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MINUTES FROM ORLANDO PARTNERING TEAM MEETING ON 23 APRIL 2002 NTC
ORLANDO FL
4/23/2002
NAVFAC SOUTHERN

ORLANDO PARTNERING TEAM - MEETING MINUTES

Date: 23-24 April 2002
 Location: Tampa, Florida
 Team Leader: Steve McCoy
 Gatekeeper/Timekeeper: Barbara Nwokike
 Facilitator: Tony Marchesseault
 Recorder: Mark Salvetti

OPT MEMBERS:

Steve Tsangaris
 Barbara Nwokike
 Steve McCoy
 Greg Fraley

SUPPORT MEMBERS:

Scott Newman, Tier II
 Wayne Hansel, SDIV

GUESTS:

Allan Jenkins, Tetra Tech
 Tom Spriggs, CH2M HILL
 Rick Gorsira, CH2M HILL
 Dave Twedell, Nodarse &
 Assoc.
 John Classe, Baldwin Park
 Development Corp.

HANDOUTS DISCUSSED AT THE MEETING

1. Meeting Minutes 1/22-1/23, 2002
2. UST/IR Update and Status – April 2002 (Tetra Tech)
3. Action items
4. Color SA36 & SA39 maps with plume and excluded areas.
5. Figure showing extent of petroleum contaminated soil near former Building 109.

23 April 2002**CHECK-IN**

Barbara chaperoned 35 7-year olds on NASA space camp. Barbara's kids got to hold an alligator. Things OK with Dave. Went camping. Cecil meetings and working really hard. Cleaning for his parents' visit. Steve T. went to Las Vegas & saw Steffie Graf and Andre Aggassi at dinner. Gambled with Jellie from Analyze This. Saw Santana & Prince concerts. Vacation in April in Orlando. Eight family members stayed over. Painting house. Got living room furniture! Wife a happy camper. Planted 4600 OU4 trees. Mark got new laptop. Bought an impact wrench on Ebay. Steve ran 10K Bridge run in Charleston. Went to last round of the Masters. Augusta is a winter-only course. Replant the entire course in the fall. Allan went to Colonial Beach VA for Easter. Biked (Harley) around for the weekend with an old friend. Spent weekend at Camp Bucktown with a bunch of 10-year olds. Hiking, crafts, etc. Wayne went to Panama City for spring break. Brought Ecuador photos. Wife turning 50 with the help of her three sisters. Busy running around with work. Greg vying with Dave for no life. Daughter

doing well. Tony joining us as our facilitator. Working with teams for a little over a year. Went to FSU. Former Marine. Scott back from Naval Reserve duty in London (2 wks) and Germany for 1.5 weeks. Drove through Austria. Awesome Alps. Managed to get back to Stuttgart by midnight. Enjoyed autobahn driving.

ACTION ITEMS

Went through action items (see revised list at end of minutes).

PERSONNEL CHANGES

Tony Marchesseault has replaced Gus Bell as our facilitator.

UST/IR Update (see Handout)

Bldg. 200

The sixth quarter MOP sampling report was submitted on 3/8/02 and approved by FDEP on 3/15/02. Seventh quarter MOP sampling was conducted week of 1/28/02.

Bldg. 2036

The SARA was approved and the SRCO issued by FDEP on 2/20/02.

ACTION ITEM: Dave G. asked if the wells have been abandoned?

Bldgs. 2080

Deeper well installed and sampled. Report in draft form submitted to Wayne for review on April 18, 2002. Contamination below MOP levels.

Bldg 2115

The SARA was approved and the SRCO issued by FDEP on 3/8/02.

Action Item: Dave G. asked if the wells have been abandoned?

Bldg. 2273

The SAR Addendum with a recommendation for monitoring only was submitted to FDEP on 03/15/02. The Groundwater Sampling Work Plan, Rev. 4 which includes Bldg 2273 was issued to the OPT on 3/19/02. The first round of groundwater sampling since July 2001 was performed the week of 03/25/02. MOP approval should go out later this week.

McCoy Annex

Bldg. 7125

The SRR was approved by FDEP on 3/8/02. Replacement monitoring wells were installed. Monitoring well sampling is scheduled for the week of 4/29/02.

