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FINAL MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 15 DECEMBER
2010 CSS PANAMA CITY FL
12/15/2010
TETRA TECH

**PARTNERING MEETING AGENDA
NSA PANAMA CITY
December 15, 2010
PANAMA CITY (ST. ANDREW STATE PARK), FLORIDA**

**Leader: John Winters
Scribe: Juanita Sapp
Timekeeper: Michael Clayton
Guests: Rico Latham**

	Item	Description	Presenter	Time (Eastern)	Category
	1	Check-In/ Introductions/ New Members/ Opening Remarks/ Head Count and Proxies/ Guests/	John W.	10:00 – 10:30	Info
	2	Action Item & Parking Lot Review/ Approve minutes/Agenda changes/ Review Team Charter/ Ground Rules	John W.	10:30 – 10:50	Info
	3	Building 278 Update	John S./Larry/JW	10:50 – 10:55	Status
	4	Building 325 Update	John S./Larry	10:55 – 11:20	Status
	5	G300 update and path forward	Rico/Larry	11:20 – 11:40	Status
	6	AOC 2 update and path forward	John S./Larry	11:40 – 11:55	Status
		Lunch	All	11:55 – 1:15	Hungry!
	7	Training	Facilitator/Pat	1:15 – 2:05	Educational
		Break	All	2:05 – 2:20	Whew
	8	South Dock update and path forward	John S./Amy	2:20 – 2:40	Status
	9	Naval Reserve Center in Tallahassee	John S./Larry	2:40 – 2:55	Status
	10	SMWU 10/AOC 1 GW LTM update and free product detected at AOC 1	John S./Tom	2:55 – 3:05	Status
	11	Tier II Update	Rich	3:05 – 3:15	Info
		Break	All	3:15 – 3:25	Needed
	12	CAMP/Exit Strategy Review/Petroleum Sites SMP	John S./Tom/JW	3:25 – 3:45	Concur
	13	Meeting Closeout – review action items, consensus items, +/-, next agenda	John W.	3:45 – 4:00	Info

Next Meeting's Leader and Time Keeper are?

**FINAL
PARTNERING MEETING MINUTES
NSA PANAMA CITY
December 15, 2010**

To: NAS Panama City Partnering Team
From: Juanita Sapp
Subject: December 2010 Meeting Minutes
Date: December 15, 2010
Team Members Present: Pat Franklin - Facilitator
Arturo McDonald (NSA PC) – Timekeeper proxy for Mike Clayton
Tom Johnston (TtNUS) call in
Erico Latham (NAVFAC SE RPM)
Richard Lee (NSA PC)
Rich May (TtNUS)
Juanita Sapp (TtNUS) - Scribe
John Schoolfield (NAVFAC SE)
Larry Smith (TtNUS)
John Winters (FDEP) Leader

1. Check-In/Introductions/New Members/Opening Remarks/Head Count and Proxies/Guests

John Winters began the meeting with each meeting attendee providing a brief personal update including highlights from the past year.

Mike Clayton and Tom Johnston were unable to attend this partnering meeting. Tom Johnston was able to participate for a portion via teleconference. Arturo McDonald served as Mike Clayton's proxy.

2. Action Items & Parking Lot Review/Approve minutes/Agenda Changes/Review Team Charter/Ground Rules

The Team Partnering Charter was read aloud and discussed. The Team then reviewed consensus items, and updated the Action Item List. The updated Action Item List is attached to these minutes. All Action Items from the September 2010 meeting were discussed. Completed and ongoing Action Items were noted.

The team agreed to add Building 98 and the Dredge Spoil area to the agenda items to be discussed later in the meeting.

John Winters suggested being more inclusive with sites by going over action items, Path Forward, CAMP and Exit Strategy of individual sites at the end of the discussion for that site as opposed to having the exit strategy as a line item.

All members gave thumbs up for this change.

