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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 18 APRIL 2002 CSS
PANAMA CITY FL
4/18/2002
TETRA TECH

FINAL
Coastal System Station Panama City
Charleston, SC
Partnering Team Meeting Minutes
April 18, 2002

MEMBERS PRESENT:

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

GUEST:

Wayne Hansel

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

The Team completed a round table check-in with introductions and opening remarks. Mike reviewed the Team ground rules. Arturo went over the last meetings Action Item List.

Team reaches consensus to finalize the meeting minutes from the March 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.

Action Item Review

01.10.03 Phil – Send letter to EPA/DEP for NFA. Gerry needs copies of the letter.
All remaining Action items were closed.

2. Agenda Additions and Modifications

There were no additions to the agenda. The Tier II update was cancelled. Tracie asked if we could have an earlier lunch to beat the lunch crowd downtown. Some items were moved to better accommodate the time schedule. This would ensure the productivity of the meeting.

3. HSWA Permit Update

Phil explained the instructions for filling out the HSWA Permit forms. He stated that a meeting between SouthDiv and FDEP was held a couple of weeks ago. The meeting included Merlin Russell, Elaine Morrison and John Griffin. They addressed the HSWA permit and items that needed to be included in it. SouthDiv will do the Permit in-house and Elaine Morrison will seal it. The facility is comfortable with Elaine's work. Oil-water separators, RCRA sites and UST sites will be included in the appendix of the permit. It is undecided as to whether to include lift stations. Arturo is concerned that EPA's RCRA group will not be included in the process at all. Phil agreed he does not know how much they will be involved.

Tracie had not contacted John Griffin yet, she is waiting on a list of questions from the facility, Arturo said he is working on the questions. Pete mentioned that one of the initial questions was how was the facility going to fit into the RCRA categories. Phil replied that currently CSS is classified as a storage facility.

Arturo asked if there was a way to get an NFA for SWMU 10 prior to the RCRA Permit. Phil replied that we are still working on that, but appears that it is unlikely because of the current schedule.

Gerry gave an update on AOC1 – all the wells should be sampled by today, April 18, 2002.

3a. HSWA Permit Schedule

The Team decided to work on the schedule.

RCRA Permit date is October 30, 2002.

The Permit is due to the Captain by October 15, 2002 – Captain signs the report.

The Pre-draft date is October 1, 2002 – send final Permit to Captain.

The 1st draft review will be ready for review on August 14, 2002.

The regulators do not see the report until October 30, 2002. Phil asked if there were any other permits on the base. Mike answered yes, there is a Florida NPDES Discharge Permit and a Florida NPDES Stormwater Permit. Phil says we need a copy of the other permits: There are also a few more permits including Clean Water Act Permits and the Wetland Resource Permit. Phil will let Mike know what he needs.

Tracie asked if the NFA sites would be included in an Appendix? Phil answered yes, that is the plan. Pete P. asked when the process would start, pen to paper? Phil answered May 1, 2002 - the scribing of the draft would begin. Gerry said that we would bring the CAMP schedule to the next meeting, and revisit the CAMP, as an action item at the next meeting.

Action Item #1: Mike to check on application fee process for the HSWA permit.

Action Item #2: Jamie will bring CAMP to the next meeting for review and update.

Pete P. asked if we should develop a Table of Contents for the HSWA Permit? Gerry indicated that it is not needed. The permit consists of forms to be filled out, not a report. Arturo asked about the schedule for Legal to review the Permit. Phil answered that yes they will require a review and he will keep Legal informed.

Gerry asked what happens if the permit is not submitted on time. Phil mentioned that we have to stay with the October 30th date, or the facility will be fined. If the permit will be late, We can talk to John early in the process, so he knows that it will be late.

In summary SOUTHDIV will be writing the Permit. Permit application fee funding will be provided by the facility. Gerry mentioned that lift stations, oil-water separators, and UST sites will be included in the appendix.

Action Item #3: Phil to clarify land use control issue for permit by June 1, 2002.

