

MEETING SUMMARY

CH2MHILL

Final Minutes from November 2001 Partnering Meeting - St. Juliens Creek Partnering Team

November 27 & 28, 2001

Attendees:

- Dawn Hayes/LANTDIV
- Todd Richardson/USEPA
- Jeff Harlow/Navy
- Bill Friedmann/CH2M HILL
- Donna Caldwell /CH2M HILL
- Devlin Harris/DEQ
- Wandy Browne/Management Edge

Guests: Bob Schirmer/Tier II

From: Bill Friedmann/CH2M HILL

Date: March 4, 2002

LOCATION

Cacapon State Park, WV

MINUTES

Tuesday, November 27, 2001

Roles and Responsibilities for this meeting:

- Meeting Manager – Todd Richardson
- Timekeeper/gatekeeper – Dawn Hayes
- Host – Jeff Harlow
- Goalkeeper - Dawn Hayes
- Facilitator – Wandy Browne
- Recorder – Bill Friedmann

Reading of Ground Rules

Review October Meeting Minutes. Changes will be made and posted on the VA/MD Partnering web site. **Consensus – approve Final October Partnering Minutes.**

Action Todd – talk to Brian N. about HRS to RI/FS/PRAP/ROD

Parking Lot

- Partnering exercise (February Meeting), conflict resolution (2 hours)

Previous parking lot item addressed; with regard to creating wetlands at Site 5, if the waste is to be removed, the Navy would rather not create wetlands since the land could not be utilized.

I. Review Previous Action Items

There was an action item to include regional sediment information in the Background Investigation Report. The data is in hard copy in a CH2M HILL office. This data, either entirely or partly, would have to be scanned electronically. There was a discussion whether it would be easier if a regulatory representative consolidated the data.

Action Dawn - Ask Tetra Tech for Elizabeth River data used in their Relative Risk Ranking report.

Action Bill/Donna – Get Elizabeth River Data from Columbus office in order to discuss the effort to .pdf the data and include in the SSA and future reports.

Action Todd – Speak with Bruce regarding Tetra Tech’s RRR data from the Elizabeth River.

There was an action item to see if on-site labs were capable of analyzing for pesticides. There are on-site labs which can analyze for pesticides. The action item also included if there were in field tests available for ammonium piclorate. There are tests which will handle presence/absence, but as separate compounds, one for ammonia and one for piclorate.

Action Dawn – Send FY02 Goals to Bill.

II. Sites 3,4,5, and 6 RI/FS

Donna and Bill gave a presentation on the findings of the RI for Sites 3, 4, 5, and 6. The Power Point presentation will be e-mailed to the team members and posted on the web site.

Action Bill – e-mail MCL exceedences for Site 5 to Todd (by Thursday 11/29).

Action Todd – Speak with Alvaro (EPA toxicologist) about groundwater MCL exceedence for no further action for groundwater in FS, by December 7.

Consensus – The FS for Site 5 will focus on mitigating impacts to human health and environment (soil cover or removal) for groundwater unless EPA toxicology/legal recommends otherwise.

A question was raised on whether the agenda format should be changed to include an expectation column so that the team understands what the presenter is looking for from the team. This is basically defining the goal a bit more. The team agreed that an expectation column will be added to the agenda.

III. Site 17

Bill gave a presentation regarding the further investigation of Site 17. Following the presentation, there was a discussion on the number of and depths of samples to be collected from Site 17.

The team reached **Consensus** on the following summary;

The team agrees to take two subsurface samples in the drainage ditch (swale) (1-3') for analysis of only metals and PAHs for site characterization to determine limits of soil removal (depth). The results will be used to determine if:

1. If the subsurface is clean; remove the top 1' and take confirmatory sample to close out the site.
2. If the subsurface is dirty;
 - a). Ask the demolition project manager to remove to 3' or;
 - b). Handle Site 17 under Site 2

The team also agrees to collect two TCLP composite samples for soil disposal purposes.

IV. Tier II Update

Bob Schirmer gives a Tier II update.

- May 16-17, joint Tier I and II meeting in Bolger, MD. Looking to have eco and legal people attend. Wandy discusses breakout sessions with no more than two- half hour presentations. Do not make some sessions mandatory, give people options.
- Positive feedback from our Tier III presentation.
- Make sure to update goals on the VA/MD partnering web site.
- Laboratory issues - almost complete with a standard form for lab notification.
- The Navy is being forced to use small business. Goal is for 42%. Currently 2%. In the next few years, the percentage will have to move up to 20%.
- Eco sub group is reorganizing. The technical people will remain while managers go away. Technical people will address site specific concerns.
- Large water body issues are still ongoing, including sediment sampling policy. There were enough comments on the draft, that the draft will be resubmitted and a date for the final document is unknown.

V. Partnering Exercise

The team conducts an exercise to see how the team organizes and plans a project.

Meeting adjourns for the day.

