

**FINAL**  
**Pensacola Partnering Team Meeting Minutes**  
**April 6 and 7, 2004**  
**Tallahassee, FL**

N00204.AR.002020  
NAS PENSACOLA  
5090.3a

**ATTENDEES:**

**Team Members:**

Brian Caldwell	EnSafe Inc.
Greg Campbell	NAS Pensacola
Greg Fraley	EPA
Allison Harris	EnSafe Inc.
Bill Hill	SouthDiv
Tracie Vaught	FDEP
Gerry Walker	TtNUS

**Support Members:**

Gus Campana	ICLD – Facilitator
Betsy Voss	TtNUS - Scribe
Paul Stoddard	Ensafe Inc. – Tier II Link

**Absent:**

Greg Wilfley	CH2MHill
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**Guests:**

Captain Bo Stewart	NASP
Cal Boles	NASP
Hugo Ochoa	University of Florida

**1. OU 16**

Allison suggested Team forego check-in until after guests depart. Greg C. prepared the Team as to NASP's concerns regarding the wetlands at the facility. NASP would like to clean storm water drainage ditches at the facility but a number of the ditches are considered wetland areas and are included in RI OU 16. NASP wants to be able to do ditch maintenance including brush cutting, grass cutting and sediment removal to the original grade on the ditches. There is not a clear understanding of how ditches and wetlands were added to OU 16. Team needs to decide which wetlands warrant clean up under CERCLA and which are not of concern. Allison passed out two draft memorandums (attached) one for wetlands and the second for non drainage ditch wetlands at NAS Pensacola. Both memos provided a short history, a listing of applicable features and classification into 3 action categories.

The Team discussed the memos and came to consensus on two items:

**Consensus #1:** Team agrees that category 1 wetlands specified in Team's memorandum are appropriate for facility maintenance activities without restrictions from the IR program, but in accordance with FDEP and COE requirements. (Memorandum attached)

**Consensus #2:** Team will ask the XO for memorandum outlining what maintenance activities are proposed for ditches at the facility.

The guests Captain Bo Stewart and Cal Boles were then invited to attend the meeting. Captain Stewart started with an explanation of what the facility wanted to do. He

remarked that the eastern portion of the facility currently floods and that they periodically go thru and clean out the weeds, but still need to get ditches restored to original grade to reduce flooding. The Captain would also like to do maintenance on the ditches in the northwest portion of the facility and get them removed from the IR program because there never was development or activities in that area. He stated that there are two areas of concern: the southeast portion of the facility, and the western portion which is mostly undeveloped. The Captain would like to start immediately with at least cutting weeds in the ditches. Greg F. explained Team's position and requested a written proposal from the Captain of proposed maintenance activities to be completed. Greg F. proposed that if the Team receives a memorandum from the facility quickly, that the Team can respond with approvals or instructions within approximately a month.

The Captain indicated that the overall maintenance would require approximately 3 months to complete once it was initiated. The XO asks if the response memo will include options for maintenance activities for disposal. Greg F. says yes. Bill indicated that if testing of the sediments is required, potential funding issues may exist whether to use O&M dollars or ERN dollars. Allison asks if the memo needs to address both the disposal and worker safety issue. Captain responded yes, he's looking for recommendations from Team because we're closest to the program. The Captain asked if the covering of the ditch is considered covering of the Site. Greg C. believes it would require a permit. The Captain indicated that the first step is to remove the vegetation, which includes category 3 sites. Then later they'll return to remove sediment.

#### NAS Pensacola wetland Action Items and Points to Consider (PTC):

- **A-10404:** Greg C. needs to provide Team with Cal Boles research of facility's manmade ditches that are considered wetlands
- **A-20404:** Greg F. to obtain and send to Team EPA's definition of wetland
- **A-30404:** Tracie to meet with Tom Dillon to discuss wetland memo submitted by the facility
- **PTC:** Drainage ditches 5 and 6 are considered manmade and are therefore exempt from FDEP regulations
- **PTC:** Determination of manmade versus natural drainage ditches has been completed by the Facility and is based on visible criteria – slope, topography, meanders
- **PTC:** Team will not define the safety clothing or safety levels, only reference sites where concerns are present
- **PTC:** Soil disposal – all materials are believed to require disposal off facility
- **PTC:** Fill material should be tested to confirm that it is clean prior to use
- **PTC:** Team will delay submittal of Team memo until after the Facility O&M memo is received
- **PTC:** Team needs to define which wetlands are included under OU 16

## 2. **1<sup>st</sup> Day Check In/Opening Remarks/Resource Sharing/Head Count and Proxies/Guests/Review Ground Rules/Action Items & Parking Lot Review**

Team finally had check in and reviewed ground rules, action items, parking lot issues and agenda.

