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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 11 MARCH 2003 CSS
PANAMA CITY FL
3/11/2003
TETRA TECH

Coastal System Station Panama City
Teleconference
Partnering Team Meeting Minutes
March 11, 2003

MEMBERS PRESENT:

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

GUESTS: Wayne Hansel
Terry Hansen, TtNUS

1. Check-in/Opening Remarks/Resource Sharing/Announcements/Head Count and Proxies/Action Item & Parking Lot Review/Approve Minutes/Agenda Additions and Modifications

The February 6, 2003 teleconference meeting minutes were approved. Two items were added to the agenda: RFA Discussion and a Petroleum update from Wayne Hansel.

Consensus 1: Approval of the February 6, 2003 meeting minutes.

2. Petroleum Update - Wayne Hansel

Wayne gave a brief update of sites 325 and 278. Site 325 is up and running and doing fine. A small amount of free product was found in the wells at Site 278. Wayne is in the process of getting funding to get a blower to treat the off-gas. The off-gas must be treated if there is free product at the site. Both sites will have continued monitoring.

The draft RAP has been submitted for Site G300.

The proposal is in for AOC2 and negotiations are being set up - the contract should be awarded soon. Mike asked if more piping would need to be put in? Wayne said that the pipes are already in. Tracie will be getting the Preliminary Assessment Report for AOC2 to Wayne soon.

Tracie thanked Wayne for his quick response on getting her the NFA Adobe Acrobat Documents.

3. RFI Addendum Review Update - Dan

Tracie had some questions on SWMU 10; she asked if SPLP samples had been taken and if there were further rounds of sampling coming up. SPLP sampling has not previously been completed, but included in the upcoming sampling event.

Gerry gave an update on the proposed SWMU 10 soil investigation. DPT soil sampling will be completed and soil samples will be analyzed for the used oil group. For TRPH, soil samples will be analyzed for Florida PRO and if they exceed the TRPH standard of 340m/l, the working group method will be used which separates out different long chain carbons. FDEP has risk numbers and standards for specific carbon chains and we will look at those individually. The longer chains usually have higher standard because of lower risks. If the working group method standards are not exceeded additional cleanup may not be required. This does not replace SPLP - Dan and Phil suggested doing both tests.

Tracie suggests to go through old soil boring data and find the dirtiest samples and take another sample there. Samples should not be composite - take discrete samples.

However, Gerry mentioned that we are also looking at where the addition spill occurred during the recent tank removal. We plan to cover the site area including the tank excavation area and the previously identified hotspots. There will be two days of DPT Borings, and then six samples will be selected for used oil group analysis and TPH. For SPLP analysis, Tracie said that a minimum of three samples need to be taken.

Gerry is working with the TtNUS risk assessor to get RIFS Addendum Eco risk analysis comments addressed. The comments will go out Monday, the 17th at the latest. A full-blown risk assessment was not the goal of the document. We are referring some of the comments back to the original risk assessment completed in the RFI by ABB-ES.

After the response to comments comes out, they will need to be approved before the report is finalized. We will then proceed to the final document after the response to comments is finalized.

There will be an RA meeting at the end of March with Dave Charters to plan how we proceed and move forward as a team. Dan asked Tracie to check with Hugo, the risk assessment specialist, to see if he can attend the meeting. Tracie said they do not need to send him anything before the meeting, just email Tracie with what Hugo will need for the meeting and she will forward the information to him. Pete Dao will also check with Linda George to see if she is available to attend the meeting.

Action Item 1: Tracie will contact Hugo Ochoa to see if he can attend the RA meeting.

Action Item 2: Dan will respond to RFI comments by March 17, 2003.

Action Item 3: TtNUS will send out response to comments on the Risk Assessment to the Team by March 17, 2003.

Action Item 4: Jamie and Gerry will check on accommodations for the next partnering meeting.

Action Item 5: Phil will check with Navy RA personnel to see if they can make the RA meeting.

Action Item 6: Pete Doa will check with Linda George to see if she can make the RA meeting.

4. CAMP Update/SCAPS Update

The current final date for the RFI Addendum is March 21st. Phil asked if that was a feasible date. Phil is concerned about changing the CAMP dates so often. Phil suggests taking out the final submittal dates out of the CAMP. Is this acceptable? The team discussed having only a draft submittal date and within 45 days of draft approval, the final will be submitted. This would allow a little more flexibility.

Mike mentioned the reasons we are missing the submittal dates: lengthy review time and lack of resources, the team agreed.

