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NSA PANAMA CITY
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FINAL MINUTES AND AGENDA FOR VIRTUAL PARTNERING TEAM MEETING DATED 17
OCTOBER 2013 CSS PANAMA CITY FL
10/17/2013
TETRA TECH

**MEETING AGENDA – FINAL
VIRTUAL PARTNERING MEETING
NSA PANAMA CITY
17 OCTOBER, 2013**

Leader: Tom Johnston
Timekeeper: Mike Clayton
Scribe: Libby Claggett
Location: Virtual Meeting (call in info. sent separately)

Attendees:

Pat Franklin	Facilitator	Mike Clayton	NSA Panama City
Libby Claggett	Tetra Tech (Scribe)	Tom Johnston	Tetra Tech
Brian Syme	NAVFAC SE	Richard Lee	NSA Panama City
Helen Lockard	Tier II Link	John Schoolfield	NAVFAC SE
Gerry Walker	Tetra Tech	Jeff Lockwood	FDEP

Guest:

MEETING AGENDA			
Description	Presenter	Time (Eastern)	Category/ Expectation
Check-In/Introductions/New Members/Opening Remarks/Head Count and Proxies/Guests	Leader	9:30 – 9:45	Decision
Action Items and Parking Lot Review/Minutes Approval/Agenda Changes/Team Charter Review/Ground Rules Review	Leader	9:45 – 10:00	Information
Training - Roles and Responsibilities Revalidation	Pat	10:00 – 11:00	Training
Break	All	11:00 – 11:10	Needed
Building 98 Update	Tom	11:10 – 11:20	Information
Building 325 Update	Tom	11:20 – 11:30	Information
AOC 1/SWMU 10	Tom	11:30 – 11:40	Information
AOC 2 Update	Gerry	11:40 – 12:00	Information
Lunch	All	12:00 – 12:45	Needed
Fuel Spill near UST 362	Richard	12:45 – 1:00	Information
Monitoring Well Inventory Update	Brian	1:00 – 1:15	Information
Tier II Update	Helen	1:15 – 1:30	Information
HAZWOPER Training Requirements for LUCs	Richard/Brian	1:30 – 2:00	Information
Community Relations Plans (CRPs) and Restoration Advisory Board (RAB)	Richard	2:00 – 2:30	Information
Corrective Action Permit Renewal	Helen/Tom	2:30 – 2:45	Information
Set 2014 Meeting Dates	Team	2:45 – 3:00	Planning
Other Issues and Transition	Team	3:00 – 3:15	Information
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	3:15 – 3:30	Planning

¹ The team will complete NSA Panama City Exit Strategy and CAMP as a group with the site updates.

**PARTNERING MEETING DRAFT MINUTES
NSA PANAMA CITY
October 17, 2013, Virtual Meeting**

Leader: Tom Johnston
Timekeeper: Mike Clayton

Members Present:	Mike Clayton	NSA PC
	Tom Johnston	Tetra Tech, Pittsburgh
	Richard Lee	NSA PC
	Jeff Lockwood	FDEP
	Brian Syme	NAVFAC SE RPM
	Helen Lockard	Tier II Link
	Pat Franklin	TME, Facilitator
	Libby Claggett	Tetra Tech, Scribe

Meeting Start Time: 9:30 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.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0612-05	(Charles) Brian	Done	4/01/2013	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. 01-2013 Update: Tread has not been able to get the well inventory updated. There is a short list of monitoring wells that can be abandoned. John requested the list of wells to be abandoned be brought to the Team for approval before wells are abandoned. 04-2013 Update: Charles needs to verify the well locations before a contract can be written to perform the well inventory. John W. suggested a site visit with Jeff Lockwood coming on board. There was a contract awarded by Tread for 70 wells; however, the cost to abandon was not sufficient. Funding is not the issue – the exact location of the wells (well survey) is the issue. Charles suggested determining NFA sites with no further monitoring and abandoning those wells. Update 10-2013: Brian obtained the inventory from John Schoolfield, but no

