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NSA PANAMA CITY
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FINAL MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 4 APRIL 2012
CSS PANAMA CITY FL
4/4/2012
TETRA TECH

**MEETING AGENDA
PARTNERING MEETING CONFERENCE CALL
NSA PANAMA CITY
4 APRIL, 2012 9:00 AM EDT**

Leader: Rich May
Scribe: Libby Claggett

Timekeeper: Richard Lee
Location: Conference Call

Attendees:

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

Guest:

MEETING AGENDA			
Description	Presenter	Time	Category/ Expectation
Check-In/Introductions/New Members/Opening Remarks/Head Count and Proxies/Guests	Leader	9:00-9:15	Decision
Action Items and Parking Lot Review/Minutes Approval/Agenda Changes/Team Charter Review/Ground Rules Review	Leader	9:15-9:30	Information
Partnering Training	Pat	9:30-9:45	Training
Hazwoper Training Requirements for LUCs	Tread/Larry	9:45-10:00	Information
Building 325 Update	John S.	10:00-10:10	Information
AOC 2 Update	John S./Larry	10:10-10:25	Information
Tier II Update	Rich	10:25-10:40	Information
AOC 1/SWMU 10	Tom/John W.	10:40-11:00	Information
Monitoring Well Inventory Update	Tread	11:00-11:10	Information
Fuel Spill near UST 362	Tread / Richard	11:10-11:20	Information
Other Issues and Transition	Team	11:20-11:35	Information
Building 98 Update	John S.	11:35-11:45	Information
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	11:45-12:00	Planning

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

Dial in phone number = 1-866-692-5721 Pass code = 1001280

RICHARD MAY has invited you to attend an online meeting using Live Meeting.

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**PARTNERING MEETING DRAFT MINUTES
NSA PANAMA CITY
April 4, 2012 – Conference Call**

Leader: Rich May

Timekeeper: Richard Lee

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

Guests Present: John Schoolfield NAVFAC SE

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

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

Team members shared events since the last meeting.

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 0412-01: The Team reached consensus to approve the December 2011 meeting minutes as final.

3. Partnering Training

The Tier II Team developed the following Roles and Responsibilities for Tier I Team members. Tom indicated that there are significant differences between this new set of roles/responsibilities and the existing Charter/roles/responsibilities. Rich stated this should be an action item for the next face-to-face meeting to validate the Roles and Responsibilities since some items and wordings were changed.

RESPONSIBILITIES OF ALL TIER I TEAM MEMBERS: (NAVFAC SE)

1. Identify remedies following the applicable Federal and State regulatory requirements
2. Orient new team members
3. Help identify stakeholders
4. Identify sites
5. Listen and attempt to understand other parties' goals, needs, priorities, issues, etc.
6. Represent the concerns, policies, and guidance of your organization
7. Provide a dedicated core project team member
8. Attend team meetings
9. Host meetings as assigned
10. Actively participate in team/partnering
11. Review work products

12. Provide approval and concurrence within the limits of your empowerment or provide justification of why you cannot
13. Understand the boundaries and levels of empowerment of team members and organizations
14. Share all existing information to the extent practical, including resources
15. Establish Team priorities for operational, technical, and cleanup issues
16. Address stakeholder concerns
17. Be knowledgeable of innovative and green and sustainable remediation cleanup technologies and incorporate into plan
18. Find ways to keep work on schedule
19. Maintain regular contact with team members
20. Resolve conflict at the lowest level possible
21. Elevate unresolvable conflicts or impasses to Tier II with a problem statement developed by the Team
22. Be knowledgeable and maintain compliance with regulations
23. Implement cost-effective remedies that comply with regulatory requirements
24. Ensure remedies are protective of public health, welfare, and the environment
25. Incorporate risk management principles in decision making
26. Participate in preparing decision documents
27. Advise team of agency regulations, guidances, policies, and SOPs
28. Promote technology transfer
29. Transfer and document successes and lessons learned
30. Implement quality improvements such as the UFP-SAP process
31. Optimize sampling and analysis so that data collection meets requirements
32. Continuously strive to become a higher performing team

RESPONSIBILITIES OF THE TIER I STATE RPM/EPA RPM: (NAVFAC SE)

