

**MINUTES FOR KICK-OFF MEETING
CAMP STANLEY STORAGE ACTIVITY
CONTRACT NO. DACA87-02-D-0005, TASK ORDER DY01
PARSONS 745428.01000**

Date: November 9, 2006 (Thursday)
Time: 2:00 P.M. – 3:00 P.M.
Place: Camp Stanley Storage Activity - Boerne, Texas
Subject: Kick off Meeting for Task Order (TO) DY01
Attendees:

Attendee	Organization	Phone
Chris Beal	Portage/CSSA	(210)698-5208
Wayne Elliott	USACE	(817)886-1666
Julie Burdey	Parsons	(512)719-6062
Kimberly Vaughn*	Parsons	(512)719-6816
Teresa Anderson	Parsons	(512)719-6073

*Minutes prepared by Kimberly Vaughn, Parsons.

A presentation reviewed at the meeting is included as Attachment 1.

INTRODUCTION AND OVERVIEW

The meeting opened with brief introductions and general discussions. Ms. Burdey described the goals and scope of work of DY01. This TO was awarded on September 30, 2006, and extends until September 30, 2007. The total value of the task order is \$587,477. The task order incorporates the following:

- Complete field activities and prepare Affected Property Assessment Report for select Inner Cantonment Sites (I-1, AOC67, and AOC68) and North Pasture Sites (B-2, B-8, B-20/21, and B-24),
- Conduct data management training on Customized Hybrid Environmental Restoration Program (chERP),
- Provide environmental support, especially GIS assistance,
- Provide updates to CSSA environmental database,
- Update Administrative Record/Environmental Encyclopedia,
- Provide technical oversight and compliance monitoring,
- Communicate progress status effectively; and
- Complete two Affected Property Assessment Reports for seven sites.

SPECIFIC TASK DISCUSSIONS

The delivery order is divided into seven separate tasks broken down into a Work Breakdown Structure (WBS). Each WBS was discussed separately.

WBS 01000 Kickoff Meeting & Data Management Training

The Kickoff Meeting and Data Management Training makes up 2.1% of the budget. This WBS includes the kickoff meeting conducted November 9, 2006 (this meeting). The Customized Hybrid Environmental Restoration Program (cHERP) database is used for all CSSA sampling, and this WBS includes training for other contractors, as needed, to enable other contractors to also use the cHERP database. The training of Weston personnel was discussed in a separate meeting also conducted on November 9, 2006. Parsons will schedule the cHERP training with the appropriate Weston representative. The cHERP training is expected to take one day. Mr. Beal reminded everyone that Bob Edwards, Mitretek, has requested to attend.

Ms. Burdey requested to clarify whether the data collected by Weston shall be incorporated into the CSSA SDS database by Parsons or by Weston personnel. Mr. Beal stated that he would recommend Parsons continue updating the SDS database, but that Ms. Glaré Sanchez (not present at this meeting) should also be asked. Mr. Beal briefly described the CSSA GIS/SDS database to Mr. Elliott and the necessary synchronization that Parsons maintains from time to time between the Parsons server and the CSSA server. WBS 03, Environmental Support is anticipated to include appending the Weston-collected data to the CSSA SDS database. Ms. Anderson stated that if Weston personnel were given a table structure from Parsons with the appropriate fields required that Parsons staff should be able to update the SDS quickly.

Action Item: Schedule cHERP database training with Weston staff.

Action Item: Request clarification from Ms. Sanchez for Parsons to continue updates to the CSSA SDS database.

WBS 02000 Work Plans, Site Investigations

This WBS is divided into three subtasks, 02001 - Work Plans, 02002 – Inner Cantonment Site Investigations, and 02003 – North Pasture Site Investigations. The Work Plans subtask will include reviewing the former data for each site and comparing to TRRP assessment levels and/or PCLs, as necessary. A Work Plan, Sampling and Analysis Plan, and Health and Safety Plan will be prepared for all sites to be investigated. A discussion was held of site access issues and necessary site preparations. The UXO avoidance training that is upcoming was discussed. UXO is not expected to be encountered on the sites included in this task order.