4. Tier II Update – Robbie Darby was absent – Phil said there was no change.

5. Break

6. Contractors Update

The field work began last Monday, April 8, 2002, with a 5-person crew doing the work. Jim Sartain the facility archeologist came down to AOC 1 and had some concerns. There had been a lot of rain, He did not want vehicles driving on the Indian midden. The field crew was able to change operations to accommodate his concerns. Soil samples were collected on April 13 and 14, 2002; groundwater sampling should finish up today, April 18, 2002. They are working on AOC1, SWMU 9, and SWMU 10 and are also collecting sediment samples from SWMU 3. Gerry also reminded the team that at SWMU 3, monitoring well 3-1 was damaged by construction activities at the facility. The field crew could not find the damaged well. Therefore the well needs to be replaced and there are funds to do that. Mike mentioned that the contractor who destroyed it should pay for the replacement. The Team will talk about SWMU 3 later on in the meeting.

Gerry also indicated that a couple of the wells at SWMU 9 have tree roots growing in them. We may need to replace the wells. It will take approximately three weeks to get the lab data back and another three weeks to validate the data, then send to SouthDiv. Phil asked about the historic data for the GIS. Gerry indicated the historic data will be included in the GIS and we are continuing to work on it. The electronic copy of the Administrative Record is finished and on cd's. Gerry gave Phil three copies of the 3-CD set for SOUTHDIV. Gerry explained that the CDs are indexed and book marked. Arturo requested 3 copies for the facility, Tracie 1 copy, Pete D. 1 copy. Gerry and Jamie will Fed Ex the cd's out on Monday, April 22, 2002. Arturo mentioned that the environmental group has a new code: XPW5.

Gerry said it would take 8 weeks for the GIS and the data to be available for SouthDiv.

Action Item #4: Gerry/Jamie to send out the Admin Record cd's on Monday, April 22, 2002 to the Team.

Action Item #5: Jamie to update partnering list.

7. Success Story update

Gerry suggests that everyone take 5 minutes to read through the Success Story Update, and then take 5 minutes to discuss it, Gerry will take the comments home to address them.

The logo is one that Gerry found, he will replace it with a picture of the DPT rig on location. Gerry would like a copy of the CSS logo, Arturo can get him one. Arturo will send it to Gerry, to use in the future. Tracie mentioned the vertical groundwater delineation. She asked if we should also mention the horizontal delineation? Tracie suggested to spell it out: horizontal and vertical, add to the 2nd paragraph. In the 1st paragraph, second line, add "three of the four sites". Arturo asked about the Indians and being less intrusive, Gerry said he could get less intrusive, he will add that. Mike pointed out a couple of grammatical errors that will be corrected. Pete suggested to change the cost savings wording: There will be a reduction in cost, but do not mention a dollar amount. Pete D. suggested adding the previously installed monitoring well. Gerry said it will be updated by May 3, 2002.

Team decided that we should begin work on the next Success Story at the June Partnering Meeting.

Action Item #6: Gerry to send out updated success story by May 3, 2002.

8. SWMU 3 Monitoring Well Replacement / Groundwater Discussion

Gerry explains a brief history of SWMU 3. SWMU 3 is a reconstructed wetland area. A landfill located along the shoreline and extending out into the bay. NAS Pensacola went out and raked the debris down to 6 inches but did not remove any soil, only a lot of debris. In the RFI report, they sampled groundwater in two monitoring wells. The upgradient monitoring well had elevated concentrations of metals and pesticides. The risk assessment completed in the RFI did not include the data for the monitoring well

because it is upgradient and not attributed to the site. Pete asked Arturo if he had any electronic pictures of SWMU 3, Arturo said no, he did not have them. Gerry questioned possibly needing more than two monitoring wells. Phil said he heard that some contaminants were from stormwater, or metals. Gerry believes we need to put in 3-4 additional wells, and sample them to conclusively say that the groundwater is not contaminated. Pete P. asked about monitoring well locations. Gerry is counting on Dan to give input on that. We haven't looked at this in detail. Gerry indicated that he would be asking the Partnering Team if additional investigation is needed. Mike agreed that we need to resolve the issue for that area. Gerry wants to know the minimum number of wells we can put in. Locations are in question and were discussed. The concrete matting might be in the way.

