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NSA PANAMA CITY
5090.3a

FINAL MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 27 JUNE 2012
CSS PANAMA CITY FL
6/27/2012
TETRA TECH

**MEETING AGENDA
PARTNERING MEETING
NSA PANAMA CITY
27 JUNE, 2012**

Leader: Larry Smith
Timekeeper: Rich May
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	Richard Lee	NSA Panama City
Rich May	Tetra Tech Tier II Link	John Schoolfield	NAVFAC SE
Larry Smith	Tetra Tech	John Winters	FDEP

Guest:

DRAFT 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
Training - Roles and Responsibilities Revalidation	Pat	9:30-10:30	Training
Break	All	10:30-10:45	Needed
Building 325 Update	Larry	10:45-11:15	Information
AOC 2 Update	Larry	11:15-11:30	Information
Lunch	All	11:30-12:45	Needed
AOC 1/SWMU 10	John	12:45-1:00	Information
Building 98 Update	Larry	1:00-1:30	Information
Fuel Spill near UST 362	Tread / Richard	1:30-1:45	Information
Monitoring Well Inventory Update	Tread	1:45-2:15	Information
Tier II Update	Rich	2:15-2:45	Information
Break	All	2:45-3:00	Needed
HAZWOPER Training Requirements for LUCs	Tread	3:00-3:30	Information
Community Relations Plans (CRPs) and Restoration Advisory Board (RAB)	Tread / Richard	3:30-4:00	Information
Other Issues and Transition	Team	4:00-4:30	Information
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	4:30-5:00	Planning

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

<p>03.10.2.NA Community Relations Plans (CRPs) are required for all IR sites. (OPNAVINST 5090.1C, para 18-4.5).</p>	<p>Verify that there are formal Community Relations Plans (CRPs) for all IR sites, whether or not the installations are on the NPL.</p>
<p>03.10.3.NA All installations with cleanup programs with have a Restoration Advisory Board (RAB). (OPNAVINST 5090.1C, para 18-4.6).</p>	<p>Verify that all installations with cleanup programs, regardless of the cleanup authority (CERCLA or RCRA) under which the cleanup is taking place, have a Restoration Advisory Board (RAB). (NOTE: Community interest is a condition to establish and maintain a RAB. If the community does not display an interest in establishing or maintaining a RAB, the Navy shall note this, and re-invested the community interest in the RAB every five years, until site close out.) (NOTE: By increasing the diversity and number of community representatives, establishing a Community Co-Chair, and opening the meetings to the public, the RABs shall ensure that all stakeholders have an increased opportunity to actively participate in the timely review of IR documents and plans and to present various points of view for careful consideration.) (NOTE: At base closure installations, RABs serve to help facilitate accelerated cleanup and property transfer.) Verify that RABs do not make decisions on environmental restoration activities as a group, but provide information, suggestions, and community input for use by the Navy in making decisions on actions and proposed actions concerning releases or threatened releases. (NOTE: The Navy does not intend that Federal Advisory Committee Act requirements shall apply.) Verify that RABs do not take the place of community outreach and participation activities required by law, regulation or policy. (NOTE: The NAVFACENGCOM shall be responsible for implementing the RAB. Meetings should be scheduled in facilities convenient for public attendance. The RAB may be adjourned when, in consultation with the community, there is no longer any need for it, i.e., when the IRP at the installation is either complete or all remedies are in-place and operating properly, or, if there is no longer sufficient, sustained community interest in the RAB. ER,N or BRAC funding is used for RAB support, as appropriate.) (NOTE: SARA (211) requires installation to establish a TRC to facilitate community involvement in the review and comment on technical aspects of response actions and proposed actions with respect to releases or threaten releases at navy Installations. Member of the TRC include the Navy, EPA Officials, appropriates State and local authorities, Federal and State natural resources trustees, and Representatives of the community. Navy policy is to convert all TRCs to RABs.)</p>

**FINAL PARTNERING MEETING DRAFT MINUTES
NSA PANAMA CITY
June 27, 2012, St. Andrew State Park, Panama City, Beach, Florida**

Leader: Larry Smith
Timekeeper: Rich May

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

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

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.

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. 06-2012 Update: There is some funding in JM73 that could be used for a basewide HASP; more funding is needed.
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.
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 (for UST 362).
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.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0412-01	John W.	Done	4/13/2012	Send Larry Smith and John Schoolfield the requirements and a template of the well abandonment report.
A-0412-02	All	Done	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	Done	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.	Done	4/6/2012	Send out the approval letter from the AOC 1/ SWMU 10 Monitoring Report.
A-0412-06	All	Done	4/30/2012	Team members are to review the Exit Strategy and send feedback to Tom (comments or not).
A-0412-07	John S.	Done	4/6/2012	Send John W. a final cover for the Sampling Work Plan (electronically is good).

Consensus Item 0612-01: The Team reached consensus to approve the April 2012 meeting minutes as final.

3. Partnering Training

Team members compared the Tier II Roles and Responsibilities with the Roles and Responsibilities in the Team Charter and made modifications accordingly.

