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MINUTES FROM ORLANDO PARTNERING TEAM MEETING ON 11 JULY 2012 NTC  
ORLANDO FL  
7/11/2012  
TETRA TECH

## FINAL ORLANDO PARTNERING TEAM – MEETING MINUTES

Date: July 11-12, 2012  
 Location: Tetra Tech Orlando office  
 Team Leader: Art Sanford  
 Gatekeeper/Timekeeper: David Grabka  
 Recorder: Teresa Grayson

OPT Members	Support Members	Guests
Art Sanford, BRAC PMO	David Criswell – Tier II Link	Patrick Barnes – BFA
Dave Grabka, FDEP	Jessica Keener – Solutions IES	
Teresa Grayson, Tetra Tech	Dawn Marshall – Solutions IES	
Marianne Sweeney, Resolution Consultants	Allan Jenkins – Tetra Tech (via phone)	
	John Watson – BFA	

**Check-In** – Welcome to Marianne Sweeney, project manager for Resolution Consultants, the new CLEAN contractor and welcome back to David Criswell – BEC, Tier II link, and Navy Technical Representative.

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### Area C surface soil contamination- BRAC

Art and Teresa provided the status update of the surface soil contamination identified by the City of Orlando at Area C and the analytical results of soil samples collected to date. Additional site background details are included in the September 2011 OPT meeting minutes.

Status: The soil pile at Bldg 148 has been removed and disposed off-site and six rounds of surface soil samples have been collected at Bldg 148 and SA 56 (dog run and playground) as of June 12, 2012. An additional round of 130 surface soil samples is being collected this week (week of July 10<sup>th</sup>).

#### Analytical results to date indicate the following:

For the dog run area, BaP Eq contamination is primarily in the shallow 0 to 6-inch interval with highest concentrations observed adjacent to the road and extending approximately 45 feet south of the road. One additional sample to the west will complete delineation to the west, as the area any further west overlays the previous SA 55 soil excavation area. Delineation is on-going to the east and southeast.

David Grabka indicated that the Navy could collect an additional sample to complete delineation to the west or extend soil excavation to the previous area of excavation associated with SA 55. David also indicated that the previous analytical results from SA 55 could not be used to complete the current delineation because the surface soil samples associated with SA 55 were collected at 0 to 24-inch depths and FDEP now requires surface soil sampling at the 0 to 6-inch

interval and 6 to 24-inch interval for contaminants like PAHs that are expected to be primarily observed at the 0 to 6-inch interval.

For the playground area, the highest BaP Eq contamination has been observed along the road as observed at the dog run area, however, the contaminant distribution at the playground area extends further south of the road (approximately 75 feet) and at higher concentrations in the 6 to 24-inch interval as compared to the dog run area. Delineation is on-going to the east and west.

At Bldg 148, BaP Eq contamination has been observed at the 0 to 6-inch and 6 to 24-inch intervals consistently greater than the residential SCTL of 0.1 mg/kg and has been observed at higher concentrations at the 6 to 24-inch interval rather than at the 0 to 6-inch interval as might be expected. Delineation is on-going to the east, west, and north.

The team discussed the requirements for FDEP Site Rehabilitation Completion Order (SRCO) versus a conditional SRCO. Because unrestricted use of the property means recreational use, per the property transfer deed through the Department of Interior, the team discussed the appropriateness of using a site specific recreational cleanup target level rather than residential. David Grabka recalled that the public benefit conveyance deeds (such as the one for Area C SW) typically include a clause indicating the use of the property must be as intended for the PBC for a time of 30 years, after which time the property may be used in other ways, including residential.

The team discussed the current status of delineation, the need for subsurface sampling at locations where contamination exceeds CTLs at 24 inches, and the need for groundwater investigation. Groundwater investigation will be performed by Resolution Consultants. The team reviewed the dieldrin results at Building 148 and determined the 24 to 36-inch samples would be collected at 2 locations: one from I8 and one from the area around F7 to G8. David G. reminded the team that if any of the subsurface samples exceed CTLs; horizontal delineation at depth would be required, continuing to the water table. David also reminded the team that we can use the 3 times CTL rule for only one contaminant, not both dieldrin and Benzo(a)pyrene equivalents. However, if the Navy excavates all areas of dieldrin exceedances, the 3 times rule can be used for evaluating risk due to BaP equivalents.

