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NAS PENSACOLA
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FINAL PARTNERING TEAM MEETING MINUTES BETWEEN 10 AUGUST AND 11 AUGUST
2004 NAS PENSACOLA FL
8/10/2004
NAS PENSACOLA

FINAL
Pensacola Partnering Team Meeting Minutes
August 10 and 11, 2004
Townsend, TN

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
Greg Wilfley	CH2MHill

Support Members:

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

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

Team had check in and reviewed ground rules, action items, and parking lot issues. The action items were updated. Bill Hill indicated an error to the June 2004 draft meeting minutes, specifically action item A-80604. The referenced site OU 14 should be changed to OU 13. Betsy indicated that the correction will be made.

Consensus #1: Team approves the NAS Pensacola Partnering Team June 2004 meeting minutes.

2. Break

3. Training – Live Life to the Fullest – Gus

Gus presented training on the three aspects of life: spirit, mind, and body. Your spirit consists of what's in you - breath. The mind is who we are. It confirms our existence. The body is what we are, not who we are. Gus suggested each team member make a plus delta chart for all three areas of their personal life - spirit, mind, body, and then prioritize the ones we need to work on and then work on them.

4. Break

5. CNO Award - Greg F.

Greg F. showed the Team a PDF of the previous CNO award that was won for the Former NTC Orlando, Florida Facility. A submittal needs to be received by January 2005 for consideration in the upcoming award selections. Greg F. suggests we get a theme and outline for a particular site for Team's submittal. Bill thinks Team should identify the criteria first before proceeding with the theme and outline. Greg F. says the basic criteria are good technology, benefiting the community, and cost efficient. Tracie recommends the Team split up into 3 or 4 people to discuss each site that is in

consideration for this award from June's meeting. Team decides instead to move forward together as a team to discuss each site. The four major bullets for discussion will be: background, position description, accomplishments, and award and services. Areas of concentration will be SWMU 2, Site 38, Site 2, and NAS Pensacola. The following points were discussed again for the sites of concentration:

SWMU 2

- NAS Pensacola Partnering Team developed an "Assessment Approach" to determine the impact of base activity on Pensacola Bay and Bayou Grande
- No existing guidance was available for the assessment approach
- Helped in later development (a precursor) of Navy's guidance
- Final document was RI report and addendums
- Tangible benefits
 - Neither Site 40 nor 42 required FS
 - Remediation of sediments were not required as originally expected
 - Money saved because no excavation of sediment was required

Site 2

- Triad approach used

The following Team members will work on the specified areas for the CNO award:

- Position Description - Tracie/Greg F.
- Timeline on Documents - Allison
- Background - Gerry/Greg W.
- Accomplishments - Brian/Allison/Bill
- Award and Services - Greg C.

Gus pointed out that the vision of our presentation should likely focus on the history of NAS Pensacola and preservation of the waterfront.

Greg F. suggests everyone put their information on the IR Portal so Team can view.

A-10804: Gerry will set up an online meeting for September 14, 2004 to discuss the CNO award.

Team decides next teleconference will be September 14, 2004 at 10:30 EDT.

A-20804: Team to have their assignments posted to the IR Portal by September 8, 2004.

6. Tier II Update - Paul

The last Tier II meeting was held June 15-17, 2004. One issue of concern was if there is a need for a Federal Facility Branch within EPA and the answer is yes. There was discussion on the Southdiv reorganization and the effect on the facilities. There is a "2020 vision" which means that Tier II hopes to have all RCRA sites completed by the year 2020. Tier II sends out their kudos to the Pensacola Partnering Team. Exit Strategies are to be finalized this month. The June 2004 Tier II meeting was the last meeting for Jon Johnson. Several people are applying for the position, but no decisions have been made.

7. Lunch

8. OU 2 Document - discuss response to comments - Brian

Responses looked fine to Tracie and Greg F. Tracie wanted to know where in the text Brian explained "bulk" sampling. Brian stated that it is in there and it means grab samples as opposed to composite samples.

9. Exit Strategy - Gerry

Gerry sent a copy of the Exit Strategy to Allison last week for updates. Allison brought a revised copy to the meeting and the Team reviewed it. Team discussed UST site 002, information is missing and there is a lack of documentation.

