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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 4 JUNE 2002 CSS PANAMA
CITY FL
6/4/2002
TETRA TECH

**Coastal System Station Panama City
Teleconference
Partnering Team Meeting Minutes
June 4, 2002**

MEMBERS PRESENT:

Mike Clayton	CSS PC	Pete Doa	USEPA - Timekeeper
Arturo McDonald	CSS PC	Pete Paznokas	ICLD - Facilitator
Gerry Walker	TTNUS	Jamie Pelt	TTNUS - Scribe
Tracie Vaught	FDEP		
Phil McGinnis	SOUTHDIV		

* There was no leader

1. Check-in/Approve Minutes

Team reaches consensus to finalize the meeting minutes from the April 2002 Partnering Meeting. It will be sent out as Final with the Draft minutes of this meeting.

Consensus #1 - Consensus to go final with the previous meeting minutes with comments incorporated from Mike.

2. CAMP

The current Corrective Action Measurement Plan indicates that the current RFI addendum is due August 14, 2002. The Team will not be able to make this date. Delays in the field programming, including Native American access restrictions to AOC 1 and monitoring well damage at SWMU 3, caused the delays. Additional sampling is currently being completed at SWMU 3. The analytical results from this additional sampling will be received in a month and it will take two weeks to validate and get the data into the database. In addition, SOUTHDIV indicated they would require approximately two months to do the report. The Final RFI Addendum due date will have to be pushed back. Gerry says everything will have to be moved back 6-8 weeks. Everyone agrees. The Team discussed resubmitting the revised CAMP. AOC 1, SWMU 3, 9 and 10 will be effected by the changed due date. SWMU 2 will be different than the rest, it should not be on the same schedule as the others. Phil mentioned that he did not get funding for SWMU 2, it will be pushed back at least a year. The Draft RFI addendum will not address SWMU 2. SWMU 2 cannot be removed from the CAMP and HSWA Permit, but it needs to addressed differently. Phil does not know how to do that. He mentioned that it could be put into an appendix.

SWMU 2 needs to stay in the CAMP, but needs to be moved back 18-20 months. The Team discussed how often to update the CAMP and settled on whenever any changes occur. The Facility will need to submit the revised CAMP with a letter and justification why the schedule was changed.

Action Item #1 - AOC 1, SWMU 3, 9, and 10 due dates will be moved back 8 weeks. SWMU 2 will be moved back 20 months. Gerry will update the CAMP and send out the draft to everyone by Friday, June 7, 2002.

The Team has 1 week, until June 14, 2002, to comment on the revised CAMP.

Action Item #2 - When the Draft CAMP is approved, Arturo will do the cover letter and will send out with the revised Final CAMP with the letter on June 21, 2002 to the Captain for a signature.

3. HSWA Permit Update

Phil said that Part 2 of the HSWA Permit is not finished (5 page application) however, Part 1, (CAMP, SWMU list) is almost done.

There are still numerous questions to be addressed, such as, on Part 1 - should we put "not applicable" for the type of permit we are applying for? Phil had chosen Operations Storage, but there are items that do not apply. Phil will talk to John Griffin and get his opinion. Arturo will send John an email and copy Phil and Tracey in order to get everyone involved. Phil said the due dates should not be a problem but he also has additional questions and will likely send John an email also.

Phil will send out the Draft HSWA Permit electronically to team members by August 8, 2002 so the Team will have time to review it prior to the Partnering Team Meeting on August 20, 2002.

Action Item #3 - Phil will send out the Draft HSWA Permit electronically to team members by August 8, 2002 so the Team will have time to review it prior to the meeting on August 20, 2002.

Action Item #4 - Jamie will send out the final meeting minutes to all team members, with the draft meeting minutes from this teleconference by Friday, June 7, 2002.

Consensus #2 - Consensus to go final with the success story - Gerry will send a copy to the Team by Friday, June 7, 2002.

Action Item #5 - Gerry will send the Final Success Story to the team by Friday, June 7, 2002.

Pete P. mentioned that the next Partnering Training will be on Negotiating Skills, which is the last module. He will bring the next set of modules, and the Team will need to choose the next set of training modules.

4. Meeting Closeout – Plan the upcoming Meeting Schedules

The Team discussed the next upcoming meeting dates, times and places:

- ❖ The July 2002 teleconference was cancelled.
- ❖ The August 2002 Partnering Team meeting will be held on August 20, 2002 in Tallahassee at TTNUS's conference room - all day meeting.

* Jamie will help with accommodations.

- ❖ The September 2002 Partnering Team teleconference will be held on September 24, 2002 at 2:00 PM Eastern Time.
- ❖ The October Partnering Team meeting will be held on October 22nd (1/2 day tour of the facility) and October 23rd (meeting), 2002, in Panama City.
- ❖ The November Partnering Team teleconference will be held on November 19, 2PM, Eastern Time.

