

N60191.AR.000875  
NAS OCEANA  
5090.3a

PARTNERING TEAM MEETING MINUTES 26 6 DECEMBER 1999 NAS OCEANA VA  
12/6/1999  
PARTNERING TEAM

**DECEMBER 6, 7 and 8, 1999  
PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)  
WPNSTA YORKTOWN/NAS OCEANA**

**LOCATION: WPNSTA YORKTOWN - CHEATHAM ANNEX, VIRGINIA**

**MEETING MANAGER:** Mr. Steve Mihalko  
**RECORDER:** Mr. Rich Hoff/Matt Louth  
**TIME KEEPER:** Mr. Carl Rodzewich  
**MEETING HOST:** Mr. Jeff Harlow  
**FAUX FACILITATOR:** Mr. Bob Stroud

The twenty-sixth formal WPNSTA partnering meeting (combined NAS Oceana meeting number 5) was held on December 6, 7 and 8, 1999 at WPNSTA Yorktown - Cheatham Annex, Virginia. This meeting is the first 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.

*Metrics*

Metrics did change during this meeting. Changes in the schedule are formalized in these meeting minutes and will be provided to Tier II as Team goals for FY00.

**Meeting Accomplishments**

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

NAS Oceana integration continues;

Sites 4, 21 and 22 RI Issues were discussed;

Self-facilitation using the Faux Facilitator continues beyond Team graduation; and

All partnering topics presented in the meeting agenda were discussed with the exception of Site 4, 21, 22 RI comments. These will be addressed in a January conference call.

**DECEMBER 6, 7 and 8, 1999**  
**PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**MEETING SUMMARY (continued)**

**Remaining Issues**

The following issues/items were not resolved during the December 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(s) for other unresolved Team Meeting Issues.

**See you at the February partnering meeting!**

**DECEMBER 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
John McCloskey	US FWS
Tim Reisch	LANTDIV NTR
Peter Knight	NOAA - CRC
Matt Louth	CH2M Hill
Sheri Eng	LANTDIV (dioxin presentation)
Rich Hoff	Baker Environmental
Jack Robinson	CH2M Hill

**DECEMBER 6, 7 and 8, 1999**  
**PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**TEAM CONSENSUS DECISIONS – DECEMBER, 1999**

- Produce Facilitator Observation Checklist - Checklist will contain categories as identified in meeting.
- Site 6 RA - Do additional dig as planned in FY 00 – Treat using Daramend – Leave hole open for another year - Not a significant nuisance.
- Goals for FY 2000 – Note: Check on second quarter. This looks like a very aggressive schedule for some reporting.
- Site 12 LTM Program. See November Meeting Minutes.

**DECEMBER 6, 7 and 8, 1999**  
**PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**FEBRUARY AGENDA ITEMS**

Item	Who?	Why?	Time
Tool Box/Observation Sheet	Team	To produce the tool box-make part of the deliverable or "stand alone"? Add to fac. obs. Sheet? Or all.	~2 hrs.
Web Page – We need to use it?	Team/J. Robinson	Have Jack review web page and give an update on status.	~45 min
Groundwater OU discussion		Bob to update us.	10 min.
Review Site 12 ROD and check against LTM Plan Site 12	Rich	Ensure Consistency between ROD & 2 LTM Plan	1 hr.
Final LUCIP	Scott	Look at final LUCIP language	30 min
Review 4, 21, 22	FS	Review Comments	1.5 hrs.
Review Fac. Obs. Sheet	Team	Review and comment on sheet – Use it.	30 min.
Cost Benefit Analysis (CBA) of Remedy for Site 6	Team	Discuss Treatment/Remedial Strategy for Site 6 Long-Term	1.5 hrs.
Facilitator Feedback	Laurel	Provide additional feedback and advanced partnering skills	10 min. (early in agenda)
WP Sites 27, 28, 29 & 30	Team	Bring comments on FSP & analyses	2.0 hrs.
Tier II		Exchange Information	30 min.