**Action Item:** *Teresa to check the deed for Area C SW for a timeframe after which the property may be used as residential.*

An Area C site visit on July 10, 2012 was attended by the following City of Orlando staff: Lisa Early (Director of Family, Parks, and Recreation), John Perrone (Manager, Parks Division), Laurie Botts (Real Estate Division Manager), Stacey Adams (legal), and Dan Dashtaki (Environmental Control Manager). Also in attendance were: David Criswell (BRAC PMO SE Deputy Base Closure Manager), Art Sanford (BRAC PMO SE Remedial Project Manager for NTC Orlando), David Grabka (FDEP Remedial Project Manager), Marianne Sweeney (Resolution Consultant Project Manager), and Teresa Grayson (Tetra Tech Project Manager).

The Navy provided the results of surface soil sampling through June 12, 2012 to the City of Orlando as shown in site maps depicting the analytical results of Benzo(a)pyrene equivalents at

Bldg 148, the dog run, and the playground, discussed the timeline of on-going sampling, and provided site maps depicting the locations of samples being collected the week of July 10<sup>th</sup>.

Lisa Early confirmed with the Navy that all contracting actions have been completed to address the areas of concern identified to date. The group discussed the “what ifs” associated with continued development of the property. Lisa asked what if the City decides to remove the road or other areas of existing pavement – what sampling would be required? Dan Dashtaki indicated that first, the City would remove the pavement and sub-base material and collect representative soil samples from below the former pavement. At that time, if exceedances were observed, the City would provide notice to the Navy. David Grabka indicated that once the pavement and all associated sub-base material are removed, it is unlikely exceedances of the types of PAHs currently being delineated would be observed. These contaminants are not typically mobile. Lisa asked David Criswell, “what if” contamination was found and David Criswell indicated that would be a separate issue and would require additional discussion, current funding would not be able to cover such additional effort.

Lisa Early commented that the visual representation of the data on the figures provided was very helpful and she would like the figures emailed to her prior to the next scheduled call with the Navy. Lisa asked when the Navy would be available to meet at the site again. Art indicated the next meeting in Orlando was not yet scheduled and may be January 2013. David Criswell indicated the regularly scheduled conference calls would continue. The City thanked the Navy for meeting at the site and was appreciative that FDEP RPM, David Grabka was in attendance to answer their questions.

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#### **OU4 Semi-annual Monitoring and Treatment System Update**

Dawn presented the results of semi-annual monitoring performed at OU 4 in April 2012. Source area treatment with EOS performed July 2007 – July 2008. Well DPT1A (C zone) does not show much impact from EOS treatment. The casing for well DPT1A was damaged; Solutions cut off the damaged casing and notes that the top of casing elevations will need to be resurveyed. PCE and TCE was detected in 6 on-site Hawthorn monitoring wells. Off-site Hawthorn wells - 81D and -82D remain non-detect for VOCs. David G. commented that most contamination converted to cis and vinyl and that before EOS source area treatment, degradation stalled at cis. Chris Pike (via phone) commented on CMT Hawthorn property boundary well OLD-13-69D; noting that chamber C4 is mostly PCE while chamber C5 is mostly cis.

Solutions suggested wells for the team to consider removing from the monitoring program. The team reviewed and David G. preliminarily approved. Solutions’ next OU 4 monitoring report will recommend removing the following wells from the sampling program: OLD-13-54A, -25B, -30B, -55B, and -57B.

***Action Item:*** Dawn will ask Steve Howe for City of Orlando Lake Druid sampling results and include in subsequent OU 4 monitoring reports.

