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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 4 AUGUST 2004 CSS
PANAMA CITY FL
8/4/2004
TETRA TECH

Final Meeting Minutes
Naval Support Activity Panama City
Panama City, FL
August 4, 2004

MEMBERS PRESENT:

Jeff Adams	SOUTHDIV	Dan Waddill	SOUTHDIV
Pete Dao	USEPA - Leader	Gerry Walker	TtNUS
Arturo McDonald	NSA PC	Rich May	TtNUS - Tier II
Tracie Vaught	FDEP	Pete Paznokas	ICLD - Facilitator
		Betsy Voss	TtNUS - Scribe

Guests: Byas Glover - SOUTHDIV
Carl Loop - SOUTHDIV
Paul Calligan - TtNUS
Lt. O'Sullivan - Navy
Bob Johnson - Navy

Absent: Mike Clayton - NSA PC

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

Team had check in and introduced new members and visitors. Carl Loop was present to turn his responsibilities as the UST manager over to Byas Glover. Mike Clayton was not able to attend due to an issue on base. Arturo will have Mike's proxy. Tracie updated Team with news that FDEP is working on wording to be included in the new global RBCA that neighboring landowners must be informed of contamination in a timely manner. Team reviewed ground rules and action items.

Consensus #1 – The NSA Panama City Partnering Team Meeting Minutes from the February 19, 2004 meeting were approved by Team.

Once Paul Calligan arrives at meeting, agenda will be moved up to discuss the Petroleum update.

2. Team and New Member Expectations - Pete P.

Pete Paznokas led the team in a new member expectations exercise. Jeff Adams will be replacing Phil McGinnis' position on Team. Team relayed their expectations to him. Communications seemed to be the key issue. Jeff expects professionalism and respect from the Team as well.

3. Trident Probe/AOC 1 - Dan

Trident Probe will be out next week for about two weeks. It should be useful because it can identify where groundwater is discharging to tell if it is clean or not. It also measures salt and temperature differences. Dan believes it will be a great demo for them and help the base as well. Pete P. asked if Dan had ever seen the process himself. He had not.

4. Environmental Indicators - Dan

EPA has signed and approved everything with a "yes".

Action Item #1: Tracie will discuss EI situation with Jim Crane by August 31 to see if he has any issues.

5. Break

6. TtNUS Field Work Update - Gerry

TtNUS has sent out the sampling analysis plan. FDEP has approved, but EPA has not responded yet. Sampling was completed in June. Tracie asked if 95% UCL was going to be used in the evaluation of data. Dan responded with a maybe.

Action Item #2: Tracie will send the UCL guidance to Dan by August 31.

Gerry indicated that at SWMU 3, sediment samples were collected from the previous location of the aroclor exceedance and at five locations stepped out 10 feet from the original exceedance location. All of the samples contained detected concentrations of aroclor. However the data has not been evaluated or compared to standards. TtNUS is only completing the fieldwork portion of the investigation; SOUTHDIR will evaluate the data and write the RFI addendum.

TtNUS sampled fill material at SWMU 10, but Gerry hasn't looked into the data yet.

Action Item #3: Arturo to find out by August 31 if the well at SWMU 9 may be cut down or have to be abandoned.

7. Camp/SCAP Update - Jeff

Team discussed dates to see if they are still feasible. AOC1, SWMU 2, SWMU 9 and SWMU 10 are on schedule. Dates for SWMU 3 were all moved out a year. Gerry will update the CAMP and send out to Team.

Consensus #2: Team agrees to move dates for SWMU 3 out a year on the CAMP.

Action Item #4: Gerry will email SWMU 3 analytical data August 5 to Tracie who will track down Hugo for his comments.

8. Petroleum Update - Carl

There are currently four active UST sites at the base. Carl began the discussion with UST site 325 and 278 and passed out an analytical summary and site map for site 325. Carl discussed the situation of the SVE lines to the site and indicated that they may have been too deep. He also distributed a handout of recommendations completed by CH2MHill. Carl then discussed Site 278 and indicated there was a report of a light sheen on the water at the site.

Paul passed out a handout discussing AOC 2 and Site G300. He presented a slide show of the UST program status update.

9. Lunch

10. Training – Negotiation Skills (Part II) - Pete P.

Pete passed out a handout to go along with his Power Point presentation on negotiating skills. Pete indicated that distributive negotiation is a compromising process; whereas integrative negotiation is a collaborating process. Team participated in a negotiation skills exercise to determine our individual level of abstract thinking and planning abilities.

11. Exit Strategy/Tier II Update – Gerry/Rich

Gerry passed out the latest version of the NSA Panama City Exit Strategy. He added the IR sites to the top of the spreadsheet. Team decided to remove the AOC 2 from the IR portion of the spreadsheet. NFA dates for the UST sites were moved to the Projected NFA Date column. Dan suggested the information in the Exit Strategy column be reworded for UST G300.

Action Item #5: Gerry will send the updated Exit Strategy to Carl and Byas with the Navy for review and update for the CTC and the projected NFA dates, then he'll forward it to Tier II by August 31.

