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NAS PENSACOLA
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PARTNERING TEAM MEETING MINUTES BETWEEN 4 DECEMBER AND 5 DECEMBER
2007 NAS PENSACOLA FL
12/4/2007
NAS PENSACOLA

**NAS Pensacola Partnering Team Meeting Minutes
December 4 & 5, 2007
Charleston, South Carolina**

ATTENDEES:

Team Members:

| | |
|----------------|------------|
| Patty Whitmore | NAVFAC |
| Tracie Bolanos | FDEP |
| Brian Caldwell | Tetra Tech |
| Greg Campbell | NASP PWC |
| Greg Wilfley | CH2M Hill |
| Bill Hill | NAVFAC |
| Gerry Walker | TtNUS |
| Greg Fraley | USEPA |

Support Members:

| | |
|-------------------|-------------------------|
| Earl Bozeman | USEPA |
| Allison Harris | Ensafe |
| Stephanie Carroll | Mgmt Edge - Facilitator |

Guests

| | |
|---------------|--------------------------|
| Robbie Darby | NAVFAC – Tier II – Day 1 |
| Paul Stoddard | Ensafe |

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

Team had to check in. Greg Campbell is in Charleston but is sick and will not be present at the meeting today. The Team reviewed the Charter and Ground Rules and discussed the meaning of several individual Ground Rules including the use of “I statements.” Then, several team members discussed the benefits and successes they felt had been accomplished through the Partnering process.

Team reviewed consensus items, action items, and parking lot. The updated Action Item List is attached.

Consensus Item 01 – Team approved the September 18 & 19, 2007, Meeting Minutes.

2. Break

3. Facilitator Training - Stephanie

Stephanie provides the Team with a summary of her experience and credentials. Her personal classification in the Myers Briggs classified as ENFP. The team exercise involved everyone drawing an elephant and then, based on how it was drawn, Stephanie provided personality interpretations. Then, as part of the welcoming process, the Team indicated “what Patty needs to know about me,” including “what she needs to know about me, about the Team, and finally what my expectations of her are.”

What Patty needs to know about the Team

- Tracie – one-on-one; try to reach me; don't be afraid to make mistakes; have a sense of humor; come to me first.
- Greg W – partnering works very well on this team; have an open mind for partnering
- Earl – has an open door policy and wants to be available for anything needed; also, she should be open to a new way of doing business
- Bill – rely on contractors; keep everyone on schedule (Patty asked how EPA feels about schedule? Is the FFA being followed? Greg and Earl indicated that the schedule has overall not slipped in a major way usually measured in month instead of years); the Team will support you; there are no stupid questions.
- Greg F – try to be open and trusting; don't be afraid to ask questions; Greg's personal focus is the environment.
- Brian C – Team does not drop the ball, someone always picks it up; Brian is the institutional knowledge for the base; if you have any questions ask him
- Gerry W- get info to the Team prior to the meeting, don't leave it for surprises; be forward about what the Navy can and cannot do.
- Allison – fully participate; be open and honest
- Robbie – be open, honest, and communicate; Support partnering and communicate.

Patty Whitmore's Welcome

Patty then gave a review of her credentials and her expectations of the Team.

- Patty suggested that we be open
- Build the trust
- One-on-one communications
- “If you can say it to one, you can say it to all”
- Focus on the issue
- Try new stuff
- “Don't expect me to be Bill”

Bill Hill's Closure

Tracie – has so much trust in Bill she gave her proxy to him; likes his honesty
Bumper sticker - “Defiant to the end”; “hard on the outside and warm on the inside”

- Greg W – good at making team member working for him feel like a team member
Bumper Sticker “KMA”
- Greg F – knows the process and rules and is good at enforcing the rules, but with a soft side - Bumper Sticker “KMA”
- Earl B – appreciates his efforts in working with EPA - Bumper Sticker “no size restrictions and screw the limit”

