

St. Juliens Creek Partnering Team Meeting Minutes:

Partnering meeting - January 23-24, 2001

Attendees:

Dawn Hayes/LANTDIV
David Schroeder/CDM Federal
Todd Richardson/USEPA
Devlin Harris/VDEQ
Jeff Harlow/NAVY
Doug Dronfield/CH2M HILL/Tier II
Wandy Browne/The Management Edge
Lynne France/CDM Federal

From: Lynne France/CDM Federal

Date: January 23 & 24, 2001

LOCATION

CDM Federal Office, Fairfax, Virginia

MINUTES

Tuesday January 23, 2001

9:25 Check in

Reviewed Basic Ground Rules (Section 3.2 in Partnering Workbook). Added:

Use "I statements."

Maintain confidentiality outside of the meeting.

Reviewed meeting roles: Dave – Chair and Host, Lynne - Recorder, Dawn - Timekeeper and Gatekeeper,

Reviewed Agenda. Dawn wanted to discuss use of extra money for St. Juliens – asked for ideas for projects. This was placed on the Parking Lot. Dawn also wanted to discuss the status of documents/reviews. We will discuss this when we discuss SASR format.

Scheduled Doug's Tier II feedback during his talk at 8:30 – 9:00 on the second day.

Dave reviewed building logistics.

I. Partnering

Wandy lead the team in a discussion of the bigger picture of Partnering – developing the structure of the team serves a dual purpose: it is a team-building exercise and a technical exercise at the same time. She discussed the building blocks of Teams: Common Goal, technical skills, communication, trust, courtesy/consideration, consensus/collaborative decision-making, management support, structures/norms, resources, relationship. The cornerstones of team-building are Trust and Communication.

Wandy reviewed the stages of Team development.

For this meeting, the goal is to start work on some of the Draft Deliverables and finalize the Draft Meeting Roles and Responsibilities that were developed at the Partnering Kick-off meeting. The Draft deliverables that we need to develop include:

- Ground Rules
- Mission Statement
- Goals for the Fiscal Year (technical and partnering)
- Agenda Format
- Meeting Management Aids
- Minutes – Partnering Stuff

CONSENSUS: The team reached consensus on the format of the Action Item List. The items will be numbered sequentially under headers for “Current” and “Previous” months. The Action Item List is attached to these Minutes.

For the Action Item List we will create a Word Table with columns so people can find their names. The columns will include: Date, Action Item #, Name, Description, and Due Date. The descriptions of the Action Items will be as specific as possible. The list will be sent out with the minutes.

Review of Draft Meeting Roles and Responsibilities:

CONSENSUS: The Team Reached consensus of the following edits to the draft meeting Roles and Responsibilities. The Final Meeting Roles and responsibilities are attached to these minutes.

- CHAIR – change “Ensures participation” to “Encourages Participation”.
- HOST – change “In charge of hotel logistics” to “Coordinate with CH2M HILL on Hotel logistics as necessary.”
- Change “arranges refreshments” to “arranges refreshments as necessary.”
- Add: “provide meeting directions.”

TIMEKEEPER/GATEKEEPER (COMBINE) – Add “Lets speakers know when there is 5 minutes left on agenda”. Get rid of “Maintains overall schedule of

activities both current and future” and “Notifies Team of effects of schedule changes”

Added the position of GOALKEEPER – Maintains focus on fiscal year goals and updates during meeting. Notifies team of any impacts on goals from schedule/process changes. Dawn Hayes volunteered to be the goalkeeper for this team.

RECORDER: Add “Prepares and sends quarterly report to Tier II”
Change “Site/Document Status reports” to “distributes and updates SASR” report before the next meeting.

II. Field Activities Schedule

Dave Schroeder reported on the status of the Site 17, Site Screening Assessment, and Background Soil Investigation field activities schedule. The Modification to CTO150, which will fund these activities for Site 17 and the background investigation, is still pending. Subcontractor bids should be back by 1/24. CDM Federal is planning on being in the field on 1/29/01. The Field Planning meeting is scheduled for the afternoon of 1/24. Field work should take 2 weeks, finishing on February 10, 2001. We should have validated data back in time to present to the RAB on April 11, 2001. Ordering of supplies and renting of equipment is moving forward.