Rich hit the high points of Tier II's last meeting:

- Tier II is looking forward to finishing up the Exit Strategy at their next meeting scheduled for the middle of September.
- The re-organization at Southdiv is affecting both Tier I and Tier II.
- EPA is also reorganizing, specifically looking for a branch chief. Rich is hoping that Earl Boseman receives this position since he is familiar with partnering activities.
- NAS Whiting Field is working on their FFA.

12. Meeting Closeout – review action items, consensus items, +/-, next agenda

Pete D. announced that his participation with partnering will be slimmed down due to some of EPA's reorganization issues. He was not sure if he would be attending any future meetings but he wants to be kept informed. Pete did state that the Team no longer needs EPA concurrence on documents or reports.

Action Item #6: TtNUS will update the contact list to add Jeff and Byas and remove Carl.

Dan needs to change the date for the next partnering meeting in November to the 16th instead of the 18th with a half day on the 16th and a half day on the 17th.

Team scheduled the next teleconference for October 22nd at 10:30 EST.

Meeting critique

Plus

- Good meeting
- Jeff meeting with Gerry for a site visit
- Pete a good leader
- Offsite meeting
- Good central location
- Good participation from guests
- Paul's presentation
- Jeff joining Team
- Good presentations
- Good meeting room
- Good accommodations
- Flexible agenda
- Individuals recognized action items
- Good team dynamics
- Good communication
- Trust
- Stayed focused on technical discussions

Delta

- Dan didn't get to see coastal monitoring
- Mike's absence
- meeting room warm after lunch
- Pete Dao leaving

- Electronic support

Action Items
NSA Panama City Partnering Team
Updated August 4, 2004

Action Item No.	Responsible Party	Status	Due Date	Action Item
Action Items from February 19, 2004 Meeting				
04.02.01	Arturo	Completed		Arturo to confirm or deny the presence of a coal fired power plant on base by next meeting.
04.02.02	Dan	Completed	3/19/04	Dan to scan site aerial map of SWMU 2 and send to Gerry by March 19.
04.02.03	Gerry	Completed		TtNUS will send out a revised CAMP schedule with the draft meeting minutes. The changes will address the draft CMS dates for AOC 1, SWMU 9 and SWMU 10.
Action Items from June 17 Teleconference				
04.06.01	Phil	Completed		Phil will send an electronic copy of the Statement of Basis for SWMU 10 to Tracie
04.06.02	TtNUS	Completed		TtNUS will look into scheduling a hotel and conference room for August meeting and report back to Team
04.06.03	Gerry	Completed		Gerry will send the updated Exit Strategy to Team a week before the August meeting
New Action Items from August 4, 2004 Meeting				
04.08.01	Tracie		8/31/04	Tracie will discuss EI situation with Jim Crane by August 31 to see if he has any issues.
04.08.02	Tracie		8/31/04	Tracie will send the UCL guidance to Dan by August 31.
04.08.03	Arturo		8/31/04	Arturo to find out by August 31 if the well at SWMU 9 may be cut down or have to be abandoned.
04.08.04	Gerry		8/5/04	Gerry will email SWMU 3 analytical data August 5 to Tracie who will track down Hugo for his comments.
04.08.05	Gerry		8/31/04	Gerry will send the updated Exit Strategy to Carl and Byas with the Navy for review and update for the CTC and the projected NFA dates, then he'll forward it to Tier II by August 31.
04.08.06	TtNUS			TtNUS will update the contact list to add Jeff and Byas and remove Carl.

NSA Panama City Partnering Team Consensus Items

Consensus Item No.	Consensus Item
1	The NSA Panama City Partnering Team Meeting Minutes from the February 19, 2004 meeting were approved by Team.
2	Team agrees to move dates for SWMU 3 out a year on the CAMP.

NSA Panama City Partnering Team Parking Lot

Parking Lot No.	Parking Lot Issue

Parking Lot No.	Parking Lot Issue
	None for August

**PARTNERING MEETING AGENDA
NSA PANAMA CITY
Tallahassee, FL
November 16 & 17, 2004**

**Leader: Arturo McDonald
Scribe: Betsy Voss
Timekeeper: Mike Clayton**

	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/Agenda changes	Arturo	1:00 – 2:00	Info
	2	RFI Addendum Update	Dan	2:00 – 2:30	Info
	3	Trident Probe/AOC 1	Dan	2:30 – 2:45	Info
	4	Break	All	2:45 – 3:00	needed
	5	Camp/SCAP Update	Jeff	3:00 – 3:15	Info
	6	Petroleum Update	Paul	3:15 – 4:15	Info
	7	1st Day Meeting Closeout – review action items, consensus items, review agenda for day 2	Arturo	4:15 – 4:45	Info

**Panama City Partnering Meeting
Second Day**

	Item	Description	Presenter	Time	Category
	8	2nd Day Check In/Opening Remarks	Arturo	9:00 – 9:15	Info
	9	Training	Pete P.	9:15 – 10:15	Training
	10	Break	All	10:15 – 10:30	Needed
	11	Tier II Update	Rich	10:30 – 10:45	Info
	12	2nd Day Meeting Closeout – review action items, consensus items, +/-, next agenda	Arturo	10:45 – 11:15	Info

Meeting Schedule

- October 22, 2004 - Teleconference – 10:30 EST
- November 16 & 17, 2004 – Tallahassee – Nov 16: 1 to 4:45
Nov 17: 9 to 11:15