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NSA PANAMA CITY
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AGENDA FOR PARTNERING TEAM MEETING DATED 26 JULY 2006 CSS PANAMA CITY FL

7/26/2006
TETRA TECH

**PARTNERING MEETING AGENDA
NSA PANAMA CITY
Panama City, FL
July 26, 2006**

**Leader: Mike Clayton
Scribe: Betsy Voss
Timekeeper: Tracie Bolanos**

 Item	Description	Presenter	Time	Category
1	Site Tour	All	9:00 – 11:00	Info
2	Check-In/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/ Guests/ Review Ground Rules/ Action Item & Parking Lot Review/ Approve minutes/Agenda changes	Mike	11:00 – 12:00	Info
3	Lunch	All	12:00 – 1:00	Needed
4	Facilitator Training	Pete	1:00 – 2:00	Info
5	Break	All	2:00 – 2:15	Needed
6	Petroleum Update	Larry	2:15 – 2:45	Info
7	Camp/Exit Strategy Update	Gerry/Bill	2:45 – 3:15	Info
8	Tier II Update	Rich	3:15 – 3:30	Info
9	Break	All	3:30 – 3:45	Needed
10	Statement of Basis Update	Bill	3:45 – 4:00	Info
11	Facility/MILCON Update	Arturo	4:00 – 4:15	Info
12	SWMU 2 Update	Gerry/Dan	4:15 – 4:45	Info
13	Meeting Closeout – review action items, consensus items, +/-, next agenda	Mike	4:45 – 5:15	Info

Meeting Schedule
September 13, 2006

Draft Meeting Minutes
Naval Support Activity Panama City
Panama City, FL
July 26, 2006

MEMBERS PRESENT:

Tracie Bolanos	FDEP – Timekeeper	Rich May	TtNUS – Tier II
Mike Clayton	NSA PC – Leader	Pete Paznokas	TME - Facilitator
Bill Gates	NAVFAC SE	Larry Smith	TtNUS – UST Adjunct
Tom Johnston	TtNUS	Betsy Voss	TtNUS - Scribe
Arturo McDonald	NSA PC		
Gerry Walker	TtNUS		

MEMBERS VIA PHONE:

Dan Waddill NAVFAC SE

GUESTS:

Mike Jaynes TtNUS

1. Site Tour

The Team took a two hour tour of the Facility to get Tom and Bill acquainted with the various sites. Gerry and Larry pointed out the different locations of the sites and monitoring wells and gave a brief update of each.

2. 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 reviewed ground rules and action items. Gerry brought up the idea as to whether a contractor UST RPM needs to be a Partnering Team member. Following the discussion, the Team determined the consensus item below.

Consensus #1: Larry Smith will act as an adjunct member for the NSA Panama City Partnering Team as the UST representative.

Consensus #2: The NSA Panama City Partnering Team Meeting Minutes from the June 1, 2006 teleconference meeting were approved by Team.

Action Item #1: Tom and Bill will discuss verbiage for an email regarding writing a permit mod instead of a SOB at SWMU 9 and give to Tracie to send to John Griffin at FDEP. – **completed with Tracie during the meeting.**

3. Lunch

4. Petroleum Update – Larry/Mike J.

Dan joined the meeting via the phone. This will be his last NSA Panama City Partnering meeting. He has been moved to the NAVFAC office in Norfolk, VA.

Larry provided an AOC 2 project summary with recommendations for an AOC 2 RAP. He began with the construction of tanks and descriptions and then removal of these resources. This was followed by an investigative history of AOC 2. AOC 2 has evolved into an area including the former location of a 420,000 gallon AST 11, UST 12 and 13 and various pump houses and subsurface piping. Recommended remedial activities include: 1) provide a RAP which will include evaluation of remedial alternatives, 2) the most likely of which will be excavation of a mapped free product area with 3) confirmatory soil sampling during the excavation including TRPH speciation and SPLP analysis followed by, 4) monitoring groundwater requiring replacement of monitoring wells destroyed by recent construction, and implementing a NAM plan until the site is deemed acceptable for LUCs.

Tracie questioned LUCs involving a plume over ¼ acre in size and adjacent to a surface water body. She suggested monitoring of the site over a period of a year may allow implementation of LUCs later.

5. Break

6. SWMU 2 Update – Gerry/Dan

TtNUS sent their response to comments to FDEP in May 2006. Tracie has not heard back from the University of Florida, so she is going to go ahead and review the responses herself. Tracie said there are not enough places for Florida UCL determination. The discussion was tabled until a meeting next week between Tracie and Gerry to discuss the TtNUS response to comments. Tracie read the Florida aquifer classification requirements to the group and all agreed that the GW at SWMU 2 may be classified as poor quality based on available data.

Action Item #2: Gerry will find out how many remaining arsenic concentrations there are after soil removal at SWMU 2 and discuss with Tracie on August 2, 2006.

Action Item #3: Tracie will find out if there is a TDS number that is applicable to poor quality groundwater criteria.

