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NAS OCEANA
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PARTNERING TEAM MEETING MINUTES 31 25 JULY 2000 NAS OCEANA VA
7/25/2000
PARTNERING TEAM

July 25, 26, 27, 2000
PARTNERING MEETING NUMBER 31 (Combined Team Meeting Number 10)
WPNSTA YORKTOWN/NAS OCEANA

LOCATION: NORTHERN VIRGINIA

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

The thirty first formal WPNSTA partnering meeting (combined NAS Oceana meeting number 10) was held on July 25, 26 and 27, 2000 at the Virginia Department of Environmental Quality Northern Virginia Office. The focus of the meeting continues to be activity-related work priorities, Records of Decision, team partnering skills and team self-facilitation. This meeting also marks the graduation of the NAS Oceana Team! Congratulations.

Thank you Laurel for all the help.

Metrics

Metrics remained the same during this meeting. Emphasis continues to be the obligating of construction dollars for FY 2000 for sites 4, 21 and 22 and cost savings associated with expediting remedial action decisions, thereby taking advantage of economies of scope generated by ongoing remediation projects.

Meeting Accomplishments

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

- Team Goals and Schedules for Remediation;
- Schedules for Sites 4, 21 and 22 WPNSTA;
- Graduation of the NAS Oceana Team;
- Self-facilitation using the Facilitator/Coach concept continues.

All partnering topics presented in the July meeting agenda were discussed.

July 25, 26, 27, 2000
PARTNERING MEETING NUMBER 31 (Combined Team Meeting Number 10)
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MEETING SUMMARY (continued)

Remaining Issues

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

- Groundwater data for development of a groundwater/surface water OU ROD approach;
- Background data compilation by Baker is still incomplete and is likely to remain so until later in the year when all other priorities are met.

Please see the attached parking lot items posted at this meeting.

See you at the September partnering meeting!

JUNE MEETING ATTENDANCE SHEET

NAME	ORGANIZATION
Bob Stroud	EPA Region III
Laurel Boucher	Management Edge
Scott Park	LANTDIV NTR
Jeff Harlow	WPNSTA Yorktown
Steve Mihalko	Commonwealth of Virginia DEQ
Tim Reisch	LANTDIV NTR
Matt Louth	CH2M Hill
Tanya Varner (Day 3)	WPNSTA Yorktown – Public Relations
John McCloskey (Day 3)	FWS
Will Bullard	Tier II
Rich Hoff	Baker Environmental
Jack Robinson	CH2M Hill

July 25, 26, 27, 2000
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ACTION ITEMS/CONSENSUS

Item	Responsibility	Outcome	A/C	Date
Iron Toxicity Study	Rich H.	Evaluate options to determine the toxic potential of Darmend soil. Determine costs of testing.	A	9/19
TCLP Results for 11 & 17	Scott	Determine the number of samples taken and results for future reference.	A	9/19
Lee Pond Culvert Area	Scott & Jeff	Develop costs and schedule for removal for OHM/IT hand-pick of tar-like debris from the Lee Pond drainage way pipe.	A	9/19
Site 6 Wetland Design	Scott, Jeff, John	Determine the design and cost for Site 6 Restoration. Conduct site visit and design brainstorming meeting.	A	First Quarter FY01
Lee Pond	Jeff	Collect Historical Photos – Scan and Distribute for Inclusion in sites 23, 24, 25, & 26 RI/FS	A	9/15

July 25, 26, 27, 2000
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Proposed Schedule for Sites 4 and 22

RI/FS	
Resolve Comments/Discuss at September Meeting	9/19/00
Distribute Final Copy	10/19/00
PRAP	
Distribute PRAP (Draft)	10/26/00
EPA Comments (Back)	11/27/00
Distribute Final	12/04/00
PRAP Briefing	03/00 (<u>Done</u>)
ROD	
Distribute Draft ROD	11/15/00
Review Period/Comments	01/15/01
Final ROD	02/05/01
PUBLIC MEETING	Do in 01/01
COMMENT PERIOD	
Announce Comment Period to Public	12/10/00
Start on	12/11/00 (45-day Comment Period)
Comment Period Ends	1/26/01

Note: Site 21 will run parallel to 4 and 21

July 25, 26, 27, 2000
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NWSY PARKING LOT

- Review confirmatory sampling results at Waste Water Treatment Plant (WWTP) - achieve consensus on IR Program status for WWTPs

July 25, 26, 27, 2000
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Meeting Plus/Delta and Facilitator Feedback

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John's Effort To Get To Meeting Agenda Management Meeting Location and Accommodations Dioxin Sampling * Execution from start to finish * Results	Conference Calls Are Difficult To Manage Remember Masking Tape Focus Lost at Times

