

FT. McCLELLAN BCT CONFERENCE CALL MINUTES
 PARTNERING SESSION #59
 CONFERENCE CALLS
 MARCH 3 and MARCH 8, 2004

AGENDA ITEM	RESPONSIBILITY	NOTES
Check In Guest Introduction and Roles	Host: Ron Levy Leader: Ron Levy Recorder: Steve Moran	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 March agenda. Attachment D provides the March 3 and March 8 conference call summary.
Accept Previous Minutes	BCT	The team reviewed the draft February minutes. Doyle has not reviewed the minutes, therefore we will review them again at our next meeting.
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 #59
CONFERENCE CALLS
MARCH 3 and MARCH 8, 2004

Participants Wednesday March 3rd:

Ron Levy, Ft. McClellan (FTMC)
Lisa Holstein, FTMC
Lee Coker, USACE-Mobile
Mike Kelly, AEC
Jim Grassiano, Alabama Department of Environmental Management (ADEM)
Phillip Stroud, ADEM
Vicki Strause, NGB
Major Kim O'Keefe, NGB
Bernie Case, NGB
Brandi Little, ADEM
Tim Wright, ADEM
David Bush, ADEM
Larry Lumeh, CC Johnson & Maholtra
Steve Moran, Shaw Environmental Inc. (Shaw)
Greg Sisco, Shaw
Troy Winton, Shaw

Participants Monday March 8th:

Ron Levy, Ft. McClellan (FTMC)
Lee Coker, USACE-Mobile
Mike Kelly, AEC
Brandi Little, Alabama Department of Environmental Management (ADEM)
David Bush, ADEM
Doyle Brittain, US Environmental Protection Agency, Region IV (EPA)
Steve Moran, Shaw Environmental Inc. (Shaw)
Greg Sisco, Shaw
Troy Winton, Shaw

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 APRIL 27th AGENDA
BCT MEETING
TELECONFERENCE

Tuesday, April 27, 2004

1300 – 1315	Phone Check-in/Finalize Minutes/Agenda/Action Items	BCT
1315 – 1330	Document Status Tracking	Lisa
1330 – 1345	JPA Update	Miki
1345 – 1430	Status of DOD/EPA HQs Team Visit	Doyle/Ron
1430 – 1445	30-60-90% Updates	Shaw

Parking Lot

ATTACHMENT D

MEETING SUMMARY With ACTION ITEMS

Next BCT Meeting: Teleconference April 27, 2004

Primary Agenda: See Item #9

March Conference Calls Summary:

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

Ron stated that the Army and JPA will kickoff the Phase II ESCA Study in March. Although the ESCA may be negotiated soon, it may not be executed until January 2005 due to funding issues. Ron also stated that Hampton Field Office and Fort McClellan would like to sign NGB property over to NGB this spring.

Finalize Agenda and Minutes – The team reviewed the draft minutes for the February meeting. Everybody concurred except for Doyle, who has not had the opportunity to review the minutes yet.

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 pointed out the items needing BCT priority attention.

UXO Update – None provided.

JPA Update – JPA was not present, therefore an update was not provided

Old Water Hole – ADEM and NGB agree with response to comments as written. EPA does not agree with response to EPA comment number 2 regarding chain-of-custody (COC). However, they agree not to make an issue out of it at this time because it should have been something that was caught during review of the installation-wide plans prepared years ago.

Range L -- ADEM and NGB agree with response to comments as written. EPA does not agree with response to EPA comment number 2 regarding the COCs. However, they agree not to make an issue out of it at this time because it should have been something that was caught during review of the installation-wide plans prepared years ago.

Sinkholes -- ADEM agreed with comment responses as written. NGB is going to forward comments that were prepared by Larry Lumeh. EPA will not concur with the NFA at this site due to concentrations greater than ecological screening values. EPA wants further investigation (i.e., an RI).

Water Supply Well Report -- ADEM and NGB agree with the comment responses as written. Ron will forward the comment responses to ADEM and request concurrence on the document.

30-60-90% Updates – Steve Moran provided the update on Shaw’s activities for the project team. Shaw is completing fieldwork at Choccolocco Corridor and Parcel 137Q. Shaw will initiate fieldwork at T-5 on March 8th.

Work is underway on several documents including a Report of Findings for LF 3. Shaw is also working on RIs for the IMR ranges, BBGR ranges, BGR ranges, and Range K.

Future Meetings and Conference Calls – BCT Meetings July 27-28, and October 26-27. Conference calls will be at 10am CST on April 27, May 25, June 29, August 24, September 28, and November 30.

Status of Action Items

Action Item No.	Responsible Team Member	Due Date	Status	Action Item
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.
04/2/1	Steve	March	Done	Send electronic data to Deirdra Hahn (ADEM), Linda Balcom (Matrix), and Doyle (EPA) for Landfill No. 3.
04/2/2	Steve	Feb. 27	Done	Send comments out to Lisa (FTMC) to distribute prior to March 3 conference call.
04/3/1	Steve/Lisa/BCT	March 30	SNR	Update BCT document and e-mail distribution lists

SNR=Status Next Report

ATTACHMENT E
FACILITATOR NOTES AND OBSERVATIONS

No facilitator present.