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NAS OCEANA
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PARTNERING TEAM MEETING MINUTES 28 13 MARCH 2000 NAS OCEANA VA
3/13/2000
PARTNERING TEAM

MARCH 13, 14 and 15, 2000
PARTNERING MEETING NUMBER 28 (Combined Meeting Number 7)
WPNSTA YORKTOWN/NAS OCEANA

LOCATION: PHILADELPHIA, PA

MEETING MANAGER: Mr. Scott Park/Tim Reisch
RECORDER: Mr. Rich Hoff/Matt Louth
TIMEKEEPER: Mr. Peter Knight
MEETING HOST: Mr. Rich Hoff
FACILITATOR: Mr. Jeff Harlow

The twenty-eighth formal WPNSTA partnering meeting (combined NAS Oceana meeting number 7) was held on March 13, 14 and 15, 2000 at USEPA Region III Headquarters, Philadelphia, Pennsylvania. This meeting was the third meeting of the graduated WPNSTA Yorktown partnering Team and the NAS Oceana team. The focus of the meeting continues to be combined Team Building, site priorities, team partnering skills and self-facilitation, ecological approaches and the use of innovative technologies to expedite site cleanup. A PRAP briefing was also presented to USEPA Region III management concerning the proposed remedies for WPNSTA Sites 4, 21 and 22.

Metrics

Metrics remained the same during this meeting. Emphasis continues to be on obligating construction dollars for FY 2000 and cost savings associated with expediting remedial action decisions.

Meeting Accomplishments

The following items/issues were accomplished during this partnering meeting:

- Sites 4, 21 and 22 PRAP Briefing;
- Team Goals and Schedules for Remediation;
- Dioxin Issues at WPNSTA and Oceana;
- Partnering Deliverables; and
- Self-facilitation using the Facilitator/Coach concept continues.

All partnering topics presented in the meeting agenda were discussed.

MARCH 13, 14 and 15, 2000
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MEETING SUMMARY (continued)

Remaining Issues

The following issues/items were not resolved during the March partnering meeting:

- Background data compilation by Baker is still incomplete and is likely to remain so until later in the year when all deliverable goals are met;
- See Parking Lot (p. 4) for other unresolved Team Meeting Issues.

Corrections: 9/2/10

It should be noted that Carl Rodzewich was not present at the February Partnering Meeting because of schedule conflicts. February meeting minutes indicate that he was in attendance - but in fact, he was not.

See you at the April partnering meeting!

MARCH MEETING ATTENDANCE SHEET

| <u>NAME</u> | <u>ORGANIZATION</u> |
|-----------------|------------------------------|
| Bob Stroud | EPA Region III |
| Laurel Boucher | Management Edge |
| Carl Rodzewich | DYNAMAC |
| Scott Park | LANTDIV NTR |
| Jeff Harlow | WPNSTA Yorktown |
| Steve Mihalko | Commonwealth of Virginia DEQ |
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| Peter Knight | NOAA - CRC |
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JOHN MCCLOSKEY

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ACTION ITEMS/CONSENSUS

| Item | Responsibility | Outcome | A/C | Date |
|---|----------------------|--|-----|--|
| Member Names/Numbers | Tim R/R.Hoff | Develop list to satisfy Yorktown/Oceana list . | A | 3/30 |
| Deliverable | R. Hoff/J. Robinson | Submit hardcopy deliverable – Post to web site. | A | 3/30 |
| Partnering – Article & SWMU 15 for Navy job. | Tim | Exposure for team. | A | Submitted deadline |
| Investigate future newspaper article for team partnering. | Jeff | Check if possible. | A | Next Meeting |
| ERA SWMUs 2 Bill, 16/16GC 21, 22, & 26 | (Peter) eco-subgroup | Meet, review, report to Tier I | A | Draft – 4/7 Comment – 5/5 S.S. Submit Draft Final 5/30 S.G. Present @ 6/6-8 |
| Draft W.P. Dioxins 4, 21, 22 | R. Hoff | Develop letter work plan for technical review based on meeting discussions and figures. | A | 3/31 |
| Clean up LUCIP and send to team for review. | S. Park | Distribute LUCIP to team for review. | A | 3/31 |
| Review LUCIP | Team | Preparation for April meeting to finalize LUCIP | A | 4/26 |
| USGS Model | J. Harlow | Check on model status – Check on D. Nelms ability to attend 4/26 meeting. | A | 3/31 |
| Check RCRA/State Regs. relating to use of Site 6 sed. as wetland fill | S. Mihalko | Support decision on the final disposition of treated Site 6 sediments. | A | 4/26 |
| Check with FWS 404 permit issues for Site 6 sediments | J. McCloskey | Determine if site 6 treated sediments can be used as backfill for wetland mitigation with respect to 404 | A | 4/26 |
| Send TRAF via e-mail | J. Harlow | Good stress relief | A | 3/24 |

