

FT. McCLELLAN BCT MEETING MINUTES  
 PARTNERING SESSION #37  
 FT. McCLELLAN, AL  
 JULY 17 - 18, 2001

AGENDA ITEM	RESPONSIBILITY	NOTES
Check In Guest Introduction and Roles	Host: Ron Levy Leader: Recorder: Steve Moran	See Attendees List – Attachment A.
Ground Rules	BCT	Attachment B provides the ground rules, as revised in January, 2001.
Agenda	BCT	The BCT revised the July agenda, and proceeded accordingly. Attachment C provides the draft August agenda. Attachment D provides the July meeting summary.
Accept Previous Minutes	BCT	The team reviewed the draft June minutes, and accepted the minutes with revisions as final.
Action Items	BCT	Action items were reviewed and updated, as indicated in Attachment D.
Long-Term Planning (BCP)	BCT	The main agenda item for July was the BCP. Agnes Mayila of IT provided a draft BCP document for review by the BCT. The BCT and project team made excellent progress in reviewing the draft BCP, and assigned action items to various personnel to resolve remaining data gaps and report to Agnes so that she can incorporate updates in the next iteration of the document. The BCT decided to address the BCP again at the September BCT meeting, by which time Agnes will have received input from everyone and will be able to provide a complete updated version of the document for final review. A major component of the next iteration is the master schedule. The BCT agreed to a separate August meeting in Knoxville to coordinate Huntsville's activities into the master schedule so that the BCP provides a complete

		picture of all activities taking place at Ft. McClellan.
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, like the BCP, requires the BCT to set aside schedule time to address. At this time, goals and metrics are on the BCT's August 2001 agenda.
Facilitator Observations	David Sanderson	David Sanderson attended his eighteenth meeting with the team. His notes and observations are provided at Attachment E.

ATTACHMENT A

LIST OF ATTENDEES  
BCT SESSION #37  
FT.McCLELLAN, AL  
JULY 17 - 18, 2001

***Attendees:***

Lisa Kingsbury, Ft. McClellan (FTMC)

Ron Levy, FTMC

Ellis Pope, Mobile District Corps of Engineers

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

Philip Stroud, Alabama Department of Environmental Management (ADEM)

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

Steve Moran, The IT Group

David Sanderson, Eagle Point Consulting

***Guests:***

Miki Schneider, JPA

Agnes Mayila, The IT Group

## 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 AUGUST AGENDA

***Tuesday, August 21, 2001***

0800 – 0830	Check-in	BCT
0830 – 0900	Finalize Minutes/Agenda/ Action Items	BCT
0900 – 1000	1 <sup>st</sup> CERFA Parcel FOST (Super FOST)	Agnes
1000 – 1030	Risk Assessment	Doyle Brittain
1030 – 1130	UST Closure Report	IT
1130 – 1200	AAD Shell Tapping Area, Parcel 208	Ron
1200 – 1300	Lunch	
1300 – 1330	Hand Grenade Range, Parcel 90Q	IT
1330 – 1400	Skeet Range (NG Area), Parcel 127Q	IT
1400 – 1430	Small Weapons Cleaning Area, Parcel 66	IT
1430 – 1530	MP 3100/Base Service Station/ Soldier's Chapel Update	IT
1530 – 1630	Lead-Based Paint in Soils (GSA Warehouse)	ADEM

Breaks as Needed  
Dinner Plans

***Wednesday, August 22, 2001***

0800 – 0930	Visit to Parcels 232, 234	BCT
0930 – 1100	JPA Update	Miki Schneider
1100 – 1200	CWM Sites HTRW Work Plan	IT
1200 – 1300	Lunch	

1300 – 1330	CWM Sites Institutional Controls	Parsons
1330 – 1430	OE EE/CA Risk Methodology	H'ville
1430 – 1530	Review Addendum to Site Safety Submission for Pelham Range	H'ville
1530 – 1630	UXO Issues	H'ville

Breaks as Needed  
Dinner Plans

***Thursday, August 23, 2001***

0800 – 0830	Forestry Compound, Parcel 84	IT
0830 – 0900	Decon Complex, Parcel 93	IT
0900 – 0930	Range 23A, Parcel 109	IT
0930 – 1000	Range 25, Parcels 83Q and 118Q	IT
1000 – 1200	Team Metrics Development	David Sanderson w/BCT

***Parking Lot***

## ATTACHMENT D

### MEETING SUMMARY With ACTION ITEMS

**Next Meeting:** August 21 - 22, 2001  
Ft. McClellan, AL

**Primary Agenda:** Various

#### **July Meeting Summary:**

Check-In - Team members checked in and expressed anticipation and optimism at having the BCP on the agenda.