OPEN ACTION ITEMS				
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				decision has been made as to which wells to abandon. Helen thought it was to be a Team decision on the well abandonment.
A-0113-07	(Charles) Brian	OBE	By the next meeting	Charles is to develop a milestone schedule for NSA Panama City. Update 10-2013: Brian asked if the milestone schedule is really needed. Tom agreed it is no longer needed with the CAMP.
A-0413-02	(Charles) Brian Richard and Tom	Ongoing	4/12/2013	Charles is to finish the LUC matrix document regarding training requirements. Update 10-2013: Richard and Tom will finish the LUC matrix document and share with Team members.
A-0413-03	(Charles) Brian	OBE	4/12/2013	Charles is to verify NFA sites with no monitoring (i.e., AOC 2 and SWMU 2) where the monitoring wells can be abandoned. Update 10-2013: This goes with a previous action item (A-0612-05).
A-0413-04	(Charles) Brian	Ongoing	3/30/2014	Charles is to prepare a public notice for the CRP/RAB. Update 10-2013: Melissa (Navy PR) will work with the installation in January to update information.
A-0413-06	(Charles) Richard/Tom	Ongoing	5/20/2013	Charles and Tom are to develop a table with the monitoring requirements of sites with conditional SRCOs/LUCIPs (G300 and AOC 1 for example). Update 08-2013: Tom will take information from the Exit Strategy to develop the table. Update 10-2013: This will go with the LUC Matrix (A-0413-02).
A-0813-02	Jeff	Done	8/30/2013	Jeff is to confirm with Kim Walker if groundwater sampling needs to be collected within the source zone (excavation area) at Building 98. Update 10-2013: Groundwater does need to be sampled at the source.
A-0813-03	Gerry	Done	8/30/2013	Gerry is to confirm if there is enough funding under CTO JM73 to cover the additional sampling at Building 98 and if there is already a sampling plan in place that can be used for additional sampling. Update 10-2013: There is enough money to cover the planning, sample, and write the report, but would leave very little money left.
A-0813-04	Tom	Done	9/16/2013	Tom is to revise the recommendations in the Building 98 Groundwater Report to include the groundwater sampling (if required by Kim Walker) and send to Jeff, Brian, Mike, and Richard for approval. Once approved, the changes will be incorporated into the Final Building 98 report, and the report will be issued as final.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0813-05	Tom	Done	8/23/2013	Tom is to provide proposed and optional LUC boundaries for soils and groundwater at Building 325 and send to the Team for consideration.
A-0813-06	Brian	Done	8/30/2013	Brian is to get the old NSA Panama City monitoring well information from John Schoolfield.
A-0813-07	Brian	Done	8/23/2013	Brian will talk with Melissa in order to determine what needs to be done (if anything) regarding the RAB.

Action Item: Team members are to decide together which wells are to be abandoned at NSA Panama City at the next face-to-face meeting.

Consensus Item 1013-01: The Team reached consensus to approve the August 2013 meeting minutes as final.

3. Training

Pat provided training on Roles and Responsibilities. The training consisted of Team members reviewing and revalidating the Roles and Responsibilities in the Team Charter.

Action Item: Tom is to update the Team Charter with the changes to the Roles and Responsibilities and contact information.

Action Item: Team members are to review their contact and emergency contact information in the Team Charter and send any changes to Tom Johnston.

4. Building 98 Update

The final Technical Memo was submitted and recommended limited groundwater monitoring and soil remediation (after delineation and excavation) is recommended in order to support NFA. The final Technical Memorandum has been approved by the FDEP. An alternative to delineation and excavation would be to determine LUCs, but this is not desirable. The site is approximately 50 feet by 50 feet.

Action Item: Tom is to contact Gerry regarding performing sampling and excavation at Building 98.

5. Building 325 Update

Residual petroleum contamination remains at Building 325. The groundwater plume is stable, and groundwater monitoring was not recommended. The proposed LUC boundaries are each approximately 60 feet by 60 feet. The area is heavily traveled, and remediation would be complicated. The soil and groundwater LUCs have been approved by the FDEP (per the final Technical Memo).

Action Item: Jeff is to confirm that path forward for the Building 325 site (i.e., RAP Addendum with a LUCIP or a different path) to get information into the LUC Tracker.

