

**MINUTES FOR KICK-OFF MEETING
 CAMP STANLEY STORAGE ACTIVITY
 CONTRACT NO. F41624-00-D-8613, TASK ORDER 0207
 PARSONS 745251.02000**

Date: August 29, 2006 (Tuesday)
 Time: 9:00 A.M. – 12:00 noon
 Place: Camp Stanley Storage Activity - Boerne, Texas
 Subject: TIM#1 for Task Order (TO) 0207
 Attendees:

Attendee	Organization	Phone
Glaré Sanchez	CSSA ENV	(210)698-5208
Chris Beal	Portage/CSSA	(210)698-5208
Kimberly Vaughn*	Parsons	(512)719-6816
Julie Burdey	Parsons	(512)719-6062
Samantha Elliott	Parsons	(210) 347-6012

*Minutes prepared by Kimberly Vaughn, Parsons.

The agenda for this meeting is presented in Attachment 1. A project schedule for Task 0207 is presented in Attachment 2. A draft letter submitting the date for Public Meetings to TCEQ and USEPA is in Attachment 3.

INTRODUCTION AND OVERVIEW

The meeting opened with brief introductions and general discussions. Kimberly described the goals and scope of work of TO 0207. This TO was issued on August 11, 2006, and extends until March 31, 2008. The total value of the task order is \$699,226. The task order incorporates the following:

- Provide one year of on and off-post groundwater monitoring and reporting.
- Conduct one set of public meetings in 2006
- Develop a Document Management System
- Provide updates to the Administrative Record/Environmental Encyclopedia
- Provide LAN support
- Submit EPA Progress Reports required in the 3008(h) Order

SPECIFIC TASK DISCUSSIONS

The delivery order is divided into eleven separate tasks broken down into a Work Breakdown Structure (WBS). Each WBS was discussed separately.

WBS 01000 Task Order Management

Task order management includes a budget of \$45,664. This task provides coordination and oversight and administrative duties required to successfully complete the work. Management

tasks include program management, project management, progress reporting, invoicing, and procurement. Parsons is already familiar with the requirements of program documentation and invoicing procedures under AFCEE. Progress reports will be submitted to the Contracting Officer and CSSA Environmental Program Manager on a bimonthly basis. Progress reports and the accompanying invoices will cover the prior work period. A Funds and Man-hour Expenditure Report (FMER) is not required per the Statement of Work (SOW) and a Performance and Costs report will be submitted instead.

WBS 02000 Meetings (Budget \$24,192)

Over the course of this task order, four Technical Interchange Meetings (TIMs) and four (4) teleconferences will be held. The topics for the TIMs are not defined, but will most likely include discussions of findings and revisions to project Data Quality Objectives (DQOs). Teleconferences are for communication and planning prior to each of the four quarterly groundwater events. Teleconferences will not require minutes to be created. There are a separate four TIM meetings included in this WBS exclusively for the Document Management System Development.

Action Items: Schedule a meeting with CSSA to begin Data Management System (DMS) Development.

WBS 03000 Work Plans (Budget \$21,281)

The groundwater sampling work plan will be updated under this task order to cover the new quarterly events. The work plans will cover sampling from September 2006 through June 2007 of on-post, off-post, and Westbay multi-port wells. Work plans will be submitted for review September 6, 2006. This task also covers the Health and Safety Plan and Sampling Analysis Plan.

Action Items: Submit draft work plans for CSSA review. (submitted 9/7/06)

WBS 04000 On-Post Groundwater Sampling (Budget \$115,327)

Up to 32 on-post groundwater wells are sampled on a quarterly basis (September 2006, December 2006, March 2007 and June 2007). These include monitoring wells, agricultural wells, and base water supply wells. The sampling will follow the DQOs established for previous groundwater monitoring and submitted to TCEQ and AFCEE for review in August 2006. The selected analytical laboratory for the on-post samples will remain as Severn-Trent Laboratories (STL). An audit of this lab was conducted in May 2006, and therefore an additional audit will not be required.