✓
→ A 5/15
- DUE 5/5
✓
✓
✓
Parking LOT
- WOULDN'T BE CONSIDERED WETLAND FILL

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| Site 22 RCRA issues. | Steve/Jeff/Scott | Flesh-out RCRA concerns for inorgs. in soil at Site 22. Formulate plan of attack – Don't lose Clean-Close!! | A | 4/26 cc-3/29 1:00 pm |
| Site 22 –Conf. Call | S. Mihalko | Set up call with Bob Stroud, Peter, John, Scott, Rich, Jeff, and Carl | A | For 3/29 |
| Agenda call R. Hoff | R. Hoff | Set up call to develop and formalize agenda. | A | |
| Methyl Mercury Issue | Jeff | Check with Lt. Watts on the Hg method of Choice Hg° | A | ASAP |

SITE 22
4

-A

27 MENTIONED AS PART OF SITE 12 LTM.

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Steve Mihalko
Jeff Harlow
Peter Knight

Oceana Members:

Tim Reisch
Jack Robinson
Matt Louth

WPNSTA Members:

Scott Park
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CARL RODZEWI LA

Adjunct Members

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John McCloskey

Technical Members

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Sheri Eng
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- Do Not Participate in Consensus Process

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WPNSTA Yorktown/NAS – Oceana
Proposed Partnering Meeting Schedule FY2000

| Location | Date | Roles |
|--|---|--|
| ✓ Cacapon, WVA J. Harlow | April 25, 26, 27 | MM: S. Park/T. Reisch Rec: R. Hoff/M. Louth Time: P. Knight/J. Robinson FF: J. Harlow |
| DAM NECK Washington N. VA T. Reisch | June 27, 28 ^{28, 29} | MM: P. Knight /J. Robinson Rec: R. Hoff/M. Louth Time: S. Park/T. Reisch FF: S. Mihalko |
| Dam Neck, VA S. Park/T. Reisch | July 25, 26, 27 | MM: B. Stroud Rec: R. Hoff/M. Louth Time: J. Harlow FF: J. Robinson/C. Rodzewich |
| Richmond, VA S. Mihalko | September 12, 13, 14 ^{13, 14, 15} | MM: S. Mihalko Rec: R. Hoff/M. Louth Time: B. Stroud FF: T. Reisch/S. Park |
| Cacapon, WVA J. Harlow | October 17, 18, 19 or (24, 25, 26) | TBD |
| Williamsburg, VA R. Hoff | December 5, 6, 7 | TBD |

MARCH 13, 14 and 15, 2000
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WPNSTA YORKTOWN/NAS OCEANA

DIOXIN ISSUE

Issue: I.D. Sites that could be potential sources of Dioxin @ WPNSTA Yorktown.
Develop approach for the collection of additional data, data uses and potential options for disposal.

Sites:

WPNSTA

4 – former Ash Pile – Received ash for explosives burning, boiler ash

22 – Former Burn Pad – Ordnance burning and residuals/materials associated with ordnance loading

30 – Bracken Road Incinerator – Burning of municipal Waste. Pre-1930?

SSA 3 – Former Fire Training Pits – Fire training areas where fuels/solvents (?) were burned. Removal action (complete) in 1997.

23 – Teague Road Landfill – former SSA 1 received ash/debris from site 30 and other station ops. Removal action, 1995 – Some PAH contamination exists.

