

N61331.AR.001798
NSA PANAMA CITY
5090.3a

FINAL MINUTES AND AGENDA FOR PARTNERING TEAM MEETING DATED 14 AUGUST
2013 CSS PANAMA CITY FL
8/14/2013
TETRA TECH

**PARTNERING MEETING AGENDA
NSA PANAMA CITY
PANAMA CITY BEACH, FL
St. Andrews Park Training Center
August 14, 2013**

**Leader: Mike Clayton
Scribe: Libby Claggett
Timekeeper: John Winters**

	Item	Description	Presenter	Time (Central)	Category
	1	Check-In/ Introductions/ New Members/ Opening Remarks/ Head Count and Proxies/ Guests/	Mike	9:00 – 9:15	Information
	2	Action Item & Parking Lot Review/ Approve minutes/Agenda changes/ Review Team Charter/ Ground Rules/	Mike	9:15 – 9:30	Information
	3	Training	Pat	9:30 – 10:15	Training
		Break		10:15 – 10:30	
	4	Building 98 Update	Tom	10:30 – 10:50	Remedy Decision
	5	Building 325 Update	Tom	10:50 – 10:55	Status
	6	AOC 2 Update	Tom	10:55 – 11:00	Status
	7	South Dock Update	Tom	11:00 – 11:05	Status
	8	Monitoring Well Abandonment/Repair Update	All	11:05 – 11:35	Information
		Lunch		11:35 – 1:00	
	9	Tier II Update	Rich	1:00 – 1:30	Information
	10	CRP and RAB Update	Mike	1:30 – 1:45	Information
	11	Permit Renewal	Navy	1:45 – 2:00	Status
	12	Milestone Schedule	Tom / Navy	2:00 – 2:15	Information
	13	NOSC Sampling Results	John S.	2:15 – 2:30	Information
		Break		2:30 – 2:45	
	14	Other Issues and Transition	Team	2:45 – 3:30	Information
	15	Meeting Closeout; Set 2013 Meeting Dates, Action Item Review; Next Agenda; +/-	Team	3:30 – 4:00	Planning

**PARTNERING MEETING DRAFT MINUTES
NSA PANAMA CITY
August 14, 2013, St. Andrew State Park, Panama City, Beach, Florida**

Leader: Mike Clayton
Timekeeper: John Winters

Members Present:

Mike Clayton	NSA PC
Tom Johnston	Tetra Tech, Pittsburgh
Richard Lee	NSA PC
Jeff Lockwood	FDEP
Rich May	Tetra Tech, Tier II Link
Brian Syme	Acting Navy RPM
John Winters	FDEP
Pat Franklin	TME, Facilitator
Libby Claggett	Tetra Tech, Scribe
John Schoolfield (via phone)	NAVFAC SE
Larry Smith (via phone)	NOSC Tallahassee

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

Attachments: 1 – Tier II Update
2 – NOSC Figure

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	Ongoing	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 contact awarded by Tread for 70 wells; however, the

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
				cost to abandon was not sufficient. Funding is not the issue – the exact location of the wells (well survey) is the issue. Charles suggested to determine NFA sites with no further monitoring and abandon those wells.
A-0113-02	(Charles) Brian	Done	2/8/2013	Charles is to verify the dates in the FY 2013 Petroleum SMP and send any changes in a letter to John.
A-0113-07	(Charles) Brian	Ongoing	By the next meeting	Charles is to develop a milestone schedule for NSA Panama City.
A-0413-02	(Charles) Brian	Ongoing	4/12/2013	Charles is to finish the LUC matrix document regarding training requirements.
A-0413-03	(Charles) Brian	Ongoing	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.
A-0413-04	(Charles) Brian	Ongoing	4/30/2013	Charles is to prepare a public notice for the CRP/RAB.
A-0413-05	Tom	Done	4/11/2013	Tom is to update the Team Charter with contact information for Gerry Walker.
A-0413-06	(Charles) Brian/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.
A-0413-07	John	OBE	4/12/2013	John is to write a letter commenting on Rev. 25 of the CAMP. Update 08-2013: The CAMP was updated (Rev. 26).
A-0413-08	Rich	Done	4/10/2013	Rich is to send the Petroleum SMP with updated dates to Team members.
A-0413-09	Tom	Done	4/11/2013	Tom is to send the CAMP with updated dates to Team members.

Consensus Item 0813-01: The Team reached consensus to approve the April 2013 meeting minutes as final.

Action Item: Brian is to check to see what documents for NSA Panama City need to be included in NIRIS (i.e., meeting minutes, documents) and the Administrative Record. **Done.** The meeting minutes should be included in NIRIS but flagged not for public viewing.

