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NAS OCEANA  
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DRAFT PARTNERING TEAM MEETING MINUTES 39 30 JULY 2001 NAS OCEANA VA  
(DRAFT ACTING AS FINAL)  
7/30/2001  
PARTNERING TEAM

**Draft**  
**JULY 30 and 31 and August 1, 2001**  
**PARTNERING MEETING NUMBER 39**  
**WPNSTA YORKTPWN/NAS OCEANA/CHEATHAM ANNEX**

**LOCATION: STAFFORD, VA**

**MEETING MANAGER:** Mr. Scott Park  
**RECORDER:** Mr. Rich Hoff  
**TIMEKEEPER:** Mr. Jeff Harlow  
**MEETING HOST:** Mr. John McCloskey  
**FACILITATOR:** Mr. Steve Mihalko

The thirty-ninth formal WPNSTA partnering meeting was held on July 30 and 31, 2001 at the Comfort Inn in Stafford, VA. The focus of the partnering meeting continues to be WPNSTA/CAX work priorities, Site 6 Sample Collection, LUCAP/LUCIP Issues, Records of Decision (Sites 4, 21 and 22), team partnering skills and team facilitation.

**Metrics**

Metrics remained the same during this meeting. Metrics for FY 2001/2002 IR - work at WPNSTA and the remediation of CAX Sites 1, 4, 9 and AOC 2 and investigative actions at CAX were discussed.

**Meeting Accomplishments**

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

- Tier II Update;
- Site 6 Sampling Scheme (Lift 3);
- LUCAP/LUCIP Issues;
- LUCAP/LUCIP - Plan of Action (refer to Joint Meeting Minutes);
- Review Team Roles for Future Meetings;
- Team PR Opportunities;
- Exit Procedure (Rich Hoff); and
- Continued Self-facilitation.

All scheduled partnering topics contained in the July meeting agenda were discussed.

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**Remaining Issues**

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

- Groundwater Conference opportunities;
- Location ideas for Joint Tier I/II Team Meeting; and

Background data compilation (an inclusion of all inorganic data unaffected by site activities at WPNSTA with WPNSTA background) is still incomplete and is likely to remain so until later in the year when all other priorities are met. Also, CAX background studies will be conducted in

- FY2001 including statistical evaluations of background surface soil and shallow groundwater concentrations. A discussion of CAX background sampling (work plans) was held during both the May and June partnering meetings. These overarching inorganic data sets will not be included in the CAX background study, which will serve to provide a baseline for natural conditions at CAX - if that is technically possible.

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

See you at the September partnering meeting!

**JULY/AUG MEETING ATTENDANCE SHEET - WPNSTA/CAX**

<b>NAME</b>	<b>ORGANIZATION</b>
John McCloskey	USFWS/BTAG
Bruce Frizzell (via conference call)	Tier II
Bob Stroud	USEPA Region III
Steve Mihalko	VDEQ
Jennifer Davis	LANTDIV
Scott Park	LANTDIV
Rich Hoff	Baker Environmental
Mary Mullen	Baker Environmental
Jeff Harlow	WPNSTA Yorktown
<del>Jack Robinson</del>	CDM Federal Programs Corporation *
<del>Jayanti Sachdev</del>	CH2M Hill *

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**ACTION ITEMS/CONSENSUS**

Item	Responsibility	Outcome	A/C	Date
(A) Site 6 Sampling Scheme (Lift No. 3)	Team	<b>Pre-Lift (Dewatering)</b> 3 SWs – Laboratory Explosives – <i>Jeff - was this done - ?</i>  <b>Post-Lift</b> 12 Floor SEDs (4" "New" dig/8-inch Old = 4 per phase) <ul style="list-style-type: none"> <li>- test kits</li> <li>- submit 2 highs, 2 lows to lab for Explosives and VOAs</li> </ul> 9 Wall Sediments (focus on new walls) <ul style="list-style-type: none"> <li>- test kits</li> </ul> 3 SW/SEDs Monitoring Locations <ul style="list-style-type: none"> <li>- submit to lab for VOAs, Explosives</li> </ul> <i>Jeff - is this needed</i>	C	7/30
Decision Document	Team PMs (Baker –Draft)	Draft Signature Page to Document Use of WPNSTA FFA for CAX	A	9/18
Site 6 Sampling	Team (Baker)	Draft Letter W.P. for Site Sample Collection Get to OHM	A	9/18
(B) ESDs	Team/Baker	Place ESDs into FY01/02 Priorities & Goals	A	9/1
(C) CAX NFAs	Team	Meet in December at CAX Visits Sites, Scope NFA, Effort for FY02 Funding] Check to see if D. Joiner has MBTI.	A	9/19
LUCIP	Baker	Add Survey Control to Figures for all LUCIPs. Forward Word & .pdf version to Jayanti	A	9/18
(D) <del>LUCIP</del> /Redux LUCAP	Scott/Jeff	Determine How the LUCAP/MOA/LUCIP will work? Who will maintain? Who will update? Region? LANTDIV (Admin. Rec.)? Facility?		