III. SASR Format Options

Dawn had e-mailed an example of a SASR (from Little Creek) prior to the meeting. Wandy brought another example (from Quantico). Dawn explained that the SASR is a management tool to track documents for three months. Jeff noted that there is a movement to remove the Draft Final documents from the review cycle.

The Team inserted a “Document Review Format” item into the Agenda.

The SASR format discussion continued: The team decided to try a SASR for a while to see if it is useful. SASR will have documents that will be coming out in the next 6 months since not much is happening for the next 3 months. The SASR will be distributed by the Recorder as part of the meeting minutes. The team decided to use the Quantico Team’s format.

Action Item: Devlin will try to get an electronic version of the Quantico SASR for Lynne by 1/31.

IV. Document Review Format

Dawn would like to skip the internal Navy review in order to streamline the process. The following are the agreed upon steps in the Document review cycle that the Team would like to use:

1. **Joint scoping** with power point presentation of Plan of Action (POA) before the draft POA is developed. Photographs will be used instead of figures whenever possible. Joint scoping will happen at a partnering meeting
2. **Draft Submission** will be shortly prior to a presentation of the POA or document.
3. **Presentation of POA/Document** and collection of preliminary comments. The goal of the presentation is to facilitate the review of the document or POA.
4. **POA/Document Review**
5. **Formal Comments** submitted by the Agencies.
6. **Response to comments** will be made at a meeting or in a conference call.
7. **Incorporate comments**
8. **Submit Final Document**
9. **Final Document Accepted by Agency** in partnering meeting or by letter.

Number of copies for the Agencies:

Agency	Number of Drafts	Number of Finals
EPA	4	3
Navy	2	2
CH2M Hill	1	1
DEQ	2	1
Region (Jeff Harlowe)	2	2
F&W (John Mcklusky)	1	0

Dawn wants documents submitted in three-ring binders, with new Binders for each submission unless we can get away with replacement pages. Devlin wants a title on the spine. There was discussion on the use of CD ROMs to replace hard copy appendices. Dawn would like Appendices on CD ROMs instead of binders. Jeff wants hard copy. It was decided that we would not use CD ROMs.

V Summary of SSA, Background, Site 17 Work Plans

Dave Schroeder gave a Powerpoint presentation summarizing the Site 17, Site Screening Assessment (SSA) and Background Investigation work plans. He presented the objectives and sampling plans for each. The goal of his presentation was to obtain consensus on final documents.

Background Investigation

Dawn wants to include a section in the Background Report that will explain how the Background information will be incorporated into other projects. This section will be added to the report.

There are two conflicting policies. Navy wants to screen data against background first to screen out COPCs and EPA screens against background in the uncertainty section. Devlin pointed out that, from the point of view of presenting it to the public, it is easier to screen out up front. We'll need to get Alvero's buy in.

Action Item: Doug will bring the issue to Tier II in February.

Added this item to next meeting's agenda.

Dawn mentioned that EPA will be coming out soon with a new guidance document for collecting/using background data.

Action Item for Todd – check on the status of this document by next partnering meeting.

Site 17 Site Investigation

Following the presentation of Site 17 Doug mention that Tier II has issued 2 issue papers that may be relevant to the proposed work. On paper discusses the fact that, for small sites, groundwater samples are not always necessary if there are soil samples. The second paper discussed the use of Hydropunch samples. It concludes that Hydropunch sampling at SI sites is not recommended because the data can't be used for risk assessment.

Devlin proposed to change the sampling to: collect only four surface soil samples. One next to the pad,(on the north side, next to building) two under the building, as proposed, and one between the building and the drainage channel to Site 2 (as proposed).

The Team reviewed the soil RRR data. Doug and Devlin do not believe that there are any detections that exceed the Region III RBCs. No subsurface soils will be required.

CONSENSUS: The Team reached consensus accepting Devlin's sampling plan as stated above.

It was noted that the revised plan will delay the EE/CA for Site 17 if it is required.

Site Screening Assessments

Following the presentation of the sampling plan, Devlin stated that he believes we should analyze for explosives at all sites at least for the first round of samples. If no explosives are found, we don't need to analyze for explosive in subsequent sampling rounds.

Due to concerns around UXO, it was decided that we would eliminate all GPR surveys and, instead, do EM at all three EPIC AOC sites.

