSC would like this CRP to be the model for subsequent bases scheduled for closure. Joyce Whiten provided copies of the DTSC outline for preparation Public Participation Plans.</p> <p>It was agreed that the Long Beach Naval Complex will be revised to incorporate the approach requested by DTSC. Charles Flagg will complete a redraft of the CRP by the week of 21 July 1993 and schedule a meeting with Joyce Whiten at the DTSC Long Beach office to review the revised CRP. Copies of the revised CRP will be provided to NAVSTA LB and LBSYD for review by 25 July 1993. All review comments are due by 2 July 1993. Every effort will be made by the project team to review and issue the Final CRP by 14 July 1993 so that the CRP will be available for public access in the information repositories at the time of the public meeting scheduled for that date.</p> <p><u>FACT SHEET</u></p> <p>Claire Best and Anna Ulaszewski/LBNSY provided their written comments to the Long Beach Naval Complex draft final fact sheet. Charles Flagg stated that he had received comments from LCDR Snyder and that a copy of the revised fact sheet will be forward to the project team on 11 June 1993 for final review. The fact sheet will be mailed to the Naval Complex mailing list addressees by 1 July 1993.</p> <p><u>PUBLIC MEETING</u></p> <p>Claire Best requested that the public notice for the public meeting scheduled for 14 July 1993, include a notice of the availability of the Administrative Record. Charles Flagg stated that the public notice will be completed by 11 July and will be forwarded to John Ryan/LBNSY for newspaper placement. The public notice will appear on 7 July 1993 in the Los Angeles Times - Long Beach Edition, Long Beach Press Telegram, San Pedro News Pilot, Downtown Gazette, Wrigley Journal, and Long Beach Business Journal.</p> <p>The team consensus is that a "greeter" should be positioned at the entrance to the public meeting and that index cards should be available for attendees to list questions or concerns prior to the public meeting. These questions or concerns will be addressed, if possible, during the question and answer portion of the program.</p> <p><u>Nonparticipant Distribution</u></p> <table border="0"> <tr> <td>R. Green - Code 0232</td> <td>B. Wong - CH2M HILL</td> </tr> <tr> <td>K. Reynolds - Code 1841</td> <td>K. Tomeo - CH2M HILL</td> </tr> <tr> <td>P. Husted - Code 0231.PH</td> <td>File - CTO Notebook/PMO</td> </tr> <tr> <td>G. Guha - JEG/Pas</td> <td>File - PMO</td> </tr> <tr> <td>A. Vela - JEG/Pas</td> <td>File - CH2M HILL</td> </tr> <tr> <td>K. Brewer - CH2M HILL</td> <td></td> </tr> </table>	R. Green - Code 0232	B. Wong - CH2M HILL	K. Reynolds - Code 1841	K. Tomeo - CH2M HILL	P. Husted - Code 0231.PH	File - CTO Notebook/PMO	G. Guha - JEG/Pas	File - PMO	A. Vela - JEG/Pas	File - CH2M HILL	K. Brewer - CH2M HILL	
R. Green - Code 0232	B. Wong - CH2M HILL												
K. Reynolds - Code 1841	K. Tomeo - CH2M HILL												
P. Husted - Code 0231.PH	File - CTO Notebook/PMO												
G. Guha - JEG/Pas	File - PMO												
A. Vela - JEG/Pas	File - CH2M HILL												
K. Brewer - CH2M HILL													