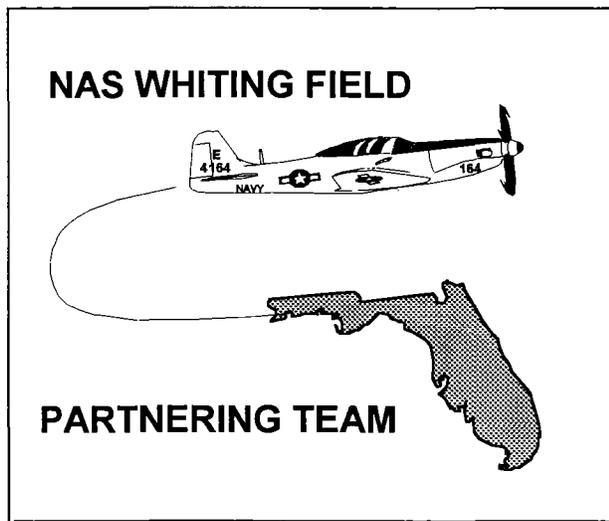


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MINUTES FROM PARTNERING TEAM MEETING HELD 26 JANUARY 1998 NAS WHITING
FIELD
1/26/1998
NAS WHITING FIELD



Final Meeting Minutes

TO: NAS Whiting Field
Partnering Team

FROM: Gerry Walker, ABB-ES

SUBJECT: November 11- 12, 1997
Partnering Meeting
Minutes

DATE: 26 January 1998

The November NAS Whiting Field Partnering Team meeting was held at NAS Whiting Field on November 11 and 12, 1997. Craig Benedikt served as the meeting leader and Gerry Walker was scribe.

Partnering Team members in attendance included:

Linda Martin, SouthDiv	Jim Cason, FDEP
Craig Benedikt, USEPA	Earl Boseman, USEPA
Phillip Ottinger, Brown & Root Environmental	Terry Hansen, ABB-ES
Gerry Walker, ABB-ES	Pete Paznokas - facilitator

Absent - Tom Conrad, Bechtel (Phillip has Tom's proxy).
Craig is the meeting leader; Gerry Walker is serving as scribe.

1300 Proposed Start time. Craig and Earl have not yet arrived.
1315 The Team is ready to start even though Craig and Earl have not arrived.

Check-in Opening Remarks

Pete's e-mail address is ppaznoka@galileoqi.com.
Pat Durbin and Jim Holland's E-mail address is jpgdurbin@gulf.net.
Terry Hansen will amend the E-mail address list and distribute to the Partnering Team (attached).

Agenda item no. 7 (Status summary for Sites 35, 36, and 37) is delayed to the next meeting. The action item was not completed in time for this meeting.

Add to the agenda - Item 21b, RAB agenda.

Linda Martin distributed Handout No. 1 - DSMOA/CA Data for 1/98- 6/00
and Handout No. 2 - Summary of NAS Whiting Field Program.

Group discussed and agree that Terry will obtain the a group sympathy card for Tom C.

Phillip indicated that the previous draft Partnering Team meeting minutes indicated that Earl should have an action item to determine what happens if a ROD is signed prior to completion of the FFA. This needs to be added to the Action Item List.

Meeting minutes approved pending Craig's comments.

Action Item list review

- 1 Complete
- 2 Complete
- 3 Open not completed
- 4 Closed - Phillip has storm sewers GIS information already and sanitary sewers will come later.
- 5 Complete - Linda brought the requested CD with her.
Action item - Terry will make copies of CD ROM and distribute to Craig and Jim C.
- 6 Complete
- 7 Jim said that the NFWFMD tracks all wells larger than 2" diameter. The water management district has no wells located within the section in question, but Jim surveyed the local residents and identified 1 well. Jim distributed Handout No. 3 - Map of identified residential wells.
- 8 Completed
- 9 Completed
- 10 Completed
- 11 Completed
- 12 Completed
- 13 Completed
- 14 Completed - FDEP still requires the 10% duplicates for field samples.
- 15 Completed

1340 Craig and Earl arrive.

Team decides to skip the break and proceed with Agenda Item No. 8 - Tier II Link Information sharing - Land use restrictions. No changes since the last meeting. Lawyers still talking about it.

FFA update - The responsible parties met in Washington DC and a model FFA has been completed. They are attempting to apply the model to various facilities. Mary Green, USEPA's attorney responsible for NAS Whiting Field is in the process of forwarding the model to Navy. The Navy has not reviewed it yet.

