

BCT Minutes JUNE 8, 1999

The meeting was held on June 8, 1999 at the WPI office in San Antonio, Texas.

Members Present and Support Personnel:

Name	Organization	Present	Absent
Banner, Gordon	TNRCC	X	
Brady, Ryan	KAFB		X
Brown, Leslie	KAFB		X
Buelter, Don	KAFB	X	
Callaway, Laurie	BCA (KPMG)		X
Carrillo, Mike	EPA		X
De Venoge, Tom	KAFB	X	
Landez, Norma	KAFB	X	
Meshako, Chuck	BCA	X	
Miller, Merle	GKDC (OpTech)		X
Neff, Richelle	UNITEC	X	
Ortiz, Steve	TNRCC	X	
Pavlo, Tina	GKDC (OpTech)		X
Power, Abigail	TNRCC	X	
Price, Lisa Marie	EPA	X	
Ryan, William	KAFB	X	
Sassaman, Brian	KAFB		X
Skrobarcek, Brian	KAFB (WPI)	X	
Stankosky, Laura	EPA	X	
Underwood, Tim	BCA (KPMG)	X	
Wolf, Chris	KAFB		X

Lee Wille (UNITEC) facilitated.

Dates for upcoming meetings.

- July 13-14, 1999
- August 10-11, 1999
- September 14-15, 1999
- October 12-13, 1999
- November 9-10, 1999
- December 14-15, 1999

Item #	Tracking #	Time	Lead	Support	Discussion Topic	Comments	How will we know it's done?	Disposition
1.	564	9:00 am	Wille, L.	BCT Members	BCT Exercise	Conduct a BCT exercise to analyze problems and develop solutions.	Exercise completed.	Open. We discussed strengths of the team (see attachment 1). We analyzed problems from the last meeting. We began discussion of problems and potential solutions.
2.	332	12:30 pm	Buelter, D.	BCT Members	UPR Yard Well Abandonment	Develop proposal to abandon wells in the UPR Yard.	Discussion is complete.	Open. UPR is installing new tracks in August -September 1999 and additional tracks in 2000-2001 time frame. Kelly AFB will have to remove some wells. Don Buelter (KAFB) presented maps which detailed wells that must be removed and others which may need to be left in place. Thirty-six wells that have not been sampled in some time will be sampled before closure. Kelly AFB needs to develop proposals for alternative monitoring. Proposals will be included as addenda to various projects.
3.	605	1:00 pm	Landez, N.	BCT Members	Project Challenges Using Method 5035	Provide team with information regarding the challenges faced using the method during the 300 & 600 Area RFI Phase 1 fieldwork and the resulting solutions.	Team receives the information and discussion is complete.	Closed. Kelly AFB is comparing two methods of preserving soil samples. Data will be presented in the field data summary report submitted no later than August.
4.	543	1:45 pm	Landez, N.	BCT Members	Hot Transfer Meeting Update	Provide team with an update regarding the recent Hot Transfer Meeting.	Team receives update.	Open. Meeting has not occurred. Scheduled for 16 June 1999. Provide update during July BCT meeting.
5.	598	1:50 pm	Underwood, T.	BCT Members	PBA Transition Update	Each month, through December 99, update the BCT on the Lockheed Martin transition.	Team is updated.	Closed. Tinker's operating location (OL) will be set up on Monday (14 June). Tinker will be responsible for compliance in their facilities but Kelly AFB EM will provide support. December transition dates are still good. Incoming contractor may only want to continue to use one SWMU. Plating shop may be closed and another facility on base converted for that purpose. Still budget questions (re: environmental fire walls).
6.	323	2:00 pm	de Venoge, T.	BCT Members	Background Metals Values	Provide BCT summary of statistical data for existing soil background values.	Team receives statistical data.	Open. Statistical analysis of data set will be ready in a week. Draft to BCT prior to next meeting. Report will be discussed during the July BCT meeting.
7.	336	2:20 pm	Wolf, C.	Buelter, D. Banner, G. Power, A. Stankosky, L.	Metals in Groundwater	Establish means of determining if metals have been released to groundwater on Kelly. Review Texas Risk Reduction Program (TRRP) to determine if rules require establishing background.	BCT consensus on process of determining metals released to groundwater.	Open. Move to July BCT meeting. Lisa Price (EPA) will review existing TRRP and provide a report.