Guest speaker - Terry Hansen

Terry discussed the Mayport CAMP: since the HSWA is transferred to the state, all dates are entered into the CAMP. The primary tracking dates are the draft submittal dates that meet requirements.

The documents are tracked by fiscal year, current year and 1 and 2 years out. With estimated dates for the draft and estimated date for the final, they usually run 2-3 months out. They have the lag time in the final submittals to account for possible changes or hold ups. The final submittal date is usually out beyond the current year of consideration. The Mayport CAMP has been revised 3 times this year.

In general, they estimate 60-90 days for the final submittal, but this is site specific. For example, if you have a Draft RFI, an IM may be done to remove the problem. If you can get the funding, it is easier to do the IM. Therefore, you know you may delay your final by 90-120 days to complete the IM. Therefore the submittal dates are estimated on a SWMU by SWMU basis.

The SCAP is a schedule of convenience for TIER II tracking. The CAMP is a federally mandated enforceable document. The SCAP reports to EPA, the team cannot easily change the dates in the SCAP. The SCAP 2003 dates are locked in. South DIV and TtNUS update the SCAP to match the CAMP dates.

Gerry suggests changing the Final RFI submittal date in the CAMP. The Team has decided to discuss the submittal dates at the Partnering Meetings. The Team decided to move out the schedule for the Final RFI Addendum submittal. Arturo asked to the Team "what is the extension reason" so he can include it in the letter to the agencies. The team decided the reasons for changing the date in the CAMP include additional risk work and the complicated factor of the ECO Risk Assessment.

Consensus #2: TtNUS will move out the regulatory agency review periods to 120 days for each document following the final RFI Addendum submittal.

Action Item 7: Gerry will revise the CAMP and send to Arturo by March 12th or 13th, 2003.

Action Item 8: Arturo will draft a letter and email to EPA and FDEP regarding the revised CAMP dates.

5. Success Story Update

Mike had a few revisions, Phil agreed with all of the revisions. The Team agreed it was well put together. Tracie liked the pictures. Pete D. suggests adjusting the residual. Phil indicated that he could add a sentence that clarifies the issue.

Consensus #3: The Draft Success Story was approved with comments incorporated.

Action Item #9: Phil will send the final Success Story to Tier II, via Rich May.

6. Tier II Update - Rich May

The next Tier II meeting is next week in Orlando, March 19 and 20th, 2003. Much of the agenda will be on Tier I Team Meetings with Whiting field and Cecil Field. They will also talk about institutional controls; the EPA is working on wording. They are also working on the Cecil golf course issue; however, this does not affect Panama City. Tier II will also be discussing specific strategic plans, the SCAP, strategic goals and things they want to accomplish in the next 2-5 years. Rich informed the Team that the CSS PC Team would likely be scheduled to attend the Tier II meeting on June 12, 2003. Rich will confirm that later.

RFA Issue - Pete D.

Doug Outlaw and John Griffin had a conference call with Robert Morris, EPA, regarding the permit renewal. They were trying to figure out that if the Coast Guard facility located within CSS Panama City Property would it be considered contiguous with CSS. If so, should it be included in the CSS Panama City HSWA permit? If it is supposed to be included, than an RFA would be required for the Coast Guard facility. Mike and Arturo indicated that the facilities are contiguous but do not interact.

Also, Phil expressed his concern that the Navy has some concern about setting a precedent regarding listing the ammunition storage as a SWMU, therefore saying that the ammunition is a waste.

Arturo suggested having a conference call on Monday with the Navy lawyer to get clarification on these two issues. Phil will see if he can schedule a meeting.

7. Review Action Items

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

There were 8 new action items from this meeting. See updated list attached. The Team discussed the next upcoming meeting dates, times and places:

- ❖ The April 2003 Meeting will be held on April 22, beginning at 1pm, and April 23, 2003, all day, in Tallahassee, FL.
- ❖ The May 2003 Teleconference is pending, to be decided at a later date.
- ❖ The June 2003 Meeting will be held on June 10, June 11 and June 12, 2003, in Orlando, FL.

The June 2003 Tier II Meeting will be held on June 11th and 12th, 2003 in Orlando. The CSS PC Partnering Team Presentation will be on the morning of June 12 2003.

- ❖ The date for the August meeting will be August 27th and 28th, 2003.
- ❖ The date for the October meeting will be October 15th and 16th, 2003.

Facilitator Evaluation

Any facilitator comments can be sent to Phil.