The semi-annual sampling of the Westbay wells is covered under this WBS and will occur in September 2006 and March 2007.

A discussion of how the SCADA equipment will affect the monitoring and drinking water wells occurred. Will the SCADA equipment be able to collect water level data from monitoring wells? Will SCADA equipment be installed on any of the wells sampled under this TO?

One annual report to be submitted in December 2006 is covered under this WBS; the other three quarterly reports will be brief summary reports only. Outfall sampling at outfalls 2 and 4 are also covered under this WBS.

Glare would like to schedule a meeting prior to release of the December 2006 Annual Groundwater report. The goal of this meeting is to provide a summary to the regulators of the annual report findings. Greg Lyssy, Sonny Rayos, Abbi Power would be invited to this meeting.

Action Items:

- **Follow up with Scott Pearson on whether the monitoring wells to be sampled are included in SCADA.**

After questioning Scott, he confirmed that wells to be equipped with SCADA transducers are CS-9, CS-10, CS-1, CS-MW1-LGR, CS-MW1-CC, CS-MW1-BS, CS-MW6-LGR, CS-MW6-BS, CS-MW6-CC, CS-MW9-LGR, CS-MW9-BS, CS-MW9-CC, CS-MW12-LGR, CS-MW12-BS, CS-MW12-CC

- **Schedule a TIM meeting for December 2006 to present the findings of the Annual Groundwater Monitoring Report**

WBS 05000 Off-Post Groundwater Sampling (Budget \$104,461)

Up to 40 off-post groundwater wells will be sampled on a quarterly basis (September 2006, December 2006, March 2007 and June 2007). The sampling will follow the DQOs established previously and most recently revised in August 2006. The selected analytical laboratory for the on-post samples will remain as APPL. An audit of this lab will be conducted under WBS 06000 this year.

This task order also includes off-post GAC maintenance and three summary quarterly reports along with an annual report in December 2006.

The long term monitoring optimization (LTMO) recommendations were not implemented off-post. It was discussed whether Sonny Rayos, TCEQ, intended to wait until on-post LTMO sampling could be reviewed and learn more about the LTMO process prior to implementing LTMO off-post. Greg Lyssy has mentioned at previous meetings that the LTMO process needs to be explained to off-post well owners adequately before it can be implemented off-post. It was discussed that after a year or two of LTMO sampling on-post, the option to implement LTMO off-post will be reviewed again.

WBS 06000 Data Validation (Budget \$29,456)

Analytical validation and verification will continue as under previous task orders. The ERPIMS data deliverables will continue to be imported into the SDS database for upload onto the CSSA server. Chemists will provide AFCEE compliant data validation and submittal to AFCEE for review. They will continue to provide screening level data review for Westbay well samples and the GAC and/or outfall data. The UIC compliance samples are not covered under this task order, but are included on TO 0006.

Tammy Chang will conduct a laboratory audit of APPL in the fall of 2006. The audit findings will presented in a report to be covered under this task order. Glare would like

information on when this audit will be conducted and will attend the audit if her schedule allows. Glare asked how the corrective action for the STL audit conducted in May 2006 was resolved. Kimberly will follow up with Katherine LaPierre, Parsons chemist that conducted the audit and let Glare know.

Action Items: Send results of prior STL lab audit corrective action response to Glare.
(email summary sent 9/12/06)

WBS 07000 Public Meeting Support (Budget \$33,238)

The Public Meetings need to be held as soon as possible. Glare would like to schedule the meetings for the end of November or beginning of December. It was decided to hold the meetings the week of December 4th. This date will need to be presented to the regulators to determine their availability.

When the date is confirmed notices will need to be sent to local residents. There will be a notice published in local newspapers. Postcards will be mailed to all residents on the mailing list. Postcards can also be mailed to all local residents as were on the previous CSSA mailing list with about 2,200 people.