A-30804: Tracie and Greg C. will check to see if they can find any information to add to UST 002 - Site 2662W on the Exit Strategy.

A-40804: Gerry will send the finalized version of the Exit Strategy to Robby Darby and Jerry Arcaro, and also post on the IR Portal.

Consensus #2: Team agrees that the Exit Strategy is complete and ready for submittal.

10. Facility/UST Update - Greg C.

Gerry updated Team on what's going on at Saufley Field. The site was originally identified based on contamination in the facility production well. The investigation has expanded to a 10 acre contamination plume with a 1/2 acre free product plume. TtNUS has recently installed monitoring wells adjacent to the facility boundary and sampled them about 2 weeks ago. If the wells are determined to be contaminated, the Navy will need to move off faculty to determine the plume boundaries. An informal drive-by survey of the residences surrounding the facility indicated no private wells were visible and the area is supplied by municipal water service.

A-50804: Gerry will notify Tracie and Greg C. with the sampling results received from Saufley Field.

Greg C. discussed that the seawall is sinking and the facility is doing construction repairs. The facility plans to remove soil along the wall and repair the wall then replace the soil. Part of the construction area includes SWMU 2. Tracie reminded him that if soil is taken out and it's contaminated, then either new soil must be replaced or the original soil cleaned. The Team discussed the criteria for determination of contamination and developed two action items.

A-60804: Tracie to check and verify that removed soils along the seawall only needs to be tested for TCLP for proper disposals and does not need to meet SCTL's - if soils pass TCLP it can be placed back in hole.

A-70804: Tracie to identify regulation that prohibits placing excavated soils that have contamination above SCTL's back in hole.

Security is getting stricter at the airfields. Anyone working along the flight line is required to complete a 4 hour training course. The training courses are given weekly.

Greg W. updated Team on Site 1159 - Bronson Field. The water level has risen since the end of a 3 year drought and the free product previously identified is no longer present. Because the free product is no longer present, the RAP completed by TtNUS is not appropriate. CH2M Hill is writing a technical memorandum for an alternative remediation method.

Greg C. brought up discussion of the Optimization Study at OU 1. The PWC no longer want water from the treatment system to be sent to the WWTP. The Optimization Study recommended discontinuation for the groundwater pumping system. Regulatory comments or concurrence is needed on the optimization study. Tracie indicated she should have her review completed within a month.

11. Document Schedules/Gant/SCAPS - Gerry

Gerry passed out copies of the Gant Schedule to the Team. He sent a copy to Allison about a week ago for her updates. Greg F. needs to check to see where he is with Site 2 - OU 3. According to the Gant, he should have responded by April 28, 2004. Site 40 - OU 15 is being held up by legal. Greg F. will call back to his office and support contractors to see what the latest status is. Site 8 & 24 - OU 13 seem to be on schedule.

A-80804: Greg W. will check on the status of the IRA report for OU 13.

Greg F. will check with his contractor regarding the documents for Site 38 - OU11. Tracie will be sending out comments next week for OU 2. Site 41 - OU 16 is on schedule. TtNUS has submitted a HASP and work plan for Site 43 - OU 18, so it is on schedule. Greg F. will email the Team a current SCAP if he changes any dates.

12. Break

13. OU 13 status document update - Greg W.

Greg W. says the field work should be done this week.

14. Site 15 arsenic changes - Greg W./Tracie

Tracie does not see that the levels will be changing.

15. Site 40 Update - Allison

Allison says that she is waiting on comments from EPA.

16. IR Portal Update - Gerry

Gerry indicated that all team members now have access and passwords to the IR Portal. He posted several documents to the IR Portal to test its accessibility. The Team decided that the draft meeting minutes will be posted to the IR Portal instead of e-mailed to Team members and once approved the draft minutes will be removed and final minutes will be posted. Final meeting minutes will be kept on the Portal for a year. Gus would like to put the TIP review on the Portal.

17. Additional Comments - Greg F.

Greg F. stated that he wanted to remind the Team that regulations are the law and therefore cannot be changed by him (EPA) or Tracie (FDEP). Policy and guidance, however, can be discussed among the Team.

18. Saltwater Sediments Regression - Brian

Brian ran through his plan for the evaluation of data using linear regression. Tracie asked what the Team needs to do to support this application. Brian indicated that the process will be included as a supplement to the IR for Site 41. It will identify outliers. Brian showed the Team graphs showing various correlations.