1. Coordinate and prepare comments on documents
2. Advise team members of upcoming regulatory changes to allow effective implementation of those changes
3. Review and identify ARARs
4. Review documents in a timely manner within defined schedules, or request additional time as required by FFAs, SMPs, Petroleum SMP Amendments, and CAMPs
5. Review regulatory compliance status and conduct enforcement
6. Assist in preparing decision documents
7. Approve/disapprove primary documents in a timely manner as required by FFAs
8. Draft permits and agreements
9. Provide technical oversight and support
10. Resolve issues or concerns within the department or agency and outside the agency where it might impact cleanup (e.g., EPA HQs, DOD HQs, Congressional, GAO, OIG, etc.)
11. Maintain documents
12. Assist Navy to comply with applicable Federal and State regulatory requirements
13. Determine applicability of regulations
14. Represents the team to coordinate with other regulatory programs and agencies (e.g., state, county)
15. Oversee technical assistance contractors
16. Support community relations
17. Review and oversight of petroleum cleanup (FDEP)
18. Meet DSMOA commitments (FDEP)
19. Provide information in to RCRIS and CERCLIS data management systems
20. Review and oversight of state authorized programs (FDEP)
21. Provide program and technical training
22. Attend RAB meetings or appoint proxy when unable to attend
23. Provide leadership on policy issue resolution through informal and formal dispute processes following the FFAs or applicable process
24. Assist in resolution of permitting concerns and issues
25. Request extensions per approved FFA agreements or applicable process
26. Follow agency procedures to obtain agency concurrence where required
27. Understand your boundaries and level of empowerment, and seek appropriate agency approvals for decisions when outside level of empowerment

RESPONSIBILITIES OF THE TIER I NAVY REPRESENTATIVES: (NAVFAC SE)

1. Maintain the administrative record
2. Provide contract administration

3. Manage ER,N/BRAC program (budgeting)
4. Manage and oversee contractor
5. Provide responsive technical support and coordinate legal support to the Installation
6. Coordinate with the Installation and bring operational concerns/requirements to the team
7. Assist the Installation in community relations
8. Coordinate involvement of team in NAVFAC budget process
9. Manage IDW
10. Solicit and respond to comments
11. Keep chain of command informed
12. Coordinate with other Navy RPMs
13. Keep the work on schedule
14. Have contractor prepare plans and documents and distribute for Navy review for accuracy and correctness prior to submittal to the regulators
15. Implement team's decision through Navy contracts or in-house efforts
16. Take the lead in facilitating team communication
17. Develop and maintain the SMP and submit to regulatory agencies in a timely manner
18. Determine ER,N/BRAC eligibility
19. Ensure compliance with applicable Federal and State regulatory requirements
20. Ensure decision documents are prepared
21. Communicate the execution plan to Team members on a regular basis
22. Respond to inquiries on hazardous waste sites
23. Ensure the Decision Document is implemented
24. Ensure and document site closeout
25. Upload information to and maintain the NIRIS and NORM databases
26. Implement Navy policy and guidance
27. Ensure field oversight of contractor efforts
28. Ensure compliance with applicable permits, Federal Facilities Agreements, and other applicable agreements
29. Request extensions per FFA or applicable process
30. Co-chair the RAB

RESPONSIBILITIES OF THE TIER I CONTRACTOR: (NAVFAC SE)

1. Conduct fieldwork and prepare work products as directed by the Navy in a cost-effective, timely manner ensuring adequacy and completeness and meeting regulatory requirements
2. Suggest technical ways to meet customer and regulator's requirements
3. Advise of ways to do work cheaper, better, and faster while meeting regulator's requirements
4. Maintain cost and schedule control
5. Advise the Navy RPM of schedule changes
6. Provide recommendations to the Navy RPM to maintain schedule integrity
7. Notify the Navy RPM when assigned tasks will not meet goals
8. Coordinate with Navy RPM regarding field changes
9. Ensure qualified people are on the project at all times
10. Focus work to support decision-making
11. Be responsive to the Navy
12. Ensure QA/QC on all products meets applicable Federal and State regulatory requirements
13. Keep Installation informed of conditions that affect Installation operations
14. Maintain access to adequate technical expertise
15. Keep team members informed of status of contractor project work
16. Provide adequate quantity and quality of field equipment
17. Maximize use of all existing data and information
18. Be knowledgeable and willing to use latest techniques
19. Respond to changes rapidly with minimum disruption
20. Coordinate with their subcontractors and PMs
21. Assist in planning and execution of program
22. Implement team decisions as directed by the Navy
23. Develop and implement site safety plan (accident prevention plan), and report any safety issues immediately, to include subcontractors
24. Be knowledgeable of regulations and guidance of DOD, EPA, and FDEP
25. Cooperate with regulator's oversight during fieldwork
26. Fully coordinate fieldwork with Installation and NTR prior to entering the Installation
27. Monitor subcontractors
28. Advise team of economic and technical impact of Team recommendations

EXPECTATIONS OF THE TIER I PROJECT TEAM: (NAVFAC SE)

1. Work as a team to overcome challenges
2. Seek opportunities to accelerate remedies while managing risks
3. Achieve objectives in Charter
4. Keep projects moving forward
5. Maintain open and honest communication
6. Identify and use best talents on the team to accomplish goals
7. Facilitate and assist other team members in accomplishing their goals
8. Accept and execute roles and responsibilities
9. Seek solutions that all team members can support
10. Be self-motivated
11. Share successes and failures
12. Be decisive and innovative
13. Be flexible
14. Be professional
15. Think short- and long-term
16. Ensure regulatory compliance
17. Work collaboratively
18. Make decisions by consensus
19. Use Partnering processes and tools
20. Aim to have award winning projects

Action Item: Each agency should review the new Roles and Responsibilities, and the Charter, Fundamental Principals, and Goals before the next face-to-face meeting and determine if changes need to be made or if consensus can be reached.