General topics for the displays will be Introduction, Background, Groundwater Monitoring, SWMU/AOC Closures, LTMO (could be part of groundwater monitoring), B-3. Also, previously Bexar Met and the San Antonio public health commission had tables. They will need to be contacted about the available date, as well. As the LTMO process is important, Mr. Lyssy requested it be explained to off-post well owners. LTMO will need to be a topic for display at the public meetings.

A TIM meeting needs to be scheduled for the last week of September 2006. This will cover the topics of the presentations, develop content of the posters and review the meeting materials. Glare would like everyone involved in the public meetings to attend and CSSA staff will come to the Austin offices for this meeting.

Action Items: Send a request to EPA and TCEQ to see if the week of December 4th will be available. Contact the elementary schools. Also contact Bexar Met and San Antonio public health commission. (draft letter in Attachment 3)

WBS 08000 DMS Development (Budget \$150,849)

Glare would like to talk to Mike Stimets about her ideas for the DMS. A date will be scheduled for their first meeting on the DMS.

Action Items: Mike Stimets to discuss ideas with Glare.

WBS 09000 Environmental Encyclopedia Updates (Budget \$92,538)

The hard copy and electronic version of the encyclopedia will be updated on this task order. The website is provided on DVD to the USEPA and TCEQ (as well as the Fort Sam Houston personnel) quarterly. Glare asked whether there is a way to have the electronic version that is available at CSSA updated every week. She needed to get some information on the bioreactor ASAP the other day and could not find the up-to-date report. Brian's deliverables on

his projects do not seem to be on the website fast enough. Having remote access to the CSSA LAN would probably help with updating the website once per week.

A counter for the hits that the Fort Sam Houston website receives was discussed. Glare would like to know how many people visit the website.

Action Items:

- **Follow up with Brian Vanderglas to get reports from his jobs.**
- **Discuss a hits counter for the website with Fort Sam Houston**
- **Discuss whether the website can be updated weekly on the CSSA servers.**

WBS 10000 LAN Support (Budget \$54,321)

There is LAN support under this task order to cover December 2006 through December 2007. LAN maintenance and technical support are provided. Again, the lack of remote access to the internet for Mike may affect how the budget and labor are utilized to keep the LAN maintenance going.

WBS 11000 USEPA Progress Reports (Budget \$27,899)

The EPA progress reports switched to a semi-annual (every six months) schedule. This task order covers December 2006, May 2007, and December 2007. There was a discussion of when the financial summary should also be submitted. It was decided to ask Greg Lyssy if once per year is acceptable for the financial summary.

Action Items: Follow up with Greg Lyssy to see if once per year is okay on financial reporting. (email received 9/11/06, Mr. Lyssy agreed)

September 2006 Groundwater Sampling:

As part of this kickoff meeting, a general discussion to cover the September 2006 groundwater sampling was held. The water levels were discussed, as they are currently continuing to drop based on the drought. The low-flow pumps cannot pump the available water (if any) for sampling. There was a discussion of whether pumps should be pulled and a bailer sample obtained.

CSSA would like to see a comparison of the water levels to the pump depth. Samantha mentioned that there is 10' of head required to be able to pump the sample. The March and June data will be summarized as examples of how much head and where the water level was for each well to be sampled.

We need to let the regulators know that there will be less samples collected than planned this year due to the water levels being so low. Given on-post implementation of LTMO sampling frequencies, there isn't a way to sample another well to take the place of the wells that can not be pumped. This is because the closest well would either be a Cow Creek or Bexar Shale well, which are on a different frequency schedule, and another Lower Glen Rose well would be in a different location, etc.

A discussion of the bailer samples use and importance occurred. As a bailer sample, the VOCs would be agitated, etc., and the sample would not pass AFCEE QAPP compliance. It

would not be able to be used as AFCEE verified data, only a screening level result. Since we have quarterly groundwater results from the 1970's for many drinking water and livestock wells and from the 90s for the monitoring wells, the gap in data due to the drought will not really affect an overall trend.