Mr. Beal asked about additional investigation planned for AOC 69. Ms. Burdey explained that site AOC 69, as well as site AOC 73, were placed in the proposal for this task order as Option 1, to be funded in the future. Mr. Elliott asked about CSSA's preference for funding Option 1. Mr. Beal and Ms. Burdey believe that Ms. Sanchez would like to go forward with funding the Option 1 sites. Mr. Elliott requested that CSSA forward to him and Mr. Kasten a cover email stating what steps shall be taken to go forward with Option 1. Ms. Burdey reiterated

that if Option 1 can be awarded then work plans and site investigations can be prepared/conducted for all sites simultaneously and save repetitive work in the future.

Action Item: Request clarification from Ms. Sanchez regarding the Option 1 portion of the proposal for DY01.

WBS 02002 includes the Inner Cantonment sites SWMU I-1, AOC 67, and AOC 68. A discussion of the preliminary evaluation of results for these three sites was held. With Tier 2 PCLs calculated, there do not appear to be any exceedances of the critical PCL for samples collected at AOC 67. For site I-1, it appears that all results are below Tier 1 0.5 acre residential PCLs. Site AOC 68 has not had any investigation conducted to date and sampling will need to be done. CSSA would like to close sites under residential criteria, if possible; however, commercial/industrial standards may be necessary. Mr. Beal would like to discuss this further with Ms. Sanchez for the ramifications of pursuing closure under residential vs. commercial/industrial standards.

Mr. Elliott asked about the requirement to submit an Affected Property Assessment Report (APAR), as the SOW states. With TCEQ/EPA concurrence, Parsons would like to submit either an APAR or a Release Investigation Report (RIR), depending on site investigation results. Mr. Elliott emphasized that at other sites an APAR was prepared, when a RIR would have been sufficient. Parsons would like to receive TCEQ concurrence to the suggestion to submit an RIR, and will explore that option during the Work Plan preparation.

A discussion of trenching efforts during site investigation occurred. The requirement of eight trenches per acre was discussed. Mr. Elliott believes that Weston will be using this requirement for trenching activities. Whether Parsons conducts investigative trenches at that benchmark level, or not, the strategy needs to be consistent when presented to TCEQ.

The number of planned samples per site was discussed. The proposal and scope of work indicated that ten samples would be collected from each site in the inner cantonment. However, if prior investigations at SWMU I-1 indicate that the site can be submitted for closure without additional sampling, the ten samples for SWMU I-1 may not be necessary.

WBS 02003 includes the North Pasture site investigations of SWMU B-2, SWMU B-8, SWMU B-20/B-21, and SWMU B-24. A discussion of these sites occurred, and specifics of various sites were discussed. For SWMU B-24, it was suggested that there is possibly another trench to the east of that site. There could be ordnance scrap located at SWMUs B-2, B-8, B-20/B-21, and B-24.

Action Items: Parsons to evaluate further whether RIR submittals would be acceptable to TCEQ.

Action Items: Submit draft work plans for CSSA review.

WBS 03000 Environmental Support

WBS 03 includes design, planning and environmental efforts yet to be defined beyond the SOW. Ms. Burdey explained that Parsons has assumed that one technical lead person for 3 hours per month, along with two midlevel scientists for 4 hours per month will be necessary to

provide this support to CSSA. This WBS also includes the GIS development and support to CSSA. Mr. Beal described the CSSA GIS further to Mr. Elliott. Ms. Burdey explained that one GIS person is available to assist CSSA for 16 hours per month, along with two site visits by a Parsons GIS person to CSSA.

WBS 04000 Recordkeeping

WBS 04 includes efforts to update documents and deliverables under this task order into the CSSA Administrative Record, also called the Environmental Encyclopedia. The CSSA Administrative Record was described to Mr. Elliott.

WBS 05000 Title 2 Services

WBS 05 includes Title 2 services, which will consist of technical oversight of the removal actions to be performed by another contractor, presumably Weston. Ms. Burdey asked for guidance on Mr. Elliott's and CSSA's expectations of this WBS. Mr. Beal indicated that further guidance would need to be obtained from Ms. Sanchez for these tasks. Mr. Burdey also requested Mr. Elliott provide guidance on invoicing for these tasks. A percentage complete invoicing is acceptable to the USACE; however, Ms. Burdey would like further guidance from CSSA to avoid misunderstandings in estimating for this task order, and on this WBS in particular.