Consensus Item 0612-02: The Team reached consensus to adopt the modified Tier II Roles and Responsibilities as amended by the Team.

4. AOC 2 Update

Ten soil samples were collected at AOC 2 on April 11 and analyzed for TPH, SVOCs, and VOCs. FID net readings were encountered at the 2 to 3 foot bls level at boring PCY-AOC2-SB22 located on the far eastern margin of the site. TRPH was present at the 4 to 6 foot bls level (just above the water table). Other analytes (PAHs) were only detected at 4 to 6 feet bls at PCY-AOC2-SB816. Soils are typically clean down to 3 feet bls. If a soil LUC is used, it should span from 3 feet bls to the water table.

Per John, a LUC would need to include the footprint of the buildings within the AOC (the buildings are an engineering control). In order to reduce the size of a soil LUC, there could be multiple soil LUCs within AOC 2. John is of the understanding that a full soil site assessment was never completed. John would like to have a table and figure containing all historical soil sampling at AOC 2.

Action Item: Tread is to find funding to create tables and figures showing the historical soil sampling at AOC 2.

5. Building 98 Update

Five soil samples were collected at Building 98 on April 11 and analyzed for TPH, SVOCs, and VOCs. All FID readings were essentially nondetect. Benzo(a)pyrene (0.29 mg/kg) exceeded the FDEP residential SCTL (0.1 mg/kg) in one sample at 4 to 6 feet bls. All other soil samples analyzed were below SCTLs.

Action Item: Tread is to email John Winters possible recommendations for Building 98.

6. Building 325 Update

Nine soil samples were collected at Site 325 on April 12 and analyzed for TPH, SVOCs and VOCs. Two samples exceeded SCTLs for TRPH. Both sample points are located at the southeastern corner of the sampling grid near monitoring well MW-23 (where anomalous groundwater detections have occurred). While the samples are not in ideal locations to determine the extent of the entire area of contamination, the points do limit the apparent area to the southeastern corner of the area of investigation. Tetra Tech recommends excavating or treating (with confirmatory sidewall sampling) the soil from 3 feet bls to the water table in the area of the two samples (SB-001 and SB-005) and monitoring well MW-23. Treating the soil for TRPH could include injection with ChemOX using DPT or something similarly noninvasive.

John reminded the Team that after any remediation action, there needs to be four sampling events with two consecutive events clean.

Action Item: Tread is to find out what the green dots on the Aerostar Site 325 soil sample location map represent.

Action Item: Tread is to review remediation options and costs for Site 325.

7. South Dock

Groundwater sampling was conducted at South Dock on April 14 and analyzed for lead, TPH, EDB, SVOCs and VOCs. No detections were found in QC samples. The three groundwater samples collected respectively provide a line of reference showing the contamination that is found in groundwater in and around the South Dock support structure do not extend a great distance north of the South Dock area. The extent of the northern limit of groundwater contamination can be drawn using this data providing a useful line of reference for the groundwater LUC boundary.

8. AOC 1 / SWMU 10

The FDEP concurred with the draft-final CMIPs and approval letters will be written for the final. Final covers and spines were issued for this CMIP. More sampling could be conducted at SWMU 10 in the future to remove LUCs.

9. Fuel Spill Near UST 362

Tread will follow up on his action items for the fuel spill near UST 362.

10. Monitoring Well Inventory Update

The Navy is negotiating the price of the monitoring well abandonment. Tread suggested preparing a list of monitoring wells that need to be abandoned and discussing the list as a Team. Monitoring well repair work will happen before any abandonment. John suggested having the tickets the driller used in removing the wells incorporated into the report.

Action Item: Tread is to send John a copy of the monitoring well inventory.

11. Tier II Update

The last Tier II meeting was held in Orlando on June 13-14, 2012. David Criswell was welcomed as a new member on the Team replacing Mark Davidson (BRAC). Major items of discussion included reorganization and funding updates, reviewing Tier I Team Exit Strategies and meeting updates, Pensacola and Saufley/Correy Field Tier I Team presentations, review of Tier II FY 2012 goals, Five Year Reviews, permit modifications, raising issues to Tier II, and proposed guidance on Tier I presentations to Tier II. The next Tier II meeting will be held September 5-6, 2012, in Orlando, Florida, with the Naval Station Mayport Tier I Team presenting.

Action Item: Tread is to review the Panama City permit and develop a timeline to submit the permit mod. The permit mod needs to be submitted 6 months prior to November 21, 2013.

12. HAZWOPER Training Requirements for LUCs

The NAVFAC SE safety officer stated 40 hour HAZWOPER training is required for any intrusive work in contaminated soil. Tread raised the question to his management, but further review (from legal and/or OSHA) will be necessary to determine if HAZWOPER training is required for work in areas with petroleum contamination in soil. Regardless, personnel performing intrusive activities need to be alerted regarding the identified contaminants and concentration levels.

