

**St. Juliens Creek Partnering Team
Final Meeting Minutes:**

Partnering meeting – May 29 & 30, 2001

Attendees:

- Dawn Hayes/LANTDIV
- Todd Richardson/USEPA
- Devlin Harris/VDEQ
- Jeff Harlow/NAVY
- Wandy Browne/The Management Edge
- Bill Friedmann/CH2M HILL
- Lynne France/CDM Federal

Guests: Donna Caldwell/CH2M HILL

From: Bill Friedmann/CH2M HILL

Date: July 10, 2001

LOCATION

Hospitality House, Williamsburg, Virginia

MINUTES

Wednesday, May 29, 2001

9:15 Check in

Roles and Responsibilities for this meeting:

Meeting Manager – Todd Richardson			
Timekeeper/gatekeeper – Lynne France			
Host – Lynne France			
Goalkeeper - Dawn Hayes			
Facilitator - Wandy Browne			
Recorder – Bill Friedmann			
Chair - Lynne France			

Parking Lot

- RAB Meeting July
- Change October meeting date
- Bring Devlin to Cacapon

Reading of Partnering Team Ground Rules

The Meeting Agenda was reviewed.

I. Review of Previous Meeting Minutes and Action Items

There was a general comment made not to include a great level of detail on revisions to draft minutes, simply incorporate changes in the next meeting minutes.

Actions 3 and 9 completed, PD 680

Pg. 4, Site 17 Not affect EPA schedule

Pg. 5, 1st paragraph "should be conceptual site model as part of ERA".

Pg. 7, UXO sampling conducted will not be conducted, but rather explosives.

Pg. 8, Bill - Action, Simeon request for dioxin sampling may be at a later date.

Pg. 8, St. Juliens and New Gosport site visit, are of abrasive blast media (ABM) not included in area between Site 2 and 17 with ABM, not included in any area needs to be in Site 2 RI.

Pg. 12, last paragraph, FS for site has already been awarded.

Pg. 15, Action Item changed to UXO.

CONCENSUS: Accepted meeting minutes from April meeting as revised.

CONCENSUS: Accepted meeting minutes from March minutes as revised.

Logistics

Consensus Donna to be full member.

Reviewed Parking Lot Items from previous meeting.

- None

Review Action Items from previous meeting:

**St. Juliens Creek Annex Partnering Team
May 2001 Meeting Action Items**

Date	No	Name	Description	Due Date
5/30/01 Complete	1	Bill	Check on Site 17 building demolition time frame <i>Currently on fy02 demo list</i>	5/4/01
4/26/01 Complete	2	Bill/ Lynne	Look into regional influences of sedimentation along the Elizabeth River which may impact St. Juliens Creek, <i>incorporate into ERA</i>	
4/26/01 Complete	3	Bill/ Lynne	Compile available historical data on Site 3 <i>1981 study IAS id Site 3 where trash burned dozed, no mention of waste type, PA 1983 NUS, document not found, 1989 doc RFA summarize</i>	

			<i>sites waste at Site 3 lists acids bases solvents, Action Dawn/Todd try to track down PA 1983 NUS Project for Performance of remedial response activities at uncontrolled hazardous substance facilities-zone 1. Final report NNSY & SJCA Preliminary assessments of the site</i>	
4/26/01 Carryover	5	Dawn	Get Simeon and Team information on the BERA approach and schedule	
4/26/01 Carryover	6	Bill	Check with Holly Rosnick (CH2M HILL) on dioxin considerations for the HHRA	
4/27/01 Complete	7	Jeff	Provide roles and responsibilities to Devlin	
4/27/01 Complete	8	Todd	Reserve room with a TV & VCR at Region III for next partnering meeting	5/2/01
4/27/01 Complete	9	Team	E-mail roles and responsibilities to Bill	5/2/01
4/27/01 Complete	10	Dawn	Will check on a HASP for OE <i>Bill follow up with Bloodsworth Island</i>	
4/27/01 complete	11	Bill/ Lynne	Update the SJCA web site with a members list. Bill's name will be added	
4/27/01 Complete	12	Wandy	Bring partnering videos to the May partnering meeting.	5/30/01
4/27/01 Complete	13	Bill	Edit the NFA Section in the March meeting minutes	5/30/01
4/27/01 Complete	14	Bill/ Lynne	Take over SASR	
4/27/01 Complete	15	Bill/ Lynne	Provide team with 3-ring binder with up-to-date Team Deliverables. Action Bill bring hardcopy of final minutes to all meetings	5/30/01
4/27/01 Complete	12	Bruce	Check his schedule to participate in the May meeting conference call	

