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NSA PANAMA CITY
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MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 14 DECEMBER 2011
CSS PANAMA CITY FL
12/14/2011
TETRA TECH

**MEETING AGENDA
PARTNERING MEETING
NSA PANAMA CITY
14 DECEMBER, 2011**

Leader: Richard Lee
Timekeeper: Tread Kissam
Scribe: Libby Claggett
Location: St. Andrews Park Training Center, Panama City Beach

Attendees:

Pat Franklin	Facilitator	Mike Clayton	NSA Panama City
Libby Claggett	Tetra Tech (Scribe)	Tom Johnston	Tetra Tech
Tread Kissam	NAVFAC SE	Larry Smith	Tetra Tech
Richard Lee	NSA Panama City	John Winters	FDEP
Rich May	Tetra Tech, Tier II Link		

Guest:

MEETING AGENDA December 14, 2011			
Description ¹	Presenter	Time (Central)	Category/ Expectation
Check-In/Introductions/New Members/Opening Remarks/Head Count and Proxies/Guests	Richard	9:00 – 9:15	Decision
Action Items and Parking Lot Review/Minutes Approval/Agenda Changes/Team Charter Review/Ground Rules Review	Richard	9:15 – 9:30	Information
Partnering Training	Pat	9:30 – 10:15	Training
Break	All	10:15 – 10:30	Needed
Hazwoper Training Requirements for LUCs	Larry	10:30 – 11:00	Information
Exit Strategy Brief to CO and PWO	Mike C.	11:00 – 11:30	Information
Lunch	All	11:30 – 1:00	Needed
Building 98 Update	Larry	1:00 – 1:30	Information
Building 325 Update	Larry	1:30 – 2:00	Information
AOC 2 & South Dock Update	Larry	2:00 – 2:30	Information
Break	All	2:30 – 2:45	Needed
Tier II Update	Rich May	2:45 – 3:15	Information
AOC 1/SWMU 10	John W.	3:15 – 3:45	Information
Monitoring Well Inventory Update	Tread K.	3:45 – 4:15	Information
Fuel Spill near UST 362	Mike C./ Richard L	4:15 – 4:30	Information
Other Issues & Transition	Team	4:30 – 4:45	Information/ Planning
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	4:45 – 5:00	Planning

¹ The team will complete NSA Panama City Exit Strategy as a group with each item.

**PARTNERING MEETING DRAFT MINUTES
NSA PANAMA CITY
December 14, 2011**

Leader: Richard Lee

Timekeeper: Tread Kissam

Members Present:	Mike Clayton	NSA PC
	Tom Johnston	Tetra Tech, Pittsburgh
	Tread Kissam	NAVFAC SE
	Richard Lee	NSA PC
	Rich May	Tetra Tech, Tier II Link
	Larry Smith	Tetra Tech, Tallahassee
	John Winters	FDEP
	Pat Franklin	TME, Facilitator
	Libby Claggett	Tetra Tech, Jacksonville, Scribe

Guest(s) Present:

Meeting Start Time: 9:00 a.m., CST

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

Team members shared events since the last meeting. New Team members and guests were introduced.

2. Action Items and Parking Lot Review/Minutes Approval/Agenda Changes/Team Charter Review/Ground Rules Review

The Team then reviewed consensus items, parking lot items, and updated the action item list. The ground rules were reviewed.

Consensus Item 1211-01: The Team reached consensus to approve the September 2011 meeting minutes as final.

3. Partnering Training

Pat provided training on Team building with the "Likes, Dislikes, and Opinions Game". The training consisted of dividing into two teams and predicting the answers to questions about each other. After the exercise, Pat noted that each team ended up with a similar amount of points.

4. Break

5. HAZWOPER Training Requirements for LUCs

A Health and Safety Plan (HASP) is needed for construction workers or equivalent persons that dig in or excavate soils or contact groundwater in any areas within a LUC area. Tetra Tech suggested writing a basewide HASP that would include each site with LUCs. Construction workers would need to be 40-hour OSHA trained and may require a health and safety supervisor on site. Currently, Tetra Tech does not have funding to write this document. Per Larry, most of the sites do not have formally defined LUCs (i.e., AOC 2 and South Dock).

