



DEPARTMENT OF THE NAVY

ENGINEERING FIELD ACTIVITY, WEST
NAVAL FACILITIES ENGINEERING COMMAND
900 COMMODORE DRIVE
SAN BRUNO, CALIFORNIA 94066-2402

IN REPLY REFER TO:

5090
Ser 1841.2/17008
9 Oct 1996

From: Commanding Officer, Engineering Field Activity (EFA), West, Naval Facilities
Engineering Command
To: Restoration Advisory Board (RAB) Members Distribution List, Naval Weapons Station
(WPNSTA) Concord, CA

Subj: RAB MEETING, OCTOBER 17, 1996

Encls: (1) RAB Agenda, October 17, 1996
(2) Draft RAB Meeting Minutes of September 19, 1996

1. There will be a meeting of the RAB on Thursday, October 17, 1996 at the Ambrose Community Center, 3105 Willow Pass Road, Bay Point, CA.
2. Enclosure (1) is the draft agenda for the October 17, 1996, RAB meeting, which will begin at 7:00 p.m. This meeting will include a presentation on the Western Governor's Association Meeting, NWS Concord Zoning and Land Use Review, projected time table for the NWS Concord Environmental Program, and discussion on new RAB and committee issues.
3. Enclosure (2) is the draft minutes of the September 19, 1996, RAB meeting. This document will be finalized during the RAB meeting scheduled for Thursday, October 17, 1996.
4. If you have any questions or comments regarding the issues discussed in this letter, please contact me at (415) 244-2558, or Mr. John Rosengard, RAB Community Co-chair, at (510) 601-8740.

Ronald Yee
RONALD YEE
By direction

Subj: RAB MEETING, OCTOBER 17, 1996

Distribution:

Ms. Elizabeth Robinson Anello
Mr. Steven Bachofer
Ms. Shirley Buford
Mr. Jim Campbell
Mr. Scott Etzel
Mr. Craig Fletcher
Mr. John Fuery
Mr. Steve Gallo
Mr. Edward Gardner
Ms. Susan Gladstone
Mr. Neal Grindheim
Mr. Anthony Jorgenson
Mr. James Koeppel
Mr. David Kory
Ms. Sylvia Kotecki
Mr. Eugene Kuroczko
Mr. Ralph Lambert
Mr. Clint Mayfield
Ms. Loulena Miles
Ms. Earlene Millier
Ms. Colleen Monahan
Mr. Larry Myers
Mr. Raymond O'Brien
Ms. Connie Peak
Mr. John Pearson
Mr. Richard Pieper
Mr. James Pinasco
Mr. Richard Purdue
Mr. David Rege
Ms. Tatiana Roodkowsky
Mr. John Rosengard
Ms. Catie Roy
Mr. Herb Schwartz
Mr. James Servanti
Mr. Thomas Shirley
Dr. Barbara Smith

Mr. George Delacruz
Mr. Ronald Yee

**NAVAL WEAPONS STATION CONCORD
RESTORATION ADVISORY BOARD**

MEETING MINUTES

**Ambrose Community Center
3105 Willow Pass Road
Bay Point, California**

Thursday, September 19, 1996

I. WELCOME AND INTRODUCTIONS/COMMUNITY CO-CHAIR'S REPORT

A. Welcome and Introductions

The Naval Weapons Station (WPNSTA) Concord Restoration Advisory Board (RAB) met at 7:07 p.m. on Thursday, August 19, 1996, at the Ambrose Community Center in Bay Point, California. Mr. Richard Pieper, Navy Co-chair, called the meeting to order and turned it over to the newly elected Community Co-chair, Mr. John Rosengard.

Mr. Rosengard stated that Dr. Barbara Smith of the U.S. Environmental Protection Agency (U.S. EPA) was unable to attend the evening's RAB meeting, but had arranged for one of her associates, Ms. Genia McNaughton, to attend. Mr. Rosengard introduced Ms. McNaughton and announced that she will be devoting a significant amount of her time to WPNSTA Concord and substituting for Dr. Smith intermittently at RAB meetings. Mr. Rosengard noted that Ms. McNaughton is a Fulbright Scholar with a Bachelor of Arts (BA) degree from Vassar and a Doctor of Philosophy (Ph.D.) in biology from the University of California Santa Cruz. He encouraged RAB members to introduce themselves to Ms. McNaughton. Mr. Rosengard also stated that he had invited Mr. Jeff Wyatt of Chevron Chemical Company's Site Remediation Division to attend the evening's RAB meeting. Mr. Rosengard asked everyone in attendance to introduce themselves.