Bldg. 7151

FDEP approved the 2nd quarter MOP report on 3/15/02. The 4th quarter MOP sampling was conducted the week of 3/25/02, and the 4th Qtr GWMR is in preparation.

Bldg. 7174

Old gas station. A post-active remediation monitoring plan was submitted and approved by FDEP. The first round of quarterly post-active remediation monitoring was completed in March 2002. A report summarizing the results of the sampling will be submitted in June 2002.

Bldg. 7175

The SARA was approved and the Natural Attenuation Monitoring Plan Approval Order issued by FDEP on 2/20/02. 1st Qtr MOP sampling was conducted on 4/2/02; currently awaiting lab results.

Bldg. 7241

The SRR was approved and the SRCO issued by FDEP on 8/16/01.

NEW ITEM: Wayne got notice from Baldwin Park Development that they found some petroleum contamination in soil during road construction. At old gas station area near Bldg 109. Report coming. See further discussion below.

OU 1

As noted at the March 2002 OPT meeting in Orlando, groundwater sampling from the remaining 12 monitoring wells was completed in late January/early February, and then the wells were abandoned. A report summarizing the results of the sampling will be submitted in May 2002. Waiting for additional new MW's to be installed in December 2002.

OU 3

The PABs at both SA 8 and SA 9 were installed the week of 4/01/02. Microwells to evaluate the PAB performance were installed the week of 4/08/02. The first round of Treatability Study sampling will be performed the week of 4/29/02. Sampling of the other OU 3 monitoring wells was performed in March 2002. Data from wells sampled in March due back in about 6 weeks.

SA 36

Replacement wells scheduled for installation on May 8-16, 2002.

SA 39

Replacement monitoring wells were installed at the site in April 2002, and treatment efficiency monitoring samples were collected from the replacement wells in April 2002. A report summarizing the results of the sampling will be submitted in June 2002. A draft "Operating Properly & Successfully" (OPS) report was issued on 04/05/02.

SA 40

Comments received from EPA indicate that additional investigation may be required to delineate the extent of the "bottle landfill" and the antimony contamination in groundwater. See SA 40 discussion below for resolution.

OU 4

Site clearing activities for the phytoremediation component of the remedial action were completed in February 2002. Planting for the phytoremediation component of the remedial action was completed in April 2002. Approximately 4,600 poplar and willow trees were planted at the site as part of the phytoremediation activities. Construction on the chemical oxidation system to treat the source area at the site will begin in May 2002.

Herndon Annex

SA 2

The third (final) Treatability Study sampling was performed in March 2002 and the results will be available in June 2002. Quarterly sampling of the other SA 2 monitoring wells was also resumed in March 2001 and the results will be issued in June 2002.

OU 2

The first round of quarterly sampling was performed in March 2002 and the results will be available in June 2002.

SA 16

PAH contaminated sediments in the ditch were excavated and disposed of offsite in April 2002.

SA 17

A draft work plan to delineate the downgradient groundwater contamination is in preparation and will be issued in early May 2002.

SA 18

Approximately 900 tons of soil exceeding SCTLs has been excavated and disposed of offsite. **ACTION ITEM: Steve T.** to provide Steve M. with a removal summary memo.

SA 52

Quarterly sampling with overdevelopment (5000 gallons were removed) was resumed in March 2002 and the results will be issued in June 2002.

SA 54

A PAH-contaminated soil removal to excavate and dispose of surface soils exceeding industrial/commercial SCTLs was completed at the site in April 2002. Grass already back in,

and can't really tell trees were cut down because there were so many others left. **ACTION ITEM: Steve T.** to provide Steve M. with a removal summary memo.

SA 36, SA 39, SA 40

Barbara: Navy has decided to pursue early transfer on these three sites. Dual track as of last Friday they will fast-track through early transfer. But will still pursue OPS determination at SA 36, discuss SA 39, and discuss EPA comments on SA 40.

SA 36 Status: Site screening report awaiting new wells. Two of the new wells are required to delineate extent of contamination in NW direction. If they come back below GCTLs, can complete the site screening report. Steve M. asks who is doing the sampling? It was agreed that Steve T. would do the sampling and the data packages sent to Steve M. **ACTION ITEM:** Steve M. to confirm with Steve T. the parameters and DQO levels. If wells go in mid-May, data due back in early June for next meeting.

