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DRAFT MINUTES FROM PARTNERING TEAM MEETING DATED 30 JULY 2003 CSS
PANAMA CITY FL
7/30/2003
TETRA TECH

DRAFT
Coastal System Station Panama City
Partnering Team Meeting Minutes
Teleconference
July 30, 2003

MEMBERS PRESENT:

Dan Waddill	SOUTHDIV	Mike Clayton	CSS PC
Phil McGinnis	SOUTHDIV - timekeeper	Arturo McDonald	CSS PC
Tracie Vaught	FDEP - Leader	Pete Dao	USEPA
Gerry Walker	TtNUS	Rich May	TtNUS; Tier II
Pete Paznokas	ICLD		

GUESTS:

Carl Loop, SOUTHDIV

1. Check-in/Opening Remarks/Head Count and Proxies/Approve Minutes

The Team had a very limited check in. The June 10 & 11, 2003 Draft Meeting Minutes were approved.

Consensus 1: Approval of the June 10 and 11, 2003 meeting minutes.

2. Agenda Additions and Modifications

Gerry suggested that the Team add a Tier II Exit Strategy discussion to the meeting. The new agenda item was added to the end.

3. HSWA Update – Tracie and Arturo

Immediately prior to the teleconference, Tracie sent out the updated HSWA permit to which John Griffin had indicated that all comments had been addressed. Tracie asked that everyone should review it but not comment until the final hard copy was received. Arturo was concerned that they would not have a chance to comment on it before it went final. Tracie said that there would more than likely be no comments because the previous comments were addressed. Arturo said he would still like a chance to review and submit comments on it. Tracie said that if comments were received they would be reviewed and incorporated as necessary.

Action Item 1: Arturo will work with John Griffin on finalizing the HSWA permit and continue to keep the team advised of the progress and schedule.

4. SWMU 3 - Dan

Dan started off the discussion by discussing the proposed meeting schedule for the upcoming September 10 and 11, 2003 Partnering meeting with initial SWMU 3 risk focus. The meeting is scheduled to start at 1:00 pm on September 10 and will begin with a site tour of SWMU 3 and visit to potential marine background sample locations. Following the tour, Dan will lead the risk assessors and Team in discussing proposed risk assessment methodology. The risk discussion will continue on the next day, however the risk group may breakout separately from the Partnering Team for independent discussions. The risk group will finish up by noon, but the Partnering team will continue meeting until 5:00 pm. Dan

indicated that he would complete a draft summary of the proposed SWMU 3 Risk Assessment methodology for the Team and send it out to the Team on or before August 8, 2003.

Arturo stated that he needs information on attendees to the meeting as soon as possible. He is now required to issue invitations so a designated group is identified for the BOQ and security. The Team discussed the fact that Pete P. has a conflict and will not attend the meeting. Phil will check to see if a facilitator is required, but the Team's feeling was that a facilitator is not needed for the meeting. Dan indicated that a summary of the proposed SWMU 3 risk plan will be issued before August 8, 2003.

Action Item 2: Phil will check with Robby Darby to determine if a facilitator is absolutely required for the September 2003 Partnering Team meeting. If required, Phil will contact Pete P. to schedule a replacement facilitator.

Action Item 3: Dan is to send Arturo attendee information for the September 2003 meeting, as soon as possible. Arturo will then issue invitation letters and set up BOQ and security arrangements.

5. Carl Loop Introduction – Carl and Pete P.

Carl gave a self introduction. He has been working on SPCC plans since the first of the year, then was reassigned as CSS Panama City UST RPM when Wayne Hansel was moved. He has already met with Amy Twitty of CH2M Hill and is coming up to speed on the UST program sites. Mike was concerned that the facility funds for AOC 2 would actually get spent this year. Mike indicated that the funds needed to be spent during the fiscal year of the award. Carl said he thought that the money would be spent but that he needed to check on it to be sure.

Action Item 4: Carl Loop will check on the spending of funds for AOC 2 to determine if they will be spent this fiscal year and contact Mike with the information.

6. Environmental Indicators - Dan

Dan indicated that there is some concern with the new guidance. The guidance indicates that if a PCE plume is present at a site at concentrations above MCLs, then there is a risk to indoor air. SOUTHDIV has several models they are running to estimate the risks. Currently the model indicates a 5×10^{-5} risk. Pete D. indicated that we need to be less than 1×10^{-5} risk. Dan indicated that there is another item that we need to explore. Could we use OSHA standards instead of the MCLs? Since workers are the only ones present in the buildings and the OSHA standards are much higher. It would be easier to meet these standards. Pete and Tracie said that they will have to check on it and get back to Dan.

Tracie and Dan discussed the background sample set, the background criteria, and what set of samples to use. Dan also brought up that the guidance also discusses the National Ambient Water Quality Criteria and he was wondering if it's appropriate for our use. After a discussion, it was decided that Dan would first check the use of actual background concentrations, then possibly see if the NABC would help, but only if required. This will be discussed more at the next meeting.

Finally Dan asked the question "whether the human health risk at SWMU 3 is under control". The SWMU 3 surface soil was contaminated, but do the onsite signs indicating the area is a contaminated fulfill the requirements for limiting exposure. There is currently one sign on the site and a contract has been awarded to install additional signs. The team agreed that the signs are protective for the purpose of the EIs, but additional actions will be required for site close out.