Dawn presented the status of the OU 4 groundwater treatment system indicating that on April 16, 2012, treated water began being discharged to the on-site infiltration gallery rather than the City of Orlando sanitary sewer. Dawn briefly discussed the history of groundwater treatment system operational problems noting that recovery well UVB-1 stopped working in December 2011. Sand that had infiltrated the well impacted the pump and discharge line. Solutions-IES plans to replace the UVB-1 well and pump. Jessica asked David G. if FDEP needed to see a work plan prior to installation of the replacement extraction well. David said FDEP does not need to approve a work plan for a replacement well, indicating that following installation, a memo documenting new construction details, survey, and proper abandonment of the existing well should be provided.

The team discussed the challenges of the current construction of the extraction wells at OU 4 since they were originally installed as recirculation wells with irrigator screens and the following action items were developed:

*Action Item: Teresa to provide well completion and boring logs for UVB-1 if available, to Jessica.*

*Action Item: Art to check on NIRIS data access – making sure all data is available to all contractors working at each facility.*

*Action Item: Chris to send figures from pump and treat optimization effort (flow nets) to Jessica.*

The annual inspection of the treatment system and facility is scheduled for July 24, 2012 with Steve Howe, City of Orlando Environmental Control. Steve plans to delay finalization of the report to allow collection of a sample from the UVB-1 replacement well. Solutions-IES will meet Steve Howe at the site on July 24<sup>th</sup> and have also scheduled a site visit for potential drillers for July 24<sup>th</sup>.

The team discussed electricity use for the groundwater treatment system. It appears that there is one electric meter located outside the former installation fence that meters electricity for the treatment system as well as for the contractor staging building (Bldg 1063). Since the team intends to no longer use Building 1063 but will need to continue operation of the groundwater treatment system, we will need a separate meter. David Criswell asked if we have considered using solar power to operate the system. The team considered solar power during last year’s system upgrade. Largely due to the repeated vandalism experienced at the site, solar power was not implemented.

*Action Item: Jessica to contact Orlando Utility Commission to determine how to have a separate meter for the OU 4 treatment system.*

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**OU2 Injection Activities**

Jessica provided the status of OU 2 EOS injection efforts. Injections began in February 2012 with 4,000 gallons of dilute 6% solution EOS injected into each well. No new monitoring wells were installed at OU 2 for treatment efficiency monitoring. In April 2012, Solutions bioaugmented 1-liter BAC-9 into 29 injection wells at OU 2.

Jessica indicated that the flush-mount wells were problematic due to flooding; therefore some of the newly installed injection wells are stick-ups. The team discussed methods of cleaning EOS out of wells. Previously identified clogged wells at OU 2 are not yet abandoned. Well completion logs for installed injection wells will be included in the Completion Report.

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**SA 17 Injection Activities**

Jessica provided the status of SA 17 EOS injection efforts. Injections began in February 2012. Injections at SA 17 were into existing injection wells and extraction wells. Solutions did not observe a noticeable difference in injection rates between the B and C zones. There is no bioaugmenting planned at SA 17 based on baseline data.

**Additional SA 17 Update**

Solutions replaced 3 previously damaged monitoring wells located in the drainage canal along the southern boundary of SA 17 - wells OLD-17-31AR, - 32AR, and -33AR. Solutions expressed that they are having difficulty subcontracting a surveyor. Teresa indicated that Tetra Tech is in the process of scheduling surveying at 3 other NTC Orlando sites and perhaps SA 17 can be added to their scope.

*Action Item: Jessica and Teresa to discuss surveying at NTC Orlando off-line.*

Team discussed the canal wells were damaged during previous dredging activities by the City of Orlando. Dan Dashtaki, Environmental Control manager with the City of Orlando, previously indicated his willingness to coordinate to prevent damage in the future.

*Action Item: Jessica to contact Dan Dashtaki to determine stormwater management schedule for dredging the canal near SA 17 and to identify a point of contact at Stormwater management to coordinate with.*

Team discussed the on-going concern with IDW drums, some labeled and some not labeled, being left on-site. There are a few drums at SA 17 yet and some at OU 4. Jessica indicated that Solutions' subcontractor GEAR will dispose of the OU 4 IDW in the treatment system soon and that Solutions will work on removing all IDW drums promptly.

