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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 6 MARCH 2001 CSS
PANAMA CITY FL
3/6/2001
TETRA TECH



TETRA TECH NUS, INC.

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May 4, 2001

Commander, Southern Division
Naval Facilities Engineering Command
ATTN: Mr. Phil McGinnis (Code 1855)
Remedial Project Manager
2155 Eagle Drive
North Charleston, South Carolina 29406

Reference: Clean Contract No. N62467-94-D0888
Contract Task Order 0148

Subject: Final Minutes from Coastal System Station Partnering Team Meeting March 6 –
8, 2001 Coastal System Station Panama City, Panama City, Florida

Dear Mr. McGinnis:

The following is a summary of the meeting minutes for the March 6, 2001 and March 8, 2001 Partnering Team Meeting held at the Coastal Systems Station (CSS) and Holiday Inn Select, respectively in Panama City, Florida. The purpose of the initial meeting was to complete a site visit and review and discuss comments on the RCRA Facility Investigation Addendum Work Plan. The purpose of the second meeting was to discuss Partnering Team issues and future actions.

Please review the meeting notes and notify me of any discrepancies.

CSS Panama City Meeting March 6, 2001

The personnel present included:

Name	Title	Affiliation
BK Moring	Engineer in Charge	Southern Division Naval Facilities Engineering Command
Phillip McGinnis	Engineer in Charge	Southern Division Naval Facilities Engineering Command
Dan Waddill	Technical Group	Southern Division Naval Facilities Engineering Command
LCDR Erica Sahler	Public Works Officer	CSS Panama City
Don Green	Deputy Public Works Officer	CSS Panama City
Pete Dao	Remedial Project Manager	US Environmental Protection Agency
Joe Fugitt	Remedial Project Manager	Florida Department of Environmental Protection
Gerry Walker	Task Order Manager	Tetra Tech NUS, Inc.
Mike Clayton	Environmental Engineer	CSS
Arturo McDonald	Environmental Engineer	CSS

BK Moring began the meeting by indicating that the purpose of the meeting was to complete a site visit and address/ discuss comments on the RFI Addendum Work Plan. BK indicated that Pete Dao had not yet arrived and it was particularly important that he be present because EPA provided the original comments on the RFI Addendum Work Plan and they had requested the site visit to include the munitions area. The group had general discussion until Pete arrives.

Pete Dao arrives at approximately 13:30. At 13:45 the group begins site tour in Facility van. The site tour included visits to SWMU 3, SWMU 9, SWMU 10, AOC 1, and munitions storage and work area. Group then returns to the meeting room.

BK then initiated a discussion of the RFI Addendum Work Plan. Pete Dao indicated that EPA has no comments on the Work Plan and he will generate a letter to that effect. Gerry Walker stated that the Work Plan only addresses the four sites currently active and asked if other sites needed to be added. It was stated that all sites are NFA except the four currently under investigation. However, current investigations may lead to identification of future sites.

Arturo stated that the HSWA RCRA permit was issued in November 2000. The meeting then was concluded.

CSS Panama City Meeting March 8, 2001

The personnel present included:

<u>Name</u>	<u>Affiliation</u>
Phil McGinnis	SOUTHDIV
Robby Darby	SOUTHDIV
Joe McCauley	SOUTHDIV
Jon Johnson	USEPA
Pete Dao	USEPA
Joe Fugitt	FDEP
Gerry Walker	TtNUS
Mike Clayton	CSS PC
Arturo McDonald	CSS PC
Pete Paznokas	ICLD
Jerry Arcaro	ICLD

The purpose of the meeting was to kick off the Partnering Team process by identifying Team issues and determining a meeting schedule.

Jon Johnson initiated the discussion and led the team in identifying the following initial Team issues.

Partnering Team issues:

- New members
- Communication
 - everyone not on the same page
 - report distributions
 - need a Team list
- Site Management Plan needed
- Draft RFI work Plan
- Administrative record
- HSWA permit

Mr. Phil McGinnis

SOUTHDIV

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- Environmental Indicators

The CSS Partnering Team then identified Action Items that needed to be completed (see list attached), established a Team meeting schedule, and determined the agenda for the first meeting. All of the items discussed are presented as attachments.

If you have any questions concerning this summary please call me at (850) 385-9899.

Sincerely,

TETRA TECH NUS, INC.

Gerald Walker, P.G.

Task Order Manager

gw/gw

c: Mike Clayton, CSS Panama City
Pete Dao, USEPA
Joe Fugitt, FDEP
Arturo McDonald, CSS Panama City