The team discussed not including items in the official CAMP that are not required. Theoretically, the Exit strategy is designed to track everything we have to do, when we plan to do it, and when did we get it done. Once a site goes NFA, it can be removed from the CAMP. All petroleum sites stay on the petroleum's CAMP because they are documented in the SMP, we place closure dates on the SMP. They don't come off the Petroleum exit strategy. They do come off req page and go to NFA. They should be either on the exit strategy or the CAMP.

Rich May said the Exit Strategy has always been designed to show what is left to do. When the page is blank, the project is done. If there are compliance issues the partnering team does not deal with those.

The Tallahassee Naval Reserve facility needs to be put on the exit strategy. Building 98 needs to be included in the CAMP. Building 98 could go on the CAMP, it is currently NFA, probably when we redo permit at some future point, it will be removed from NFA, hopefully it will be completed and we won't need to remove it. Building 98 needs to be on the Exit Strategy.

The Team reviewed the minutes from the September 2010 meeting. Richard Lee had a question about the amount of free product on Page 3 of 12, G300, the first sentence of second paragraph which states there is 1.5 ft of free product in Jan 13, 2010. This was correct.

The September 2010 meeting minutes were approved with no changes.

3. Site 278 update

John Winters reviewed the SRCO, requested Larry revise a comment about chlorinated solvents being found there. Problem was resolved so text does not indicate chlorinated solvents are present. John said the SRCO would be signed before Christmas.

John Winters will send concurrence letter with SRCO that is signed saying everything is approved and site will be closed. When it is completed the exit strategy will be updated.

3.A Exit Strategy Discussion

EXIT Strategy - Dates for AOC 2 should be filled in for Exit Strategy many could be found on the CAMP. There was discussion as to which dates could be accurately transferred relative to meanings and intent of dates beneath various columns. Is a RAP date the completion of a RAP or an initial effort of the RAP? AOC2 has completed study of groundwater with 4 quarters of sampling showing clean groundwater but soil still requires work. So, does that produce one RAP date? Tier II only wants real IR? sites in the CAMP. But AOC 2 is already in the CAMP. John W. says he will investigate within FDEP to see if they have ideas about how data should be entered in the CAMP, what qualifies.

Possibly only SMP primary documents should be in the CAMP. We need to be aware that certain entries may constrain the Navy later relative to enforceable due dates. The petroleum SMP for FDEP should have similar items to the CAMP.

We need to have better definitions of our terms. We need to explain in the comments where we have incomplete actions as an example AOC 2 RAP was performed relative to the excavation but the soil was not cleaned up over the entire site.

John W. said he would review the Tables and try to enter the relevant data for site under the appropriate column as well as define terms.

Action Item:

A-1210-01	John Winters TtNUS	John Winters will fill in missing dates for petroleum sites in Exit Strategy spreadsheet for Building 278
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The Exit Strategy should have a RAP completion dates. The current date looks like it implies RAP document columns with – NAVY has RIP dates tracking milestone for the NAVY. Need guidance was to what RIP means for back page and front page.

Rich May said about a year ago there was guidance from Tier II defining to what exit strategy page looks like.

Parking Lot Item: Tier II has been chartered with defining and including in the Exit Strategy what each agency defines as most important. Theoretically Jim and Eric should be bringing to the next Tier II meeting an example of what the petroleum exit strategy should look like. The NAVY and EPA would provide their input. John Winters said the question is would it help John S. and Mike Davenport produce the petroleum SMP. Rich May said there is a discussion going on in Jacksonville concerning where responsibility should reside, with Mike Davenport or Enrico Latham’s group. Rich May said theoretically everyone should be trying to fill in the blanks. Do not give up on filling in the dates.

There should be SAR dates for all petroleum sites. There are reports out there, we need to do research and enter the dates. We need to update the definitions on petroleum page of the Exit Strategy.

4. Site 325 Update

John Winters did not approve the last Site 325 report but did see the analytical results and there are still contaminants present in groundwater. John Schoolfield said we need to find the source contributing the contamination. John S. needs to work on scope of work to further investigation. Do we want to stop sampling groundwater? We may need to only sample annually until additional funding is available, and a continue to discuss a reasonable path forward to investigate the source of the GW exceedances. The Team may consider doing a Land Use Control Implementation Plan and sample once every two years. Make sure nothing is changing every one or two years.