We need to alert the regulators that these water levels have decreased to this point and make sure they are aware. If the water is not there, it can't be sampled. Additionally, we need to submit a letter to the regulators that we will proceed under the provisions of the groundwater DQOs, as submitted, if no comments are received.

Action Items:

- **To better illustrate sampling problems, comparison of water levels and pump depths.**
- **Draft letter to regulators for proceeding under the DQOs. (*Sent 9/11/06*)**
- **Draft letter to regulators informing them that water levels have dropped to the point that certain wells are unable to be sampled and no data will be available for those points. (*Draft letter is in attachment 4*) *Note: After discussions at the meeting held 9/26/06, the letter to regulators in attachment 4 was no longer necessary to send.***

Conclusion

To summarize, the immediate action items on this task order include the public meetings. We need to get a schedule to Glare of the deadlines for the public meeting, what needs to be done when. We need to submit the preferred date of December 4th to the regulators and get their approval. A meeting will be scheduled September 26, 2006, in Austin, for the Public Meeting planning.

We also need to obtain Glare's feedback for the DMS system and/or schedule a meeting with her to go over the available software.

General discussions:

The infirmary was discussed and whether or not CSSA needs to prepare a CATEX for the infirmary. Will there be medical waste from the infirmary? What happens to the sinks, where will the water drain?

Glare mentioned that Abigail Power has requested to continue having a quarterly meeting with CSSA to discuss the status and keep informed. Glare would like to schedule another meeting like the one held previously.

Additionally, Glare had questions concerning the split samples for drinking water that TCEQ collected from CSSA. She had one results at 0.0153 for lead. Will non-potable water signs be necessary? Glare may need to sample for lead in groundwater, if the faucet taps in the buildings are failing for lead. Additional information on the lead drinking water standards was emailed to Glare on August 29, 2006.