**Consensus #3:** February 2004 draft NASP Partnering Team meeting minutes are approved by Team.

**3. Lunch**

**4. Cercla flow chart – Greg F./Allison**

Handout was given to Team identifying the superfund remedial response process. The Team reviewed the process. Gerry inquired as to where can you drop a site out of the program. Response was either before the RI/FS or at the ROD.

**5. Training – Effective Listening – Gus**

- To better understand the listening process
- To identify what it takes to be a more effective listener
- To practice some listening basics
- To have fun

The greatest problem with communication is the illusion that it has been achieved. Listening is a process.....it must be worked at!

Four listening techniques:

- Be ready to listen
- Listen through handicaps to listening
- Identify the main points and supporting points of the message
- Organize the points of the message so they make sense to you (and feed them back)

Listening is processing the information.

**6. Break**

**7. Tier II Update - Paul**

Paul gave the following points in regards to the Exit Strategy based on Tier II's discussion:

- use the projected start date
- add petroleum sites – add permit
- use projected cost (CTC) per Navy guidance
- project to the CTC date
- if LUC, add info in the comment section as to how long
- documentation for NFA column added

Tier I will need to update their report by June 1 because Tier II's next meeting is scheduled for the second week in June.

Byas is going to pull together UST information and provide it to the Team.

John Johnson with EPA has moved to the RCRA group. His replacement has not been identified.

Institutional controls is still in debate.

More resourcing is of concern with JA Jones filing bankruptcy. There is also a spending cut in the Navy.

**8. OU 18/Site 43 – scaps dates – Greg F.**

**A-40404:** Gerry will change current dates and insert dates for OU 18/Site 43, OU 2, and OU 16 in the Gantt chart and send to the Team

**9. Exit Strategy - Gerry**

Gerry will wait for feedback from Rich next week, and then he will send out to the Team.

**A-50404:** Team will finalize Exit Strategy at teleconference on May 25, 2004.

OU 18/Site 43 will be added to the Exit Strategy.

**10. Facility/UST Update – Greg C.**

Greg C. gave an update on what is happening at the Pensacola Facility. He checked on historic uses of buildings 3887 and 3819. There was used oil, kerosene, alcohol solvent and tetrachloroethene/TCE at building 3887. Building 3819 had used oil filters and aerosol cans. It has now been converted to offices.

Petroleum soil removal has begun at Site 1116.

They are looking to build a VA hospital.

New name for OU 2 is Building 630.

**A-60404:** Brian will provide Bill list of contaminants above clean up levels at building 630(Site 47).

**A-70404:** Greg C. to follow up on aqua test waste at building 3887.

**11. Document schedules OU 2, OU 16 (Site 41) - Gerry**

Gerry passed out a copy of the Gantt schedule to Team. Team thinks schedule is very helpful but is hard to read because the font is too small. Tracie would like to extend the

schedule on certain reports because too many of the reviews overlap. Gerry received comments on a hard copy of the Gantt chart and will make changes.

**12. OU13 Status Document Update - Allison**

Amy will send out work plan.

**13. Site 15 arsenic changers – Greg W./Tracie**

Team quickly discussed arsenic related to the site.

**Consensus #4:** Team decides to proceed with new proposed FDEP SCTL arsenic values even though they are not formally approved.

**14. Break**

**15. OU 2**

Team discusses OU 2 and decides to create the schedule for inclusion in the Gantt chart.

- RI Addendum completed June 2, 2004
- RI review June 3 - July 19, 2004
- Prepare draft FS July 20 – Sept 30, 2004
- Review draft FS Oct 1 – Dec 1, 2004
- Finalize FS Dec 2, 2004 – Jan 28, 2005
- Review final FS Feb 1 – Apr 1, 2005
- Prepare draft proposed plan Feb 1 – Apr 15, 2005
- Review proposed plan Apr 16 – Jun 1, 2005
- Prepare final proposed plan Jun 2 – Jun 17, 2005
- Comment period Jun 20 – Aug 5, 2005
- Prepare draft ROD Jun 2 – Jul 7, 2005
- Review draft ROD Jul 8 – Sep 1, 2005
- Final ROD Sep 2 – Sep 20, 2005
- ROD signature Sep 21 – Sep 30, 2005

SCAP date is June 30, 2005.

