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NSA PANAMA CITY
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MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 10 MARCH 2011 CSS
PANAMA CITY FL
3/10/2011
TETRA TECH

**PARTNERING MEETING AGENDA
NSA PANAMA CITY
March 10, 2011
PANAMA CITY (ST. ANDREW STATE PARK), FLORIDA**

**Leader: Mike Clayton
Scribe: Libby Claggett
Timekeeper: John Winters
Guests: Tier II Sub Sid Allison
New Team Member: Tread Kissam**

 Item	Description	Presenter	Time (Central)	Category
1	Check-In/ Introductions/ New Members/ Opening Remarks/ Head Count and Proxies/ Guests/	Mike C.	9:00 – 9:15	Info
2	Action Item & Parking Lot Review/ Approve minutes/Agenda changes/ Review Team Charter/ Ground Rules	Mike C.	9:15 – 9:30	Info
3	Building 278 and G300 Update	John W	9:30 – 9:35	Status
4	Building 325 Update	Larry./ John W	9:35 - 10:05	Status
5	AOC 2 update and path forward	Larry.	10:05 – 10:45	Status
6	SMWU 10/AOC 1 Update	Tom J.	10:45 – 11:15	Status
	Lunch	All	11:15 – 12:45	Hungry!
8	NSA PC Site Walkabout	All?	12:45 – 2:00	Educational
9	Training	Facilitator/Pat	2:00 – 2:30	Whew
10	Naval Reserve Center in Tallahassee	Larry/ John S.	2:30 – 3:00	Status
11	Tier II Update	Sid A.	3:00 – 3:30	Status
12	Meeting Closeout – review action items, consensus items, +/-, next agenda	Mike C.	4:00 –	Info
	Old Items			
	South Dock update and path forward	Larry??		
	CAMP/Exit Strategy Review/Petroleum Sites SMP	All?		

The SRCO for Building 278 will be completed within the next two weeks. The SRCO for G300 will be completed after the LUC figure with coordinates has been received. The SMPs will project three years into the future.

Action Item 0311-04: Tom J. is to send the latest CAMP to Team members.

Action Item 0311-05: Sid is to find out if there is a due date from Tier II for the petroleum SMP.

4. Building 325 Update

Site 325 had a pipeline leak in the early 1990s. All three USTs were removed and replaced with two ASTs. Recently, constituents in excess of GCTLs were found in groundwater samples from monitoring wells at the site. A soil gas investigation was proposed to help determine what is impacting the groundwater at the site. Another year of groundwater monitoring was also suggested. John W. suggested if groundwater monitoring is continued per Navy requirements to make the monitoring minimal (yearly versus quarterly).

The path forward is to obtain direction from the Navy on to how to proceed at Site 325. John S. stated soil sampling funding was requested. If the soil sampling is funded, a sampling plan will be developed.

5. AOC 2 Update and Path Forward

CH2M HILL excavated in the area of AOC 2 in May 2008, and an unknown valve box was discovered during the dig. It is thought that when the valve box was removed, one of the sources of contamination in the area was removed. ORC was put in the bottom of the excavated area before backfilling. Before the excavation, 23 monitoring wells were sampled. During the next three quarters (post excavation), 8 monitoring wells were sampled. All 23 monitoring wells sampled again in the fourth quarter, and no FDEP GCTL exceedances were found.

Because soil contamination may remain at the site, an SRCR cannot currently be granted. One path forward for AOC 2 is to determine how to close out the groundwater.

Because of recent construction and soil being moved around, soil samples from the late 1990s are no longer representative. Soil samples need to be collected from historic hot spots to determine if past conditions are still representative and redefine the current area of contamination for a soil LUC. Funding is needed for soil sampling efforts.

The soil at South Dock is clean, but there is groundwater contamination (a groundwater LUC is needed for South Dock). South Dock was not an official, defined site. It was originally thought the sheen found while building the new bulkhead was coming from Site 278. After it was determined the sheen was not associated with Site 278, South Dock was funded and investigated as the southern portion of AOC 2.

AOC 2 will probably have two LUCs areas: one at South Dock for groundwater and one in the northern area for soil.

John W. asked about construction on areas with LUCs. Mike stated that all dig requests are reviewed and if any construction is anticipated in an area with a LUC, FDEP would be notified.

6. SWMU 10 / AOC 1 Update

Tom J. provided copies of the SWMU 10 / AOC 1 long-term monitoring report.