Action Item: Tom Johnston is to send the most recent Charter to Team members.

John Schoolfield discussed differences between Air Force and Navy Partnering meetings. Air Force Team meetings do not have Team members being the Team meeting leader or Timekeeper – the Facilitator provides these roles. John S. expressed his reasons for not wanting to be a Team meeting leader.

Typically, the Facilitator is to monitor the meetings and provide input as needed. Corey/Saufley is the only Florida Navy Team that uses the Facilitator as the Team Leader and Timekeeper.

4. HAZWOPER Training Requirements for LUCs

Tetra Tech spoke with their health and safety professionals regarding training for construction (or other intrusive activities) at LUC sites. Funding would be needed to complete a resource document (i.e., a resource for the facility to know what to do in order to develop a proper plan for construction at a specific LUC site – not a health and safety plan).

Discussion ensued regarding whether a resource plan devoted to guiding intrusive activities in LUC areas (basically a requirements document) should be loaded into the LUCTracker module of NIRIS. Mike stated that LUC sites need to be incorporated into the GIS system at NSA PC. The LUCTracker is a part of NIRIS that flags operations in LUC areas if queried. John S. stated he loaded all of the NSA PC LUC information into the NIRIS LUCTracker, and an email alert will be sent to the proper person when a LUC requirement is forthcoming.

5. Building 325 Update

Soil sampling is planned. A grid upgradient of two monitoring wells with exceedances of GCTLs was established. The draft-final Sampling Work Plan has been reviewed and concurred with by the FDEP.

The CAMP was reviewed and updated accordingly.

6. AOC 2 Update

The draft-final Sampling Work Plan has been reviewed and concurred with by the FDEP. There is a comment in Section 4.1.1 (AOC 2 Soil Sampling Objective) regarding the widespread soil contamination throughout the site. Although, the plan is approved, John W. disagrees with the statement in the plan that if nothing is found in the soil samples, the LUCs will not be needed. A discussion needs to be held regarding the extent of AOC 2 LUCs after soil sampling data is received. Also, a site assessment was not completed at AOC 2. John S. stated the statement will be modified and a final cover for the work plan will be sent to FDEP.

There is a push at the FDEP to go paperless; please send John W. CDs of reports and no paper copies. This will hold true for all of FDEP regulators and all facilities.

Action Item: Tom is to make the CAMP dates for South Dock, Building 98, and AOC 2 the same as Building 325.

Action Item: John S. is to send John W. a final cover for the Sampling Work Plan.

7. Building 98 Update

The draft-final Sampling Work Plan has been reviewed and concurred with by the FDEP. See action item for AOC 2.

8. AOC 1/SWMU 10

A formal approval letter for the AOC 1 / SWMU 10 Long-term Monitoring Report from the FDEP is needed. John W. assured the team that the report has been approved so changes to the CMIPs for AOC 1 and SMWU 10 can proceed.

Action Item: John W. is to send out the approval letter from the AOC 1/ SWMU 10 Final Baseline LTM and Free Product Exploration Report.

9. Tier II Update

The last Tier II meeting was held March 22-23, 2012. Agenda topics included Eric Nuzie's retirement and transition off the team, Jeff James' addition to the Team (new CLEAN contractor), Exit Strategy revision, reviewing Tier I Team reports, revising the Tier II links and alternatives, and reorganization and funding updates. Presentations included NAS Whiting Field Tier I Team, MNA, Tier II Approach to SAPs, and a NIRIS public website demonstration. The next meeting is scheduled for June 13-14, 2012, in Orlando.

The Tier II SAP Approach is a shorter version of the Tier I SAP (and the name has nothing to do with the Tier II Team). The following is from the presentation by Ken Bowers:

- Tiered Approach Flexibility
 - Site specific
 - Consider project importance or sensitivity
 - May require 37 worksheets
- Tier I SAP
 - Full 37 worksheets
 - High visibility projects
 - Contentious or complicated
 - Significant stakeholder concerns
 - High risk
- Tier II SAP
 - 17 worksheets removed

- Minimum requirements
- Smaller in scope
- Meets goals of project
- Low risk

The Tier II SAP is a tool Teams can consider using on a case-by-case, project specific basis, with Team consensus. The graded approach has been discussed and briefed to the Tier II Team and all agencies. Tier I Teams are empowered to use the flexibility provided by the Tier II SAP approach, as applicable.