**DECEMBER 6, 7 and 8, 1999**  
**PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**WPNSTA/NAS OCEANA**  
**ACTION CONSENSUS MEETING SUMMARY**

Item	Responsibility	Outcome	A/C	Date
Produce Fac. Obs. Sheet	Rich	Checklist will contain categories as identified in meeting.	C/A	2/00
Partnering Training	Steve	Make Tier II aware that members have not been to partnering training. Get in next session?	A	12/9
Navy-Virginia Web Page	Carl	Talk to J. Robinson about web access & training needs.	A	12/16
Con. Call Eco. Sites 4, 21, 22	Team	Discuss Peter's comments on sites 4, 21, 22 RI Report. Go to Final.	A	January 14 at 1000 hrs
Site 6 RA	Scott/Rich/Jeff	Discuss economics of going forward (OI & beyond) with RA	A	2/00
Site 6 RA (cont.)	Team	Do additional dig as planned in FY 00 – Treat using Daramend – Leave hole open for another year - Not a significant nuisance.	C	
February Meeting Agenda Conf. Call	Team	Discuss agenda information – Final agenda	A	12/20 @ 1000 hrs.

✓  
✓  
✓  
✓  
✓  
✓  
✓

**DECEMBER 6, 7 and 8, 1999**  
**PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**SELF FACILITATION AREAS OF OBSERVATION**

**GENERAL CATAGORIES:**

**I. Group Dynamics**

- Focus
- Atmosphere
- Energy
- Role Sharing

**III. Observable Behaviors**

- Side-Bars (N.H.)
- Disruptive Behavior
- Conflict

**II. Member Dynamics**

- Participation
- Motivation
- Initiative
- Power/control
- Influence

**IV. Subliminal Behaviors**

- Nonverbal communication
- Feelings

**V. Tool Box**

- Adherence to GRs
- Consensus Demonstrated

**SPECIFIC CATAGORIES – will be addressed under the General Categories as listed above.**

Include these General Categories in an Areas of Observation Checklist. See A/C table.

**DECEMBER 6, 7 and 8, 1999**  
**PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**WPNSTA/NAS OCEANA**  
**PARKING LOT**

- Review Facilitator Observation Checklist (FOC) in June. Update if necessary
- Decide how to document FOC (i.e. new notebook?)
- WPNSTA Yorktown Background Data.
- Provide Tier II - Goals for FY00.
- Submit Tier II Deliverable with Partnering Tool Box.

**OTHER ITEMS/CONSIDERATIONS**

Site 11 & 17 ROD - DUE ASAP!

Comments on 27, 28, 29, 30 RI Work Plan

Comments on 1, 3, 6 & 7 LTM Work Plan

**DECEMBER 6, 7 and 8, 1999**  
**PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**PROPOSED FY2000 GOALS**  
**WPNSTA YORKTOWN, YORKTOWN, VIRGINIA**

QUARTER 1 10/1/99 thru 12/30/99	QUARTER 2 1/1/00 thru 3/31/00	QUARTER 3 4/1/00 thru 6/30/00	QUARTER 4 7/1/00 thru 9/30/00
Complete RA Sites 1, 3, SSA 22	Draft Final ROD Sites 11&17 ✓	Award RA \$ Sites 4, 21, 22	Field Work Site 12 LTM
Final Work Plan Sites 27, 28, 29 & 30	Draft ROD Sites 4, 21, 22	Award Study \$ Sites 27, 28, 29 & 30	Draft LTM-Y1 Report Sites 1, 3, 6, & 7
Draft Work Plan Sites 1,3,6&7 LTM	Final FY00/01 SMP ✓	Field Work Site 12 LTM	Final FS Report Sites 23, 24, 25 and 26 → U
	Award Monitoring \$ for Sites 1, 3, 6, 7 & 12 ✓	Draft FY01/02 SMP	Final ROD Sites 2,8,18, SSA14 → C
	Award RA \$ Site 6 ✓	Final ROD Sites 4, 21, 22	Final FS Report Sites 23, 24, 25 and 26 → B
	Field Work Sites for 27,28,29&30	Final RA Work Plan Sites 4, 21, 22 (early 4th)	Begin RA Sites 4, 21, 22
	LTM Field Work for Sites 1,3,6,7&12	Start RA Sites 11, 17, 21	→ START
	Final RA Work Plan Sites 11&17	Final FS Report Sites 2, 8,18 SSA 14 →	SITE 4, 21 ROD SITE 22 ROD
	Final FS Report Sites 4, 21, 22 ✓	Final RI Report Sites 23, 24, 25 and 26 →	
	Draft RA Work Plan Sites 4, 21, 22	Draft FS Report Sites 23, 24, 25 and 26 →	
	Final ROD Sites 11&17	Final RI Report Sites 23, 24, 25 and 26	
	Final RI Report 2,8,18, SSA 14	Draft FS Report Sites 23, 24, 25 and 26	
	Final SSP Report SSAs 3 thru 24	Final RA WP 11&17	
	Final RI Report Sites 4, 21, 22 ✓		
	Draft RA Work Plan Sites 11&17		
	Final Y1-LTM Report Site 12 ✓		
	Letter Work Plan Site 12 Y2-LTM ✓		