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Item	Responsibility	Outcome	A/C	Date
Send "Electronic" Copy of Partnering Deliverable to CH2M Hill	Baker	Get Copy to make changes to "old" deliverable	A	9/18
Keep minutes updated on the website (NASO and WPNSTA)	Jayanti	Update website	A	9/18
Update calendar (NASO and WPNSTA)	Jayanti	Update website	A	9/18

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**PARKING LOT ITEMS**

- Don't Forget Laurel – October  
(Sheri Larson – Guest?) – *ENFES - Not in October - Maybe Dec.*
- (See Exiting List) —
- WPNSTA MOA – Status
- Consider for AOCs at CAX doing NFA documents rather than full RI
- FFA Modification Signature (PMs) Page
- Wetland Design Issues:
  - Road Bed: Leave? How Much
  - Notch the Dam?
  - Etc.
- RAB Meeting – Confirm September 5 or Select a New Date
  - Update Partnering Deliverable

**Draft**  
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**MEETING +/- Δ**

+	Δ
Location and Meeting Room	The end of an ERA . . . need we say more?
Jayanti's Record Keeping	Better easels needed.
Fast Start – kept moving	Mr. Reisch not here
Flexible	Projector Screen

**Draft**  
**JULY 30 and 31 and August 1, 2001**  
**PARTNERING MEETING NUMBER 39**  
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**FACILITATOR FEEDBACK**

- Good sharing of facilitation role
- Bogged down in action items
- Wrap up items and clearly move on to next agenda item (clearly specify the goal, start times, end times)
- Multi-tasking – good!
- Pay attention to “gate-keeper” issues
- Need more participation among quieter members
- Solid day #2

# NWS YORKTOWN/CAX/NAS OCEANA PARTNERING MEETING NUMBER 39

July 31, 2001  
Joint Meeting Minutes

## Introduction

The joint partnering meeting was held on July 31, 2001 at Stafford, VA. To start the meeting the team reviewed the agenda items. The revised agenda is provided below. The following participants were in attendance personally or by conference call as team members or the Tier II link for this meeting:

Name	Organization
John McCloskey	USFWS/BTAG
Bruce Frizzell (via conference call)	Tier II
Bob Stroud	USEPA Region III
Steve Mihalko	VDEQ
Jennifer Davis	LANTDIV
Scott Park	LANTDIV
Rich Hoff	Baker Environmental
Mary Mullen	Baker Environmental
Jeff Harlow	WPNSTA Yorktown
Jack Robinson	CDM Federal Programs Corporation
Jayanti Sachdev	CH2M HILL

**NWS YORKTOWN/CAX/NAS OCEANA  
PARTNERING MEETING NUMBER 39**

**July 31, 2001  
Joint Meeting Minutes, cont.**

**Revised Agenda**

<b>Date</b>	<b>Agenda Item</b>	<b>Leader</b>	<b>Purpose/Goal</b>	<b>Time</b>
<b>7/31</b> 0800 hrs.	Welcome, Check-In, Roles and Responsibilities, Review/Revise Agenda		New Meeting Format - More Efficient Meeting	15 min.
0815 hrs.	Tier II Update	Bruce/Team	Review Tier II issues and Team concerns/ goals	20 min.
0835 hrs.	Review WPNSTA Day 1 Parking Lot Items	Scott/Team	Standard Meeting Format - More Efficient Meeting	15 min.
0850 hrs.	LUCAP/LUCIP Discussion	Scott/Jeff	Review future meeting roles and Team member status	30 min.
0920 hrs.	Review Team Roles for Future Meetings	Team	Review Team Roles for future meetings and identify new member dynamics.	1 hr.
1020 hrs.	Break			15 min.
1035 hrs.	Team PR Opportunities	Scott/Jeff	Discuss opportunities to spread the word on successes	45 min.
1120 hrs.	Lunch	Team		1 hr.
1220 hrs.	Group Partnering Exercise	Team	Improve group communication and facilitate the trust relationship	5 hrs.
1720 hrs.	End Day 2			

**NWS YORKTOWN/CAX/NAS OCEANA  
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**July 31, 2001**

**Joint Meeting Minutes, cont.**

**Tier II Update (Bruce Frizzell)**

- Tentative date for joint meeting is May 15-16, 2002. The location has not been established, yet. Suggestions are welcome from the Tier I teams (to Bruce). The next Tier II meeting is September 5-6, 2001.
- Importance of ROD schedules: Must be given to the Tier II group as soon as possible.
- Quarterly goals are due on July 15, 2001.