Phil found a site map in the RCRA Addendum Work Plan, AOC 1, SWMU 3, 9 and 10.

Gerry asked the Team "What groundwater analysis is required? Tracie said full organic and inorganic parameters are needed. Pete D. said only parameters previously detected. Phil said that nothing was changed in the workplan for SWMU 3, which included a limited analysis for previously detected parameters. The Team discussed two different issues: address the upgradient well, and the groundwater sampling. Tracie asked if any additional sampling had been completed since 1996, Mike said no.

Gerry suggested that we will install up to 4 wells: Upgradient, Source Area or Downgradient wells and sample them for whatever the workplan says. We are only addressing groundwater for now.

Consensus #2: To add additional wells (3 or 4) at SWMU 3 and sample groundwater for pesticides and metals.

Arturo wants a cost estimate for the replacement monitoring well. Gerry said that he will take a look at the site and get locations cleared, then track the costs separately and provide them to SouthDiv and Arturo.

9. AOC 1 Update and Bioslurper Discussion

Phil asked Tracie if she talked to Tim about the free product recovery – Tracie said she told him we were rewriting the report. Will do the execution plan of bioslurping removal this year, if any funds are left over. There are no guarantees that they will be able to do it. Arturo was not sure about contracting his guys. Getting the money is the big deal, who will do the work is the second concern. They will definitely need Batelle there. Mike asked if we are keeping the shed and the gas tank. Yes, they were told that. Phil says they are working on the money and who will do the work and Batelle will definitely be involved. Phil was supposed to talk to David Porter on Monday but he was out.

Gerry said that one of the monitoring wells we are not sampling because it has free product in it. Phil says we need to know which well it is, Gerry doesn't have it with him, he will send an email next week to the Team with the well location.

10. Partnering Training – Managing Team Decisions

Pete P. did a powerpoint presentation on Managing Team Decisions. Team members need to understand their roles and responsibilities, learn effective meeting logistics, identify meeting effectiveness assessment criteria and learn to develop a positive team culture. Pete P. then had a discussion exercise, asking random review questions to the Team.

11. Lunch

12. Petroleum Update – Wayne arrived at 2pm

Wayne began the discussion of the petroleum sites. There is a new contractor for sites 278 and 325: Ensafe and CH2M Hill; additional fieldwork including soil borings is being completed. Both sites have been in remediation with limited success. The quarterly sampling event scheduled for March 2002 was missed but they should be back on schedule. The Facility is working on construction of a fuel system and truck stand at the site. New construction will likely destroy some of the monitoring wells. CH2M Hill will evaluate the need for the wells that are destroyed. The required wells will be reinstalled. Site 278 is not very contaminated and it appears to be cleaning up. Very little free product has been found. They will continue the monitoring, possibly proposing some changes. The site is currently doing quarterly monitoring with a soil vapor extractor. In addition, free product is pumped from the sites as identified.

Paul Calligan is in charge of AOC 2. He will be out there the second week in May. They have been assessing the site for the last several years. A RAP is currently being done. There are no plans to do free product recovery. Arturo said that the dates FDEP imposes don't apply to the facility, but he wasn't sure about the free product recovery, it could be a problem. Tracie wants to talk about the free product recovery. Mike says there was some free product recovery and upon further investigation, it was stopped, because of conflicting sampling. It was put on hold and they are now waiting to find out more with future investigative work. Tracie said that Dominique had looked at the report, this is the first time that Tracie has seen the comments. Tracie mentioned that Mike Kennedy is Dominique's supervisor at FDEP. Tracie has to concur with Dominique's findings. Wayne said that the Workplan should have been sent to Tracie.