3. Training

Jeff Lockwood and Brian Syme were added to the Team as new members. John Winters was transitioned off the Team. Team members shared their experience and expectations with the new members.

4. Building 98 Update

BAP contamination exceeding criteria exists in one soil boring. Once delineated, the recommendation will be excavation and NFA for the site. John W. suggested collecting one groundwater sample downgradient and one at the source in to be able to state contaminations in groundwater are not from the site (from AOC 1). The groundwater sample can be collected during the excavation. Per John W., monitoring

well 4S could be the downgradient well, and the groundwater sample collected from the excavation (temporary well) could be the considered source well. Tom stated he is concerned about turbidity and PAHs with a well point. Team members agreed that wells 4S and 4I will be sampled and analyzed for PAHs, and a well point will not be used. No confirmatory samples will be needed because the soil will be excavated until clean.

Action Item: Jeff is to confirm with Kim Walker if groundwater sampling needs to be conducted within the source zone (excavation area) at Building 98 and/or downgradient of B98. The preference is not to install a permanent well and not to use a temporary well (because of turbidity concerns) so this leaves wells downgradient of the Building 98 former tank location on the eastern side of Building 98 (wells 4S and 4I). Tom indicated that the contamination is in the 4-6 ft depth range but because of a downward component of flow, inclusion of 4I makes sense.

Action Item: 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.

Action Item: 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.

5. Building 325 Update

The recommendation for Building 325 is to impose LUCs. The LUC boundaries need to be established. Tom asked if additional bounding would be required before establishing LUC boundaries. Boring SB001 has TPH exceedances, but is surrounded by clean samples except to the southeast (SB005). Jeff stated he would not be comfortable establishing LUC boundaries at Building 325 without discussing the proposed boundaries with Kim Walker. If additional sampling is conducted, the LUC boundary could possibly be made smaller. Tom asked that if Mike agreed to have a LUC boundary that extended down to SB0010 and back up to the northeast to SB0013, if that would be an acceptable boundary. Team members agreed that would probably be acceptable for the soil LUC.

Action Item: Tom is to provide proposed and optional LUC boundaries for soils and groundwater at Building 325 and send to the Team for consideration.

6. AOC 2 Update

Delineation is not complete at AOC 2. The recommendation is to complete the delineation and establish soil and groundwater LUCs. The soil LUC boundary has never been delineated and put on a map. Discussion ensued regarding the history of AOC 2 and the site boundaries (if South Dock and the lines are part of AOC 2 or not). Site boundaries need to be established for AOC 2.

Within the last 6 months, sheens have been reported in the AOC 2 area; it is likely the smear zone has been releasing the sheens.

7. South Dock Update

Because of its proximity to AOC 2, the South Dock area has a path forward similar to AOC 2 and is included in the Tech Memo with AOC 2. LUCs are proposed for the South Dock area. The soil LUC boundary may have to encompass South Dock but the GW LUC boundary is proposed to include only the South Dock area because wells immediately upgradient of South Dock were clean.

8. Monitoring Well Abandonment/Repair Update

Many wells are in bad shape. A well inventory needs to be created, and the monitoring wells to be abandoned needs to be determined. Brian took over the previous action item from June 2012 to verify the well locations. John Schoolfield had previously put together a list of wells, but some of the NSA Panama City wells may have been excluded and northing and easting information was not included for all wells. Tom noted that there are two wells at AOC 1 that are numbered similarly and that future work there needs to ensure that the correct wells are monitored.

Action Item: Brian is to get the old NSA Panama City monitoring well information from John Schoolfield. Tom offered to provide to Brian a copy of John Schoolfield's well abandonment document from last year if needed.

9. Tier II Update

The last Tier II meeting was held June 19-20, 2013, in Jacksonville. Major topics of discussion included reorganization and funding updates, review Tier II goals, review Tier I Team reports, Key West Team presentation, Five-Year review schedules, technical presentation on emerging contaminants, training, lessons learned from conference calls, Exit Strategy revision update, NIRIS/LUC Tracker training, and possible Tier I Team recognition. The next meeting is scheduled for September 17-18, 2013, in Jacksonville. The printed update is included as Attachment 1.

10. CRP and RAB Update

Action Item: Brian will talk with Melissa in order to determine what needs to be (if anything) regarding the RAB.

11. Permit Renewal

The Navy will be sending out comments on the permit today. Items requiring clarification include Administrative Record and the Memorandum of Agreement for petroleum.

12. Milestone Schedule

Document dates (except final documents) have been met in the current Petroleum SMP. A new Petroleum SMP will be sent out in the near future.

Tom added petroleum dates to the CAMP. For now, both the CAMP and the Petroleum SMP need to be maintained. Eventually, everything in the CAMP will be turned into the Milestone Schedule and Exit Strategy, which can produce the Petroleum SMP.

