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MINUTES FROM ORLANDO PARTNERING TEAM MEETING ON 6 DECEMBER 2005  
(PUBLIC DOCUMENT) NTC ORLANDO FL  
12/6/2005  
NAVFAC SOUTHERN

## ORLANDO PARTNERING TEAM – CONFERENCE CALL MEETING MINUTES

Date: 6 December, 2005  
 Location: Conference Call  
 Team Leader: Greg Fraley  
 Gatekeeper/Timekeeper: Steve McCoy  
 Recorder: Teresa Grayson

OPT Members	Support Members	Guests
Dave Grabka	Sam Naik – CH2M Hill	Allan Jenkins - TtNUS
Barbara Nwokike	Teresa Grayson - TtNUS	Jim Davis - TtNUS
Steve McCoy		
Greg Fraley		
Steve Tsangaris		

### Changing of the Guard

Steve Tsangaris announced that he is leaving the OPT to move on to other projects and that Sam Naik will be his replacement on the team. The Team thanked Steve for his contributions to the OPT and wished him well in his new endeavors.

### Navy Transition

Barbara updated the team regarding her status. Barbara has been transferred to BRAC PMO Southeast Charleston. She will have a new physical address and phone number but the same email.

### Off-Site Notice Requirements Update

FDEP forms completed for SA 36NW and reviewed by Navy legal. Ready to submit to FDEP following Navy signature.

*Action Item: Barbara to sign Initial Notice page 1 and return to TtNUS – December 9, 2005.*

*Action Item: Teresa to submit off-site notice package for SA 36NW to FDEP – December 16, 2005.*

### OU 2 Update: Meeting with GOAA and IRA Status

Barbara updated the team regarding the November meeting with GOAA. Indicated that the meeting went well and that GOAA is satisfied that the Navy is doing something to address the contamination. GOAA to request that the City of Orlando accept transfer of OU 2. GOAA to send a letter to the Navy agreeing with the proposed path forward.

Steve T. indicated that the OU 2 IRA work plan would be issued in a couple of weeks and that a pilot injection test is planned for January, possibly later. David G. asked if GOAA is aware that they will have to go through the Early Transfer process, through FAA not the Dept. of Interior and that may require amending the FOSET.

SA 17 work plan revision on same schedule as OU 2 work plan, should be revised and distributed in a couple of weeks. SA 17 wells to be installed in January 2006.

*Action Item: CH2M Hill to issue OU 2 IRA Work Plan – December 22, 2005.*

*Action Item: Sam Naik to issue revised SA 17 IRA Work Plan – December 22, 2005.*

### **OU 3 Update: Effect of Stormwater collection pond and Developer plans**

Barbara informed team that several wells were damaged or destroyed during site development activities and that she had left a message for John Classe. Discussion of potential implications and delays associated with loss of wells. TtNUS tasked to propose new locations and prepare a site map depicting former well locations. Greg F. and David G. determine to seek legal support from their respective legal council and prepare a letter to the developer.

*Action Item: Barbara to contact John Classe to request that no further wells be destroyed at OU 3 in violation of the FOSET LUCs and that replacement wells not be reinstalled until the Navy indicates their locations – December 6, 2005.*

*Action Item: David G. and Greg F. to obtain legal direction regarding enforcement of LUCs for developer to not damage monitoring well network – prior to January 20, 2006.*

*Action Item: David G. and Greg F. to update team on results of legal consultation and prepare strongly worded letter to developer – January 20, 2006.*

### **Exit Strategy/SCAP**

*Action Item: TG to provide revised Exit Strategy to team - December 12, 2005.*

*Action Item: Greg F. to email revised SCAP to OPT - December 16, 2005.*

### **Future Meeting Schedule**

Next OPT/RAB Meeting: March 15, 2006

## ACTION ITEM SUMMARY

### Completed Items

1. Barbara to organize meeting with affected landowners to SA 36NW to discuss contamination on the property – due by September 30, 2004. **Done**
2. Teresa G. to submit proposal for semi-annual monitoring at SA 39; due September 30, 2004 for SA 39. **Done**
3. Barbara to task Terraine to abandon monitoring wells at Bldg 7125. **Done**
4. Bhate to prepare sampling schedule to conform with existing Task Order budget by October 14. **Done**
5. J. Classe to send a copy of the homeowners association covenant to B. Nwokike and D. Grabka by October 7. **Done**
6. J. Classe to provide OU 3 deeds, SA 29, and other petroleum site Releases of Deed Restriction to D. Grabka by October 14. **Done**
7. ST to check OU 2 FS to ensure that bio-augmentation is covered. **Done**
8. BN to set up meeting with GOAA. **Done**
9. TG to provide new PP/ROD dates for OU 2 to GF by October 7. **Done**

### Ongoing Items

1. Barbara/Jeff M. to look into deed language regarding GW restriction Is developer's GW use restriction enforceable and whether they may meet FDEP and EPA requirements. **Ongoing**
2. Jeff Myers to review MOA between Navy and Army for SA 54 to determine if USEPA needs to be involved. **Ongoing – Navy Legal reviewing**
3. Tt to submit results from SA 52 with request for PQL value (default) to be used in achieving NFA. **Ongoing (prepared but not submitted). SA 52 Tech Memo to be issued by December 16, 2005.**
4. Bhate to submit the EDD to TtNUS by **January 15** (T. Grayson contact).
5. Navy/FDEP/EPA to review OU 1 data in **Winter 2006** to determine if groundwater restriction area can be reduced.
6. BN to contact John Classe regarding control plans for the SW collection pond and effects of dewatering on groundwater flow – **December 15**.

### New Action Items (December 2005)

1. Barbara to sign Initial Notice page 1 and return to TtNUS – **December 9, 2005**.
2. T. Grayson to submit off-site notice package for SA 36NW to FDEP – **December 16, 2005**.
3. CH2M Hill to issue OU 2 IRA Work Plan – **December 22, 2005**.
4. Sam Naik to issue revised SA 17 IRA Work Plan – **December 22, 2005**.
5. Barbara to contact John Classe to request that no further wells be destroyed at OU 3 in violation of the FOSET LUCs and that replacement wells not be reinstalled until the Navy indicates their locations – **December 6, 2005**.
6. David G. and Greg F. to obtain legal direction regarding enforcement of LUCs for developer to not damage monitoring well network – prior to **January 20, 2006**.
7. David G. and Greg F. to update team on results of legal consultation and prepare strongly worded letter to developer – **January 20, 2006**.
8. T. Grayson to provide revised Exit Strategy to team - **December 12, 2005**.
9. Greg F. to email revised SCAP to OPT - **December 16, 2005**.
10. T. Grayson to coordinate new well locations for SA 38 with J. Classe – **March 2006**.

## GROUND RULES

In accordance with discussions during Training in September 2001, here are the ground rules (Code of Conduct and Process) to review prior to the next meeting.

### 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.