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**Response to Comments on OU 4 FS Addendum**

Team briefly reviewed Tetra Tech’s response to FDEP comments on the draft OU 4 FS Addendum. David G. indicated that he did not see anything of concern and that Tetra Tech should submit the Final FS for review/approval.

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**Study Area 36 Potentiometric Surface**

Allan provided a summary of the findings of Tetra Tech’s review of historical potentiometric surface maps and data for SA 36. There are many errors and inconsistencies throughout past monitoring reports – incorrect data sets, incorrect top of casing elevations, and combination of data from other sites. The team discussed the findings and determined the following:

*Action Item:* BFA to correct potentiometric surface maps for SA 36 beginning September 2009.

*Consensus:* Keep B zone monitoring wells at SA 36 in groundwater monitoring program for now – hope for future consistent water level data.

*Consensus:* SA 36 groundwater monitoring frequency to change from semi-annual to annual and the annual event is to be performed each year in March beginning March 2013.

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**SA39 Groundwater Use Restriction**

David G. provided a summary of the components needed for the Site Rehabilitation Completion Report for SA 39 including soil excavation areas. The team discussed the SA 39 groundwater use restriction and steps to release the restrictions and issue the previously deferred covenant.

*Action Item:* David C. will check with Navy real estate to determine how to release the restrictions at SA 39 and issue the covenant.

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**General Team Discussion and Wrap Up for Day**

The team discussed land use control inspections. David G. indicated that FDEP does not require LUC Inspections. David C. stated that LUC Inspections are a NIRIS edict so we will still do it. Questions regarding absence of EPA involvement. Does the NTC Orlando basewide LUCAP need to be revised to remove EPA from inspection forms and reporting requirements?

Team discussed agenda for tomorrow including how to present the SA 36 potentiometric surface review finding to BFA. David C. suggests we show the SA 36 hydrographs and the Navy will take the lead on the discussion with BFA.

ADJOURN FOR DAY

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**July 12, 2012 – DAY 2**

### **Tier II Update**

David Criswell provided the Tier II Update. Jeff James is the new Ensafe point of contact. Jeff is working on a new 5-year review tracking system. Tier II discussed the process by which issues are elevated to Tier II. Upcoming Exit Strategies are due August 14 and November 14<sup>th</sup>. Pensacola made the Tier I presentation. Mayport will make the next presentation. Kim Walker, FDEP Section head, mentioned the FDEP LUC Registry.

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Tier II update led to the following multi-topic team discussion.

David G. indicated that the folks at FDEP responsible for updating the LUC Registry have left and the previously provided CDs with deeds and LUC Registry forms has disappeared BUT Dave copied the CD to his hard drive.

**Action Item:** David G. to identify who will enter LUC data into FDEP LUC Registry and give them the info.

The team discussed some repercussions of EPA's absence. It appears that as EPA Region 4 no longer supports NTC Orlando, the EPA Facility ID # FL6170023711 is no longer verifiable. The Facility ID is typically used to identify NTC Orlando on several documents including IDW manifests. Recent efforts to dispose of IDW generated at NTC Orlando alerted the OPT to the fact that end disposal contractors could not verify NTC Orlando using the EPA Facility ID. The OPT has identified and determined to use an alternate number, EPA Registry ID # 1100095667109.

**Action Item:** Teresa to email David G. about the EPA Facility ID number no longer being valid.

David G. asked about the SMP input. Art indicated that NTC Orlando input has already been provided.

The last Tier II update mentioned that Tier II would like Tier I teams to set annual goals. The team discussed accomplishments of this year and goals for next. First question was which year – calendar, Federal fiscal, state fiscal – no one really thought this one would win. Consensus is that our Tier I goals would be for FY13, by Federal fiscal year. October 1, 2012 through September 30, 2013.

David G. noted that the OPT accomplishments for FY12 include:

- Approval to discontinue groundwater monitoring at landfill site – OU 1
- Final Decision Document for SA 17
- Signed Memorandum of Agreement for SA 54
- Final Decision Document for SA 54

Orlando Partnering Team Goals for FY13 are:

- Final Records of Decision for OUs 2, 3, and 4
- NFA for SA 39
- Release groundwater use restrictions at SA 39
- Issue covenant for SA 39
- Approval of SA 36NW NAM Plan following off-site notification process

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### **LTM Site Updates- BFA**

John Watson, Project Manager for BFA, provided results of long-term monitoring sampling effort for various sites.