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Oceana

SWMU 11 – Fire Training Ring – Solvents, removal action, under ERA development – subgroup to determine if data gap exists.

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WPNSTA Yorktown
PARKING LOT

- Review F.O.S. – Revise in June 2000
Use into in Good Meeting Handbood
- Decide how F.O.S. will be documented
- WPNSTA Background Data – Need Region III Guidance
- Thermal Treatment Area Closure – CERCLA (SSA 19/SSA 2)

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NAS OCEANA
PARKING LOT

- Peter and John's attendance and use of NET meeting.
- Meeting Location:
 - June – Virginia Beach
 - July - ?
- Eco Subgroup – SERA for SWMU 2b, 11, 16, 16GC, 21, 22, & 26
[Agenda item for May/June 00 NASO PM]
- Review F.O.S. – Revise in June 2000
Use into in Good Meeting Handbood
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SELF FACILITATION EXERCISE

The “N” Group Dynamic (Focus)

How will Faux Facilitator assist the meeting manager to refocus the group?

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- Use samurai sword
 - Refer to flipchart with objective
 - No verbal - hand signal
 - State/define the importance of goal
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 - Identify when in focus and how team got off-focus (Redefine the goal)
 - Group observation
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 - ID specific behavior
 - Redefine the goal
 - Summarize the discussion during discussion
 - Poll the group during discussion
 - Recommend use of parking lot to list non-related issue
 - Better use of breaks (impromptu breaks)
 - Define the reason for loss of focus by team

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PARTNERING TRAINING

Objectives

- Enrich the mind
- Learn/Practice a tool (“2 – model”) to help team make better decisions
- Gain knowledge and skills to become a Samurai Facilitator

PINCH THEORY
(Learning from Conflict)

Objectives:

1. Enrich the mind
2. Develop ways to talk about conflict in the Team before “molehills turn into mountains”
3. Understand some reasons why partnering works

TEAM BUILDING EXERCISE

Facts:

We have a facilitator observation sheet.

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Problem Statement

What interventions can we (Apprentice Samurai Facilitators) use to help the Team?

Use of Z-Model:

↓S

What are the facts?

What is the problem statement?

↓N

What are options to address the problem?

↓T

What options are best?

Can we combine options?

What are our solutions?

↓F

Who is impacted?

Who must buy-in?

THE GOAL IS CONSENSUS

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MEETING +/-Δ JOINT

| + | Δ |
|------------------------------|---|
| ECO Subgroup side bar | <u>Too many side bars</u> |
| Buddha – Food ☺ | Improve focus |
| Joint partnering deliverable | Improving consensus process |
| Hawthorne suites | Identify topic lead |
| Bobs Coordination | Focus more on goals/purpose of Agenda Items |
| PRAP went well | Need to breakout PRAP from meeting |
| Bob is the consummate host | Too much unannounced coming and going |