Finalize Agenda and Minutes - The BCT reviewed the June minutes, and accepted the minutes with minor revisions as final. The team added the following items to the parking lot, and proceeded with the July agenda:

- Range 29 CWM sites (when can HTRW work start)
- Mock Village at Yahou Lake Range 23A drum sampling
- GIS mapping USTs at MP 3100 and Base Gas Station
- Parcels 232 and 234

Action Items - The BCT reviewed June's action items; the updates are presented in Attachment D at the end of this text. During the update of his action item, Philip indicated that he would like the Army to resample the wells at the Base Service Station and Former Motor Pool 3100 that showed benzene levels exceeding SSSLs. Based on the resampling results, Philip may then ask the Army to conduct a risk assessment using ADEM's risk model. IT will perform the resampling of the wells in question.

Minutes from Atlanta Risk Assessment Meeting - The BCT reviewed and approved the minutes from the June 25 risk assessment meeting that took place in EPA's Atlanta offices. IT will issue the final minutes electronically.

Metrics - Ron asked that metrics be scheduled on a future agenda for about half a day.

BCP Review - The BCT spent the remainder of the morning comparing the example BCP outline provided in the BCP guidance document (the "Purple Book") to the draft BCP prepared by IT. The team also discussed what they wanted to accomplish, and agreed in principle on the purpose and contents of the BCP.

The BCP review continued through the afternoon and into the second meeting day. The team identified several issues and action items requiring resolution, including:

- Ron requested a bar chart schedule be placed in the BCP that summarizes status for remaining sites, through RA through 2003.
- Doyle would like to get a copy of the next iteration of the BCP at least one week before the September BCT meeting in Orange Beach. The meeting in Orange Beach is scheduled for September 19 - 20, so IT

will deliver the BP by about September 9 - 10.

- Several individuals were assigned to review and/or rewrite sections of the BCP. Those individuals will have their sections to Agnes by July 25 so that Agnes can incorporate that information into the next version of the BCP.

GIS Mapping - Steve briefly explained some difficulties with GIS controls that IT recommends be addressed at Ft. McClellan. IT will send Ron an email fully explaining the issues and recommending corrections that need to happen to prevent mapping problems in the future.

Range 29 - Steve presented analytical data for this parcel indicating high levels of herbicides in groundwater, specifically 170 ppb of MCPA. The BCT agreed to resample all wells at Range 29 for herbicides and pesticides. IT will present results of the resampling to the BCT in September.

Mock Village at Yalaha Lake - Steve presented analytical data for this parcel indicating 500ppb of 1,1,2,2 tetrachlorethane in groundwater. Only results for one well were presented. The BCT indicated that they wanted to wait to hear all the data on the site before making any decisions for future actions.

Parcels 232 and 234 - Philip and Doyle requested a visit to these parcels to reaffirm Ellis' belief that the BCT agreed to NFA these sites while Bart and Chris were members of the BCT.

Soldiers' Chapel - Steve briefed the BCT on analytical results for this site indicating elevated levels of mercury in surface soils. The BCT suggested that the Army step out in all directions to delineate the mercury. Doyle also suggested that this site might be a good candidate for a quick removal action to clear the parcel for transfer with unrestricted reuse.

JPA Update - Miki attended the BCT meeting this month. During the JPA update, the team discussed the following items:

- Doyle asked Miki to send him a copy of the latest reuse plan.
- Miki stated that there is currently a transportation survey, a commercial study, and an arts study.
- With regard to exclusion zones related to UXO activities, Miki stated that JPA's complaint is that JPA actually surveyed a site and received a deed and had a buyer. Two days prior to the sale she learned about the UXO exclusion zones.
- Preliminary results of the CWM EE/CA field work indicate no CWM at any of the sites that were investigated.
- The BCT informed Miki that LF#1 would remain with monuments on the perimeter. Miki asked that somebody tell the JPA what LF#1 could be used for.
- Miki requested that UXO status be presented to the JPA Board at the IPR.