19. Schedule 2005 Meeting Dates

Bill proposed we skip the December 2004 meeting and start the quarterly meetings for 2005 in January. A virtual meeting will be scheduled for either November 2004 or December 2004 to discuss the CNO award only.

Meeting Schedule for 2005:

- January 25-26, 2005 - Charleston
- April 26-27, 2005 - Pensacola
- August 23-24, 2005 - Tallahassee
- October 25-26, 2005 - Pensacola

20. 1st Day Meeting Closeout - Review Action Items/Consensus Items/Review Agenda for Day 2

Day 2 meeting will start at 8:30 instead of 8:00.

21. 2nd Day Check-In/Opening Remarks

Team had check-in.

22. TIP Review - Gus

Gus tallied the TIP review questions from day 1 and shared the results. He showed scores from 2003 compared to the scores from this year. Gus suggested the areas that scored 3.4 or lower should be the ones the Team needs to focus on. They are identified below.

2004 TIP survey results:

- Document Schedule - we are effective at staying on or ahead of schedule
- Listening - all team members are active/engaged listeners
- Work on not Interrupting - team members avoid interrupting and talking while others are speaking
- Dig for Root Causes - we dig for root causes to problems

The Team then worked through the survey topics:

Document Schedule

Stop:

- Extending schedules
- Missing due dates we could make
- Making excuses

Start:

- Paying attention to the agreed upon schedule
- Communicating "problems" up-down-laterally
- Prioritizing sites
- Reviewing on a regular basis

Continue:

- Table top reviews
- Schedule reviews at meetings
- Developing schedules for future tasks

The previous posters for listening and digging for root causes were hung for the Team's review. Gus suggests Team just continue to adhere to the stop, start and continue items. Team decides to lump "work on not interrupting" in with "listening".

Dig for Root Causes

Start:

- Being solution oriented

23. 2nd Day Meeting Closeout - Review Action Items/Next Agenda/Consensus Items/+/-/Facilitator Evaluation

Team reviewed the action items, consensus items, facilitator evaluation and completed the agenda for the October 19 and 20, 2004 Partnering meeting. One of the comments made by Bill during the facilitator evaluation is the request for more involvement from the facilitator.

Team Meeting Evaluation

Plus

- location
- ID of schedule problems
- Team help on wetland issue
- better open communication
- TIP improvement
- positive Team dynamics

Delta

- missing schedules
- Greg F. out sick
- light agenda

Gus' critique of the Team included:

- productive meeting
- TIP review good
- watch sidebars
- great location
- air conditioner loud in meeting room

Action Item No.	Responsible Party	Status	Due Date	Action Item
Action Items from June, 2004 Meeting				
A-10604	Bill	Completed	6/14/04	Bill will send Greg C. phone number for RASO
A-20604	TtNUS	Completed	6/16/04	TtNUS will provide the Team in the minutes the FDEP, EPA, and Army Corp of Engineers' definition of a wetland
A-30604	Gerry	Completed	6/14/04	Gerry will email success stories and the CNO award example to Team for reminder of past successes
A-40604	Greg F.	Completed	7/19/04	Greg F. will develop milestone dates for Team to follow to initiate CNO award submittal.
A-50604	Greg C.	Working	7/19/04	Greg C. will gather background information to find out what recreational use there is to Pensacola Bay and Bayou Grande
A-60604	Gerry	Completed	6/11/04	Gerry will email most current Exit Strategy to Allison for her to check on dates.
A-70604	Gerry	Completed	6/11/04	Gerry will merge the UST sites and the CERCLA sites on the same Exit Strategy report.
A-80604	Greg W.	Completed	6/18/04	Greg W. to send Greg C. a public notice for OU 14 IRA for PAO comment and approval.
A-90604	Gerry	Completed	6/11/04	Gerry will send Greg C. the Exit Strategy to include the Facility's UST sites
A-100604	Gerry	Working		Gerry will update the IR portal and prompt the team to use it.
A-110604	Bill	Completed	6/14/04	Bill will send Team the Navy website for guidance documents specifically background guidance.
Action Item from July, 2004 Teleconference				
A-10704	Greg C.	Completed		Greg C. to send Allison a copy of the public notice for OU 13 for her files based on action item A-80604.