Allan J: Discussed OPS report. Some minor typos and figure order to fix. Reiterated that soil is not an issue at the site. Data shows enhanced NA working very well at this site. Believe we have a system that meets requirements for OPS. No receptors, data shows treatment being effective, no offsite migration (plumes are stable). No risk to human health or environment. **Reached conclusion that SA36 is OPS.**

Dave G. almost all the way through SA 36 OPS report, but no comment letter yet. Most comments will be editorial, and agrees this site is OPS. Greg F. is pretty much in agreement. Thinks it is OPS, but needs a couple of more days. First one this team has pursued, so he wants to make sure it goes through. Should have formal comments by Friday. **ACTION ITEM: Greg F.** to provide formal comments to SA36 OPS Report.

Barbara: Verbal OKs enough now to go to next level. So now what? Steve M.: Site investigation report will go out when the new data is available, and the draft decision document and OPS documents are out for comment. Generally issue decision document before OPS and get the decision document approved. Decision document has been out since Feb, and it would be nice to finalize that. Dave G. has not commented because of the uncertainty associated with language for LUCs. **ACTION ITEM: Greg F.** will email out EPA's preferred LUC language by Friday. Also handed out a hard copy today. Barbara will put it together using EPA's language and submit to the Navy. So next week Steve M. will reissue the decision document incorporating the new LUC language. Dave G. noted that the Langley language will need to be tweaked because Langley is not a BRAC base.

Steve M. handed out a color figure of the GW LUC area at SA36. Necessary because we're still proceeding with a FOST for all but the GW, and carving out the GW portion where we need controls. John C. requested that the area in the SE corner be revised some to keep the LUC area out of a residential lot.

The new shape was discussed and it was agreed that it was more conservative than the public comment figure in the draft FOST document, and therefore another public comment period would not be required.

The OPT agreed that the new shape would be incorporated into the draft FOST that is being prepared by Steve M. for the clean portion of the study area.

Barbara: So next meeting we can look at SA36 again? Steve T. will try to get quick turnaround on the new well sampling. Steve M: Need to complete the site screening report before we can issue the FOST. Therefore we need to try and expedite the well installation and sampling. Dave T. and John C. didn't realize this was a critical path item. Will work to install wells 1A and 10B ASAP, and then Steve T. will come right behind and resample. Maybe as early as Thursday, April 25.

Steve M. and Allan J. brought up the benzene hit (24 ppb) in well 37C, upgradient from SA36. We'll have to see what turns up in the new wells.

Steve thinks the site screening report can be completed within a couple of weeks after the GW data comes back. But don't forget that there needs to be time allowed for validation of the new data.

Steve M. can provide a draft FOST in a week to 10 days. But it can't be submitted until the site screening report is issued and approved. Steve M. feels the draft site screening report will be done by the next OPT meeting in June.

What happens if the new upgradient wells are dirty? That would delay things even more. But if they are dirty, that still won't impact the transfer of the currently delineated clean zone. We could separate the upgradient location and right now just focus on a site screening report for the known clean area. Then modify (if necessary) based on the new data.

Is the soil tech memo for SA36 adequate to document the clean portion of SA36? **ACTION ITEM:** Steve M. and Allan will look at it. Will need to add another tech memo to document clean groundwater. And the decision document would also have to change. **(Not necessary. See below.)**

Wayne H. noted that a decision document is not needed on clean areas. We've just decided certain areas are clean and therefore the SA is smaller than originally thought. However, decision document would be needed if a remediation occurred.

OPT agreed to move on to SA39 & SA 40, then revisit this issue. **(Note: After discussing SA 39 and SA 40 below, it was decided that only SA 40 required a decision document, and SA 36 and SA 39 did not for the portions of each site slated for FOST.)**

SA 39

Site screening report completed back in 2000. Steve T. doing veggy oil injection. Allan feels the data is not adequate to conclude OPS. Dave G. feels the site is operating, but can't conclude successfully yet.

