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NSA PANAMA CITY  
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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 3 DECEMBER 2002 CSS  
PANAMA CITY FL  
12/3/2002  
TETRA TECH

**Coastal System Station Panama City  
Teleconference  
Partnering Team Meeting Minutes  
December 3, 2002**

**MEMBERS PRESENT:**

Dan Waddill	SOUTHDIV -Timekeeper	Mike Clayton	CSS PC
Arturo McDonald	CSS PC	Pete Paznokas	ICLD - Facilitator
Gerry Walker	TtNUS - Leader	Jamie Pelt	TtNUS - Scribe
Tracie Vaught	FDEP		
Phil McGinnis	SOUTHDIV		

**GUESTS:**

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

Pete Doa could not attend. Pete called before the meeting and transferred his proxy to Tracie Vaught.

**Action Item 1:** Arturo will get the site plan to Phil for the warning signs.

**HSWA Permit Discussion:**

Tracie stated that the Team had previously discussed trying to push a couple of sites that were close to NFA along so that they could be included in the HSWA Permit as completed NFA sites. She indicated that there appears to be time to do that and that it would be appropriate. The Team discussed whether SWMU 9 could be included as an NFA site. Tracie indicated that it would need a year of clean data to support NFA. Dan said it does not appear to be ready for that but he will look back in the Historic data (1997) data to see what it indicates.

**Action Item 2:** Dan is to check groundwater analytical data to determine if SWMU 9 has been clean for a year and could be included in the HSWA permit as NFA.

**Consensus 1:** Consensus to go final with the previous meeting minutes.

**2. Agenda Additions and Modifications**

There were no additions or modifications to the agenda.

**3. RFI Addendum - Dan**

No comments have been received on the RFI Addendum from the Regulators. Comments on the ecological risk assessment have been received from the EPA and the Navy. TtNUS is responsible for addressing those comments. Final RFI is due in January 2003, so comments are required by mid December 2002. If the Regulators (FDEP and EPA) cannot make that date, we need to change the CAMP date now. Tracie will try to get to the RFI Addendum review - she cannot make any promises to have it done by the due date, she is traveling and on vacation the last two weeks of December. If the Team knows it cannot meet the date, the facility needs to get an extension by sending an extension request letter and revised CAMP to EPA. Arturo suggested sending Pete D. an e-mail regarding the extension and following up later. Gerry suggested a Team meeting using Web Ex to go over the comments on the RFI Addendum after Tracie reviews it. The Team decided that the new date for the Final RFI Addendum submittal will be March 21, 2003.

**Action Item 3:** Arturo will forward the revised CAMP to FDEP and EPA and request an extension from EPA.

**Action Item 4:** Jamie and Gerry will revise the CAMP to reflect a new Final RFI Addendum submittal date of March 21, 2003 and update the CAMP to reflect that.

**4. Review Action Items**

The Team reviewed the four (4) new action items.

**5. Meeting Closeout – review action items/ next agenda/ + / - list/ consensus/ facilitator evaluation**

There were four (4) new action items from this meeting. See updated list attached. The Team discussed the next upcoming meeting dates, times and places:

- ❖ The February 2003 Meeting will be held on February 5 and 6, 2003 in the Tallahassee TtNUS office. February 5<sup>th</sup> is a full day and the 6<sup>th</sup> is a ½ day. Both days will begin at 9:00 am. Jamie will reserve a block of hotel rooms at a hotel to be determined and forward the information to the Team.
- ❖ The March 2003 Teleconference will be held on March 11<sup>th</sup>, 2003 at 2:00pm-4:00pm Eastern Time.
- ❖ The April 2003 Meeting will be held on April 22 and April 23, 2003 in Panama City, FL.
- ❖ The May 2003 Teleconference will be held on May ? (will be discussed in a later meeting).
- ❖ The June 2003 Meeting will be held on June 3 and June 5, 2003.

**Facilitator Evaluation**

Any facilitator comments can be sent to Phil.

**Action Items  
CSS Panama City Partnering Team  
Updated December 3, 2002**

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. <b>Gerry needs copies of the letter - Will have wait for the HSWA Permit approval</b>
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

Action Item No.	Responsible Party	Status	Due Date	Action Item
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. <b>Gerry needs a copy of the letter</b>
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	Closed	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
Action Items from April 18, 2002 Meeting				
02.04.01	Mike	Closed	6/4-5/02	Check on application fee process for the HSWA permit
02.04.02	Jamie	Closed		Bring CAMP to next meeting for review and update
02.04.03	Phil	Closed	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	Closed	6/1/02	Update facility wide map to include all active petroleum sites (including sites 325, 278 and 307)
<b>New Action Items from August 20, 2002 Meeting</b>				
02.08.01	Phil	Closed	9/1/02	Check on AOC1 IDW drum disposal and funding - <b>checked with Batelle - there is funding. Trying to schedule a pick-up for this week. Arturo will let me know.</b>
02.08.02	Jamie	Closed	8/23/02	Send out final June 4, 2002 meeting minutes with the draft from this meeting
02.08.03	Pete D./Dan	Closed	9/17/02	Check on internet/WEB access for next teleconference call
02.08.04	John/Tracie	Closed	8/23/02	Send sample of LUC language used in permit to Tracie

