

MEETING SUMMARY**CH2MHILL****Draft Minutes from September 2002 Partnering Meeting - St. Juliens Creek Partnering Team**

September 4 & 5, 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: October 3, 2002

LOCATION

Omni Hotel, Richmond, VA

MINUTES**Wednesday, September 4, 2002****Roles and Responsibilities for this meeting:**

Meeting Manager – Devlin Harris
Timekeeper/gatekeeper – Valerie Walker
Host – Jennifer Jones
Goalkeeper - Dawn Hayes
Facilitator – Bill Friedmann
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).
- Discuss confirmation results from Site 6 and demonstration risk has been mitigated

- Discuss findings of proposed demo of Site 17 and implications for of results on demo crew.
- Phragmites EIS within Navy Region, removal of invasive species.

Reading of the Ground Rules.

Review/Adjust Agenda for Day 1.

I. Review Action Items and Previous Meeting Minutes

The team reviews the Draft July Meeting Minutes. **Team Consensus** to approve July Minutes with option to provide comment in next few days to finalize. The minutes will be finalized and placed on the Joint VA/MD Partnering Team web site.

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

Action Todd - check into requirements to have stenographer for public meeting for PRAP in the next two weeks and notify Bill.

II. RAB Public Meeting Agenda

Public meeting rescheduled from November to early January (coincide with partnering Jan 8-9) for No Action PRAP for Site 6. Location will be the Major Hillard Library in Chesapeake.

The RAB meeting will be on November 12, 2002 at the Major Hillard Library in Chesapeake.

RAB Agenda:

- Site 3, 6, & 7 Removal (Bill)
- Fish Tissue Data Discussion (DEQ guest or Devlin Harris)
- PAH Fingerprinting (Ed Corl)
- Roundtable
 - Cultural Resources Update (Dawn)
 - ATSDR update (Dawn)

Consensus – Team agrees upon the RAB agenda.

Action RAB presenters - send RAB presentations to Team for review and discuss during partnering meeting agenda call so all presentations can be final and copied for distribution at the RAB.

Parking lot item:

- Dawn presented preliminary data from PAH fingerprinting of Blows Creek.
- During sampling of Blows Creek near AOC 1 tar was noted along the bank.
- Site 19 a terra cotta pipe was found discharging to Blows Creek. The pipe was visible during periods of lower water.

III. Sites 3, 6, & 7 & Removal Action Update and Site 1 Scoping

Bill presented an update of the removal action underway at Sites 3, 6, & 7, and scoping for test pits at Site 1. The purpose was to inform the Team of the progress of removal actions and discuss schedule with regard to completion of removal, close out report, PRAP and ROD, and consensus for test pit locations. There was a meeting with the ROICC on August 20th, 2001 to discuss the details of the work plan and removal action. Shaw E&I mobilized to Site 7 on August 21st, 2001. Characterization samples were collected on August 22nd with the results coming back as non-hazardous. Mobilization to Site 6 is scheduled for September 5th and Site 3 mobilization is set for September 9th. Shaw E&I final work plan expected within a few days with comments addressed.

Shaw E&I were meeting today (Sept. 4th) with the Norfolk Naval Shipyard ROICC to mobilize to Site 6. The anticipated completion date for Site 6 is by Friday September 6th. Analytical results from confirmation samples for Site 6 is expected September 10th. Dawn asked what type of demonstration is needed to verify through confirmation samples data that risk has been mitigated. **Action Dawn/Bill** - discuss separate technical memo from Shaw E&I close out report to include confirmatory samples for purposes of demonstrating risk has been mitigated.

For Site 7 debris removal, metal and concrete removed from the site will be recycled. Counter weights cannot be used as an artificial reef due to cost ineffectiveness.

Bill described preparation of Site 3. A screen for sifting soils has been brought to site and a silt fence has been installed around the perimeter of the anticipated excavation. Dawn inquired about rain water in excavation; is there a problem with letting the water infiltrate into the ground. Devlin noted that is not a problem, the only issues would be if the water was removed from the excavation for disposal or discharge. If that was to take place, then the water would need to be sampled.