- Robbie – Extreme dedication to family and friends and the team - Bumper Sticker “going fishing and having fun”
- Gerry - Southern gentleman; appreciates all the work in moving stuff forward
- Allison – great friendship - Bumper Sticker “Defiant Leader”
- Brian – Appreciates his dry sense of humor and his ability to find people’s hot buttons and to push them; hopes that someone will take up the torch for defying Tier II; he appreciates his friendship
- Paul – brought a balance to the team; his button pushing led to an end - Bumper Sticker “gone fishing”

Bill gave his stories and appreciations of the individual team members. He wanted to be known for “Pushing Buttons” and for being “Defiant”. Also, whenever the Team came up with an innovative idea, he was always able to come up with the funding.

Breaking in the New Facilitator

What is the Team most proud of?

- Ability to work together
- Handle schedules
- Honest about what it takes to get the job done
- Able to work well with the facility and be protective of the environment
- Open communication
- No hidden agendas

What Contributes to the Team Success?

- Trust
- Technical expertise
- flexibility

What are Facilitator’s Do/Don’ts?

Do

- Like them to interrupt if ground rules are not being followed
- Point out nonproductive time
- Assist in resolving issues
- Team report to Tier II should key on real issues
- No training videos, more hands on and interactive

Don’t

- Get caught sleeping
- Confer to Tier I before going to Tier II
- Keep pertinent conversations with the Team

Team Improvements

- Completion of documents more timely
- Getting regulators to post comments to the IR Portal
- P.S tool training

Expectations of what a Facilitator should do

- Jump in
- Focus on the Team
- Keep the Team on task
- Offer tools

4. Break for Lunch – Charleston Cooks

(Team finished up the facilitator training discussion before proceeding to the document priority table.)

5. Document Priority Table, SCAP, Exit Strategy – Gerry/Bill

The Team had a lengthy discussion on the current report status of the NAS Pensacola sites. Changes and updates were made to the Document Priority Table, and the revised table is attached.

The Team discussed the need to document the approval process during onboard document reviews. Initially, it was determined that draft documents would go to the NAVFAC only (Patty and Greg Campbell); draft final documents would go to the full Partnering Team and be posted to the IR Portal. The Partnering Team would submit comments. Then, a response to comments document would be completed, and the final document would be published and posted to the IR Portal.

Onboard reviews of draft final documents will be documented in the meeting minutes; and if documents are approved, the regulators will document their approval in an e-mail and as an action item to send meeting minutes. Final documents will always require an approval letter from the regulatory agencies.

Consensus Item 02 – When an onboard review has been completed as a consensus item in the meeting minutes, it will be followed with an action item for the regulator agency to e-mail the Team their approval.

Action Item A-011207: Tracie and Greg F. will e-mail the Team the approval of the draft final remedial design for OU 13 within 2 weeks.

Action Item A-021207: Greg F. will update the SCAPs report to reflect a completion date for the remedial design for OU 11 to March 2009 by 1/1/08.

Action Item A-031207: Greg F. will send out an approval or comment letter for the Site 43 Feasibility Study by 12/6/07.

Action Item A-041207: Tracie will send e-mail approval of quarters 1 and 2 for the UST Site 14 Quarterly monitoring reports by 12/30/07.

Action Item A-051207: Greg W. will check on the optimization Study for sites 19, 20, and 25 by 12/30/07.

Action Item A-061207: Bill will check on the status of site 1120 for the exit strategy by 12/6/07.

Action Item A-071207: Gerry will create an agenda for the next Team teleconference to include an update on the SCAP and Exit strategy by telecom.

Team discussed the distinction between the designation of “No Further Action” and “No Action.” The resulting clarification was that a no action site was a site where the investigation did not determine a risk to human health or the environment and, based on the results, no action was taken. Sites with a “No Action” designation did not need to be included in the five-year review. Sites with “No Further Action” may have had a soil removal or other remedial action that resulted in the site cleanup and following that action were designated as “No Further Action.” Site with a “No Further Action” designation needed to be included in the five-year review. Patty clarified that only if wastes were left in place , then a site would be included in the 5-year review.