**WPNSTA YORKTOWN/NA CEANA PARTNERING TEAM
NAMES & NUMBERS**

| NAME | ADDRESS | E-MAIL ADDRESS | PHONE/FAX |
|--------------------------|---------------------|---------------------------------|------------------------|
| CORE MEMBERS | | | |
| Scott Park (Y) | LANTDIV | parksr@efdlant.navy.mil | (757)322-4788/4805 |
| Bob Stroud (Y/O) | USEPA Region III | stroud.robert@epamail.epa.gov | (215)814-3366/3051 |
| Jeffery Harlow (Y/O) | WPNSTA Yorktown | harlowjc@nwsy.navy.mil | (757)887-4775x29/4478 |
| Steve Mihalko (Y/O) | Virginia DEQ | samihalko@deq.state.va.us | (804)698-4202/4234 |
| Carl Rodzewich (Y) | DYNAMAC | Crodzewi@dynamac.com | (610)989-9400x126/9414 |
| Rich Hoff (Y) | Baker Environmental | rhoff@mbakercorp.com | (412)269-2099/2002 |
| Tim Reisch (O) | LANTDIV | reischta@efdlant.navy.mil | (757)322-4758/4805 |
| Matt Louth (O) | CH2M Hill | mlouth@ch2m.com | (757)460-3734x17/4592 |
| Peter Knight (Y/O) | USEPA Region III | knight.peter@epamail.epa.gov | (215)814-3321/3015 |
| Jack Robinson (O) | CH2M Hill | jrobins3@ch2m.com | (703)471-6405x4321 |
| ADJUNCT MEMBERS | | | |
| John McCloskey (Y/O) | US FWS | john_mccloskey@fws.gov | (804)693-6694x108/9032 |
| TECHNICAL MEMBERS | | | |
| Bruce Rundell | USEPA Region III | rundell.bruce@epamail.epa.gov | (215)814-3317/3001 |
| Dawn Ioven | USEPA Region III | ioven.dawn@epamail.epa.gov | (215)814-3320/3001 |
| Sheri Eng | LANTDIV | engsr@efdlant.navy.mil | (757)322-4780/4805 |
| Jay Newbaker | LANTDIV | newbakerej@efdlant.navy.mil | (757)322-4787/4805 |
| Chris Wallace | LANTDIV | wallacech@efdlant.navy.mil | (757)322-4778/4805 |
| Steve Petron | CH2M Hill | spetron@ch2m.com | (617)523-2002x278 |
| Ronnie Warren | CH2M Hill | rwarren@ch2m.com | (814)364-2454 |
| Betty Ann Quinn | USEPA Region III | quinn.elizabeth@epamail.epa.gov | (215)814-3388 |
| Holly Rosnick | CH2M Hill | hrosnick@ch2m.com | (703)471-6405x4637 |
| Jack Hwang | USEPA Region III | hwang.jack@epamail.epa.gov | (215)814-3387 |

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LOCATION: PHILADELPHIA, PA

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TIMEKEEPER: Mr. Peter Knight
MEETING HOST: Mr. Rich Hoff
FACILITATOR: Mr. Jeff Harlow

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MEETING SUMMARY (continued)

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- See Parking Lot (p.4) for other unresolved Team Meeting Issues.

Corrections:

It should be noted that Carl Rodzewich was not present at the February Partnering Meeting because of schedule conflicts. February meeting minutes indicate that he was in attendance - but in fact, he was not.

See you at the April partnering meeting!

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| Deliverable | R. Hoff/J. Robinson | Submit hardcopy deliverable – Post to web site. | A | 3/30 |
| Partnering – Article & SWMU 15 for Navy job. | Tim | Exposure for team. | A | Submitted deadline |
| Investigate future newspaper article for team partnering. | Jeff | Check if possible. | A | Next Meeting |
| ERA SWMUs 2 Bill, 16/16GC 21, 22, & 26 | (Peter) eco-subgroup | Meet, review, report to Tier I | A | Draft – 4/7 Comment – 5/5 S.S. Submit Draft Final 5/30 S.G. Present @ 6/6-8 |
| Draft W.P. Dioxins 4, 21, 22 | R. Hoff | Develop letter work plan for technical review based on meeting discussions and figures. | A | 3/31 |
| Clean up LUCIP and send to team for review. | S. Park | Distribute LUCIP to team for review. | A | 3/31 |
| Review LUCIP | Team | Preparation for April meeting to finalize LUCIP | A | 4/26 |
| USGS Model | J. Harlow | Check on model status – Check on D. Nelms ability to attend 4/26 meeting. | A | 3/31 |
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| Check with FWS 404 permit issues for Site 6 sediments | J. McCloskey | Determine if site 6 treated sediments can be used as backfill for wetland mitigation with respect to 404 | A | 4/26 |
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| Agenda call R. Hoff | R. Hoff | Set up call to develop and formalize agenda. | A | |
| Methyl Mercury Issue | Jeff | Check with Lt. Watts on the Hg method of Choice Hg° | A | ASAP |

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| Dam Neck, VA S. Park/T. Reisch S. Mihalko | July 25, 26, 27 | MM: B. Stroud J. Harlow Rec: R. Hoff/M. Louth Time: J. Harlow B. Stroud FF: J. Robinson/C. Rodzewich TIM/SCOTT |
| Philadelphia Richmond, VA S. Mihalko B. Stroud | September 12, 13, 14 | MM: S. Mihalko Rec: R. Hoff/M. Louth Time: B. Stroud FF: T. Reisch/S. Park |
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| Williamsburg, VA R. Hoff | December 5, 6, 7 | TBD |

APRIL < 17, 18, 19 2001
 24, 25, 26, 2001
 1, 2, 3, 2001

SITE 17 - ON INVENTORY?
 CHECK.