Need a decision document on soils (because of the soil cleanup) to document that the remediation was successful. **CORRECTION:** The soil remediation was done in the area that is already going to be excluded from transfer, except for a little tail on the west end.

We have the site screening report and the site rehabilitation report for the soil remediation from Nodarse. These have been reviewed and approved, and therefore are adequate documentation. Therefore we can go directly to the FOST. **NO DECISION DOCUMENT NEEDED.**

John C. would like to check the new plume on the latest figure issued by Steve T. because it's a bit different than the first figure. The new exclusion area could impact a nearby building. **ACTION ITEM: John C.** to send Steve M. an email with his changes, if any.

SA 40

Wayne: Bottle landfill area. Wayne surmised it was a public works dumping area. This was spread all over during the Detachment's digging. Once the amount of debris was realized, it was hauled off instead of reusing at OU1. Digging continued until debris was removed from the sidewalls. Still left some ash and what appeared to be inert debris, but it was not sampled.

Wayne also noted that the Detachment found no batteries or evidence of batteries in any of their excavations. (**Added 5/23/02:** In March 1994, Mark S. entered an open excavation that was present in the middle of the bottle landfill, approximately 8 feet deep. Although the base of the excavation was clean sand, debris (mostly glass, ceramics, roofing shingles, and bottles) was visible in some of the excavation sidewalls. No batteries were observed.)

This is where Nodarse came in to address arsenic detected in the ballfields. At that point, Wayne was considering excavation or in-situ treatment. Nodarse was blending the golf course at the time, so the equipment was brought down to SA40 to blend these delineated areas. Resampling showed the blending worked at about 60% of the area. The remainder was dug out and brought to OU1. Confirmation sampling occurred around the perimeter.

When the Detachment was digging, Dave G. and Nancy R. were there and both agreed that samples from the bottom of the excavation were not needed. There was a comfort level then; what do we need to do to get that back now?

Greg F: We either add verbage or we sample. Dave G.: Or can we just say if you dig it out, it must be properly disposed? Dave T: How did we handle the debris landfill on the golf course? Wayne: We published a warning. Why can't we do that again here? How is SA40 different?

Greg F: Why would you put a warning if you were not concerned? Because we can't be sure.

Dave T: Put in a boring in each residential lot in this area, and found no debris in any of them.

Greg F.: Let's tweak the verbage, talk about the soil gas, how there wasn't anything found in the vadose zone, and add some of the comments from Mark S. email.

ACTION ITEM: Steve M. can revise the site screening reports and provide signature pages for the OPT to sign at the proposed Tier II practice meeting in May. (**Note:** It was decided a meeting was not necessary, so we'll need to arrange for the signature pages to be signed another time.)

The FOSTs will also be provided to Barbara by the Tier II practice meeting in May so that once the site screening signature pages are signed, she can submit the FOSTs to the Navy. Decision document only needed for SA40.

Building 109

By end of the week, Nodarse will have the area delineated in a memo, along with some cost estimates for proposed remediation. Won't be a full-blown CAR. Dave T. will get this to Barbara so she has some idea of costs incurred to date and a cost projection for remediation.

Contaminated soil is in an area about 60 feet in diameter. GW (benzene [one well], toluene, xylene, naphthalene) in a plume about 100 feet by 200 feet (200 ft North-South).

Wayne: Understands that the way the deed is written, the Navy gets first shot to perform the remediation. If they can't do it in a timely fashion, then the developer can do the work and invoice the Navy.

Building 200 & 2080

Dave T: Really close to getting them written off. Nodarse wants to open the holes up and do some bio or sparging. Can leave them open for a while; thinks they'll clean up pretty quickly. They are not being developed now, but will be in 5-6 months. Nodarse would like to submit a plan to the OPT, do the work, backfill and reinstall wells and then sample for closure.

Tier II Update (Scott N.)

Met Feb 20 & 21, and had two conference calls since the last meeting in March. In Feb, went over the 5-year review, sediment, and natural resource policies. There is some disagreement between EPA and Navy as to whether the EPA should review these policies. Something happening about that. There was a Tier III meeting, and LUCs were a hot topic.

There are now 11 team members throughout Florida that have not gone through the training. Scott has an action item to discuss training dates for these folks. Scott will get some dates and get back to us.