- Notes:
- RA – Remedial Action
  - RI – Remedial Investigation
  - Y1 – Year 1
  - FY – Fiscal Year
  - ROD – Record of Decision
  - SSP/SSA – Site Screening Process/Site Screening Area
  - SMP – Site Management Plan
  - FS – Feasibility Study

**DECEMBER 6, 7 and 8, 1999**  
**PARTNERING MEETING NUMBER 26 (COMBINED TEAM MEETING NUMBER 5)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**MEETING PLUS/DELTA**

+	Δ
<p>Facilities are very good for partnering meetings. A definite future meeting location consideration.</p> <p>Team Movie (Thanks to Tier II &amp; Bruce!).</p> <p>Good Restaurant Choices for evening diversion.</p> <p>Consensus on several major topics – schedules revised.</p> <p>Y2K Compliant!</p>	<p>No P. Knight – Phone participation is always difficult especially on the remote Team Member.</p> <p>Scheduling the meeting to coincide with St. J. RAB meeting.</p> <p>Laurel B. Leaving Team – some minor focus issues for the newly graduated WPNSTA Team to work on.</p> <p>Interruptions – The continued difficulty of meeting near a home office or facility. Hard to separate responsibilities in near proximity to a Team Member's place of employment</p>

**NAS OCEANA  
PARTNERING MEETING NUMBER 5  
December 6, 7, & 8, 1999**

**MEETING MINUTES**

**Purpose**

The purpose of these draft minutes is to present a summary of the Naval Air Station, Oceana, Tier 1 meeting held on December 6, 7, & 8, 1999 at Cheatham Colonies at the Cheatham Annex Complex in Williamsburg, Virginia.

Attachment A	Revised Meeting Agenda
Attachment B	Jack's power point presentation for SWMU 2C investigation
Attachment C	Jack's power point presentation for SWMU 15 investigation and the Multiple SWMU Ecological Sampling
Attachment D	Minutes of the ecological sub-group's conference call on the SWMU 15 bio-pile soil ERA

**Actions**

The team will review and accept the minutes. Because these draft minutes are being distributed prior to the next meeting, the team will review the minutes and submit comments on the minutes at the next meeting.

**Roles and Responsibilities**

Roles and responsibilities for the February 1, 2, & 3, 2000 meeting to be held at Hidden Valley in Somerset, Pennsylvania are:

Meeting Manager:	Jack Robinson, CH2M HILL/Carl Rodzewich
Notekeeper/Minutes:	Matt Louth, CH2M HILL/Rich Hoff, Baker
Gatekeeper/Timekeeper	Jeff Harlow/WPSTN
Facilitator:	Laurel Boucher, Management Edge
Faux Facilitator:	Bob Stroud, USEPA

**Organization of Minutes**

Section 1	Technical Session Discussion
Section 2	Consensus Decisions
Section 3	Action Items
Section 4	+/\u0394
Section 5	Parking Lot and Agenda Building Items for the February 2000 meeting
Section 6	Attachments

**NAS OCEANA  
PARTNERING MEETING NUMBER 5  
December 6, 7, & 8, 1999**

## TECHNICAL SESSION

### Introduction

The Oceana Technical session was held on December 6<sup>th</sup> 1999 at the Cheatham Colonies at the Cheatham Annex Complex in Williamsburg, Virginia. To start the meeting, Tim and Jack provided an overview of the agenda items. The Oceana Site Management Plan discussion and time slot were deleted from the agenda. Also, the purpose and goal of each of the day's discussion would be identified on the flip-charts prior to the discussion and referenced periodically to stay on track. The revised agenda is provided as Attachment A. The following participants were in attendance or teleconferenced for this meeting.