It is between John S. and the facility to determine whether go to a LUCIP or something else. Larry would evaluate what a LUCIP might consist of or whether to remediate. The path forward still needs to be discussed. Same columns for Site 325 need to be filled in on the Exit Strategy with dates as with Site 278.

5. G300 Update and path forward

A final annual report was submitted with recommendations to FDEP. Larry is going to update the report based on using corrective management implementation plan format. Path forward is going to be LUCIP, which John W. says fits the situation better than a SRCR. A section will be added to the Appendices that will define the future plan and processes. The site will be closed but will not have a closure order. Exit strategy fill in dates, recommendation – will change

6. AOC2 update and possible path forward

Larry projected maps of AOC2 with potential sample points for consideration. These points are located where soil contamination was detected previously. These areas of contamination were defined based on samples collected 8-10 yrs ago. In 2007 an area was excavated by CH₂M Hill where free product had been detected previously. The projected map showed areas where soil exceeded FDEP criteria. Soil in these areas may need to be re-sampled to determine if digging and construction activities since the late eighties have had an impact on the soils that have reduced contaminant concentrations. Previous soil sampling showed contamination from 0-4. below land surface. This area needs to be re-assessed. The sampling plan will be designed to limit/reduce the area of the LUC.

There were no groundwater samples collected at AOC2 that exceeded FDEP criteria during 4 quarters of sampling. The goal is to limit the aerial extent and depth of soil impacted by the LUC.

7. Training

Pat Franklin provided a presentation on Decision Making and how to make better decisions. Each of the Team members were presented with the main factors of affective decision making. The goal of this exercise was to help Team members understand the types of people they partner with and how to better communicate and make decisions, which can be beneficial during Team meetings in resolving issues, making proposals, etc

8. South Dock update and path forward

Only pipelines connect AOC2 and South Dock. Soil data proving an uncontaminated northern boundary for South Dock has not been developed. Larry provided a map generated during the dock reconstruction showing areas of contamination. Superimposed were points where soil samples could be required to define the northern limit of a possible the South Dock LUC area. Pipelines between the South Dock and AOC2 area may have leaked in the past and there may be a linear pattern of contamination along the buried pipelines between the two sites.

Sampling between the South Dock and AOC2 will be necessary to define the northern South Dock LUC limits. Questions to consider are: Have enough sampling points been depicted and are they in the right places? Where are the buried gas lines? Are the gas lines possible contaminant sources?

After the presentation John Winters went over CAMP and Exit strategy. John suggested adding additional soil assessment to the Exit strategy. Rich indicated Tier II only wants real sites to be

in the CAMP. Tom said it is confusing determining who makes decisions on which sites go into the CAMP, also about what needs to be in CAMP. Certain documents and due dates go into the SMP, other things need to be in the CAMP.

Primary document should be reviewed and dates extracted for placement in either the CAMP or Exit Strategy. Otherwise documents and site progression can't be tracked. There should be certain specific documents listed in exit strategy, fairly similar in document types. The CAMP focuses on documents rather than activity. Remedial action completed should be RAP approval. An executed RAP, may not be executed to the 100% stage relative to the completion of a project but this does not necessarily mean that that column was completed. We need more information captured in CAMP. Arturo suggested that inspection/audit be added to the CAMP. The document would not be in compliance. RAP is the design; RIP Plan Date means projected date. Need more work under the exit strategy? Especially on the petroleum sites.