Exit Strategies: Numerous changes were made to the NAS Pensacola Exit Strategy, and the revised table is attached with the changes indicated by bold fonts.

6. Break

7. Site 44, 45, and 46

There was a general team discussion on the RI Reports for Site 44, 45, and 46. The documents are currently in review. Tracie had some specific questions on the surface water at sites 45 and 46. She specifically wanted to know if FDEP surface water criteria were used in the evaluation of groundwater monitoring wells closest to the bay. Brian checked the documents on the IR Portal during the meeting and determined that the criteria were evaluated. Tracie also suggested that her comments would include a request for an additional monitoring well to be installed closer to the bay to address the naphthalene present in the groundwater. Brian suggested that perhaps an additional sampling event of the well in question should be completed before the installation of additional monitoring wells. The Team agreed that the idea was a good one. Tracie is to submit her comments on the RI report by the end of the month.

8. Day 1 Meeting Closeout

The Team reviewed action items and consensus items. Then, the group made plans for dinner.

9. 2nd Day Check-In

The team all reported on their previous nights activities. Greg Campbell is still sick (and contagious) and will not be at the meeting.

10. OU 1 Optimization Study Wetland Recon Work Plan

Gerry presented the Recon Work Plan to the group including maps using the EGIS. The document is currently in draft review with NAVFAC, and the Team does not yet have it. The group discussed the project and the fact that this was only a recon work plan and the

data would be used to generate the Pilot Study Work Plan. Patty asked for a history of the site and why the Team wants to block the culvert. Tracie provided a brief description of the historic events. Tracie and Greg F. indicated that they should be able to expedite the document review based on this onboard review.

Bill said to proceed with publishing the draft final document to the Partnering Team and the Team indicated that TtNUS should generally proceed but will wait on the draft final for final approval.

11. OU 2 Proposed Plan

The final Proposed Plan has been submitted, and the Navy is waiting on final approval from EPA and FDEP to issue the public notice. The ROD is being initiated, and we should be able to complete the final ROD by the March 28, 2008, provided approval of the draft ROD is timely.

12. CNO Awards – Facility/Team

Team discussed the CNO awards which were previously submitted to Greg Campbell. All is complete, and we believe it has been submitted. We will wait on award information.

Action Item A-081207: Gerry and Greg will check on the distribution of the final CNO award and make sure that the document is posted to the IR Portal

13. Facility Update

Greg Campbell was not present to provide the facility update so the Partnering Team skipped this topic.

14. Tier II Update

Earl presented a Tier II update. They recently had the Tier II meeting and recently had the Tier III meeting; however, no representatives of our Tier II were at the Tier III meeting due to conflicts in schedules.

- BRAC update all bases in Florida that are fully funded based on the revenue generated by land sales, but all funds will be used up at the end of 2008.
- There are new EPA milestones that they are reporting to Congress.
RFAU = Ready for Anticipated Use
Construction Completion
- Tier II discussed the personnel changes on the NAS Pensacola Tier I Team.
- NS Mayport Team most recently gave a presentation to Tier II.
- EPA is assigning new Division Directors, and new changes could be coming in that there is a vision for a single Super Fund program including both private and Federal Facilities (DOD), which have historically been separated.
- Tier II recently has a joint Navy and Air Force meeting
- Partnering training is upcoming, and Patty is the only one on the team who will attend.

15. Break

16. Onboard Document Review

Tracie will send an e-mail to the Team with comments or approval of the two completed quarterly reports.

17. Meeting Closeout

Bill indicated that the Navy will send out a letter to the regulatory agencies notifying them of the change in RPM, and at that time all decisions and correspondence will formally go to Patty. Bill will make sure that the Partnering Team receives the letter.

