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NSA PANAMA CITY
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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 23 JULY 2001 CSS
PANAMA CITY FL
7/23/2001
TETRA TECH

FINAL
Coastal System Station Panama City
Partnering Team Telephone Conference Meeting Minutes
July 23, 2001

MEMBERS ATTENDING:

Mike Clayton	CSS PC	Joe Fugitt	FDEP
Rich May	TtNUS – Tier II link	Arturo McDonald	CSS PC
Phil McGinnis	SOUTHDIV – leader	Pete Paznokas	ICLD – facilitator
Dan Waddill,	SOUTHDIV	Gerry Walker	TtNUS – scribe

Pete Dao, USEPA did not call in to the meeting.

GUEST:

Nick Ugolini SOUTHDIV

The Partnering Team previously decided on two agenda items for the teleconference meeting.

- determine the time, location and agenda for the next Partnering Team meeting, and
- discuss the Native American's protected area relative to the AOC 1 drilling activities.

Pete Paznokas led the group in a review of the action item from the last meeting June 23 and 24, 2001.

The attached action item list has been updated to reflect the change in status reported at the meeting.

1. Meeting time, location, and agenda

The Team discussed the schedule, location, and agenda for the next Partnering Team meeting. The location was determined to be CSS Panama City. Two separate meeting time periods, September 5 & 6, 2001 and September 10 & 11, 2001 were reserved by the Team members. A final decision will be made after consulting with Pete Dao who was not present. (Following the Teleconference the Partnering Team meeting was assigned to September 5 & 6, 2001).

The team then discussed the agenda and added an agenda item for the CAMP discussion. The CAMP was determined to be important issue because it was apparently not updated for the latest Federal HSWA permit dated November 2000. Team decided that the CAMP should be updated as soon as possible. A revised agenda for the September 5 & 6, 2001 meeting is attached.

2. Native American Issue

Gerry Walker gave a summary of the Native American issue that occurred at the Facility. On July 17 and 18, 2001 Phil, Dan, Bill Olsen (TtNUS), and Gerry were marking DPT locations to clear utilities at AOC 1. As we were marking these locations a school pulled up and about 20 people got off. The group included, Mike Clayton, Facility Environmental Supervisor and Lt. Robinson, CSS Panama City PAO, who were giving a tour to a group of Indian Chiefs representing prominent tribes in the southeastern U.S. and we had placed stakes into an Indian midden. Later review of the Facilities archeological map indicated that about 5 of the DPT locations are within the defined midden area and the remaining locations were within the 300-foot buffer area. A midden is an Indian dump area where they disposed of shells and pottery shards.

The Chiefs were primarily concerned with historic practices at the facility, but also with the fact that we pounded stakes into the midden area and that we would be causing further disturbances. Mike late indicated that the investigation could proceed, however, we needed to limit disturbances in the area. If a truck-mounted rig is used, we should let some air out of the tires to increase traction. They do not want any tire ruts present onsite. And if any pottery shards are unearthed or found in sample bottles at the laboratory they need to be returned to the site.

Two action items were assigned (see attached revised action item list) and the teleconference was concluded after one hour.

**AGENDA CSS PANAMA CITY
PARTNERING TEAM MEETING
SEPTEMBER 5 & 6, 2001
CSS PANAMA CITY, PANAMA CITY FLORIDA**

Leader: Phil McGinnis
Scribe: TtNUS
Timekeeper: Arturo McDonald

 Item	Description	Presenter	Time	Category
1	Check-in/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/Guests/ Review Ground Rules/ Action Item & Parking Lot Review/Approve minutes	Phil	08:00 – 08:45	Information
2	Agenda additions/ modifications	Phil	08:45 – 09:00	Information
3	Contractors Update	Gerry	09:00 – 09:30	Update
4	Tier II Update	Rich	09:30 – 09:45	Information
5	Break	All	09:45 – 10:00	Refresh
6	Master Schedule	Phil	10:00 – 11:00	Planning
7	Partnering Team Training	Pete P	11:00 – 12:00	Learning
8	Lunch	All	12:00 – 1:00	Refresh
9	Petroleum Update	Nick	1:00-2:00	Update
10	Bioslurper	Dan	2:00-2:30	Information
11	Break	All	2:30-2:45	Refresh
12	Status of Group H Sites	Phil	2:45-3:15	Update
13	Team Charter & Tier II Deliverables	Pete	3:15 – 4:15	Required
14	1 st Day closeout – agenda modification and +/- list	Phil	4:15 – 4:45	Planning

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Leader: Phil McGinnis

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Timekeeper: Arturo McDonald

 Item	Description	Presenter	Time	Category
15	2 nd Day Check-in/ Opening Remarks	Phil	08:00 – 08:15	Information
16	CAMP	Pete Dao/Phil	08:15 – 12:15	Information
17	Lunch	All	12:15 – 1:15	Lunch
18	Meeting Closeout – review action items/ next agenda/ +/- list / consensus / facilitator evaluation	Phil	1:15 – 1:45	Planning

Action Items
CSS Panama City Partnering Team
Updated July 23, 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 Ensafe 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 F.	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 F	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 F.	Closed	May 4, 2001	Find out when FDEP's EI training session is scheduled and E-mail to Partnering Team
01.04.03	Joe F.	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
New 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 email these to the Team
01.06.02	Gerry	Closed	June 19, 2001	Email 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	Open	July 6, 2001	Elevate the signature and sealing of hybrid documents to Tier II

Action Item No.	Responsible Party	Status	Due Date	Action Item
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 July 23, 2001 Meeting				
01.07.01	Gerry	Open	August Meeting	Produce a large-scale facility drawing of the facility for use at the meetings
01.07.02	Phil/Dan	Open	August Meeting	Contact Pete Dao to discuss CAMP requirements.