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MINUTES FROM ORLANDO PARTNERING TEAM MEETING ON 13 SEPTEMBER 2006  
(PUBLIC DOCUMENT) NTC ORLANDO FL  
9/13/2006  
NAVFAC SOUTHERN

**ORLANDO PARTNERING TEAM – MEETING MINUTES**

Date: 13 - 14 September, 2006  
 Location: Orlando, FL  
 Team Leader: Barbara Nwokike  
 Gatekeeper/Timekeeper: Sam Naik  
 Recorder: Teresa Grayson

<b>OPT Members</b>	<b>Support Members</b>	<b>Guests</b>
Greg Fraley	Mike Singletary (NAVFAC SE)	Chuck Boyles (Navy)
Dave Grabka	Jim Ferro (NAVFAC SE)	LeMarle McKee (PWD Orlando)
Teresa Grayson	Paul Cotter (NAVFAC SE)	Casey Hudson (CH2M Hill)
Sam Naik	Jim Young (Terraine)	Paul Favara (CH2M Hill)
Barbara Nwokike	Scott Henson (Bhate)	Chris Pike (TtNUS)
	Candace Watson (facilitator)	Steve McCoy (TtNUS)
		Allan Jenkins (by phone)

**Check-In**

New facilitator Ms. Candice Watson from Management Edge.

**Safety Topic**

David presented the safety topic on the importance of taking necessary precautions when dealing with drums of unknown contents. Details of the drum removal at Site 15 NAS Cecil Field Jacksonville, FL were discussed.

**Action Item Review**

Barbara led the Action Item review discussing carryover items and actions items developed in June 2006, noting completion or assigning new due dates as appropriate.

Carryover:

1. Jeff Myers to review MOA between Navy and Army for SA 54 to determine if USEPA needs to be involved. **Ongoing – Navy Legal reviewing**
2. Navy/FDEP/EPA to review OU 1 data in Winter 2006 to determine if groundwater restriction area can be reduced. **AI deleted, Baldwin Park has withdrawn request.**
3. T. Grayson to coordinate new well locations for SA 38 with J. Classe by October 14. **Ongoing.**

Action Items developed in June 2006

1. Sam to distribute draft OU 4 Work Plan and post in Word format for comments by OPT – **September 30, 2006.**
2. Barbara to communicate to John Classe that a formal request needs to be made to the Navy, FDEP, and USEPA for the reduction in area covered by a groundwater use restriction to be considered – **complete.**
3. Teresa to resubmit the NFA Request for SA 52 with professional certification page - **complete.**
4. Dave to approve NFA Request once deeds are approved final and recorded - **ongoing.**

5. TtNUS to include well installation in next task order – **deleted, developer to complete.**
6. CH2M Hill to include monitoring well surveying in next task order – **complete.**
7. David Grabka to send example MOA language to Teresa - **complete.**
8. Teresa to draft MOA for SA 54 for Navy legal review – **November 30, 2006.**
9. Scott Henson (Bhate) to submit O&M plan to Navy for operation of SA 2 PHOSter system –**September 30, 2006.**

#### **Operable Unit 4 Hawthorn Groundwater Investigation**

Allan Jenkins (Tetra Tech) provided a summary of the vadose soil and Hawthorn groundwater investigation activities conducted at Operable Unit 4 June through August 2006. No evidence of off-site contaminant migration in the Hawthorn zone was observed. One surface soil sample from 1-2 feet exceeded the SCTL for industrial land use. All samples at 6-7 feet exceeded leaching to groundwater SCTL.

Path forward: additional vadose soil sampling to delineate exceedances of industrial SCTL. Perform additional groundwater sampling, evaluation of slug tests, advance additional borings and install up to 2 additional CMT wells.

#### **Operable Unit 4 Remedial Status Update**

Casey Hudson (CH2M Hill) presented a description of the emulsified oil substrate remediation activities planned at OU 4. A modified presentation was offered as the special topic at the RAB meeting. The plan for OU 4 includes 3 target treatment zones and areas of direct injection and areas of recirculation.

Barbara asked about time required to achieve cleanup and Casey explained that it will require years and possibly additional injections. Mike Singletary inquired as to whether the use of higher percentages of EOS was evaluated. Casey explained that the lower concentration provides more reliable, uniform distribution.