There was a discussion on whether or not we should analyze for cyanide at all sites. Dave ran a query of the data (approximately 418 samples) that has been collected from St. Juliens Creek Annex for Cyanide hits and found that there are some low-level hits – typically in surface water or sediments, and occasionally surface soil samples.

CONSENSUS: We'll analyze for cyanide at all sites where there is no previous cyanide data or where it has been previously found. If cyanide has previously been analyzed for, and not detected (or is below background) it will not be analyzed.

Dawn wants the risk characterization section of the SSA report to include a discussion of Background.

There was discussion concerning the format of the Report of Findings and the Close-out reports. Jeff described a “report of findings” from other sites that has a declaration page listing sites to be closed out or NFA. **Action Item - Jeff** will try to get an example of a report structured in this way for CDM Federal.

EPA and VaDEQ accepted the Work Plans for Background, SSA and Site 17.
1715 Adjournment.

Day 2 - January 24, 2001

0825 Check in

Reviewed Parking lot items: Eco Risk Subgroup. We discussed whether we need a Tier I subgroup for this team. It was decided that we probably don't need one since the ecological risk people are meeting and working together on their own

VI. Tier II Update

Doug Dronfield described Tier II composition and function. He noted that this Tier II tackles more technical issues than most. Issue papers are posted on the Web site. Most of issues raised to Tier II are pushed back to Tier I because they want Tier I to work harder on it.

Because of the timing of the start of St. Juliens Creek Partnering, Doug said Tier II would accept FY01 and 02 goals together. Doug will be the Tier II member responsible for reviewing the St. Juliens Creek Team Goals.

Every year or year and a half there will be a joint Tier I/Tier II meeting. Doug reviewed the features of the Joint Virginia/Maryland Partnering Team Website. Group consensus: develop team goals for just the current FY.

Devlin volunteered to be the Tier II POC.

Lynne/Dave will upload to the website: Quarterly reports, calendar, contacts, meeting minutes, Team Goals, and deliverables.

VII. Summary of RI Sites

Dave Schroeder presented a quick overview of the site background and RI work that has been conducted at Sites 2,3,4,5 and 6.

The results of the background investigation are needed to move the RI and Risk Assessment reports along. Dawn wants CDM Federal to research the cost of getting fast turn around on lab analyses and data validation so that she can evaluate the value of streamlining the Background report.

Action Item-Dave will e-mail his powerpoint presentation to Todd, Dawn, and Jeff.

The Draft RI report will be submitted in June.

VIII. Tier II Feedback

Feedback provided by Doug Dronfield:

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Using lessons from training	Bring everyone into the discussion
Collaborative and willing to work together	
Flipcharts use increasing	
Great for first meeting	

IX. Partnering

Wandy lead the group in work on meeting format and communication skills.

The Team revised the draft meeting format developed previously. It was decided that the meeting format items would be grouped as the Norfolk Naval Base Team did with their format. The final meeting format is attached to these meeting minutes.

CONSENSUS: The Team reached consensus to accept standard meeting Format as edited.

Communication Skills: Clarifying, summarizing, refocusing. Whoever has the agenda item lead will start with a clear statement of what they want to accomplish.

At the next meeting Partnering exercises will include work on the Ground Rules and technical and partnering personal goals.

Action Item – Team: Prepare for ground rule discussion by reviewing the Basic Ground Rules (in Workbook), Team Examples in work book, or other team examples. Mark the Ground rules that you like.

Action Item - Team: Come to next meeting with draft personal/entity goals for FY01. Develop SMART Goals:

Specific
Measurable
Attainable
Relevant – to priority of entity or team
Time-bound

NEXT MEETING

Next few meetings will require 2 hours first day and 1 hour second day for partnering.

February 27 & 28 – Williamsburg

Start time: 8:30 AM

End time:12:00

Roles:

Chair: Jeff

Host: Dawn

Timekeeper/ Gatekeeper: Devlin

Goal keeper: Dawn

Recorder: Lynne

Tier II Link: Will Bullard

Conference call: 10:00 February 15, 2001. CDM Federal will set up the conference calls.