Conference call in April. Tier II meeting on June 4, 5, 6 in Orlando. Orlando OPT doing a presentation on June 5. Will also be talking about the 3 Navy policies at this meeting. Regarding the dispute on LUCs between EPA and DoD: Tier I to keep doing what we're doing. Also Cecil Site 45 discussed.

Site 45: Trying to make risk-based corrective actions to justify less frequent site inspection to confirm land use has not changed. I.e. if we left twice residential number and it's based on exposure over a certain period of time, then the inspection would occur at ½ that assumed exposure period. But never over 5 years, because there is always going to be a 5-year review.

OU4 Phyto Update (Tom Spriggs & Rick Gorsira-CH2M HILL)

Finished planting on March 7. Had growth (leaves) within 3 days. Planted about 4000 poplars & cottonwoods and 600 willows in the wetland area. Trees receive 8-10 gallons of water weekly. Maintenance includes mowing, pest spraying, and weed control. Bare poplar stock

(sticks) rooted within 10 days. They were about 1.5 inches in diameter and 6 feet long. Planted about 5 feet deep. Over 400 cy of compost added to soil. The 4600 trees were planted in 9 days. Planning to continue irrigation until about June (rainy season). And then it will be based on need. Back off irrigation to wean trees off irrigation water and force them to reach for the water table.

Thinning will eventually be needed. Probably will need to cut down every other tree in 4-5 years.

SA 17

Steve T: Primary injection finished. Sampled 22 injectors and waiting on data. Good headspace results during injection, and dissolved oxygen during sampling was still very high – lots of hydrogen peroxide likely still present. There seemed to be a lot of natural attenuation occurring prior to this last injection. May not need anymore injections if we're close, and just allow natural attenuation to take over. If we get below 1000 ppb, no point in another injection.

24 April 2002

Training (Tony M.)

Who's on First? Communication. Get To Know Each Other Better (GTKEOB).

Petroleum Discussion

We discussed this a lot yesterday. Wayne will talk to the Developer on how to deal with Bldg 109 once we receive their report. Also will be waiting to hear their plans for Bldg 2080. Also, as we discussed yesterday, Bldg 200.

Dave G. wondering about the bug site, and where we are for the SAR (Bldg 7125). **ACTION ITEM:** Wayne will check on status; expects a SAR addendum will be prepared.

ACTION ITEM: Dave G. needs to look at what will happen with Bldg 109. Is the Developer just going to work with the County, or will it be FDEP's responsibility? Dave will check to see how FDEP wants to handle this. Issue is that this part of the base has been transferred, so now this is really a private site and not Navy. Dave noted that the current standard SAR for Orlando omits a lot of the background info that might be required by the County, since they have not been a party to the system we've developed for NTC.

OU 2

Draft FS still waiting for EPA review. Greg has looked and he's not sure he has the FS. Document was issued in August. Steve M. will wait to hear from Greg to see if he needs to send Greg another copy. Also the draft PP and ROD are out for review. **ACTION ITEM:** Greg F. to let Steve M. know if he has a copy of the OU 2 FS.

Started OU2 monitoring in March.

Steve T. finished the cap repair of the washed out areas and installed some sod. Reinstalled 1200 feet of silt fence. Hydro seeding didn't really take, and probably will need to wait for the weeds to grow in before the rest of the landfill is vegetated.

OU 3

PAB installed earlier this month. Ended up with an extra 13 tons of alumina and sand. Probably will just have it picked up and disposed of. Total cost for activated alumina (both SA8 & SA9 combined) was about \$110K (about \$.60/pound). One cubic foot of alumina weighed about 40 pounds. Baseline sampling will occur next week.

Barbara would like this site written up. Scott N. can email out a copy of a recent MacGregor submittal for a SECNAV award. Nice comprehensive package. **ACTION ITEM:** Scott N. to mail out sample project submittal.

OU 4

Ramping up to get a GS on board for the $KMnO_4$ installation. May need to do some minor demo work on the overhead, and maybe a wall. Steve T. will have a structural guy out there to take a look at the roof and what may be necessary. Also some concern over the roof integrity.