Terry distributed Handout No. 7 Summary of Tier II meeting minutes from the NS Mayport Team. Earl elaborated concerning the handout in that new success stories needed by 1/1/98. Linda suggests that the team create action items to determine success stories for the team.

Linda reported that at OLF Barin, the team is putting in place "Land-Use Restrictions" for industrial-use only at certain site areas of the facility. The Land-Use Restrictions will be in the form of Commanding Officer instructions to ADEM. The instruction will indicate that all construction activities must be submitted to and approved by the Environmental group and ADEM prior to implementation of the construction.

Agenda item No 9 Clear Creek Risk Evaluation.

Handout No. 8 - Preliminary Risk Evaluation For Clear Creek Memorandum.

Gerry led a discussion of ARARs and whether they are appropriate for screening purposes. The memorandum only addresses Human Health and not ECO portion so the team agreed that the ARARs are appropriate.

Discussion of how the future investigations will be handled. Linda wanted to include Clear Creek as part of the Groundwater Investigation (Site 40). Team decided that Site 39 Clear Creek is separate and that it needs addition investigation and an RI/FS.

1435 Break
1447 meeting resumes.

Agenda Item 11 - Tier II deliverable

The Team reviewed the deliverable list to determine what deliverables we currently have.

1	Mission Statement	no
2	Ground Rules	yes
3	Vision Statement	no
4	Charter	yes
5	Roles and Responsibilities	no
6	Goals	no
7	Schedules of meetings	yes (needs review)
8	Success Stories	no
9	Problems outside teams control	no (Jim H travel restrictions)
10	Procedures	yes

We will include the updated partnering team address list to the procedures list.
The Partnering Team proceeds with a review of the currently available Deliverables.

Ground Rules Review

Terry made corrections to a hard copy of the rules, based on the Partnering Teams suggestions. Terry will incorporate the changes into the Ground Rules and forward them to the Partnering Team for review (The revised document is attached).

Team Meeting Conduct Review (revisions to former process rules)

Terry made corrections to a hard copy of the deliverable, based on the Partnering Teams suggestions. He will incorporate the changes into the document and forward them to the Partnering Team for review (The revised document is attached).

1345 Team break.
1355 resume meeting.

Team Charter Review

Terry made corrections to a hard copy of the deliverable, based on the Partnering Teams suggestions. He will incorporate the changes into the document and forward them to the Partnering Team for review (The revised document is attached).

Team Roles and Responsibilities Review (Team used boilerplate from Mayport)

Terry made corrections to a hard copy of the deliverable, based on the Partnering Teams suggestions. He will incorporate the changes into the document and forward them to the Partnering Team for review (The revised document is attached).

In addition the Team decided that there should be "Responsibilities common to all Members" including:

Timely Document Review and Issue Resolution,
Community Relations Support, and
Ensure Compliance with NCP and ARARS.

1700 Meeting Concluded for the day.

November 13, 1997

08:00 start time

Same attendance as yesterday, except Earl is not present today.

Gerry Walker distributes two Handouts Handout No. 11 - Response to comments for the General Information Report and Handout No. 12 Summary Analytical Results for Site 29.

The Partnering Team discussed hydration time of bentonite pellets - The consensus is that it is probably not an issue.

Linda initiates a discussion of the Clear Creek site. She asks if the source of contamination is groundwater from the industrial area why can't it be added to the groundwater investigation?. Gerry explains that previous investigations of the Clear Creek Flood Plain identified other potential sources and additional investigation is required to conclusively determine the actual source of contamination.

0925 The Partnering Team refocused and tables the Site 39 investigation to return to the schedule.

Review of Tier II Deliverables

Role of the Guest

Terry made corrections to a hard copy of the deliverable, based on the Partnering Teams suggestions. One specific suggestion was to change the title to "Roles of the Invitor of Guests". Terry will incorporate the changes into the document and forward them to the Partnering Team for review (The revised document is attached).

Role of the EFD RPM

Terry made corrections to a hard copy of the deliverable, based on the Partnering Teams suggestions. He will incorporate the changes into the document and forward them to the Partnering Team for review (The revised document is attached).

Role of the Clean Contractor

Terry made corrections to a hard copy of the deliverable, based on the Partnering Teams suggestions. He will incorporate the changes into the document and forward them to the Partnering Team for review (The revised document is attached).

Role of the RAC

Terry made corrections to a hard copy of the deliverable, based on the Partnering Teams suggestions. He will incorporate the changes into the document and forward them to the Partnering Team for review (The revised document is attached).

Roles of the EPA RPM

Terry made corrections to a hard copy of the deliverable, based on the Partnering Teams suggestions. He will incorporate the changes into the document and forward them to the Partnering Team for review (The revised document is attached).