Mr. Rosengard indicated that the Navy and its Comprehensive Long-term Environmental Action Navy (CLEAN) contractor, PRC Environmental Management, Inc. are committed to using small disadvantaged businesses (SDB) to support the CLEAN program activities at WPNSTA Concord. He encouraged RAB members who have SDB status or know of anyone with SDB status to contact Ms. Suzanne Craft of PRC.

Ms. Sylvia Kotecki requested the RAB telephone list be expanded to include business telephone numbers, fax, and e-mail numbers. She asked that RAB members note the additional information on the RAB meeting sign-in sheet.

B. Meeting Minutes

Mr. Rosengard asked if RAB members had additions or modifications to the August RAB meeting minutes. Mr. Ed Gardener stated that on page 4, section IV, part B, last paragraph, the Public Relations Committee, not he, had suggested to Mr. Yee that he discontinue telephone calls to RAB members regarding their membership, as some members perceived the telephone calls to be intimidating.

The meeting minutes were approved with Mr. Gardener's modification.

C. Community Co-chair's Report

Mr. Rosengard stated that Ms. Tatiana Roodkowsky had requested that a resolution of accommodation for Mr. Herb Schwartz be prepared and signed by the RAB. Additionally, he stated that Ms. Sylvia Kotecki had prepared a thank you letter for Mr. Hank O'Hagan, who has resigned after serving on the RAB as the public relations chairperson for about 1 year. Mr. Rosengard noted that both documents would be passed around for everyone's signature.

Mr. Rosengard announced that there will be a meeting of the Western Governors Association in the San Francisco Bay Area on September 26 and 27, 1996, regarding military base cleanup technologies. He stated that he will be unable to attend the meeting; however, Mr. Richard Purdue will be attending and the meeting is open to the public. Topics of discussion at the meeting include innovative technologies as they apply to Superfund and Resource Conservation and Recovery Act (RCRA) sites. Mr. Rosengard asked RAB members interested in attending to let him know or contact Dr. Smith at the U.S. Environmental Protection Agency (EPA).

II. STATUS OF THE INLAND AREA REMEDIAL INVESTIGATION REPORT

Mr. Ronald Yee announced that PRC will deliver the draft Inland Area remedial investigation (RI) report to the Navy for review on September 20, 1996. Mr. Yee stated that the RAB will be receiving copies for review sometime in mid-October. Ms. Anju Vig of PRC explained that the Navy is given an internal draft report and is allowed 30 days for review and comment. A draft version will be provided to the regulatory agencies and the RAB after PRC has addressed the Navy's comments on the internal draft report. The regulatory agencies and the RAB will be given 60 days to review and comment on the draft report. Mr. Pieper pointed out that the Navy receives an internal draft of reports, which are usually prepared by contractors, to identify any confidential information that should not be released outside of the Navy.

Mr. Rosengard asked who on the RAB would be interested in reviewing the draft Inland Area RI report. Mr. Purdue and Ms. Catie Roy expressed interest in receiving a copy of the draft Inland Area RI report. The draft Inland Area RI report will be mailed directly to RAB members who are interested in reviewing the document. Mr. Pieper added that the report will be placed in the information repository and available to the public. RAB members interested in reviewing the draft report should contact Mr. Rosengard. Mr. Rosengard will provide Ms. Suzanne Craft of PRC with a list of names of those RAB members interested in reviewing the report.

Mr. Wyatt asked if PRC would give a presentation regarding the draft Inland Area RI report at a RAB meeting following the release of the document. Mr. Pieper responded that the presentation will probably be scheduled for the November RAB meeting. Ms. Vig explained that the purpose for scheduling the presentation in November is to give RAB members an opportunity to review the report so they would have an understanding of the report's contents and have an opportunity to ask questions or make comments specific to the report.