Action Items
CSS Panama City Partnering Team
Updated April, 2002
(was not discussed during the June 4 teleconference)

Action Item No.	Responsible Party	Status	Due Date	Action Item
Action Items 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	Working	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	Closed	11/05/01	Check w/ Bechtel on the removal of the Bioslurper
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
Action Items from December 10, 2001 Meeting				
01.12.01	Pete D	Closed	01/28/01	Add air quality to next agenda
01.12.02	Gerry	Closed	12/31/01	Send proposed monitoring well location map to Team
Action Items from January 23 and 24, 2002 Meeting				
02.01.01	Mike	Closed	02/01/02	Contact the Lt. to see when the letter to the Native Americans will be sent. Gerry needs a copy of the letter
02.01.02	Mike/Phil	Closed	09/28/02	Find out if funds will be available for the HSWA permit (due 10/30/02)
02.01.03	Gerry/Arturo	Closed	02/07/02	Draft a success story for the team
02.01.04	Mike/Tracie	Closed	03/05/02	Arrange a site visit for Tracie – Tracie will let Mike/Arturo know when she is in PC
02.01.05	Dan	Closed	03/05/02	Dan will send the Final Report to the team before the next meeting
Action Items from March 05 and 06, 2002 Meeting				
02.03.01	Denise	Closed	03/13/02	e-mail Draft HSWA permit to the Team
02.03.02	Arturo/Mike	Closed	03/29/02	Contact John for HSWA permit clarification w/ cc to Merlin Russell
02.03.03	Dan	Open	03/20/02	Send the Final Battelle's Bioslurpper Report to the Team for review and comments
02.03.04	Gerry	Closed	04/11/02	Draft a success story and e-mail to the Team
New Action Items from April 18, 2002 Meeting				
02.04.01	Mike	Working	6/4-5/02	Check on application fee process for the HSWA permit

Action Item No.	Responsible Party	Status	Due Date	Action Item
02.04.02	Jamie	Closed		Bring CAMP to next meeting for review and update
02.04.03	Phil	Working	6/1/02	Clarify LUC issue for permit
02.04.04	Gerry/Jamie	Closed	4/22/02	Send CD of the Admin. Record to Team
02.04.05	Jamie	Closed	5/3/02	Update partnering list
02.04.06	Gerry	Closed	5/3/02	Send out updated "success story"
02.04.07	Gerry	Working	6/1/02	Update facility wide map to include all active petroleum sites (including sites 325, 278, and 307)
New Action Items from June 4, 2002 Meeting				
02.06.01	Gerry	Closed	6/7/02	Update CAMP and send to Team
02.06.02	Arturo	Working	6/21/02	Write and submit cover letter with CAMP to Captain
02.06.03	Phil	Working	8/8/02	Send Draft HSWA Permit to Team
02.06.03	Jamie	Closed	6/7/02	Send out Meeting Minutes to Team
02.06.04	Gerry	Closed	6/7/02	Send out Final Success Story to Team

**CSS Panama City Partnering Team Parking Lot
Updated April 18, 2002
(Was not discussed during the June 4, 2002 teleconference)**

Parking Lot No.	Parking Lot Issue
1	Petroleum Sites listed in HSWA Permit.-Closed
2	Check with Battelle on the removal of the Bioslurpper. Facility requests follow-up to expedite this.
3	Get a date for Capt. Review and signature of HSWA permit.

There were no new parking lot issues.

Summary of Consensus Items

1. Approval of April 2002 meeting minutes.
2. Consensus to go final with the success story. Gerry will send a copy to the Team by Friday, June 7th, 2002.

AGENDA
CSS PANAMA CITY PARTNERING TEAM MEETING
@ TtNUS office Tallahassee, FL
August 20, 2002

Leader: Phil
Scribe: Jamie
Timekeeper: Arturo

 Item	Description	Presenter	Time	Category
1	1 st Day Check-In/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/ Guests/ Review Ground Rules/ Action Item & Parking Lot Review/ Approve minutes	Phil	8:30 – 9:15	Info
2	Agenda additions / modifications	Phil	9:15 – 9:30	Info
3	HSWA Permit Update	Phil/Arturo	9:30 – 10:30	Info
4	Tier II Update	Rich	10:30 – 10:45	Info
5	Break	All	10:45 – 11:00	Refresh
6	Contractor's Update	Gerry	11:00 – 11:30	Info
7	Success Story update	Gerry	11:30 – 12:00	Info
8	Lunch	All	12:00 - 1:00	Refresh
9	Petroleum Update	Wayne H.	1:00 - 1:30	Info
10	AOC 1 Update and Bioslurper discussion	Dan	1:30 – 2:00	Info
11	CAMP Update	Gerry	2:00 – 2:30	Info
12	Training Schedule	Pete P.	2:30 – 3:00	Info
13	Partnering Training - Negotiating Skills	Pete P.	3:00 - 4:00	Info
14	Facility Update	Arturo/Mike	4:00 - 4:15	Info
15	1 st Day - Meeting Closeout – review action items/next agenda+/-/consensus/facilitator eval.	Phil	4:15 - 5:00	Planning