Action Item No.	Responsible Party	Status	Due Date	Action Item
New Action Items from August, 2004 Meeting				
A-10804	Gerry			Gerry will set up an online meeting for September 14 to discuss the CNO award.
A-20804	Team		9/8/04	Team to have their assignments posted to the IR Portal by September 8
A-30804	Tracie/Greg C.			Tracie and Greg C. will check to see if they can find any information to add to UST 002 - Site 2662W on the Exit Strategy.
A-40804	Gerry			Gerry will send the finalized version of the Exit Strategy to Robby Darby and Jerry Arcaro, and also post on the IR Portal.
A-50804	Gerry			Gerry will notify Tracie and Greg C. with the sampling results received from Saufley Field.
A-60804	Tracie	Completed		Tracie to check and verify that removed soils along the seawall only needs to be tested for TCLP for proper disposals and does not need to meet SCTL's - if soils pass TCLP it can be placed back in hole. - TCLP is okay
A-70804	Tracie			Tracie to identify regulation that prohibits placing excavated soils that have contamination above SCTL's back in hole.
A-80804	Greg W.			Greg W. will check on the status of the IRA report for OU 13.

New Consensus Items from August, 2004 Meeting	
1	Team approves the NAS Pensacola Partnering Team June 2004 meeting minutes.
2	Team agrees that the Exit Strategy is complete and ready for submittal.

Parking Lot Issues

There is 1 parking lot issues.

1. Naval Air Station background study locations (arsenic).

Meeting Schedule:

- September 14, 2004 – Teleconference – 10:30 EST – CNO Award Discussion
- October 19-20, 2004 – Pensacola (**check on Hilton**)
- December 7-8, 2004 - Charleston - **cancelled**
- January 25-26, 2005 - Charleston
- April 26-27, 2005 - Pensacola
- August 23-24, 2005 - Tallahassee
- October 25-26, 2005 - Pensacola

Pensacola Partnering Meeting Agenda
Pensacola, FL
October 19 and 20, 2004

Leader: Gerry Walker
Scribe: Betsy Voss
Timekeeper: Tracie Vaught

4	Item	Description	Presenter	Time	Category
	1	1 st Day Check In/Opening Remarks/ Resource Sharing/Head Count and Proxies/Guests/ Review Ground Rules & Charter/Action Item & Parking Lot Review	Gerry	8:00 – 9:00	Info
	2	Training – TBD	Gus	9:00 – 10:00	Required
	3	Break	All	10:00 – 10:15	Refresh
		Document Schedules/Gant/SCAPS	Gerry	10:15 - 10:45	Info
	5	CNO award	Greg F.	10:45 - 11:45	Info
	6	Tier II Update	Paul	11:45 – 12:00	Info
	7	Lunch	All	12:00 – 1:15	Refresh
	8	OU 2 Document - discuss response to comments	Brian	1:15 – 1:45	Info
	9	RAB prep	Greg C.	1:45 - 2:15	Info
	10	Facility/UST Update	Greg C.	2:15 – 2:30	Info
	11	Break	All	2:30 – 2:45	Refresh
	13	OU13 status document update	Greg W.	2:45 – 3:15	Info
	14	Global RBCA update	Greg W/Tracie	3:15 – 3:30	Info
	15	1 st Day Meeting Closeout – Review Action Items/ Consensus Items/Review Agenda for Day 2	Gerry	3:30 – 4:00	Info

Pensacola Partnering Meeting
Second Day

4	Item	Description	Presenter	Time	Category
	16	2 nd Day Check-In/Opening Remarks	Gerry	8:00 – 8:15	Info
	17	TIP Review	Gus	8:15 – 9:15	Info
	18	Break	All	9:15 – 9:30	Refresh
	19	Site 41 presentation	Allison	9:30 – 10:30	Info
	22	Break	All	10:30 – 10:45	Refresh
	23	Site 38/2 update	Allison	10:45 – 11:45	Info
	24	IR Portal Update/Feedback	Gerry	11:45 – 12:15	Info
	25	2 nd Day Meeting Closeout – Review Action Items/Next Agenda/Consensus Items/+/-/Facilitator Evaluation	Gerry	12:15 – 12:45	Info