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NTC ORLANDO
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RESTORATION ADVISORY BOARD MEETING MINUTES AND SUMMARY 12 SEPTEMBER
1994 NTC ORLANDO FL
9/14/1994
TODD PERSONS COMMUNICATIONS, INC

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September 14, 1994

To: Nancy Rouse
From: Bud Brewer

Subject: RAB Meeting Report, 9/12/94

The meeting opened at 7:10PM with Captain Lagomarsino's welcome. He reviewed the RAB selection process and told those in attendance that their service could be part of a three plus year process. He explained the difference between the RAB and the Re-use Commission. He introduced Phil Georgariou, Wayne Hansel, David Clowes, and Craig Brown and explained everyone's RAB role. He went into a detailed site explanation, including the status of the base and the closure schedule in terms of facilities and personnel. He discussed re-use model (?) and future land uses. He explained the re-use priorities. At 7:20, he introduced Catherine Ballinger.

Catherine revisited the responsibilities of RAB membership and explained the BCT. She reviewed the idea of a RAB charter, possible term limits, replacements, frequency of meetings and meeting protocols. She announced two upcoming site tours, on September 24th and October 1 (subsequently changed to the 8th). And she announced classroom training sessions for October 13th and November 8th. She discussed the responsibilities of the RAB co-chair and suggested the group wait until they got to know one another better before electing one of themselves for that responsibility.

Questions from the floor were sparse. One asked if the RAB was strictly advisory as opposed to decisive. Phil and Craig Brown explained the advisory role of the RAB and the RAB role as a conduit for communication. Another question asked about future contracts and whether the RAB would have any role in letting those. Phil explained the contract process.

The formal meeting was adjourned at 7:55. Guests milled around for another fifteen to twenty minutes before dispersing.

All community members were in attendance except Gina Edwards, Penelope Felger, Laura Santos and Charles Waldron.

**Meeting Summary
Orientation Session 1
Restoration Advisory Board
Naval Training Center, Orlando
September 12, 1994**

The first RAB orientation session was held at the USO on September 12, 1994 at 7:00 p.m. RAB members in attendance were:

| | |
|-----------------------------------|----------------------------------|
| Lt. Commander Catherine Ballinger | Navy RAB Co-Chair |
| Craig Brown | BCT Member |
| David Clowes | BCT Member |
| Ms. Anna Currie | Community RAB Member |
| Mr. Donald Fuller | Community RAB Member |
| Mr. Phil Georgariou | ABB Environmental Services, Inc. |
| Mr. Wayne Hansel | BCT Member |
| Mr. Richard Kennedy | Community RAB Member |
| Ms. Nancy Maloney | Community RAB Member |
| Mr. Thomas Nelson | Community RAB Member |
| Captain Thomas Lagomarsino | NTC, Orlando |
| Ms. Blanch Olson | Community RAB Member |
| Ms. Di Silkwood | Community RAB Member |
| Mr. Mark Solomon | Community RAB Member |
| Mr. Todd Sorrow | Community RAB Member |
| Ms. Geraldine Wojack | Community RAB Member |
| Mr. Thomas Yost | Community RAB Member |

The meeting opened at 7:10 p.m. with Captain Lagomarsino's welcome. He reviewed the RAB selection process and told those in attendance that their service would be part of a "three plus" year process. He explained the difference between the RAB and ReUse Commission.

He then introduced Wayne Hansel, David Clowes, Craig Brown, and Phil Georgariou, and explained everyone's role in the RAB. He discussed the status of the base and the closure schedule in terms of facilities, personnel, and future land uses. He introduced Lt. Commander Ballinger at 7:20 p.m.

Lt. Commander Ballinger reviewed the responsibilities of RAB membership and explained the BRAC Cleanup Team (BCT). She reviewed the idea of a RAB charter, possible term limits, replacements, frequency of meetings and meeting protocols. She announced two upcoming site tours, on September 24 and October 1 (subsequently changed to October 8). She announced classroom training sessions for October 13 and November 8. She discussed the responsibilities of the RAB co-chair and suggested the group wait until they got to know one another better before electing one of themselves for that responsibility. Handouts used in the meeting are attached.

Questions from the floor were limited. One asked if the RAB was strictly advisory as opposed to decisive. Mr. Georgariou and Mr. Brown explained the advisory role of the RAB and the RAB role as a conduit for communication. Another question asked about future contracts and whether the RAB would have any role in selecting future contractors. In response, Mr. Georgariou explained the current contracting process to the RAB.

