

MEETING SUMMARY

CH2MHILL

Final Minutes from July 2002 Partnering Meeting - St. Juliens Creek Partnering Team

July 23 & 24, 2002

Attendees:

Dawn Hayes/LANTDIV
Todd Richardson/USEPA
Valerie Walker /NAVY
Bill Friedmann/CH2M HILL
Donna Caldwell/CH2M HILL
Jennifer Jones/ VDEQ
Devlin Harris/VDEQ

Guests:

None

From: Bill Friedmann/CH2M HILL

Date: August 14, 2002

LOCATION

Renaissance Hotel, Portsmouth, VA

MINUTES

Tuesday, July 23, 2002

Roles and Responsibilities for this meeting:

Meeting Manager – Dawn Hayes
Timekeeper/gatekeeper – Todd Richardson
Host – Bill Friedmann
Goalkeeper - Dawn Hayes
Facilitator – Valerie Walker
Recorder – Donna Caldwell

Parking Lot

- Site visit to St. Juliens during the November Partnering Meeting to look at AOC 13 (PCP Dip Tank) and 14 (Building 89), Site 1, AOCs 19, 21, & 22, and AOC K (Former Sewage Treatment Plant).

- RCRA/CERCLA corrective action integration. How to fund and who is responsible for what activities

Reading of the Ground Rules.

Review/Adjust Agenda for Day 1.

I. Review Action Items and Previous Meeting Minutes

The team reviews the Draft June Meeting Minutes. **Team Consensus** to approve June Minutes. The minutes will be finalized and placed on the Joint VA/MD Partnering Team web site.

Review Parking lot and action items from the June meeting. **Please refer to the June Partnering Meeting Minutes for list of Action Items.**

Action Bill – make sure to incorporate team goals into the partnering minutes.

Action Dawn – provide Team with .pdf files on information of explosives analytical data methods provided by Devlin. Training on UXO avoidance on July 30 at NSN Ely Hall Bldg. SP17 8AM-12 PM.

RCRA/TSCA – There is a question regarding the impact on SSA sites which have been given a no further action (NFA) designation under the CERCLA process, which are regulated under other programs such as RCRA or TSCA. Todd noted the activity can be addressed under these programs if the Team chooses and if the sites are actively operated under these programs. The sites can also be handled under CERCLA if team chooses.

Valerie provides information regarding site status for Solid Waste Management Unit (SMWU) 12 & 18. SWMU 12 is currently active storing PCB items. The Point of Contact (POC) is the Norfolk Naval Shipyard (NNSY). Valerie also checked the RCRA status of SWMU 18 Old Storage Yard # 2. The site is still being used to store metal equipment and operations currently active. The Region inspects the area for storm water routinely.

Dawn provides the team with a web site for ER,N funding guide information:
http://erb.nfesc.navy.mil/erb_a/restoration/irmanual.htm

Team agrees to add Site 1 to the upcoming site visit to discuss test pit locations.

Valerie provides status on Site 15 (Fire Training Area). Site 15 is an active site which Navy Regional inspects for storm water and AST. Fire extinguishers previously identified at the site (June 2001) have been moved.

Action Valerie - send template of SSA information to team by end of week

Action Dawn - check into phone number for USA COE for Site 20 signs. The sign size needs to be of adequate size to be easily read at distance. One sign will be placed along the fence line facing in at SJCA and the other sign will be placed on the wood pilings of the loading pier. The sign will read:

**WARNING:
Dredging Prohibited
For Further Information Contact the US Army Corps of Engineers
Phone Number**

Valerie reviewed a video interview with Mr. Pinkleton and Mr. Bryant. The interview discusses the PCP tanks which were operated for 2 years during Korean War. The POC for radar testing area near Site 3 & 5 is Mr. Danny Rose; (757) 396-3316.

Valerie provides the Team with the status of base outfalls. Outfalls 1, 2, 3, & 4 not being monitored and not included in the permit renewal. Only outfalls 8, 40, & 41 are currently monitored at SJCA

It was determined that the Navy, EPA, and VDEQ can review PRAP concurrently.