Discussed tearing down the building. The VA would like to tear it down. Barbara will suggest that the VA do this sooner rather than later.

Steve M.: The draft ROD is still out there. FDEP has approved the 90% design. Waiting on EPA design review.

Tier II Meeting Planning

Tier II looking for an overall standpoint of where the OPT is at. Talk about innovative technologies. Problem areas with the team or Tier II should be brought up. Likewise issues with the regulators, such as here's a problem and this is what we're doing about it. Make Tier II comfortable with the way the team is working together. Should allow an hour for the presentation and then followup questions and answers.

Does Wayne need to be at this planning meeting? Dave can handle the petroleum stuff. Wayne can send Dave some of the historic info (number of sites, etc). (**Note:** It was decided below that a face-to-face planning meeting would not be necessary.)

Steve M.: Let's generate an outline before we meet, so various folks can pull together info in their offices first.

Tank status. Talk about EPA/DOD institutional control issues and how we are going to attempt to integrate EPA language into our transfer documents.

Obstacles we need to move forward with. Memo of Agreement between Army Reserves and VA for transfer of contaminated parcels. Also need to fix the Dept of Interior snafu before we transfer OU2. How DOI didn't incorporate AULs into the deeds before transferring to the City.

History of NTC Orlando sites. Mark S to look for old base maps with grey sites originally identified.

Need a summary of the innovative technologies by each party performing the work. OU3, OU4, SA36, SA39, SA17.

Instead of everyone flying to Orlando for a planning meeting, let's try to do this by conference call. We'll start with last year's presentation and then assign different parts of the talk to different members. We can try to set up NetMeeting so we can all view the presentation at once.

Let's plan on a NetMeeting conference call for May 8 at 10AM. Steve M. will get us info on access. Steve T. and Steve M. to talk about the study areas and OUs. Barbara can do history and success stories. Dave can do obstacles. Barbara also needs to provide an early transfer update. Start by updating last year's presentation.

Let's get together on Tuesday June 4 at 1PM. Try and get some OPT business done this day, so Wednesday, June 5 can be light with the Tier II in the AM. Developer meeting on Thur, June 6. Still shoot to finish at noon on Thursday. **Correction:** Move to Wednesday afternoon prior to RAB meeting.

Barbara will talk to the Orlando stormwater folks to give a lake presentation to the RAB.

CRITIQUE/CHECKOUT/AGENDA

+s	Δ's
SA40 Discussion	Barbara's cold toes
Lunch	
SA36/SA39 Discussion & Developer	
Wayne's Visit	
Training	
OU4 Phyto Presentation	

FUTURE MEETING SCHEDULE

June 4, 5,6 – Orlando (RAB on June 5) Barbara: 9AM at Embassy Suites on International Drive for the Tier II presentation. Scott N: Meet for one hour to do the Orlando OPT technical presentation, followed by a technical presentation on 6-phase heating. Try to have a light Wednesday for OPT business.

July 23, 24 – Atlanta (per email from Steve M. on 3/22/02).

September 4, 5 – Orlando (RAB on Sept 4)

ACTION ITEM SUMMARY
April 2002

ACTION ITEMS (CARRYOVER)

