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PENSACOLA PARTNERING TEAM
MEETING MINUTES

DATE: December 5 - 6, 2000

LOCATION: Pensacola, FL

N00204.AR.001928

NAS PENSACOLA

5090.3a

TEAM LEADER: Gena Townsend

SCRIBE: Greg Wilfley

GATE KEEPER/TIME KEEPER: Brian Caldwell

PROCESS FACILITATOR: Anne Marie Lyddy

ATTENDEES:

Team Members::

Allison Harris
Joe Fugitt
Terry Hansen
Ron Joyner
Brian Caldwell
Gena Townsend
Bill Hill
Greg Wilfley

Support Members:

Gerry Walker, TTNUS Presenter
Anne Marie Lyddy – Facilitator
Paul Stoddard – Tier II Link

1. Check-In

Meeting began at 1:30. Everyone is doing fine. The ground rules and meeting processes were reviewed. Gerry Walker with TTNUS attended the meeting. Robby Darby was unable to attend due to schedule conflicts.

2. Review of Action Items/Reminders

0003-A06: The work plan and SAP for the Site 2 Sampling still needs to be completed for the record; Gena will get EPA's portion of this together. Pending; EPA's portion of SAP was submitted on 10/25/00. ~~Still pending.~~
Submitted 11/2/01

0003-A07: Terry to write up the Site 2 cooperative effort as a success story. Complete. To be resubmitted to team. Terry sent email. Still needs work. Allison sent email – she will re-send. Terry to complete by August 25, 2000. This item to be placed on agenda for December 2000 meeting in Pensacola. Complete.

0006-A28 Terry/ Pittsburgh GIS to coordinate with Constantine Tudan Memphis EnSafe. Estimated completion date is April 2001. This action item complete. ECD still April, 2001

0006-A32 TtNUS (Gerry Walker) is to develop a Site 1 presentation for the Nov/Dec RAB meeting. Ongoing until 12/5/00. The Site 1 Annual Monitoring report was presented at the partnering meeting. The RAB meeting was cancelled. When it is reschedule, Gerry will deliver presentation.

3. Training

Anne Marie provided the results of the team's survey of the curriculum topics for the "Team Performance Model and Leadership Development System". The top 10 selections will be used to develop a training curriculum for the team.

The team completed an exercise on the first one, "Continuous Improvement".

4. TTNUS

Gerry Walker presented the OUI Annual Monitoring report for a RAB presentation. Team had a preview of the presentation at the Wednesday meeting.

Site 43 drum sampling will be complete next week and the laboratory analytical results will be forthcoming.

Data from Bronson is coming from 2 new wells with lower turbidity.

UST investigations are ongoing at NASP and Bronson.

5. Tier II Update

Paul Stoddard gave a review of the recent Tier II meeting.

Plans are ongoing for the joint Tier I/II meeting. Tentatively scheduled for the last two weeks in April or the first two weeks of May, 2001 in Orlando. Anticipated to be Tuesday p.m. check in/reception, then Wednesday and Thursday full days.

Each of the seven partnering team shall be prepared for a 90minute presentation of an applicable topic of their choice (60minutes initial presentation, then 30minutes Q & A).

6. Facility Update

Not a lot going on.

Gena looked at Site 43 (Buried Drum Area). Debris needs to be cleaned out and some areas leveled.

OU (13) TCE and vinyl chloride were detected in groundwater at Site 24. This area has been filled and therefore the mix is unknown. That the area is fill needs to be stated in ROD.

Site 14. Remedial action needs to occur soon, as cemetery is encroaching.

7. Site Document Status

The team was presented with a Document Approval Status spreadsheet updated by Allison on 11/27/2000

a. Site 40

A test was conducted to see which bait, dog food, Styrofoam, or no-bait, would be the best at attracting the target fish. And the results are:

Dog Food: 40+ fish

No Bait: 2 fish

Styrofoam: 0 fish

Therefore, dog food will be utilized as bait for the fish collection.

A site specific BSAF will be developed by sampling. Forage fish and sediment sampling will be collected. The goal is to catch the largest fish for analysis, (killifish). Penfish will be used if they are the only ones available. The reference station will be selected by visual means. TOC, grain size, sediment and fish will be analyzed.

9. Site 38 Update

The Fieldwork should start by 12-7-00. Results will be available for review and discussion by the February meeting.

10. Site 2

Allison is currently reviewing the data and will provide update at the February meeting.

11. OU 1 Update

Gerry Walker presented the first annual monitoring report for surface water and groundwater to the team. He then presented a briefing of the analytical results, followed by conclusions and recommendations.