#### **OU2:**

OU 2 is sampled semi-annually in March and September. The team discussed interpretations of the potentiometric surface. David G. indicated that BFA's revised potentiometric surface map is better. Well 30A exhibited high turbidity, 578.70 and well 30B exhibited high iron concentrations, 29,700 ug/L in March 2012. Vinyl chloride at well 18B was 313 ug/L following Feb 2012 EOS injections. BFA used MAROS to evaluate trends in contaminant concentrations in select wells at OU 2.

#### **SA 17:**

SA 17 is sampled semi-annually in March and September. Wells at SA 17 continue to have high turbidity. David G. indicated that high turbidity should not affect CVOC results. BFA has experienced some challenges with the potentiometric surface maps. The team reminded BFA that only wells 28C, 25CR, and 38D are actually screened in the D zone. BFA requested additional discussion regarding FDEP SOP for groundwater purging and sampling to determine how long after purging a well they could wait before sampling.

**Action Item:** David G. will review FDEP SOP for groundwater sampling to determine if the SOP allows waiting 24 hours after purging to complete sampling and let Art know.

**Action Item:** Art will let BFA know the results of David's SOP review about waiting 24 hours after purging to complete groundwater sampling.

**Action Item:** Teresa will send SA 17 historical potentiometric surface maps to BFA.

**Action Item:** BFA to re-evaluate and revise SA 17 potentiometric surface maps in the March 2012 report.

**Action Item:** BFA to move C zone wells to correct analytical figures in March 2012 report.

**Action Item:** David Criswell to check with Navy librarian about handling document corrections; do we replace pages or entire pdf and how do corrections impact the administrative record.

David G. wants to discuss with the Navy the need for additional monitoring wells in the D zone. Well 28C (a D zone well) has TCE concentration of 138 ug/L. We need more than one well to delineate the D zone and determine the groundwater flow direction. David G. recommends double-cased wells to eliminate dragging shallow contamination deeper into the aquifer during well installation.

**Action Item:** Art to discuss with Solutions-IES installation of 2 new SA 17 monitoring wells screened within the D zone.

### **OU 3**

SA8 – Three drive points have been installed near the shore of Lake Baldwin (OLD-08-DP01, OLD-08-DP02, and OLD-08-DP03).

**Action Item:** BFA to sample drive points at SA 8 quarterly beginning September 2012.

**Action Item:** Teresa to send survey data for replacement and new wells at SA 2 and SA 8 to BFA after completing survey.

**Action Item:** BFA to coordinate with Terraine to update survey data in Adesso.

### **SA 36**

Team discussed potentiometric surface inconsistencies at SA 36 with BFA. The team also discussed the results of previous LTM optimization efforts including sampling frequency.

**Action Item:** BFA to review historical SA 36 potentiometric surface maps and revise where needed.

**Consensus:** OPT determined that SA 36 groundwater monitoring frequency will be reduced from semi-annual to annual and the annual monitoring event will be performed in March of each year beginning in March 2013.

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### **FDEP Priorities / Updates**

The Team reviewed the NTC Orlando documents historically submitted to FDEP and those pending FDEP review that require a letter. The team prioritized the list of documents needing input from David. The documents requiring FDEP approval in priority order are:

1. Final OU 2 FS
2. Final OU 4 FS
3. SA 39 SRCR (has not been submitted yet)
4. SA 36NW LTM SAP

**Action Item:** Teresa to send copy of public comment version OU 2 Proposed Plan to David G. when submitting for public comment. Dave does not need to see again before public comment.

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**SA 2 FUDs**

David updated the Team about FUDs work near SA 2, investigating the “alleged” firefighting training area. Found no contamination.

**Action Item:** David to send FUDs report for area investigated near SA 2 to OPT through the RMFT site due to file size.

