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MINUTES FROM ORLANDO PARTNERING TEAM MEETING ON 20 MAY 2008 (PUBLIC  
DOCUMENT) NTC ORLANDO FL  
5/20/2008  
NAVFAC SOUTHERN

## ORLANDO PARTNERING TEAM – MEETING MINUTES

Date: May 20, 2008  
 Location: Orlando, FL  
 Team Leader: Barbara Nwokike  
 Gatekeeper/Timekeeper: Dave Grabka  
 Recorder: Chris Pike

OPT Members	Support Members	Guests
Greg Fraley, USEPA Reg IV		Jim Ferro (BRAC PMO, Tier II Link)
Dave Grabka, FDEP	Karen Baer (Terraine) via phone	
Barbara Nwokike, BRAC PMO	Chris Pike (TetraTechNUS)	
Teresa Grayson, TetrattechNUS		
Sam Naik, CH2MHILL		

### Check-In and Ground Rules

### Safety Topic

### Action Items:

1. Team to provide BFA a list of the wells to be sampled at various NTC sites –**COMPLETED by TetraTechNUS and Terraine.**
2. CH2M HILL to provide OU3 Wells Top of Casing data to TtNUS- **COMPLETED**

### **Team Meeting with Barnes, Ferland and Associates, Inc. (BFA)**

The Orlando Partnering Team members met with BFA to get introduced to their personnel working on their Basic Ordering Agreement (BOA) contract for long-term groundwater monitoring (LTM) activities at various NTC Orlando sites.

Barbara provided a review of BFA's scope of work, and the rest of the team members provided their input about various issues associated with the LTM protocols that BFA would need to follow.

John Willis (BFA) provided a summary of BFA's preparations and proposed schedule of activities, and enlisted the support of Terraine and TetraTechNUS to prepare for their first sampling event, work plan material, etc.

The following sites require sampling by BFA:

### MAIN BASE

#### OU-1

SA-36/36NW/38

SA-39

OU-3 - SA-8/9

**HERNDON ANNEX**

**SA-2** (no sampling at the site while construction activities proceed - sampling will still be required in the neighborhood)

**McCOY ANNEX**

**SA-17** (December list from Terraine will be followed)

**OU-2** (BFA to provide notes during visits on observations of the landfill cap - is it compromised, is there erosion, etc - the Navy is responsible for the LUC Certifications)

The initial site sampling is in June.

BFA requested:

- A list of wells to be sampled
- Schedule
- Analytical parameters for each well
- An electronic version of the latest quarterly reports (BFA was referred to the latest streamlined LTM report guidance)
- Complete site maps
- Well construction information

Terraine was contacted and initiated this data transfer during the meeting.

**PHOSTER system** at Herndon Annex is being removed; no O&M will be required by BFA.

**UFP-SAP:** due to schedule constraints, a UFP-SAP will not be required for the initial sampling event. BFA will prepare a SAP, QA Plan, and HASP prior to the June visits. Navy will provide an expedited review. The Team (including Mike Singletary) will need to discuss this subject further to determine if UFP-SAPs will be req'd for these sites in the future.

**Site-Specific Information**

**OU2:** Sam provided a summary of the proposed biobarrier injection details for the middle-third of the full-scale biobarrier injections. Injection well installations were scheduled for May-June 2008, to be followed by baseline groundwater sampling of monitoring wells located within the injection zone, and EOS® injections thereafter. FDEP emphasized that CH2M HILL personnel should monitor the injection area to prevent above-ground flow of veggie oil towards the GOAA ditch downgradient of the injection zone.

**OU3:** The team discussed the possibility of reducing sampling frequency from quarterly to annual. Trend data will be required; some of this was done in support of an evaluation of the PAB. It appears that the issues with the site survey are resolved.

**OU4:** Chris Pike and Teresa Grayson provided an overview of the investigations and optimization study work being conducted by TtNUS at OU4.

Contamination near the Hawthorn zone was discussed.

In the western area of the site, impact was found in the top of the Hawthorn zone during the groundwater screening portion of the Near Shore investigation. The impact was found in a dry clay zone, so it is speculated that the groundwater recovered from that zone may have travelled along the DPT rods from a higher zone. Also, an existing Hawthorn zone well, with non-detect levels of VOCs, is very near this sampling location. Additional investigation in this area may be conducted to confirm the speculation.

A CMT well along the northern boundary of the site, previously believed to be clean, exhibited VOC impact above 1 ppm during a recent sampling event (this result was confirmed in a follow-up sampling event). This result and a path forward were discussed:

- The impact is observed in one channel of the CMT only
- It appears that the channel is in a high permeability zone that is connected to a similar zone in the high concentration area within the Hawthorn
- The point of exposure for a risk-based approach is the Floridan aquifer
- Per regulations, the plume would need to be bounded
- Sample all channels in northern boundary wells
- Off-site well installation/monitoring is being considered

Dave Grabka asked the team to check to see if there are any irrigation/supply/production wells in the area. TtNUS will forward the relevant data to Dave.

**Decision Documents:** SA54 was chosen to replace OU2 as the third Decision Document for this year. The SA17 DD is currently being prepared; upon completion, it will be submitted to Jim Ferro and Steve Beverly.

**Critique/Checkout/Agenda**

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Good progress on sites.	Terraine completing their tenure at NTC Orlando and leaving OPT.
Excellent host (Teresa and local TetraTech office team)	Barbara Nwokike leaving BRAC-PMO and the OPT.

**Future Meeting Schedule**

Next OPT Meeting in **Orlando: September 9-10, 2008.**

## GROUND RULES

In accordance with discussions during Training in September 2001, here are the ground rules (Code of Conduct and Process) to review prior to the next meeting.

### Code of Conduct

- Allow speakers to complete their thought.
- Be forthright (no hidden agendas).
- Be on time (10 cents per minute to be given to person who purchased refreshments).
- Invoke the 100 mile rule (avoid distractions; i.e., conducting non-OPT business).
- Be open and honest.
- Be professional.
- Bring Teammates up to speed.
- Use I statements.
- Be courteous to the speaker; no side conversations.
- Leave your ego and “business coats” at the door.
- Stay for the hard parts.
- Fix the problem, not the blame.

### Process

- Team leader, Timekeeper and recorder rotate alphabetically progressing in this order: timekeeper, recorder, team leader, participant.
- Check-in: personal up-dates; read ground rules; review agenda, ground rules, action items and +/-.
- Proxy: Absent members have the discretion of designating a proxy to represent his/her views at the meeting. The OPT will not deliberately make a decision contrary to an absent member's known views or interests.
- Guests: All guests must be invited by the OPT. The sponsor is responsible to brief guest(s) on the OPT meeting process.
- The Team Leader to confirm that the sponsor has briefed guest(s) on the ground rules. If not, then provide guest(s) with overview of ground rules.
- The OPT and guest(s) shall recite the Ground Rules immediately after the Team Leader calls the meeting to order.
- Close-out: Draft agenda for next meeting; critique meeting; review action items.
- Distribute draft of minutes and Agenda within 7 working days of concluding the meeting. A master copy of the minutes will be maintained and rotated with the recorder.
- Comments or acknowledgment of receipt due back to scribe 7 days after receipt of draft.
- Final minutes and agenda distributed 7 working days before next meeting.
- An action item list with due dates will be maintained and updated monthly.