Wednesday, November 28, 2001

VI. SASR

The team discusses schedules for various projects. The SASR will be sent out with the draft November Partnering Minutes.

The following Consensus' was reached during review of the SASR regarding the acceptance of final documents:

- **Consensus** – Team agrees to accept Final Background Report as final. The regional Elizabeth River sediment data will not be included in the report.
- **Consensus** – Team agrees to accept Final Technical Memorandum for Site 17 as final.
- **Consensus** – Team agrees to accept Final Technical Memorandum for Trenching Activities for Site 2, 3, 5, & 6.

Action Bill/Donna – FFA Spreadsheet (SMP) of Sites for next meeting.

VII. FY02 Goals

The Navy reviews and updates the FY02 Goals. These goals are presented at the end of the meeting minutes and will be posted to the web site.

Consensus – The Team accepts FY02 goals.

VIII. Roundtable

LP-20 (Naval Base) budget 1.5 to 6M which could impact funding at other bases.
Land use controls.

IX. Partnering Exercise

There is a general discussion regarding video conferencing. Wandy Browne of the Management Edge has been looking into this topic and discussed her experience or feedback regarding video conferencing. A regular meeting format will not work for video conferencing, the attention span is smaller and requires a higher amount of focus from participants. Presentations will need to be sent prior to the meeting.

The VDEQ expressed its concern over the lack of direction given to pursue this topic with Management Edge.

Action Todd/Wandy/Dawn/Devlin – check on video conferencing and communication details and determine the needs and potential problems.

The team discusses the potential need for adjunct members, the pros and cons. The possible adjunct members are Simeon Hahn (EPA Region III BTAG) and Ed Corl (Navy) as adjunct members to the team. The positive aspect of having an adjunct member is for that member to have ownership of decisions made. The negative aspect is the potential for an adjunct member to be difficult, especially regarding eco issues, and therefore stop the decision process. The personality of the member certainly plays a large role in an adjunct member. The team decides to defer the decision of the adjunct to the January 2002 meeting.

Action Todd/Dawn – ask Ed and Simeon if they want to be adjunct members to the team.

Action Team – bring roles and responsibilities of team members to the January 2002 meeting.

The outstanding partnering deliverable items to be completed:

1. Roles and responsibilities of all team members.
2. Values
3. Conflict resolution (training and procedure).
4. Roles and responsibilities of adjunct members.

Action Bill – pull off Tier II link and put it in the minutes and send to Bob Schirmer. Also, update future St. Juliens meeting dates and locations.

X. Agenda Building

Agenda Items for January 2002 Meeting

| Item | Lead | Goal | Expectation | Time |
|---|------------|---|-----------------------------------|--------|
| Roundtable | Team | Informational | Team understanding | 1 hour |
| Review unresolved SSA sites | Bill/Donna | Categorize all sites for incorporation into the FFA | Team agree with results of review | 2 hour |
| Develop timeline for Sites 3 & 6 EE/CA /Action Memo | Team | Review/establish dates required to get to NFA ROD | Team agree with deadlines | 1 hour |

| | | | | |
|-------------------------------------|---------------------|---|--|----------|
| Presentation for May Tier I meeting | Team | Brainstorm ideas for 30 minutes presentation @May meeting | Team have a topic for presentation | 1 hour |
| Team Deliverables | Wandy | Review roles & responsibilities for team members and conflict resolutions | Finalize team roles and responsibilities | 1 hour |
| Development of PRGs for Sites 3 & 6 | Bill/Donna – guests | Review PRGs developed for Sites 3 & 6 | Team to agree on PRGs for Sites | 1 hour |
| RAB Agenda/Presentation building | Dawn/Team | Review RAB presentations and receive feedback | Team to feel ready for RAB | 1 hour |
| Values exercise | Wandy | Team discuss values | | .5 hours |
| Tier II Update | ? | Informational | Team understand issues at Tier II level | .5 hours |

Next meeting – January 9th & 10th, 2002 with RAB, Portsmouth Renaissance, VA

Start time: 8:30 AM, January 9th

End time: 3:00 PM, January 10th

Start RAB: 6:00 PM location, SPAWAR at St. Juliens Creek Annex

Pre-meeting Conference Call: January 2, 2002 10:00 AM

Chair: Jeff Harlow

Host: Dawn Hayes

Timekeeper: Donna Caldwell

Goal Keeper: Dawn Hayes

Recorder: Bill Friedmann

Facilitator – Wandy Brown

Tier II: ?

