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NWS YORKTOWN  
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PARTNERING TEAM MEETING MINUTES NUMBER 27 1-3 FEBRUARY 2000  
NWS YORKTOWN VA  
2/1/2000  
PARTNERING TEAM

1790

**FEBRUARY 1, 2 and 3, 2000**  
**PARTNERING MEETING NUMBER 27 (Combined Meeting Number 6)**  
**WPNSTA YORKTOWN/NAS OCEANA**

**LOCATION: SOMEREST, PA**

**MEETING MANAGER:** Mr. Carl Rodzewich/Jack Robinson  
**RECORDER:** Mr. Rich Hoff/Matt Louth  
**TIMEKEEPER:** Mr. Jeff Harlow  
**MEETING HOST:** Mr. Rich Hoff  
**FAUX FACILITATOR:** Mr. Bob Stroud

The twenty-seventh formal WPNSTA partnering meeting (combined NAS Oceana meeting number 6) was held on February 1, 2, and 3, 2000 at Hidden Valley, Somerset, Pennsylvania. This meeting is the first meeting of the new millenium and the second meeting of the graduated WPNSTA Yorktown partnering Team and the NAS Oceana team. The focus of the meeting continues to be combined Team Building, site priorities, team partnering skills and self-facilitation, ecological approaches and the use of innovative technologies to expedite site cleanup.

*Metrics*

Metrics did change during this meeting. Changes in the schedule are formalized in these meeting minutes and will be provided to Tier II as Team goals for FY00 as part of the deliverable.

**Meeting Accomplishments**

The following items/issues were accomplished during this partnering meeting:

NAS Oceana integration continues;

Sites 4, 21 and 22 RI Issues were discussed;

Groundwater Operable Units ROD;

Partnering Deliverables; and

Self-facilitation using the Faux Facilitator continues beyond Team graduation.

All partnering topics presented in the meeting agenda were discussed.

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**MEETING SUMMARY (continued)**

**Remaining Issues**

The following issues/items were not resolved during the December partnering meeting:

- Background data compilation by Baker is still incomplete and is likely to remain so until later in the year when all deliverable goals are met;
- See Parking Lot (p.4) for other unresolved Team Meeting Issues.

**See you at the March partnering meeting!**

**FEBRUARY MEETING ATTENDANCE SHEET**

<u>NAME</u>	<u>ORGANIZATION</u>
Bob Stroud	EPA Region III
Laurel Boucher	Management Edge
Carl Rodzewich	DYNAMAC
Scott Park	LANTDIV NTR
Jeff Harlow	WPNSTA Yorktown
Steve Mihalko	Commonwealth of Virginia DEQ
Tim Reisch	LANTDIV NTR
Peter Knight	NOAA - CRC
Will Bullard	Tier II Representative
Matt Louth	CH2M Hill
Rich Hoff	Baker Environmental
Jack Robinson	CH2M Hill

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**ACTION ITEMS/CONSENSUS SUMMARY**

<b>Item</b>	<b>Responsibility</b>	<b>Outcome</b>	<b>A/C</b>	<b>Date</b>
Tier II Part. Del.	Team	Produce and distribute our Team deliverable.	A	2/15 <b>DONE</b>
Review LUCIP	Core	Review LUCIP prior to the RAB Meeting. Fax 1-week prior to 2/23	A	2/23
PRAP Review	Bob/Team	Coordinate 4, 21, 22 PRAP Presentation – Arrange individual schedules to attend – if possible. PM 3/13	A	2/15 <b>DONE</b>
USGS Model	J. Harlow	Check on model status. Check on D. Nelms ability to attend.	A	2/15
Groundwater OU Discussion	D. Martin	Pull spreadsheet with pertinent GW info for distribution.	A	3/14 <b>DONE</b>
Site 12-LTM Submit Final Year 2-LTM	D. Martin	Submit Final	A	2/8 <b>DONE</b>
Produces/Dist. Tier I Del.	R. Hoff	Generate del. based on meeting consensus. Distribute to Tier II.	A	2/17 <b>DONE</b>