Action Item 5: Pete D. will check to determine if OSHA standards are appropriate for use in calculating the indoor air risks for the Environmental Indicators.

7. CMS update

Dan indicated that SOUTHDIV wants to just update the previous CMS. Dan brought up that SWMU 10 is proposed to be groundwater monitoring and he was wondering if that was still appropriate. Originally the CMS addressed only free product and not the groundwater. Is the CMS still ok or do we need a separate dissolved groundwater section in it. The general decision was that an addition section detailing the dissolved groundwater contamination would need to be added.

Dan also indicated that a separate issue is that the original CMS did not address AOC 1 discharge of groundwater to St Andrew Bay. The revised CMS will have a section discussing groundwater to surface water discharge for OU 1.

8. Exit Strategy

The Team discussed the Tier II requirement that each Tier I Partnering Team develop an Exit Strategy for all of the sites at the facility by the end of the December 2003. The Team will work on it next meeting and TtNUS will complete a site list developed for the exit strategy and submit it to the Team prior to the next meeting.

Action Item 6: Gerry will develop a site list to be used in the exit strategy paper to be delivered to Tier II. The list will be completed prior to the next Partnering Team meeting.

Action Items CSS Panama City Partnering Team Updated July 30, 2003

Action Item No.	Responsible Party	Status	Due Date	Action Item
Action Items from June 10 and 11, 2003 Meeting				
03.06.01	Arturo	Working	6/30/03	The Team will provide to Arturo information on any guests that will be staying at the base and/or attending the meeting by June 30 th , 2003.
03.06.02	Arturo	Working	7/31/03	Arturo will get clearance for guests entry and guests that will be staying at the BOQ, by July 31, 2003.
03.06.03	Dan	Working	8/10/03	Dan will prepare a rough outline of expectations and a Powerpoint presentation for the SWMU 3 Risk Assessment Meeting and will send to the Team by August 10, 2003
03.06.04	Tracie	Working	6/13/03	Tracie will follow up on the HSWA Issue and will try to resolve the issue by June 13, 2003.
03.06.05	Arturo	Working		Arturo will set up transportation for the September meeting site tour.
03.06.06	Jamie	Working		Jamie will update the Team Contact List.
Action Items from July 30, 2003 Teleconference				
03.07.01	Arturo	Working	9/10/03	Arturo will work with John Griffin on finalizing the HSWA permit and continue to keep the team advised of the progress and schedule.
03.07.02	Phil	Working	7/31/03	Phil will check with Robby Darby to determine if a facilitator is absolutely required for the September 2003 Partnering Team meeting. If required, Phil will contact Pete P. to schedule a replacement facilitator. Completed 7/31/03; No facilitator needed.

Action Item No.	Responsible Party	Status	Due Date	Action Item
03.07.03	Dan/Arturo	Working		Dan is to send Arturo attendee information for the September 2003 meeting, as soon as possible. Arturo will then issue invitation letters and set up BOQ and security arrangements.
03.07.04	Carl Loop	Working		Carl Loop will check on the spending of funds for AOC 2 to determine if they will be spent this fiscal year and contact Mike with the information.
03.07.05	Pete D.	Working	9/10/03	Pete D. will check to determine if OSHA standards are appropriate for use in calculating the indoor air risks for the Environmental Indicators.
03.07.06	Gerry	Working	9/3/03	TtNUS will develop a site list to be used in the exit strategy paper to be delivered to Tier II. The list will be completed prior to the next Partnering Team meeting.

**CSS Panama City Partnering Team Parking Lot
Updated June 10, 2003**

Parking Lot No.	Parking Lot Issue
1	

There were no new parking lot issues.

**DRAFT AGENDA
CSS PANAMA CITY
Panama City, FL
September 10 & 11, 2003**

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

 Item	Description	Presenter	Time	Category
1	SWMU 3 & Background Sediment sample location visit	Dan	1:00 – 2:00	Info
2	Check-In/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/ Guests/ Review Ground Rules/ Action Item & Parking Lot Review/ Approve minutes	Mike	2:00 – 2:30	Info
3	Agenda additions / modifications	Mike	2:30 – 2:45	Info
4	SWMU 3 Risk Assessment Discussion	Dan	2:45 – 4:45	Planning
5	1 st Day Closeout – agenda modification and +/- list	Mike	4:45 – 5:00	Planning

 Item	Description	Presenter	Time	Category
6	2nd Day Check-In/Opening Remarks	Mike	8:00 – 8:15	Info
7	SWMU 3 Risk continued	Dan	8:15 – 9:00	Info
8	Petroleum Update	Carl	9:00 – 9:30	Info
9	SCAP Update	Pete D.	9:30 – 9:45	Info
10	Break	All	9:45 – 10:00	
11	CMS Update	Dan	10:00 – 10:15	Info
12	HSWA Update	Arturo/Tracie	10:15 – 10:30	Info
13	Environmental Indicators	Dan	10:30 – 11:30	Info
14	SWMU 3 Risk Assess continued	Dan	11:30 – 12:00	Info
15	Lunch	All	12:00 – 1:15	Refresh
16	Exit Strategy	Dan/Gerry	1:15 – 4:30	Info
17	Meeting Closeout: review action items, next agenda, +/-, consensus	Mike	4:30 – 5:00	Info