AOC 1 is a former fire fighter training area where solvents (primarily non-chlorinated) were evidently burned and released directly to soil in an unlined earthen pit. The exact location of the pit is unknown. Solvent-related chemicals in the soil have leached into the groundwater; therefore, both groundwater and soil contamination exist at AOC 1. There are low levels of chlorinated and non-chlorinated solvent-related chemicals in groundwater, which have been decreasing over the years. Groundwater generally flows

directly east toward St. Andrew Bay, although there is an upward flow at the edge of the Bay that renders deep wells upgradient of the most shallow wells in this area. Free product, although removed by bioslurping in 2000/2001, was discovered again at AOC 1 in 2009 during a well abandonment effort. Free product thicknesses appear to be stable and cover a mapped area, primarily west of Building 399.

Tetra Tech proposes to redefine the initial AOC 1 soil LUC boundary to reflect the current area of soil contamination which would be a larger area than is currently included in the soil LUC boundary because there is contaminated soil (based largely on field screening data) outside of the current site boundary. Reduction of the area covered by the groundwater LUC boundary is also proposed. This new groundwater LUC boundary would extend only as far east as Solomons Drive.

A UST was excavated from Building 98 in the 1990s but some contaminated soil was left in place. Building 98 was incorporated into AOC 1 after UST excavation because of upgradient groundwater being contaminated with the same contaminants associated with AOC 1.

A new, Littoral Surface Warfare Center has been proposed for construction that would overlap part of the contaminated soil area of AOC 1 and all of Building 98. If the building proceeds as planned, it may be possible to remove contaminated AOC 1 soil (including the Building 98 contaminated soil) during the construction effort. One thought was that perhaps MILCON could pay for the remediation, especially for excavation of soil in the footprint of the proposed warfare center. Soil volumes and costs need to be projected in order to begin to obtain funding for this. The costs need to be captured in the 1391 document

Action Item 0311-06: Tom Johnston is to calculate the soil volume for the footprint of the proposed LUC at AOC 1.

Action Item 0311-07: Mike is to discuss timing of proposed building at AOC 1 and Building 98 with PWD Planning and report to Team members.

Discussion ensued regarding a proposed sewer line and soil contamination. Soil is contaminated down to 10 feet. The sewer line connection to the manhole near Building 399 would be in a contaminated area, and workers would need to be HAZWOPER trained.

Construction has occurred south of SWMU 10 (oil water separator). The UST and contaminated soil around the UST were removed. Monitoring wells were installed to investigate contamination in groundwater. Contamination is not making its way to the bay. Thicker product remains in the ground at SWMU 10. Tetra Tech recommends keeping the LUC boundary in place and discontinuing the groundwater monitoring.

After Team members have reviewed the long-term monitoring report, LUC boundaries will need to be reviewed and modified.

7. NSA PC Site Walk

Team members proceeded to NSA PC for a site tour.

8. Training

Tread was officially welcomed to the Team. Team members shared their expectations with Tread. Team members also shared their preferred contact method (email, phone, etc.).

Pat provided Team members with examples of Team evaluation forms. Tier II has requested that Teams develop a plan for self-assessment (cleanup goals, meeting processes, achievements). Team members agreed goals should be set at the beginning of the fiscal year. An evaluation form would be completed at the end of each meeting; the facilitator would collect the evaluations. A Team evaluation would also be a tool to aid the facilitator in training topics and direction for the Team.

Mike recommended focusing on the CAMP achievements in order to measure Team performance. Team members liked the evaluation that focused on the Team charter and requested that a column for importance be added.

Action Item 0311-08: Tom Johnston, John Winters, and Tread Kissam are to develop an updated CAMP.

Action Item 0311-09: Tom is to double check and correct, if necessary, building numbers around AOC 1.

Action Item 0311-10: Pat is to revise the Team self evaluation form by the next meeting.

9. Naval Reserve Tallahassee

The question arose if the Naval Reserve Tallahassee is a "site". The Naval Reserve is assigned to NSA PC (AOR). Piezometers need to be installed in order to determine groundwater flow direction at the Naval Reserve. Funding (ER,N) is available for general sampling. A new streamlined UFP-SAP will be used at the site. John S. would like to see field work begin in April. John W. stated Chapter 62-770 needs to be followed. A SAR needs to be completed per the Rule (62-770).

10. Tier II Update

The last Tier II meeting was held on December 8 and 9, 2010. Major items of discussion included Tier I Team self-evaluation, Exit Strategies, Tier I Team reports, joint Tier I / Tier II meeting, the NSA Panama City presentation, Tier II goals, RAPIDGate issues, new Team member indoctrination (Mark Davidson), reorganization and funding updates, and top three issues for Tier III.