II. SSA/FFA

Point of Contact (POC) for SJCA sites is Mr. Danny Rose (757) 396-3316 with an alternate of Mr. Paul Styron (757) 396-3708.

Bill reviewed the status of the SSA/SMP/FFA sites and team discussed new information provided by Valerie through completion of action items of SSA sites under desk top review.

Action Bill - revise SSA table to delete reference to Sites 1, 2, and 3 as landfills and refer to as waste disposal areas.

Site 15 (Fire Training Area) is an active site under the UST program. Fire extinguishers identified on site in June 2002 have since been removed. **Team Consensus** for NFA under CERCLA for the site.

Site 16 - Defense Reutilization and Marketing Office (DRMO) – The storage/salvage yard is an active site. Navy Region conducts environmental inspections. The site does not fall under CERCLA and therefore, there is **Team Consensus** for NFA under CERCLA for the site.

Site 18 (Building 47 Air Compressor) - this site is active and under NNSY hazardous waste compliance; Navy Region monitors the site for storm water. **Team Consensus** for NFA under CERCLA.

SWMU 10 (Hazardous waste container storage at Bldg. 154Y) - information regarding Building 154Y is that it is empty and is under RCRA closure. The RCRA Facility

Assessment (RFA) recommended NFA under RCRA. **Team Consensus** for NFA under CERCLA.

SWMU 11 (Hazardous waste container storage at Bldg. 163Y) – designated NFA in the RFA. Currently is active storage under RCRA. **Team Consensus** for NFA under CERCLA.

SWMU 12 (PCB storage at Bldg. 198) - RFA recommend NFA as the SWMU is assigned to TSCA. SWMU 12 is an active storage area. **Team Consensus** for NFA under CERCLA. **Action Valerie** - inquire into housekeeping and best management practice for SWMU 12. **Action Todd** - check on EPA TSCA regulation file for documentation for this site.

SWMU 18 (Old Storage Yard # 2) – the RFA recommend NFA. The Region currently conducts storm water inspections. Scrap metal is currently stored at the site. **Team Consensus** for NFA under CERCLA. **Action Valerie** - identify POC for the site.

SWMU 19 (Storage Yard #3) – The area is a fenced concrete pad used to store scrap metal and metal equipment. The RFA recommended better management practice. Valerie was not able to find more information on the site. The site will be visited during the next partnering meeting in Tidewater. **Further desktop review.**

SWMU 21 (Hazardous waste accumulation area SIMA #2) - RFA recommended NFA. Site POC is Bob Davies. Site is no longer active. The site will be visited during the next partnering meeting in Tidewater. **Further desktop review.**

SWMU 22 (Repair shop satellite storage area northeast of Bldg. 40) – POC is Bob Davies of NNSY. The area was a waste storage area from 1985-1987 for less than 90 day storage. There was a concrete pad and a berm at the area. The site will be visited during the next partnering meeting in Tidewater. **Further desktop review.** **Action Valerie** - check on the closure RCRA closure status of SWMU 21 & 22.

AOC-F (USTs at Bldgs. 113, 201, 263, 266, 271, and 283) - The RFA recommend NFA since the USTs are regulated under the UST program. Any above-ground storage tanks (ASTs), Navy Region inspects. There is currently no POCs for Buildings 113, 201, & 266. The UST program manager is Mr. Dan Oros at Navy Regional. **Action Valerie** - notify UST managers for need to close these sites. **Team Consensus** for NFA under CERCLA.

AOC-G (Former Process Bldg.) and AOC J (Former Ammunition Manufacturing Area) - all process and ammunition buildings were decontaminated at SJCA (based on the interview with Mr. Pinkleton). Site 19 and Building 89 (AOC-14) are being investigated as a result of information from interview. AOC-G and AOC-J are essentially Site 19 and AOC 14 based on interview with Pinkerton. **Team Consensus** for NFA for AOC-G and AOC-J as they are now identified as and will become part of Site 19 and AOC 14.

III. Site 3 & 6 Issues

Bill and Donna discussed issues associated with Sites 3 & 6 issues. Revisions to the central tendency statistics were discussed. The revisions resulted in no metals exceeding central tendency with the exception of beryllium which is the result of "B" flag data in the background data set.