**Review WPNSTA Team Parking Lot Items**

- Laurel set for October meeting to review team roles and responsibilities
- Sheri Larson may be a guest in October (Scott)
- WPNSTA MOA - Status: LUCAP/LUCIP
- WPNSTA FFA Modification Signatures (PMs) Page
- WPNSTA Wetland Design Issues (Site 6): Road Bed, Notch the Dam, etc.
- WPNSTA RAB Meeting - Confirm September 5<sup>th</sup> or establish a new date (Also a public meeting for Sites 4, 21, 22)
- Update Partnering Deliverable (WPNSTA) - Steve would like it in a 3-ring binder (vs. GBC binding)

**Review of Previous Minutes**

Team reviewed June WPNSTA minutes, as well as the May joint minutes.

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**July 31, 2001**

**Joint Meeting Minutes, cont.**

**LUCIPs/LUCAPs – Plan of Action**

**Objective:** Discuss how to proceed with LUCAPs and LUCIPs.

- WPNSTA LUCAP currently in review – lawyers looking into language. Approved Fall of 2001?

Language will also affect RODs for Oceana SWMUs 1, 15, and 24, and 2B, 2C, and 2E.

- LUCAPs: kept in a notebook, along with the annual reports in the main administrative record (Bonnie)? Will they be maintained at the Region? If so, the point of contact is Dave Shephard (sp?) – LANTDIV attorney. Scott Park will take the team lead. Need to get clarification on how to proceed.
- LUCIPs: will stay at the partnering team level (no other reviews). They are complete in draft form. Need to add figures and survey control by the September 2001 meeting. Comments in September 2001. If no comments, sign it at the meeting itself. Baker will add the pdf file to the web site (Jeff would like hard copies, as well). Potentially can use the VA-MD Tier I/Tier II website (same place where the minutes are kept).

**Action Items (all to be completed by September 2001 meeting):**

Baker to add survey control to figures for all LUCIPs.

Baker to forward word and pdf version of LUCIP and LUCAP to Jayanti for use at NAS Oceana.

Scott, Jeff, and Jayanti to research how the LUCAP/MOA/LUCIP will work, who will maintain them, who will update them: the region, LANTDIV (admin. rec.), facility?

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Joint Meeting Minutes, cont.

## Review Team Roles for Future Meetings

**Objective:** Review Team Roles for future meetings and identify new member dynamics.

### WPNSTA/Cheatam Annex Core Members

- Scott Park/LANTDIV
- Bob Stroud/EPA
- Jeff Harlow/WPNSTA
- Steve Mihalko/VDEQ
- Baker (previously Rich Hoff)
- Mary Mullen/Baker Environmental

### Adjunct WPNSTA/Cheatam Annex Members

- Jennifer Davis/LANTDIV (temporarily adjunct)
- John McCloskey/USFWS
- Peter Knight/USEPA Region III
- Bruce Rundell/USEPA Region III
- Dawn Ioven/USEPA Region III

### NAS Oceana Core Members

- Tim Reisch/LANTDIV
- Bob Stroud/EPA
- Jeff Harlow/WPNSTA
- Steve Mihalko/VDEQ
- Jayanti Sachdev/CH2M HILL
- Jack Robinson/CDM Federal Programs Corporation

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Joint Meeting Minutes, cont.

### Exit Procedure

**Objective:** Conduct the exit procedure for Rich Hoff, who is leaving Baker Environmental. Went through the exit procedures, per the Partnering Manual, including the "What I want you to know" exercise, as follows:

What I want you to know is:

Rich:

- More than just a team, we are friends (#1), professional network, great dynamics
- Team has created success - not individuals
- "Be excellent to each other", don't take what this team has for granted

Jayanti:

- I am surprised, but very happy for you!
- You will be missed!
- I wish you all the best in your new endeavor and hope that it is all that you are expecting it to be, plus more. Good luck!

Jack:

- You will be missed greatly as you served as a strong organizational anchor for the team, providing solid technical expertise and calm focus
- As a charter member with considerable team accomplishments you will not be replaced; someone else will have to grow into your role - go with pride and optimism

Jeff:

- Keep in touch when I am in PA
- Somewhere out there is a better "fish" than you
- Although distance prevails, remember Kingsmill is always there (until Curtis Quits)
- When you hear about any lucrative jobs, put me in the loop (since there is no reason for me to stay). Scott will have to be monitored for suicidal tendencies.