6. AOC 1/SWMU10 Update

SWMU 10 monitoring showed consistent arsenic concentrations in the groundwater. Until the petroleum contamination is removed or degraded, arsenic ~~will~~ could remain at the same level. Also, SWMU 10 is capped with pavement, which prevents an impetus for migration of contaminants to groundwater; thus,

groundwater monitoring was stopped. LUCs remain in effect on soil and groundwater. The FDEP approved the Revised CMIP for SWMU 10 dated May 2013.

AOC 1 has soil and groundwater LUCs. Groundwater contaminants have been decreasing over time, and currently only a few wells are monitored. The August 2013 Groundwater Monitoring Report was approved by the FDEP. Free product monitoring and removal was incorporated into the LTM program. Contaminants remain in soil; however, Building 399 prohibits soil excavation. Helen suggested reviewing the data to reduce the size of the LUC boundary.

Discussion ensued regarding possibly performing a comprehensive well survey to see which wells exist, which need to be abandoned, and which need to be repaired. Brian stated this may need to be done on a site by site basis.

7. AOC 2 Update

The final Technical Memo for AOC 2 and South Dock was submitted to the FDEP earlier this month. In the last Team meeting, it was thought the memo had already been submitted; however, it had not been sent to the FDEP at that time. The final Technical Memo for AOC 2 and South Dock is in FDEP review.

The Technical Memo recommended collecting additional step-out soil samples to determine the extent of PAH and TRPH contamination. After sample results are reviewed, will need to determine whether to establish LUCs or remediate the soil. Possible LUC boundaries have not been discussed or determined. Tom reiterated a previous suggestion to get all of the soil data on one figure in order to decide where to go next at AOC 2.

Team members agreed to review the data together at the next meeting and discuss the path forward for AOC 2. Mike stated he did not believe there was enough data to make a determination but agreed with Tom that relatively small "islands" or isolated areas of contamination may become evident after a more comprehensive plot of the data is developed.

South Dock has petroleum contamination (free product) underneath a new apron that was installed at the site. The free product is captured in voids underneath where the apron was constructed; thus, it would be impractical to try to remove the free product. Sheen has been seen in the bay after significant rain events, and it is thought to be from South Dock, but this has not been verified. The Technical Memo recommended a soil LUC at South Dock.

8. Fuel Spill Near UST 362

Per the request of the FDEP, one monitoring well will be installed after funding is received. Brian stated the funding database is currently down, and he has not been able to check what is in for funding or what sites have been added. Richard stated they were trying to get DLA to pay for the monitoring well installation.

Action Item: Richard is to send the Cleanup Report for the fuel spill near UST 362 to Brian to determine a path forward.

Action Item: The Navy is to discuss funding for UST 362.

9. Monitoring Well Abandonment/Repair Update

Brian suggested tackling the monitoring well inventory update on a site by site basis and to also prepare the inventory as a Team during face to face meetings.

Tom stated that a groundwater background study was conducted, and he thought there were three wells that were considered basewide upgradient wells, and to keep this in mind while preparing the monitoring well inventory considering which wells to abandon.

Brian stated the list he obtained from John Schoolfield is a good start, but not all coordinates are included and there are wells that have been included that are still on the inventory. The first task should be to identify the wells that need to be kept.

Action Item: Brian is to find out if Bob Fisher can provide NIRIS 2 training to the NSA Panama City Partnering Team.

Action Item: Helen is to send the Navy Optimization Guidance to Team members.

10. Tier II Update

The last Tier II meeting was held September 18-19, 2013, in Jacksonville, Florida. Major items of discussion included reorganization and funding updates, review of Tier I Team reports, DSMOA, Cecil Field Tier I Team presentation, petroleum SMP, FDEP electronic deliverables, review Tier II FY2013 goals, Tier I Team recognition, Exit Strategy revision, Team member transition, and 2014 meeting dates. The next meeting is scheduled for December 10-11, 2013, in Jacksonville, Florida with the NAS Jacksonville Tier I Team presenting.

Tier I Teams are requested not to set their meetings on the same dates as the following 2014 Tier II meeting dates:

March 19-20, 2014
June 19-20, 2014
September 10-11, 2014
December 10-11, 2014

Action Item: Helen is to review NORM to determine when the Five Year Review date for NSA Panama City is.

