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NSA PANAMA CITY
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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 10 DECEMBER 2001 CSS
PANAMA CITY FL
12/10/2001
TETRA TECH

FINAL
Coastal System Station Panama City
Teleconference Partnering Team Meeting Minutes
December 10, 2001

MEMBERS PRESENT:

Mike Clayton	CSS PC	Pete Doa	USEPA
Arturo McDonald	CSS PC	Phil McGinnis	SOUTHDIV
Dan Waddill	SOUTHDIV - timekeeper	Gerry Walker	TtNUS - leader
Tracie Vaught	FDEP	Joe Fugitt	FDEP
Denise Slowick	TtNUS – scribe	Rich May	TtNUS – Tier II Link
Pete Paznokas	ICLD – facilitator (will be calling in late)		

GUESTS: None.

1. Check-in/Introductions/Approve Minutes

The Team completed a round table check-in and opening remarks.
Team welcomed Tracie Vaught aboard as the new FDEP link to the Partnering Team.
New member transition will be schedule for our next face to face Team meeting in January.

Rich is doing a POA for a scope of work for SOUTHDIV as a Tier II initiative to help SOUTHDIV meet EPAs Environmental Indicators. TtNUS has been asked to procure expert assistance to prepare a strategy for meeting the EIs for all Naval Facilities by the year 2005. The Scope of work (CTO #218) indicates specifically CSS Panama City as the starting point for the strategy. However Rich indicated the CSS Panama City is just one of the bases that need to be addressed. The expert assistance is to come from Carol Henry of HSW Inc. in Tampa. She will gather information and verify the data specifically concerning the “No” responses. The Strategic plan is due to SOUTHDIV March 1, 2001.

Rich indicated that there are 38 Navy and Marine installations across the country subject to the EIs, but the only ones in Florida are NS Mayport, Key West and CSS Panama City. Gerry asked Pete D. if CERCLA sites would be included in the EIs and he said No only the RCRA sites (post note: Pete Dao - December 19, 2001, a site with a RCRA corrective action permit that has been deferred to the CERLA program will require an EI be performed).

Team records a consensus that the Draft meeting minutes from October 16, 2001 can be published as a Final – **Consensus #1**

2. Indoor Air Quality Issue

Pete P. just joined the meeting.

Gerry indicated that he had an action item to evaluate the indoor air quality in Building on AOC 1 and TtNUS did a walk through of the building using a FID. However, when he received guidance document from Pete D concerning indoor air quality, he realized that this item was not within TtNUS's current Scope of Work. Gerry did indicate that based on an informal screening the data and guidance he does not feel there is an immediate concern. Dan indicated that the chemical 1,1-DCE looks like the one that might be

a problem based on the guidance document Pete sent out. The Partnering Team decided to discuss this issue at next meeting and add air quality to the next agenda. **Action Item #1**

3. Native American Issues/Update

Arturo indicated that the Facility is sending a letter of the proposed well locations to the Native American tribes associated with the Facility. The Tribes will have one month to respond to the letter. Arturo was not sure if the letter was already sent or when it would be sent. Gerry requested to be informed when the letter is sent out so he can plan on fieldwork and subcontractors. Mike and Arturo indicated that they would let him know.

4. Monitoring Well Locations at AOC 1

Gerry indicated that he sent a map to SOUTHDIV and the Facility showing the proposed monitoring well locations. Gerry will forward the map to all team members. **Action Item #2**

Gerry indicated that the Administrative Record update is continuing. The last update was completed in 1996 and documents published since then are being added to it and all of the documents will be transferred to CD. The CDs should be available in January 2002.

Dan indicated that he was in TtNUS offices in Pittsburgh a couple of weeks ago and the database and GIS seem to be progressing. Gerry says DPT data is being loaded, but they are still struggling with the HLA data. The FRED database was not locational so TtNUS has to find locations for everything. Gerry indicated that it may be 60 to 70% done.

Dan has a presentation in February 2002 and needs the DPT data by then. Gerry said that it should not be a problem.

5. Action Item Update/Location of next meeting

Action Item Update from October 16, 2001 Meeting				
01.10.01	Phil	Closed	11/15/01	Follow-up with legal LUCIP-MOA
01.10.02	Phil	Closed	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 Gerry needs copies of the letter
01.10.04	Phil/Dan	Closed	11/15/01	Contact FDEP to send rep. To Partnering Meeting when needed
01.10.05	Gerry	Closed	11/16/01	Send letter of recommendation (summary) to SOUTHDIV concerning air quality at AOC1
01.10.06	Arturo	Closed	11/05/01	Send letter to FDEP/EPA/SOUTHDIV w/ revised CAMP schedule
01.10.07	Dan	Open	11/05/01	Check w/ Battelle on the removal of the Bioslurper. Facility requests follow-up to expedite this.
01.10.08	Phil/Dan	Closed	11/05/01	Check w/ Nick to see if the Bioslurper can be used at another site
01.10.09	Denise	Closed	11/05/01	Update Charter and distribute to the Team
01.10.10	Gerry	Closed	10/26/01	Proposed plan for well locations w/ descriptions at AOC 1

6. Agenda for next meeting (See attached draft agenda)

The January meeting will be held in Tallahassee at the Tetra Tech NUS conference room. Denise will e-mail hotel information.

**AGENDA CSS PANAMA CITY
PARTNERING TEAM MEETING
JANUARY 23 & 24, 2002
Tallahassee, Florida**

**Leader: Mike
Scribe: Denise
Timekeeper: Gerry**

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	Mike	12:00 – 1:15	Info
2	Agenda additions/ modifications	Mike	1:15 – 1:30	Info
3	Partnering Training/Member Transition	Pete P.	1:30 - 3:00	Required
4	Break	All	3:00 – 3:15	Refresh
5	Tier II Update	Rich	3:15 – 3:30	Info
6	Environmental Indicators / Air Quality	Pete D	3:30 – 4:30	Info
7	Petroleum Update	Nick	4:30 – 5:00	Info
8	Contractor's Update	Gerry	5:00 – 5:15	Info
9	1st Day Closeout – agenda modification and +/- list	Mike	5:15– 5:30	Planning

Item	Description	Presenter	Time	Category
10	2 nd Day Check-In/Opening Remarks	Mike	8:00 – 8:15	Info
11	Native American Update	Arturo	8:15 – 8:30	Info
12	Success Stories	Gerry	8:30 – 9:30	Required
13	Break	All	9:30 – 9:45	Refresh
14	OU 1 Groundwater Monitoring Schedule	Dan	9:45 – 10:15	Info

15	Proposed Remedial Measures for AOC 1	Dan	10:15 – 10:45	Info
16	Meeting Closeout – review action items/ next agenda/ +/- list/ consensus/ facilitator evaluation	Mike	10:45 – 11:15	Planning

Action Items
CSS Panama City Partnering Team
Updated December 10, 2001

Action Item No.	Responsible Party	Status	Due Date	Action Item
Action Items from October 16, 2001 Meeting				
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01.10.09	Denise	Closed	11/05/01	Update Charter and distribute to the Team
01.10.10	Gerry	Closed	10/26/01	Proposed plan for well locations w/ descriptions at AOC 1
New Action Items from December 10, 2001 Meeting				
01.12.01	Pete D	Open	01/28/02	Add air quality to next agenda
01.12.02	Gerry	Open	12/31/01	Send proposed monitoring well location map to Team

CSS Panama City Partnering Team Parking Lot
Updated December 10, 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

December 10, 2001 Partnering Meeting

1. Approval of last meeting minutes.
2. Leave all items of the Parking Lot.