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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 16 OCTOBER 2001 CSS
PANAMA CITY FL
10/16/2001
TETRA TECH

FINAL
Coastal System Station Panama City
Atlanta, Georgia
Partnering Team Meeting Minutes
October 16, 2001

MEMBERS PRESENT:

Mike Clayton	CSS PC	Pete Doa	USEPA
Arturo McDonald	CSS PC	Phil McGinnis	SOUTHDIV–timekeeper
Dan Waddill	SOUTHDIV - leader	Gerry Walker	TtNUS
Pete Paznokas	ICLD – Facilitator	Denise Slowick	TtNUS – scribe

GUESTS:

None

1. Check-in/Opening Remarks/Resource Sharing/Announcements/Head Count and Proxies/Guests/Review Ground Rules/Action Item & Parking Lot Review/Approve Minutes

The Team completed a round table check-in and opening remarks.

Joe is no longer with the team and has given his proxy to Pete D. There is no replacement yet for Joe. Gerry commented that Joe's position will be advertised and it could take up to 90 days to fill this position. The Team probably won't have a replacement before our November meeting. The Team decided not to discuss the issue but to insert it in Agenda item No. 19.

The Team reviewed the Ground Rules and confirmed that former Ground Rules Numbers 5, 10, and 12 should be deleted from the Team Charter.

The Team reviewed the previous meetings Action Items. The attached action item list has been updated.

The following Action Items were added:

Action Item #1 - Phil will follow-up with SOUTHDIV legal on LUCAP-MOA by 11/15/01.

Action Item #2 - Phil will follow-up checking on funding for air quality by 11/25/01 (only if additional action is needed at AOC1).

Action Item #3 - Phil will send a letter to EPA/FDEP for NFA (HWSA Permit) by 11/15/01.

A review of the Parking Lot Issues was conducted and a decision was made to keep Issue Numbers 1 and 2.

The Draft Meeting Minutes from the September 5 and 6, 2001 meeting were approved as Final. Consensus #1

Rich is not present at this meeting and Earl Boseman from USEPA has agreed to provide the Team with a Tier II update. However, Earl is not scheduled to arrive at the meeting until 2:00 or 3:00 PM. The Team decides that the Tier II Update will float within the agenda and the update will occur when Earl arrives.

2. Agenda Additions and Modifications - Dan, SOUTHDIV

The Team decides to move item No. 19 to No. 3 and all remaining items will move down. Consensus was reached for the agenda modifications. Consensus #2

3. FDEP Replacement

Gerry does not think Joe leaving the team will cause any problems and the team agrees

It was decided that Free Product recovery will be put on hold for a few months because Florida needs to be involved.

Gerry indicated that the Partnering Team was put together to take risks and make decisions and just because FDEP is replacing someone the Team can't be held back.

Mike suggests that we have an FDEP representative at the next meeting regarding hand bailing being stopped. Gerry indicated that the Navy is the lead agency and they should make the decision now.

The Team thinks that without the Bechtel information we should not make the decision at this time with regards to hand bailing. Everyone (EPA and FDEP) needs to see the data before the decision can be made.

Gerry suggest we send FDEP the latest quarterly report and let them know at the next meeting a decision will be made.

Is groundwater being monitored on a regular basis – No per Mike and Arturo

Only data on groundwater is what TtNUS has collected recently

The Team decided in general we will move ahead as a team and update the new regulator when one is appointed. We will work with Joe (FDEP) and let them know what the Team is deciding by sending letters to FDEP. Gerry suggests we stop getting Joe involved and go directly to Joe's Supervisor, Tim Barr, because Joe is in another section now. We will run it by Joe as a good gesture.

Joe will be notified that the Team will be dealing with Tim Barr and not with him (the Team will copy Joe on all correspondence etc.). Consensus #3

Action Item #4 – Phil and Dan will contact FDEP to see if they will send a representative to our meetings when needed. And to notify Joe of Consensus #3. – by 11/15/01

Action Item #5 – Gerry – can the OVA data be used for an indoor air quality study – he will send a letter of recommendation summarizing indoor air quality to SOUTHDIV by 11/16/01

4. CAMP Status and Comments

The Team discussed the CAMP and the status of the CAMP submittal. A yearly update to the CAMP should come from the Facility. Phil has brought a letter detailing a CAMP submittal from the Mayport Facility. He provided a copy to Arturo as an example. Gerry asked if the "EI's" should be in the CAMP based on Joe Fugitt's e-mail. Dan indicated that the "EI's" were considered given the required documents included in the CAMP schedule.