The Partnering Team then reviewed:

- Expectations of the Facilitator,
- NAS Whiting Field Resolution Model , and
- New Member Transition Process.

All of these documents will be used as they stand, unless comments are received on them when Terry sends out the complete package for review.

Group then discussed the Expectations of Tier II Link

Below is a summary of the expectations of the link.

- 1 Provide Tier II concerns to Team and visa/versa.
- 2 Serve as team advocate to Tier II & III.
- 3 Provide and apply beneficial experiences from the other teams to the NAS Whiting Field Team.
- 4 Regular Attendance.
- 5 Provide Tier II information to the team (i.e. minutes, other success stories,.)
- 6 Provide management overview.
- 7 Provide training as needed.
- 8 Follow the Partnering Team's Ground Rules.

These expectations will be generated as a Deliverable and a copy is attached.

0920 Team break

0935 meeting resumes.

Team Proxy Procedure Review

Member not able to attend will appoint a proxy and notify Meeting Leader . This will be done in writing (i.e. E-mail,). Proxy is identified in the Partnering Team meeting minutes as a permanent record. The procedure is documented as a Deliverable and is attached.

Review of the Tier II Deliverables is completed.

Agenda Item 15 - Site 17 Treatability Study -

Since Tom is not present , this item is delayed until the next Partnering Team meeting.

A substitute agenda item is - Site 39 Clear Creek discussion.

Based on the earlier discussion, Linda agrees that combining the sites 39 (Clear Creek) and 40 (Facility -wide Groundwater) may not be the best solution. Linda thinks that she may be able to get funding for both Site 39 and Site 40 at the same time.

Jim Cason states that he is frustrated because he sees all funding going to the big high risk sites, when a small amount of funding could be used on smaller lower risk sites in the same time frame to remove some sites from investigation. This would represent a "Better, Faster, Cheaper strategy. This may be an item out of our control but we could put to Tier II.

Agenda Item 17 - Contracting update

Brown and Root should negotiate the North Field Hangar Site investigation with the Navy in December. And if the negotiation goes well the work could also be awarded in December.

Tom Conrad should get tasked next month to begin redemption at Site 17.

Linda and Tom determined that the proposed remediation at Site 29 could not be included in the Site 17 program. Linda is going to investigate separate funding for the Site 29 work and thinks that maybe she can get excess year end money.

Jim Cason asked if we have an updated list of the status of all sites at the facility.

Linda said that the Handout No. 1, issued yesterday, gave all of the information.

Agenda Item 18 Document Schedule

Terry distributes a revised ABB-ES Document Schedule (Handout No. 13). He discusses schedule times and points out the schedule only includes a five day work week. Craig brings up the issue that the Site 1 report was completed with no Feasibility Study. This is OK as long as there is no significant risk associated with the site. However if

any of the sites have exceedances of acceptable risk criteria, there needs to be an Feasibility Study (it can be a focused effort). If there are no risk exceedances than a an RI report without a Feasibility Study is OK. If an Feasibility Study is required for a site the appropriate RI document schedule will slip accordingly.

The Partnering Team discussed what is unacceptable risk (i.e. aluminum in soil?). If a risk is unacceptable but can be explained away, that is OK. If Feasibility studies are required than the schedule will be modified. Proposed plans will be in Fact Sheet Format.

Jim Holland still wants to know about reopening and use of Site 2. Craig indicated that should know in a couple of months after the RI report is received but before a ROD is finalized.

Linda said that the Team should get ready to travel in July and August of next year to attend public meetings for all of the sites. Linda wants ABB-ES to combine as many sites as possible into single RI reports. Terry indicated that we are combining Sites 9 and 10 into a single report.

Agenda Item 19 - State of affairs at NAS Whiting Field.

A new training building is planned for construction south of Site 29. Jim Holland distributes Handout No. 14 showing the proposed building location. Construction is scheduled for within 5 years.

Agenda Item 21 - RAB Participation. Team decides to delay this item until the next Partnering Team meeting when Tom is present.

Terry Hansen provides the Partnering Team with a Preview of the RAB program scheduled for that night.

Agenda Item 22 - Partnering Training

Pete presents the data from Tier I /II meeting survey. The data included a proposed Action Plan and Implementation plan. The Team did not agree with the analysis evaluation plan .

Pete is to return comments from the NAS Whiting Field Team including:

- Any evaluation instruments should be fully explained before they are used (Before participating)
- Tier II Teams should have participation in development of instrument including final measurement and analysis.
- NAS Whiting Field Team has taken survey results taken under advisement.
- The presentation/delivery of the instrument was poor and offensive.
- Buzz words (i.e. value added,.) must be understandable and usable.