Action Item #4: Bill will send Tracie a revised workplan after hearing the results of Tracie and Gerry's discussion regarding the remaining arsenic concentrations at SWMU 2.

Action Item #5: Dan will finalize the RFI addendum for SWMU 9 by August 30, 2006.

There was some discussion about the utility of a solar powered drum sluper for slurping LNAPL from the top of the water table with little maintenance at the G300 area. If this is not implemented at the G300 area, then FDEP may require a demonstration of Technical Impracticability from the Navy. TtNUS will check with Steve Bivone at CH2MHill about his experience with using this drum at Key West.

7. Break

8. Facilitator Training – Pete

Pete gave a presentation entitled "Touching All Bases", comparing a Partnering Team to a baseball team and partnering to baseball. Like baseball, Partnering Teams have different positions, different schedules, different opinions and different skills. He presented the different "bases" of Partnering as the following: first base – respect, second base – trust, third base – commitment and home plate as mission, vision, direction and guidance of the Team.

9. CAMP/Exit Strategy Update – Gerry/Bill

Gerry passed out a handout of the current CAMP. Bill asked the Team what the difference is between the CAMP and the Exit Strategy. The CAMP is a regulatory (FDEP) requirement that needs to be submitted each time there is a change to the schedule. Tom needs to see the SOB comments from Tracie for SWMU 10 and AOC 1.

Action Item #6: Arturo will look to see if he has copies of the SOB comments for SWMU 10 and AOC 1 and if not, then Bill will check with Dan or Tracie by August 4, 2006. – **Action completed by Arturo and Tracie confirmed that she had approved the SOB with indicated changes as submitted by Arturo.**

Tom mentioned that he and Bill had discussed rearranging the format for the SOB reports. The first change would be to separate SWMU 10 and AOC 1 into two separate reports for the purpose of one not holding the other one up. The second recommendation was to move some sections around, namely placing the supposed remedy toward the end of the report as opposed to it being upfront. Tracie concurs that this change is fine with her. Rich suggested to Bill that he speak with Adrian and/or Robbie concerning Mayport's strategy for their Exit Strategy.

New dates were posted to the CAMP and Exit Strategy, however the Team was rushed for time and did not fully complete the review and update. Copies of the updated CAMP and Exit Strategy are attached.

Action Item #7: Bill will get with Adrian and/or Robbie in Charleston to discuss Mayport's strategy regarding the column labeling and dates on the Exit Strategy by August 15, 2006.

10. Tier II Update - Rich

NAVFAC is still reorganizing and PMs are still getting situated. Next meeting is in two weeks in Orlando.

11. Facility/MILCON Update - Arturo

Arturo gave a status report on AOC 2. The building will be finished before any more monitoring wells go in. The asphalt will only be about an inch and a half deep, so it shouldn't be too much trouble to remove when inserting the additional wells.

12. Meeting Closeout

Betsy reviewed the current action items and consensus items. The Team agreed that more time is needed on the next agenda for discussing the CAMP and Exit Strategy, so an extra hour was added. The next meeting is scheduled for a one day meeting on September 13, 2006 in the Tetra Tech NUS Tallahassee office. A future meeting was also scheduled for January 17, 2007 with a location to be determined later. Best wishes for given to Gerry. This is his last NSA Panama City Partnering meeting. He has transitioned his responsibility over to Tom who is from the Tetra Tech NUS Pittsburgh office. The Team discussed their expectations for Bill and Tom, the two new members joining the Partnering Team. Pete and the Team gave their critique of the meeting.

Meeting critique

Plus

- Tom joining Team
- Bill joining Team
- new blood will freshen Team
- Gerry helping Tom transition
- Betsy staying on
- Bill looking forward to working with FL sites
- site tour and Gerry's maps
- great lengthy discussions on agenda

Delta

- Gerry leaving Team
- Dan leaving Team
- Jeff leaving Team
- hard on PC guys to meet at PC Facility
- needed more time on agenda
- data not given out days before meeting

Pete's feedback for the Team:

- Gerry great support
- Mike great leader
- Humor
- Betsy good scribe
- Meeting room a little warm
- New Team members will be a great addition
- Needed more time for the Exit Strategy