### November Meeting Attendance

Name	Organization
Laurel Boucher	Management Edge
Jeff Harlow	WPNSTA Yorktown
Steve Mihalko	VDEQ
Tim Reisch	LANTDIV NTR
Will Bullard	Tier II
Jay Newbaker (Guest)	LANTDIV
Jack Robinson	CH2M HILL
Matt Louth	CH2M HILL

### November 1999 Meeting Minutes Revisions

During the review of the previous meeting minutes, the following corrections and observations were identified:

- On page 6, under SWMU 26: "Bill Cappelman (CH2M HILL) was not....." (Bill Cappelman's last name should be spelled "Kappleman").
- The two Action Items from the November 1999 meeting, concerning SWMU 15 Biopile soil, were completed on November 11, 1999.
- **CONSENSUS:** Based on the review of the November 1999 meeting minutes and the noted corrections, the team reached consensus to accept the November 1999 minutes.

## **Direct Push Technology Work Plan for SWMU 2C**

The presentation of the SWMU 2C Direct Push Technology investigation was lead by Jack and Tim. Jack provided a power point presentation to illustrate the objective of the SWMU 2C investigation. A copy of Jack's SWMU 2C power point presentation is provided as Attachment B. The objective of this section of the technical meeting was to achieve consensus from the team to finalize the SWMU 2C work plan.

- **CONSENSUS:** Upon review of the power point presentation the team reached consensus to go ahead and finalize the SWMU 2C work plan.

## **SWMU 15 Addendum to the SWMU 2C Work Plan**

The next point of discussion was the SWMU 15 Direct Push Technology sampling, the Biopile spread sampling, and the Ecological data gap sampling. Jack illustrated the proposed scope of work via a power point presentation, which is included as Attachment C. The objective of this portion of the technical session was to reach consensus from the team for finalizing the Addendum to the SWMU 2C Work Plan to conduct the SWMU 15 Biopile spread sampling and the Ecological data gap sampling.

- **CONSENSUS:** Based on Jack and Tim's presentation of the proposed scope of work, the team achieved consensus to finalize the Addendum to the SWMU 2C Work Plan to include the SWMU 15 Direct Push Technology sampling, the Biopile spread sampling, and the Ecological Data Gap sampling.

## **SWMU 1 & SWMU 24 Technical Memorandums**

The objective of the SWMU 1 & SWMU 24 technical memorandums session was to review the comments on each technical memorandums with the team and reach consensus to finalize the SWMU 1 & SWMU 24 technical memorandums.

- **CONSENSUS:** The team reached consensus to revise the SWMU 1 Technical Memo to state "surface water and sediment samples were collected in August 1999, as recommended, and the analytical results will be evaluated in the Ecological Risk Assessment and Human Health Risk Assessment", then finalize the memo.
- **CONSENSUS:** The team achieved consensus to revise the SWMU 24 Technical Memo to recommend "no treatment well or monitoring well installation is necessary", then finalize the memo.

## **ECOLOGICAL FEEDBACK for SWMU 1 & SWMU 15**

The objective of the Ecological Feedback portion of the technical session was to present the results of the SWMU 1 & SWMU 15 sediment and surface water sampling data from the ecological sampling event conducted in August 1999 and to reach consensus to finalize the SWMU 1 and SWMU 15 Technical Memos which contained the recommendations to conduct the sampling. See above section for finalizing the SWMU 1 Technical Memorandum.