A statement in the NSA PC September 2010 meeting minutes was not understood by Tier II. The statement regarding sites came from a discussion on how to track dates and what is needed in the CAMP. A working document (e.g., Ghant chart) to keep track of issues/items (not enforceable) not in the CAMP (i.e., Naval Reserve Tallahassee) is needed.

The next Tier II meeting is scheduled for March 23 and 24, 2011, in Orlando.

11. 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 June 8, 2011, at the Tetra Tech, Tallahassee, Florida office beginning at 9:00 a.m. eastern time. Tom Johnston will be the Team Leader. Mike Clayton will be the Time Keeper.

DRAFT 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			
AOC 2 Update			
Naval Reserve Tallahassee			
Tier II Update	Rich May	30 min	Information

DRAFT MEETING AGENDA			
Description	Presenter	Time	Category/ Expectation
CAMP (general discussion on contents)			
Goals for 2012, Accomplishments			
AOC 1/SWMU 10 Path Forward			
Site Visit to Naval Reserve Tallahassee	Team	120 min (after lunch)	
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	15 min	Planning

Tentative Meeting Dates/Location

September 14, 2011 St. Andrew Park, Panama City, FL
 December 14, 2011 St. Andrew Park, Panama City, FL

PLUS/DELTA	
+	Δ
Site walk	Still struggling with the CAMP
Team members came prepared to talk	Spring break week (more expensive)
Working on the CAMP	Needed more time to walk sites
Luncheon at NSA PC	
Agenda and time frames almost perfect	
Proxies were appointed for those not in attendance	
Good communication and discussion	
Did well on the schedule	
Good turnover for Tread (visiting sites)	
Good Team atmosphere	
Vigilant Team	

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0910-02	Larry Smith	Ongoing	04/15/2011	Building 325: Larry to determine how to approach reviews what kinds of tests to be performed. Want to discuss with new Navy RPM.
A-0910-03	Larry Smith	Ongoing	04/15/2011	AOC 2: email Path Forward. Want to discuss with new Navy RPM.
A-0910-05	John Winters, Tom Johnston	Done		John Winters and 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	Ongoing	03/23/2011	Rich May will send out agenda suggestions for joint Tier I and Tier II meeting.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0910-07	Tom Johnston	Done		Erico needs from Tom Johnston the background metals for a meeting on 12/16.
A-0610-09	Tom Johnston	Ongoing	07/16/2010	Complete CAMP/Exit Strategy.
A-1210-01	John Winters, Tetra Tech	Done		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	Ongoing	06/01/2011	Larry Smith, John Schoolfield, and John Winters will check to see if past FDEP comments were addressed for all sites. Process is about 85% complete; funding is needed.
A-1210-03	Larry Smith	Ongoing		Larry Smith is to procure a newer aerial for AOC 2/South Dock.
A-1210-04	Rich May	Ongoing		Rich May will send out decision log spreadsheet to team.
A-0311-01	Tom Johnston	Done	03/31/2011	Tom Johnston is to email Team members a copy of the Panama City Partnering Team Charter and ground rules with an updated contact list.
A-0311-02	Larry Smith		03/31/2011	Larry Smith will create a LUC area figure with coordinates for G300 and send to NSA PC.
A-0311-03	John Winters		03/11/2011	John W. is to send the petroleum SMP agreement to Tread.
A-0311-04	Tom Johnston	OBE	03/14/2011	Tom J. is to send the latest CAMP to Team members.
A-0311-05	Sid Allison, Rich May		03/25/2011	Sid is to find out if there is a due date from Tier II for the petroleum SMP.
A-0311-06	Tom Johnston	Done	03/25/2011	Tom Johnston is to calculate the soil volume for the footprint of the proposed excavation at AOC 1.
A-0311-07	Mike Clayton		03/18/2011	Mike is to discuss timing of proposed building at AOC 1 and Building 98 with PWD Planning and report to Team members.
A-0311-08	Tom Johnston, John Winters, and Tread Kissam	OBE	03/31/2011	Tom Johnston, John Winters, and Tread Kissam are to develop an updated CAMP.
A-0311-09	Tom Johnston		03/18/2011	Tom is to double check and correct, if necessary, building numbers around AOC 1.
A-0311-10	Pat Franklin		By next meeting	Pat is to revise the Team self evaluation form by the next meeting.

OBE = Overtaken by events

2011 CONSENSUS ITEMS	
Consensus Item #	Consensus Item
C-0311-01	The Team reached consensus to approval the December 2010 meeting minutes as final.