Action Items: Follow up with Ms. Sanchez to clarify Camp Stanley's expectations from providing these Title 2 Services.

WBS 06000 Project Meetings

Ms. Burdey described the meetings provided under this scope of work, to include two project meetings in addition to this Kickoff meeting, four teleconferences and the necessary meeting coordination, agendas and meeting minutes. Ms. Burdey indicated that Parsons expects one meeting to be conducted for planning, data issues and Data Quality Objectives and the second meeting be conducted with EPA and TCEQ attendance to obtain feedback prior to the field work efforts.

WBS 07000 Task Order Management

This task provides oversight and administrative duties required to successfully complete the work. Management tasks include project management, progress reporting, invoicing, and procurement. Ms. Burdey asked Mr. Elliott for feedback as far as a particular format or preference for the monthly progress reports. Progress reports will be submitted to Mr. Elliott and CSSA on a monthly basis. Progress reports and the accompanying invoices will cover the prior work period. Mr. Elliott stated that Parsons status reports that he has seen on other task orders are sufficient and he does not have any specific format in mind. After the first status reports, they will provide feedback if changes are needed.

Ms. Burdey asked to clarify the lines of communication for this task order, specifically for communications between CSSA, USACE and Parsons as the contractor. Ms. Burdey noted that this is the first Corps contract for CSSA in recent years and will be different from prior AFCEE

contracts. Mr. Elliott stated that his office would like to be kept informed on the status and included in pertinent meetings and decisions. He suggested that Mr. Elliott and Henry Kasten should be cc'd on communications regarding contract work, the scope of work, and field investigations and scheduling. Mr. Kasten or Mr. Elliott will review deliverables. He does not foresee that his office will override the prior relationship between CSSA and Parsons in the day-to-day work efforts, and that is not the Corps' intention.

The meeting was adjourned at approximately 3pm.

ATTACHMENT 1

Task Order No. DY01

Kick Off Meeting

Characterization and Investigation of HW Sites,
Environmental Compliance Assistance, and
Title 2 Oversight Support

Camp Stanley Storage Activity
Boerne, TX

November 9, 2006

Introduction

- Main objectives for this project
 - *Complete field activities and prepare Affected Property Assessment Report for select Inner Cantonment Sites (I-1, AOC67, and AOC68) and North Pasture Sites (B-2, B-8, B-20/21, and B-24)*
 - *Conduct data management training on Customized Hybrid Environmental Restoration Program (chERP)*
 - *Provide environmental support, especially GIS assistance*
 - *Provide updates to CSSA environmental database*
 - *Update Administrative Record/Environmental Encyclopedia*
 - *Provide technical oversight and compliance monitoring*
 - *Communicate progress status effectively*
 - *Complete Affected Property Assessment Report for seven sites*

Work Breakdown Structure

		Total
01000	Project Kickoff Meeting/Data Mgt	2.1%
02001	Work Plans	3.7%
02002	Inner Cantonment Site Investigation	22.0%
02003	North Pasture Site Investigations	46.4%
03000	Environmental Support	4.2%
04000	Recordkeeping	5.7%
05000	Title 2 Services	5.1%
06000	Project Meetings	2.3%
07000	Task Order Management	8.5%
Subtotal		
Total		\$587,403