II. Background Investigation

Bill presented a summary of the background investigation conducted at SJCA. Focus was on statistical analysis of the data. Handout of presentation provided. Lynne indicated that the upgradient well at Site 2 may be applicable to incorporate into the background data set. The GIS needs to reflect that Sites 15 & 16 and the DRMO are no longer to be included in the IR program.

It was noted that many Navy facilities have backgrounds and it would be interesting to review all data collectively. It was noted that the Navy tried to use other bases background data, but EPA has not accepted this approach and maintains that the background data must be site specific. It was suggested that this issue be raised to the Tier II for discussion. Jeff suggested this would be a good presentation for the next RAB.

Action - Dawn will discuss with LANTDIV the possibility of combining all facility background data into broader review of regional background levels.

The background report will include a greater discussion of risk based concentrations which are were greater than the detection limits. The sample depths for the background soil samples were 0-6" and 1-3'. **Action Todd - discuss samples depth with Simeon.** It was suggested that a second round of groundwater samples could be collected to determine if there are seasonal changes in the groundwater and add to the data set. It was decided to wait for any comments that would suggest this, plus there is currently no funding available to collect another round of groundwater samples. Additional site related wells will be reviewed to determine if they may be included as part of the background well data set.

The background data will be used for screening in the uncertainty section of the risks for the RIs. In order to move forward with the RIs and other reports, it was requested that the EPA and VADEQ agree to move ahead with use of background data even though the background data has not been approved.

Consensus the team agrees to move forward with work at SJCA by using draft background information. If background information changes documents impacted by changes will be adjusted

Action Bill – e-mail presentations given at meetings to the Team, provide hardcopy of handouts with the minutes.

III. Partnering Exercise

Review Entrance procedure and conduct Team building exercise.

IV. Site 17 Presentation of the SI Report

Lynne presented a summary of the Site 17 findings. Objectives were to present findings in context of background and ERA screening. Lynne identified compounds exceeding criteria. The demolition of Building 278 for 2002 and any removal action could be conducted during the demo activities. Prior to demolition, there would be the need to assess vertical and horizontal extent of contamination. There would be health and safety concerns during demolition of the building.

A question was raised whether there was still the thought of including Site 17 with Site 2 or if the sites would remain separate. At this point the Navy would like to keep the sites separate since Site 2 appears simple to address. The site investigation will recommend additional sampling to define vertical and horizontal extent of contamination in soils.

The Team discussed additional samples of surface and subsurface soil. Future figures generated from the GIS will more accurately depict drainage channel at Site 17. Several suggestions were made as to how sample and what analysis to conduct on the additional soil samples. Discussed sampling before demolition or confirmatory samples after demolition. One suggestion is to collect TCLP composite samples around the footprint of the building and TCLP composite samples in the drainage area for the purpose of disposal. **Action Bill/Dawn - check available funding for TCLP sampling.**

V. SSA Findings

Lynne presented findings of the SSA. There was a review background and characteristics of the sites and review site data. Data was screened against the Relative Risk Ranking (RRR) data. Initially, 21 sites reviewed, 4 sites 9,12,13, and 14 were remediated in the 1990s. There are now only nine sites which remain and were presented.

Site 1 Landfill A

It was noted that surface water and sediment data included in report but not tied to Site 1 but is in the overall sample data for Blows Creek. Recommendation – No Further Action (NFA).