Mr. Pieper pointed out that Mr. Rosengard's request for RAB members interested in reviewing the draft Inland Area RI report is based on Mr. Rosengard's theme of relying on ad hoc committees made of individuals who have a particular interest in a document. He stated that this is a change from the concept of the Document Review Committee being the exclusive holders of a document and requiring RAB

members interested in reviewing a document to request it from the committee.

III. UPDATE ON ITEMS FROM AUGUST RAB MEETING

A. Measures of Merit

Mr. Rosengard asked if anyone had identified measures of merit (e.g. criteria of success), based on the discussion at the August RAB meeting. He pointed out that the purpose is to identify criteria for defining the RAB's success (e.g. how well it is functioning). Mr. Pieper noted federal agencies such as the U.S. Environmental Protection Agency is beginning to look at value for the expenditure of overall dollars spent on RABs.

The RAB discussed the need to identify a standard means by which to measure the RABs effectiveness and accomplishments. In addition, the RAB recognized three types of actions that would contribute to the RABs effectiveness:

- **Effective communication -- facilitate the flow of information to and from the community:** (1) solicit the community's concerns regarding cleanup at WPNSTA Concord and present them to the RAB and (2) provide the community with information (e.g. newspaper articles) regarding cleanup progress and successes at WPNSTA Concord.
- **Public Relations Committee strategies -- develop new strategies to inform the community about the RAB and its purpose and to solicit new RAB members.** (An update of the Public Relations Committee's strategies are provided under section V).
- **Public awareness focus -- identify means of focusing public attention on technical cleanup issues within the RAB's purview rather than "negative publicity" issues such as the Department of Energy project and warehouse construction.**

B. National Priorities List Partial Deletion

Mr. Rosengard stated that at the August RAB meeting Dr. Smith had expressed interest in a partial deletion of WPNSTA Concord from the National Priorities List (NPL). Mr. Rosengard stated that a partial deletion allows for redrawing the boundaries of an NPL site to reflect progress over time in remediating contaminants. Mr. Pieper pointed out that the entire 13,000 acres of WPNSTA Concord is listed on the NPL because it is considered one facility. The basis for the listing is the most recent hazard ranking scoring for the Tidal Area sites; the listing was by default a result of "suspicion of contamination near waterways." Originally, the listing was a result of the hazard ranking scoring of the Litigation Area sites and one of the Tidal Area sites. Mr. Pieper questioned whether there is an advantage in having a partial delisting of WPNSTA Concord from the NPL since WPNSTA Concord is not being modified or closed. He pointed out that WPNSTA Concord would be unable to propose complete delisting until after the record of decision (ROD) is signed for the Tidal Area sites. Mr. Pieper questioned whether it is worth the investment in labor and dollars to initiate a partial delisting rather than waiting to have the entire facility removed from the NPL.

Mr. Rosengard asked for input as to whether RAB members believe it would be beneficial to pursue a partial deletion (e.g. removal of the Inland Area sites) of WPNSTA Concord from the NPL.

The following points were presented:

- Mr. James Koeppel stated that as a Concord resident and businessman he believes it would be newsworthy to publicize that the Inland Area sites, which make up significant acreage at WPNSTA Concord, are mostly uncontaminated. He further noted that whether or not the Inland Area sites are actually removed from the NPL is less significant.
- Mr. Gardner stated that as an adjacent neighbor to WPNSTA Concord he would feel more comfortable knowing that there are fewer acres to be cleaned up than the maps of the facility currently indicate.
- Mr. Wyatt stated that there probably is not much cost involved in requesting a partial delisting from EPA. He pointed out that the actual partial delisting process may be less expensive and time consuming than anticipated; if not, at that point the Navy can make a decision whether to proceed with a partial delisting.
- Mr. Steve Gallo stated that a partial delisting would help to gauge milestones and emphasize to the public that cleanup is progressing, even if that involves removing areas from the NPL that were never contaminated.
- Mr. Larry Myers stated that it should be made clear to the public that the area proposed for delisting was never contaminated and did not require cleanup.
- Mr. Rosengard stated that he believes an important factor in partial delisting is that maps of WPNSTA Concord would reflect a significant reduction in the number of contaminated acres. Additionally, redrawing the boundaries to reflect the actual areas of contamination would give the public a more accurate depiction of the extent of contamination.
- Ms. Roodkowsky stated that she would like to have the political ramifications of delisting addressed. She suggested that the RAB invite a representative of Congressman George Miller's or Congressman Bob Baker's office. Ms. Roodkowsky stated that she believes the primary reason for WPNSTA Concord's placement on the NPL is political. Ms. Roodkowsky offered to contact one of the Congressmen's office and request a presentation by a staff member at the October or November RAB meeting regarding the political ramification of partial delisting of WPNSTA Concord from the NPL.
- Mr. Pieper suggested inviting someone from EPA to give a presentation to the RAB to provide more information regarding the partial delisting and its application to the Inland Area sites at WPNSTA Concord. Mr. Rosengard volunteered to contact EPA and invite someone to provide an informational presentation at the October RAB meeting.