They are doing free product recovery at sites 325, 278 and 300. The vacume trailer is there, all he has to do is to add it to the contract. Wayne is not sure if all available funds will be spent doing the RAP. Arturo asked if we need to reply to FDEP's comment letter? Tracie said "yes address the comments and move forward". Paul Calligan should draft the Response to comments. Wayne says that the workplan is to cover the whole AOC 2. Amy Twitty at CH2M Hill said that construction may impact the June sampling event. The Team needs to write a letter to FDEP for the record.

Arturo mentioned that Site 307 was recommended for land use controls. Phil will find out for the next meeting as to where this currently stands. We need to close that site. Wayne was not aware of the land use controls for Site 307.

Action Item #7: Gerry to update facility wide map to include all active petroleum sites (including sites 325, 278, and 307)

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

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

- ❖ The June 2002 Partnering Team meeting will be June 4, 2002 and June 5, 2002 in Panama City. Full day meeting the first day, 2nd day ½-day site visit and petroleum update.
- ❖ A July 2002 Partnering Team teleconference will be held July 16, 2002 at 2:00 – 4:00pm Eastern time. TTNUS will set the teleconference up.
- ❖ The August 2002 Partnering Team meeting will be August 15, 2002, and August 16, 2002 in Tallahassee at TTNUS's conference room.
- ❖ The September 2002 Partnering Team teleconference will be held on September 10, 2002 at 2:00 – 4:00pm, Eastern time.

Meeting Critique

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enjoyed lunch
finished agenda
nice facility
Jamie joining the group
Accomplishments in a timely fashion
Good open dialogue
Successful meeting
Timekeeper Great
Wayne's visit
Good cookies
Smooth transition with new members
of team
Good Team Dynamics

(-)

Dan missing
Side discussion during success story
Tier II missing

The Team discussed the next meeting agenda (see below).

Facilitator Evaluation

Any facilitator comments can be sent to Phil.

Action Items
CSS Panama City Partnering Team
Updated January 23, 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. 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				

Action Item No.	Responsible Party	Status	Due Date	Action Item
02.04.01	Mike	Working	6/4-5/02	Check on application fee process for the HSWA permit
02.04.02	Jamie	Working		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	Working	4/22/02	Send CD of the Admin. Record to Team
02.04.05	Jamie	Working	5/3/02	Update partnering list
02.04.06	Gerry	Working	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)

**CSS Panama City Partnering Team Parking Lot
Updated April 18, 2002**

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.

New Action Items

1. Check on application fee process for the HSWA permit by 6/4-5/02, Mike.
2. Bring CAMP to next meeting for review and update, Jamie.
3. Clarify LUC issue for permit by 6/1/02, Phil
4. Send CD of the Admin. Record to Team by 4/22/02, Gerry/Jamie.
5. Update partnering list by 5/3/02, Jamie.
6. Send out updated "success story" by 5/3/02, Gerry.
7. Update facility wide map to include all active petroleum sites (including sites 325, 278, and 307) by 6/1/02, Gerry.

Summary of Consensus Items

1. Approval of last meeting minutes.
2. Add additional wells (3 or 4) at SWMU 3 and sample ground water for pesticides and metal.

**DRAFT AGENDA CSS PANAMA CITY
PARTNERING TEAM MEETING
Panama City, FL
June 4 and 5, 2002**

PC MEETING WAS CANCELLED - TELECONFERENCE WAS HELD ON JUNE 4, 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	Partnering Training - Negotiating Skills	Pete P.	1:00 – 2:00	Info
10	AOC 1 Update and Bioslurper discussion	Dan	2:00 – 2:30	Info
11	CAMP Update	Gerry	2:30 – 3:00	Info
12	Training Schedule	Pete P.	3:00 – 3:30	Info
13	Facility Update	Arturo/Mike	3:30 - 3:45	Info
14	1 st Day - Meeting Closeout – review action items/next agenda/+/-/consensus/facilitator eval.	Phil	3:45 - 4:30	Planning

 Item	Description	Presenter	Time	Category
1	2 nd Day - Site Visit	All	8:00 – 11:00	Info
2	Petroleum Update		11:00 - 12:00	Info