9. SMWU 10

Tom Johnston summarized the monitoring for AOC and SMWU 10. Collected free product thickness data in January, 2010 and used those data to refine the groundwater LTM and free product thickness monitoring program for AOC 1 and SMWU 10. The refined program, designed in part to validate COCs and monitoring points by including an expanded list of chemicals and wells, was implemented in April 2010. Non-COCs were generally not detected with very few slight exceptions. The monitoring verified that wells closest to St. Andrew Bay were still not exhibiting GCTL exceedances. The thickest free product was observed at and around the contaminated soil area, primarily west of Building 399. This is consistent with the site history and previously collected field screening data as well as previously collected chemistry data. Subsequent free product thicknesses were measured at AOC 1; SWMU 10 wells do not exhibit free product. The overall recommendation for AOC 1 and SMWU 10, which will appear in the monitoring report for 2010, will be to reduce the analyte list and well list for AOC 1 and possibly to discontinue monitoring at SWMU 10. LUC boundaries may also have to be changed.

Soil was remediated at Building 98 but not completely. Groundwater sampling indicated that there was contamination upgradient of Building 98 so, given that Building 98 was removed from the petroleum program after the soil cleanup, it was included in AOC 1. Although a closure report was written, additional sampling and possible soil excavation would have to be done before the Building 98 area can be completely closed. Soil excavation could be done in conjunction with construction of the possible Littoral Warfare Center.

Tom Johnston indicated that all AOC and SMWU 10 monitoring data will be summarized in the 2010 monitoring report with site histories that describe how these sites got to their current status. Navy would be in a position in about a month to make recommendations. A copy of the Building 98 closure report will be included in the LTM report for AOC 1 and SMWU 10.

John Winters and Tom Johnston discussed the items in the CAMP. SMWU 10 is down to just groundwater monitoring. However, it seems that the final recommendation will be to discontinue monitoring because there is no apparent risk of contaminated groundwater

migrating to St. Andrew Bay at unacceptable levels. LUCS would remain. In the future, we need to be clearer on the environmental media that are being protected by LUCs, the COCs, what the LUC boundaries are, etc. This increased clarity will help when making future recommendations. Building 98 is an example of where additional clarity would have been beneficial.

10. Naval Reserve Tallahassee

John Schoolfield projected a map with image of a tank from 1960. The map depicted what appears to be spot where tank is may have been located. John Schoolfield projected another image from 1966 which did not show many changes to the site. The image from current time period shows locations John S. staked. John S. is still trying to get dig permits in place. John S. projected an image showing current buildings on property. Mobile office units are in use while renovations are being made to the main buildings on the property. John S. would like to know what utilities are located on the property. Additional information is needed on the sampling plan. Currently, there is no budget for any future work. John S. is not sure which way groundwater is flowing, he suggests a two phase approach.

11. Tier II Update

The Tier II team held a meeting in Orlando first week of December. The action item on this update was previously addressed in this meeting. There was discussion at the Tier II meeting about reorganization among RPM's. Clarification on this reorganization will be forthcoming. John Winters has picked up Avon Park. There was discussion about holding a combined Tier I and Tier II team meeting. Rich May will send out a list of the suggested topics for joint Tier meeting.

12. CAMP/Exit Strategy

CAMP and Exit Strategies were discussed throughout the meeting per the particular site as approved at the beginning of the meeting.

13. Meeting Closeout

The team began meeting closeout. Next partnering meeting March 10th.

14. Action Item Review

Open Action Items

Action Item #	Responsible Party	Status	Due Date	Action Item
A-1210-01	John Winters TtNUS	Ongoing		John Winters will fill in missing dates for petroleum sites in Exit Strategy spreadsheet for building 278
A-1210--02	Larry Smith, John Schoolfield John Winters			Larry Smith, John Schoolfield and John Winters will check to see if past FDEP comments were addressed for all sites.
A-1210-03	Larry Smith			Larry Smith to procure a newer aerial for site AOC2/Southdock.
A-1210-04	Rich May			Rich May will send out decision log spreadsheet to team.
A-0910-05	John Winters Tom Johnston			John Winters, Tom Johnston will work on CAMP to make a more useful document. John Winters will document definitions legend on CAMP.
A-0910-06	Rich May	12/17/10		Rich May will send out agenda suggestions for joint Tier I and Tier II meeting.
A-0910-07	Tom Johnston	12/15/10		Enrico needs from Tom Johnston the background metals for a meeting on 12/16.
A-0910-02	Larry Smith	Ongoing	11/30/10	Building 325: Larry to determine how to approach reviews what kinds of tests to be performed.
A-0910-03	Larry Smith	Ongoing	11/15/10	AOC2: email Path Forward
A-0610-09	Tom Johnston	Ongoing	7/16/10	Complete CAMP/Exit Strategy.

