

FT. McCLELLAN BCT CONFERENCE CALL MINUTES  
 PARTNERING SESSION #60  
 CONFERENCE CALL  
 APRIL 27, 2004

AGENDA ITEM	RESPONSIBILITY	NOTES
Check In Guest Introduction and Roles	Host: Ron Levy Leader: Ron Levy Recorder: Greg Sisco	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 May agenda. Attachment D provides the April 27 conference call summary.
Accept Previous Minutes	BCT	The team reviewed the draft March minutes and approved them without changes.
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	Not present	

ATTACHMENT A  
LIST OF PARTICIPANTS  
BCT SESSION #60  
CONFERENCE CALL  
APRIL 27, 2004

*Participants:*

Ron Levy, Ft. McClellan (FTMC)  
Lisa Holstein, FTMC  
Paul James, FTMC  
Lee Coker, USACE-Mobile  
Mike Kelly, AEC  
Bernie Case, NGB  
Doyle Brittain, US Environmental Protection Agency, Region 4 (EPA)  
Phillip Stroud, Alabama Department of Environmental Management (ADEM)  
Shana Decker, ADEM  
David Bush, ADEM  
Steve Moran, Shaw Environmental Inc. (Shaw)  
Greg Sisco, Shaw  
Troy Winton, Shaw  
Dan Copeland, Tetra Tech/Foster Wheeler (TT/FW)  
Art Holcomb, TT/FW  
Miki Schneider, JPA  
Richard Satkin, Matrix Environmental Services, Inc. (MES)

## 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 MAY 25<sup>th</sup> AGENDA  
BCT MEETING  
TELECONFERENCE

*Tuesday, May 25, 2004*

1300 – 1315	Phone Check-in/Finalize Minutes/Agenda/Action Items	BCT
1315 – 1320	Document Status Tracking	Lisa
1320 – 1330	JPA Update	Miki
1330 – 1400	30-60-90% Updates	Shaw/TT

*Parking Lot*

## ATTACHMENT D

### MEETING SUMMARY With ACTION ITEMS

*Next BCT Meeting:* Teleconference May 25, 2004

*Primary Agenda:* See Item #9

#### *March Conference Calls Summary:*

Check-In – Participants introduced themselves and are listed on Attachment A.

General -- Ron and Doyle stated that an EPA/DOD team will be coming to FTMC to question BCT members in preparation of the 2005 BRAC. The intent of the visit will be to determine what has worked well in the BCT process and what has failed.

Finalize Agenda and Minutes – The team approved the minutes for the March meeting.

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 Shaw has one document to issue this month (IMR Draft RI) and that response to comments from CHPPM and AEC will be incorporated into the report. In addition, she stated that EPA review is up-to-date.

ADEM Report -- ADEM will perform additional site walk at the Water Supply Wells on April 28; additional comments may, or may not, follow.

UXO Update – Art Holcomb stated that changes to the Charlie Area EE/CA include: changing passive recreation reuse to forestry management; revising the boundary to reflect USFWS property; USACE is performing QA; and USFWS roads are 85% complete. Regarding the Bravo Area EE/CA, a work plan supplement is being prepared as are responses to ADEM comments.

JPA Update – Miki stated that work has begun on Landfill Nos. 1, 2, 4; Fill Area East of Reilly Field; Chemical Laundry; Small Weapons Repair Shop; and T-6. The RFP for UXO investigative work to support the Alpha Area EE/CA has been submitted to about 10 firms; proposals are due April 28. MES is interviewing people for the on-site cleanup position; hope to hire someone by the end of May. Additionally, ADEM is planning on conducting some site visits with Richard Satkin of MES.

FTMC Update – Ron stated that work on the NEBA is ongoing. Also, the OES2 FOST (i.e., the Eastern Bypass tract) currently does not include a 4-acre cut-out with lead issues (part of the Skeet Range and associated IMR range parcels). An interim removal action (for lead in surface soil) has been approved by the Hampton office; cost to complete is currently being estimated by Lee. Shaw will perform the

removal. At the completion of the cleanup, the entire OES2 tract can be transferred to ALDOT.

30-60-90% Updates – Steve Moran provided the update on Shaw’s activities for the project team. Three deep wells have been completed at T-5. Groundwater sampling was completed March 19. Drilling of 3 deep wells (~300 ft.) and discrete groundwater sampling is occurring at T-24A. Various cleanup/surveying is occurring at several sites. Concrete monuments will be installed in May at the Stump Dump to indicate the fill area boundary.

Future Meetings and Conference Calls – BCT Meetings July 27-28, and October 26-27. Conference calls will be at 1pm CST on May 25, June 29, August 24, September 28, and November 30.

*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. 2003	SNR	Review Soldiers' Chapel Removal Report in light of written comments on the SI report for discussion during February BCT meeting.
04/3/1	Steve/Lisa/BCT	March 30	Done	Update BCT document and e-mail distribution lists

SNR=Status Next Report

ATTACHMENT E  
FACILITATOR NOTES AND OBSERVATIONS

No facilitator present.