John:

- Meetings won't be the same without you
- Appreciate your commitment to addressing BTAG concerns
- Wish you the best in future pursuits
- Come back and see us any time

**NWS YORKTOWN/CAX/NAS OCEANA  
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**July 31, 2001**

**Joint Meeting Minutes, cont.**

Jennifer:

- You can always come back
- If you need to reach Jeff his number is 887-4775, mine is 322-4775
- Good luck in the world of Academia. When you remember how hard professors and administrators are to deal with, refer to #1

Steve:

- Cacapon will not be the same
- I will miss your humor and diplomacy
- I value your friendship and kindness

Scott:

- You have exceeded my expectations as a professional, colleague, and friend
- You've acted with honor and integrity
- You're always welcome here

Mary:

- I wish you success in your professional and personal pursuits
- Take every opportunity to play golf
- Good luck and best wishes for every success in your new career

Bob:

- I hold you in high regard and believe that you are an intellectual
- You gave me an appreciation for golf and nature because I really could care less about those things
- I hope we continue to be friends

**NWS YORKTOWN/CAX/NAS OCEANA  
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**July 31, 2001**

**Joint Meeting Minutes, cont.**

**Team PR Opportunities**

**Objective:** Discuss opportunities to spread the word on partnering successes.

- Jeff just did a presentation in Atlanta; he was the chairperson at this presentation to discuss partnering successes.
- Steve in going to a conference in May to present: 1) what we are doing differently in our joint team vs. other teams (CAX/WPNSTA/NAS Oceana), and 2) Norfolk Naval Shipyard and Atlantic Wood (DoD and private side partnering together).
- San Diego newspaper referenced the team (Tri Services proceedings).
- Any thoughts on publicizing NAS Oceana successes (CERCLA/RCRA, achieving goals earlier than anticipated)?
- WPNSTA wetland design at Site 1 or Site 6?
- Presentation at May 2001 Tier I/Tier II joint meeting? Start thinking about this.
- Find opportunities to convey partnering successes, as appropriate, during day-to-day conversations.
- See parking lot.

**NWS YORKTOWN/CAX/NAS OCEANA  
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July 31, 2001  
Joint Meeting Minutes, cont.

**Discussion of Next Partnering Meeting Dates/Locations**

2001		
September 18 <sup>th</sup> - 20 <sup>th</sup>	Indian Lake, PA	MM: B. Stroud Rec: Baker/J. Sachdev Time: S. Park/T. Reisch Fac: J. Harlow
October 23 <sup>rd</sup> - 25 <sup>th</sup>	Cacapon, WV	MM: S. Mihalko Rec: Baker /J. Sachdev Time: J. Harlow Fac: J. Robinson/L. Boucher
December 4 <sup>th</sup> - 6 <sup>th</sup>	Williamsburg, VA (CAX or Hospitality House)	MM: T. Reisch/J. Davis Rec: Baker /J. Sachdev Time: M. Mullen Fac: J. Harlow
2002		
February 5 <sup>th</sup> - 7 <sup>th</sup>	Somerset, PA	MM: J. Harlow Rec: Baker /J. Sachdev Time: S. Mihalko Fac: S. Park/T. Reisch
March 12 <sup>th</sup> - 14 <sup>th</sup>	Philadelphia, PA (Embassy Suites for hotel, and CH2M HILL office for meeting room?)	MM: M. Mullen Rec: Baker /J. Sachdev Time: J. Davis Fac: S. Mihalko
April 23 <sup>rd</sup> - 25 <sup>th</sup>	Cacapon, WV	MM: T. Reisch/S. Park Rec: Baker /J. Sachdev Time: B. Stroud Fac: M. Mullen
June 18 <sup>th</sup> - 20 <sup>th</sup>	Richmond, VA	MM: TBD Rec: Baker /J. Sachdev Time: TBD Fac: TBD
August 6 <sup>th</sup> - 8 <sup>th</sup>	Northern Virginia, VA (TBD)	MM: TBD Rec: Baker /J. Sachdev Time: TBD Fac: TBD
September 17 <sup>th</sup> - 19 <sup>th</sup>		MM: TBD Rec: Baker /J. Sachdev Time: TBD Fac: TBD
October 22 <sup>nd</sup> -24 <sup>th</sup>	Cacapon, WV	MM: TBD Rec: Baker /J. Sachdev Time: TBD Fac: TBD
December 3 <sup>rd</sup> - 5 <sup>th</sup>	Williamsburg, VA	MM: TBD Rec: Baker /J. Sachdev Time: TBD Fac: TBD

Next Oceana RAB Meeting Date -08/16/01

**NWS YORKTOWN/CAX/NAS OCEANA  
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**July 31, 2001**

**Joint Meeting Minutes, cont.**

**Consensus Decisions**

The were no Consensus Decisions achieved during the July 31, 2001 Joint Partnering Meeting.