The discussion for the SWMU 15 technical memorandum focused on updating and expanding the SWMU 15 technical memorandum to include all biopile confirmation sampling results and combining the SWMU 15 technical memorandum with elements of the remedial design, bio-pile HHRA, and construction report to produce a close-out/construction complete report for the SWMU 15 Bioremediation Project. Per the ecological sub-group's conference call on November 9<sup>th</sup>, additional surface soil and reference samples, to be analyzed for PAHs only, will be collected to

assess ecological risk in the bio-pile soils. A technical memorandum will document ecological concerns identified in these PAH sampling results and previous evaluation of the biopile confirmatory sampling results. The minutes of this conference call are provided as Attachment D. If the data demonstrate that there is a reduction in PAHs in the treated biopile soils that corresponds to the observed reduction in TPH in the biopile soil, there will be no need to continue with an ecological risk assessment of the biopile soil and the technical memorandum documenting these findings will suffice. If there is not a demonstrated reduction in PAHs in biopile soil these findings will be documented in the technical memorandum, and the team will decide how to proceed. Ecological concerns identified in the ecological technical memorandum will be summarized in the SWMU 15 close-out/construction complete report.

The sediment, surface water, and surface soil data will be evaluated in the SWMU-wide human health risk assessment and the surface soil, sediment, and surface water data will be evaluated in the ecological risk assessment.

- **CONSENSUS:** Based on the team discussion, consensus was achieved for expanding the SWMU 15 Technical Memo to include the Ecological soil sampling of the biopile, and combine the SWMU 15 technical memorandum with the remedial design and construction report to produce a SWMU 15 investigation close-out document, and to document the results of the biopile confirmatory sampling for PAHs as a technical memorandum.

NAS OCEANA  
PARTNERING MEETING NUMBER 5  
December 6, 7, & 8 1999

**CONSENSUS DECISIONS**

The following summarizes the Consensus Decisions achieved during the December 1999 Oceana Partnering Meeting.

General

- The November 1999 Meeting Minutes were accepted by the Team (the two corrections noted above will be incorporated into the Final Minutes).

Direct Push Technology Work Plan for SWMU 2C

- Finalize the Direct Push Technology SWMU 2C Work Plan.

SWMU 15 Addendum to the SWMU 2C Work Plan

- Finalize the Addendum to the SWMU 2C Work Plan for SWMU 15 Direct Push Technology sampling, Biopile Spread Sampling, and Ecological Data Gap Sampling Activities.

SWMU 1 & SWMU 24 Technical Memorandums

- The team reached consensus to revise the SWMU 1 Technical Memo to state “surface water and sediment samples were collected in August 1999, as recommended, and the analytical results will be evaluated in the Ecological Risk Assessment and Human Health Risk Assessment”, then finalize the memo.
- The team achieved consensus to revise the SWMU 24 Technical Memo to recommend “no treatment well or monitoring well installation is necessary”, then finalize the memo.

SWMU 15 Technical Memorandum

- Expand the SWMU 15 Technical Memo to include the Ecological soil sampling of the Biopile, use the SWMU 15 Technical Memo and the design and construction report as an investigation close-out document, and to document the results of the PAH confirmatory sampling of biopile soil in a technical memorandum.

**NAS OCEANA  
PARTNERING MEETING NUMBER 5  
December 6, 7, & 8 1999**

**ACTION ITEMS**

<b>Item</b>	<b>Responsible</b>	<b>Issue</b>	<b>A/C</b>	<b>Agenda Item</b>	<b>Date</b>
Partnering Deliverables	Rich Hoff	Finalize the Yorktown Deliverables and submit to Tier II prior to the February 2000 Meeting	A	Y	01/31/00

**NAS OCEANA  
PARTNERING MEETING NUMBER 5  
December 6, 7, & 8, 1999**

+/ $\Delta$

(+)

- Nice Facility (Four Stars)
- GIS a Bonus
- Short Meeting
- Colonial Parkway

(-)

- Bob's Absence
- Logistics of Eco-People
- Matt's Handwriting

**NAS OCEANA**  
**PARTNERING MEETING NUMBER 5**  
**December 6, 7, & 8, 1999**  
**Parking Lot and Agenda Building Items**

