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NSA PANAMA CITY
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FINAL MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 28
SEPTEMBER 2012 CSS PANAMA CITY FL
9/28/2012
TETRA TECH

**PARTNERING MEETING AGENDA
NSA PANAMA CITY
PANAMA CITY BEACH, FL
(TELECONFERENCE)
September 28 (Friday), 2012**

**Leader: John Winters
Scribe: Libby Claggett
Timekeeper: Larry Smith
Guests: John Schoolfield**

|  | Item | Description | Presenter | Time (Eastern) | Category |
|---|------|--|-------------|-------------------|------------------|
| | 1 | Check-In/ Introductions/ New Members/ Opening Remarks/ Head Count and Proxies/ Guests/ | John | 9:00 – 9:15 | Info |
| | 2 | Action Item & Parking Lot Review/ Approve minutes/Agenda changes/ Review Team Charter/ Ground Rules/ | John | 9:15 – 9:30 | Info |
| | 3 | Sites 98, 325, and AOC 2 – South Dock | Tread/John | 9:30 – 10:00 | Status |
| | 4 | Naval Operations Support Center (NOSC) | Tread/JS/JW | 10:00 – 10:15 | Status |
| | | Break | | 10:15 – 10:25 | |
| | 5 | AOC 1 | John/Tread | 10:25 – 10:30 | Status |
| | 6 | SWMU 10 | John/Tread | 10:30 – 10:35 | Status |
| | 7 | MW Abandonment Project | Tread | 10:35 – 10:40 | Status + Discuss |
| | 8 | Other IR and Petroleum Sites currently with LUCs | John/Tread | 10:40 – 10:45 | Status + Discuss |
| | 9 | CAMP/Petroleum SMP/Exit Strategy | John/Tread | 10:45 – 10:55 | Status + Discuss |
| | 10 | Tier II Update | Rich | 10:55 – 11:10 | Info |
| | 11 | Training | Pat | 11:10 – 11:30 | Training |
| | 12 | Meeting Closeout – review action items, consensus items, +/-, next agenda | John | 11:30 - 11:50 | Info |

NA = Not applicable

Meeting Schedule:

**FINAL PARTNERING MEETING DRAFT MINUTES
NSA PANAMA CITY
VIRTUAL MEETING
September 18, 2012**

Leader: John Winters
Timekeeper: Larry Smith

Members Present:

| | |
|----------------|--|
| Mike Clayton | NSA PC |
| Tread Kissam | NAVFAC SE |
| Richard Lee | NSA PC |
| Rich May | Tetra Tech, Tier II Link |
| Larry Smith | Tetra Tech, Tallahassee (proxy for Johnston) |
| John Winters | FDEP |
| Pat Franklin | TME, Facilitator |
| Libby Claggett | Tetra Tech, Jacksonville, Scribe |

Member(s) Absent: Tom Johnston Tetra Tech, Pittsburgh

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

| 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. 09-2012 Update: Old LUCs were reviewed and it is not clear to NAVFAC if they were done on a Statement of Basis (SB) or not. Bob understands a Memorandum of Agreement is required. FDEP stated a Permit Mod is the legal document and the SB and CMIP are used until a "bundle" of mods can be made. |

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| Action Item # | Responsible Party | Status | Due Date | Action Item |
| 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. 09-2012 Update: Tread has asked about basewide HASPs, but no one at NAVFAC knows about it – always done on a site-by-site basis and not basewide. Funding has to be tied to a site. Will try to fund under FY13 under AOC 1. |
| A-1211-03 | Tread | Done | 1/7/2012 | Provide a cost estimate to Mike for cleanup at UST 362. 04-2012 Update: This information is needed ASAP. 09-2012 Update: A cost estimate was given to Mike. |
| A-1211-04 | Tread | Done | 12/31/11 | Discuss Defense Logistics Agency (DLA)-funded sites at Key West with Dana Hayworth and report back to Team (for UST 362). 09-2012 Update: UST 362 will be ERN funded (because the tanks are gone), but was not budgeted for FY13. John suggested adding the site to the CAMP in order to track it. |
| A-1211-05 | Mike | OBE | 1/14/2012 | Talk with DLA regarding having DLA-funded sites added to DSMOA. 04-2012 Update: A cost estimate is needed before funding discussions can happen. 09-2012 Update: This will be done in house. |
| A-0612-01 | Tread | Done | By the next meeting | Find funding to create tables and figures showing the historical soil sampling at AOC 2. 09-2012 Update: This will be done in house. |
| A-0612-02 | Tread | Done | 7/27/2012 | Email John possible recommendations for Building 98. 09-2012 Update: LUCs and RMO 2 will be recommended. |
| A-0612-03 | Tread | Done | 7/27/2012 | Find out what the green dots on the Aerostar Site 325 soil sample location map represent. 09-2012 Update: Green is clean. |
| A-0612-04 | Tread | Done | 7/27/2012 | Review remediation options and costs for Site 325. |
| A-0612-05 | Tread | Ongoing | 7/13/2012 | Send John a copy of the monitoring well inventory. 09-2012 Update: The monitoring well inventory is not accurate and is in the process of being updated. |
| A-0612-06 | Tread | Done | By the next meeting | Review the Panama City permit and develop a timeline to submit the permit mod. The permit mod (new permit) needs to be submitted 6 months prior to November 21, 2013. 09-2012 Update: A notice will be sent from RCRA people regarding the new permit. |