WBS 01 Kickoff Meeting & Data Management Training

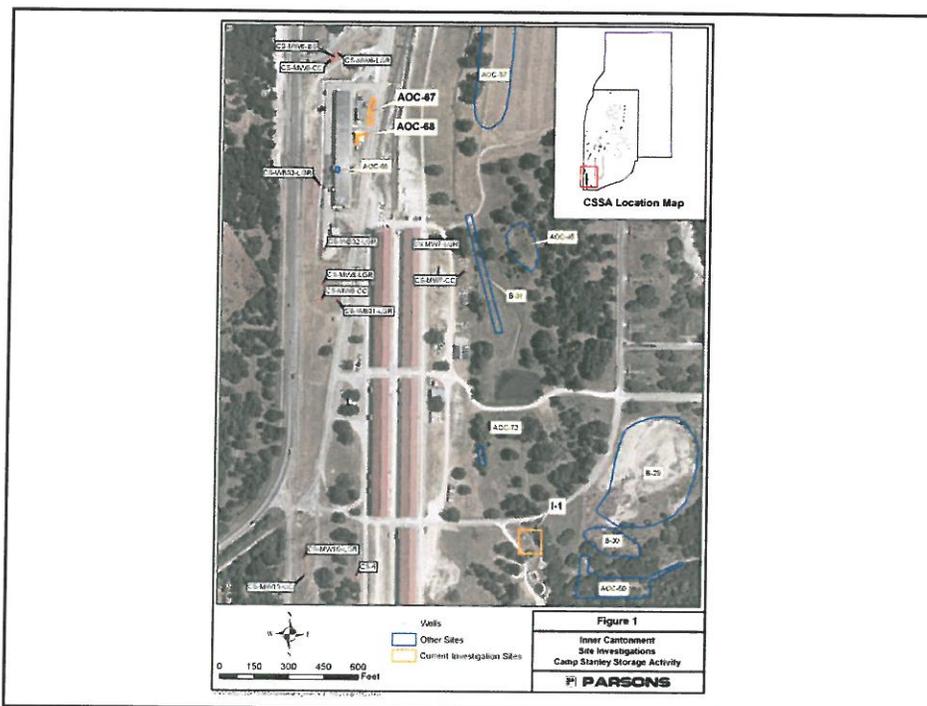
- **Kickoff Meeting**
 - *Review project locations, SOW, schedule, planned fieldwork*
- **CHERP Data Management Training**
 - *Planning, review objectives of training, expectations, etc.*
 - *Scheduling with contractor*
- **ERPIMs overview**
 - *Review data submission protocols for SDS compliance*

WBS 02001 Work Plans

- Preparation of work plans
 - *Review former data for each site and compare to TRRP PCLs and develop Sampling and Analysis Plan*
 - *Develop specific procedures for field teams (and subcontractors) and Health and Safety Plan*
 - *Site access*
 - *Site preparation and erosion control*
- Review of technical approach with TCEQ
 - *Submit technical approach and example APAR*

WBS 02002 Inner Cantonment Site Investigations

- Field work
 - *SWMU I-1, AOC 67, and AOC 68*
- Data Validation
- Prepare Draft and Final APAR
 - *combined sites*