Site 7 Old Storage Yard

Metal storage area and chain equipment. Two surface soil samples were collected during the RRR and reviewed. The recommendation is for NFA, however, debris at the site would need to be removed prior to NFA.

Site 8 Cross and Mine Site

Concern was raised that only one sample collected for pesticides would not be representative. It is believed by VDEQ that it is probable that pesticides would be present in the groundwater.

Site 10-Hazardous Disposal Area at Railroad

Recommendation is for NFA.

Site 11- Building 53

Recommendation is for NFA.

Site 18 – Building 47

Recommend a site visit

Site 19- Ordnance Handling Area, Building 47

Recommend further review.

Site 20- Wharf Area Sediments

Magnetic surveys conducted. Recommend NFA under CERCLA. People need to be identified to notify and address UXO issues outside of CERCLA. **Action Dawn - contact IPT liaison at LANTDIV to address special issues and who should address UXO from a health and safety standpoint.**

Site 21- Building 187

It was recommended that a site visit take place to look at floor drains. **Action Dawn - check on access to buildings for SSA presentation for the July meeting.**

EPIC AOC 1

Sampling indicates fill. Recommend NFA.

AOC 8 – Possible Waste Disposal Area

Recommend NFA, however, there is a concern regarding the levels of lead and it is suggested that a confirmation sample for lead be collected prior to NFA. **Action Todd - look into regulatory considerations for lead criteria changes.**

AOC 12- Sandy Flat

Recommend NFA.

Lynne summarized actions to be taken for each of the sites:

Site 7 - debris removal

Site 8 – look closer at groundwater

Site 19- abundance of metals, further sampling

Site 21 – look closer at groundwater

AOC 8 – confirmatory lead sample

AOC 1 - re-check the soil type

Schedule for draft SSA report July 10,

VI. Partnering Exercise

The Abilene Paradox

Meeting adjourned for the day.

Thursday, May 30, 2001

Check-In

Review Agenda

VII. Trenching Work Plan Presentation

Bill presents the scope of work for upcoming trenching activities at Sites 2, 3, 5 & 6. The trenching activities will be used to determine the extent of debris and/or contaminated soils at the sites in order to determine what remedies should be considered. In addition to the trenching, additional samples for samples will be collected to address human health and ecological risk data gaps.

For Site 3 (Landfill C), trenching will focus in areas near the gravel road which bisects the site. Historic aerial photographs indicate that landfill activities occurred along the road. A test pit will also be conducted along a previous geoprobe sampling line conducted by CDM.

Site 6 (Small Arms Pit) will have at least one test pit dug in the location of the former pit. Coordinates of the pit where a samples have previously been collected have been provided to CH2M HILL.

Site 5 (Burning Pits) will have several test pits conducted including in areas identified in historic aerial photographs as burn pits. There have been dioxin samples collected previously, so only a few confirmatory samples will be collected. Some test pits will be conducted on the east side of the site to try and delineate the site adjacent to the nearby creek.

Site 2 (Landfill B) has been identified as having both construction debris and abrasive blast media (ABM). The purpose of trenching at Site 2 would be to delineate the construction debris and the ABM for possible removal. Samples will be collected for dioxins if contaminated soils are indicated and TAL metals will be collected beneath the ABM to determine if there is any leaching of the blast grit into the soils.

Soils for each test pit will be removed in such a way as to not allow the surface soils, the first 1 foot of soil, not to be mixed with subsurface soils. This will be accomplished by separating the soils into separate piles. During backfilling of the trench, every attempt will be made to place the soils back into the trench in the order it was taken out.

There was a general discussion on unexploded ordnances (UXO). CH2M HILL will be subcontracting UXO contractor to minimize contact with UXO. In the event that a UXO is encountered, the Little Creek Explosive Ordnance Department (EOD) would be dispatched to the site, a determination of the ordnance would be made, and removal of the UXO would be performed. **Action Bill – once UXO contractor selected, contact the Little Creek EOD to inform them of upcoming activities.**

If any drums which still contain chemicals are encountered, the procedure would be to recover the containers and mark their location for further removal. If containers are encountered and the container punctured during excavation, then the container and any impacted soils would be removed and placed into a drum to be removed as potential IDW.

