

CODE 18

1996 JAN -3 PM 1:15

ENVIRONMENTAL OFFICE  
NAVAL TRAINING CENTER  
33502 DECATUR ROAD, SUITE 120  
SAN DIEGO, CA 92133-1449

RESTORATION ADVISORY BOARD

AGENDA

- DATE:                   \*\*Thursday evening, 18 January 1996\*\***  
**\*\*\*NOTE DAY CHANGE\*\*\***
- LOCATION:               NAVAL TRAINING CENTER, PUBLIC AFFAIRS OFFICE**  
**(PAO) AUDITORIUM, BUILDING #201**  
**(Enter NTC Gate 3 at Rosecrans and Curtis streets; proceed 2 1/2**  
**blocks and Bldg. 201 is on the left)**
- \*\*\*NOTE: GATE 1 IS CLOSED\*\*\***
- 6:30 - 6:40               WELCOME AND INTRODUCTIONS**  
**BRIEF OVERVIEW - Agenda and Meeting Objectives**  
**MINUTES APPROVAL - 29 November 1995**  
**FUTURE MEETINGS SCHEDULE**
- 6:40 - 6:50               FINALIZE COMMENTS ON SITE ASSESSMENT REPORT**  
**FOR SITES 10 & 11**
- 6:50 - 7:00               FINALIZE COMMENTS ON DRAFT BRAC CLEANUP**  
**PLAN UPDATE**
- 7:00 - 7:40               SITE STATUS UPDATE**
- 7:40 - 8:00               PUBLIC QUESTION AND ANSWER/COMMENT PERIOD**

**DON'T FORGET!! RAB SUBCOMMITTEE MEETING ON TUESDAY,  
16 JANUARY, 7:00 PM, IN THE PAO AUDITORIUM, TO DISCUSS  
DRAFT BRAC CLEANUP PLAN UPDATE AND THE DRAFT SITE  
ASSESSMENT REPORT FOR SITES 10 AND 11**

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**Subject: RESTORATION ADVISORY BOARD MEETING MINUTES**

The 30th Restoration Advisory Board (RAB) meeting was held on **Thursday, 18 January 1996**, at the Naval Training Center (NTC), PAO Auditorium, Building #201, from 6:30 until 8:00 PM. Mr. Phill Dyck, RAB Navy Co-Chair, called the meeting to order at 6:37. He noted that three RAB members had informed him that they would be unable to attend tonight's meeting, including Mr. Jim Durbin, RAB Community Co-Chair. Mr. Dyck presented an overview of the evening's agenda.

**Business Items**

**Approval of Minutes** - A motion was made, seconded, and carried to approve the minutes from the 29 November 1995 meeting.

**Future Meeting Schedule** - RAB meetings are typically scheduled to discuss technical documents or activities underway at NTC. It appears that currently there is no need to hold monthly meetings, and that bi-monthly meetings should be sufficient. In keeping with the fourth Tuesday of the month schedule, the next RAB meeting was set for **26 March 1996**. A subcommittee meeting was scheduled for **20 February** to discuss activities at Site 3, the NEX Gas Station.

**Site Tour** - Excavation of fuel-contaminated soil is currently underway at Site 7, Building 49/Old Machine Repair School. Mr. Thomas Macchiarella, Remedial Project Manager for the Underground Storage Tank Program at NTC, invited the RAB/public to attend a site tour of this activity. The tour was scheduled for Tuesday, 30 January, at 3:30 p.m..

**DISCUSSION: FINALIZATION OF COMMENTS ON THE DRAFT ENVIRONMENTAL SOIL AND GROUNDWATER STUDY AT SITE 10 AND 11**

Mr. Dyck said that the subcommittee meeting held on 16 January to discuss the Draft Site 10 and 11 document was attended by two RAB members who each submitted written comments. These comments were provided as handouts and Mr. Dyck discussed the more substantive comments and their responses as provided at the subcommittee meeting.

**DISCUSSION: DRAFT BRAC CLEANUP PLAN UPDATE NO. 2**

Two sets of comments were submitted on the Draft BRAC Cleanup Plan Update No. 2. These comments were made available as handouts and Mr. Dyck read and responded to each.

During this discussion, the City's North Metro Sewer Interceptor Project was brought up. Mr. Dyck said that he would arrange for the RAB to have a tour of the tunneling for this project in April 1997.

### **PRESENTATION: SITE STATUS UPDATE**

Mr. Dyck developed a general site status sheet that was made available to the RAB. The sheet presented an update of activities and documents to be produced for each Installation Restoration site. He briefly discussed each site and answered related questions. The outline of Site 1, Inactive Landfill, mentioned that the draft response to RAB comments on the Draft Extended Site Investigation (ESI) would be available in January 1996. This draft response was given to each RAB member present. Mr. Dyck said that the RAB should review this document and bring any questions to the 20 February subcommittee meeting.