Action Items CSS Panama City Partnering Team Updated March 11, 2003

Action Item No.	Responsible Party	Status	Due Date	Action Item
Action Items from February 6, 2003 Meeting				
03.02.01	Pete D.	Closed	2/13/03	Pete D. will follow up with Robert Morris before the February 20 th FDEP Meeting
03.02.02	Tracie	Closed	2/7/03	Tracie will talk to Hugo regarding comments on SWMU 3.
03.02.03	Arturo	Closed	2/18/03	The draft Memo is ready for the Panama City BOQ. Arturo will send the letter to the Team by Feb. 18 th , 2003-letter did not go out-it will be a case by case basis-when staying at the BOQ, a specific letter for that date, Arturo will draft.

Action Item No.	Responsible Party	Status	Due Date	Action Item
03.02.04	Phil/Dan	Closed	3/7/03	Phil and Dan will send out the draft success story to the Team by March 7, 2003.
Action Items from March 11, 2003 Meeting				
03.03.01	Tracie	Working	3/11/03	Tracie will contact Hugo Ochoa to see if he can attend the RFI Meeting.
03.03.02	Dan	Working	3/17/03	Dan will respond to RFI comments by March 17, 2003.
03.03.03	Gerry	Working	3/17/03	TtNUS will send out response to comments on the Risk Assessment to the Team by March 17, 2003.
03.03.04	Gerry/Jamie	Working	3/12/03	Jamie and Gerry will check on accommodations for the next partnering meeting.
03.03.05	Phil	Working		Phil will check with Navy RA personnel to see if they can make the RA meeting.
03.03.06	Pete D.	Working		Pete Doa will check with Linda George to see if she can make the RA meeting.
03.03.07	Gerry	Working	3/13/03	Gerry will revise the CAMP and send to Arturo by March 12 th or 13th, 2003.
03.03.08	Arturo	Working	3/13/03	Arturo will draft a letter and email to EPA and FDEP regarding the revised CAMP dates.

**CSS Panama City Partnering Team Parking Lot
Updated March 11, 2003**

Parking Lot No.	Parking Lot Issue
1	

There were no new parking lot issues.

New Action Items

1. Tracie will contact Hugo Ochoa to see if he can attend the RFI Meeting.
2. Dan will respond to RFI comments by March 17, 2003.
3. TtNUS will send out response to comments on the Risk Assessment to the Team by March 17, 2003.
4. Jamie and Gerry will check on accommodations for the next partnering meeting.
5. Phil will check with Navy RA personnel to see if they can make the RA meeting.
6. Pete Doa will check with Linda George to see if she can make the RA meeting.
7. Gerry will revise the CAMP and send to Arturo by March 12th or 13th, 2003.
8. Arturo will draft a letter and email to EPA and FDEP regarding the revised CAMP dates.

Summary of Consensus Items

1. Approval of February 6, 2003 meeting minutes.
2. TtNUS will move out the Final RFI CAMP dates 120 days after the Draft RFI submittal.
3. The Draft Success Story was approved with comments incorporated. The Success Story will be forwarded to Tier II via Rich May.

**DRAFT AGENDA
CSS PANAMA CITY
Tallahassee, FL
April 22 and 23, 2003**

**Leader: Arturo McDonald
Scribe: Jamie
Timekeeper: Pete Doa**

March 11, 2003
CSS Panama City Partnering Team Minutes

 Item	Description	Presenter	Time	Category
1	Check-In/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/ Guests/ Review Ground Rules/ Action Item & Parking Lot Review/ Approve minutes	Arturo	1:00 – 1:30	Info
2	Agenda additions / modifications	Arturo	1:30 – 1:45	Info
3	HSWA Permit Update	Tracie/Arturo	1:45 – 2:15	Info
4	SWMU Risk Assessment discussion		2:15 – 3:45	Info
5	Break	All	3:45 – 4:00	Refresh
6	Tier II Update	Rich	4:00 – 4:15	Info
7	Environmental Indicators / Air Quality	Pete D.	4:15 – 4:45	Info
8	1 st Day Closeout – agenda modification and +/- list	Arturo	4:45 – 5:00	Planning

 Item	Description	Presenter	Time	Category
9	2nd Day Check-In/Opening Remarks	Arturo	8:00 – 8:15	Info
10	Contractor's Update	Gerry	8:15 – 8:45	Info
11	Partnering Training	Pete P.	8:45 – 9:45	Required
12	Break	All	9:45 – 10:00	Refresh
13	Success Story Update	Gerry	10:00 – 10:15	Required
14	OU 1 Update	Dan	10:15 – 11:15	Info
15	Meeting Closeout – review action items/next agenda/+/-/consensus/facilitator eval.	Arturo	11:15 - 12:00	Required