C. Technical Assistance Grant

Ms. Roodkowsky stated that a Technical Assistance Grant (TAG) applicant must have non-profit corporation status. She stated that a group of RAB members has been reviewing draft articles of incorporation and the bylaws, and anticipates filing as a non-profit corporation by the end of October 1996. Ms. Roodkowsky stated that the name of the non-profit corporation is Bay Area Environmental Partnership

(BAEP) and falls under several nonprofit categories including education, charitable, and scientific. She invited RAB members interested in being on the board of directors of BAEP to attend the Public Relations Committee meeting on September 23, 1996.

IV. RAB PROCEDURES

Mr. Rosengard reminded the RAB that he and Mr. Myers had identified several areas for improving the effectiveness and efficiency of the RAB during their presentations for RAB community co-chair at the August RAB meeting. To achieve this goal he had proposed adjusting the administrative framework of the RAB by replacing the current committee structure with a Media and Administrative Committee and site- or issue-specific ad hoc committees. The objective of the Media and Administrative Committee would be to ensure adequate new membership, administrative changes, and media coverage regarding the RAB and cleanup. The ad hoc committees would be set up to address issues involving the Tidal Area, the Inland Area, the Litigation Area, and solid waste management unit (SWMU) sites. Mr. Rosengard asked for discussion from the RAB regarding the proposed organizational changes. Several primary issues were discussed.

New Committee Structure

Mr. Rosengard and Mr. Pieper clarified Mr. Rosengard's proposal regarding the restructuring of committees:

- Each committee would comprise a core group
- RAB members may become members of more than one committee according to their interest and expertise
- Excluding core committee members, involvement on a committee may fluctuate depending on specific issues or circumstances that may interest them or when their expertise and/or knowledge may be beneficial
- RAB membership and outreach would continue to be a primary focus and members of the Public Relations Committee would continue with their efforts
- Document review and comment will be a primary focus of the ad hoc committees

Proposal for Dissolution of Existing Committees

RAB members expressed concern regarding the unilateral dissolution of existing committees. The following points were made:

- Committees, such as the Public Relations Committee, that meet regularly, have an active membership, and continue to fulfill their mission should not be abolished or merged with another function.
- The Finance and Legal Committees, and other inactive committees, should be dissolved.
- The Procedures Committee will meet to consider the recommendation to dissolve the Finance and

Legal Committees, and dissolution of the Document Review Committee and its replacement with the issue- and area-specific ad hoc committees. The Procedures Committee will individually evaluate these three committees based on the chairperson's commitment and effectiveness, commitment of its members, and effectiveness in accomplishing its mission.

- The Procedures Committee will bring a proposal regarding the proposed dissolution of the Finance, Legal, and Document Review Committees, and formation of the Inland Area, Tidal Area, and Litigation Area and SWMW committees back to the RAB for a vote.
- The Public Relations Committee and the Procedures Committee agreed to Mr. Pieper's request to decide at their next meeting whether they will continue to exist and, if so, in what form. The chairperson for each committee will present the committees' proposal to the RAB.

Mr. Rosengard pointed out that the RAB guidance from the Chief of Naval Operations states that "it is the responsibility of each member of a RAB to (1) provide comments on actions or proposed actions involving releases or threatened releases at installations to the Navy represented by the Navy co-chair, (2) review documents, (3) identify and review project requirements, and (4) recommend priorities among sites and projects. Therefore, Mr. Rosengard believes the RAB should begin to focus on technical aspects and substance rather than organizational issues.