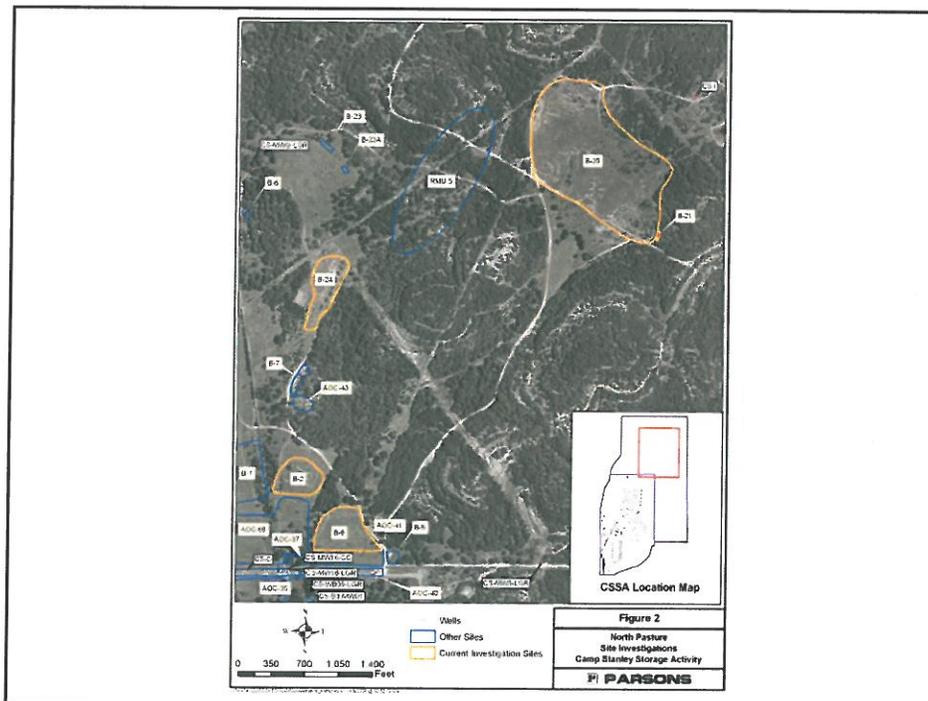


WBS 02002 Inner Cantonment Site Investigations – Planned Samples

Item	Task 02002		
	SWMU I-1	AOC 67	AOC 68
VOC - full list (soil)	10	10	10
SVOCs - full list (soil)	10	10	10
Explosives (soil)	10	10	10
Metals (soil)	10	10	10
Totals	40	40	40

WBS 02003 North Pasture Site Investigations

- Field work
 - *SWMU B-2, SWMU B-8, SWMU B-20/21, SWMU B-24*
 - *Access issues for the North Pasture*
- Data Validation
 -
- Prepare Draft and Final APAR
 - *combined sites*



WBS 02003 North Pasture Site Investigations – Planned Actions

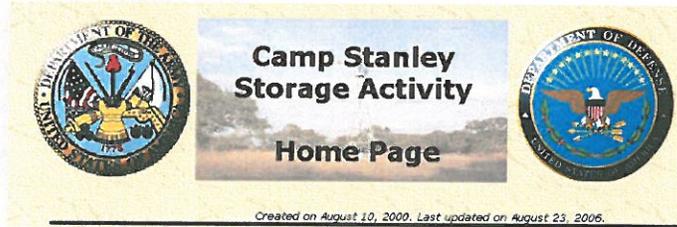
Item	Task 02003			
	SWMU B-2	SWMU B-8	SWMU B-20/B-21	SWMU B-24
VOC - full list (soil)	25	25	25	25
SVOCs - full list (soil)	25	25	25	25
Explosives (soil)	25	25	25	25
Metals (soil)	25	25	25	25
Geophysical survey	No	No	No	Yes
Trenching	No	No	No	Yes
Totals	100	100	100	100

WBS 03 Environmental Support

- This task includes potential designing, planning, programming, scoping, and studying, etc. on environmental efforts, yet to be defined
 - *One technical lead for 3 hr/month and two midlevel scientists at 4 hrs each per month is assumed for this task*
- Geographic information systems (GIS) development support
 - *Report of findings detailing acceptability of GIS data quality and recommendations for improvement*
 - *One GIS programmer for 16 hrs/month is assumed for this task with two site visits planned*

WBS 04 Recordkeeping

- Incorporate final documents into CSSA Admin Record and Env Encyclopedia



- Analytical data/GIS updates to CSSA SDS db
 - Need to discuss frequency of updates
 - Suggest a 4-week time lag to allow for validation, etc.

WBS 05 Title 2 Services

- Technical oversight of removal actions performed by another contractor
 - *Compliance with work plan and regs*
 - *Verify waste volumes and waste characterization and destination*
 - *Assumes ten trips and approx 240 hours*

WBS 06 Project Meetings

- Two project meetings at CSSA
 - *Planning, data issues, Data Quality Objectives, etc.*
 - *One meeting with EPA and TCEQ before field work begins*
- Four teleconferences
 - *Discuss field work and investigation results*
 - *Plan further technical approaches based on new data*
- Meeting coordination, prepare meeting minutes, materials, agendas

WBS 07 Task Order Management

- Coordination and Oversight
- Budget and Schedule Updates
- Monthly Status Reports
 - *Completed and planned activities, status, and problems*
 - *Performance and Costs Report and schedule*
- Accounting
 - *Monthly Billing*
 - *Procurement*
- Technical
 - *Quality Assurance*
 - *Project Management Plan*

Immediate Action Items

- Schedule Data Management Training/CHERP
 - *Point-of-contact at Roy F. Weston*
 - *Set date and reserve location*
 - *Develop handout/guide to CHERP*
- Review schedule
 - *Field work durations are realistic?*
- Review historical site data
 - *First pass with TRRP residential assessment levels and commercial/industrial critical PCLs*
- Next steps
 - *Initiate procurement for field work subcontracts*
 - *Continue preparation of draft work plans*