**Joint Team Action Items**

Item	Person	Outcome	A/C	Date
LUCIP	Baker	Add survey control to figures for all LUCIPs	A	9/18/01
LUCIP/LUCAP	Baker	Forward word and pdf version of LUCIP and LUCAP to Jayanti for use at NAS Oceana	A	9/18/01
LUCIP	Scott/Jeff/Jayanti	Determine how the LUCAP/MOA/LUCIP will work, who will maintain, who will update, region?, LANTDIV (admin. Rec.)?, facility?	A	9/18/01
Reserve a meeting room at CH2M HILL's PHL office for the March 12-14, 2001 meeting	Jayanti	Meeting Room for the March 2002 meeting	A	9/18/01
Send "electronic" of partnering deliverable to CH2M HILL	Baker	Get copy to make changes to "old" deliverable	A	9/18/01
Keep minutes updated on the website (NASO and WPNSTA)	Jayanti	Update website	A	9/18/01
Update calendar (NASO and WPNSTA)	Jayanti	Update website	A	9/18/01
Jayanti to Obtain a Copy of Tier I Partnering Deliverables	T. Reisch	Familiarize Jayanti with partnering	A	9/18/01

**NWS YORKTOWN/CAX/NAS OCEANA  
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**July 31, 2001**

**Joint Meeting Minutes, cont.**

**Joint Team Parking Lot**

NAS Oceana success stories?

- SWMU 2C innovative technologies - employing treatment (molasses/HRC-ORC to treat chlorinated volatiles)
- MIP study at SWMU 15, RCRA/CERCLA partnering integration
- Joint partnering ("3" installations as "1")
- Who do we market: Navy/DoD/public/other federal services (who do we direct/focus on)

How to market the above:

- Conferences (i.e. Tri Services, get the "group" at a conference and tie to partnering)
- Publications
- Environmental Security (clean-up) Award

**Joint Agenda Building and Conference Call for September 2001 Meeting**

TBD

**WPNSTA Agenda Building Items for September 2001 Meeting**

Agenda Item	Estimated Meeting Time
ROD Update (Sites 4, 21, and 22) - Final updates/start RA	30 min.
Site 6 Update - FYI	30 min.
Entrance Procedure for new core member	1 hr.
Goals, priorities, update schedules (FY02)	1 hr.
Site 18 Draft PRAP and ROD ( <i>Le Thi - has drafted.</i> )	15 min.
GIS: brainstorm use, establish wants, establish costs	45 minutes
CAX - Addition to the FFA - process going forward	30 min.
Site 18 Project timeline - ROD	15 min.
Develop CAX NFA and list of Sites, AOCs FY '02 funding issues	1 hr.
Review WPNSTA LUCIP and potentially sign it; Status of LUCAP/LUCIP: need to get clarification on how to proceed with LUCAPs. Determine how the LUCAP/MOA/LUCIP will work, who will maintain, who will update, region?, LANTDIV (admin. Rec.)?, facility?	30 min.

NWS YORKTOWN/CAX/NAS OCEANA  
PARTNERING MEETING NUMBER 39

July 31, 2001

Joint Meeting Minutes, cont.

**Facilitator Feedback**

- Good sharing of facilitation role
- Bugged down in action items
- Wrap up items and clearly move on to next agenda item (clearly specify the goal, start times, end times)
- Multi-tasking - good!
- Pay attention to "gate-keeper" issues
- Need more participation among quieter members
- Solid day #2

**Plus-Delta**

+	Δ
Location and Meeting Room	The end of an ERA...need we say more
Jayanti's Record Keeping	Better easels needed
Fast Start- kept moving	Mr. Reisch not here
Flexible	Projector Screen

**Joint Partnering Exercise**

Have fun!

## Mail Message



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**From:** Mary Mullen  
**To:** Don Joiner  
**Date:** Friday - August 31, 2001 11:21 AM  
**Subject:** Re: Draft Meeting Minutes

Don:  
I briefly reviewed the meeting minutes. The Yorktown Team met on July 30 beginning at 1:00 p.m. continuing until about 5:30 p.m. I think I included the revised agenda for 7/30 and associated notes with the copy of my notes I sent to you. Next week I have time to augment the meeting minutes if you think it would be worth the effort. The joint meeting occurred on 7/31 as noted in the attached meeting minutes. Then the Ocean NAS team met on August 1st from 8 AM to about 1:30 p.m.

MM

>>> Don Joiner 08/31/01 09:00 AM >>>

Attached are draft meeting minutes from the July 31 Joint Partnering Meeting, as well as notes that Rich had from the Yorktown meeting.

I will follow-up with you next week regarding distribution of these minutes to the Teams.