Donna provided a brief summary of the RI results and constituents exceeding UTLs. Team discussed confirmation sampling approach that will be included as part of the Shaw E&I work plan which is expected to be submitted by July 30. A conference call will be scheduled for August 15th to discuss and approve the Shaw E&I Work Plan and the confirmatory sampling approach. Mobilization to the field is anticipated to be immediately after draft work plan approval. It is estimated that 3,950 tons of waste/debris will be removed from Site 3 during this mobilization. Confirmation samples will include metals PAHs in field screening. Dioxin samples will also be collected in several locations (5) at Site 3 during the 2002 removal.

The Team recognized that using a "not to exceed UTL" in field guidance will require in-field professional judgement. The Team is comfortable with Bill making those decisions in the field. Team also agreed to risk manage the few samples outside the limits of waste with slight UTL exceedences of select metals (e.g. vanadium).

Action Bill - add criteria to RI figures for select compounds of interest to identify criteria (HH or ECO).

Action Valerie - Get Commanding Officer signature in Action Memorandum by August 15th.

Action Dawn send out OHM (Shaw E&I) schedule for Site 3 & 6 removal work plan.

Devlin has no comments on the Site 3 & 6 action memorandum

IV. Entrance Procedures for Jennifer

The Team conducts Entrance procedures for Jennifer. The Team discusses what is to be expected from each team member and reviews each member's Myers-Briggs Type Indicator (MBTI).

V. Tier II Update

Bob Schirmer provides the Team with Tier II information.

- Valerie will be the next Tier II link. Will Bullard will contact Valerie for dates.
- Training needs or requests should be forwarded to Tier II before October 1. Team members suggested watershed training or UXO training.
- ROD issues: DoD directive for agencies to move forward with ROD with DoD language included and submit to EPA. LANTDIV however will only send ICs RODs that must move forward, others will likely slow down.
- Inform Tier II when Tier I schedules change. **Action Bill** - supply Valerie and Todd with access to Joint VA/MD Partnering web site.
- Next TEARs meeting is to discuss PRGs and policy on other contributors to water bodies, Tier I should follow the TEARS flow chart, BTAG interested in removal action guidance, Steve Petron is developing a vertical sampling for ecological use. Dredge fill was discussed at Tier II meeting. Summary of Joint meeting evaluation on Tier II web site.

VI. RAB Presentation

Team reviewed the presentations for the RAB meeting. Three presentations will be given to the RAB.

- Site Action/Status Review - to be presented by Dawn
- Site Screening Assessment - to be presented by Bill
- Removal Action for Sites 3, 6, & 7 - to be presented by Donna

Wednesday, July 23, 2002

Check In

Action Bill- work with Shaw to pull together fact sheet for Site 3 & 6 by first week of August

Action Dawn- change location of administrative record to a library which is closer to SJCA so nearby residents have easier access.

VII. Site Visit Scoping of AOC 13 & 14

Site visit will be rescheduled to November's Partnering Meeting in the absence of Devlin and Todd.

VIII. Roundtable

Valerie asked about items Navy could acquire for RAB support. Dawn suggested laminated photo of the base.

The was a discussion on the upcoming Baseline Ecological Risk Assessment (BERA) work plan for Blows Creek. **Action Bill** - discuss with Mike inclusion of site conceptual model in work plan and what will be done with the data.

Action Dawn – confer with Navy Legal to determine if the findings of fact in FFA can be put in a table format.

Action Bill -check on stenographer for the public meeting for the Site 6 PRAP.

IX. SASR Team Goals

Team updates goals. Bill will post the goals to the Joint VA/MD Partnering web-site and incorporate into minutes.

Action Jennifer – check to see if Jennifer had any human health comments for the Sites 3, 4, 5, & 6 RI/ERA/HHRA.

Action Bill - send Jennifer (Devlin) a draft final copy of the draft HHRA for Sites 3, 4, 5, & 6 along with supporting tables and figures.

Action Dawn/Bill - set up meeting with Taylor to discuss Site 3 & 6 removal.