### **GENERAL ITEMS**

- Mr. Dyck brought all previously handed out responses to RAB comments for those interested.
- Copies of landfill guidance documents were again made available for check-out.
- A document review matrix is currently in the process of being completed. This matrix will provide a list of all documents prepared (draft and final), due dates for public/RAB comments, comments received by Navy, and responses provided to RAB/public. Mr. Dyck made it available tonight in draft form, but should have it finalized next month.
- **Operating Procedures/Co-Chair Election** - Mr. Dyck brought the Draft RAB Operating Procedures, incorporating all comments previously made, for the RAB to review. These procedures include RAB member and Co-Chair terms. Mr. Dyck noted that the RAB is overdue electing a Community Co-Chair. He said that nominations should be submitted to him by **19 February** (Mr. Dyck can be reached at (619) 524-1022, or see address above). An outline of all nominees will be developed and mailed to each RAB member. The Community Co-Chair election will be held at the 26 March RAB meeting. RAB members should also review and be prepared to discuss the operating procedures at the same meeting.

Mr. Dyck adjourned the meeting at 7:34 p.m.

**NTC GENERAL SITE STATUS****SITE 1 (Inactive Landfill)**

Extended Site Inspection/Streamlined Risk Evaluation draft comments received in Oct 95, draft response to RAB in Jan 96. Expect regulator comment resolution in Feb 96. Since potential threat exists if landfill cover and drainage deteriorate, draft Engineering Evaluation/Cost Analysis (EE/CA) will follow in July 96 and long-term groundwater monitoring is required.

**SITE 2 (Building 227 UST)**

Excavation of contaminated soil completed, further action required for groundwater cleanup. Draft Remedial Action workplan for further action due Mar 96.

**SITE 3 (NEX Auto Service Center UST)**

Initial Extended Site Assessment (ESA) fieldwork completed. Additional, Phase II, ESA fieldwork completed. Draft Technical Memo #3, Proposed Cleanup Goals, and Draft Technical Memo #4, Phase II ESA, due Feb 96. This site will be transferred to USMC in 96.

**SITE 4 (Former Document Incinerator)**

"No further action" required.

**SITE 5 (Former Fire Fighter Trainer) and SITE 6 (Golf Course Maintenance Shop)**

Site Inspection fieldwork completed and draft Site Inspection report due Apr 96.

**SITE 7 (Building 49/50A UST)**

Received Final Site Assessment report. Remedial Action in progress, draft Remedial Action report due Jun 96.

**SITE 8 (Building 368 UST)**

Remedial Action/Site Assessment report completed. Further Site Assessment required, draft workplan due Feb 96.

**SITE 9 (Building 196 UST)**

Remedial Action/Site Assessment report completed. Will request "No Further Action" concurrence from regulators.

**SITE 10 (Former Auto Hobby Shop UST) and SITE 11 (Former NEX drycleaners UST)**

Draft Site Assessment report in comment stage, waiting for funds to award Remedial Action contract.

**SITE 12 Sediment Study**

In Draft Site Assessment Workplan comment stage, fieldwork set for Feb 96, draft report due May 96.

**SITE 13 Building 508 UST**

No funds available. This site will be transferred to USMC in 96.

**Points of Interest (POIs)**

Investigation using document research, ground penetrating radar, and confirmation sampling. Divided POIs into Groups A, B, C, and Workplan (GPR/soil sampling). Group A and B draft report comments received. Workplan preliminary fieldwork in progress, draft report due May 96. All POI determinations will be compiled in a comprehensive report due May 96.

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DRAFT

18 Jan 96

RESTORATION ADVISORY BOARD  
OPERATING PROCEDURE

The Restoration Advisory Board (RAB) Operating Procedure (OP) is an agreement entered into by the following parties: Naval Training Center, San Diego (NTC); and RAB community Co-Chair. This OP does not create any legally binding obligations.

**I. Purpose and Function of the RAB**

a. The purpose of the RAB is to promote community awareness and obtain constructive community review and comment on environmental restoration actions to accelerate the cleanup and conversion of NTC. It is used to disseminate information regarding environmental restoration actions at NTC including but not limited to the Installation Restoration and Underground Storage Tank Programs, and to ensure that Navy environmental restoration decisions consider the diverse interests within the community. The RAB serves in an advisory capacity to NTC, United States Environmental Protection Agency (USEPA), and California Environmental Protection Agency - Department of Toxic Substances Control (Cal-EPA).

b. NTC has developed a Community Relations Plan (CRP) which outlines the community involvement program. The RAB supplements the community involvement effort. A copy of the CRP is available at the information repository located at the City of San Diego Library, Main Branch, 820 E Street.

**II. Basis for Operating Procedure**

The basis for this OP is outlined in the Department of Defense (DoD) policy letter of 9 September 1993, entitled "Fast Track Cleanup at Closing Installations" and in the DoD and USEPA guidance of 27 September 1994, entitled "RAB Implementation Guidelines.