Chris Pike asked if there was a concern about influencing groundwater flow or mobilizing contamination. The team discussed and determined that any groundwater flow influence would be short term.

David Grabka asked if injection in the highly contaminated area with extraction from clean areas was considered. The team discussed with no proposed changes to the plan.

The draft work plan outlining the OU 4 EOS is scheduled to be distributed to the team in a couple of weeks.

## **Operable Unit 2 Proposed Plan Update**

Teresa Grayson (TtNUS) provided a summary of the draft Proposed Plan that was distributed for public comment in August 2006. OU 2 was evaluated as Northern and Southern areas during the FS. The Northern area selected remedy includes soil cover. It is believed that the soil cover was placed by the RAC contractor CH2M Hill in 2004 but no completion report has been prepared. Greg Fraley (EPA) expressed concern that the Proposed Plan be as accurate as possible prior to public comment. If the soil cover has been completed, the documentation must be provided and presented in the Proposed Plan. David Grabka (FDEP) also requested that the figure depicting the Northern and Southern areas be revised to reflect the soil cover solely in the Northern area of OU 2.

Path forward determined by team discussion: Sam Naik to provide soil cover map and details to Teresa Grayson for inclusion in the Proposed Plan. Teresa to revise the Proposed Plan including soil cover details, most recent groundwater maps, and revised Northern/Southern area figure and distribute a redline strike-out version by email to the OPT by October 30, 2006. Once the OPT approves the revision, the draft Proposed Plan will again be distributed for Public Comment period, tentatively scheduled for December 1 – 30, 2006. Additionally, copies of the draft Proposed Plan distributed for Public Comment will be distributed directly to the RAB members for their review.

### ***Action Items:***

***Sam to provide soil cover details – September 18, 2006.***

***Teresa to revise draft Proposed Plan and distribute to OPT by email – October 30, 2006.***

***Teresa to distribute approved revised draft PP for public comment and also to RAB members – December 1, 2006.***

### **Site Monitoring Update**

Jim Young (Terraine) provided an update to the monitoring status of multiple sites, SA 2, SA 36, SA 36NW, SA 39, OU 2, and OU 3.

## ***OPT MEETING DAY 2***

### **Study Area 2 Update**

Scott Henson (Bhate) presented the results of the PHOSter system in operation at SA 2. There was a recent incident with a well cap that had not been replaced tightly enough causing well water under pressure to spray from the well alarming nearby USDA workers. The USDA safety manager reported the incident to the Navy reporting a sulfur smell. The Navy provided fact sheets to the USDA to alleviate their concerns and Bhate personnel corrected the problem.

There were four key monitoring wells destroyed during recent right-of-way work along the eastern property boundary. The team discussed the natural attenuation results, whether or not to include COD in future sampling, and the operations and maintenance plan.

***Action Item: Scott Henson to prepare the O&M Plan for Terraine to begin operating the system. O&M Plan due to the Navy September 30, 2006. Terraine to begin October 1, 2006.***

**Decision Document Status**

The team discussed the status of the draft Decision Documents for SA 2 and SA 17. Both documents are on hold pending additional evaluation of their respective remedial systems. Remedial progress of the PHOSter system at SA 2 will be evaluated following one additional year of operation and SA 17 will be reviewed following one year of treatment efficiency monitoring associated with the EOS injection that took place in July 2006.

*Action Item: Teresa to distribute the signed signature page for the Final Study Area 39 Decision Document to the team – September 22, 2006.*

**Study Area 17 Remedial Status**

Sam Naik presented a summary recent field activities performed at SA 17. Injection, extraction, and additional monitoring wells were installed at SA 17 in May/June 2006. EOS recirculation was performed in June/July 2006. Subcontractor error resulted in additional EOS being injected into the B zone than planned and less into the A zone. The subcontractor will complete additional injection activities at their expense to correct the error.

**Operable Unit 3 Well Damage**

The team discussed impact to the remedial progress of the site due to monitoring well damage caused by site development activities. Well completion logs have not been received for the wells replaced by Baldwin Park last spring. Barbara will communicate with John Classe again to resolve the issue.

**Exit Strategy/SCAP**

OPT went over the Exit Strategy and determined which dates needed to be modified.

