

N61331.AR.001791
NSA PANAMA CITY
5090.3a

MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 9 JUNE 2011 CSS
PANAMA CITY FL
6/9/2011
TETRA TECH

**MEETING AGENDA
PARTNERING MEETING TELECONFERENCE
NSA PANAMA CITY
09 JUNE, 2011**

Leader: Tom Johnston
Timekeeper: Mike Clayton
Scribe: Libby Claggett
Location: Teleconference

Planned Attendees and Roles:

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

FINAL MEETING AGENDA			
Description ¹	Presenter	Time (Eastern)	Category/ Expectation
Minutes approval	Tom	09:00 – 09:15	Decision
Action Item Review/Parking Lot	Tom	09:15 – 09:30	Information
Partnering Training	Pat	09:30 – 10:00	Training
UST 362 Oil Spill (about 75 gal.)	Richard	10:00 – 10:15	Information
AOC 1/SWMU 10 Update	Tom	10:15 – 10:30	Information
Building 325 Update and Planned Sampling	Larry	10:30 – 11:00	Information
Building 98 Update and Planned Sampling			
AOC 2 Update and Planned Sampling			
South Dock Update and Planned Sampling			
Break	All	11:00 – 11:10	Needed
SMP/CAMP (general discussion on content)	All	11:10 – 11:30	Resolution
Tier II Update	Rich	11:30 – 11:45	Information
Goals for 2012, Accomplishments	All	11:45 – 12:15	Planning
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	12:15 – 12:40	Planning

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

**PARTNERING MEETING TELECONFERENCE MINUTES
NSA PANAMA CITY
June 9, 2011**

Leader: Tom Johnston
Timekeeper: Mike Clayton

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: John Schoolfield NAVFAC SE

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

1. Minutes Approval

Consensus Item 0611-01: The Team reached consensus to approve the March 2011 meeting minutes as final.

2. Action Items and Parking Lot Review

Team members updated the action item list and reviewed the parking lot items.

Action Item 0611-01: Richard is to request building number changes at AOC 1 to the NSA Panama City's Base Map (communicate with NAVFAC).

3. Partnering Training

Pat shared the results of the Team evaluations that were completed by Team members. Team members provided feedback to Pat. Some Team members were unclear on what to rate in the first column (whether current meeting, past meetings), and some were unclear on the scoring mechanism. The evaluation ranked importance along with performance.

The evaluation covered the ground rules, meeting conduct, and the facilitator. Pat reminded Team members that they can email her and suggest training topics. Rich added the items that received the worst ratings could be turned into training topics. Rich suggested (at another meeting) brainstorming important attributes of a Team and ranking items in a two dimensional graph that will help identify items most needing work (high importance/poor performance. Mike and rest of team agreed that working on low importance/high performance items would not be useful.

4. UST 362 Oil Spill

Approximately 75 gallons of fuel was spilled on May 18, 2011. Fuel was being transferred from a UST, the tanker truck was overfilled, and fuel flowed onto the concrete and flowed to the northeast. Cleanup began on May 23, and approximately 90 cubic yards of soil was removed to remove the free product. It was easy to see the free product in the clean white sand so visual cleanup is expected to have done a

good job of removing the contamination. Soil was excavated using a PID to verify clean soil versus contaminated soil. All remaining soil was below 10 ppm. The fuel never reached the groundwater, and there was no rainfall event prior to cleanup.

Currently, Richard Lee and Mike are determining what verification samples need to be taken in the area. No response has been received from FDEP regarding the discharge notification form.

Action Item 0611-02: John W. is to determine if 62-770 or 62-762 should be followed for the UST 362 spill and will contact Mr. Burns regarding who has oversight.

John W. stated that 62-780.500 and 62-780.550 should also be investigated regarding the fuel spill.

5. AOC 1/SWMU 10 Update

The AOC 1/SWMU 10 LTM report was accepted with minor modifications recommended. The proposed LUC boundary for AOC 1 was developed using the available data. Eventually, the contaminated soil in the LUC boundary would be removed; however, the LUC boundary is estimated, and additional sampling would be needed to meet 62-780 requirements. The recommendation was made to keep the LUC boundary in place for soil contamination. Other recommendations included relaxing the groundwater monitoring to every 2 years, include key field parameters in monitoring, updating CMIP to reflect monitoring program changes, and continuing free product measurements.

The groundwater LUC boundary encompasses the original soil LUC boundary. The groundwater is contaminated from the soil. The depth of the soil contamination, per current data, is to about 8 feet below land surface. The groundwater contamination of concern is residual chlorinated contamination at very low concentrations. It is believed that if free product is removed, the removal should alleviate the groundwater issue and the groundwater LUC boundary could eventually be removed. When the UST was removed at the northwestern corner of Building 98, residual soil contamination was left in place; however, the residual soil contamination should not have any effect on groundwater because it was only a fuel oil leak (no chlorinated solvents).

John W. suggested using G300 SRCO as a guide for AOC 1 regarding groundwater use restriction. Tread ask if the AOC 1 would have a requirement to treat groundwater for dewatering for utility work. John W. stated the groundwater would have to be characterized before dewatering.