**16. 1st Day Meeting Closeout – Review Action Items/Consensus Items/+/-/Review Agenda for Day 2**

**17. 2nd Day Check-In/Opening Remarks**

**18. TIP Review - Gus**

Gus reviewed the Team's improvement process of "Vision/Understand Goals", "Documents Describe Processes" and "All members are active/engaged listeners." Gus suggested Team review these at each meeting.

Gus asked the Team what we need to do to actually stop “making assumptions that we all know what the Team vision and goals are”. He suggested that the Team read the Team Pensacola Environmental Restoration Partnership Charter at every meeting. Team agreed.

Bill suggested we discuss how the partnering process works. Gus thought that might be a good topic for the next partnering meeting and will add to the agenda.

**19. Break**

**20. OU2 Report Regulators comments discussion - Brian**

Brian passed out a handout regarding draft comment responses from EAP and FDEP for OU 2 RI Addendum. He discussed with Greg F. and Tracie his responses to their comments and indicated that a CD with historic documents related to the report will be included as an appendix to the RI addendum. Greg F. asked Brian if he could include the words, “refer to the original RI” in his RI Addendum report. Brian responded yes. Tracie described FDEP’s approach to background comparison in secondary groundwater. Tracie concurs with Brian’s responses and he can proceed. Greg F. is still reviewing. Bill proposed to the Team that a decision making flowchart be made. Tracie responded that there is such a flowchart already in place – FAC 62780.

**21. Break**

**22. OU 16 Site 41 Schedule**

Team completes a schedule for OU 16’s inclusion in the Gantt chart.

- RI completed Sept 30, 2004
- RI review Oct 1, 2004 – Jan 7, 2005
- Prepare draft FS Dec 1, 2004 – Mar 1, 2005
- Review draft FS Mar 2 – Jun 1, 2005
- Finalize FS Jun 2 – Aug 5, 2005
- Review final FS Aug 6 – Sep 20, 2005
- Prepare draft proposed plan Sep 1 – Oct 15, 2005
- Review proposed plan Oct 16 – Dec 1, 2005
- Prepare final proposed plan Dec 2 – Dec 17, 2005
- Comment period Dec 18, 2004 – Jan 30, 2006
- Prepare draft ROD Jan 2 – Feb 7, 2006
- Review draft ROD Feb 8 – Apr 1, 2006
- Final ROD Apr 2 – Apr 20, 2006
- ROD signature Apr 21 – Apr 30, 2006

SCAP target date is 12/31/05.

Gerry will load this schedule into the Gantt chart.

Bill asked Tier II Links (Paul and Rich) what justifications need to be given as to the change in the SCAP date. The answer is reasonable, technical reasons.

23. **Break**

24. **Discuss Site 38 - Allison**

Hugo Ochoa joined Team as guest to explain his draft letter regarding Site 38. Tracie passed out the draft letter to Team yesterday. Hugo explained further his comments on Site 38. The question was posed on if this site will ever be considered a residential site, and do we need to include that in the comments. The answer was yes, please include that in the report. Hugo mentioned that he could provide more information concerning comment 2 on handout with the evaluation of risks from carcinogenic PAHs.

Allison led a discussion of how to group the surface soil samples for the risk assessment. The general consensus was to group them to sites in close proximity. The OU 2 site groupings for the risk assessment will be Sites 12/26, Sites 25/27, Site 11, Site 30, and samples associated with pipeline adjacent to the wetland.

**A-80404:** Allison will send a map to TtNUS for inclusion in the meeting minutes of the site divisions to be grouped for risk assessment surface soil evaluation at OU 2

Allison stated that the preferred alternative for OU 2 is to use institutional controls with hot spot removal.

25. **2<sup>nd</sup> Day Meeting Closeout – Review Action Items/Next Agenda/Consensus Items/+/-/  
Facilitator Evaluation**

**A-90404:** Greg F. will email the CNO Orlando award submittal to Team.

**Team Meeting Evaluation**

**Plus**

- accommodations
- host/refreshments
- Allison as leader
- Tracie's decision on arsenic
- Rich May's participation
- XO visit -- Team met challenge
- Gerry's Gantt chart
- Hugo's participation
- TIP review/charter review

**Delta**

- traffic
- Greg W. absent

Gus' critique of the Team included:

- good communication
- good discussion with the XO
- participation in training
- Team more together