13. Community Relations Plans (CRPs) and Restoration Advisory Board (RAB)

In preparation for the environmental assessment next month, a requirement to review the CRP and RAP every 5 years was discovered. The first step will be to determine when the 5 year date is (was). Community members will need to be contacted (mail out) to see if there is any interest in a RAB.

Action Item: Mike is to determine when the last review of the CRP and RAB was.

Action Item: Rich is to send the NAS Whiting Field Community Relations Plan to Team members.

There is a base community liaison person. That person will need to be provided with the information to present to the community.

Action Item: Mike is to discuss the RAB with the base community liaison person and determine a path forward regarding the RAB.

14. Other Issues and Transition

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

Action Item: Team members are to report to Tom if there are any changes to the Exit Strategy or not by the end of July 2012.

Sampling at the NOSC – Soil and groundwater were sampled two weeks ago, but results have not been returned. The water table is at 43 feet.

The Petroleum SMP needs to be reviewed.

Action Item: Tread is to review the Petroleum SMP and email any comments/changes to John.

Discussion ensued regarding the CLEAN transition and if the new CLEAN needs to be brought onto the Partnering Team or not.

Tom stated that groundwater monitoring needs to be conducted at AOC 1 this year. Per Tread, SACAL is tasked with the monitoring.

Action Item: Tread is to confirm if SACAL is tasked with conducting the groundwater monitoring at G300, AOC 1, and SWMU 2 this year or not.

15. 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 a virtual meeting scheduled for September 12, 2012, beginning at 8:00 a.m. Central Time. John Winters will be the Team Leader, and Larry Smith will be the Time Keeper.

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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	Pat	60 min	Training
Building 325 Update	Larry	15 min	Information
AOC 2 Update	Larry	15 min	Information
Building 98 Update	Larry	15 min	Information
Fuel Spill near UST 362	Mike / Richard	15 min	Information
Monitoring Well Abandonment/Repair Update	Tread	30 min	Information
Tier II Update	?	30 min	Information
HAZWOPER Training Requirements for LUCs	Tread	15 min	Information
CRP and RAB Update	Mike	15 min	Information
Other Issues and Transition	Team	30 min	Information
Review CMIP/LUCIPs for Milestone Schedule	Tom	15 min	Information
NOSC Sampling Results	John S.	15 min	Information
Set 2013 Meeting Dates	Team	15 min	Decision
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	30 min	Planning

Tentative Meeting Dates/Location

December 4, 2012 St. Andrew Park, Panama City, FL

PLUS/DELTA	
+	Δ
Overcame weather	Overlapping conversations
Finished agenda early	Travel woes (tropical storm Debby)
Better path forward on sampling for various sites	
Stayed on topic	
Good information presented (sampling data)	
More clarity on AOC 2	
South Dock groundwater LUC smaller than expected	

OPEN ACTION ITEMS				
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A-0412-06	All	Done	4/30/2012	Team members are to review the Exit Strategy and send feedback to Tom (comments or not).

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A-0412-07	John S.	Done	4/6/2012	Send John W. a final cover for the Sampling Work Plan (electronically is good).
A-0612-01	Tread		By the next meeting	Find funding to create tables and figures showing the historical soil sampling at AOC 2.
A-0612-02	Tread		7/27/2012	Email John possible recommendations for Building 98.
A-0612-03	Tread		7/27/2012	Find out what the green dots on the Aerostar Site 325 soil sample location map represent.
A-0612-04	Tread		7/27/2012	Review remediation options and costs for Site 325.
A-0612-05	Tread		7/13/2012	Send John a copy of the monitoring well inventory.
A-0612-06	Tread		By the next meeting	Review the Panama City permit and develop a timeline to submit the permit mod. The permit mod needs to be submitted 6 months prior to November 21, 2013.
A-0612-07	Mike		8/15/2012	Determine when the last review of the CRP and RAB was.
A-0612-08	Rich		7/15/2012	Send the NAS Whiting Field Community Relations Plan to Team members.
A-0612-09	Mike/Richard		8/15/2012	Discuss the RAB with the base community liaison person and determine a path forward regarding the RAB.
A-0612-10	Tom		7/2/2012	Send the most recent CAMP and Exit Strategy to Team members.
A-0612-11	Team		7/31/2012	Report to Tom if there are any changes to the Exit Strategy or not by the end of July 2012.
A-0612-12	Tread		7/3/2012	Review the Petroleum SMP and email any comments/changes to John.
A-0612-13	Tread		6/29/2012	Confirm if SACAL is tasked with conducting the groundwater monitoring at G300, AOC 1, and SWMU 2 this year or not.

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.

2011 CONSENSUS ITEMS	
Consensus Item #	Consensus Item
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.
C-0612-01	The Team reached consensus to approve the April 2012 meeting minutes as final.
C-0612-02	The Team reached consensus to adopt the modified Tier II Roles and Responsibilities as amended by the Team.

PARKING LOT ITEMS	
Date	Parking Lot Item
06-2012	The new PWO started at NSA PC in May – will need to invite him to a Partnering Team meeting.