The meeting adjourned at 7:22 p.m.

Attachments: Handouts from September 12, 1994 RAB Orientation Session 2.

Agenda
Restoration Advisory Board Meeting
September 12, 1994

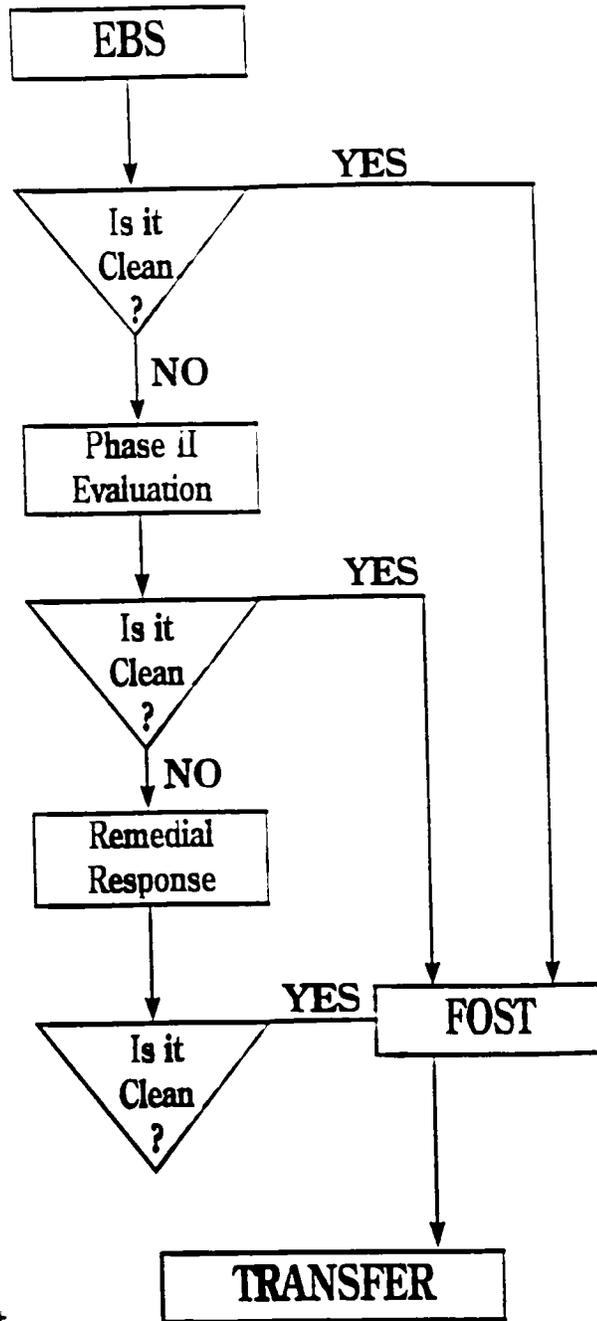
| | |
|---|--------------------------|
| Welcome | Capt. Lagomarsino |
| Overview Roles and Responsibilities of RAB Community Members | LCdr Ballinger |
| Initial RAB Activities | LCdr Ballinger |
| <ul style="list-style-type: none">• Establish location and frequency of meetings• Develop charter• Attend orientation/training sessions | |
| Initial Activities of RAB Community Members | LCdr Ballinger |
| <ul style="list-style-type: none">• Select community co-chair | |
| Introduction of Regulatory and Navy RAB Members and Support Personnel | LCdr Ballinger |
| <ul style="list-style-type: none">• Introduce BCT, regulators• Explain support available through regulators/Navy | |
| Introduction of RAB Community Members | <i>Self Introduction</i> |
| Frequency and Location of Orientation Meetings | LCdr Ballinger |

Property Transfer Process

1. Determine Environmental Condition of Property through Environmental Baseline Survey (EBS)

2. Determine Remedial/Restoration Response (RAB Input/BCT Decision) Finding Of Suitability for Transfer/Lease (FOST)

3. Transfer Property



Responsibilities of the RAB Community Members

- Attend RAB meetings;
- Advise and comment on cleanup issues to government decision makers;
- Report back to the organization or community they represent;
- Serve as a conduit for information flow to and from the community. The RAB community members have responsibilities to the interest groups they represent and to the community as a whole;
- Review and provide comments on documents; and
- Serve in a voluntary capacity.

