

FT. McCLELLAN BCT MEETING MINUTES  
 PARTNERING SESSION #56  
 CONFERENCE CALL  
 SEPTEMBER 3, 2003

AGENDA ITEM	RESPONSIBILITY	NOTES
Check In Guest Introduction and Roles	Host: Ron Levy Leader: Philip Stroud Recorder: Jeanne Yacoub	See Attendees List – Attachment A.
Ground Rules	BCT	Attachment B provides the ground rules, as revised in January, 2001.
Agenda	BCT	Attachment C provides the draft October agenda. Attachment D provides the September conference call summary.
Accept Previous Minutes	BCT	The team reviewed the draft July minutes, and accepted the minutes as final.
Action Items	BCT	Action items were reviewed and updated, as indicated in Attachment D.
Long-Term Planning (BCP)	BCT	IT provided a final BCP on December 21, 2001.
Goals/Metrics Update	BCT	The team began brainstorming this topic during the June 1998 meeting, and also began development of preliminary goals for consideration by the group. This topic requires the BCT to set aside schedule time to address.
Facilitator Observations	No facilitator this conference call	John Mitchell, the new facilitator, has not been scheduled for attendance at a team meeting at this time.

ATTACHMENT A

LIST OF PARTICIPANTS  
BCT SESSION #56  
CONFERENCE CALL  
SEPTEMBER 3, 2003

***Participants:***

Ron Levy, Ft. McClellan (FTMC)

Lisa Holstein, FTMC

Lee Coker, US Army Corps of Engineers, Mobile District (USACE, Mobile District)

Claude Leake, USACE, Mobile District

Dan Copeland, US Army Engineering and Support Center, Huntsville (CEHNC)

Philip Stroud, Alabama Department of Environmental Management (ADEM)

Doyle Brittain, US Environmental Protection Agency, Region IV (EPA)

Jeanne Yacoub, Shaw Environmental Inc. (Shaw)

Steve Moran, Shaw

Art Holcomb, Tetratech/Foster Wheeler

Hugh Vick, Gannett Fleming

Greg Sisco, Shaw

Troy Winton, Shaw

Steve Young, Matrix

Vicki Strause, National Guard Bureau, Army

Bernie Case, Alabama Army National Guard

## ATTACHMENT B

### BCT GROUND RULES

#### *General:*

1. Leave rank and title at the door, and have a free and open discussion on any subject affecting the BCT.
2. Work smarter, not harder: create ways to simplify and streamline the BCT process.
3. Identify and express individual team members' sensitive issues, and agree to keep them within the team.
4. Alert other team members of any changes in cost or schedules.
5. Rotate meeting leaders.
6. Have fun.

#### *Meeting Behavior:*

1. Come prepared; do your homework.
2. Participate fully: offer your perspective and advice for the benefit of the whole team.
3. Listen to others' views and opinions, try to understand their needs, respect them, and work to resolve differences, and support team decisions.
4. Draw out other members: be open to other ideas and different perspectives.
5. Avoid interruptions and side conversations.
6. Call time out when necessary.
7. Make decisions by consensus: all in agreement, all owning the decision.
8. Turn off cell phones.

## ATTACHMENT C

### BCT MEETING AGENDA

1. Check In
2. Guest Introduction/Role in Meeting
3. Review Ground Rules (Attachment B to these minutes)
4. Finalize Agenda with additions and/or subtractions (Item 9 of this Attachment)
5. Accept Previous Meeting Minutes
6. Review Action Items from Previous Minutes (Attachment D to these minutes)
7. Review Long-Term Planning (BCP)
8. Goals/Metrics Update
9. Accomplish Agenda Items (Item 9 of this Attachment)
10. Meeting Summary Review
  - Set next meeting date
  - Set next meeting agenda
  - Set time and date for conference call
  - Set meeting dates for next six months
  - Review action and consensus items
  - Review and evaluate Partnering Process

ITEM #9  
DRAFT JANUARY AGENDA  
BCT MEETING

***Wednesday, January 7, 2004***

1300 – 1330	Check-in/Finalize Minutes/Agenda/Action Items	BCT
1330 – 1345	Document Status Tracking	Lisa
1345 – 1400	UXO Update	Tetrattech/FW
1400 – 1415	JPA Update	Miki
1415 – 1630	Ranges West of Iron Mountain Road Responses to Comments	Shaw
1630 – 1700	Meeting Wrap-Up	Facilitator

Breaks As Needed

***Thursday, January 8, 2004***

0800 – 1100	Baby Bains Gap Road SLERA Response to Comments	Shaw
1100 – 1130	30-60-90% Updates	Shaw
1130 – 1200	Parking Lot and Meeting Reflections	Facilitator

Breaks As Needed

***Parking Lot***

## ATTACHMENT D

### MEETING SUMMARY With ACTION ITEMS

***Next BCT Meeting:*** Conference Call October 23, 2003

***Primary Agenda:*** See Item #9

#### ***September Conference Call Summary:***

Check-In – Philip took a roll call of participants on the call. Participants are listed on Attachment A.