RAB Meeting Frequency

Ms. Kotecki expressed concern about the proposal regarding the reduction in the number of RAB meetings and the ability of the RAB to maintain members and cross-communicate among committees in an effective manner. Mr. Rosengard pointed out that the purpose in reducing the number of RAB meetings is to allow the ad hoc committees time to adequately address issues and review documents before bringing their findings back to the RAB. Mr. Pieper stated that for consistency, the Procedures Committee should evaluate the proposed reduction in RAB meetings and present its recommendation to the RAB for a vote.

V. PUBLIC RELATIONS COMMITTEE OUTREACH PROGRAM

Ms. Roodkowsky stated that the Public Relations Committee has met twice since the last RAB meeting; its most recent meeting was September 17. The committee has been actively developing its outreach program strategies. Ms. Kotecki spearheaded the preparation and distribution of letters soliciting (1) community attendance at RAB meetings and (2) Public Relations Committee presentation opportunities at meetings of local clubs and organizations. Mr. Koeppel prepared a RAB advertisement for distribution to two local newspapers to solicit new RAB members. The committee has prepared a brochure outlining the RABs purpose and encouraging community involvement that will be distributed to the RAB at the October meeting.

Ms. Kotecki stated that the Public Relations Committee will hold its next meeting on Monday, September 23, at 7:30 p.m. at the Badge and Pass Office. Mr. Gardener noted that the Public Relations Committee meets the first Monday following the monthly RAB meetings, at 7:30 p.m. at the Badge and Pass Office. All RAB members are welcome.

VI. FUTURE AGENDA ITEMS

RAB Attendance Requirements -- Mr. Etzel suggested including as a future agenda item a discussion to

potentially abolish the rule to drop RAB members who miss two consecutive RAB meetings. Mr. Pieper stated that the issue has been addressed at several RAB meetings; therefore, he suggested that the issue be taken up by the Procedures Committee to establish membership criteria and bring the issue to conclusion.

SWMU Progress Update Report -- Mr. Gallo suggested a SWMU progress update report in the form of a letter from Mr. Roger Soohoo as a future agenda item.

Attendance of Public Affairs Officer at RAB Meetings -- Mr. Koepfel requested WPNSTA Concord's Public Affairs Officer, Ms. Anna Lou Proctor, attend a future RAB meeting to provide input regarding effective methods for soliciting greater community involvement.

Alternative Meeting Locations -- Mr. Etzel suggested including a discussion of alternative meeting locations as a future agenda item. He stated that a change to a more convenient location may encourage the community to attend RAB meetings. Mr. Bachofer pointed out that he believes that one of the reasons for Mr. Rosengard's suggestion that RAB meetings be held quarterly is to encourage community attendance by presenting issues of concern and magnitude. He further stated that the Public Relations Committee could place newspaper advertisements announcing the meetings and the topic of discussion. Mr. Rosengard stated that the RAB would not immediately abandon its monthly meeting, but would work out the details to ensure the most effective process and schedule. Mr. Pieper suggested that RAB members should think about topics that would be of interest to the public; for these meetings the RAB may want to consider holding the meeting in the board room of the Contra Costa County Water District building.

In response to Mr. Etzel's original suggestion regarding alternative meeting locations, Mr. Pieper pointed out that the Ambrose Community Center had been selected because it is easily assessable, can be booked months in advance, is always available on the date and time needed, and the cost is acceptable. Mr. Etzel suggested that reconsidering the meeting location may encourage greater RAB and community attendance.

VII. SITE TOUR DATE

Mr. Rosengard stated that the purpose of the tour is to focus on the Inland Area, specifically the Installation Restoration (IR) sites. Mr. Rosengard opened the floor for suggestion of tour dates. The RAB identified two possible dates: October 12 and November 2. By show of hands, the RAB voted to have the site tour on Saturday, November 2 at 8:00 a.m.

VIII. ACTION ITEMS

A. Status of Action Items from August RAB Meeting

Mr. Rosengard will provide PRC with a list of RAB members interested in reviewing the draft Inland Area RI report.

Ms. Roodkowsky reported on the status of the TAG (see section III. C).