Tom stated that CMIPs do have relevant information for example they: contain the LUC boundary, list of contaminants, and statement that work cannot be conducted without notifying the FDEP. John stated the language in the CMIP and LUCIPs may be too technical, and agreed the HASP would better serve the purpose of notifying workers.

Tom suggested using monies from CTO 0066 if the small contractor cannot collect the data in time. John added for AOC 2 and South Dock, an LUC could be put in place and a CMIP written; at a later date, additional data could be collected and the LUC boundary could be reduced. Tread added that he will be in negotiations with acquisitions next week regarding South Dock DPT activities.

Action Item: Tread is to investigate funding options to develop a basewide HASP.

6. Tier II Update

The last Tier II meeting was held December 8 and 9, 2011, in Orlando, Florida. Major discussion topics included funding and reorganization updates, Earl Bozeman officially exited from the Team, new FDEP Tier II member (Kim Walker) introduced, FDEP "One Rule" discussion, review of various agency missions, FFA training for Tier I Teams, and Exit Strategy revision. The next Tier II meeting will be held March 22-23, 2012, in Orlando, Florida.

7. Fuel Spill Near UST 362

A cost estimate is needed from the Navy for DLA to fund the cleanup.

Action Item: Richard is to get area/depth information for spill near UST 362 and send to Tread.

Action Item: Tread is to provide a cost estimate to Mike for cleanup at UST 362.

John added that unless the site is in DSMOA, he cannot review documents and get paid. DLA-funded sites can be added to DSMOA.

Action Item: Tread is to discuss DLA-funded sites at Key West with Dana Hayworth and report back to Team.

Action Item: Mike is to talk with DLA regarding having DLA-funding sites added to DSMOA.

8. Lunch

9. Building 98 Update

There is nothing new to report. No field work has been conducted. If funding goes as planned, field work will be conducted in February/March 2012. The Exit Strategy and CAMP were reviewed and updated accordingly.

Discussion regarding the Petroleum SMP ensued. John is not sure the SMP was finalized. When the document is finalized, document dates will be enforceable and will need a letter stating "good cause" to change. If the SMP has not been finalized, John stated the dates for Building 98 and Building 325 should be changed.

Action Item: Tread is to send John and Mike the draft Work Plan for Building 98, Building 325, and South Dock.

Action Item: Tread is to check with Robbie Darby to see if the Petroleum SMP has been finalized or not.

10. Building 325 Update

There is nothing new to report. No field work has been conducted. If funding goes as planned, field work will be conducted in February/March 2012. The Exit Strategy and CAMP were reviewed and updated accordingly.

John stated that GORE[®] Sorber samples can indicate TRPH in soil and suggested using the technology. Larry stated the technology may not work well at Building 325 because of the concrete surface barrier. Tom added that using the technology would delay the actual soil sampling because it takes time to deploy, collect, and analyze the sorbers, then use the data from that to indicate where grab samples should be collected. The actual delay was thought by the meeting attendees to be up to three weeks.

11. AOC 2/South Dock

AOC 2:

Dig permits will be grouped. The Exit Strategy and CAMP were reviewed and updated accordingly.

South Dock:

Some of the dig locations will need to be changed because they are in the buffer for the Cultural Reserve. Each DPT location will need to be cleared. Larry and Tread may need to meet with facility personnel to resolve DPT locations (Februaryish of next year). The Exit Strategy and CAMP were reviewed and updated accordingly.

12. Break

13. AOC 1/SWMU 10

AOC 1:

The CMIP needs to be updated; however, there is no funding to update the CMIP. Free product monitoring has been conducted by a group on the NSA Panama City base (One Stop). Additional free product monitoring is planned that is currently not defined in a document, but recommended in the last baseline groundwater long-term monitoring report for AOC 1 and SWMU 10. John's concurrence letter for the last monitoring report stated the CMIP needed to be updated. A scope change would be needed to update the CMIP. The FDEP no longer allows an SRCO with monitoring (groundwater or free product) because it is not allowed on the private side. The Exit Strategy and CAMP were reviewed and updated accordingly.