Finalize Agenda and Minutes – The team reviewed the July conference call minutes and accepted them as final.

Action Items – The BCT reviewed action items; the updates are presented in Attachment D at the end of this text.

Document Status Tracking – Lisa provided the team with the latest version of the document status tracking spreadsheet. She indicated there were no changes from the version she distributed last month other than that she changed the font on the document in accordance with Hugh's request. Hugh and Philip indicated that they still can't read it, so Lisa will work on it further. Ron asked about ADEM's letter on the Alpha Area EE/CA. Philip indicated his review is complete, and Steve Cobb has the action to issue ADEM's letter. Ron is holding off on sending the final Alpha Area EE/CA pending finalization of the ESCA and FOSET.

UXO Update – Art provided a UXO Update for the team. The Alpha Area EE/CA has been finalized.

The Army has had some initial discussions with USFWS pertaining to the Charlie Area EE/CA. Based on discussions with USFWS, Tetrattech/FW is reassessing the risk assessment. The current risk assessment does not consider the activities associated with management of the refuge. The defined land reuse concentrated on public exposure since the activities associated with the refuge management were not known.

The Army has received comments on the Eastern Bypass Removal Report, and Tetrattech/FW is incorporating the comments into the next iteration of the report. Tetrattech/FW expects to reissue the document in two weeks.

Removal action field work at the Y-Area will be complete by the end of September.

DDESB has approved the Explosive Safety Submission for the roads and firebreaks in the USFWS parcel in the Charlie Area.

JPA Update – Steve Young provided the JPA Update for the project team. He indicated that the signing

ceremony for the early transfer will be Monday, September 8. Ron asked who from the JPA Management Team would be attending, but Steve indicated all the details haven't been finalized yet, so he didn't know the answer to Ron's question.

30-60-90% Updates – Steve Moran provided the update on Shaw's activities for the project team. Shaw is 90% complete with field work at Range K; installation of one final well is underway and should be complete by the end of the month.

At Choccolocco Corridor, the XRF survey is 90% complete. Shaw will initiate soil sampling once the XRF survey is done. Ron indicated that the Forestry Commission has requested an update on the Choccolocco Corridor. The Army set up a meeting for August 26, that was subsequently cancelled, and has not yet been rescheduled. The Army will provide an update once that meeting is rescheduled.

Parking Lot -Ecological Risk – Doyle had indicated during last month's phone call that Sharon Thoms would not participate in anymore ecological risk subcommittee conference calls or meetings until the Army decides whether or not it wants to do either a long term research project or use predictive models to determine ecological risk at the small arms ranges. Ron indicated that he still needs to contact Mike Kelly on the ecological risk assessment issues, and proposed a phone call between Mike, Doyle, and himself. Doyle informed the team that he would be unavailable until September 9<sup>th</sup> at the earliest, and that he thinks the Army should provide a written proposal for EPA's consideration. Ron suggested a conference call on September 10<sup>th</sup> or 11<sup>th</sup>; Philip asked to be included in the call. Ron will send an email once the time for the call is established.

Future Meetings (2-month look-ahead) – No future meetings planned at this time. Conference call, October 23.

***Status of Action Items***

<b>Action Item No.</b>	<b>Responsible Team Member</b>	<b>Due Date</b>	<b>Status</b>	<b>Action Item</b>
03/1/7	Philip	Feb 03	SNR	Review Soldiers' Chapel Removal Report in light of written comments on the SI report for discussion during February BCT meeting.
03/6/3	Doyle	July 03	Done	Be prepared to review Parcel 188(7) comment responses for the July BCT meeting.
03/7/1	Steve	August	Done	Send copies of Former 81mm RI Work plan and July BCT conference call update material to Pete Tuttle.
03/7/2	Steve	August	Done	Have Jeanne call Doyle to discuss path forward for Parcel 188(7).
03/7/3	Ron/Philip/Doyle	August	SNR	Have conference call with Mike Kelly of AEC to discuss ecological risk issues associated with the small arms ranges.
03/7/4	Dan	August	Done	Provide maps to ADEM showing locations of tank site properties being transferred to the AWWSB where CEHNC will perform clearance to depth.
03/9/1	Ron	October	SNR	Update Forestry Commission on Choccolocco Corridor activities.
03/9/2	Ron	October	SNR	Set up conference call with BCT members to review ecological risk assessment issues.

SNR=Status Next Report

ATTACHMENT E  
FACILITATOR NOTES AND OBSERVATIONS

No Facilitator this Meeting