G300 and other sites will need a five-year review conducted.

John W. stated that LUCIPs and CMIPs need to be reviewed to determine when monitoring events are to happen, when documents are due, etc. Tom added that a lot of historical information has been captured in the current Exit Strategy. With a little more work, all the necessary information could probably be captured in the Exit Strategy.

13. NOSC Sampling Results

The report is being drafted. There were no significant exceedances detected.

Historic Information (see Attachment 2): During a tank pull, a [perched] groundwater sample was taken from approximately 17 feet; low concentrations of contaminants were detected. At the time it was not known that the water was perched. It is believed that manganese and arsenic, which were detected at elevated levels compared to GWCTLs, are naturally occurring. Samples were taken from two soil boring

locations in the area and no SCTL exceedances were found. In 2013, conductivity logs were taken at six locations (BH01 through BH06) and showed silty, clay sands to about 10 feet and solid clay at 21 feet, forming an impervious (or nearly impervious) layer for groundwater migration. At 45 feet bls, an area of lime rock was encountered. The water level is about 37 to 39 feet (in the clay); thus, groundwater is not a likely cause for the contaminants.

After the report is reviewed by Brian and Jeff and the report goes final, an SRCO is anticipated for the site.

14. Other Issues and Transition

Air Force bases are now under a performance-based contract; FDEP personnel may need more time to review Navy documents due to the bottleneck of Air Force documents.

15. 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 virtual meeting scheduled for Thursday, October 17, 2013, beginning at 9:30 a.m. Eastern Time. Tom Johnston will be the Team Leader, and Mike Clayton 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 (Goals)	Pat	30 min	Training
Building 98 Update	Tom		
Building 325 Update	Tom	15 min	Information
AOC 2 Update	Gerry	15 min	Information
South Dock Update	Gerry	15 min	Information
Monitoring Well Abandonment/Repair Update	Brian	15 min	Discussion
Tier II Update	TBD	15 min	Information
CRP and RAB Update	Brian	15 min	Information
Milestone Schedule	Tom	15 min	Information
NOSC Sampling Results	John S.	15 min	Information
LUC Boundaries for All Sites	Team	15 min	Discussion
2014 Meeting Dates	Team	30 min	Discussion
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)			

Tentative Meeting Dates/Location

TBD

Plus	Delta
New people on board up to speed	Too much Team turnover at one time
Everyone gets along well so early	Richard could not join the site visit
New Team members hit the ground running	
Site visit with Navy RPM yesterday	
Finished meeting without rushing	
Good meeting location	

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0612-05	(Charles) Brian	Ongoing	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 to determine NFA sites with no further monitoring and abandon those wells.
A-0113-02	(Charles) Brian	Done	2/8/2013	Charles is to verify the dates in the FY 2013 Petroleum SMP and send any changes in a letter to John.
A-0113-07	(Charles) Brian	Ongoing	By the next meeting	Charles is to develop a milestone schedule for NSA Panama City.
A-0413-02	(Charles) Brian	Ongoing	4/12/2013	Charles is to finish the LUC matrix document regarding training requirements.
A-0413-03	(Charles) Brian	Ongoing	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.
A-0413-04	(Charles) Brian	Ongoing	4/30/2013	Charles is to prepare a public notice for the CRP/RAB.

OPEN ACTION ITEMS				
Action Item #	Responsible Party	Status	Due Date	Action Item
A-0413-05	Tom	Done	4/11/2013	Tom is to update the Team Charter with contact information for Gerry Walker.
A-0413-06	(Charles) Brian/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.
A-0413-07	John	OBE	4/12/2013	John is to write a letter commenting on Rev. 25 of the CAMP. Update 08-2013: The CAMP was updated (Rev. 26).
A-0413-08	Rich	Done	4/10/2013	Rich is to send the Petroleum SMP with updated dates to Team members.
A-0413-09	Tom	Done	4/11/2013	Tom is to send the CAMP with updated dates to Team members.
A-0813-01	Brian	Done		Brian is to check to see what documents for NSA Panama City need to be included in NIRIS (i.e., meeting minutes, documents) and the Administrative Record. Update 08-2013: The meeting minutes should be included in NIRIS but flagged not for public viewing.
A-0813-02	Jeff		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.
A-0813-03	Gerry		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.
A-0813-04	Tom		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.
A-0813-05	Tom		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		8/30/2013	Brian is to get the old NSA Panama City monitoring well information from John Schoolfield.
A-0813-07	Brian		8/23/2013	Brian will talk with Melissa in order to determine what needs to be done (if anything) regarding the RAB.

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.

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.
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.