RAB Charter

RAB charters are prepared by the RAB members. The RAB charter typically provides a *mission statement* and *operating procedures* for the RAB. Some of the issues addressed within the charter are:

RAB Mission Statement:

- Represents a consensus on the breadth and scope of RAB activities
- Preparation provides an ideal forum in which to define and document the shared goals of RAB members

RAB Operating Procedures:

- Establishes membership policies:
 - Length of service
 - Additions, replacements, and terminations
- Outlines RAB operating principles:
 - frequency and protocol of meetings
 - process for public review and comment
 - announcement of meetings
 - procedures for public participation and response to their questions and comments at RAB meetings

RAB Orientation

| Session Number and Date | Title | Content | Presenter | Duration |
|--|---|--|--|--------------------------------------|
| Session 1: Sept 12, 1994 | Roles and Responsibilities of RAB | Introduction of RAB members and review of the initial responsibilities of the RAB, generally, and the community members, specifically. | LCdr Ballinger | 1 hour presentation plus social hour |
| Session 2: TBD, during daylight hours | Installation Mission and Site Tour | Conduct a site tour to familiarize RAB members with the base's mission and environmental program activities. | Wayne Hansel | 3-4 hour |
| Session 3: TBD | Regulatory Background | Overview of federal and state environmental statutes and regulations which drive environmental work at NTC, Orlando. | David Clowes (Florida) & Craig Brown (Federal) | 1 hour (30 min. each) |
| | Status of Cleanup Activities and Technical Issues | Summary of the environmental work performed and status of each of the sites. | ABB-ES | 1 hour |
| Session 4: TBD | Risk Communication | Basics of risk communication as presented in RAB workshop. | Navy/ ABB-ES | 1 - 2 hours |

The RAB Community Co-Chair

The RAB Community Co-Chair:

- Will work in partnership with the NTC, Orlando Co-Chair, LCdr Catherine Ballinger;
- Will be selected by the community members; and
- Should be skilled in running meetings and encouraging cooperation.

Responsibilities of the Community Co-Chair:

- Coordinate with the installation Co-Chair to prepare and distribute and agenda prior to each RAB meeting;
- Ensure that the community members participate in an open and constructive manner;
- Ensure that the RAB has the opportunity to provide input into the decision process;
- Ensure that community issues and concerns related to cleanup are brought to the table;
- Serve as a focal point for community outreach and report back to the community as a whole.

Responsibilities of State and Federal RAB Members

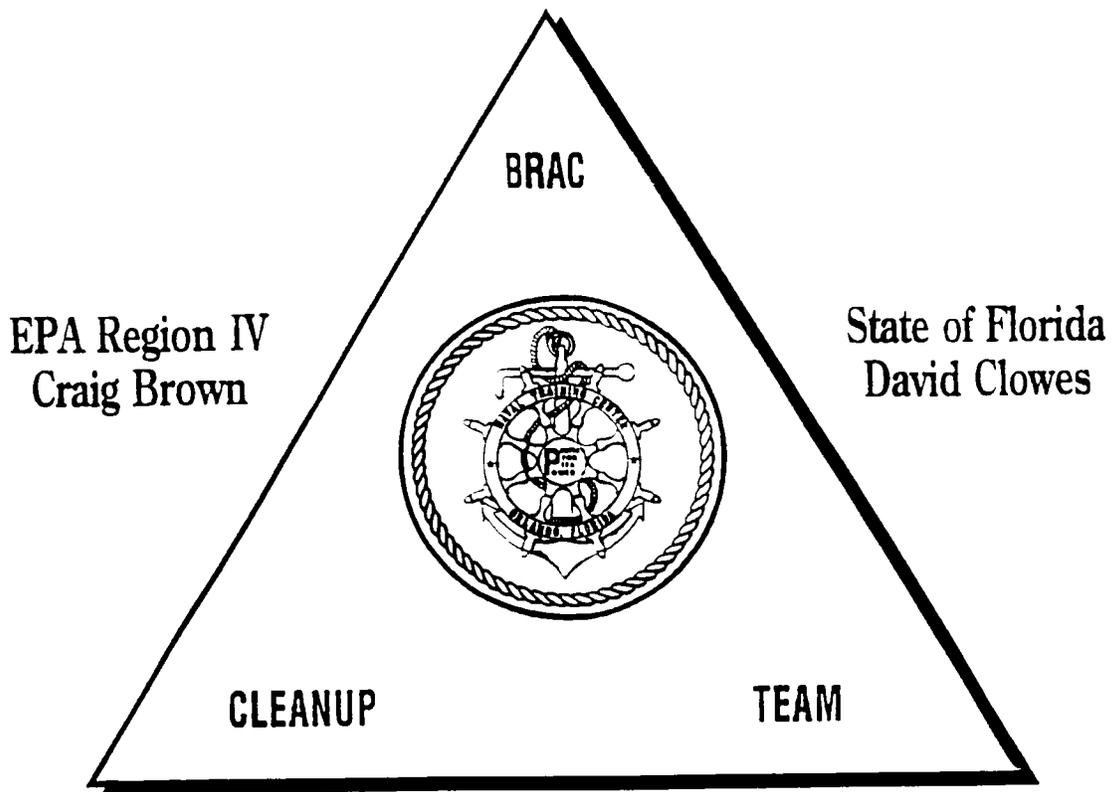
The State and Federal RAB Members:

- Attend RAB meetings;
- Serve as an information, referral, and resource bank regarding NTC, Orlando cleanup;
- Review and provide comments on documents;
- Ensure that state and federal environmental standards and regulatory issues are identified and addressed;
- Facilitate resolution of environmental issues and constraints; and
- Assist in the education and training of RAB members.

NTC, Orlando's State and Federal RAB Members include:

- State - David Clowes of the Florida Department of Environmental Protection
- Federal - Craig Brown of the U.S. Environmental Protection Agency

BRAC Cleanup Team



Department of Defense
Wayne Hansel, SOUTHDIV, USN
Captain Harry Smith, USN - Lt. Commander Catherine Ballinger, USN
Philip Georgariou, ABB Environmental Services

Responsibilities of NTC, Orlando

- Ensure that community issues and concerns related to the cleanup are brought to the table;
- Refer non-cleanup issues to appropriate installation officials for processing;
- Ensure that administrative support to the RAB is provided;
- Provide draft documents in a timely manner to the RAB for review and ensure that these documents are made available to the public;
- Ensure that the installation participates in an open and constructive manner.

Navy Support Available to the NTC, Orlando RAB

The Navy may provide administrative support including:

- sharing information about the RAB by placing display advertisements in local newspapers, preparing news releases, and announcing meetings through mailings;
- coordinating meeting logistics such as arranging for meeting facilities; providing audio-visual equipment, and providing note takers;
- preparing meeting materials; and
- preparing materials to share with the community at large.

The Navy and ABB-ES are available to provide technical assistance.

Restoration Advisory Board Members

| Member | Phone Number (day) | Phone Number (evening) |
|--------------------------|-------------------------------|-----------------------------------|
| Ms. Di Silkwood | (407) 856-3484 | (407) 645-4968 |
| Mr. Donald A. Fuller | (407) 823-5577 | (407) 657-2698 |
| Ms. Gina Edwards | (407) 823-6042 | (407) 629-5241 |
| Ms. Geraldine Wojeck | (407) 677-2956 | (407) 644-5357 |
| Ms. Nancy Maloney | (407) 898-8641 | (407) 345-8281 |
| Ms. Laura Santos | (407) 843-5304 | same |
| Ms. Penelope Felger | (407) 423-2100 | (407) 657-8276 |
| Mr. Thomas Nelson | (407) 644-8689 | (407) 647-0329 |
| Ms. Anna Currie | (407) 647-4114 | (407) 644-7017 |
| Mr. Thomas Yost | (407) 423-2227 x223 | (407) 678-0943 |
| Mr. Richard Kennedy, Jr. | (407) 658-9538 | same |
| Mr. Charles Waldron | (407) 843-1563 | (407) 291-0953 |
| Mr. Todd Sorrow | (407) 356-7736 | (407) 671-1159 |
| Mr. Mark Solomon | (407) 647-6532 | (407) 647-3088 |
| Mrs. Blanche Olson | (407) 644-9779 | same |