Action Item: Mike is to send Helen information on the Gulf Guardian Award received for the shoreline restoration project and other awards the installation has recently received.

11. HAZWOPER Training Requirements for LUCs

Richard began to develop a LUC matrix for each area highlight contaminated media, exaction limits, maps, HAZWOPER training requirements, etc. In the beginning, it was thought each site be 1 page; however, the document has grown to many pages. Brian stated the LUC Tracker in NIRIS should have this information (once the information is loaded); however, the sites need to be in NORM in order to get into the LUC Tracker. Currently, only SWMU 2 is in the LUC Tracker.

Per Richard, LUC inspections are conducted in August with certifications in November.

Action Item: Brian is to check with Bob Fisher regarding updating the LUC Tracker for NSA Panama City.

12. CRP and RAB Update

Richard conducted a documents review and only found some 1992 and references to some community meetings in the 1995 to 1997 range. Richard forwarded the information he had to Brian and Melissa Forest. Melissa commented that she did not expect any newer documents. Melissa will be at the January 2014 Partnering Team meeting. Brian stated that Melissa will conduct an outreach to see if there is any community interest in a RAB. Melissa will also create the Community Relations Plan.

Helen stated the permit is already in the public comment period.

13. Corrective Action Permit Renewal

FDEP comments have been addressed. Navy legal reviewed the draft permit. The draft-final permit was issued (without the Navy reviewing it), and the FDEP requested a Notice of Intent letter be issued. The notice was published in the News Herald. Public comments are currently being gathered, and the deadline is in November.

Tom asked if a radio notification of a public meeting (for a Statement of Basis) is still required. Helen stated there were requirements for the permit as far as the type of newspaper (number of subscribers, mostly in English, etc.), but nothing about a radio announcement.

Helen asked if Tom had a map of the installation showing the base boundaries and all of the sites on it. Tom said he would have to check with the GIS people. It was decided that Helen would see if the Navy can get the map via NIRIS.

Discuss ensued regarding the Five Year Review and the date. Petroleum sites should be included in the permit and, thus, in the Five Year Review.

Action Item: Team members are to review the CAMP and Exit Strategy and provide any feedback to Tom.

Brian suggested setting up a conference call to discuss the CAMP and Exit Strategy (separate from this call).

Action Item: Tom is to set up a conference call to discuss the CAMP and Exit Strategy on Wednesday, November 6, 2013, at 2:30 pm EST.

Action Item: Helen is to provide Team members with a copy of the permit.

14. Set 2014 Meeting Dates

Wednesday, February 12, 2014	St. Andrew Park, Panama City Florida
Wednesday, May 14, 2014	Virtual
Wednesday, August 13, 2014	St. Andrew Park, Panama City Florida
Wednesday, November 19, 2014	Virtual

15. Other Issues and Transition

Helen stated the Navy will need to figure out what to do regarding funding and a game plan for NSA Panama City.

Action Item: Helen and Brian are to discuss continuity with the Team and getting work finished at NSA Panama City.

16. Meeting Closeout

Action and Consensus Item Review

Action and consensus items were reviewed and provided on the following page(s).

Meeting

The next meeting is a scheduled for Wednesday, February 12, 2014, beginning at 9:00 a.m. Central Time at St. Andrew Park, Panama City, Florida. Richard Lee will be the Team Leader, and 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
Training (Decision Tree)	Pat	30 min	Training
Monitoring Well Inventory	Brian	60 min	Decision
Building 98 Update	Tom	15 min	Information
Building 325 Update	Tom	15 min	Information
AOC 2 Update	Gerry	15 min	Information
South Dock Update	Gerry	15 min	Information
Tier II Update	Helen	15 min	Information
CRP and RAB Update	Brian	15 min	Information
NIRIS Training	Bob Fisher	60 min	Information
LUC Boundaries for All Sites	Team	15 min	Discussion
MRP Update	Brian	60 min	Information
NOSC Sampling Results/Closeout	John S.	15 min	Information
Other Issues	Team	15 min	Information
Meeting Closeout; Action Item Review; Next Agenda; +/-	Team	30 min	Planning
CAMP/Exit Strategy/Milestone Schedule (to be discussed with site update)			

Action Item: Brian is to invite Melissa Foster and Resolution Consultants to the February 2014 NSA Panama City Partnering Team meeting.