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DIOXIN ISSUE

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(Learning from Conflict)

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Samurai Facilitators are “armed” with “Interventions”.

MARCH 13, 14 and 15, 2000
PARTNERING MEETING NUMBER 28 (Combined Meeting Number 7)
WPNSTA YORKTOWN/NAS OCEANA

Problem Statement

What interventions can we (Apprentice Samurai Facilitators) use to help the Team?

Use of Z-Model:

↓S

What are the facts?

What is the problem statement?

↓N

What are options to address the problem?

↓T

What options are best?

Can we combine options?

What are our solutions?

↓F

Who is impacted?

Who must buy-in?

THE GOAL IS CONSENSUS

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 WPNSTA YORKTOWN/NAS OCEANA

MEETING +/- Δ JOINT

| + | Δ |
|------------------------------|---|
| ECO Subgroup side bar | <u>Too many side bars</u> |
| Buddha – Food ☺ | Improve focus |
| Joint partnering deliverable | Improving consensus process |
| Hawthorne suites | Identify topic lead |
| Bobs Coordination | Focus more on goals/purpose of Agenda Items |
| PRAP went well | Need to breakout PRAP from meeting |
| Bob is the consummate host | Too much unannounced coming and going |

**WPNSTA YORKTOWN/NA. JEANA PARTNERING TEAM
NAMES & NUMBERS**

| NAME | ADDRESS | E-MAIL ADDRESS | PHONE/FAX |
|--------------------------|---------------------|------------------------------------|------------------------------------|
| CORE MEMBERS | | | |
| Scott Park (Y) | LANTDIV | parksr@efdlant.navfac.navy.mil | (757)322-4788/4805 |
| Bob Stroud (Y/O) | USEPA Region III | stroud.robert@epamail.epa.gov | (215)814-3366/3051 410 305 2748 |
| Jeffery Harlow (Y/O) | WPNSTA Yorktown | harlowjc@nwsy.navy.mil | (757)887-4775x29/4478 |
| Steve Mihalko (Y/O) | Virginia DEQ | samihalko@deq.state.va.us | (804)698-4202/4234 |
| Carl Rodzewich (Y) | DYNAMAC | Crodzewi@dynamac.com | (610)989-9400x126/9414 |
| Rich Hoff (Y) | Baker Environmental | rhoff@mbakercorp.com | (412)269-2099/2002 |
| Tim Reisch (O) | LANTDIV | reischta@efdlant.navfac.navy.mil | (757)322-4758/4805 |
| Matt Louth (O) | CH2M Hill | mlouth@ch2m.com | (757)460-3734x17/4592 |
| Peter Knight (Y/O) | USEPA Region III | knight.peter@epamail.epa.gov | (215)814-3321/3015 |
| Jack Robinson (O) | CH2M Hill | jrobins3@ch2m.com | (703)471-6405x4321 |
| ADJUNCT MEMBERS | | | |
| John McCloskey (Y/O) | US FWS | john_mccloskey@fws.gov | (804)693-6694x108/9032 |
| TECHNICAL MEMBERS | | | |
| Bruce Rundell | USEPA Region III | rundell.bruce@epamail.epa.gov | (215)814-3317/3001 |
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| Holly Rosnick | CH2M Hill | hrosnick@ch2m.com | (703)471-6405x4637 |
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**WPNSTA YORKTOWN PARTNERING MEETING NUMBER 28
NASO PARTNERING MEETING NUMBER 7
PROPOSED APRIL AGENDA**