Team reviewed the Action Items and the Consensus Items from the meeting. They discussed the meeting schedule and a proposed agenda for the next meeting. The Team then completed the plus – delta and Facilitator Evaluation.

Team decided to hold monthly telecom calls on the first Monday of each month from 2:00 to 3:00.

The team completed a meeting evaluation.

Plus

Charleston location
Patty is new RPM
Paul Stoddard visited
Total of three Tier II links present
Meeting Facilitation
Partnering exercise
Consensus item on onboard review

Delta

Bill will be leaving team
No food in the room
Greg was sick and not present
Last meeting in Charleston, SC

Facilitator Evaluation of the Team

Positives:

- Good interaction
- Good refocus of questions from Bill to Patty

Areas to work on:

- Greg missed new team member initiation, so help him adjust.
- With Bill leaving, who will bring up the unpleasant items the team does not want to discuss? Someone will need to step it up.

New Consensus Items from December 4 & 5, 2007

| | |
|---|--|
| 1 | Team approves the NAS Pensacola Partnering Team meeting minutes from the September 18 & 19, 2007, meeting. |
| 2 | When an onboard review has been completed and approval or comments are determined, the decision will be documented in the meeting minutes and an action item will be issued for regulatory agency to e-mail the Team their approval. |
| | |

| Action Item No. | Responsible Party | Status | Due Date | Action Item |
|-----------------------------|-------------------|---------|----------|--|
| Ongoing Action Items | | | | |
| A-050305 | Team | Ongoing | | Team needs to review the Document Tracking and Priority Table to hit document due dates. |
| A-070305 | Gerry | Ongoing | | Gerry will update the Document Tracking and Priority Table. |

Action Items from May 22, 2007, Meeting

| | | | | |
|----------|--------------------|---------|----------|--|
| A-060507 | Greg F. and Tracie | Working | 06/15/07 | Greg F. and Tracie will provide consensus for the SMP for all outstanding years –June 15, 2007. |
| A-080507 | Bill | Working | 6/15/07 | Bill Hill will disseminate Petroleum agreement to other petroleum managers within EFD South – June 15, 2007. |

Action Items from September 18 & 19, 2007, Meeting

| | | | | |
|-----------|---------|----------|---------|--|
| A-010907 | Tracie | Complete | 9/18/07 | Tracie to call Eric N. to see if he can attend the meeting and give a Tier II update. |
| A -020907 | Bill | Complete | 10/1/07 | Bill will contact Richard to see if he can incorporate the survey into the landscaping project – Site 38. |
| A -030907 | Greg C. | Complete | 10/5/07 | Greg C. to send a cost saving estimate for ECUA and FM in support of the CNO award submittal. |
| A -040907 | Bill | Complete | 10/5/07 | Bill to send Team additional information on ditch cleanup. |
| A -050907 | Greg C. | Complete | 10/5/07 | Greg C. to send info on building demo square footage, landscaping project, pictures, drawings, and other awards facility has received. |
| A -060907 | Team | Complete | 10/5/07 | Team is to review and comment on the Draft CNO award submittal document by October 5, 2007. |
| A- 070907 | Tracie | Complete | 12/5/07 | Tracie to look up all NFA/SCROs for 2006 and 2007 |
| A-080907 | Allison | Complete | 10/5/07 | Allison to determine cost saving for Sites and to send pictures for the previous CNO award |

New Action Items from December 4, 2007, Meeting

| | | | | |
|----------|--------------------|---------|----------|--|
| A-011207 | Tracie/ Greg F. | Working | 12/19/07 | Tracie and Greg F. will e-mail the Team, approval of the draft final remedial design for OU 13 within 2 weeks. |
|----------|--------------------|---------|----------|--|