Bill reviewed historical aerial photographs and discussed scoping of test pits at Site 1 which will be used to identify the presence/ absence of waste. Currently, there are 3 test pits planned at Site 1 with anticipated mobilization date of September 5th. **Consensus** – Team agrees on the locations of the three test pits. It is further agreed that if waste is located at the site, that during this mobilization, the extent of waste will not be delineated, but will be delineated at another time.

The team took some time during the conversation to review photos which present the historical activities (burning, building decontamination, etc.) which took place at St. Juliens Creek Annex in late-1970s to early- 1980s.

IV. SSA/FFA

The purpose of the presentation is to collect information on Sites, AOCs, and SWMUs which will help the Team determine which action should be taken for each site. Each Site, AOC, or SWMU is to be placed into different categories for the purposes of the Draft FFA. **Action Dawn** - review dates on FFA table to identify those sites that are not CERCLA applicable. **Action Donna/Bill** – provide any further justification for status of sites and remove unwanted comments so that the table can be placed in the Draft FFA report.

During discussion of the sites and AOCs on the FFA table, there was a short conversation on Site 17. According to Dawn, Site 17 has been put on a demo list. Dawn will find out plans for the demo activity.

Action Bill - check on building number for SWMU 10 bldg. 254 or 154?

Action Valerie /Dawn – verify close out report for SWMU 19

Action Dawn - check on Building 318 sewage plant (barracks) trickling filters at AOC K to determine if mercury was used in the filters during the sewage plants life-span (1942-1947).

V. Tier II Update

Durwood Willis presented the Tier II update to the Team.

- Training survey should be submitted to Tier II to identify training needs of team members.
- ROD issues - Langley Air Force Base will not be used as the model ROD, but model language will be developed.
- If meeting schedules change it is important to notify the Tier II link ASAP.
- If you have ECO concerns follow TEARS chart for protocols to elevate issues.
- The web page is being updated and any ideas, suggestions, concerns are welcomed.

Devlin informed the team that fish tissue data for the Elizabeth River and St. Juliens Creek is available on the DEQ web site. <http://www.deq.state.va.us/rivers/fishsed.html>

VI. Site Management Plan Schedules

Bill presented a summary of SMP schedule. The schedules will be amended and a review of the will be deferred to the November meeting. Any comments on the draft are due on September 15. **Action Bill/Dawn** - set meeting to review and amend the SMP schedules.

VII. SASR Team Goals

Bill reviewed the SASR. The SASR will be sent to the team once all changes of to the schedule has been included.

Sidebar to discuss incorporation of Tetra Tech data into Site 2 RI. The information collected was used for the development of the EPA HRS system. **Action Bill** - provide risk assessors with Tetra Tech data to assess influence on existing risk assessments.

Action Todd - check on documentation requirements for close out confirmation sampling. Todd will check into being able to close out Site 6 in the RI.

Meeting Adjourned

Thursday September 4, 2002

Check In

VIII. BERA Work Plan

Bill presented a summary of the upcoming Draft BERA Work Plan for Blows Creek. The purpose of the presentation is to provide team with preview of the plan and address questions and ask for team feedback at this point. Bill described the objectives of the BERA to fill data gaps and address areas of uncertainty identified in the RI for Sites 3, 4, 5/6, and complete steps 4-8 of ERA for the Sites. Bill described the sites on Blows Creek. A summary of the SERA for Sites 3, 4, 5/6 was provided.

Action Todd - check on list of presumptive remedies and if removal is considered a presumptive remedy.

An issue from the previous meeting was to determine if Steps 1 through 3 would have to be done for that portion of Blows Creek not related to Sites 3, 4, 5/6. Steve Petron, Ed Corl and Semion Hahn discussed this issue and it was agreed that the BERA as being Steps 4-8 for Sites 3, 4, and 5/6 and that Steps would not have to be completed for the other sites along Blows Creek. **Action Bill** - check with Steve regarding language for BERA that evaluation of Blows Creek will be conducted as Steps 4-8 for Sites 3, 4, and 5/6.