| Date | Agenda Item | Leader | Purpose/Goal | Time |
|-------------------------|---|----------------------------|--|-------------|
| 4/26 0800 hrs | Welcome | | New Meeting Format - More Efficient Meeting | 15 min. |
| 0815 hrs | Check-In | Team | Standard Meeting Format - More Efficient Meeting | 10 min |
| 0825 hrs | Guests/R&R/Review GRs | Peter Knight | Standard Meeting Format - More Efficient Meeting | 10 min |
| 0835 hrs | Review Previous Meeting Minutes | Jack Robinson/Matt Louth | Standard Meeting Format - More Efficient Meeting | 15 min |
| 0850 hrs | Review Facility Meeting Logistics | Jeff Harlow | Standard Meeting Format - More Efficient Meeting | 5 min |
| 0855 hrs | Review NAS Oceana Parking Lot Items | Jack Robinson | Standard Meeting Format - More Efficient Meeting | 5 min |
| 0900 hrs | NAS Oceana Action Items | Team | Review what was accomplished and what needs to be completed or placed in parking lot and carried to the next meeting | 5 min |
| 0905 hrs | Subgroup Update on Screening ERA for SWMU 1 & 15 | Peter Knight | Review the revisions to the ERA completed by the subgroup and seek consensus on the production of a final ERA document | 1.5 hrs |
| 1035 | Break | | | 15 min |
| 1050 hrs | SWMU 15 Close Out Report | Jack Robinson | Review the draft final close out report and seek consensus on production of a final document | 30 min |
| 1120 hrs | Presentation of SWMU 2B & SWMU 2E Plume Delineation results | Jack Robinson / Matt Louth | Present findings of the SWMU 2B & 2E Groundwater Plume Delineation. Discuss Recommendations | 40 min |
| 1200 hrs | Lunch | | | 1 hr. |
| 1300 hrs | Presentation of SWMU 15 & SWMU 2C DPT Investigation | Jack Robinson / Matt Louth | Present preliminary findings of the SWMU 15v& 2C MNA and Groundwater Plume Delineation. Discuss further work to be completed | 1.5 hours |
| 1430 hrs | Break | | | 15 min |
| 1445 hrs | Update Status of NFA PRAP for SWMUs 2D, 18, 19, 20, & 23 | Jack Robinson | Discuss responses to comments on the PRAP and seek consensus to send document to Navy & EPA legal for review | 30 min |
| 1515 hrs | Agenda Building | Team | Identify agenda items for next meeting. | 30 min. |
| 1545 hrs | Facilitator/Coach/Tier II Feedback | Team | Critical analysis of meeting progress and self-facilitation skills. | 15 min. |
| 1600 hrs | Day 3 +/- | Team | Review meeting day number 3. | 15 min |
| 1615 hrs | End Day 1 | | | |

| Date | Agenda Item | Leader | Purpose/Goal | Time |
|------------------|--|----------------------------|---|---------|
| 4/27 0800 hrs | Welcome | | | 15 min |
| 0815 hrs | Check in | | Warm up, settle in | 15 min |
| 0830 hrs | Guests/R&R/Review GRs | Peter Knight | Standard Meeting Format - More Efficient Meeting | 10 min |
| 0840 hrs | Review Facility Meeting Logistics | Jeff Harlow | Standard Meeting Format - More Efficient Meeting | 5 min |
| 0845 hrs | Review Current Agenda | Peter Knight/Team | Focus the meeting and make necessary adjustments | 10 min |
| 0855 hrs | Review WPNSTA Yorktown - March Meeting Minutes | Rich Hoff | Review Meeting Minutes from March Partnering Meeting. Accept comments, Revise Agenda if necessary | 15 min |
| 0910 hrs | Facilitation Exercise | Laurel | Continue with the Z-model and partnering facilitation exercise. Use the Z-model to address a problem as teams | 1 hr. |
| 1010 hrs | Break | | | 15 min. |
| 1025 hrs | Facilitation Exercise (continued) | Laurel | As above | 1 hr. |
| 1125 hrs | News Article Review and Other Opportunities for Activity Promotion | Tim Reisch/ Jeff Harlow | Discuss opportunities to promote work at WPNSTA and NAS Oceana. List options and identify team members to follow up on potential opportunities. | 30 min. |
| 1155 hrs | Lunch | | | 1 hr. |
| 1255 hrs | Joint Team Dioxin Issues | Tim Reisch/ Scott Park | Discuss dioxin issues relevant to both activities. Sites were identified in March – identify issues, concerns, data uses, number of samples, etc. Develop an Action List/Responsibilities for strategy, schedule, methods, future sampling efforts. | 45 min |
| 1345 hrs | Break | | | 15 min. |
| 1400 hrs | Joint Team Dioxin Issue (continued) | Tim Reisch/ Scott Park | As above | 45 min |
| 1445 hrs | Tier II Discussion | Bruce Frizell | Information exchange between Tier I and Tier II | 30 min. |
| 1515 hrs | Finalize LUCIP | Scott Park | Review most recent Draft of LUCIP. Address comments and finalize – reach consensus. Discuss/update state of property use MOU for the region. | 1 hr. |
| 1615 hrs | Break | | | 15 min. |
| 1630 hrs | Facilitator/Coach Observations and Feed-back | | | 15 min. |
| 1645 hrs | Meeting +/- | Team | Review second day of meeting, provide comments on the meeting: efficiency, focus, etc. | 15 min |
| 1700 hrs | End Day 2 | | | |