The CAMP was accepted as Final with the correction of the fiscal year in the annual column. Consensus #4

Action Item #6– Arturo will send a letter to FDEP/EPA/SOUTHDIV with revised CAMP schedule by 11/05/01.

5. Bioslurper/Free product Recovery

Dan has nothing prepared as a data discussion or presentation but wants to discuss discontinuation of the Bioslurper. Dan asks "is the Team in agreement that the Bioslurper can be removed". The Team agrees. The Team discussed the removal of the Bioslurper from the Facility. Arturo indicated that the Facility would like to use the space where the diaphragm is located for other things. Dan indicated that the well would remain in place but the diaphragm could be removed. Gerry asked if the bioslurper has any potential use at the base. Arturo suggested that Nick might be able to use it at the UST sites. Team decides that it may be a good idea to suggest the idea to Nick, although he may have other ideas.

The Team then discussed if hand bailing of free product is required to be continued at AOC 1 or if monitoring was all that was required. No decisions were made, but the Team did decide to discuss it in the future.

The Team reached agreement to discontinue use of the Bioslurper at AOC 1. Consensus #5

Action Item #7 – Dan will check with Bechtel about dismantling the Bioslurper and having it removed by 11/05/01.

Parking Lot – Monitoring/hand bailing at AOC 1 – what is required? – Item will be added to the agenda for the next meeting.

Action Item #8– Phil/Dan will talk to Nick regarding use of the Bioslurper at CSS Panama City UST sites by 11/05/01.

6. Break

7. Environmental Indicators, Pete D

Pete D. discussed the criteria of meeting the "EI's"

Information from the RFI should cover "EI's" for the site and decide if the "EI's" have been met

For groundwater if you have a plume that is moving – the "EI's" can NOT be met

A remedial action will probably need to be done to meet the EI for groundwater.

Human exposure needs to be looked at – after the TtNUS rec. (action item #5) this EI should be settled.

In the RFI the Risk Assessment will evaluate present and future impacts on human health and ecological issues.

8. Update to Master Schedule, Phil

Phil passed out the schedule he e-mailed to the team and a discussion followed.

Pete P. wanted to know the milestones and SOUTHDIVs schedule is fine for SOUTHDIV but do we need a TEAM schedule for easier reading? That is what the CAMP is for and the Team will use the CAMP to build their own individual schedules. The CAMP is supreme.

Looking at Phils schedule now – everything is up-to-date – Phil will tell us if there is a change at future meetings. Days indicated on the schedule are actual workdays and not calendar days.

Only funding issue may be the barrier wall at AOC1.

9. Charter & Team Transition

Pete P. forwarded the Charter to his main office. Only needs updated pages. I need to insert page numbers on the Charter.

Action Item #9 - Denise will update Charter and send out with the minutes.

Who will be responsible for updating the new FDEP person (transition) Gerry suggests a conference call when the new person from FDEP comes aboard.

Dan suggests the Navy take the lead on updating the new person.

This will be discussed further as it happens, it will depend on which position is being replaced.

10. Lunch

After lunch everyone reviewed the base map Gerry brought and the scale is off

11. Partnering Training – Problem Solving – Pete P., ICLD - facilitator

Handout from Pete P. (Problem Solving Training Module) (attached)

Team worked on Problem Solving Exercise 1 – round table involvement

12. Break

13. Contractor's Update / DPT Data – Gerry, TtNUS

DPT investigations Began at SWMU 9 – 19 total borings were done – showed data and maps on the overhead

Pushing for natural attenuation at this site

Have the minimal amount of wells right now – Do we want more wells to monitor?

Dan agrees with Gerry that we have enough wells

Still need data over time

Pete D. asked questions regarding DPT testing of the samples.

Next site discussed was AOC 1

Discussion on the higher concentrations being found lower as the plume migrates to the bay because of rainwater pushing the water table down or diluting the upper level (Dan and Gerry elaborated)

The plume continues to move with groundwater over time

The Bioslurper removed the source so concentrations are cleaner started at the source, but

if nothing is done to stop the plume it will move into the Bay

might need more well nest to monitor

Pete D – what about putting in multi level wells – they need to look into it

Low flow and purging levels were discussed

Arturo thinks the Native American issue must be addressed

Mike doesn't think there will be a problem they just need to be consulted

Mike needs a proposed plan for the wells to show locations and a description of what's going to be on the site.