Action Bill- coordinate with Angie to make the Site Management Plan (SMP) applicable for FY03 and to include findings from this meeting in SMP

Appendix A -RI/FS/PRAP/ROD

Appendix B -SSA

Findings of Fact –NFA Site 7 in Findings of Fact

X. Agenda Building

**September 4th and 5th, 2002
Richmond, VA**

Day 1 09/4/02	Agenda Item	Leader	Purpose	Desired Outcome	Time
0900 hrs	Welcome/Check In	Team	Standard Meeting Format	Welcome and introduction of guests (if applicable). See how everyone's is doing, greetings	30 min
0930 hrs	Guests/R&R/Review GRs	Devlin	Standard Meeting Format	Reading of the ground rules, discuss participation of guests for the day.	15 min
0945 hrs	Review Agenda Previous Meeting Minutes	Team	Standard Meeting Format	Revise the agenda if needed for the day for a more efficient meeting	15 min
1000hrs	Review St Juliens Parking Lot Items	Devlin	Standard Meeting Format	Review Parking lot items from previous meeting and see if they can be addressed during current meeting.	15 min
1015 hrs	Review St Juliens Action Items	Devlin	Standard Meeting Format	Review what was accomplished and what needs to be completed or placed in parking lot and carried to the next meeting	30 min
1045 hrs	Break	Team	Renewal, Recharge, Wake up		15 min
1100 hrs	RAB/Public Meeting Agenda	Bill/Team	Determine agenda for the November RAB and Site 6 PRAP Public Meeting	Schedule for the RAB and Public Meeting	30 min
1130 hrs	Lunch	Team		Eat, converse, enjoy!	1 hr 15 min
1245 hrs	Sites 3, 7, & 6 Removal Update. Site 1 Scoping	Bill	Discuss any concerns with the confirmation sampling or Shaw Work Plan for the removal of Site 6 & 3. Scope trenches for Site 1.	Team Consensus on removal process. Ensure clean up goals are met and that safe and protective work environment is kept.	1.5 hrs
1415 hrs	Break	Team	Renewal, Recharge, Wake up		15 min
1430	SSA Follow Up	Bill	Discuss any additional information available to and make decisions on actions to be taken at sites/AOCs/SWMUs.	Team Consensus on appropriate actions for sites/AOCs/SWMUs.	1 hr
1530	Tier II Update	Will	Discuss Tier II, remind team of deadlines	Inform team of upcoming issues.	30 min
1600	Break	Team	Renewal, Recharge, Wake up		15 min
1615 hrs	FFA Preview	Bill	Discuss items to be placed in the draft FFA	Provide team with insight to the upcoming draft FFA. Answer any questions.	1 hr
1715 hrs	End of Day 1				

Day 2 09/5/02	Agenda Item	Leader	Purpose	Desired Outcome	Time
0830 hrs	Welcome & Check in	Team	Standard Meeting Format	Welcome and settle in for new day.	30 min
0900 hrs	Guests/R&R/Review GRs	Devlin	Standard Meeting Format	Remind ourselves of the ground rules, discuss participation of guests for the day, see where we may have gone off course from previous day.	10 min
0910 hrs	Review Current Agenda	Devlin	Focus the meeting and make necessary adjustments	Have a set agenda for the day and see if any dropped items from the previous day can be included.	20 min
0930	Site Management Plan Schedules	Devlin	Discuss any comments to the draft SMP and proposed schedules	Team Consensus on the draft SMP and schedules.	1.5 hr
1100	Break	Team	Renewal, Recharge, Wake up		15 min
1115	BERA Work Plan	Bill	Provide Team with overview of the Blows Creek BERA work plan.	Provide team members with information to discuss with their technical people and answer any questions.	1 hr
1215	Lunch	Team			1 hr
1315	Roundtable	Team	Open time to continue agenda discussions or discuss new issues relevant to the team	Provide time for members to bring up new issues or concerns	1 hr
1415	Break	Team	Renewal, Recharge, Wake up		15 min
1430 hrs	Team Goals and SASR Update	Dawn/Bill	Review current FY02 goals and review schedules for various projects	Inform team members of upcoming deadlines for deliverables and discuss the team goals for the fiscal year	30 min
1500 hrs	Agenda Building (Arrange Conference Call for Next Mtg.) Any Parking lot Items?	Donna	Identify agenda items for next meeting	Have agenda items set for next meeting, Address parking lot items.	30 min.
1530 hrs	Facilitator/Tier II Feedback and Day 2 +/-▲	Facilitator / Tier II / Team	Critical analysis of meeting progress (Note that Devlin and Donna will leave at 1630 for NNSY RAB meeting)	Understand how the team performed during the meeting and how to improve next time.	15 min
1630 hrs	End of Day 2			Safe trip!	