Action Item: Tread is to investigate funding (possible scope change) to revise the AOC 1 and SWMU 10 CMIPs.

SWMU 10:

The CMIP needs to be updated; however, there is no funding to update the CMIP. The groundwater at SWMU 10 is clean for all COCs but concentrations of arsenic, which was not an original COC, exceed GCTLs. There appears to have been contaminated soil left in place; there was no documentation found stating all contamination was removed and no documentation found to indicate the total mass of contamination that could be remaining. [Note added by T. Johnston: arsenic and manganese were included in the monitoring program at the request of FDEP several years ago. After adding manganese and arsenic to the basewide upgradient groundwater investigation conducted when investigating SWMU 2, manganese – but not arsenic -- was shown to be within upgradient groundwater concentrations]. The FDEP wants arsenic stated as a COC for SWMU 10 because its elevated concentrations are likely to be a result of leaching from the geologic matrix caused by residual organic chemical contamination that reduces local pH and redox potentials. Confirmatory sampling for soil needs to be conducted if a land use change would occur. The Exit Strategy and CAMP were reviewed and updated accordingly.

Action Item: John is to send the Joint Execution Plan (JEPS) to Team members.

Action Item: Tom is to update the CAMP and Exit Strategy and send to Team members.

14. Monitoring Well Inventory Update

A monitoring well inventory exists, but Tread would like to change the format.

15. Other Issues and Transition

Larry reminded Team members that Site G300 needs to be sampled twice in a five-year period for remedy review and a report written. Larry suggested coordinating sampling and report writing efforts to minimize costs.

Tom reminded Team members that contractor monies for Partnering are running out. Transition needs to occur between Tetra Tech and the new CLEAN contractor (joint venture named Resolution).

16. Meeting Closeout

Action and Consensus Item Review

Action and consensus items were reviewed and provided on the following page(s).

Next Meeting

The next meeting is scheduled for April 4, 2012, at St. Andrews Park, in Panama City, Florida beginning at 9:00 a.m. central time. Larry Smith will be the Team Leader, and Richard Lee will be the Time Keeper.

DRAFT MEETING AGENDA			
Description	Presenter	Time	Category/Expectation
Check-In/Introductions/New Members/Opening Remarks/Head Count and Proxies/Guests	Leader	15 min	Decision
Action Items and Parking Lot Review/Minutes Approval/Agenda Changes/Team Charter Review/Ground Rules Review	Leader	15 min	Information
Partnering Training	Pat	60 min	Training
Hazwoper Training Requirements for LUCs	Larry	30 min	Information
Exit Strategy Brief to CO and PWO	Mike	30 min	Information
Building 325 Update	Larry	30 min	Information
AOC 2 Update	Larry	15 min	Information
Tier II Update	Rich	30 min	Information
AOC 1/SWMU 10	John	30 min	Information
Monitoring Well Inventory Update	Tread	30 min	Information
Fuel Spill near UST 362	Mike / Richard	15 min	Information
Other Issues and Transition	Team	30 min	Information
Building 98 Update	Larry	30 min	Information
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	15 min	Planning

Tentative Meeting Dates/Location

June 27, 2012 St. Andrew Park, Panama City, FL
 September 12, 2012 St. Andrew Park, Panama City, FL (virtual)
 December 12, 2012 St. Andrew Park, Panama City, FL

PLUS/DELTA	
+	Δ
Good discussion to wrap up Exit Strategy and CAMP	Long discussion on Exit Strategy and CAMP
Being away from the office for meeting	Talking past each other
Still able to be at St. Andrew Park	Couldn't see screen at other end of table
Good communication	Haven't been able to get to field work
Paths forward for sites coming together	Room hot after lunch
Face to face meeting	
Fun training	