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**Meeting Schedule**

**Next Meeting –in Orlando at AECOM office, January 15-17, 2013**

**Critique/Checkout/Agenda**

+’s	Δ’s
Consensus on many items	Ran over time
Got a lot done	Dave’s annoying Button of Truth
David Criswell back on the team	
Marianne new CLEAN PM first OPT meeting	
City meeting about Area C really positive	
Good team building during dinner	
Hotel, convenient – thanks Marianne	
Nice meeting accommodations	
BFA significant improvement in presentation	

**ACTION ITEM SUMMARY****New Action Items (July 2012)**

1. Teresa to check the deed for Area C SW for a timeframe after which the property may be used as residential.
2. Teresa to provide well completion and boring logs for UVB-1 if available, to Jessica.
3. Art to check on NIRIS data access – making sure all data is available to all contractors working at each facility.
4. Chris to send figures from OU 4 pump and treat optimization effort (flow nets) to Jessica.
5. Dawn will ask Steve Howe for City of Orlando Lake Druid sampling results and include in subsequent OU 4 monitoring reports.
6. Jessica to contact Orlando Utility Commission to determine how to have a separate electric meter for the OU 4 treatment system.
7. Jessica and Teresa to discuss surveying at NTC Orlando off-line.
8. Jessica to contact Dan Dashtaki to determine stormwater management schedule for dredging the canal near SA 17 and to identify a point of contact at Stormwater management to coordinate with.
9. David C. will check with Navy real estate to determine how to release the restrictions at SA 39 and issue the covenant.
10. David G. to identify who will enter LUC data into FDEP LUC Registry and give them the info.
11. Teresa to email David G. about the EPA Facility ID number no longer being valid.
12. David G. will review FDEP SOP for groundwater sampling to determine if the SOP allows waiting 24 hours after purging to complete sampling and let Art know.
13. Art will let BFA know the results of David's SOP review about waiting 24 hours after purging to complete groundwater sampling.
14. Teresa will send SA 17 historical potentiometric surface maps to BFA.
15. BFA to revise SA 17 potentiometric surface maps in the March 2012 report.
16. BFA to move C zone wells to correct analytical figures in March 2012 report.
17. David C. to check with Navy librarian about handling document corrections; do we replace pages or entire pdf and how do corrections impact the administrative record.
18. Art to discuss with Solutions-IES installation of 2 new SA 17 monitoring wells screened within the D zone.
19. BFA to sample drive points at SA 8 quarterly beginning September 2012.
20. Teresa to send survey data for replacement and new wells at SA 2 and SA 8 to BFA after completing survey.
21. BFA to coordinate with Terraine to update survey data in Adesso.
22. Art to send Marianne FDEP comment letters.
23. Teresa to send copy of public comment version OU 2 Proposed Plan to David G. when submitting for public comment.
24. David G. to send FUDs report for area investigated near SA 2 to OPT through the RMFT site due to file size.