1. **Greg F.** to confirm to Steve T. that he has a copy of the OU 2 FS, and then document will be forwarded to Gannett Fleming.
2. **Barbara N.** to contact GOAA and discuss plans for the drainage ditch that intercepts the GW plume coming off OU2. Dave G. concerned that we are relying on the ditch to intercept the plume, yet the ditch is not on Navy property and we have no control over it. For example, we believe GOAA is planning a large detention basin in the vicinity of the old ordnance bunkers. How will this affect GW flow? Also, need to make sure they are aware of the contamination migrating to their property (the ditch). Navy would be looking for an agreement with GOAA to ensure no changes to the drainage ditch in this portion of the site. **Barbara has contacted GOAA, still waiting for a reply. (LEAVE OPEN).**
3. Golf course appears to be doing work in the vicinity of areas shown as requiring additional soil cover on TtNUS Figure 5-1. **Barbara N.** will speak to the golf course to discuss allowable activities. In particular, work was being done around Area 2. **Barbara waiting for a reply (LEAVE OPEN).**
4. **Dave G.** and **Barbara N.** to pursue deed language from City of Orlando and the Navy to add LUCs to the deeds for park properties originally transferred to the Dept. of the Interior. This past fall the DOI signed the sites over to the City of Orlando without LUCs. **Barbara will be sending FDEP a letter, saying Navy working on it.**
5. **Action Item: Steve T.** and **Barbara N.** will work to prepare the contents of an MOU between the Navy, Army, and FDEP describing how LUCs will be maintained at SA 54.. Waiting to have meeting with the Army. Started the call; waiting for reply. Exchanging voicemails. **Dave received a message from Army Reserves. Looking for something Dave needs to hunt up. Army's Alabama office trying to put something together. Still Open.**
6. **Greg F.** will send us his definition of OPS, and exit strategy guidance. **OPS definition was emailed out. Working on exit strategy idea (not guidance). Will email out when it's done.**
7. **Team** needs to review the draft Decision Documents for SA 36 and SA 39 that were issued by Steve M. on February 22, 2002. **Dave still trying to figure out how LUCs will be implemented. Air Force as driving it, Navy going along, Army silent. DoD does not want long-term responsibility for sites that have transferred and are no longer under DoD control. Dave: If the Navy is OK with the EPA ROD language from Langley, FDEP thinks they can move forward. Because Orlando is not NPL and does not have a FFA, they might be able to get it through the Navy. Air Force has their version, and EPA has their's (Langley ROD language).**

ACTION ITEMS (Completed in April)

1. **Dave G.** to present the OU2 Proposed Plan (monitoring only) to his management. **Done in March 2002.** Management (Tim Barr & Jim Crane) OK with it, but still needs to go higher up. **Done.**
2. **Steve M.** to issue a revised OU3 work plan, along with the one-page fact sheet requested by Barbara N. **Done.**
3. **SA 40 antimony in groundwater: Steve M.** to send copies of the SA 40 report to Dave G. and Greg F. **DONE Steve T.** to research the old meeting minutes to determine what decision was made on this site regarding the antimony in groundwater. The wells with the elevated antimony were sampled in April 1996. Still open, but Dave G. looked it over, presented to Tim Barr, and FDEP will agree that antimony is due to turbidity in well. Greg Fraley will still need to weigh in. Steve M. will delay final report. Greg F. has the draft still to review. **Greg F. submitted his comments and issues were resolved this OPT meeting. DONE.**
4. **Dave G.** to look for last year's source removal report for Building 7125. **Comments prepared in August 2001. See Update. Done.**
5. Final source removal report (SRR) for Building 7241 submitted to FDEP on 6/29/01. Still awaiting FDEP review. **Dave G.** to look for this report. **Received Site Rehabilitation Order report. See Update. Done.**
6. **Scott Newman** to follow up on the Navy's new 5-year review policy. **Done**
7. **Steve T.** will provide revised maps for SA 36 and SA 39 with a table of screen elevations for each replacement well, and include a set of well construction specifications. **Sent to Dave T. Done.**

ACTION ITEMS (NEW - TO BE DISCUSSED IN JUNE)

1. **Steve M:** to find out for Dave G. if the monitoring wells at Bldgs 2036 and 2115 have been abandoned.
2. **Steve T.** to provide Steve M. with a soil removal summary memo for SA 18 and SA 54 (also for SA 16?).
3. **Steve M.** to confirm with Steve T. the parameters and DQO levels for SA 36 groundwater sampling. This so Steve T. can sample the new SA 36 monitoring wells as soon as they are installed by Nodarse.
4. **Greg F.** to provide formal comments to SA36 OPS Report.
5. **Greg F.** will email out EPA's preferred LUC language. This to supplement the hard copy (Langley) handed out at the April OPT meeting.
6. **John C.** to send Steve M. an email with requested changes to the latest exclusion area drawing for SA 39, if any. This because the new exclusion area might impact a nearby building.
7. **Steve M.** to revise the site screening reports for SA 36, SA 39, and SA 40 and provide signature pages. Also, FOSTs need to be ready so once signature pages are signed,

Barbara N. can submit. Originally this was to be in time for the Tier II planning meeting we were planning for May, but that meeting will not be occurring.