ATTACHMENT 1

Agenda for Kick-off Meeting at CSSA

Environmental Program Support and Groundwater Monitoring

AFCEE 4PAE, Task Order 0207

Time: Tuesday, August 29, 2006, 9:00 am to 12:00

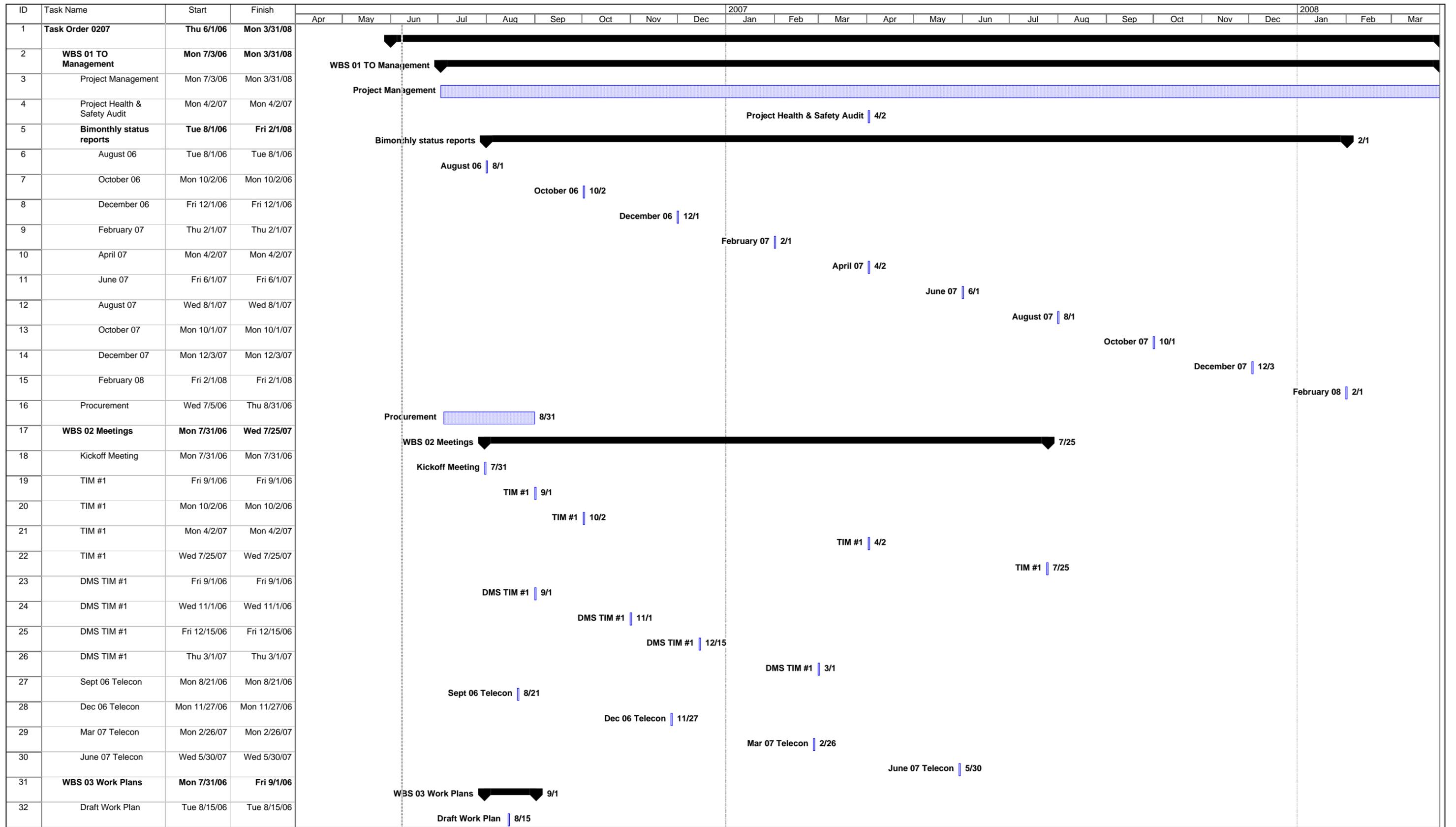
Place: Camp Stanley Storage Activity, Boerne, Texas, Environmental Office

Proposed Order of Discussion

Date & Time	Topic
9:00 am – 10:30 am	Descriptions of Project Tasks & Project Organization Meetings/WBS 02000 Work Plans/WBS 03000 On post GW Monitoring/WBS 04000 Off post GW Monitoring/WBS 05000 Data Validation/WBS 06000 Public Meeting Support/WBS 07000 Document Management System/WBS 08000 Environmental Encyclopedia/WBS 09000 LAN Support/WBS 10000 USEPA Progress Reports/WBS 11000
10:30 am – 11:00 am	September Groundwater Monitoring Event Planning Meeting
11:00 am – 12:00 pm	Pending Action Items: Data Quality Objectives, H&S Plan, Sampling and Analysis Plan, Work Plans Schedule for Public Meetings Decision process for DMS Development