| | | | | |
|----------|-----------------|---------|-------------|--|
| A-021207 | Greg F. | Working | 1/1/08 | Greg F. will update the SCAPs report to reflect a completion date for the remedial design for OU 11 to March 2009 by 1/1/08. |
| A-031207 | Greg F. | Working | 12/6/07 | Greg F. to send out approval or comment letter for Site 43 Feasibility Study by 12/6/07 |
| A-041207 | Tracie | Working | 12/30/07 | Tracie to send e-mail approval of quarters 1 and 2 for the UST Site 14 Quarterly monitoring reports by 12/30/07 |
| A-051207 | Greg W. | Working | 12/30/07 | Greg W. will check on the optimization Study for sites 19, 20, and 25 by 12/30/07. |
| A-061207 | Bill | Working | 12/6/07 | Bill to check on the status of site 1120 for the exit strategy by 12/6/07 |
| A-071207 | Gerry | Working | Pre-telecom | Gerry will create an agenda for the next Team teleconference to include an update on the SCAP and Exit strategy by telecom. |
| A-081207 | Gerry / Greg W. | Working | 12/06/07 | Gerry and Greg W will check on the distribution of the final CNO award and make sure that the documents is posted to the IR Portal by 12/6/07. |
| A-091207 | Allison | Working | 12/06/07 | Allison will send out an electronic copy of the FFA to the Team. |

Parking Lot:

- None

**Pensacola Partnering Meeting Agenda
February 12 & 13, 2007
Pensacola, Florida**

**Leader: Tracie Bolanos
Scribe: Gerry Walker
Timekeeper: Greg Wilfley**

| Item | Description | Presenter | Time | Category |
|------|--|-----------|---------------|----------|
| 1 | 1 st Day Check-In/Opening Remarks/Resource Sharing/Head Count and Proxies/Guests/Review Ground Rules & Charter/Review Consensus Items, Action Items & Parking Lot/Approve Minutes | Tracie | 8:30 – 9:30 | Info |
| 2 | Partnering Training | Stephanie | 9:30 – 10:30 | Info |
| 3 | Break | Team | 10:30 – 10:45 | Needed |
| 4 | Document Priority Table, SCAP, and Exit Strategy | Gerry | 10:45 – 12:00 | Info |
| 5 | Lunch | Team | 12:00 – 1:30 | Info |
| 6 | Continue Document Priority Table, SCAP, and Exit Strategy | Gerry | 1:30 – 2:00 | Info |
| 7 | OU 1 Optimization Study/ Site 41 | Gerry | 2:00 – 3:00 | Info |
| 8 | Break | Team | 3:00 – 3:15 | Needed |
| 9 | OU 2 ROD | Gerry | 3:15 – 4:15 | Info |
| 10 | Sites 44, 45, and 46 Update | Gerry W. | 4:15 – 4:45 | Info |
| 11 | 1 st Day Meeting Closeout – Review Action Items/Consensus Items | Tracie | 4:45 – 5:00 | Info |
| | | | | |
| 12 | 2 nd Day Check In | Tracie | 8:00 – 8:30 | Info |
| 13 | | | 8:30 – 8:45 | Info |
| 14 | Facility Update | Greg C. | 8:45 – 9:15 | Info |
| 15 | Tier II Update | Earl | 9:15 – 10:00 | Info |
| 16 | Break | Team | 10:00 – 10:15 | Needed |
| 17 | On-board Document Review | All | 10:15 – 11:15 | |
| 18 | 2 nd Day Meeting Closeout – Review Action Items/Consensus Items/ Meeting Schedule /Next Agenda//plus - delta/Facilitator Evaluation | Tracie | 11:15 – 12:00 | Info |
| | | | | |

Meeting Schedule:

- Monthly telecom on second Monday from 2:00 to 3:00 in the afternoon
- February 12 & 13, 2007, in Pensacola, FL
- May 28 & 29, 2007, in Jacksonville, FL (Memorial Day on Monday)
- September 16 & 17, 2007, in Sarasota FL
- December 2 & 3, 2007, in Pensacola, FL (RAB Meeting)

New Agenda Items:

Petroleum site update - 45 min
Site 41 remedial alternatives 2 hours
FFA – 1 hour