Action Item #10 – Gerry will have a proposed plan for well locations with description at AOC1 – send to the Team by 10/26/01

Mike will give the Native Americans 2 weeks for comments

SWMU 10 – contamination was cleaned up or moved on refusal on some wells

Dan asked about GPS – Gerry said TtNUS purchased a WAS/GPS unit

Working on GIS for the facility

Pete asked if DPT could get closer to the shore – Gerry indicated because of the land (retention pond), no.

This is just an overview of the field investigation that has been going on.

Screening data only – no decisions will be made from this

Phil indicated that it would be nice to get a sample from SB10

Arturo wants a well in the retention pond

Gerry thinks we should close it out and make them come back and say we need one

14. Break

Next meeting at the Anchorage Inn November 28 and 29

15. Agenda for next meeting (See attached Draft agenda)

**AGENDA CSS PANAMA CITY
PARTNERING TEAM MEETING
November 28 – 2:00 eastern (date under discussion)
Teleconference**

**Leader: Gerry
Scribe: Denise
Timekeeper: Dan**

Item	Description	Presenter	Time	Category
1	Indoor Air Quality issue		08:00 – 09:30	Info
2	Native American issues/update	Mike	09:30 – 09:45	Update
3	Monitoring Well Locations at AOC1	Mike	09:45 – 10:00	Update
4	Action Item Update/Location of next meeting	Gerry	10:00 – 10:15	Info

16. Meeting Closeout

Meeting Critique

(+)	(-)
Nice room w/ goodies	No Tier II Link
Location/snacks	No FDEP
Accomplished A Lot	Training after lunch tough
Contractor update	
Informative	
Timely data	
FDEP Replacement discussion	
Fun meeting	
Flexible agenda	
Completed the agenda	
Team dynamics:	
Trust	
Honesty	
Use other teams as a resource	
Time management from Leader and timekeeper	
Questioning techniques	
Participation	
Designated scribe	

17. Facilitator Evaluation

Team was very satisfied with Pete Paznokas as the Team Facilitator at this meeting.

Action Items

**CSS Panama City Partnering Team
Updated September 6, 2001**

Action Item No.	Responsible Party	Status	Due Date	Action Item
1	Joe & Pete D	Closed	Mar 16, 2001	Provide written approval on Draft RFI Addendum Workplan.
2	Gerry	Closed	Mar 28, 2001	Publish final RFI Addendum Workplan.
3	Arturo	Closed	Mar 16, 2001	Determine Panama City Library can play CD to allow Administrative Record to be put on CD.
4	Gerry	Working	Oct 30, 2001	Put Administrative Record on CD.
5	Mike	Closed		Meet with Library to get final RFI Addendum Work Plan in Administrative Record.
6	Phil	Closed		Modify the SOW to include transferring the Administrative Record to CD.
7	Phil	Closed	Mar 16, 2001	Check with Ensafé on facilities and facilitator for the Tier I / II meeting.
8	Arturo	Closed		Arrange facilities for all local CSS Partnering Team meetings.
9	Phil	Closed	Mar 28, 2001	Send Facilitator's SOW to all Team members.
10	Joe	Closed	Apr 13, 2001	Contact M. Russell to discuss the HSWA permit, schedule, and Fees for the facility.
11	Joe / Pete D	Closed	Apr 20, 2001	Determine the reporting requirements for the "Environmental Indicators".
12	Joe	Closed	Mar 13, 2001	Send the Tier I / II presentation to the Team.
Action Items from April 27, 2001 Meeting				
01.04.01	Gerry	Closed	May 4, 2001	Send E-mail of final March 6, 2001 meeting minutes to Partnering Team.
01.04.02	Joe	Closed	May 4, 2001	Find out when FDEP's EI training session is scheduled and E-mail to Partnering Team.
01.04.03	Joe	Closed	May 11, 2001	Find out what year CSS is scheduled for HSWA transfer and inform Partnering Team.
01.04.04	Arturo	Closed	June 5, 2001	Distribute the CAMP to Partnering Team.
Action Items from June 12 and 13, 2001 Meeting				
01.06.01	Joe	Closed	June 15, 2001	Check on details of EI Training to be held in Tallahassee and e-mail these to the Team.