Item #	Tracking #	Time	Lead	Support	Discussion Topic	Comments	How will we know it's done?	Disposition
8.	563	2:30 pm	Ryan, W.	BCT Members	Generic Risk Assessment Model	Determine whether to develop a generic risk assessment model for EPA/TNRCC approval.	Discussion is complete.	Closed. Kelly AFB will not develop a generic risk assessment plan.
9.		2:40 pm	Ryan, W.	BCT Members	BCT Conference Call Format	Establish new BCT conference call format with team input.	Team approves new conference call format.	Closed. Adopted suggested format for BCT conference calls. Kelly AFB will roll non-IRP items into the Microsoft Project report. Short-term table extracts will be issued to the BCT monthly, approximately two weeks prior to the BCT meeting. Changes to the extracts will be due to Ron Menke (WPI) approximately one week prior to the BCT meeting. A revised report will be issued at the BCT as part of the zone updates.
10.	590	3:30 pm	Wolf, C.	BCT Members	Zone 1 Update	Each month provide team with update of current activities in Zone 1.	Discussion is complete.	Closed. Report received.
11.	591	3:50 pm	Buelter, D.	BCT Members	Zone 2 Update	Each month provide team with update of current activities in Zone 2.	Discussion is complete.	Closed. Report received.
12.	592	4:00 pm	Buelter, D.	BCT Members	Zone 3 Update	Each month provide team with update of current activities in Zone 3.	Discussion is complete.	Closed. Report received.
13.	593	4:10 pm	Sassaman, B.	BCT Members	Zone 4 Update	Each month provide team with update of current activities in Zone 4.	Discussion is complete.	Closed. Report received.
14.	594	4:20 pm	Wolf, C.	BCT Members	Zone 5 Update	Each month provide team with update of current activities in Zone 5.	Discussion is complete.	Closed. Report received.
15.	596	4:30 pm	Ryan, W.	De Venoge, T., Banner, G., Carrillo, M.	List of Future Deliverables (Regulators/RAB)	Each month provide a list of upcoming documents for review.	Team receives list of upcoming documents for review.	Closed. List received.
16.	595	4:35 pm	Ryan, W.	BCT Members	BCT Teleconference Scheduling	Each month establish the coming schedule of teleconferences.	Teleconference schedule adopted by the team.	Closed. Next teleconference scheduled for 22 June at 9:00 am.
17.	597	4:40 pm	Ryan, W.	BCT Members	Begin July agenda	Each month begin to establish the next month's agenda at the end of the BCT meeting.	Team approves agenda items.	Closed. Open items from June BCT meeting moved forward to July BCT meeting. Additional agenda items: <ul style="list-style-type: none"> • Revisit full closure model language (Mr. Buelter) • Site D-10 update (Leslie Brown, KAFB) • Zone 4 OU-2 risk assessment meeting update (Captain Sassaman, KAFB)

ATTACHMENT 1

BCT Strengths/Pluses

1. Educational opportunities and learning experiences
2. Comfortable with one another
3. Get along fairly well
4. Everyone appears committed
5. Mutual respect
6. Reps have strong technical capabilities
7. “Working level” participation
8. Not as preoccupied with process as once was
9. Agenda developed cooperatively
10. Becoming more open to alternative solutions
11. “Crossfeed” of ideas is effective
12. Sometimes communicate openly and directly
13. Focus on transition issues
14. Acknowledge funding and staffing limitations
15. More comfortable openly challenging ideas
16. Able (sometimes) to resolve issues and satisfy all parties’ needs
17. Flexibility to set team goals rather than have them dictated
18. All BCT members publicly support team consensus to management, public, etc.
19. Committed to carrying out agreements and action items
20. Meeting location keeps us focused