Parking Lot issues for the February 2000 Meeting

- SWMU 25 Data Gap Sampling
- US Air Force Guest Speaker

NAS-Oceana Agenda Building Items for February 2000 Meeting

- Ecological Sampling Discussion for SWMUs 11, 16, 16GC, 22, and 26. (0.5 hour)
- SWMU 15 ecological sampling results discussion. (1 hr)
- Field Update for the Direct Push Technology Work at SWMU 15 and SWMU 2C. (0.5 hour)
- Site Management Plan. (1 hour)
- Ecological Risk Assessment Discussion for SWMU 1, 15, and 24. (0.5 hour)
- Human Health Risk Assessment issues, if not resolved by the February 2000 Meeting. (1.5 hour)
- Partnering Training Exercise. (1.5 hour)

**NAS OCEANA**  
**PARTNERING MEETING NUMBER 5**

**December 6, 7, & 8, 1999**

**MEETING FEEDBACK**

Laurel's Feedback as Facilitator

- Meeting Management (Steve Mihalko was Meeting Manager)
- Humor and Trust within the Team
- Team has basics down and are taking on Bigger Task
- Dinner was a great Team building exercise

Tim's Feedback as Faux Facilitator

- Check plus for getting Items up on the Flip Charts/Board so everyone can see them
- Good Participation among the Team members (asking questions to prompt discussion)
- Peter's Trust of the Oceana Team

Jay's Feedback as a Guest

- GIS was great tool to have at the meeting
- Meeting and Team is effective
- Glad to attend

Will's Feedback as Tier II Observer

- The Oceana Team works well together
- Good that the Team makes Consensus a point before moving ahead
- Concerned about Bob and the Eco-people (John and Peter) were not present
- Good use of the Flip Charts/Boards, but should rotate the responsibility

NAS OCEANA  
PARTNERING MEETING NUMBER 5

December 6, 7, & 8, 1999

TIER II LINK/UPDATE

Will Bullard, who provided as the Tier II Link, was present during the Oceana Technical session on December 6<sup>th</sup> 1999. As noted in the Meeting Feedback section of these meeting minutes, Will provided Feedback to the Oceana Team on his observation of our meeting. In addition, Will addressed the Oceana/Yorktown Joint Team with an update from the Tier II.

Will's update focused on the feedback from the Virginia and Maryland Tier I and Tier II meeting that was held on November 2, 3, and 5, 1999 at the Xerox Document University in Leesburg, Virginia.

The following bullet items summarize the Tier I and Tier II Joint Meeting Feedback:

- Overall, Tier II thought the meeting was positive and has heard from other Tier I Teams that they thought it was a good session
- Tier II and comments from Tier I Teams thought the Xerox facility was a bonus; even though some people thought the bedrooms were too small and they didn't like sharing bathrooms
- Tier II thought there was good variety with the agenda and the guest speaker (Carla Perry) was on target
- The amount of free-time and the ice-breaker were two negative points of the joint meeting

In addition, Will requested the Yorktown Tier I Final Deliverables. Jeff Harlow and Scott Park informed Will that Rich Hoff/Baker should have finalized the deliverables. An **Action item** was made for the Yorktown Team to have their final deliverables to Tier II before the February 2000 meeting.

Lastly, Will shared with the group that there has been discussion about the Ecological Group starting their own Partnering Team.

**ATTACHMENT A**  
**NAS OCEANA**  
**PARTNERING MEETING NUMBER 5**  
**December 6, 7, & 8, 1999**

**REVISED AGENDA**

<b>Time</b>	<b>Topic</b>
<b>12/6</b>	<b>Oceana Technical Session</b>
1230-1245	Welcome
1245-1255	Check-in
1255-1305	Guest/R&R/Review GRs
1305-1310	Review previous meeting minutes
1310-1315	Review Facility Meeting Logistics
1315-1320	Review Parking Lot Issues
1320-1325	Action Items
1325-1330	Review Current Agenda and Meeting Goals
1330-1400	SWMU 2C Work Plan (Jack's Power Point and ArcView Presentation)
1400-1430	SWMU 1 & SWMU 24 Technical Memos
1430-1445	Break
1445-1545	Ecological Feedback on SWMU 1 and SWMU 15
1545-1615	Tier II Link/Update
1615-1630	Agenda Building for February 2000 Meeting
1630-1645	Meeting +/- and Feedback
1645	End of Day

Rich Hoff of Baker will provide the revised agenda for the Oceana/Yorktown Joint session conducted on December 7, 1999 in the Yorktown/Team Meeting Minutes.