Mr. Rosengard contacted Ms. Craft to provide her with a list of names and addresses of potential new RAB members. Pursuant to Mr. Rosengard's request, Ms. Craft sent copies of the "green book" and two fact sheets regarding the RAB and clean up of WPNSTA Concord to all individuals named on the list.

B. Action Items Identified at September RAB Meeting

Ms. Roodkowsky will invite a representative from Congressman Miller's office and Congressman Baker's office to the October or November RAB meeting to present the political ramifications of partial delisting of WPNSTA Concord from the NPL.

Mr. Rosengard will invite an EPA representative to the October RAB meeting to provide information regarding partial delisting of WPNSTA Concord from the NPL.

Mr. Myers will provide Ms. Craft with the minutes from the most recent Procedures Committee meeting for inclusion as an attachment to the September RAB meeting minutes.

The Procedures Committee will meet to evaluate (1) the proposed dissolution of the Finance and Legal Committees; (2) the dissolution of the Document Review Committee and formation of the Inland Area, Tidal Area, and Litigation Area and SWMU ad hoc committees; (3) its own existence and redefine its mission and goals; and (4) the frequency of future RAB meetings. The Procedures Committee will prepare a proposal regarding these four issues and present it to the RAB.

The Public Relations Committee will evaluate its existence, redefine its mission and goals, if necessary, and report its findings to the RAB.

PRC will include Mr. Purdue and Ms. Roy on the distribution list for reviewing the draft Inland Area RI report.

IX. ADJOURNMENT

Mr. Rosengard adjourned the meeting at 9:15 p.m.

X. ATTACHMENTS

A Sign-in sheet from the September 19, 1996, RAB meeting

B Agenda for the October 17, 1996, RAB meeting

ATTACHMENT A

SIGN-IN SHEET FOR SEPTEMBER 19, 1996, RAB MEETING

**NAVAL WEAPONS STATION CONCORD
RESTORATION ADVISORY BOARD MEETING**

September 19, 1996

SIGN-IN SHEET

Name (Please Print)	Telephone Number
RONALD YEE	(415) 244-2558
JOHN ROSENGARD	(510) 601-8740
COLLEEN MURPHY	(510) 685-2610
Cecilia Roy	(510) 798-4178
Larry Myers	(510) 798-3389
Sylvia Katsuki	(510) 686-1964
Mark Meyers	510-246-5817
Scott Etzel	827-9576
Richard Taylor	(510) 246-5650
Edward Graham	510-686-1897
JEFF WYATT	510 842-5883
CONNIE PEAR	510 671-2598
Steve Bachter	510 947-1453
Jim Koepfel	510-687-9087
Tatiana Radkowsky	510-654-6680

NAVAL WEAPONS STATION CONCORD
RESTORATION ADVISORY BOARD MEETING

September 19, 1996

SIGN-IN SHEET

Name (Please Print)	Telephone Number
Steve Gallo	510 370-7969
Rich Proulx	(510) 825-0547
ANJU VIG	415 222-8224
Suzanne Craft	415 222-8270

ATTACHMENT B

AGENDA FOR OCTOBER 17, 1996, RAB MEETING

AGENDA

NAVAL WEAPONS STATION CONCORD RESTORATION ADVISORY BOARD MEETING

Thursday, October 17, 1996

**7:00 p.m. - 9:00 p.m.
Ambrose Community Center
3105 Willow Pass Road
Bay Point, California**

7:00 - 7:05	Welcome and Introductions
7:05 - 7:15	Community Co-chair Report
7:15 - 7:20	Approval of Meeting Minutes
7:20 - 7:30	Report on Western Governor's Association Meeting
7:30 - 7:50	Procedures Committee Report
7:50 - 7:55	Public Relations Committee Report
8:55 - 8:00	Review of WPNSTA Concord Environmental Program Timetable and SWMU and Inland IR Report Update
8:00 - 8:10	Break
8:10 - 8:25	Review of WPNSTA Concord Zoning and Land Use
8:25 - 8:45	Discussion on Proposed Change in RAB and Committee Procedures
8:45 - 8:55	Future Agenda Topics and Action Item Update
8:55 - 9:00	Public Comment
9:00	Adjournment