DJ

**WPNSTA YORKTOWN PARTNERING MEETING NUMBER 39**  
**PROPOSED JULY AGENDA + 8/1**

Date	Agenda Item	Leader	Purpose/Goal	Time
7/30 1300 hrs	Welcome		New Meeting Format - More Efficient Meeting	15 min.
1315 hrs	Check-In	Team	Standard Meeting Format - More Efficient Meeting	10 min.
1325 hrs	Guests/R&R/Review GRs	Scott	Standard Meeting Format - More Efficient Meeting	10 min.
1335 hrs	Review Previous Meeting Minutes	Rich	Standard Meeting Format - More Efficient Meeting	10 min.
1345 hrs	Review Facility Meeting Logistics	Scott	Standard Meeting Format - More Efficient Meeting	5 min.
1350 hrs	Review WPNSTA Parking Lot Items	Scott/Team	Standard Meeting Format - More Efficient Meeting	5 min.
1355 hrs	Review WPNSTA Action Items	Rich	Review what was accomplished in the June meeting and what needs to be completed or placed in the parking lot and carried to the next meeting	15 min.
1410 hrs	FY01/02 Goals Update	Scott/Jeff/Rich	Review and update current goals. Also look at first qtr 2002 and report to Tier II.	30 min.
1440 hrs	GIS Discussion/Demonstration	Mary/Rich	Provide a demonstration of GIS capabilities to the Team. Finalize the list of interviews for the WPNSTA needs assessment.	1 hr.
1540 hrs	Site 6/Monitoring Requirements		Discuss the Site 6 lift and monitoring requirements.	30 min.
1610 hrs.	Sites 4, 21 and 22 RODs		Discuss the RODs and ROD status. Discuss the remediation schedule and what it will take to get to RA.	30 min.
1640 hrs.	Break			15 min.
1655 hrs.	Agenda Building		Identify agenda items for the September meeting.	15 min.
1710 hrs.	+/- Facilitator Feedback		Critical analysis of meeting progress and self-facilitation skills.	15 min.
1725 hrs.	End Day 1	Team		

Don - My July-Aug 1 Partnering Meeting notes, agenda & handouts. Please note for next meeting that Jennifer Davis' birthday is on the 19<sup>th</sup>. Scott Park mentioned it during the meeting.

Mary

**WPNSTA YORKTOWN PARTNERING MEETING NUMBER 39  
PROPOSED JULY AGENDA**

Date	Agenda Item	Leader	Purpose/Goal	Time
7/31 0800 hrs.	Welcome		New Meeting Format - More Efficient Meeting	15 min.
<del>0815 hrs.</del> 0820	Check-In	Team	Standard Meeting Format - More Efficient Meeting	20 min.
0835 hrs.	Roles and Responsibilities	Scott	Standard Meeting Format - More Efficient Meeting	10 min.
0845 hrs.	Review/Revise Agenda	Rich	Standard Meeting Format - More Efficient Meeting	10 min.
0855 hrs.	Review WPNSTA Day 1 Parking Lot Items	Scott/Team	Standard Meeting Format - More Efficient Meeting	15 min.
0910 hrs.	LUCAP/LUCIP Discussion	Scott/Jeff	<del>Review future meeting roles and Team member status</del> Status Review	30 min.
0940 hrs.	Review Team Roles for Future Meetings	Team	Review Team Roles for future meetings and identify new member dynamics.	1 hr.
1040 hrs.	Break			15 min.
<del>1055 hrs.</del> 815	Tier II Update Bruce Frizzell	Bruce/Team	Review Tier II issues and Team concerns/goals	20 min.
1115 hrs.	Team PR Opportunities	Scott/Jeff	Discuss opportunities to spread the word on successes	45 min.
1200 hrs.	Lunch	Team		1 hr.
1300 hrs.	Group Partnering Exercise	Team	Improve group communication and facilitate the trust relationship	5 hrs.
1800 hrs.	End Day 2			