Group decides to table until next meeting the brainstorming of success stories

The next NAS Whiting Field Partnering Team meeting is scheduled for January 28 and 29, 1998

The meeting will be held at the NAS Whiting Field Public Works Department building Conference Room and will start 13:00 on January 28 and conclude at 13:00 on January 29.

Draft Agenda for January 1998 Partnering Meeting

Sites 35,36,37 status
RAB participation discussion
Site 17 update
Tier II deliverable notebook
Partnering Training Schedule Pete
Deliverable schedule and comments
Site 1 and site 2 RI comments

Offbase groundwater sampling update
Funding Status of 1999
State of Affairs at NAS WHF

Jim Cason will be the Meeting Leader; Craig will be the scribe; and Gerry is the time keeper.

Pete leads the Team In an evaluation of the Meeting

Meeting Pluses

A schedule was completed.	Worked on agenda.
Tier II link participated.	Drafted Tier II deliverables, started on time.
Humor host did good job.	Close out of action item (all except one item).
Leader did good job keeping team focused.	

Meeting Minus

The overall Performance model.	Team members arrived late.
Team had to rework Tier II deliverables.	Tom Absent.

Pete's Evaluation

Meeting focused on rework or maintenance - not on RI clean up or issues.
Brainstorming and formal consensus was used.
Flexible agenda.

1222 meeting concluded

Partnering Team Handout List

Handout No. 1	DSMOA/CA Data for 1/98- 6/00
Handout No. 2	Summary of IR Program at NAS Whiting Field
Handout No. 3	Map of identified residential wells
Handout No. 4	FDEP 62-770 Petroleum Contamination Cleanup Criteria
Handout No. 5	USEPA Natural Attenuation Report
Handout No. 6	Chapter 4 Advisory Board Recommendations
Handout No. 7	Mayport Team Tier II meeting minute summary
Handout No. 8	Preliminary Risk Screening Site 39 Clear Creek Flood Plain
Handout No. 9	Partnering Team Rules and processes
Handout No. 10	General Information Report Response to comment
Handout No. 11	Analytical results summary for investigations at Site 29
Handout No. 12	NAS Whiting Field Document schedule ABB-ES
Handout No. 13	Map showing proposed building location and site 20
Handout No. 14	Partnering Training

**WHITING FIELD PARTNERING MEETING
NOVEMBER 11 AND 12, 1997
NAS WHITING FIELD, MILTON, FLORIDA**

ACTION ITEM LIST

Item	Date Initiated	Description	Responsible Person	Status	Date Closed
1	11/12/97	Action item Terry will make copies of CD ROM and distribute to Craig, Phil, and Jim C.	Terry Hansen	Open	
2	11/12/97	Earl will check on the what happens if a ROD is signed prior to completion of FFA.	Earl Boseman	Open	
3	11/12/97	Terry H to amend the partnering team address list and distribute.	Terry Hansen	Open	/
4	11/12/97	All team members to provide success stories by 1/1/97.	All	Open	<i>undone</i>
5	11/12/97	Earl will check on region IV or EPA as appropriate author Water Quality Standards by next partnering team meeting.	Earl Boseman	Open	
6	11/12/97	All team members to review the Clear Creek Risk memo and supply comments to ABB.	All /	Open	<i>open</i>
7	11/12/97	Craig will revise the Shaw AFB mission and vision Statement to apply to the Whiting Field Team by 11/21/97.	Craig Benedikt	Open	
8	11/12/97	Terry will draft a revision of Partnering team ground rules before next meeting.	Terry Hansen	Open	
9	11/12/97	Terry will draft a revision of partnering Team Meeting Conduct by the next meeting.	Terry Hansen	Open	
10	11/12/97	Terry will draft a revision of partnering Team Charter by the next meeting.	Terry Hansen	Open	
11	11/12/97	Team will respond to response to comments for the GIR by 11/27/97.	All	Open	<i>C</i>
12	11/12/97	Terry and Craig will draft a revision of partnering Roles and responsibilities.	Terry and Craig	Open	
13	11/12/97	All review handout No. 6 and be ready to discuss next meeting.	All	Open	
14	11/12/97	Craig will check on the proper format for the Partnering Team Success stories.	Craig	Open	
15	08/12/97	Gerry will generate summary reports Sites 35, 36, and 37 data (including soil and groundwater results and soil conclusions).	Gerry Walker	Open	