| Date | Agenda Item | Leader | Purpose/Goal | Time |
|------------------|---|------------------------|--|---------|
| 4/28 0800 hrs | Welcome | Team | Warm-up and settle in. | 15 min. |
| 0815 hrs | Check In | Team | Standard Meeting Format - More Efficient Meeting | 15 min. |
| 0830 hrs | Review Agenda | Team | Focus on what needs to be accomplished on Day 3 | 15 min. |
| 0845 hrs | Review Parking Lot Items | J. Robinson/M. Louth | Standard Meeting Format - More Efficient Meeting | 10 min |
| 0900 hrs | Site 4, 21, 22 Dioxin Discussion | Scott Park/ Team | Finalize a sampling plan for Sites 4 and 22, using March meeting locations and number of samples. Develop a consensus agreement on how data will be evaluated and effects on final remedy. | 1.5 hrs |
| 1030 hrs | Break | | | 15 min |
| 1045 hrs | Site 22 RCRA Issues | Steve Mihalko | Re-visit RCRA issues discussed in 3/29 C call. Reach consensus on dioxin as it pertains to remedies. | 30 min. |
| 1115 hrs | Goals/Schedules/Priorities | Scott Park | Evaluate time critical schedules (i.e., ROD for 11&17) comments/deliverables for Sites 4, 21,22, Construction/ remediation schedules. Keep moving toward goals and obligating all funds ear-marked for WPNSTA. | 45 min. |
| 1200 hrs | Lunch | | | 1 hr. |
| 1300 hrs | Site 12 LTM and Mercury Issue | Jeff Harlow | Discuss status of demolition work at SSA 15 and the sampling analytical program for mercury. Present analytical results (if any) and discuss future implications concerning the Site 12/SSA 15 ROD. | 1 hr. |
| 1400 hrs | Site 6 Treated Soil | Jeff Harlow/Scott Park | Discuss the final disposition of Site 6 treated soil. Reach consensus on the reuse of treated soil and issues surrounding the use of treated soil for wetland fill. | 1 hr. |
| 1500 hrs | Pond Sampling/Fish Tissue Analysis Update | Jeff Harlow | Make Team aware of the recent pond sampling methodology, analytical methods, etc at WPNSTA. Update on the status. | 30 min. |
| 1530 hrs | Agenda Building | Team | Identify agenda items for next meeting. | 30 min. |
| 1600 hrs | Facilitator/Coach/Tier II Feedback | | Critical analysis of meeting progress and self-facilitation skills. | 15 min. |
| 1615 hrs | Day 3 +/- | | Review meeting day number 3. | 15 min |
| 1630 hrs | End Day 3 | | | |

Meeting Responsibilities:

Meeting Manager: Peter Knight (if possible)

Time Keeper: Scott Park/Tim Reisch

Host: Jeff Harlow

Facilitator: S. Mihalko