**Meeting Responsibilities:**

Meeting Manager: Scott Park

Time Keeper: Jeff Harlow

Recorder: Rich Hoff

Host: John McCloskey

Facilitator: Steve Mihalko

**JULY/AUGUST 2001  
WPNSTA PARTNERING  
ACTION ITEMS/CONSENSUS**

<b>Action Item</b>	<b>Responsibility</b>	<b>Outcome</b>	<b>A/C</b>	<b>Date</b>
Decision Document	Team PMs (Baker-Draft)	Draft Signature Page to Document Use of WPNSTA FFA for CAX.	A	8/5
Site 6 Sampling	Team (Baker)	Draft Letter W.P. for Site 6 Sample Collection Get to OHM	A	8/7
ESDs	Team/Baker	Place ESDs into FY01/02 Priorities & Goals	A	9/1
CAX NFAs	Team	Meet in December at CAX Visit Sites Scope NFA Effort for FY02 Funding. Check to see if D. Joiner has MBTI.	A	7/31
LUCIP	Baker	Add Survey Control to Figures for All LUCIPS. Forward Word & .Pdf Version to Jayanti.	A	9/18
LUCIP Redux	Scott/Jeff	Determine How the LUCAP/MOA/LUCIP Will Work. Who Will Maintain. Who Will Update? Region? LANTDIV (Admin. Rec.)? Facility?		
Send "Electronic" Copy of Partnering Deliverable to CH2M Hill	Baker	Get Copy to Make Changes to "Old" Deliverable	A	9/18

1/4 7/30/01

January 2001

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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Action Item - Jeff @ on 2001 P/MOA -  
 meetings transpired, MOA ready, Skimmer  
 involved @ tier II level

February 2001

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18	19	20	21	22	23	24
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\* - Next meeting - 8/19 Jennifer's Birthday

March 2001

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- Consider for AOCs at C44 doing NFA documents  
 rather than full RI

April 2001

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Site 6

May 2001

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sample collection → 3 SW/SED samples each  
 down gradient of lift

June 2001

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- floor & wall samples
- use test kits w/ confirmation samples

July 2001

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Current approach: (1 sample pt. will be destroyed  
 by future lifts)

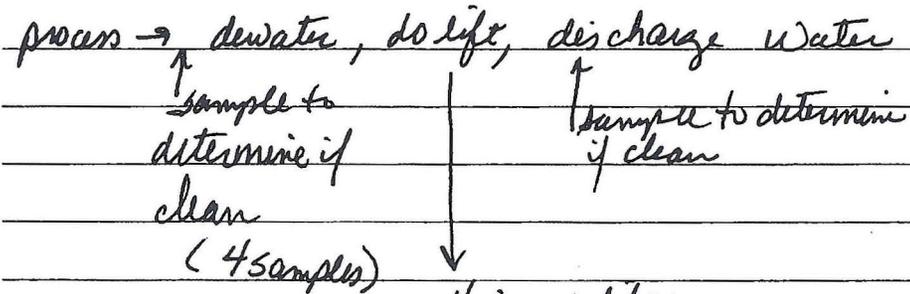
August 2001

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- 12 floor
- 9 wall
- 3 SW/SED down gradient

September 2001

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October 2001

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November 2001

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4 in new lift area  
 Bin old footprint  
 (all randomly selected)

December 2001

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lift goes down to a clay lens (~ 4-5' thick @ 4' deep)

January 2001

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February 2001

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March 2001

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April 2001

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May 2001

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June 2001

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July 2001

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August 2001

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September 2001

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October 2001

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November 2001

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December 2001

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2/4 7/30/01  
 - Collect <sup>floor</sup> samples & test <sup>all field</sup> w/ kits then send 2 high & 2 low samples to lab for confirmation

\*  
 - 3 SW/SED to lab  
 - 9 wall samples - test all w/ field kits

Lift #3  
 Summary of Sampling Strategy - Site 6  
 (dewatering)  
 pre lift: 3 SW → labs, explosives  
 post lift: 12 floor sed (4 in new dig / 8 in old)  
 → test kits  
 → submit 2 High + 2 Low to lab for Explosives & VOAs  
 9 wall sediment samples (focus on new walls) → test kits  
 3 SW/SED @ monitoring locations  
 → submit to lab for VOAs & Explosives.

- additional field kits will be used to further delineate site  
 - Crushed concrete for road bldg. from bldg. demolition as a subgrade base

Site 4, 21 & 22 RODS - EPA comments back, RODs to be PRAPs to be re-issued w/in few days, advertised this weekend (comment period end 9/6) Meeting 9/5

3/4 7/30/01

January 2001

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February 2001

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March 2001

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April 2001

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May 2001

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June 2001

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July 2001

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August 2001

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September 2001

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October 2001

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November 2001

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December 2001

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30	31					

ROOs - Letty to finish

Raffaia - 615 historical photos

common boundaries for grid matching  
potential interviewee

Scott said No to this interview

Frizzell Jayanti + back join  
Conf Call Bruce ~~Scott~~; TIER II 7/31/01

5-15+16-02 <sup>Next</sup> joint Meeting, adhere to  
ROD Schedule for Tier II group

7/15 - Quarterly Goals were due - update same  
time as ROD Schedule

Tier II Meet 9-5+6-01 -> get potential locations  
to Bruce by this date -

VABCH - Commons Natl. Bridge,  
~~Roanoke - Cool Font?~~

Sept - Central City

Oct - Casapara

Dec - Williamsburg

Groundwater Conference Opportunities - MKM  
continue to track & ID conferences

LUCAP - LUCIP

• LUCAP - in review currently  
lawyers reviewing language  
Approved - Fall 2001?