Action Items
NSA Panama City Partnering Team
Updated July 26, 2006

Action Item No.	Responsible Party	Status	Due Date	Action Item
Action Items from September 14, 2005 Meeting				
05.09.01	Jeff	Completed	9/23/05	Jeff will send Tracie a table of sites and their status in relation to HSWP permit mod by 9/23/05.
05.09.02	Gerry/Jeff	Completed		Gerry and Jeff will get together to update the Exit Strategy to include NFA information based on the permit mod.
05.09.03	Dan	Working	9/19/05	Dan will email Tracie a revised RFI Addendum for SWMU 3 and SWMU 9 by 9/19/05 – waiting on Final RFI.
05.09.04	TtNUS	Completed		TtNUS will attach a revised Camp to the September draft meeting minutes.
05.09.05	Gerry	Completed	9/20/05	Gerry will set up a conference call for Tuesday, September 20 at 10:00 to discuss AOC 2 remediation plan with Jeff, Arturo, Paul, Nick and Dan.
05.09.06	Gerry	Completed	9/23/05	Gerry will update the summary page sheet on the Exit Strategy by 9/23/05 to include all NFA sites and all active sites.
05.09.07	TtNUS	Completed	9/30/05	TtNUS will get with Jeff to update dates on the Exit Strategy by 9/30/05.
05.09.08		Completed	2/8/06	SouthDiv, NSA PC and TtNUS will discuss the options for the MW with benzene at SWMU 2 and share with Team at next meeting.
Action Items from February 22, 2006 Meeting				
06.02.01	Jeff	Completed	10/30/06	The Navy is to award HSWA Permit Modification to TtNUS by this fiscal year.
06.02.02	Jeff	Completed	02/24/06	Jeff will check the renewal date for the PC RCRA Permit.
06.02.03	Jeff	Completed	03/03/06	Jeff will coordinate with OHC and TtNUS regarding LTM at SWMU 10/AOC.
06.02.04	Jeff	Completed	04/30/06	SWMU 9 and 3 need Draft SOB's
06.02.05	Dan	Completed	04/01/06	Need to explore justification that the surface water will not be impacted at SWMU 2 GW
Action items from April 18, 2006 Meeting				
06.04.01	Larry	Completed		Larry will call Jeff to discuss site history and proposal to clean up Site G300, and then request an NFA with controls from FDEP, or explore other options if this is not possible.
06.04.02	Tracie	Completed		Tracie will research to see if 95% UCL can be used on the previously removed soil pile at AOC2.
06.04.03	Jeff	Completed		Jeff will check with Brian at WRS to identify what the sampling protocol was at AOC2.
New Action Items from July 26, 2006 Meeting				
06.07.01	Tom/Bill	Completed		Tom and Bill will discuss verbiage for an email regarding writing a permit mod instead of a SOB at SWMU 9 and

Action Item No.	Responsible Party	Status	Due Date	Action Item
				give to Tracie to send to John Griffin at FDEP. – completed during meeting.
06.07.02	Gerry		08/02/06	Gerry will find out how many remaining arsenic concentrations there are after soil removal at SWMU 2 and discuss with Tracie on August 2, 2006.
06.07.03	Tracie			Tracie will find out if there is a TDS number that is applicable to poor quality groundwater criteria.
06.07.04	Bill			Bill will send Tracie a revised workplan after hearing the results of Tracie and Gerry's discussion regarding the remaining arsenic concentrations at SWMU 2.
06.07.05	Dan		08/30/06	Dan will finalize the RFI addendum for SWMU 9 by August 30, 2006.
06.07.06	Arturo	Completed	08/04/06	Arturo will look to see if he has copies of the SOB comments for SWMU 10 and AOC 1 and if not, then Bill will check with Dan or Tracie by August 4, 2006. – Action completed by Arturo and Tracie confirmed that she had approved the SOB with indicated changes as submitted by Arturo.
06.07.07	Bill		08/15/06	Bill will get with Adrian and/or Robbie in Charleston to discuss Mayport's strategy regarding the column labeling and dates on the Exit Strategy by August 15, 2006.

NSA Panama City Partnering Team Consensus Items

Consensus Item No.	Consensus Item
1	Larry Smith will act as an adjunct member for the Panama City Partnering Team as the UST representative.
2	The NSA Panama City Partnering Team Meeting Minutes from the June 1, 2006 teleconference meeting were approved by Team.

NSA Panama City Partnering Team Parking Lot

Parking Lot No.	Parking Lot Issue
1	The date changes in the CAMP need to be included in the Exit Strategy with an explanation of why the changes were made
2	Check/add UST Exit Strategy dates this afternoon

**PARTNERING MEETING AGENDA
NSA PANAMA CITY
Tallahassee, FL
September 13, 2006**

Leader: Bill Gates
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	Bill	8:30 – 9:30	Info
	2	Facilitator Training	Pete	9:30 – 10:30	Info
	3	Break	All	10:30 – 10:45	Needed
	4	Statement of Basis Update	Tom	10:45 – 11:00	Info
	5	SWMU 2 Update	Tom	11:00 – 11:30	Info
	6	Tier II Update	Rich	11:30 – 11:45	Info
	7	Lunch	All	11:45 – 1:00	Needed
	8	Petroleum Update – AOC 2, G300	Larry	1:00 – 1:45	Info
	9	CAMP/Exit Strategy Update	Tom	1:45 – 3:15	Info
	10	Break	All	3:15 – 3:30	Needed
	11	Facility/MILCON Update	Arturo	3:30 – 3:45	Info
	12	Meeting Closeout – review action items, consensus items, +/-, next agenda	Bill	3:45 – 4:15	Info

Meeting Schedule
 January 17, 2007 – TBD