Next meeting – September 4th & 5th, 2002, Richmond, VA

Start time: 9:00 AM, September 4th

End time: 3:30 PM, September 5th

Pre-meeting Conference Call: August 15th, 2002 2:00 PM

Chair: Devlin Harris

Host: Jennifer Jones

Timekeeper: Valerie Walker

Goal Keeper: Dawn Hayes

Recorder: Bill Friedmann

Facilitator: Donna Caldwell

Tier II: Will Bullard

Guests: Possibly Semion or Bruce

Future Meetings

September 4-5, 2002 - Richmond, VA
 November 12- 13, 2002 – Portsmouth, VA w/RAB & Public Meeting
 January 8 – 9, 2003 – Philadelphia, PA
 March 5 – 6, 2003 – Nags Head, NC
 April 23 – 24, 2003, Portsmouth, VA w/RAB
 June 25 – 26, 2003, Richmond, VA
 August 20 – 21, Chincoteague, VA
 October 15 – 16, 2003, Portsmouth, VA w/RAB

**St. Juliens Creek Annex Partnering Team
 July 2002 Meeting Action Items and Carry Over Action Items**

Carryover Action Items				
Date	No.	Name	Description	Due Date
4/10/02 Carryover	1	Bill	Speak to Ann West and ask to write a technical memorandum which explains lab and data qualifiers (i.e. how can you have 57J and 480UJ at the same site?).	6/02
4/11/02 Carryover	2	Dawn/Valerie	Discuss funding of RCRA/CERCLA SWMUs at St. Juliens. See which one's will be taken care of by Region or NAVFAC. Will carryover until all sites are addressed.	7/02
6/11/02 Carryover	3	Bill	Check with Steve Petron to incorporate Elizabeth River data as referenced in appendices of RI.	6/25/02
6/11/02 Carryover	4	Bill	Complete and provide a technical memorandum to EPA and DEQ which captures the approach for determining if confirmatory samples pass. EPA to discuss with their technical people (Alvaro).	6/30/02
6/11/02 Carryover	5	Valerie/Dawn/ Carolyn	Check for any closeout information for Building 89 under NAPEC	7/23/02

6/12/02 Carryover	6	Bill	Investigate all alternatives to possible removal actions at Site 5.	7/23/02
6/12/02 Carryover	7	Bill	Make sure that the ecological risk assessment section of the Site 2 RI report is reviewed by Steve Petron.	6/30/02
New July Action Items				
Date	No.	Name	Description	Due Date
7/23/02	1	Dawn	PDF explosives analytical data methods information provided by Devlin and send to Team.	9/02
7/23/02	2	Valerie	Send template of SSA information to team by end of week.	7/26/02
7/23/02	3	Dawn	Check into phone # for USA COE for Site 20 sign. Sign size need to be of adequate size to be easily read. One sign on fence and one on pier.	9/02
7/23/02	4	Bill	Revise SSA table to delete reference to Sites 1, 2, and 3 as landfills and refer to as disposal areas. Send SSA to the team after revision.	9/02
7/23/02	5	Valerie	Inquire into housekeeping and best management practice for SWMU 12.	9/02
7/23/02	6	Todd	Check on EPA TSCA regulation file for information that may be documented for SWMU 12.	9/02
7/23/02	7	Valerie	Identify POC for SWMU 18.	9/02
7/23/02	8	Valerie	Check on the RCRA closure status of SWMU 21 & 22.	9/02
7/23/02	9	Valerie	Notify UST manager for need to close these sites: AOC-F USTs at Bldgs. 113, 201, 263, 266, 271, and 283.	9/02
7/23/02	10	Bill	Confirm dates of building decontamination from the interviews with Mr. Pinkleton and Mr. Bryant.	9/02
7/23/02	11	Bill	Add criteria to RI figures for select compounds of interest to identify criteria (HH or ECO).	9/02
7/23/02	12	Valerie	Get CO signature in Action Memorandum by August 15.	8/15/02
7/23/02	13	Dawn	Send out OHM schedule.	9/02