**WPNSTA YORKTOWN PARTNERING MEETING NUMBER 27**  
**&**  
**NASO PARTNERING MEETING NUMBER 6**  
**PROPOSED FEBRUARY AGENDA**

<b>Date</b>	<b>Agenda Item</b>	<b>Leader</b>	<b>Purpose/Goal</b>	<b>Time</b>
<b>2/1</b> 0800 hrs	Welcome		New Meeting Format - More Efficient Meeting	15 min.
0815 hrs	Check-In	Team	New Meeting Format - More Efficient Meeting	10 min
0825 hrs	Guests/R&R/Review GRs	J.Harlow	New Meeting Format - More Efficient Meeting	10 min
0835 hrs	Review Previous Meeting Minutes	R. Hoff	New Meeting Format - More Efficient Meeting	5 min
0840 hrs	Review Facility Meeting Logistics	J.Harlow	New Meeting Format - More Efficient Meeting	5 min
0845 hrs	Review Parking Lot Items	J. Harlow	New Meeting Format - More Efficient Meeting	5 min
0850 hrs	Action Items	Team	Review what was accomplished and what needs to be done or placed in parking lot or carried to next meeting	5 min
0855 hrs	Review Site 12 ROD and check against LTM Plan Site 12	Rich	Ensure Consistency between ROD & 2 LTM Plan	1 hr.
0955 hrs	Final LUCIP	Scott	Look at final LUCIP language	0.5 hr.
1025 hrs	Break		Hurry up and slam three doubles to get a cheap high on an empty stomach. Goal-to prepare for 4, 21 & 22 dicussion.	15 min
1040 hrs	Review 4, 21, 22	Rich/Team	Bring closure to RI Comments. Scan remedies and approaches for FS. Help to focus FS and Draft PRAP.	1 hr 20 min
1200 hrs	Lunch			1 hr.
1300 hrs	Cost Benefit Analysis (CBA) of Remedy for Site 6	Team	Discuss Treatment/Remedial Strategy for Site 6 Long-Term	1.5 hr.
1430 hrs	Groundwater OI! discussion	Bob	Bob to update us.	10 min.
1440 hrs	Break			15 min
1455 hrs	WP Sites 27, 28, 29 & 30	Team	Bring comments on Field Sampling Plan & analyscs	2 hrs.
1655 hrs	Agenda Building	Team	Build agenda for next meeting	30 min.
1725 hrs	End Day 1			
<b>2/2</b> 0800 hrs	Welcome		Warm up settle in	15 min
0815 hrs	Check in			15 min
0830 hrs	Partnering Training Exercise	Team		1.5 hr.
1000 hrs	Facilitator Feedback	Laurel	Provide additional feedback and advanced partnering skills	10 min
1010 hrs	Break			15 min.
1025 hrs	Review Current Agenda	J. Harlow	Focus on meeting	10 min