### Completed Action Items

1. *David G.* to provide the SA 21 and SA 25 draft deeds (including restriction language) to Mark Davidson – **COMPLETED**.
2. *David G.* to provide draft Area C NW deed, if available, to Mark Davidson – **COMPLETED**.
3. *David G.* will check with FDEP mgmt. about collecting soil samples and excavating to the road at SA 56 – **COMPLETED**.
4. *Teresa* to send spreadsheet to David documenting which sites are in FDEP Registry, which need to be added, which can be removed – **COMPLETED**
5. *Teresa* to compile historical potentiometric surface maps for SA 36, distribute to the OPT, and ~~schedule a conference call to discuss~~ with the team – **COMPLETED as agenda item.**
6. *Teresa* to find out if Tetra Tech needs a contract modification to complete delineation and make sure to allow sufficient samples to complete delineation – **COMPLETED**.
7. *Teresa* to send David correct coordinates for Study Area 50 that has restrictions – **COMPLETED**.
8. *Solutions* will add surface water sampling during injection activities to their work plan for OU2 – **COMPLETED**.
9. *Teresa* to send construction details for SA 17 drainage canal drive points to Jessica – **COMPLETED**.
10. *BFA* to revise OU 2 potentiometric surface maps to reflect historical interpretation of groundwater flow – **COMPLETED**.
11. *BFA* to add well 41C back to SA 36NW monitoring program based on recent contaminant exceedances at upgradient well 38C – **COMPLETED**.
12. *Mark / Art* add OU 4 Remedial Design to new CLEAN contractor tasks – **OBE**.
13. *Teresa* to find where CH2M Hill documented the OU 4 soil sampling effort under the former Building 1100 where the previously identified contamination was not subsequently found – not documented but have since received data – **COMPLETED**.
14. *Allan* to check analytical method for antimony and refer to porewater samples rather than surface water samples in OU 4 FS – **COMPLETED**.
15. *Teresa* to send pdf of the OU 4 FS Addendum to David – **COMPLETED**.
16. *Art* to communicate with BFA regarding following SAPs – **COMPLETED**.
17. *Art* to find dates when CH2MHill tried but could not find contaminated soil – August 6, 2009 – **COMPLETED**
18. *BFA* to properly dispose of IDW drums at SA 17 ASAP – **COMPLETED**.
19. *David G.* to determine how the off-site notification process relates to issuing a Natural Attenuation Monitoring Order – **COMPLETED**.
20. *Navy* to consider distributing Fact Sheets to Baldwin Park residents prior to distribution of any “form letters” potentially to be sent by FDEP as part of the off-site notification process – **OBE**.
21. *David G.* to make sure Jim McCarthy has the 1999 HLA ESSR and the SA 2 Site Investigation Report – **COMPLETED**.

### On-going / Open Items

1. **Art (with support from Teresa)** to prepare a letter to David documenting which submittals do not need an FDEP letter. Cover letter with Dave's list marked up – **open**.
2. **Art (with support from Teresa)** to notify SA 36NW property owners - Post Properties and Baldwin Park Development Company - of groundwater investigation results To be performed as part of TPOC notification – **open**.
3. **David G.** to update FDEP IC registry – **open**.
4. **David C.** to check with real estate about whether or not we need to contact original and current property owners to provide current Navy contact information - **open**.
5. **Teresa** to prepare SA 17 map depicting area of groundwater contamination to be used by the City of Orlando to establish a gw use restriction on City property – **open**.
6. **Teresa** to confirm with David that the proposed SA 17 gw restriction boundary for the City is acceptable to the department – **open**.
7. **David C.** to draft a letter to Lisa Pearson regarding the City of Orlando imposing identical groundwater use restrictions on City property impacted by the SA 17 VOC plume (with support from Tetra Tech), and provide Final SA 17 DD – **open**.
8. **David C** to periodically check on status of deeds for SA 21, SA 25, and Area C NW - **on-going**.
9. **BFA** to notify Navy and Resolutions right away if any compliance wells show contaminant impact – **on-going**.
10. **BFA** to coordinate with Baldwin Park in advance of sampling at SA 36NW to prevent vehicles limiting access to monitoring wells – **on-going**.
11. **BFA** to include a trend graph of naphthalene concentrations for well OLD-09-14 in their OU 3 reports – **on-going**.
12. **BFA** to use SA 36NW water level data in conjunction with SA 36 water level data to interpret groundwater flow directions for the C zone at SA 36 – **on-going**.
13. **BFA** to verify accuracy of data being reported in presentations and deliverables – **on-going**.
14. **BFA** to make sure turbidity is within acceptable limits during future sampling events – **on-going**.
15. **BFA** to provide dates expected to be onsite at Operable Unit 2 to Art – **on-going**.
16. **BFA** to properly label drums recognizing that they may require relabeling if left for long periods exposed to natural elements – **on-going**.
17. **Solutions** will complete well inspection tab in Adesso during sampling events – **on-going**.
18. **BFA** to sample wells OLD-08-26 and 08-29 during quarterly sampling events at SA 8 for one year – **on-going**.
19. **BFA** to sample well OLD-02-46D during future sampling events at SA 2 – **on-going**.
20. **BFA** to continue bailing vegetable oil from well OLD-36-7AR when present and documenting amount of oil removed in their monitoring report – **on-going**.

## 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.