Action Item No.	Responsible Party	Status	Due Date	Action Item
02.08.05	Tracie	Closed		Send to team list of attendees on LUC Permit Conference Call
02.08.06	Phil	Closed	8/30/02	Check with legal concerning inclusive of SWMU's, etc. on the HSWA Permit - <b>Phil is checking on other issues.</b>
02.08.07	Tracie	Closed	10/10/02	Check with RCRA about CMS addendum instead of another CMS document - <b>should be no problem to do an addendum - CMS will not be ready for the next meeting, but shortly thereafter - Tracie will review the original CMS on the admin record CD.</b>
02.08.08	Gerry	Closed	9/24/02	Locate and assess conditions of wells at SWMU 10 - <b>Gerry sent maps to the team September 23, 2002</b>
02.08.09	Arturo/Mike/Phil	Closed	10/31/02	Set up a date to contact the Captain for a meeting in October to discuss final version of application for the permit
<b>New Action Items from September 24, 2002 Meeting</b>				
02.09.01	Phil	Closed	9/27/02	Phil will see Steve Beverly about the legal aspect and delivery on the HSWA permit, he will also notify the Team about the results of the meeting with Steve Beverly by September 27, 2002.
02.09.02	Jamie	Closed	9/27/02	Will send out the final meeting minutes for August 20, 2002 meeting with the draft from this meeting.
<b>New Action Items from October 23, 2002 Meeting</b>				
02.10.01	Mike/Arturo	Working	11/25/02	Will write and send a Memo for the Panama City BOQ to the Team Members.
02.10.02	Phil	Closed	10/31/02	Phil will talk to Robbie and Joe regarding how BOA and EMAC will affect the Partnering Team and funding and will send an email to the Team -
02.10.03	Phil	Closed	10/31/02	Phil will examine funding for the warning signs - the warning signs are ERN eligible - Phil can get the funding for the warning signs, he is working on it now - Arturo suggested that we need new signs, they are all worn out. Phil said it shouldn't be a problem to get new signs.
02.10.04	Tracie	Closed	11/19/02	Tracie will find out how long can the date be when stockpiling MODs to the HSWA Permit - Tracie said that there is no time frame - we can stockpile MODs - need to play it by ear to see how fast we progress.
02.10.05	Phil/Dan	Working	1/31/03	Phil and Dan to draft success story and send to team the week before the next meeting, January 31, 2003.
<b>New Action Items from December 3, 2002 Meeting</b>				
02.12.01	Arturo	Working	12/13/02	Arturo will get the site plan to Phil for the warning signs.
02.12.02	Dan	Working	12/6/02	Dan is to check groundwater analytical data to determine if SWMU 9 has been clean for a year and could be included in the HSWA permit as NFA.
02.12.03	Arturo	Working	12/19/02	Arturo will forward the revised CAMP (after approval from the TEAM) to FDEP and EPA and request an extension from EPA.
02.12.04	Jamie / Gerry	Working	12/13/02	Revise the CAMP to reflect a new Final RFI Addendum submittal date of March 21, 2003 and update the CAMP to reflect that.

**CSS Panama City Partnering Team Parking Lot  
Updated October 23, 2002**

<b>Parking Lot No.</b>	<b>Parking Lot Issue</b>
1	

There were no new parking lot issues.

**New Action Items**

1. Arturo will get the site plan to Phil for the warning signs.
2. Dan is to check groundwater analytical data to determine if SWMU 9 has been clean for a year and could be included in the HSWA permit as NFA.
3. Arturo will forward the revised CAMP to FDEP and EPA and request an extension from EPA.
4. Jamie and Gerry will revise the CAMP to reflect a new Final RFI Addendum submittal date of March 21, 2003 and update the CAMP to reflect that.

**Summary of Consensus Items**

1. Approval of October 2002 meeting minutes.

**DRAFT AGENDA  
CSS PANAMA CITY  
PARTNERING TEAM MEETING  
Teleconference  
February 6, 2003**

**Leader: Mike Clayton  
Scribe: Jamie  
Timekeeper: Gerry Walker**

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

 Item	Description	Presenter	Time	Category
1	2 <sup>nd</sup> Day Check-In	Dan	8:30 – 9:15	Info
2	Agenda additions / modifications	Dan	9:15 – 9:30	Info
3				
4				Info
5				
6				Info
7	1 <sup>st</sup> Day - Meeting Closeout – review action items/next agenda+/-/consensus/facilitator evaluation	Dan		Info