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0911-01	John Winters	Done	09/30/11	Will check on diminimus requirements for UST 362 spill and whether or not diminimus exists under 62-770.
A-0911-02	Richard Lee	Done	09/30/11	Will send an email letter report on the spill outside UST 362 to John Winters and David Brazile (Escambia County)
A-0911-03	John W.	Done	09/19/11	Will discuss AOC 1 and SWMU 10 with his upper management to determine the appropriate documents and path forward
A-0911-04	Tom J.	Done	09/14/11	Will send out the CAMP Rev 17 to the Team
A-0911-05	Tom J.	Done	09/21/11	Will update the CAMP and distribute to the Team
A-0911-06	Tread K.	Ongoing	10/7/11	Will create a Monitoring Well Inventory Table. The table will include wells that need to be abandoned and the wells that are in sampling plans along with their condition. The wells to be abandoned will be prioritized. 09/21/11 Larry S. will provide Tread K. with the Excel Spreadsheet containing all the monitoring wells on base. 12-2011 Update: A monitoring well inventory exists, but Tread would like to change the format.
A-0911-07	John W.	Done	Next Partnering Meeting	Will provide the Team with copies of the 62-770 booklets
A-0911-08	Richard L.	Done	9/23/11	Will determine if the electricity has been disconnected on the equipment at 278 and 325
A-0911-09	Tom J./Larry S.	Done	9/23/11	Will update the Exit Strategy and distribute it to the Team

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0911-10	Larry S.	Done	9/23/11	Will speak with Health and Safety personnel to determine if Hazwoper training is required for workers in LUC areas with residential SCTL exceedances
A-0911-11	Larry S.	Done	9/23/11	Will determine the RAP date for G300
A-0911-12	Tread K.	Ongoing	12/31/11	Will determine what is required for the LUC tracker in NIRIS. 12-2011 Update: Waiting on input from Bob Fisher.
A-1211-01	Tread		1/14/2012	Investigate funding options to develop a basewide HASP.
A-1211-02	Richard		12/31/2011	Get area/depth information for spill near UST 362 and send to Tread.
A-1211-03	Tread		1/7/2012	Provide a cost estimate to Mike for cleanup at UST 362.
A-1211-04	Tread		12/31/11	Discuss DLA-funded sites at Key West with Dana Hayworth and report back to Team.
A-1211-05	Mike		1/14/2012	Talk with DLA regarding having DLA-funding sites added to DSMOA.
A-1211-06	Tread		12/15/2011	Send John and Mike the draft Work Plan for Building 98, Building 325, and South Dock.
A-1211-07	Tread		12/31/2011	Check with Robbie Darby to see if the Petroleum SMP has been finalized or not.
A-1211-08	Tread		1/31/2012	Investigate funding (possible scope change) to revise the AOC 1 and SWMU 10 CMIPs.
A-1211-09	John		12/16/2012	John is to send the Joint Execution Plan (JEPS) to Team members.
A-1211-10	Tom		2/15/2012	Update the CAMP and Exit Strategy and send to Team members.

2011 CONSENSUS ITEMS	
Consensus Item #	Consensus Item
C-0311-01	The Team reached consensus to approve the December 2010 meeting minutes as final.
C-0611-01	The Team reached consensus to approve the March 2011 meeting minutes as final.
C-0611-02	The Team reached consensus that the Navy and FDEP would update the Exit Strategy outside of this teleconference due to time constraints.
C-0611-03	The Team reached consensus that the CAMP and Exit Strategy will be updated as appropriate during Team meetings.
C-0911-01	The Team reached consensus to approve the June 2011 meeting minutes as final.
C-0911-02	The Team reached consensus on the proposed Tech Memo and path forward for AOC 2.
C-0911-03	The Team reached consensus that if a site is listed on the RCRA Permit, it will be listed on the CAMP and petroleum sites will be listed on the SMP.
C-0911-04	The Team reached consensus on the FY 2012 goals.
C-1211-01	The Team reached consensus to approve the September 2011 meeting minutes as final.

PARKING LOT ITEMS	
Date	Parking Lot Item
09-2011	Partnering Team brief to new P.C. CO (Anglin)