10. Monitoring Well Inventory Update

Discussion from the action item update: John W. stated a concern that if the Navy doesn't comply with all applicable regulations, they could suffer significant consequences so he wanted to notify the Navy that, for example, a final report will need to be submitted to the FDEP and the Water Management District after abandoning wells. The report will need to include information such as how the wells were abandoned, which wells were abandoned, who abandoned the wells, etc. Mike Clayton stated the installation is familiar with the Water Management District's rules regarding well abandonment. John W. stated the he believes a work plan (before abandonment) and final report (after abandonment) are to be submitted and approved but he doesn't necessarily know all of the requirements. The Navy needs to ensure the correct reports are completed and approved, and Team members need to be kept informed of what is happening (no surprises). If a work plan is not submitted and approved by the FDEP before performing the work, the FDEP may not approve the work performed and, thus, the work would need to be redone (after approval of the work plan) and no money will be saved.

Action Item: John W. is to send Larry Smith and John Schoolfield the requirements and a template of the well abandonment report.

11. Fuel Spill Near UST 362

Richard L. provided Tread the estimate of volume and the report submitted after the cleanup; waiting on fundable estimate to submit to DLA for investigation.

John W. stated there will be an approved/concurred with CAMP; need to ensure dates are met and if they cannot be met, a letter requesting an extension needs to be submitted.

12. Other Issues and Transition

John S. is filling in for Tread until his return. John S. put in a scope or work to keep Tetra Tech on board at NSA PC because sites are getting ready to go to NFA; waiting to hear back from NAVFAC contracting.

Action Item: Team members are to review the Exit Strategy and send feedback to Tom (comments or not).

Team members discussed the Exit Strategy and the forward-thinking Exit Strategy revision Tier II is developing.

13. 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 27, 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 Rich May 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
Training - Roles and Responsibilities Revalidation	Pat	60 min	Training
Building 325 Update	Larry	30 min	Information
AOC 2 Update	Larry	15 min	Information
AOC 1/SWMU 10	John	30 min	Information
Building 98 Update	Larry	30 min	Information
Fuel Spill near UST 362	Mike / Richard	15 min	Information
Monitoring Well Inventory Update	Tread	30 min	Information
Tier II Update	Rich	30 min	Information
HAZWOPER Training Requirements for LUCs	Tread	30 min	Information
Team Briefing to CO and PWO	Mike	60 min	Information
Other Issues and Transition	Team	30 min	Information
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	30 min	Planning

Tentative Meeting Dates/Location

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

PLUS/DELTA	
+	Δ
Got agenda done on time	Tread and Mike unable to attend entire meeting
Virtual meeting worked well this time (for most)	Prefer to meet in person
Thanks to John S. stepping in for Tread	Some technical difficulties with virtual meeting (Richard)
CAMP feedback	Difficulty hearing the person speaking on phone at times
Moved forward on topics – even though virtual meeting	

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0911-12	Tread	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	Ongoing	1/14/2012	Investigate funding options to develop a basewide HASP.
A-1211-03	Tread	Ongoing	1/7/2012	Provide a cost estimate to Mike for cleanup at UST 362. 04-2012 Update: This information is needed ASAP.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-1211-04	Tread	Ongoing	12/31/11	Discuss Defense Logistics Agency (DLA)-funded sites at Key West with Dana Hayworth and report back to Team.
A-1211-05	Mike	Ongoing	1/14/2012	Talk with DLA regarding having DLA-funding sites added to DSMOA. 04-2012 Update: A cost estimate is needed before funding discussions can happen.
A-0412-01	John W.		4/13/2012	Send Larry Smith and John Schoolfield the requirements and a template of the well abandonment report.
A-0412-02	All		Before next face-to-face meeting	Each agency should review the new Roles and Responsibilities, and the Charter, Fundamental Principals, and Goals before the next face-to-face meeting and determine if changes need to be made or if consensus can be reached.
A-0412-04	Tom		5/15/2012	Make the CAMP dates for South Dock, Building 98, and AOC 2 the same as Building 325.
A-0412-05	John W.		4/6/2012	Send out the approval letter from the AOC 1/ SWMU 10 Monitoring Report.
A-0412-06	All		4/30/2012	Team members are to review the Exit Strategy and send feedback to Tom (comments or not).
A-0412-07	John S.		4/6/2012	Send John W. a final cover for the Sampling Work Plan (electronically is good).

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.
C-0412-01	The Team reached consensus to approve the December 2011 meeting minutes as final.

PARKING LOT ITEMS	
Date	Parking Lot Item
09-2011	Partnering Team brief to new P.C. CO (Anglin) Update: Was an agenda item for the December 2011 meeting, but the CO was not available. This will be an agenda item for the next meeting in Panama City. New PWO will be at NSA PC in May – will need to invite him as well.