ATTACHMENT 2

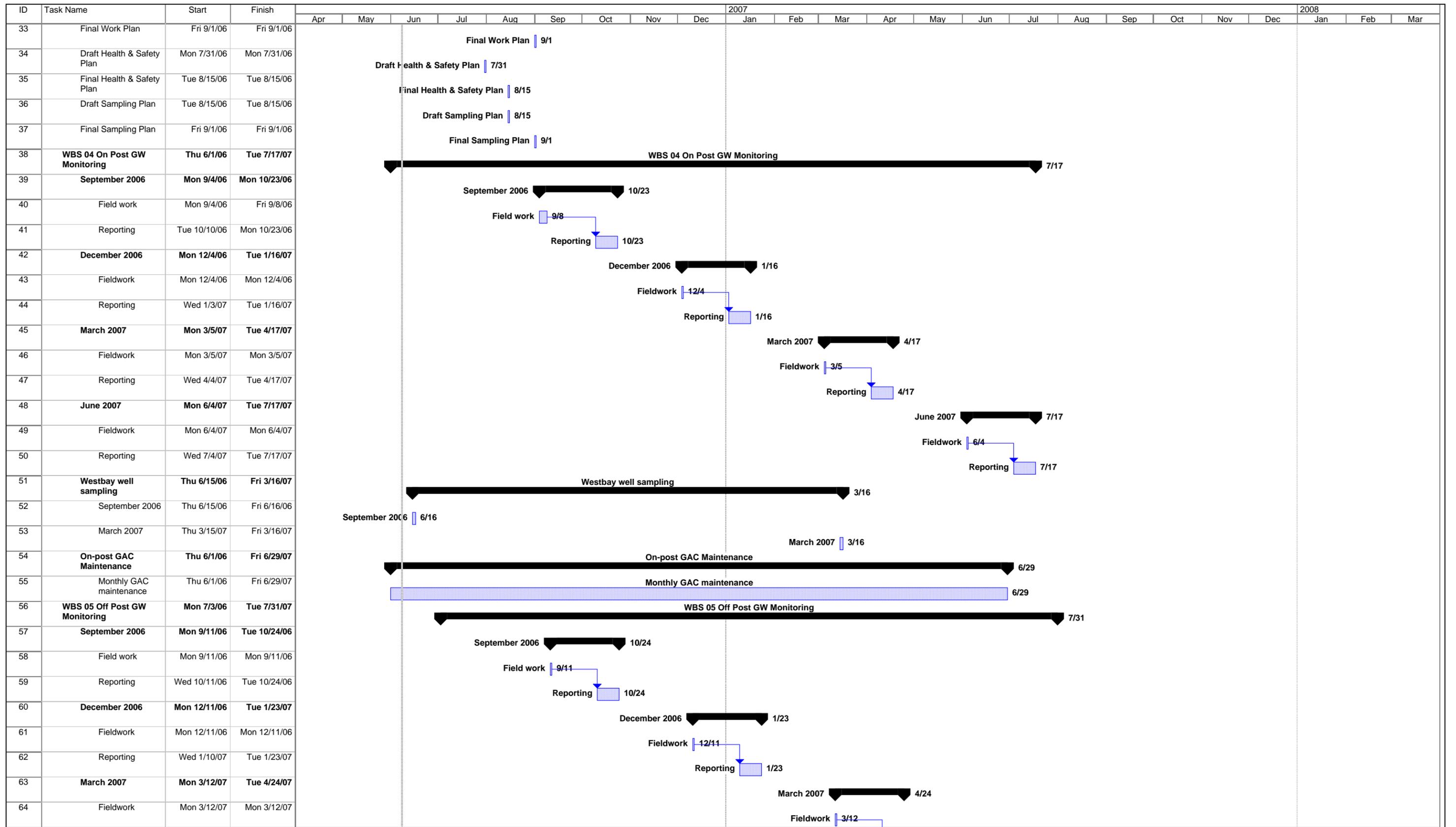
TO 0207 Project Schedule, 4 pages



Project: Project schedule
Date: Thu 6/8/06

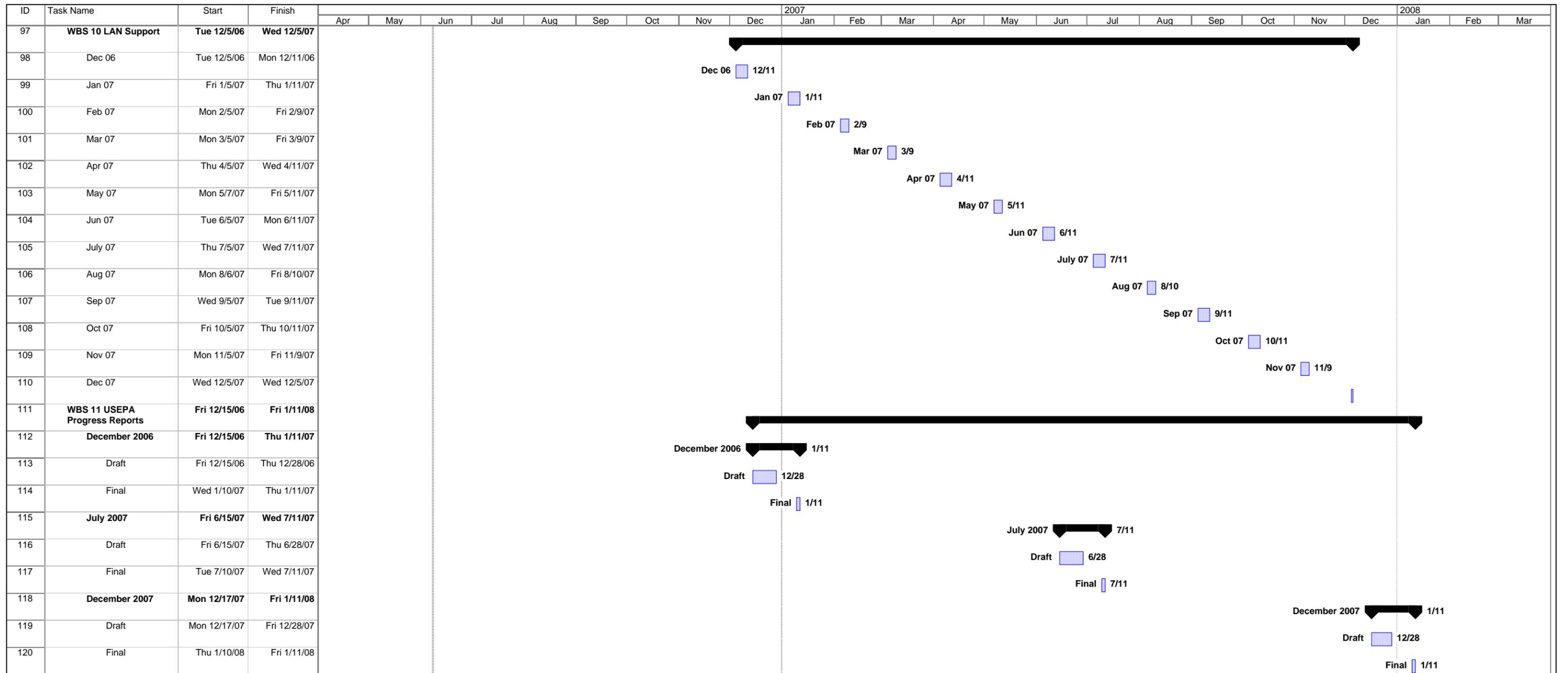
Task Progress Summary External Tasks Deadline

 Split Milestone Project Summary External Milestone



Project: Project schedule
Date: Thu 6/8/06

Task		Progress		Summary		External Tasks		Deadline	
Split		Milestone		Project Summary		External Milestone			



Project: Project schedule
Date: Thu 6/8/06

Task		Progress		Summary		External Tasks	
Split		Milestone		Project Summary		External Milestone	

ATTACHMENT 3

September 12, 2006

Mr. Greg J. Lyssy
U.S. Environmental Protection Agency, Region 6
1445 Ross Avenue (6SF-LT)
Dallas TX 75202-2733

Mr. Sonny Rayos, P.G.
Project Manager
Team 1, Corrective Action Section, Remediation Division
Texas Commission on Environmental Quality
PO Box 13087, MC-127
Austin, TX 78711-3087

Subject: Contract F41624-03-D-8613, Task Order TO 0207
Groundwater Monitoring and Environmental Program Support
CDRL B008 Public Meetings
TCEQ Solid Waste Registration Number 69026
EPA Identification Number: TXD2210020739

Dear Mr. Lyssy and Mr. Rayos:

In previous meetings conducted concerning Camp Stanley Storage Activity (CSSA), it was discussed that a public meeting should be held this year. CSSA would like to schedule the public meetings for the week of December 4th. Pending availability of the elementary schools for a location, the meetings will be scheduled for a week night during from December 4th to December 8th.