Guests: Steve Petron, Mike Elias, Holly Rosnick, Ed Corl

Future Meetings

November 27-28, 2001 – Cacapon, WV

January 9-10, 2002 w/RAB– Portsmouth, VA

February 26-27, 2002 – Philadelphia, PA

April 10-11, 2002 w/RAB – Portsmouth, VA

June 11-12, 2002 – Richmond

July 23-24, 2002 - Portsmouth

September 10-11, 2002 - Cacapon, WV

October 10, 2002 RAB only – Portsmouth, VA

November 19-20, 2002 - TBD

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

| Date | No. | Name | Description | Due Date |
|----------------------------------|------------|-------------|--|-----------------|
| Carryover Items | | | | |
| 8/29/01 Carryover | 1 | Bill/Donna | Check on unresolved sites for the SSA/SMP. The unresolved locations will be in the SMP. | 10/01 |
| 8/29/01 Carryover | 2 | Bill/Donna | Talk to Holly Rosnick about presentation/explanation of PRGs. Look at COPCs. See if they work, then if we have to, look at SSLs. | 10/01 |
| 8/30/01 Carryover | 3 | Bill | Check with Howard Simmons (CH2M HILL) on .pdf CD of SSA and Background reports. | 10/01 |
| 10/18/01 Carryover | 4 | Jeff | Find "Explosive D" chemical composition. | 11/01 |
| 10/18/01 Carryover | 5 | Jeff | Check with Archie Pinkerton regarding Site 19 and his availability for a site visit on November 8 th . | Early Nov. |
| 10/18/01 Carryover | 6 | Dawn | Follow up on NPDES outfalls vs. CERCLA ERA criteria and follow up with Durwood on this. | 11/01 |
| 10/18/01 Carryover | 7 | Bill | Post information to web (goals/meetings) | 11/01 |
| New November Action Items | | | | |
| 11/27/01 | 1 | Todd | Talk to Brian N. about HRS to RI/FS/PRAP/ ROD | 01/02 |
| 11/27/01 | 2 | Dawn | Ask Tetra Tech for Elizabeth River data used in their Relative Risk Ranking report | 01/02 |
| 11/27/01 | 3 | Bill/Donna | Get Elizabeth River Data from Columbus office to discuss the effort to .pdf the data and include in the SSA and future reports | 01/02 |
| 11/27/01 | 4 | Todd | Speak with Bruce regarding Tetra Tech's RRR data from the Elizabeth River | 01/02 |
| 11/27/01 | 5 | Dawn | Send FY02 Goals to Bill | 12/01 |
| 11/27/01 | 6 | Bill | e-mail MCL exceedences for Site 5 to Todd | 11/30/01 |
| 11/27/01 | 7 | Todd | Speak with Alvaro (EPA toxicologist) about groundwater MCL exceedence at Site 5 for no further action for groundwater in FS | 12/07/01 |

| | | | | |
|----------|----|----------------------------|---|-------|
| 11/28/01 | 8 | Bill/Donna | FFA Spreadsheet (SMP) of Sites for next meeting | 01/02 |
| 11/28/01 | 9 | Todd/Wandy/ Dawn/Devlin | Check on video conferencing and communication details and determine the needs and potential problems | 01/02 |
| 11/28/01 | 10 | Dawn/Todd | ask Ed and Simeon if they want to be adjunct members to the team. | 01/02 |
| 11/28/01 | 11 | Team | Bring roles and responsibilities of team members to the January 2002 meeting | 01/02 |
| 11/28/01 | 12 | Bill | Pull off Tier II link and put it in the minutes and send to Bob Schirmer. Also, update future St. Juliens meeting dates and locations | 01/02 |

St. Juliens Creek Annex FY02 Goals

| No. | Goal | Date |
|-----|---|----------------------|
| 1 | 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 |
| 2 | Final RI/HHRA Site 2 Draft RI/HHRA Site 2 due on 3/15/02 | 3 rd FY02 |
| 3 | Final RI/FS Sites 3 & 6 Draft RI/HHRA/SERA due 12/14/01 Draft Focused FS for Sites 3 & 6 due 2/04/02 | 3 rd FY02 |
| 4 | Final RI/FS Sites 4 & 5 Draft RI/HHRA/SERA due 12/14/01 Draft FS for Sites 4 & 5 – to be determined | 4 th FY02 |
| 5 | Finalize SSA Report & Closeouts of NFA Sites Draft SSA submitted 8/13/01, comments due on 1/10/02 | 2 nd FY02 |
| 6 | Finalize Removal Action Work Plan for Sites 3 & 6 EE/CA 3 rd FY02 currently scheduled for 3/11/02 | 3 rd FY02 |
| 7 | ROD for Sites 3 & 6 | 4 th FY02 |
| 8 | Complete Team Deliverables Consensus received on partnering team member roles 10/17/01 Graduation expected in May 2002 | 2 nd FY02 |
| 9 | Draft FFA – review sites for inclusion into FFA at Jan. 2002 meeting | 4 th FY02 |
| 10 | Final Background Report – Complete 11/28/02 | 1 st FY02 |
| 11 | Work Plan for SI for Various Sites – to be determined based on funding | 3 rd FY02 |
| 12 | Draft PRAP and Draft ROD for Site 2 | FY03 |