CONSENSUS: Team agrees to mobilize for additional RI/FS work at Sites 2, 3, 5 & 6 based on the work plan presentation.

VIII. SASR update

Bill presents an update on upcoming goals.

IX. Team Goals

FY02 Goals:

No.	Goal	Date
1	Develop Ecological Risk Approach Matrix for all sites	6/29/01
2	Final Acceptance for process for documenting NFA Determination on Sites Presented in SMP (Accomplished 3/20/01)	
3	Final RI/FS Site 2	12/01
4	Final RI/FS Sites 3/4/5/6	11/01
5	Final Site 17 Technical Memorandum	8/01
6	Final SSA Report	9/01
7	Finalize Remedial Design for Sites 3/4/5/6 (Assessment of Needs)	FY02
8	Sign ROD for Sites 3/4/5/6	FY02
9	Sign ROD for Site 2	6/02
10	Closeout SSA Sites Requiring NFA	FY01
11	Complete Team Deliverables	2/02
12	Draft FFA	1/02
13	Final Background Report	8/01

Consensus – Team reaches consensus on goals.

VIII. Agenda Building for Next Meeting/Scheduling of Meetings

Agenda Items for July 2001 Meeting

Item	Lead	Goal	Time
July 11 th			
Check In	Team		
Site Visit for SSA Sites / Trenching / Site 21	Team	Review Sites/ SSAs /Consensus on NFAs if possible Update field work for trenching	4 hours
Roundtable	Team		1 hour
July 12 th			
Tier II Link	Bruce	Informational	0.5 hour
Partnering	Wandy	Finalize Roles and Responsibilities by organizations	1 hour

RI Risk Assessment Update	HHRA guest ECO guest	Informational/Update	1 hour 1 hour
SASR	Bill/Dawn	Review Status	0.5
Prepare for RAB Meeting	Bill	Review Presentations	

Next meeting – July 11 & 12 at Portsmouth (Renaissance)

First Day: July 11, 2001

Start time: 8:15 – 9:00 AM @ Restaurant TBD

End time: 5:00 PM

Second Day: July 12th

Start time: 9:00 AM

End time: 5:00 PM

Pre-meeting Conference Call: June 28, 2001 10:00 AM

Chair: Jeff Harlow

Host: Dawn Hayes

Timekeeper: Donna Caldwell

Goal Keeper: Dawn Hayes

Recorder: Bill Friedmann

Tier II: TBD

Guests:

August 28 & 29 Philadelphia, PA, or Cacapon, WV

October 10 & 11 Portsmouth, VA

November 27 & 28 Cacapon State Park, WV

**St. Juliens Creek Annex Partnering Team
July 2001 Meeting Action Items**

Date	No	Name	Description	Due Date
5/29/01	1	Dawn/ Todd	<i>Find 1983 PA Document NUS</i>	7/12/01
5/29/01	2	Bill	Update members list and put on web. Bring hard copy of Final minutes to distribute at each meeting.	7/12/01
5/29/01	3	Bill	Bring map of SJCA for the Team Deliverable notebook	7/12/01
5/29/01	4	Dawn	Raise issue of possibly combining background information into a regional level and evaluate the cost/benefit.	

Flexible with meeting location	
Moved forward quickly as a Team	
Efficient Agenda	
Good technical meeting	
Presentations	
Pictures	

Roles and Responsibilities

The following are the Roles and Responsibilities of the team members as discussed and agreed upon.