**Parking Lot**

Team discussed the requirement for off-site notification. David Grabka indicated that off-site notice is not required for the City of Orlando at SA 17. The City of Orlando indicated at the RAB meeting that they are willing to impose land use controls on City property near SA 17 on which the contaminant plume has migrated. The City requests the LUC deed language for SA 17 when final.

**Critique/Checkout/Agenda**

+'s	Δ's
EPA keeping us on track with PP	sidebars
Technical presentations were good	Team will miss Steve McCoy and Paul Cotter
Room comfortable	

**Future Meeting Schedule**

Quarterly meeting in person in **Charleston, January 17 – 18, 2007**

Next OPT/RAB Meeting in **Orlando: March 14 - 15, 2007**

## ACTION ITEM SUMMARY

### Completed Items

1. Barbara to communicate to John Classe that a formal request needs to be made to the Navy, FDEP, and USEPA for the reduction in area covered by a groundwater use restriction to be considered.
2. Teresa to resubmit the NFA Request for SA 52 with professional certification page.
3. CH2M Hill to include monitoring well surveying in next task order.
4. David Grabka to send example MOA language to Teresa.

### Deleted Items

1. TtNUS to include well installation in next task order.

### Ongoing Items

1. Jeff Myers to review MOA between Navy and Army for SA 54 to determine if USEPA needs to be involved. **Ongoing – Navy Legal reviewing**
2. T. Grayson to coordinate new well locations for SA 38 with J. Classe by October 14. **Ongoing.**
3. Sam to distribute draft OU 4 Work Plan and post in Word format for comments by OPT.
4. Sam to distribute draft OU 4 Work Plan and post in Word format for comments by OPT – **September 30, 2006.**
5. Teresa to draft MOA for SA 54 for Navy legal review – **November 30, 2006.**
6. Scott Henson (Bhate) to submit O&M plan to Navy for operation of SA 2 PHOSter system – **September 30, 2006.**

### New Action Items (September 2006)

1. ***Teresa*** to email Barbara comprehensive map of OU 2, showing property boundary, landfill boundary, restriction areas, access required areas, and treatment areas – ***September 19, 2006.***
2. ***Sam*** to provide details of soil cover activities completed at OU 2 to Teresa – ***September 18, 2006.***
3. ***Teresa*** to revise OU 2 Proposed Plan and distribute red-line strike-out copy to team by email to concur with revisions by ***October 30, 2006.***
4. Proposed Plan for OU 2 to be sent for Public Comment period December 1 – 30, 2006 with copies sent directly to RAB members at that time. ***Teresa – November 30, 2006.***
5. ***Barbara*** to contact Baldwin Park Development Company regarding plans for additional well repairs and replacement at OU 3 and well construction logs for previously replaced wells – ***September 19, 2006.***
6. ***Jim Young*** to email the previously submitted OU 3 damaged well status to Barbara – ***September 15, 2006.***

7. **ALL** – provide copies of OPT meeting presentations by email to Teresa or post to ftp site with instructions to Teresa – **September 20, 2006.**
8. **Teresa** to post OPT meeting presentation to IR Portal and email team when available – **September 22, 2006.**
9. **Barbara** to send Teresa Bhate reports – **September 20, 2006.**
10. **Teresa** to distribute signed signature page for the SA 39 Decision Document to the team – **September 22, 2006.**
11. **Greg** to email the updated SCAP to the team – **October 9, 2006.**
12. **Dave** to send Greg approval letter for the SA 17 Work Plan – **September 18, 2006.**
13. **Navy** to send SA 52 recorded deeds to FDEP – **when available.**
14. **Barbara** to send Teresa copies of recent OU 3 deeds – **September 20, 2006.**
15. **Teresa** to send Dave copies of all FDEP correspondence received since March 2006 – **September 22, 2006.**
16. **Teresa** to review OU 3 restriction language and email Barbara whether or not it is the preferred language to provide the City of Orlando for their use near SA 17 – **September 21, 2006.**
17. **Barbara** to send OU 3 restriction language (if selected as preferred language) to Bruce for the City of Orlando’s use on their property near SA 17 – **September 22, 2006.**
18. **Sam** to send OU 4 survey results to Teresa – **September 22, 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.