Action Item No.	Responsible Party	Status	Due Date	Action Item
<b>Action Items from August, 2003 Meeting</b>				
A-30803	Bill	Completed	12/19/03	Provide a groundwater map for OU4, site 15, to meet the intentions of the Record of Decision by October 15, 2003. Revised 10/31/03 – <b>Provide work plan – submitted Jan 2004</b>
A-40803	Bill	Completed		Bill will meet with Greg. Wilfley, CH2M Hill to discuss remobilization to further excavate surface soil exceedances (site 15). – <b>on hold – consensus #4 April 6 – completion report will not be completed until arsenic rule is final</b>
A-120803	Greg C.	Working	1/31/04	Greg C. will follow up with RASO to take care of the RAD contamination at OU2.
<b>Action Items from October, 2003 Meeting</b>				
A-41003	Greg F.	Completed		Greg F. will update the SCAP to reflect the completion of site 15 to 9/30/05. – <b>unable to change at his level, will go higher up – changed - Greg F. will send to Team</b>
A-91003	Greg F.	Moved to A-10204	12/19/03	Greg F. will send a response letter to the site 40 RI addendum by 10/31/03
<b>Action Items from December, 2003 Meeting</b>				
A-21203	Greg F.	Completed		Greg F. will put Site 43 into the SCAP report as OU18.
A-41203	Gary	Completed	1/23/04	Gary to get sampling plan out for Site 41 by January 23, 2004
<b>Action Items from February, 2004 Meeting</b>				
A-10204	Greg F.	Working	2/27/04	Greg F. will send a response letter to the Site 40 RI addendum by 2/27/04.
A-20204	Tracie	Working		Tracie will have status of review of Site 43 to Team by next teleconference.
A-30204	Greg F.	Completed	2/27/04	Greg F. to give approval of Site 41 documents to Allison by 2/27/04 – <b>completed 3/19/04</b>
A-40204	Greg C.	Completed		Greg C. will get with lab at old permitted hazardous waste facility to inquire about disposal procedures and chemical uses. <b>Completed</b>
A-50204	Greg C.	Completed		Greg C. will determine the adjacent building numbers to help name the new site at OU2. – <b>Site Building 630</b>

Action Item No.	Responsible Party	Status	Due Date	Action Item
A-60204	Greg W.	Completed		Greg W. will check on schedule to do soil removal work at OU13. <b>Completed</b>
A-70204	Bill	Completed		Bill will check on funding for the soil removal at OU13. – <b>adequate funding available</b>
A-80204	Greg F.	Completed		Greg F. will verify dates and information on the geochemistry course at FDEP and email to Team. <b>Completed; sent to team</b>
A-90204	Greg C.	Completed		Greg C. will provide to Tracie the necessary information of the surface conditions (asphalt) and what areas are populated the most to help with 95% UCL at site 38. <b>Completed on agenda this meeting</b>
A-100204	Tracie	Completed		Tracie will provide comments on the site 38 95% UCL to the Team after she has received information from Hugo. <b>Completed on agenda this meeting</b>
A-110204	Allison	Completed		Allison will verify that comments on the RI for Site 40 have been received from both FDEP and EPA. – <b>nothing from EPA yet – see A-10204</b>
A-120204	Gerry	Completed		Gerry will create a Gant spreadsheet showing the deliverables schedule for Site 2, Site 40, Sites 8&24 and Site 38 and incorporate these into the IR Portal and present at next meeting. <b>Completed on agenda this meeting</b>
A-130204	Greg F. /Allison	Completed		Greg F. and Allison will develop a flowchart of the CERCLA process and present to Team. <b>Completed On agenda this meeting</b>

**New Action Items from April, 2004 Meeting**

A-10404	Greg C.		4/21/04	Greg C. needs to provide Team with Cal Boles research of facility's manmade ditches that are exempt from FDEP wetlands regulations
A-20404	Greg F.		4/21/04	Greg F. to obtain and send to Team EPA's definition of wetland
A-30404	Tracie		4/27/04	Tracie to meet with Tom Dillon to discuss wetland memo submitted by the facility
A-40404	Gerry		4/21/04	Gerry will change current dates and insert dates for OU 18/Site 43 – OU 2, OU 16 in the Gantt chart and send to the Team
A-50404	Team		5/25/04	Team will finalize Exit Strategy at teleconference on May 25, 2004
A-60404	Brian		4/12/04	Brian will provide Bill list of contaminants above clean up levels at building 630(Site 47).
A-70404	Greg C.		4/16/04	Greg C. to follow up on aqua test waste at building 3887
A-80404	Allison		4/21/04	Allison will send a map to TtNUS for inclusion in the mtg minutes of the site divisions to be grouped for risk assessment surface soil evaluation at OU 2

Action Item No.	Responsible Party	Status	Due Date	Action Item
A-90404	Greg F.		4/27/04	Greg F. will email the CNO Orlando award submittal to Team.