8. **Scott N.** to look into available dates for partnering training.
9. **Wayne H.** to check the status of the SAR for Building 7125 (county bug site) for Dave G.
10. **Dave G.** to determine if the County or FDEP will be the lead agency for Nodarse's recent petroleum discovery near former Building 109.
11. Barbara N. would like to submit OU 3 PAB project for Navy recognition. **Scott N.** to provide a sample submittal (MacGregor project).

ORLANDO PARTNERING TEAM
PROPOSED AGENDA
4-6 June 2002 Orlando, FL

Team Assignments		Support	Expected guests
Team Leader:	Barbara Nwokike	Wayne Hansel	Allan Jenkins (Tt NUS)
Gate/Timekeeper:	Steve Tsangaris		Dave Twedell (Nodarse)
Recorder:	Mark Salvetti		John Classe (Baldwin Park)
Facilitator:	Tony Marchesseault		
Tier II Link:	Scott Newman		

Time	Subject	Objective	Lead
Tuesday – 4 June 2002			
1:00 PM	Check-In, Action Item Review	Administration	BN
1:45	UST/IR/Transfer Update	Information transfer	SM/BN
2:15	Tier II Presentation Practice	Information transfer	All
3:00	BREAK	Leg stretch	
5:00PM	End of Day		

Time	Subject	Objective	Lead
Wednesday – 5 June 2002			
9:00	Tier II Presentation	Information transfer	All
10:00	6-Phase Heating Presentation	Training	All
11:00	Travel back to Area C/Lunch	Back to Work	All
1:00PM	Developer – Baldwin Park	Information transfer	Dave Twedell
1:30	SA36/39/40 & Bldg 109	Information transfer	SM/ST
2:30	BREAK	Recharge Batteries	
2:45	RAB Presentation	Information transfer/discussion	ALL
4:00	End of Day		

Time	Subject	Objective	Lead
Thursday – 6 June 2002			
9:00AM	Training	Get Smart!	All
10:00	Tier II Update	Information transfer	Scott N.
10:15	SA 2 Update	Information transfer	SM
10:45	SA 17 Update/Work Plan Discussion	Information transfer	ST
11:15	OU 2, OU 3, OU 4 update	Information transfer	SM/ST
12:00	Checkout/ next month's agenda/ (+/-)	Information transfer/Discussion	All
12:30	End of Day		

In accordance with discussions during Training in September 2002, here are the ground rules (Code of Conduct and Process) to review prior to the next meeting.

GROUND RULES

Code of Conduct

- Allow speakers to complete their thought.
- Be forthright (no hidden agendas)
- Be on time (10 cents per minute to be given to person who purchased refreshments).
- Invoke the 100 mile rule (avoid distractions; i.e., conducting non-OPT business).
- Be open and honest.
- Be professional.
- Bring Teammates up to speed.
- Use I statements.
- Be courteous to the speaker; no side conversations.
- Leave your ego and "business coats" at the door.
- Stay for the hard parts.
- Fix the problem, not the blame.

Process

- Team leader, Timekeeper and recorder rotate alphabetically progressing in this order: timekeeper, recorder, team leader, participant.
- Check-in: personal up-dates; read ground rules; review agenda, ground rules, action items and +/-.
- Proxy: Absent members have the discretion of designating a proxy to represent his/her views at the meeting. The OPT will not deliberately make a decision contrary to an absent member's known views or interests.
- Guests: All guests must be invited by the OPT. The sponsor is responsible to brief guest(s) on the OPT meeting process.
- The Team Leader to confirm that the sponsor has briefed guest(s) on the ground rules. If not, then provide guest(s) with overview of ground rules.
- The OPT and guest(s) shall recite the Ground Rules immediately after the Team Leader calls the meeting to order.
- Close-out: Draft agenda for next meeting; critique meeting; review action items.
- Distribute draft of minutes and Agenda within 7 working days of concluding the meeting. A master copy of the minutes will be maintained and rotated with the recorder.
- Comments or acknowledgment of receipt due back to scribe 7 days after receipt of draft.
- Final minutes and agenda distributed 7 working days before next meeting.
- An action item list with due dates will be maintained and updated monthly.