1035 hrs	Guests/R&R(C. Call R&R's)/Review GRs	J.Harlow	<b>New Meeting Format - More Efficient Meeting</b>	10 min
1045 hrs	Review Facility Meeting Logistics	J. Harlow	<b>New Meeting Format - More Efficient Meeting</b>	5 min
1050 hrs	Review Fac. Obs. Sheet	Team	Review and comment on sheet – Use it.	30 min.
1120 hrs	Review/Revise Current Agenda and Meeting Goals	Team	Focus on what needs to be accomplished in this meeting	5 min
1125 hrs	Web Page – We need to use it?	J. Robinson	Have Jack review web page and give an update on status	35 min
1200 hrs	Lunch			1 hr.
1300 hrs	Tool Box/Observation Sheet	Team	To produce the tool box-make part of the deliverable or “stand alone”? Add to fac. obs. Sheet? Or all.	2 hr.
1500 hrs	Break			15 min
1515 hrs	Tier II	Teams	Exchange Information	0.5 hr.
1545 hrs	Meeting +/-	Team	Review second day of meeting	15 min
1600 hrs	End Day 2			
<b>2/3</b>	Welcome	Team	Warm-up and settle in.	15 min.
0800 hrs				
0815 hrs	Check In	Team		15 min.
0830 hrs	Review Agenda	Team	Focus on what needs to be accomplished	15 min.
0845 hrs	Review Parking Lot Items	J. Robinson/M. Louth	<b>New Meeting Format - More Efficient Meeting</b>	10 min
0855 hrs	Review Previous Meeting Minutes	J. Robinson/M. Louth	<b>New Meeting Format - More Efficient Meeting</b>	10 min
0905 hrs	Action Items	Team	Review what was accomplished and what needs to be done or placed in parking lot or carried to next meeting	10 min
0915 hrs	Ecological Sampling Discussion for SWMUs 11, 16, 16GC, 22, and 26	T. Reisch	Present Data	30 min
0945 hrs	Break			15 min
1000 hrs	SWMU 15 ecological sampling results discussion.	T. Reisch/ J. Robinson	Present Data/ Finalize Eco decision	1 hr.
1100 hrs	Field Update for the Direct Push Technology Work at SWMU 15 and SWMU 2C.	M. Louth	Update	30 min
1130 hrs	Lunch			1 hr.
1230 hrs	Site Management Plan.	T. Reisch	Review/Discuss	1 hr.
1330 hrs	Ecological Risk Assessment Discussion for SWMU 1, 15, and 24.	T. Reisch/ J. Robinson	Review/Finalize	30 min
1400 hrs	Break			15 min
1415 hrs	Human Health Risk Assessment issues, if not resolved by the February 2000 Meeting.	T. Reisch	Reach Consensus on “To Do’s”	1 hr. 30 min
1545 hrs	Agenda Building	Team	Build agenda for next meeting	30 min.
1615 hrs	Day 3 +/-		Review today and previous day of meeting	15 min

1630 hrs	End Day 3			
----------	-----------	--	--	--

Notes:

Meeting Manager: J. Harlow

Time Keeper:

Host: Rich Hoff

Facilitator:

**WEAPONS STATION YORKTOWN PARTNERING TEAM - NAMES & NUMBERS**

*REVISED 01/12/00*

NAME	ADDRESS	E-MAIL ADDRESS	PHONE/FAX
Scott Park	LANTDIV Code 18223	parksr@efdlant.navy.mil	(757)322-4788/4805
Laurel Boucher	Management Edge	lboucher@up.net	(813)791-8536
✓ Jeffery Harlow	WPNSTA Yorktown	harlowjc@nwsy.navy.mil	(757)887-4775x29/4478
✓ Peter Knight	USEPA Region III	knight.peter@epamail.epa.gov	(215)814-3321/3015
✓ Rich Hoff	Baker Environmental	rhoff@mbakercorp.com	(412)269-2099/2002
Kari Adams	Baker Environmental	kadams@mbakercorp.com	(412)269-2027/2002
Jeffrey Tuttle	USEPA Region III	tuttle.jeffery@epamail.epa.gov	(215)814-3236/3015
Dawn Ioven	USEPA Region III	ioven.dawn@epamail.epa.gov	(215)814-3320/3001
Bruce Rundell	USEPA Region III	rundell.bruce@epamail.epa.gov	(215)814-3317/3001
✓ Steve Mihalko	Virginia DEQ	samihalko@deq.state.va.us	(804)698-4202/4234
Durwood Willis	Virginia DEQ	dhwillis@deq.state.va.us	(804)698-4201
✓ Bob Stroud	USEPA Region III	stroud.robert@epamail.epa.gov	(215)814-3366/3051
✓ Jack Robinson	CH2M Hill	jrobins3@ch2m.com	(703)471-6405x4321
✓ Tim Reisch	LANTDIV	reischta@efdlant.navy.mil	(757)322-4758/4805
✓ Matt Louth	CH2M Hill	mlouth@ch2m.com	(757)460-3734x17/4592
✓ John McCloskey	US FWS	john_mccloskey@fws.gov	(804)693-6694x108/9032
✓ Carl Rodzewich	DYNAMAC	Crodzewi@dynamac.com	(610)989-9400x126/9414