During the PAH fingerprinting, Ed Corl identified a terra cotta pipe near Site 19. This sample location will be added to BERA work plan. Dawn asked that the list of compounds for explosives include ammonia picrate and tetryl. **Action Bill** - make sure analysis includes ammonia picrate and tetryl.

It was agreed that exotic compounds or TICs in analytical suites will not be pursued. Team agrees the standard operations of SJCA for ammunition during WW II would not require looking for exotic compounds.

Action Dawn - ask Ed Corl if or why samples were selected to avoid sandy portions of Blows Creek channel during the sample selection scoping. Are sample locations to be biased only to depositional areas.

Action Donna - send laboratory letter for BERA labs to Dawn.

IX. Roundtable

Team discussed rationale for justification for SSA sites for No Further Action. **Action Dawn** look for close-out documents for those AOCs demolished during construction of the SIMA building.

Action Dawn - develop FY03 goals.

X. Agenda Building

**November 12th and 13th, 2002
Portsmouth, VA**

Day 1 11/12/02	Agenda Item	Leader	Purpose	Desired Outcome	Time
0830 hrs	Welcome/Check In	Team	Standard Meeting Format	Welcome and introduction of guests (if applicable). See how everyone's is doing, greetings	30 min
0900 hrs	Guests/R&R/Review GRs	Todd	Standard Meeting Format	Reading of the ground rules, discuss participation of guests for the day.	15 min
0915 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
0930 hrs	Review St Juliens Parking Lot Items	Todd	Standard Meeting Format	Review Parking lot items from previous meeting and see if they can be addressed during current meeting.	15 min
0945 hrs	Review St Juliens Action Items	Todd	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
1015 hrs	Break	Team	Renewal, Recharge, Wake up		15 min
1030 hrs	Scope/Schedule PRAP Public Meeting Agenda	Dawn/Team	Determine agenda for the November RAB and Site 6 PRAP Public Meeting	Team Consensus on the scope and schedule for the PRAP Public Meeting	30 min
1100 hrs	FFA Table	Bill	Finalize the FFA Appendix tables	Team Consensus on putting sites and AOCs under the appropriate category.	30 min
1130 hrs	Lunch	Team		Eat, converse, enjoy!	1 hr 15 min
1245 hrs	Slide Photo Review	Dawn	Discuss historic photographs, include new information into literature.	Inform and learn more of the historical activities at SJCA.	1 hrs
1345 hrs	Break	Team	Renewal, Recharge, Wake up		15 min
1400	Slide Photo Review (continued)	Dawn	Discuss historic photographs and include any new information into the SJCA literature.	Inform and learn more of the historical activities at SJCA.	1 hrs
1500	Tier II Update	Bob	Discuss Tier II, remind team of deadlines	Inform team of upcoming issues.	30 min
1530	Break	Team	Renewal, Recharge, Wake up		15 min
1545 hrs	Review RAB Presentations	RAB Presenters	Prepare for the RAB by reviewing the presentations.	Concur on the presentations.	1 hrs
1645 hrs	End of Day 1			Go set up for the RAB.	

Day 2 11/13/02	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	Todd	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	Todd	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	Update on Sites 1, 3, 6, and 7	Bill	Update the Team on actions which took place at these sites. Present some of the confirmatory sampling data.	Informative, educate, get feedback on how this went, surprises, and what is expected next.	30 min
1000	Site Visit to review SSA sites	Bill/Team	Visit, inspect discuss	Team Consensus on what type of action to take on AOCs.	2.5 hrs
1230	Lunch	Team			1 hr
1330	BERA Work Plan	Bill	Ask for any comments on the Draft BERA work plan.	Team Consensus to accept the BERA work plan approach and mobilize into the field.	30 min
1400	Roundtable	Team	Propose discussing possible approaches to closing Sites 3, 5, & 6.	Provide time for members to bring up new issues or concerns	1 hr
1500	Break	Team	Renewal, Recharge, Wake up		15 min
1515 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
1545 hrs	Develop FY03 Goals	Dawn	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
1615 hrs	Agenda Building (Arrange Conference Call for Next Mtg.) Any Parking lot Items?	Todd	Identify agenda items for next meeting	Have agenda items set for next meeting, Address parking lot items.	30 min.
1645 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
1700 hrs	End of Day 2			Safe trip!	