Proposed Agenda:

Item	Lead	Purpose	Time
Check in and Administration	Jeff		1 hour
Extra Money for SJC Annex for FY01	Dawn	Award	30 minutes

Item	Lead	Purpose	Time
Screening Background	Tier II	Determine at which stage to use background	30 minutes
Field Work Status Review	Dave	Informational	30 minutes
Mission Statement	Team		1 hour
Develop Team Groundrules and Goals, MBTI Type table	Wandy		2 hours (day 1) 1 hour (day 2)
Closeout	Jeff		1 hour

Future Meetings:

March 20 – 21: Williamsburg

April 26 –27: Virginia Beach

Host: Dawn

May 30 - 31: Southern VA: Todd will decide

July 11 – 12: Portsmouth, VA

August 28 – 29: Charlottesville, VA

October 10 – 11: Portsmouth. VA

November 27 - 28 : Cacapon, West Va.

January Meeting Check-Out.

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Great meeting went well	Timekeeping
Good Team	Summarizing Consensus Statement
Stayed with agenda in room	Time after meetings – home base too close
Enjoyed it	
Great meeting Facilities	
Devlin saved the project a lot of money	
Productive	
Flexible	
Respectful	
After hours social time	
Size of Team and good mix of people	
Quick trust building	
Bringing in Lessons learned	
Team is open minded	

1200 Meeting adjourned.

St. Juliens Creek Annex Partnering Team Standard Meeting Format

1. Open Meeting/Administrative/Logistics

- Check in
- Identify meeting roles
- Introduce Guests
- Meeting Logistics
- Read the ground rules temporarily – later only when guests are present
- Finalize Agenda
- Review action items from previous minutes
- Accept Previous Minutes

2. Standard Agenda Items

- SASR (Schedule) review
- Tier II Update.*
- Partnering Exercises*

3. Technical Agenda Items

- Accomplish Agenda Items Determined by Team priorities

4. Close Meeting

- Review Action Items from current meeting
- Agenda Building for next meeting
- Set next meeting logistics/roles, set up date for conference calls
- Meeting Evaluation
- Update Goals with Goalkeeper

Note: Italics indicate variable sequencing in meeting agenda.

**St. Juliens Creek Annex Partnering Team
Action Items**

Date	No.	Name	Description	Due Date
1/23/01	1	Dave Schroeder	E-mail team list to Doug Dronfield	1/26/01
1/23/01	2	Dawn Hayes	Check with Lee Anne on refreshment issue	2/27/01
1/23/01	3	Devlin Harris	Check with Steve and send electronic version of Quantico SASR to Lynne	1/31/01
1/23/01	4	Doug Dronfield	Check with Tier II on what stage background concentrations are used for screening data.	February?
1/23/01	5	Todd Richardson	Check on the release date for the Background Guidance being developed by EPA	2/27/01
1/23/01	6	Jeff Harlow	Send an Example of a combined Close-out/Report of Findings document to CDM Federal	2/27/01
1/24/01	7	Dave Schroeder	E-mail the presentations to Dawn, Jeff, and Todd	No date
1/24/01	8	Team	Prepare to develop Ground Rules – review examples from other teams	2/27/01
1/24/01	9	Team	Prepare Draft Personal Goals for FY01. Create SMART Goals	2/27/01

FINAL MEETING ROLES AND RESPONSIBILITIES

CHAIR:

- Prepares and distributes agenda.
- Chairs conference call prior to meeting.
- Brings Team to consensus.
- Maintains focus on agenda.
- Encourages participation.
- Makes sure that the Team is following the ground rules.
- Makes sure the meeting adheres to the meeting format.
- Wraps up agenda topics.

HOST:

- Arranges social events.
- Coordinates with CH2M HILL on hotel logistics as necessary.
- Meeting room arrangements.
- Arranges refreshments as necessary.
- Researches lunch options.
- Provides meeting directions.

TIMEKEEPER/GATEKEEPER:

- Ensures prompt start/finish of agenda topics, breaks, and lunch.
- Lets speakers know when 5 minutes are left on the agenda.
- Guards the door – prevents interruptions.

RECORDKEEPER:

- Captures Meeting Minutes.
- Distributes Meeting Minutes within 10 working days.
- Finalizes Meeting Minutes.
- Sends accepted Meeting Minutes to website for posting.
- Sends out notification of website changes.
- Prepares and sends out quarterly reports to Tier II.
- Updates and distributes SASR prior to next meeting.

GOALKEEPER:

- Maintains focus on fiscal year goals and updates the goals during meeting.
- Notifies Team on any impacts on goals resulting from schedule/process changes.