FACILITATOR FEEDBACK

Slow start, low energy

 .ovative climate control helped meeting

Levity perked up the Team but resulted in a loss of focus at times

People talking, late meeting re-entry after breaks, talking over each other

Good recording/documentation

**WPNSTA YORKTOWN PARTNERING MEETING NUMBER 32
&
NASO PARTNERING MEETING NUMBER 11**

PROPOSED SEPTEMBER 2000 AGENDA

Date	Agenda Item	Leader	Purpose/Goal	Time
9/19 0830 hrs	Welcome		Warm Up Settle In	15 min.
0845 hrs	Check-In	Team	Find out whaaassup with team members—pretend to care.	15 min
0900 hrs	Finalize HHRA SWMU 1, 15 and 24	Holly Guest: Betty Ann	Discuss HHRA comments and resolution, reach consensus to incorporate revisions and issue Final HHRA	60 min
1000 hrs	Break			15 min
1015 hrs	Guests/R&R/Review GRs, previous meeting minutes, logistics, parking lot, action items.	Steve M.	Standard agenda items	60 min
1115 hrs	Review/Revise Current Agenda and Meeting Goals	Team	Focus on what needs to be accomplished in this meeting	15 min
1130 hrs	Lunch			90 min
1300 hrs	Draft ROD/Prap update for SWMU 2D, 18, 19, 20, & 26	Tim /Jack	Discuss technical comments from team, provide review status/cycle	60 min
1400 hrs	Break			10 min
1410 hrs	Present Tech Memo for SWMU 2C DPT Investigation	Jack R. Guest: Jack W	Discuss the findings and recommendations of the GW investigation	60 min
1510 hrs	Break			10 min
1520 hrs	Update of SERA for SWMUs 2B, 11, 16, 16GC, 21, 22, & 26	John Mc.	Provide status	30 min
1550hrs	Agenda building, Action item review			25 min
1615	Meeting +/-	Team	Review first day of meeting.	15 min.
1630 hrs	No Mas			

**WPNSTA YORKTOWN PARTNERING MEETING NUMBER 32
&
NASO PARTNERING MEETING NUMBER 11**

PROPOSED SEPTEMBER 2000 AGENDA

9/20 0800 hrs	Welcome		Warm up settle in	15 min
0815 hrs	Check in			10 min
0825 hrs	Review Current Agenda	Steve M.	Focus on meeting	10 min
0835 hrs	Develop Joint Team Schedule/places	Team	Get on the calendar first.	60 min
0935 hrs	Break			15 min
0950 hrs	Joint Partnering Exercise	Jeff H.	Continue improvement in the process and hone skills.	60 min
1050 hrs	Future Training Topics	Team		25 min
1115 hrs	Tier II Update	Durwood	Conference in Durwood when ready	15 min
1130 hrs	lunch			90 min
1300 hrs	Technical Presentation ROD TRAINING	Frank		60 min
1400	Break			15 min
1415 hrs	Work on publication of recent Successes	Team	Disseminate successes to other teams to enhance the process.	60 min
1515 hrs	Exit procedures	Steve M	Download and upload info and salutations from and to exiting teammates	60 min
1615 hrs	Agenda building and +/- and Arrange conference calls			30 min
1645 hrs	Happy hour		Real team building begins	

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PROPOSED SEPTEMBER 2000 AGENDA

9/21 0800 hrs	Welcome	Team	Warm-up and settle in.	15 min.
0815 hrs	Check In	Team		15 min.
0830 hrs	Guests/R&R/Review GRs, previous meeting minutes, logistics, parking lot and action items.	Steve M.	Standard agenda items	45 min
0915 hrs	Review Agenda	Team	Focus on what needs to be accomplished	15 min.
0930 hrs	Finalize response to comments on Sites 4, 21, 22 comments	Rich H.		60 min
1030 hrs	Break			15 min
1045 hrs	11&17 ROD discussion		Do What it Takes to finalize ROD by Sept 30.	30 min
1115 hrs	Finalize Dioxin Sampling Results	Rich Hoff		30 min
1145 hrs	Lunch			90 min
1315 hrs	Quarterly Goal Update	Team	Update status	60 min
1415 hrs	Break			15 min.
1430 hrs	Update Site 6 and WWTP	Jeff		30 min.
1500 hrs	CAX Discussion	Team	Determine impact to team and workload and scheduling	30 min
1530 hrs	Agenda building/Day 3 +/-		Review today and previous day of meeting	30 min
1600 hrs	End Day 3			

Notes:

Meeting Manager: Steve Mihalko
 Time Keeper: S Park/T Reisch
 Host: B Stroud
 Facilitator: J Harlow
 Tier II: Durwood Willis

DIAL IN
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← CONF. CALL
 TUESDAY OCT 10th
 10:00 am