Devlin Harris (DEQ) Roles & Responsibilities

1. Coordinate and prepare comments on documents
2. Advise team members of changes in regulations
3. Review documents in a timely manner
4. Provide technical regulatory oversight and support so that remediation is consistent with NCP.
5. Resolve issues within agency w regards to my facilities.
6. Provide criteria for cleanup and ARAR's
7. Meet DSMOA commitments
8. Attend RAB meetings
9. Work in partnership

Todd Richardson (EPA)

1. Coordinate and prepare comments on documents
2. Review documents in a timely manner
3. Provide approval and concurrence, where required
4. Assist in preparing decision documents
5. Maintains copies of final documents
6. Attend RAB and other Public Meetings.
7. Consider community concerns when making our decisions
8. Help identify new community or "stakeholder" members
9. Advise team members of upcoming regulatory requirements and any changes to those regulations
10. Maintain effective/open communication with team members
11. Attend team meetings.
12. Prepare for meetings and actively participate in each meeting
13. Provide leadership on policy issue resolution
14. Support team decisions at my Agency
15. Resolve disputes and reach consensus at our (Tier I) level
16. Assist team to identify ARARs
17. Coordinate the development of probable remedies
18. Resolve issues and concerns within the Federal Facility Branch that may apply to St. Juliens Creek Annex
19. Provide technical and regulatory oversight of the project
20. Keep work on schedule
21. Identify resource needs for coordinated oversight.
22. Assist in RCRA (corrective action and closure) issues
23. Review regulatory compliance status and conduct enforcement, if needed
24. Assist in the regulatory field assessments, if requested

Jeff Harlow and Dawn Hayes (Navy)

1. Execute community relations
2. Conduct field oversight and assist contractor when they are on-site
3. Co-chair the Restoration Advisory Board (RAB)
4. Maintain local administrative records in repository
5. Sign decision documents, including permits
6. Identify probable land uses
7. Prevent or control new sources of contamination
8. Ensure budgetary requests are properly submitted
9. Protect natural resources
10. Be responsible for emergency response
11. Provide oversight and coordination of base mission and projects
12. Ensure that contract submittals are timely & complete and schedules are met
13. Provide long-term maintenance
14. Identify ERN salary support
15. Keep chain of command informed
16. Create and distribute administrative record
17. Manage ERN program (budgeting)
18. Solicit and respond to comments
19. Implement team's decision
20. Provide support (lead the effort where assigned) for regulatory agreements
21. Develop and maintain Site Management Plan/ Management Action Plan
22. Determine ERN eligibility
23. Ensure compliance with NCP and ARARs
24. Author decision documents
25. Maintain execution plan
26. Respond to regulatory inquiries on hazardous waste sites
27. Ensure decision are implemented
28. Ensure site close-out
29. Provide information to appropriate database
30. Review hazwaste docket
31. Maintain consistency in overall program execution and quality of products
32. Coordinate with other Service Centers

Bill Friedmann (CH2M HILL) & Lynne France (CDM Federal)

1. Keep partnering team members informed of the status of all activities
2. Maintain a professional attitude towards all partnering team members; be responsive to each team member's individual needs
3. Fully coordinate work tasks with the appropriate partnering team member, coordinate field work with base RPM prior to mobilization
4. Maintain flexibility; respond to changes rapidly and effectively
5. Be knowledgeable of pertinent regulations/guidance
6. Be knowledgeable of, and willing to use, innovative technologies
7. Advise partnering team of ways to do work better/faster/cheaper
8. Advise partnering team of technical impacts of their recommendations
9. Suggest technical ways to meet all partnering team member requirements
10. Assist SJCA with community relations activities

11. Conduct work tasks and prepare deliverables as directed by the partnering team in a cost-effective, timely manner
12. Assist in planning and executing environmental activities at the base
13. Advise partnering team of economic impacts of their recommendations
14. Advise partnering team members of schedule adjustments with recommendations to get back on schedule, or adjust the baseline. Also notify partnering team of 'unexpected conditions' or when assigned tasks will not meet goals
15. Ensure qualified people work on SJCA IRP work tasks (field/office work)
16. Ensure proper health & safety issues are addressed prior to field activities
17. Provide adequate quantity/quality of field equipment
18. Ensure quality control/quality assurance on all deliverables
19. Coordinate and monitor work tasks performed by subcontractors.