Agenda
Restoration Advisory Board Meeting
September 12, 1994

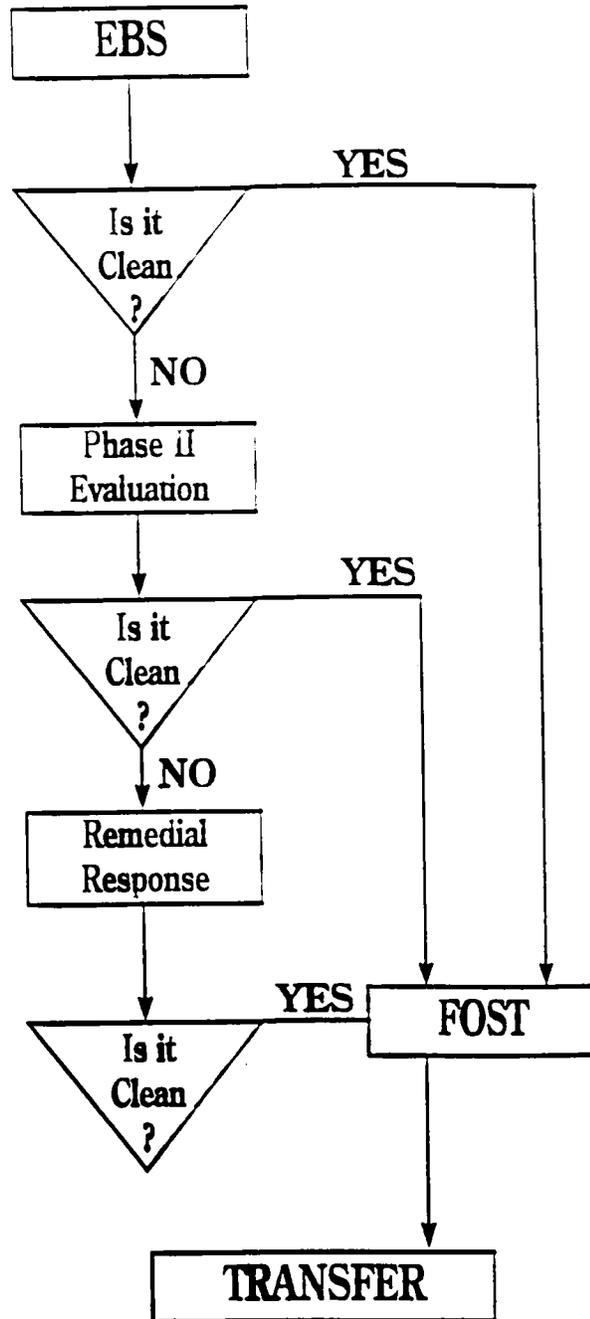
| | |
|--|--------------------------|
| Welcome | Capt.Lagomarsino |
| Roles and Responsibilities of RAB Community Members | LCdr Ballinger |
| Initial RAB Activities | LCdr Ballinger |
| Initial Activities of RAB Community Members | LCdr Ballinger |
| Introduction of Regulatory and Navy RAB Members and Support Personnel | LCdr Ballinger |
| Introduction of RAB Community Members | <i>Self Introduction</i> |
| Frequency and Location of Orientation Meetings | LCdr Ballinger |

Property Transfer Process

1. Determine Environmental Condition of Property through Environmental Baseline Survey (EBS)

2. Determine Remedial/Restoration Response (RAB Input/BCT Decision) Finding Of Suitability for Transfer/Lease (FOST)

3. Transfer Property



 NTC Orlando RAB Input

Responsibilities of the RAB Community Members

- Attend RAB meetings
- Advise and comment on cleanup issues
- Report back to the organization or community they represent
- Serve as a conduit for information flow to and from community
- Review and provide comments on documents
- Serve in a voluntary capacity

Initial RAB Activities

- Establish location and frequency of meetings
- Develop charter
- Attend orientation/training sessions

RAB Charter

- The RAB charter provides the *mission statement* and *operating procedures* for the RAB
- The charter, mission statement, and/or operating procedures are developed by the RAB according to the needs of the board

RAB Charter

RAB Mission Statement:

- Represents a consensus on the breadth and scope of RAB activities
- Preparation provides an ideal forum in which to define and document the shared goals of RAB members

RAB Charter

RAB Operating Procedures:

- Establishes membership policies:
 - Length of service
 - Additions, replacements, and terminations

RAB Charter

RAB Operating Procedures (continued):

- Outlines RAB operating principles:
 - frequency and protocol of meetings
 - process for public review and comment
 - announcement of meetings
 - procedures for public participation and response to their questions and comments at RAB meetings

RAB Orientation

- Session 1: Roles and Responsibilities of RAB**
- Session 2: Installation Mission and Site Tour**
- Session 3: Regulatory Background & Status of Cleanup Activities and Technical Issues**
- Session 4: Risk Communication**

Initial Community Member RAB Activity

- **Select Community Co-Chair of RAB**

The RAB Community Co-Chair

The RAB Community Co-Chair:

- *Will work in partnership with Navy Co-Chair*
- *Will be selected by the community members*
- *Should be skilled in running meetings and encouraging cooperation*

The RAB Community Co-Chair

Responsibilities of the Community Co-Chair:

- Coordinate with Navy Co-chair to prepare and distribute agenda
- Ensure open and constructive participation of community members
- Ensure opportunity for RAB input to the decision process
- Ensure that community concerns are brought to the table
- Report back to the community

Responsibilities of NTC, Orlando

- Ensure that community issues and concerns related to the cleanup are brought to the table
- Refer non-cleanup issues to appropriate installation officials for processing
- Ensure that administrative support to the RAB is provided
- Provide draft documents in a timely manner to the RAB for review and ensure that these documents are made available to the public
- Ensure that the installation participates in an open and constructive manner

Responsibilities of State and Federal RAB Members

The State and Federal RAB Members:

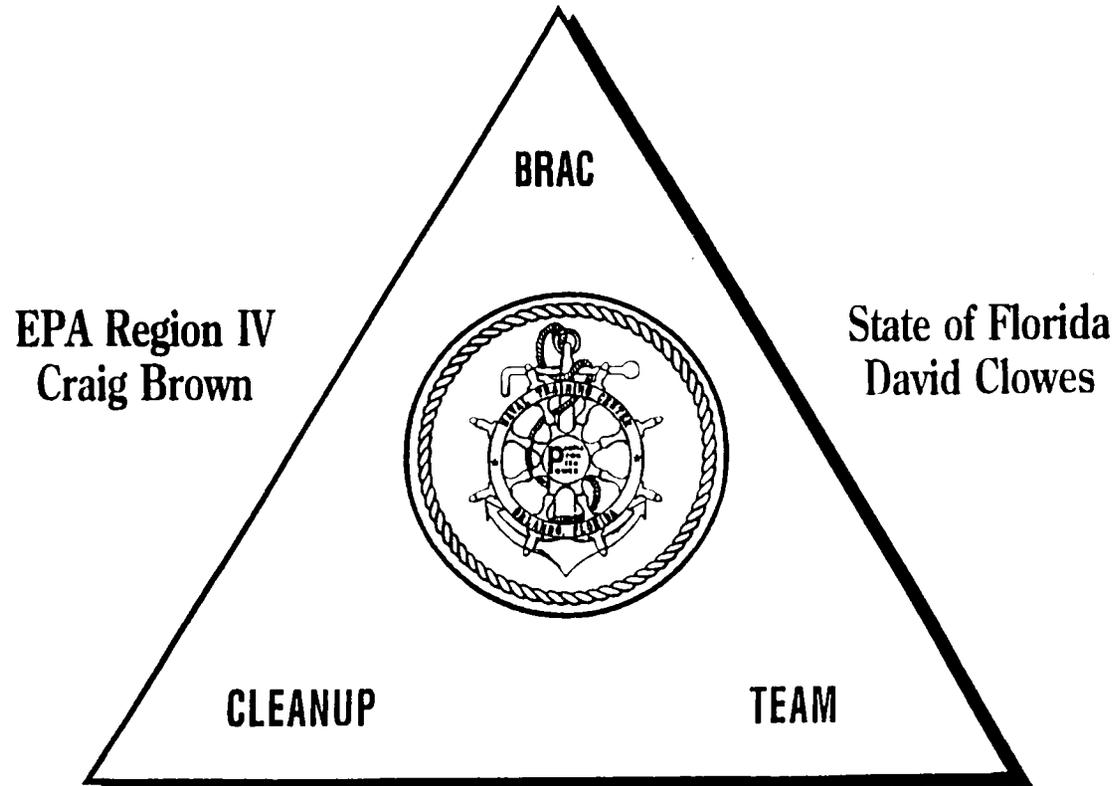
- Attend RAB meetings
- Serve as an information, referral, and resource bank
- Review and provide comments on documents
- Ensure that environmental standards and regulatory issues are identified and addressed
- Facilitate resolution of environmental issues and constraints
- Assist in the education and training of RAB members

State and Federal RAB Members

NTC, Orlando's State and Federal RAB Members include:

- State - David Clowes of the Florida Department of Environmental Protection
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BRAC Cleanup Team



Department of Defense
Wayne Hansel, SOUTHDIV, USN
Captain Harry Smith, USN - Lt. Commander Catherine Ballinger, USN
Philip Georgariou, ABB Environmental Services

Navy Support Available to the NTC, Orlando RAB

- *The Navy may provide administrative support including:*
 - transferring information about the RAB including announcements of meetings
 - coordinating meeting logistics
 - preparing meeting materials
 - preparing RAB outreach materials
- *The Navy and ABB-ES are available to provide technical support to the RAB.*