Date	No.	Name	Description	Due Date
7/23/02	14	Bill	Supply Valerie and Todd with access to VA/MD web.	9/02
7/23/02	15	Bill	Work with Shaw to pull together fact sheet for Site 3 & 6 by first week of August.	8/2/02
7/23/02	16	Dawn	Change location of admin record to library closer to SJCA.	9/02
7/24/02	17	Bill	Discuss with Mike inclusion of site conceptual model in work plan and what will be done with the data.	9/02
7/24/02	18	Dawn	Can the findings of fact in FFA be simple table format?	9/02
7/24/02	19	Bill	Check on stenographer for public meeting for Site 6 PRAP.	9/02
7/24/02	20	Bill	Post the goals to the VA/MD joint website and incorporate into minutes.	9/02
7/24/02	21	Jennifer	Check on RI comments for 3, 4, 5, & 6.	9/02
7/24/02	22	Bill	Send Jennifer (Devlin) a draft final copy of the draft HHRA/tables/figures.	9/02
7/24/02	23	Dawn/Bill	Set up meeting with Taylor to discuss Site 3 & 6 removal.	9/02
7/24/02	24	Bill	Coordinate with Angie to make SMP FY03, include findings from this meeting in SMP.	9/02
7/23/02 (RAB)	25	Dawn	Bring PAH fingerprinting sampling plan to the next RAB meeting.	11/02
7/23/02 (RAB)	26	Devlin	Provide RAB with tissue data for St. Juliens Creek at the next RAB meeting.	11/02
7/23/02 (RAB)	27	Dawn	Determine the status of ASTDR for St. Juliens Creek and present it at the next RAB meeting.	11/02
7/23/02 (RAB)	28	Dawn	Find any cultural resource documents for St. Juliens Creek and bring them to the next RAB meeting.	11/02

**St. Juliens Creek Annex Partnering Team
FY02 Team Goals**

No.	Date Update	Goal	Date
1	7/24/02	Develop Ecological Risk Approach Matrix for Sites 2- 6 Draft SERA for Sites 3-6 combined with RI/HHRA due on 12/14/01 Draft SERA Site 2 - to be determined based on funding	1 st FY02 Complete
2	6/11/02	Final RI/HHRA/ERA Site 2 Draft RI/HHRA/ERA Site 2 due on 12/13/02 (may slip to 1 st QFY03 due to team revisions)	4 th FY02
3	6/11/02	Final RI/FS Sites 3 & 6 Draft RI/HHRA/SERA submitted 12/27/01 Draft Final RI/HHRA/SERA goal 7/30/02 (slipped 1 month due to PRG development) Final RI/HHRA/SERA (4 th Quarter 02) FS Eliminated and Replaced with EE/CA (Draft submitted 5/13/02)	4 th FY02
4	6/11/02	Final RI/FS Sites 4 & 5 Draft RI/HHRA/SERA delivered 12/14/01 Final RI/HHRA/SERA due on 7/30/02 Draft FS for Sites 4 - scheduled for FY03 Draft FS for Sites 5 – scheduled for FY04	4 th FY02
5		Finalize SSA Report & Closeouts of NFA Sites Draft SSA submitted 8/13/01, final comments received on 2/26/02	2 nd FY02 Complete
6	7/24/02	Finalize Removal Action Work Plan for Sites 3 & 6 EE/CA 4 th FY02 currently scheduled for 7/31/02 (slipped due to EMAC progression)	3 rd FY02
7		Complete Team Deliverables – completed February 2002 Consensus received on partnering team member roles 10/17/01 Graduation expected in May 2002 – On schedule	2 nd FY02 Complete
8	7/24/02	Draft FFA – review sites for inclusion into FFA at April 2002 meeting. On schedule, draft report expected 9/15/02	4 th FY02