### Parking Lot Issues

There are 4 parking lot issues.

1. Naval Air Station background study locations (arsenic).
2. Team charter - **done**
3. Discussion of the four sites OU15, OU13, OU11 and OU3 scheduled for RODs in FY04 - **done**
4. Prepare submittal for CNO award – **PUT ON NEXT AGENDA**

<b>Consensus Items from February, 2004 Meeting</b>	
Consensus Item No.	Consensus Item
1	Team agrees to revisit the Team charter.
2	December 2003 draft NASP Partnering Team meeting minutes are approved by Team.
3	October 2003 draft NASP Partnering Team meeting minutes approved by Team.
4	Team agrees to proceed with a soil removal at OU13 to prevent LUC on soils being required, and will proceed simultaneously to complete the ROD by September 30, 2004.
<b>New Consensus Items from April, 2004 Meeting</b>	
1	Team agrees that category 1 wetlands specified in Team's memorandum are appropriate for facility maintenance activities without restrictions from the IR program, but in accordance with FDEP and COE requirements. (Memorandum attached)
2	Team will ask the XO for memorandum outlining what maintenance activities are proposed for ditches at the facility.
3	February 2004 draft NASP Partnering Team meeting minutes are approved by Team.
4	Team decides to proceed with new proposed FDEP SCTL arsenic values even though they are not formally approved.

### Meeting Schedule:

- April 22, 2004 – Teleconference – 10:00 EST – Wetlands
- May 25, 2004 – Teleconference – 10:00 EST
- June 8-9, 2004 – Charleston
- August 10-11, 2004 – Atlanta
- October 19-20, 2004 – Pensacola
- December 7-8, 2004 - Charleston

**Pensacola Partnering Meeting Agenda**  
**Charleston, SC**  
**June 8 and 9, 2004**

**Leader: Bill Hill**  
**Scribe: Betsy Voss**  
**Timekeeper: Allison Harris**

Item	Description	Presenter	Time	Category
1	1 <sup>st</sup> Day Check In/Opening Remarks/ Resource Sharing/Head Count and Proxies/Guests/ Review Ground Rules & Charter/Action Item & Parking Lot Review	Bill	8:00 – 9:00	Info
2	Training – Partnering Team Process	Gus	9:00 – 10:00	Required
3	Break	All	10:00 – 10:15	Refresh
4	OU 16	Allison	10:15 – 11:15	Info
5	CNO award	Greg F.	11:15 – 11:45	Info
6	Tier II Update	Paul	11:45 – 12:00	Info
7	Lunch	All	12:00 – 1:15	Refresh
8	OU 18/Site 43 – SCAP dates	Gerry	1:15 – 1:45	Info
9	Exit Strategy	Gerry	1:45 – 2:45	Info
10	Facility/UST Update	Greg C.	2:45 – 3:00	Info
11	Break	All	3:00 – 3:15	Refresh
12	Document schedules OU 2, OU 16 (Site 41)	Gerry	3:15 – 3:45	Info
13	OU13 status document update	Allison	3:45 – 4:15	Info
14	Site 15 arsenic changers	Greg W/Tracie	4:15 – 4:30	Info
15	1 <sup>st</sup> Day Meeting Closeout – Review Action Items/ Consensus Items/Review Agenda for Day 2	All	4:30 – 5:00	Info

**Pensacola Partnering Meeting**  
**Second Day**

Item	Description	Presenter	Time	Category
16	2 <sup>nd</sup> Day Check-In/Opening Remarks	Bill	8:00 – 8:15	Info
17	TIP Review	Gus	8:15 – 8:45	Info
18	Site 40 ROD	Allison	8:45 – 9:15	Info
19	Break	All	9:15 – 9:30	Refresh
20	Site 2 FS comment review	Allison	9:30 – 10:30	Info
21	Discuss Site 38	Allison	10:30 – 11:30	Info
22	Break	All	11:30 – 11:45	Refresh
23	SCAPS update	All	11:45 – 12:30	Info
24	2 <sup>nd</sup> Day Meeting Closeout – Review Action Items/Next Agenda/Consensus Items/+/-/Facilitator Evaluation	All	12:30 – 1:00	Info