Completed Action Items

Action Item #	Responsible Party	Status	Due Date	Action Item
A-0910-01	John Winters	Completed	9/30/10	Building 278: Review SRCR
A-0910-04	Gus Campano	Completed	09/30/10	Gus Campano to send out training notes
A-0910-05	John Winters	Completed	9/30/10	Tier II: look at what needs to be in camp
A-0910-06	Tom Johnston	Completed	12/15/10	AOC1: Write up recommendations on monitoring plan.
A-0910-07	John Schoolfield	Completed	09/30/10	Navy Operations Support Center: John to draft sample work plan.
A-0910-08	Rich May	Completed	11/01/10	Put together Partnering Team Presentation for Tier II meeting
A-0910-09	Tom Johnston	Completed	11/15/10	CAMP updates (John Winters to see what needs to be in the CAMP before this is completed)
A-0610-02	Larry Smith	Completed	7/20/10	AOC2 – Develop CSM and proposal Strategy for AOC2.
A-0610-03	Larry Smith, Arturo MacDonald, and John Winters	Completed	8/6/10	South Dock – Provide environmental constraint boundary in CADD drawing for South Dock and submit to FDEP for concurrence.
A-0610-04	Tom Johnston	Completed	7/16/10	AOC1: Review data from AOC1 and bring proposal to the team for baling strategy, monitoring strategy, (wells, COCs, etc) and soil LUCs.
A-0610-06	John Schoolfield	Completed	8/30/10	Complete report on current softball field northwest of AOC1 (future BFQ location).
A-0610-11	John Schoolfield	Completed	9/30/10	Contract action to do groundwater sampling at NOSC UST removal site. Share scope/plan with partnering team.
A-0310-05	Larry Smith	Completed		South Dock Update and Path Forward - Produce a straw man CADD map of the LUCs for the team to review. **To be discussed today
A-1209-02	Tom Johnston & Larry Smith	Completed	12/15/10	Respond to FDEP comments (See previous meeting minutes for previous action items). This refers to comments/recommendations **See TJ for comments on action items. Respond to John Winters' comments regarding AOC1 *Combined w/ former A-08-09-07.
A-0809-07	Larry Smith and John Schoolfield	Completed	12/15/10	Respond to John Winters' comments regarding AOC1.

15. Develop Agenda for Next Meeting

Next Meeting: March 9th, 2011

Leader: Mike Clayton

Scribe: Juanita

Timekeeper: John Winters

Location: NASPC

January 2011 Meeting Agenda:

Description	Presenter	Time	Category/ Expectation
Minutes approval	Leader	15 min	Decision
Action item review/Parking Lot	Leader	15 min	Information
Building 278			
Building 325 Update			
G300 Update			
AOC2 update/path forward			
Naval Reserve Tallahassee			
Tier II update			
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	15 min	Planning

16. Meeting Closeout/+/ Δ Critique

+	Δ
<p>Meeting Room</p> <p>Good discussions</p> <p>Getting to know members</p> <p>Good opening discussion of all items</p> <p>Great to see everybody</p> <p>On way to solution to documenting and retrieving solutions (better methodology)</p> <p>Great Enrico was able to attend</p> <p>John Schoolfield likes having partnering at PC to combine with other work</p>	<p>Timekeeper</p> <p>Mike Clayton was unable to attend</p> <p>Tom Johnston was not available in person</p> <p>Optimistic agenda on time frames</p> <p>Time management</p> <p>Road construction</p>