will be maintained at Region

POC - LANTDIV attorneys or Shriver

↳ Dave Shepherd & Susan Hurlbert  
Scott to contact for team (leaving a zone)

4/4 7/31/01

January 2001

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• LUCIP may be legally binding as documents that come out of ROD

February 2001

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Draft LUCIP's done - need figures & control GPS survey data

March 2001

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complete draft form & figs, add survey data + control survey data, for Sept meeting, comments in September

April 2001

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Scott, Jeff to track

May 2001

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if no changes signatures → Scott, Jeff, Steve, Bob

June 2001

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LUCIP → on internet GIS map of fac. Boundary w/o road detail + then survey data on site w/ detail but still prevent terrorism potential

July 2001

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August 2001

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September 2001

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October 2001

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November 2001

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December 2001

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Agenda - Sept 18-20, '01

January 2001

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30min - 4, 21, 22 ROD update, finalizing ROD/start RA

February 2001

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30min - Site 6 update FYI  
 1hr - Entering procedure for new members DS - Core  
 1hr - goals/priorities - look @ FY02 funding/schedules

March 2001

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20min - Site 18 Draft PRAP/ROD - FYI  
 45min - GIS Brainstorm URL, functions  
 establish costs

April 2001

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30min - CAY additions to FFA - process going forward  
 - Site 18 project timeline - ROD

May 2001

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1hr - Develop CAY NFA LIST of <sup>site</sup> KOCs FY02  
 30min - LUCIP review, signing + function Funding issues  
 6, what goes to &

June 2001

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1hr 15min - Partnering update  
 5hr 5min - Partnering update process

July 2001

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9/10, Tues 11 AM Conf. Call - don't die to e-mail  
 call in # for conf. call

August 2001

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September 2001

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October 2001

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\* → NAS Ocean Conf Call 8/13 10AM

November 2001

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Add partnering update (ground rules)

December 2001

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Oceana Agenda

hrs

January 2001

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- LUCIP For 2b, 2c, 2e, ~~1, 5, 24~~ HHRA 1  
 " " " FS 1

February 2001

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1, 15, 24 DDupdate 0.5  
 " 16, etc " "

March 2001

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LUCIP / LUCAP (on joint day w/ Yorktown) 1 hr  
 Tier II 0.5  
 Ptg Exercise 45min

April 2001

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September 2001

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Consensus  
Action/Items

7/30/01

January 2001						
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April 2001						
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May 2001						
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June 2001						
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July 2001						
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August 2001						
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September 2001						
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October 2001						
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November 2001						
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December 2001						
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30	31					

Items	Responsibility	Out come	A/c	Date
decision document	Team PM's (Baker Draft)	Draft signature page to document	A	8/15
		use of WPN STAFFA for CAY		
Site 6 sampling document	Team (Baker)	draft letter to OHM re Site 6 sampling after Rife	w.p.	8/7
		collection		
ESDs	Baker	Add ESDs to goals	FY01/02	9/1
CAY NFAs	Team	Meeting DEC @ CAY		12/01
		Visit Sites scope NFA effort for FY02 Funding		
LUCIP	BAKER/ CHZ	Add survey data + figures to LUCIP, Figures, PDF version to Jayanti	A	9/18
<del>LUCIP</del>	<del>CHZ</del>			
LUCIP	SCOTT/	Deadline	LUCAP	
Part 2	JEFF	MOA / LUCIP WILL		
		Work:		

\* dates to remember

**Baker**

Parking Lot

7/30/01

January 2001						
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February 2001						
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March 2001						
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April 2001						
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May 2001						
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June 2001						
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July 2001						
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August 2001						
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September 2001						
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October 2001						
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November 2001						
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December 2001						
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30	31					

- \* - Remember Laurel - Oct 01 meeting
- Sherril Larson (NFESC) (guest?) - Existing Team Dynamics
- FFA status (signature page to incorporate CAY)
- WPNSTA
- MOA/LUCIP - ~~SS~~ status
- Wetlands - can station put concrete in wetlands as road subbase & can it be removed or left in place, notch the dams, etc.
- RAB Meeting - confirm 9/15 or select a new date (Leticia Savage will attend RAB meeting) (for sites 4, 21+22)
- update partnering deliverable (3-ring)
  - ↳ for Cooperation agenda
- PR opportunities - Oceana SWWU 2c, constructed wetland @ Site 6 WPNSTA w/ collection of gw & recharge gw to wetland, RCRA/CERCLA pub's joint partnering (3 installations managed) market @ conferences, publications, Tri-Services