Gena had concerns about vinyl chloride concentrations either remaining the same, or slightly increasing at one down-gradient well. She felt that at this stage of the project, going from semi-annual monitoring to quarterly monitoring may be prudent. Gerry cautioned the Team not to jump to conclusions without first developing a plan of action (DQO Process) to determine how suggested changes to the SAP will in obtaining objectives.

Gerry expressed a desire for some additional monitoring wells up-gradient to determine the intrinsic remediation parameters in the groundwater are entering the area to better determine what is going on within the plume, and recently installed remediation system.

A: What

B: the effectiveness

The next semi-annual sampling event is scheduled for March, 2001. It was generally agreed that the team should wait for the results of this sampling event prior to revising the SAP. However, if upon further review of the document, any team member wishes revisions, they should be forwarded to Gerry by the end of January, 2001 for discussion at the February meeting.

12. Facilitator Evaluation

Completed Facilitator Performance Evaluation form.

13. Develop Agenda for Next Meeting

Next Meeting: February 27 & 28, 2001 at Ensafe's office in Pensacola, FL, begin 8:00 a.m. Day 1. End at noon on Day 2.

Leader: Greg Wilfley

Scribe: Brian Caldwell

Timekeeper: Joe Fugitt

Next Meeting Agenda:

Description	Presenter	Time	Category/ Expectation
Check-in/Agenda Modifications/AI	Greg	1 hour	Information
TrNUS Fieldwork & GIS Update	Terry/Gerry	30 min	Information
Facility Update	Ron	30 min	Information
Training (honeymoon report)	Anne Marie	1 hour	Training
Tier II Update	Robby	30 min	Information
Schedule Review	Bill	1 hour	Information
OU-1 Action Plan	Gerry	1 hour	Review/info.
Site 41	Allison	2 hours	Info.
Site 2 update	Allison	1.5 hours	Information
Site 38	Allison	1.5 hours	Information
OU-13	Allison	1 hour	Information
Site 15 Work Plan Presentation	Greg	30 min	Information
Tier I & II meeting Presentation Topic	Bill/All	30 minutes	Information
RAB Topics & Planning	Bill/All	30 minutes	Information
Lunch	Team	1 hours	Refresh
Breaks	Team	40 min	Relax
Facilitator Evaluation	All	15 min	Evaluation
Check Out	Greg	.5 hour	Good bye

Parking Lot

Item No.	Parking Lot Issue
9903-A13	Bill will submit a letter to EPA and State requesting that OU-10 be handled under RCRA authority.
9802-A14	Brian to follow up on the list of wells to be kept for future modeling.
9806-A44	Review Tier II deliverable packages (rev. 9) for corrections and respond to Bill.
9811-M03	Bring MBTI materials to all meetings.
0003-A 12	Terry will be copied on all correspondence henceforth for the AR.

Open Action Items

Action Item #	Responsible Party	status	Due Date	Action Item
0003-A06	Gena, Bobby	Pending Complete		The work plan and SAP for the Site 2 Sampling still needs to be completed for the record; Gena will get EPA's portion of this together. Pending; EPA's portion was submitted on 10/25.
0003-A07	Terry, Allison	Complete	12/5/00	Terry to write up the Site 2 cooperative effort as a success story. Complete. To be resubmitted to team. Terry sent email. Still needs work. Allison sent email - she will re-send. Terry to complete by August 25, 2000. This item to be placed on agenda for December 2000 meeting in Pensacola.
0006-A28	Terry	Complete		Terry/ Pittsburgh GIS to coordinate with Constantine Tudan Memphis EnSafe. ECD April 2001.
0006-A32	TtNUS	Complete	12/05/00	Gerry Walker is to develop a Site 1 presentation for the Nov/Dec RAB meeting. Ongoing until 12/5/00.
0009-A47	Team	Complete		Team members will provide Robby with information on video conferencing facilities available at each member's location. ---
0009-A50	Joe	Open	10/30/00	Joe will submit concurrence (pending 0009-A49).
0010-A54	Joe	Pending	11/1/00	Joe will prepare a NFA letter for OU6 and Site 34.
0010-A55	Brian	Complete	11/3/00	Brian will revise figure and submit to Allison
0010-A56	Allison	Complete	11/15/00	Allison will prepare response to comment letter and an errata page for ROD.
0010-A57	Allison	Complete	10/30/00	Allison will email Torn discussing wetland fish sampling, (specifically W64 and W32). Mercury is a contaminant of concern in these wetlands.
0010-A58	Brian	Complete	11/28/00	Brian will write a one-page memo discussing method for collecting the SPLP data and email the team.
0010-A59	Gena	Complete		Gena will check with Bobby on the higher detection limits.
0010-A60	Gena	Complete		Gena will check with Bobby on the calculation method for the AVS/SEM.
0010-A61	Allison	Complete	11/27/00	Allison will make the corrections to the SAP.