Action Item No.	Responsible Party	Status	Due Date	Action Item
01.06.02	Gerry	Closed	June 19, 2001	E-mail final meeting minutes of April 27, 2001 to the Team.
01.06.03	Phil/Mike	Closed	June 29, 2001	Find out from co-workers and management what the policy is for having Petroleum Managers as consensus team members.
01.06.04	Gerry	Closed	June 26, 2001	Change the cover page for the RFI Addendum Work Plan.
01.06.05	Gerry	Closed	July 6, 2001	Elevate the signature and sealing of hybrid documents to Tier II.
01.06.06	Joe	Closed	June 28, 2001	Send copies of letter to Team outlining agreement for professional registration requirements for "in house" federal facilities work.
01.06.07	Phil	Closed	August Meeting	Locate "Closure" Document for SWMU 2 in Group H by next meeting.
01.06.08	Phil	Closed	June 29, 2001	Send PDF file of preliminary Master Schedule to the Team.
01.06.09	Phil/Gerry	Closed	August Meeting	Try to get authorization for and obtain a permanent scribe for the Team.
New Action Items from September 5 and 6, 2001 Meeting				
01.09.01	Gerry	Closed	Oct 16, 2001	Investigate where the meeting minutes should reside.
01.09.02	Mike	working	Oct 16, 2001	Investigate the facility developing a "monitoring well" inventory.
01.09.03	Pete D	Closed	Oct 16, 2001	Investigate the requirements needed for CSS to meet the EIs for groundwater and human health.
01.09.04	Joe	Closed	Oct 16, 2001	Find out how EIs effect HSWA permits.
01.09.05	Dan	Closed	Oct. 16, 2001	Contact Battelle to give a presentation at our next meeting.
01.09.06	Joe and Pete D	Closed	Sep 14, 2001	Confirm if Petroleum sites are required to meet the EIs.
01.09.07	Joe	Closed	Sep 7, 2001	Send the Team the Draft MOA – LUCAP.
01.09.08	Phil	Closed	Oct 1, 2001	Send the MOA-LUCAP over to legal and talk to Robbie Darby about the MOA and Land Use Controls process and funding for indoor air quality.
01.09.09	Team	Closed	Sep 28, 2001	E-mail any changes to the Team Member Address List to Gerry/Denise.
01.09.10	Gerry	Closed	Sep 14, 2001	Have Denise e-mail the Team Member Address to the Team for comments.
01.09.11	Joe	Closed	Sep 14, 2001	Check on the status of SWMUs 2 ,5 and AOCs 2, 4 to see if a SOB is required.
01.09.12	Pete D and Joe	Closed	Sep 14, 2001	Check the HSWA permit for closed sites (NFA) that are approved.

Action Item No.	Responsible Party	Status	Due Date	Action Item
01.09.13	Gerry	Closed	Oct 16, 2001	Human Expose issue – He will review RA for AOC 1 to determine indoor air quality (He will also do an OVA walkthrough next week in the building).
01.09.14	Gerry	Closed	Oct. 16, 2001	Produce a Draft Camp for distribution at next meeting.
01.09.15	Team	Closed	Oct 16, 2001	Review and be prepared to finalize the CAMP at next meeting.
New Action Items from October 16, 2001 Meeting				
01.10.01	Phil	Open	11/15/01	Follow-up with legal LUCIP-MOA
01.10.02	Phil	Open	11/15/01	Follow-up funding for indoor air quality at AOC 1
01.10.03	Phil	Open	11/15/01	Send letter to EPA/FDEP for NFA
01.10.04	Phil/Dan	Open	11/15/01	Contact FDEP to send rep. To Partnering Meeting when needed
01.10.05	Gerry	Open	11/16/01	Send letter of recommendation (summary) to SOUTHDIV concerning air quality at AOC1
01.10.06	Arturo	Open	11/05/01	Send letter to FDEP/EPA/SOUTHDIV w/ revised CAMP schedule
01.10.07	Dan	Open	11/05/01	Check w/ Bechtel on the removal of the Bioslurper
01.10.08	Phil/Dan	Open	11/05/01	Check w/ Nick to see if the Bioslurper can be used at another site
01.10.09	Denise	Open	11/05/01	Update Charter and distribute to the Team
01.10.10	Gerry	Open	10/26/01	Proposed plan for well locations w/ descriptions at AOC 1

**CSS Panama City Partnering Team Parking Lot
Updated October 16, 2001**

Parking Lot No.	Parking Lot Issue
1	Petroleum Sites listed in HSWA Permit.
2	Draft MOA for SWMU 2 / PAH concentrations for soil for finalization.
3	Requirement of monitoring / hand bailing at AOC1

**CSS Panama City Summary of Consensus Items
October 16, 2001 Partnering Meeting**

1. Approval of last meeting minutes.
2. All changes to the Agenda for this meeting.
3. Send decisions to FDEP mgt. And notify Joe of decisions/minutes/etc.
4. CAMP schedule with changes to FY
5. No longer use the bioslurper at AOC1