| OPEN ACTION ITEMS | | | | |
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| Action Item # | Responsible Party | Status | Due Date | Action Item |
| A-0612-07 | Mike | Ongoing | 8/15/2012 | Determine when the last review of the CRP and RAB was. 09-2012 Update: No information could be found. Mike will talk with Steve Applegate regarding the RAB. |
| A-0612-08 | Rich | Ongoing | 7/15/2012 | Send the NAS Whiting Field Community Relations Plan to Team members. |
| A-0612-09 | Mike/Richard | Moved to parking lot | 8/15/2012 | Discuss the RAB with the base community liaison person and determine a path forward regarding the RAB. |
| A-0612-10 | Tom | Done | 7/2/2012 | Send the most recent CAMP and Exit Strategy to Team members. |
| A-0612-11 | Team | Done | 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 | Done | 7/3/2012 | Review the Petroleum SMP and email any comments/changes to John. |
| A-0612-13 | Tread | Done | 6/29/2012 | Confirm if SACAL is tasked with conducting the groundwater monitoring at G300, AOC 1, and SWMU 2 this year or not. 09-2012 Update: SACAL is not tasked to do this. It will need to be completed under another contract. |

The June 2012 minutes will be reviewed at a later date and approved at the next meeting.

3. Sites 98, 325, and AOC 2 – South Dock and Naval Operations Support Center (NOSC)

The Confirmation Sampling Report is being prepared from the field work completed in April 2012. SACAL only provided a data dump and not an actual report. Tetra Tech is not in communication with SACAL and does not have the exact locations of where the data was collected for Building 98 and AOC 2; Site 325 is about 90% complete. SACAL is not responding to requests for information.

Tread and John Schoolfield will need to provide the (sealed) report. John suggested making the LUC boundaries a little larger to cover the unknown sampling areas.

Action Item: Tread is to send John the data collected by SACAL for Sites 98, 325, and AOC 2 (in multiple data dumps).

John stated that he needs documents or at least letters stating why he has not received any documents for Sites 98, 325, AOC, and NOSC. The Petroleum SMP has several documents due in July and August; time extension letters should be sent ASAP.

Action Item: Tread is to provide John with an extension letter(s) for document(s) due for Sites 98, 325, and AOC 2 – South Dock, and the NOSC per the Petroleum SMP FY2012.

Rich added that the Petroleum SMP (and the dates contained within) is a legally binding document (similar to an FFA) and a requirement of the Petroleum Contamination Agreement between the Navy and the FDEP.

Action Item: Tread is to send the final Petroleum SMP for FY2012 to Team members.

The CAMP will need to be updated to reflect the Petroleum SMP. The Petroleum SMP is being updated for FY 2013.

4. AOC 1

The CMIP was completed and approved. One year of monitoring was due after the CMIP was signed. The CAMP has a date of August 31, 2012, for the Biennial Groundwater Monitoring Report, which has not been received by the FDEP. The Navy needs to hire a contractor to perform groundwater and free product monitoring.

5. SWMU 10

The CMIP was completed and approved. There is no groundwater monitoring at SWMU 10; however, the LUC inspection report was due in August per the CAMP. Richard stated the inspection was completed, and a report will be sent by November 2012.

John stated that document titles and dates in the CAMP need to be reviewed and revised. The document titles need to reflect what is in Chapter 62-780, F.A.C.

Tread understands that it is NAVFAC policy to have a Memorandum of Agreement for LUCs.

Action Item: Tread is to confirm if a Memorandum of Agreement or if Chapter 62-780, F.A.C., is the legally binding document for LUCs.

