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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 24 SEPTEMBER 2002 CSS
PANAMA CITY FL
9/24/2002
TETRA TECH

**Coastal System Station Panama City
Teleconference
Partnering Team Meeting Minutes
September 24, 2002**

MEMBERS PRESENT:

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

GUESTS:

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

The Webex meeting system was used for the first time for this teleconference.

Action Item #1: Phil will speak with Steve Beverly about legal issues and delivery on the HSWA permit, by September 24, 2002. He will also notify the team about the results of the meeting with Steve Beverly by September 27, 2002.

Consensus #1: Consensus to rotate leaders and timekeepers (by order of last name) regardless of whether the meetings are in-person or teleconference.

Consensus #2: Consensus to publish the final edition of the August 20, 2002 meeting minutes.

Action Item #2: Jamie will send out the final meeting minutes for August 20, 2002 meeting with the draft minutes from this meeting by September 27, 2002.

2. Agenda Additions and Modifications

There was one addition to the agenda per Dan's suggestion: SWMU 10 update and discussion.

3. HSWA Permit Update - Arturo/Phil

Phil gave Steve Beverly, legal counsel, the HSWA Permit - Steve should be getting back with Phil today, September 24, 2002, to discuss. An action item was added (see Action Item #1).

4. Contractor's Update - Gerry

Bill Olson traveled to the facility to determine which wells were undamaged and available for sampling following the Facility construction activities. Gerry forwarded a map to team members showing the current site plan and monitoring well locations. Gerry is now working on the ecological risk assessment for the RFI Addendum. He will have it to Southdiv in about a week for review. Gerry also indicated that the wells at the facility need well tags. He plans to order them and have them installed. Dan indicated that several of the well stick-ups by the bay are extremely corroded and need some work done on them. Gerry indicated that he could likely have them cut down to flushmount completions and they would be better protected. The team agreed that flushmount completions would be OK. Gerry will work on this in the future. Phil asked about a problem with a GIS location? Gerry said that it was a coordinate system problem, he will continue to work on that. We will have a new GIS to SOUTHDIV by September 27, 2002.

5. SWMU 10 - Phil

Regarding the money for the tank removal, Kathy Latrell said she does not have all of the documents she needs. Mike will check with Kathy regarding the missing documents. Phil said there were interesting soil sample results - TPH levels are high in the soil samples. . Dan was not ready to discuss it yet, so the team decided to wait until the next meeting.

6. Review Action Items - Tracie

The action items from the August 20, 2002 meeting were reviewed. Two of the action items (02.08.06 and 02.08.09) remain working.

7. Meeting Closeout - next agenda

There were two new action items from this meeting. See updated list attached. The upcoming meeting dates are as follows:

- ❖ The October 2002 Meeting will be held on October 22, 2002(1/2 day tour beginning at 2pm) - 23 (all day meeting), 2002, in Panama City.
- ❖ The November 2002 Teleconference will be held on November 19, 2002 at 2:00pm, Eastern Time.

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 September 24, 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				

Action Item No.	Responsible Party	Status	Due Date	Action Item
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	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)
New Action Items from August 20, 2002 Meeting				
02.08.01	Phil	Closed	9/1/02	Check on AOC1 IDW drum disposal and funding - checked with Batelle - there is funding. Trying to schedule a pick-up for this week. Arturo will let me know.
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
02.08.05	Tracie	Closed		Send to team list of attendees on LUC Permit Conference Call
02.08.06	Phil	Working	8/30/02	Check with legal concerning inclusive of SWMU's, etc. on the HSWA Permit - Phil is checking on other issues.

02.08.07	Tracie	Closed	10/10/02	Check with RCRA about CMS addendum instead of another CMS document - 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.
02.08.08	Gerry	Closed	9/24/02	Locate and assess conditions of wells at SWMU 10 - Gerry sent maps to the team September 23, 2002
02.08.09	Arturo/Mike/Phil	Working		Set up a date to contact the Captain for a meeting in October (should be no later than October 15, 2002) to discuss final version of application for the permit
New Action Items from September 24, 2002 Meeting				
02.09.01	Phil	Working	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	Working	9/27/02	Will send out the final meeting minutes for August 20, 2002 meeting with the draft from this meeting

**CSS Panama City Partnering Team Parking Lot
Updated August 20, 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 – CLOSED
3	Get a date for Capt. Review and signature of HSWA permit. – re-address: getting a date – CLOSED BECAME AN ACTION ITEM
4	LUC Issue Concerning Permit – CLOSED, MOVED TO THE AGENDA

The parking lot issues were not discussed.

New Action Items

1. Phil will speak with Steve Beverly about legal issues and delivery on the HSWA permit, by September 24, 2002. He will also notify the team about the results of the meeting with Steve Beverly by September 27, 2002.
2. Jamie will send out the final meeting minutes for August 20, 2002 meeting with the draft minutes from this meeting.

Summary of Consensus Items

1. Consensus to rotate leaders and timekeepers (by order of last name).
2. Consensus to go final with the previous meeting minutes.

**DRAFT AGENDA CSS PANAMA CITY
PARTNERING TEAM MEETING
Panama City, FL
October 22 and 23, 2002**

**Leader: Dan Wadill
Scribe: Jamie
Timekeeper: Tracie Vaught**

Item	Description	Presenter	Time	Category
1	1st Day - Site Visit meet at Arturo's office (Building #126)	All	2:00 – 4:00	Info

Item	Description	Presenter	Time	Category
1	2 nd Day Check-In/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/ Guests/ Review Ground Rules/ Action Item & Parking Lot Review/ Approve minutes	Dan	8:00 – 8:45	Info
2	Agenda additions / modifications	Dan	8:45 – 9:00	Info
3	RFI Addendum	Dan	9:00-10:00	Info
4	SWMU 10	Phil	10:00 -10:30	Info
5	Break	All	10:30 - 11:00	
6	Petroleum Update	Wayne H.	11:00 - 11:30	Info
7	Facility Update	Arturo/Mike	11:30 - 11:45	Info
8	Tier II Update	Rich	11:45 - 12:00	Info
9	Lunch	All	12:00 - 1:00	
10	Training - Selection of Modules for future meetings Negotiating skills	Pete P.	1:00 - 2:15	Info
11	Evaluation of WebEx	All	2:15-2:30	
12	Success Story	Gerry	2:30 - 3:30	Info
13	2 nd Day Meeting Closeout - review action items/next agenda/+/-/consensus/facilitator eval.	Dan	3:30 - 4:15	Info