Future Meetings (3-month look ahead) - August 7 - 9 (Schedule Coordination Meeting), Knoxville, TN, August 21 - 22, Ft. McClellan, August 28 - 29 (Fill Area EE/CA On-Board Review), Ft. McClellan, September 19 - 20, Orange Beach.

### *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>
01/2/3	Glynn	Mar 01	SNR	Provide metrics information to Ft. McClellan project team for consideration in development of team metrics.
01/6/1	Philip	Jul 01	Done	Contact Ron with decision on need for further sampling at the Base Service Station and Former Motor Pool 3100.
01/7/1	Ron	Aug 01	SNR	Speak to Francine Cole and Bob Mashburn about example metrics from other Army installations.
01/7/2	Philip	Aug 01	SNR	Check with Larry Bryant about Tier II metrics.
01/7/3	Dan	Aug 01	SNR	Provide a letter allowing Mobile/IT access to work at the CWM sites where Huntsville's fieldwork has shown no CWM.
01/7/4	Steve	Aug 01	SNR	Resample wells at Former Motor Pool 3100 and the Base Service Station.
01/7/5	Dan	Aug 01	SNR	Update UXO/CWM schedules for input to the Ft. McClellan Master Schedule in time for the August schedule coordination meeting.
01/7/6	Steve	Aug 01	SNR	Update HTRW field schedule for input to the Ft. McClellan Master Schedule in time for the August schedule coordination meeting.
01/7/7	Agnes	Sep 01	SNR	Provide next iteration of draft BCP to the BCT before the September BCT meeting in Orange Beach.
01/7/8	Ellis	Aug 01	SNR	Extend CTC program schedule to include RD/RA activities.
01/7/9	Miki	Aug 01	SNR	Provide Doyle with latest version of the Reuse Plan.
01/7/10	Steve	Aug 01	SNR	Email Ron with information on issues and recommendations for improving GIS controls at Ft. McClellan.

\*SNR=Status Next Report

## ATTACHMENT E

### FACILITATOR NOTES AND OBSERVATIONS

#### Meeting Summary

The BCT met at Ft. McClellan on July 17-18, 2001, and the major item on the agenda was a review of the draft Base Cleanup Plan developed by Agnes Mayila. The review took the whole first day and most of the second morning. The rest of the agenda included a variety of updates and a review of issues with Miki Schneider. It was a highly productive meeting. My observations follow:

- The team began with a solid check-in. Members are emphasizing work-related issues and are using the check-in to inform the team about workload and other things affecting the whole team. Some interesting personal stories were told as well.
- Before reviewing the BCP team members agreed about what they wanted to accomplish. They agreed on a framework for the BCP; agreement in principle about what the BCP contains (approaches to HTRW and OE, and a coordinated cleanup schedule); agreement on the format for a master schedule; and being sure the BCP addresses all issues in the BRAC guidebook. This discussion helped to focus the review and give team members a common purpose.
- The level of teamwork in the review was very high, especially when team members came across statements in the draft that reflected the dynamics in the team two years ago. They called this “ghostbusting” and asked Agnes to delete such statements whenever she came across them. They also dealt well with the sticky issue of coordinating IT’s and Huntsville’s field schedules by agreeing on a process for recommendations to the Army. I was particularly impressed that team members demonstrated their skills in self-management – not waiting for me, for instance, to call the rest of the team back to the agenda. Agnes, who hadn’t seen the team since it was reconstituted, remarked that “this team really wants to do its business.”
- Though we began each morning a bit late at 8:15, the team generally honored the ending times for breaks and lunch. And even when they were tired late in the first afternoon, they kept at the review through some fairly tedious work. Steve Moran, who was filling in for Jeanne Yacoub, did an excellent job of taking the minutes, noting action items, and keeping a list of agenda items for the next meeting.
- At the end of the second day, reflecting on the meeting, members suggested that these qualities made for a successful meeting:
  - A spirit of cooperation
  - Not arguing over semantics
  - Ghostbusting
  - Being respectful of one another
  - Sticking to the national guidance for the BCP
  - Self-management on the team's part
  - Agnes' excellent preparation for the meeting

This is a high-performing BCT – a team that continues to grow and demonstrate the qualities of productive teamwork.