Tentative Meeting Dates/Location

Wednesday, February 12, 2014	St. Andrew Park, Panama City Florida
Wednesday, May 14, 2014	Virtual
Wednesday, August 13, 2014	St. Andrew Park, Panama City Florida
Wednesday, November 19, 2014	Virtual

Plus	Delta
Accomplished a lot (even with a virtual meeting)	Hard to follow along with a virtual meeting, difficult
Stayed focus for the most part	Helen not have met Team in person yet
Jeff can easily talk to John Winters (if there are any questions) when holding a virtual meeting	Not all Team members on the call
Format solid (discussing more important items at beginning of call)	
Having email access during meeting	
Team did well not talking over each other	
Good participation	

Helen suggested holding virtual meetings over a 2-day period (½-day, ½-day) instead of one full day.

OPEN ACTION ITEMS				
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A-0813-07	Brian	Done	8/23/2013	Brian will talk with Melissa Forest in order to determine what needs to be done (if anything) regarding the RAB.
A-1013-01	Team		By the next meeting	Team members are to decide together which wells are to be abandoned at NSA Panama City at the next face-to-face meeting.
A-1013-02	Tom		10/31/2013	Tom is to update the Team Charter with the changes to the Roles and Responsibilities and contact information.
A-1013-03	Team		10/24/2013	Team members are to review their contact and emergency contact information in the Team Charter and send any changes to Tom Johnston.
A-1013-04	Tom	Done	10/21/2013	Tom is to contact Gerry regarding performing sampling at Building 98.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-1013-05	Jeff		10/31/2013	Jeff is to confirm the path forward for the Building 325 site (i.e., RAP Addendum with a LUCIP or a different path) to get information into the LUC Tracker.
A-1013-06	Richard	Done		Richard is to send the Cleanup Report for the fuel spill near UST 362 to Brian to determine a path forward.
A-1013-07	Navy		11/1/2013	The Navy is to discuss funding for UST 362.
A-1013-08	Brian		By the next meeting	Brian is to find out if Bob Fisher can provide NIRIS 2 training to the NSA Panama City Partnering Team.
A-1013-09	Helen		11/29/2013	Helen is to send the Navy Optimization Guidance to Team members.
A-1013-10	Helen	Done		Helen is to review NORM to determine when the Five Year Review date for NSA Panama City is. The date is November 21, 2013.
A-1013-11	Mike		11/1/2013	Mike is to send Helen information on the Gulf Guardian Award received for the shoreline restoration project and other awards the installation has recently received.
A-1013-12	Brian		10/25/2013	Brian is to check with Bob Fisher regarding updating the LUC Tracker for NSA Panama City.
A-1013-13	Team		11/4/2013	Team members are to review the CAMP and Exit Strategy and provide any feedback to Tom.
A-1013-14	Tom		11/6/2013	Tom is to set up a conference call to discuss the CAMP and Exit Strategy on Wednesday, November 6, 2013, at 2:30 pm EST.
A-1013-15	Helen		10/18/2013	Helen is to provide Team members with a copy of the permit.
A-1013-16	Helen and Brian		11/8/2013	Helen and Brian are to discuss continuity with the Team and getting work finished at NSA Panama City.
A-1013-17	Brian		Before the next meeting	Brian is to invite Melissa Foster and Resolution Consultants to the February 2014 NSA Panama City Partnering Team meeting.

2012-2013 CONSENSUS ITEMS	
Consensus Item #	Consensus Item
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.
C-0113-01	The Team reached consensus to approve the June and September 2012 meeting minutes (with minor changes) as final.
C-0413-01	The Team reached consensus to approve the January 2013 meeting minutes as final.
C-0813-01	The Team reached consensus to approve the April 2013 meeting minutes as final.
C-1013-01	The Team reached consensus to approve the August 2013 meeting minutes as final.

PARKING LOT ITEMS	
Date	Parking Lot Item
08-2013-01	Site boundaries need to be established for AOC 2 and discussed with South Dock.
08-2013-02	LUC boundaries for all sites need to be reviewed to ensure they match with NIRIS.