6. Monitoring Well Abandonment Project

The monitoring well inventory is not accurate and is in the process of being updated. There are nine downgradient monitoring wells at AOC 1 that are in bad shape and cannot be sampled. The Activity suggests abandoning the wells along the bay front. Currently, there are 75 monitoring wells to be abandoned, which will happen in batches and not all at one time. A Monitoring Well Abandonment/Replacement Report is being prepared.

John stated the monitoring well cluster in 17 is the most downgradient well and was being used as a sentinel well for the bay. If this well is abandoned because it is not able to be sampled, a new sentinel well will need to be installed.

The wells along the bay front were installed prior to Hurricane Ivan and are now in the marsh. Hurricane Ivan damaged the wells. John added that he would like the Activity to get with Tom Johnston to get his opinion on abandoning and/or installing wells along the bay front before producing and distributing the draft Monitoring Well Abandonment/Replacement Report.

7. Other IR and Petroleum Sites Currently with LUCs

John stated that Sites 98, 325, and AOC 2 – South Dock need to be included. SWMUs 3 and 2 have LUCs. SWMU 10 (oil/water separator) needs to be added to the list.

8. CAMP/Petroleum SMP/Exit Strategy

UST 362 needs to be added to the Petroleum SMP and the CAMP.

9. Tier II Update

The last Tier II meeting was held in Orlando on September 5-6, 2012. Major items of discussion included reorganization and funding updates, Tier I Team presentation format and guidelines, reviewing Tier I Team Exit Strategies and meeting updates, Mayport Tier I Team presentation, review of Tier II FY 2012 goals and setting FY 2013 goals, petroleum SMP submittal by the Navy to the FDEP, raising issues to

Tier II, Exit Strategy revision, and Tier II meeting and conference call dates for 2013. The next Tier II meeting will be held December 11-12, 2012, in either Jacksonville or Orlando, Florida, with the Orlando Tier I Team presenting.

The following are the Tier II meeting dates for 2013. Tier I Teams are asked not to set their meetings on these dates so that the Tier II link can be present at Tier I meetings.

Future Tier II Meeting Dates and Tier I Team to be Invited

| | |
|----------------------|--------------|
| March 20-21, 2013 | Panama City |
| June 19-20, 2013 | Key West |
| September 4-5, 2013 | Cecil Field |
| December 11-12, 2013 | Jacksonville |

10. Training

Pat conducted training on Positive Leadership Characteristics. The training consisted of Team members identify a good leader (worked for or read about) and listing six personal characteristics the leader appears to possess. Team members were asked to email the list to Pat for compilation and use at the next Team meeting.

Action Item: Team members are to send their list of six personal characteristics of their identified “good leader” to Pat.

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 December 4, 2012, beginning at 8:00 a.m. Central Time. Mike Clayton will be the Team Leader, and John Winters 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 | Pat | 60 min | Training |
| CAMP/Petroleum SMP Review | All | 30 min | Planning |
| Tier II Presentation (March 20, 2013) | All | 30 min | Planning |
| PWO Presentation | Activity | 30 min | Information |
| 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 | Rich | 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 |

| DRAFT MEETING AGENDA | | | |
|--|-----------|--------|----------------------|
| Description | Presenter | Time | Category/Expectation |
| 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

Need to set 2013 dates

St. Andrew Park, Panama City, Florida

Plus/Delta

| + | Δ |
|--------------------------|---|
| Covered tight agenda | Communication needs to continue to improve |
| Communication good today | Web (Live Meeting with documents showing) would have been nice for teleconference |
| Covered a lot quickly | |

| OPEN ACTION ITEMS | | | | |
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| A-0912-02 | Tread | | 10/5/2012 | Provide John with an extension letter(s) for document(s) due for Sites 98, 325, and AOC 2 – South Dock, and the NOSC per the Petroleum SMP FY 2012. |
| A-0912-03 | Tread | | 10/1/2012 | Send the final Petroleum SMP for FY2012 to Team members. |
| A-0912-04 | Tread | | 10/26/2012 | Confirm if a Memorandum of Agreement or if Chapter 62-780, F.A.C., is the legally binding document for LUCs. |
| A-0912-05 | Team members | | 10/31/2012 | Send their list of six personal characteristics of their identified “good leader” to Pat. |

| 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. |
| 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 2012 – will need to invite him to a Partnering Team meeting. |
| 09-2012 | LUC and legally binding documents (CMIP, RAP Approval Order, etc.) |
| 09-2012 | Basewide HASP funding (FY13, under AOC 1) |
| 09-2012 | Investigate if permit requires a RAB. |