Please let us know at your earliest convenience if you will be free for these dates for the Public Meetings. If you have any questions or comments, please call Glare Sanchez of CSSA at (210)698-5208 or Julie Burdey at (512)719-6062.

Sincerely,

Glare Sanchez

xc: Brian Siegfried, AFCEE ERD
Abigail Power, TCEQ Region 13
Julie Burdey, Parsons

ATTACHMENT 4

September 12, 2006

Mr. Sonny Rayos, P.G.
Project Manager
Team 1, Corrective Action Section, Remediation Division
Texas Commission on Environmental Quality
PO Box 13087, MC-127
Austin, TX 78711-3087

Note: this letter was never sent, these issues were presented to Mr. Rayos in person at a meeting 9/29/06.

Subject: Contract F41624-03-D-8613, Task Order TO 0207
Groundwater Monitoring and Environmental Program Support
CDRL A001d, Quarterly Groundwater Monitoring Reports
TCEQ Solid Waste Registration Number 69026
EPA Identification Number: TXD2210020739

Dear Mr. Rayos:

Camp Stanley Storage Activity (CSSA) is conducting groundwater monitoring activities during 2005 and 2006 as set out in the Data Quality Objectives for the Groundwater Monitoring Program (August 2006) and the Final Three-Tiered Long Term Monitoring Network Optimization Evaluation (May 2005).

This letter is sent as notification that due to decreasing water levels both at CSSA and regionally, samples have been unable to be collected from some on-post monitoring wells. CSSA will not have data for these wells for some quarterly events in 2006. Please see the attached table listing the affected wells, the water levels, and the pump depths for each quarterly sampling event since September 2005.

If you have any questions or comments, please call Glare Sanchez of CSSA at (210)698-5208 or Julie Burdey at (512)719-6062.

Sincerely,

Glare Sanchez

xc: Brian Siegfried, AFCEE ERD
Abigail Power, TCEQ Region 13
Julie Burdey, Parsons

List of Well Elevations

Well Name	Screen Interval	Pump Depth	Inlet Depth 1	Inlet Elevation	September 2005 Water Level	December 2005 Water Level	March 2006 Water Level	June 2006 Water Level	September 2006 Water Level	TOC Elevation
	(feet bgs)				(feet MSL)					
CS-MW4-LGR	299-324	203	315	894.71	1101.53	1017.14	1004.30	1004.47	NM	1209.71
CS-MW5-LGR	420-445	404	435	905.24	1071.42	999.93	978.66	964.44	NM	1340.24
CS-MW8-LGR	332-357	299	347	861.35	1039.92	981.41	940.23	923.25	NM	1208.35
CS-MW10-LGR	370-395	294	379	810.53	1020.23	951.52	907.59	882.80	NM	1189.53
CS-MW11B-LGR	182-207	194	197	1006.52	1016.78	1003.67	999.75	997.96	NM	1203.52
CS-MW12-LGR	333-358	302	345	914.07	1047.43	984.00	977.35	970.31	NM	1259.07
CS-MW17-LGR	367-392	307	380	877.01	1052.36	982.49	943.54	936.59	NM	1257.01
CS-MW18-LGR	385-410	325	397.5	886.11	1045.98	976.74	942.85	941.45	NM	1283.61
CS-D	205-263	253	253	983.03	1051.78	990.79	986.41	982.92	NM	1236.03
CS-MWG-LGR	155-339	315	318	1010.14	1145.04	1067.52	1049.49	1034.57	NM	1328.14

- bgs - Below Ground Surface
 - TBD - To Be Determined. Pump depth will be determined after installation.
 - ¹ In deeper wells, the Inlet depth varies from pump depth when a drop tube is installed below the p
 - MSL - Mean Sea Level