Next meeting – November 12th & 13th, 2002, Portsmouth, VA
Start time: 8:30 AM, November 12th
End time: 17:00 PM, November 13th

Pre-meeting Conference Call: November 5th, 2002 10:00 AM

Chair: Todd Richardson

Host: Bill Friedmann

Timekeeper: Devlin Harris

Goal Keeper: Dawn Hayes

Recorder: Jennifer Jones or Devlin Harris

Facilitator: Dawn Hayes

Tier II: Bob Schirmer (possibly)

Guests: Possibly – DEQ fish tissue, LANTDIV cultural resources

Future Meetings:

- 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
September 2002 Meeting Action Items and Carry Over Action
Items**

Completed Action Items Since Last Meeting				
Date	No.	Name	Description	Due Date
4/10/02	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
6/11/02	2	Bill	Check with Steve Petron to incorporate Elizabeth River data as referenced in appendices of RI., data being .pdf	6/25/02
6/11/02	3	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.	6/30/02
6/11/02	4	Valerie/Dawn/ Carolyn	Check for any closeout information for Building 89 under NAPEC. All letters and procedures verify what and how areas were closed. Possible releases to storm drains and documentation id haz waste in the building (explosives), potential discharge to ER., will add to Nov 02 site visit	7/23/02
6/12/02	5	Bill	Make sure that the ecological risk assessment section of the Site 2 RI report is reviewed by Steve Petron.	6/30/02
7/23/02	6	Valerie	Send template of SSA information to team by end of week.	7/26/02

Date	No.	Name	Description	Due Date
7/23/02	7	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	8	Valerie	Inquire into housekeeping and best management practice for SWMU 12. Instruction for BMP, SPCC, active operation storing haz waste and PCB items at the site	9/02
7/23/02	9	Todd	Check on EPA TSCA regulation file for information that may be documented for SWMU 12. Covered by Valerie's action item	9/02
7/23/02	10	Valerie	Check on the RCRA closure status of SWMU 21 & 22. Both under RCRA closure, both sites empty, NNSY handling RCRA closure	9/02
7/23/02	11	Valerie	Check on the RCRA closure status of SWMU 21 & 22. Both under RCRA closure, both sites empty, NNSY handling RCRA closure	9/02
7/23/02	12	Valerie	Notify UST manager for need to close these sites: AOC-F USTs at Bldgs. 113, 201, 263, 266, 271, and 283. Contacted UST manager	9/02
7/23/02	13	Bill	Confirm dates of building decontamination from the interviews with Mr. Pinkleton and Mr. Bryant. Decon and closure 1978	9/02
7/23/02	14	Bill	Add criteria to RI figures for select compounds of interest to identify criteria (HH or ECO).	9/02
7/23/02	15	Valerie	Get CO signature in Action Memorandum by August 15.	8/15/02
7/23/02	16	Dawn	Send out OHM schedule. Schedule being revised and should be emailed this week	9/02
7/23/02	17	Bill	Supply Valerie and Todd with access to VA/MD web.	9/02
7/23/02	16	Dawn	Change location of admin record to library closer to SJCA. Call into John not yet heard back	9/02

Date	No.	Name	Description	Due Date
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? Legal is looking into this	9/02
7/24/02	19	Bill	Check on stenographer for public meeting for Site 6 PRAP. Contact Carol Hill rates \$175/hr every page \$3.85	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
Carryover Action Items				
Date	No.	Name	Description	Due Date
4/11/02	1	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
6/12/02	2	Bill	Investigate all alternatives to possible removal actions at Site 5.	7/23/02
7/23/02	3	Dawn	PDF explosives analytical data methods information provided by Devlin and send to Team.	9/02
7/23/02	4	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	5	Valerie	Identify POC for SWMU 18.	9/02
7/23/02 (RAB)	6	Dawn	Bring PAH fingerprinting sampling plan to the next RAB meeting.	11/02