Tetra Tech will adjust the language and recommendations in 2010 LTM Report based on FDEP recommendations, and review the G300 SRCO language in order to mimic the language as it applies to AOC 1 LUCs. Tom will send the language and recommendations to John W. for review before issuing the final report.

The AOC 1/SWMU 10 LTM Report will be issued as final. All of the recommendations in the report were accepted. G300 SCRO language will be revised for SWMU 10 accordingly, similar to AOC 1.

Exit Strategy: Team members reviewed the Exit Strategy and made adjustments as necessary.

Consensus Item 0611-02: The Team reached consensus that the Navy and FDEP would update the Exit Strategy outside of this teleconference due to time constraints.

6. Building 98 Update and Planned Sampling

Over 10 years ago, a tank was pulled at Building 98 and samples showed high FID readings in SS-3, SS-4, and SS-5. A proper tank closure was never completed. This is listed as an NFA site in the permit, but should not be since the site was not reviewed by FDEP after the tank was removed, and no NFA was granted. More samples need to be taken around the previous sampling points and beyond as required to close the site properly. A Navy subcontractor will collect subsurface samples to obtain additional information to allow for site closure. If the information does not close out the site, the information could be used to delineated the soil and/or develop another path forward.

7. Building 325 Update and Planned Sampling

There are TRPH concentrations in groundwater in monitoring wells 8 and 23. Soil contamination exists at 0 to 2 feet and 4 to 5 feet in borings SB-6R, SB-7R, and SB-13R. The northern portion has two locations (7R and 6R) with contamination at 0 to 2 feet and all three locations at 4 to 5 feet. Tetra Tech suggested taking FID readings subsurface soil samples at proposed locations to refine the extent of contamination and to determine the path forward. John W. stated the 4- to 5-foot area is in the smear zone, and a dig may be the easier complete and permanent remedial action. Analysis of soils exceeding GCTLs by fractionation analysis may be beneficial. John W. added to go at least 1 to 2 feet below the historic smear zone and not just stop at the water table. John W. believes the site could go NFA if the investigation indicates a dig is not necessary. The plan is to conduct soil sampling within the next month to use available funds.

8. AOC 2 Update and Planned Sampling

Monitoring wells were installed and, based on sampling for one year, no exceedances in groundwater were found; therefore, groundwater is clean. Soil samples collected in the late 1990s and early 2000s showed soil contamination at the site exceeding FDEP GCTLs. Since that time, some of the soil contamination has been covered by recent building construction and, due to recent construction activities, the soil has been churned and aerated. It was suggested to sample at the points of previous highest exceedances to determine current soil contamination at those locations. Some locations may need to be hand augered because of a potential for encountering utilities; most can be sampled with DPT. Samples exceeding GCTLs could be analyzed using the working group method and thereby assessed relative to risk.

John W. stated that even though everyone is trying to save money, he is afraid that data will be lost (considered invalid) if work plans are not prepared and concurrence upon the work plan made. Discussion during a Partnering Team meeting does not give concurrence to perform work. John W. added that the work plan does not have to be a UFP-SAP, but it does have to be prepared and concurred upon before work is performed. The FDEP must be involved in the planning process or an SCRO cannot be issued. Tread noted that John W.'s point was very well taken, and a work plan will definitely be prepared.

John W. suggested possible training on roles and responsibilities or something on RCRA permit review or rules of Chapter 62-770 and 62-780.

Mike added that he felt the situation with SACAL (BOA contractor) and dig permits was a "changeover" error and will not happen again. Work plans will be developed and agreed upon before work begins. As far as Mike knows, the BOA contractor has not taken any samples (soil or groundwater). John W. was under the impression the BOA had obtained dig permits without FDEP approving the sampling locations. Mike stated that no dig permits have been approved. Richard stated the Base has not approved the dig permits or the locations either, and a work plan is being developed. SACAL was told they could not do any work without approval from the regulator and not to proceed.

Mike stated that no work would be conducted at the Base without FDEP approval. John W. added that at the Naval Reserve Center, piezometers were installed without FDEP approval.

Rich suggested adding the following items to the parking lot and have a two-day meeting to discuss/review them: 1) Team Member Roles and Responsibilities – review and validate, 2) Petroleum Agreement with regard to expectations of two parties involved – highlights and requirements, and 3) Permit/CAMP – walk through the mechanics, highlights, and responsibilities. Team members agreed to add these items to the parking lot.

Larry did not present his South Dock tentative sampling strategy because of short time remaining for the meeting.

9. SMP/CAMP

The Navy and FDEP have agreed upon who is responsible for maintaining the two documents. The Navy (Tread) is for preparation of the SMP. The Navy (Tread) and the Installation (Mike and Richard) are responsible for the CAMP. However, assistance can be sought from all Team members as necessary.

10. Tier II Update

Action Item 0611-03: Rich is to email Team members the Tier II update.