**III. Membership**

a. Members must reside in, own property in, or be employed in the communities within the County of San Diego.

b. Members shall serve without compensation. All expenses incident to travel and or attendance of the RAB meetings shall be borne by the respective members.

c. Applicant/nominated members to the RAB will complete an application to include, but not limited to, pertinent personal

and/or professional affiliations or representations.

d. Members are expected to attend all RAB meetings or send an alternate. If a member accumulates more than three (3) consecutive unnoticed absences, the RAB Co-Chairs may ask the member to resign.

e. The RAB will make every effort to recruit members representative of the diverse communities of San Diego in terms of personal and/or professional expertise/experience, cultural diversity, and geographic location. The following list is for consideration, intended to be illustrative and not all inclusive.

- Public Health Physicians
- Toxicologists
- County Health Department
- Local Residents to NTC (3 Mile Radius)
- Groundwater/Cleanup Expert
- Public Interest Organization
- Environmental Organization
- Local Planning Boards
- Real Estate/Development
- Native American Tribes
- San Diego Harbor/Bay Users
- Local Business to NTC (3 Mile Radius)
- San Diego Unified Port District
- San Diego City Council
- San Diego Unified School District
- Representative of the Homeless
- NTC Employees/Residents
- Labor Representatives
- Concerned Members-at-Large

f. Size for the RAB is to be no more than 25 members in good standing.

g. Members may be nominated to achieve representation of the diverse communities of San Diego.

h. Members will serve two-year terms. Term year is defined as a calendar year, January 1 to December 31. Members may serve multiple terms if members so desire.

i. Membership nominations are approved by a majority vote of the RAB members, or alternates, present at the meeting the issue is raised and by concurrence from the DoD Co-Chair.

j. Members may identify persons to speak at RAB meetings who have exceptional skills or experience and/or to promote the diversity of the RAB. Such identification will be forwarded to the RAB Co-chairs for consideration in future RAB agendas.

k. Members unable to continue to fully participate shall submit their resignation in writing to either of the RAB Co-Chairs. Resigning members may nominate new members to replace

them.

#### **IV. Membership Duties**

a. Members of the RAB are asked to review and comment on various environmental restoration documents. Members should submit written comments to the community Co-Chair on the subject documents within the time frame, normally 30 days. The community Co-Chair will consolidate comments from the RAB members and provide them to the DoD Co-Chair. The DoD Co-Chair will ensure a written response is provided to RAB community members in a timely manner.

b. Members should be willing to communicate with local community members and interest groups concerned with specific base cleanup issues. Members will serve as a reliable conduit for information flow to and from the community, DoD installation, reuse entity and any regulatory agencies. To improve communication between the public and the RAB, RAB member names and telephone numbers will be made available to the public. RAB members are to honestly represent information that they receive. Tentative conclusions and draft recommendations are to be represented as such.

#### **V. RAB Structure**

a. The RAB will be Co-Chaired by a representative of DoD and a community member elected by the general RAB membership.

1. The community Co-Chair is to be elected by a majority vote of the RAB members present or alternate, each November.

2. The term of the community Co-Chair is one year, January 1 to December 31.

3. The community Co-Chair may be removed as a Co-Chair if it is determined that the Co-Chair is unable to perform required duties, or is ineffective or detrimental to the RAB. Community Co-Chair removal is initiated by a majority vote of the RAB community members, or alternates, present at the meeting the issue is raised.

4. Duties of the community Co-Chair include but are not limited to: insuring membership participation in an open and constructive manner; coordinate, prepare and distribute the meeting agenda with the DoD Co-Chair, assist in the dissemination of information; alternate chairing RAB meetings with the DoD Co-Chair.

5. Duties of the DoD Co-Chair include but are not limited to: all the duties of the community Co-Chair; ensure adequate administrative support to the RAB; develop and maintain mailing and attendance records; adequate creation, distribution and retention of all pertinent documents; provide relevant

policies and guidance documents to enhance the operation of the RAB; ensure a written response is provided to RAB and public written comments; and maintain the information repository.

b. The RAB shall meet as deemed necessary by the RAB.

c. Sub-Committees and/or Steering Committees may be formed (i.e., Membership Sub-Committee) in the RAB to facilitate participation, address specific issues or other items pertinent to the RAB. A committee may be formed and its members selected with a majority vote of the RAB.

d. The RAB agrees to follow the Brown Act (California Government Code §54950 et seq.) as a guideline in the conduct of RAB meetings in order to promote openness and encourage community participation in conducting its business.

e. The RAB will vote on issues by having a motion made and seconded. A majority vote will carry the issue. Minority positions will be forwarded with the majority position.

f. The RAB will consider the use of a professional facilitator during sessions involving especially complex and/or controversial issues.

#### **VI. Effective Date and Amendments**

a. The effective date of this OP shall be the date that the last signatory signed the charter.

b. This OP may be amended by a majority vote of the RAB. Amendments must be consistent with Part II of this OP (Basis for OP).

#### **VII. Termination**

This charter may be terminated upon a majority vote of the RAB.

#### **VIII. Signatories**

\_\_\_\_\_  
Community Co-Chair, date

\_\_\_\_\_  
DoD Co-Chair, date

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