Date	No.	Name	Description	Due Date
7/23/02 (RAB)	8	Dawn	Determine the status of ASTDR for St. Juliens Creek and present it at the next RAB meeting. Report will not be done until 03	11/02
7/23/02 (RAB)	9	Dawn	Find any cultural resource documents for St. Juliens Creek and bring them to the next RAB meeting.	11/02
New September Action Items				
Date	No.	Name	Description	Due Date
9/4/02	1	Todd	Check into requirements to have stenographer for public meeting for PRAP in the next two weeks and notify Bill.	11/02
9/4/02	2	RAB Presenters	Send RAB presentations to Team for review and discuss during partnering meeting agenda call so all presentations can be final and copied for distribution at the RAB.	10/31/02
9/4/02	3	Bill/Dawn	Discuss separate technical memo from Shaw E&I close out report to include confirmatory samples for purposes of demonstrating risk has been mitigated.	11/02
9/4/02	4	Dawn	Review dates on FFA table to identify those sites that are not CERCLA applicable.	11/02
9/4/02	5	Bill/Donna	Provide any further justification for status of sites and remove unwanted comments so that the table can be placed in the Draft FFA report.	11/02
9/4/02	6	Bill	Check on building number for SWMU 10 Building. 254 or 154?	11/02
9/4/02	7	Valerie/Dawn	Verify close out report for SWMU 19.	11/02
9/4/02	8	Dawn	Check on Building 318 sewage plant (barracks) trickling filters at AOC K to determine if mercury was used in the filters during the sewage plants life-span (1942-1947).	11/02
9/4/02	9	Bill/Dawn	Set meeting to review and amend the SMP schedules.	11/02

Date	No.	Name	Description	Due Date
9/4/02	10	Bill	Provide risk assessors with Tetra Tech data to assess influence on existing risk assessments.	11/02
9/4/02	11	Todd	Check on documentation requirements for close out confirmation sampling. Todd will check into being able to close out Site 6 in the RI.	11/02
9/5/02	12	Todd	Check on list of presumptive remedies and if removal is considered a presumptive remedy.	11/02
9/5/02	13	Bill	Check with Steve regarding language for BERA that evaluation of Blows Creek will be conducted as Steps 4-8 for Sites 3, 4, and 5/6.	10/02
9/5/02	14	Bill	Make sure analysis includes ammonia picrate and tetryl.	10/02
9/5/02	15	Dawn	Ask Ed Corl if or why samples were selected to avoid sandy portions of Blows Creek channel during the sample selection scoping. Are sample locations to be biased only to depositional areas.	10/02
9/5/02	16	Donna	Send laboratory letter for BERA labs to Dawn.	11/02
9/5/02	17	Dawn	Look for close-out documents for those AOCs demolished during construction of the SIMA building.	11/02
9/5/02	18	Dawn	Develop FY03 goals.	11/02
9/5/02	19	Bill	Forward Jennifer's comments on the draft final RI on to Dawn and Todd	10/02

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

No.	Date Update	Goal	Date
1	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) Sept 02 on schedule	4 th FY02
2	9/5/02	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) Sept. 02 revised to 1st qtr 03 Draft Final RI comments due 9/27/02	4 th FY02
4	9/5/02	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 Sept 02 revised to 1st qtr 03 Draft Final RI comments due 9/27/02	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	9/5/02	Finalize Removal Action Work Plan for Sites 3 & 6 EE/CA 4th FY02 currently scheduled for 7/31/02 (slipped due to EMAC progression). Sept 02 revised to 4 th qtr on schedule. Scheduled for 9/10/02	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	9/5/02	Draft FFA – review sites for inclusion into FFA at April 2002 meeting. On schedule, draft report expected 9/15/02 Sept. 02 Revised to Sept 30 02, on schedule	4 th FY02