A statement was made at a past meeting regarding something about two “sets of books”. Rich was tasked by Tier II to find out what this meant. Per John W., RCRA expects everything given to the FDEP to go on the CAMP, and the draft document dates are legally binding. Pat added the Team had their legally binding CAMP, but also had discussed developing a working schedule (that would not require a letter requesting an extension to move a date). The working schedule is similar to what is captured in a Gantt chart. Rich added the rules of the permit are supposed to define the CAMP. Tom added that after checking the permit, the CAMP requirements are not contained in the permit.

Discussion ensued regarding the Petroleum SMP, CAMP, and permit. Rich reminded Team members that the Exit Strategy is an internal planning document. John stated that every formally deliverable to the FDEP should be documented in the CAMP. The Navy needs to review their policy regarding permits and CAMPs.

Action Item 0611-04: The Navy (Tread, Mike, Richard) and FDEP need to work together to decide what goes in the CAMP.

Consensus Item 0611-03: The Team reached consensus that the CAMP and Exit Strategy will be updated as appropriate during Team meetings.

11. Goals for 2012, Accomplishments

Action Item 0611-05: Team members are to brainstorm ideas for goals for calendar year 2012 and email to Pat by 6/22/2011.

12. Meeting Closeout

Action Item 0611-05: Team members are to send plus/deltas from this meeting to Pat ASAP.

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 September 14-15, 2011, at Tetra Tech NUS, Inc, in Tallahassee, Florida beginning at 9:00 a.m. eastern time. Tread Kissam will be the Team Leader. Tom Johnston 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

DRAFT MEETING AGENDA			
Description	Presenter	Time	Category/ Expectation
Building 278			
Building 325 Update			
AOC 2 Update			
Naval Reserve Tallahassee			
Tier II Update	Rich May	30 min	Information
CAMP (general discussion on contents)			
Goals for 2012, Accomplishments			
AOC 1/SWMU 10 Update			
Team Member Roles and Responsibilities	All		
Petroleum Agreement Expectations			
Permit/CAMP – walk through the mechanics, highlights, and responsibilities			
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	15 min	Planning

Tentative Meeting Dates/Location

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

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. Update 6/9/11: A presentation will be made on 6/9/2011.
A-0910-03	Larry Smith	Ongoing	04/15/2011	AOC 2: email Path Forward. Want to discuss with new Navy RPM.
A-0910-06	Rich May	OBE	03/23/2011	Rich May will send out agenda suggestions for joint Tier I and Tier II meeting. Update 6/9/11: There is not joint Tier I/Tier II meeting scheduled in the near future.
A-0610-09	Tom Johnston	Done	07/16/2010	Complete CAMP/Exit Strategy.
A-1210--02	Larry Smith, John Schoolfield John Winters	OBE	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. Update 6/9/11: Per John, there are new baseline issues – will need to start over. John W. expressed his concerns with communication issues within the Team.
A-1210-03	Larry Smith	Ongoing		Larry Smith is to procure a newer aerial for AOC 2/Southdock. Update 6/9/11: The aerial has been requested through Tetra Tech.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-1210-04	Rich May	Ongoing	06/10/2011	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	Ongoing	03/31/2011	Larry Smith will create a LUC area figure with coordinates for G300 and send to NSA PC. Update 6/9/11: The figure was included in the SRCO. Larry will send the figure today.
A-0311-03	John Winters	Done	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	Done	03/25/2011	Sid is to find out if there is a due date from Tier II for the petroleum SMP. Update 6/9/11: The due date for the 2011 has already passed. The 2012 Petroleum SMP update is due 12/1/2011.
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. Update 6/9/11: Tom provided a worst-case scenario estimate.
A-0311-07	Mike Clayton	Done	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. Update 6/9/11: A new building at AOC 1 is not funded and only included in the base master plan in case the old building is ever torn down.
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	Done	03/18/2011	Tom is to double check and correct, if necessary, building numbers around AOC 1. Update 6/9/11: Tom cannot request a change to the Navy's base map; therefore, Richard will assist in getting the building numbers changed.
A-0311-10	Pat Franklin	Done	By next meeting	Pat is to revise the Team self evaluation form by the next meeting.
A-0611-01	Richard Lee			Richard is to request building number changes at AOC 1 to the NSA Panama City's Base Map (communicate with NAVFAC).

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0611-02	John Winters			John W. is to determine if 62-770 or 62-762 should be followed for the UST 362 spill and will contact Mr. Burns regarding who has oversight.
A-0611-03	Rich May			Rich is to email Team members the Tier II update.
A-0611-04	Tread, Mike, Richard, John W.			The Navy (Tread, Mike, Richard) and FDEP need to work together to decide what goes in the CAMP.
A-0611-05	Team			Team members are to brainstorm ideas for goals for calendar year 2012 and email to Pat by 6/22/2011.
A-0611-06	Team			Team members are to send plus/deltas from this meeting to Pat ASAP.
A-0611-07	Larry			Larry is to send the AOC 2 proposed sampling locations and information in an email to John Winters for discussion and incorporation into a work plan.

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.

**Parking Lot Items
June 9, 2011**

Team Member Roles and Responsibilities – review and validate

Petroleum agreement with regard to expectations of two parties involved – highlights and requirements

Permit/CAMP – walk through the mechanics, highlights, and responsibilities