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**PARKING LOT ISSUES**

- Review Facilitation Observations Sheet (F.O.S.). Revise in June 2000  
- Use Information in Good Meeting Handbook
- Decide How F.O.S. Should Be Documented
- WPNSTA Yorktown Background Data – Wait for Region III Background Data Guidance Document
- Provide Tier II With 00 Goals
- Thermal Treatment Area Closure – CERCLA

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**SELF FACILITATION EXERCISE:**

*EVALUATE TEAM DYNAMICS BASED ON PERSONALITY TYPE. USE PLUS/ DELTA EVALUATION TO IDENTIFY TEAM STRENGTHS AND WEAKNESSES*

**WPNSTA Yorktown  
 Personality Type Table**

SJ/SP		NF/NT	
<b>ISTJ</b> Rich Bob? Peter	<b>ISFJ</b> John	<b>INFJ</b>	<b>INTJ</b>
<b>ISTP</b> Carl	<b>ISFP</b> Steve	<b>INFP</b>	<b>INTP</b>
<b>ESTP</b>	<b>ESFP</b>	<b>ENFP</b>	<b>ENTP</b>
<b>ESTJ</b> Jeff	<b>ESFJ</b> Scott	<b>ENFJ</b>	<b>ENTJ</b>

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**SELF-FACILITATION EXERCISE (continued):**

Member	Type	Temperaments
Bob	IST (P/J)	S (P/J)
Scott	ESFJ	SJ
Carl	ISTP	SP
Peter	ISTJ	SJ
Jeff	ESTJ	SJ
John	ISF (P/J)	S (P/J)
Rich	ISTJ	SJ
Steve	ISFP	SP

**Notes:**

- No NTs, No NFs
- 6 I's & 2 E's
- "Split" Between Judging and Perceiving

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**SELF-FACILITATION EXERCISE (continued):**

**WPNSTA Yorktown**  
**TEAM ASSESSMENT**

+	Δ
Reach Consensus Easily	No "Wildcard" in the Group Very Similar Types. All S's, No N's!
Team of Operators – Let's Get It Done!	Perceiving vs. Judging Possible Conflict
Competence is Sexy! Traditionalists	Extroverts could "Over-Run" the I's.
Self-Doubt? Confident in Pursuing Goals	No Encouragers or Catalysts
Respect Authority	Could Miss-Out on Subtles or Less-Than-Obvious Solutions

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**WPNSTA Yorktown/ NAS Oceana**  
**Meeting Consensus Agreements**

**Site 6**

- Conduct øø dig as planned.
- Conduct first round of LTM prior to øø dig to get data for gaps and baseline (data for GW ~ 6 years old!)

**Goal 2000 Consensus**

- F.O.S. template in deliverable
- Completed F.O.S. not part of Meeting Minutes (public record)

**Common Team Goals!**

- Facilitation Observation Sheet Will Be Updated as a Living Document. See Good Meetings Handbook.

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**WPNSTA/NAS Oceana Tool Box**

- **MBTI & Temperament Summary Break-out by Team**
- **Personality Assessment**
- **Temperament Assessment**
- **Self-Facilitation Exercise**
- **Problem Ownership Rectangle**
- **Self Facilitation Presentation 1/26**
- **Listening (CLEA-UP!), Hints, Characteristics**
- **Roles for Effective Groups**
- **Process Facilitation with Team Info**
- **Use Team Integration discussion in the Actual Deliverable**

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**WPNSTA/NAS Oceana**

**Our Deliverable**

**Mission Statements.....Vision**

- NAS
- Yorktown

**Team Integration & Goals**

**Member Status**

**Member R & R**

**Guest Summary Sheet**

**Groundrules**

**Standard Meeting Procedure**

**Conflict Resolution**

**Entering/Exiting Procedure**

**Facilitation Observation**

**APPENDIX: Tool Box**

**FEBRUARY 1, 2 and 3, 2000**  
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**WPNSTA YORKTOWN/NAS OCEANA**

**WPNSTA Yorktown (Day 2)**  
**NAS Oceana (Day 1)**

**Plus/Delta**

+	Δ
No Ice-Distractions (compared to Day 1)	Food Availability and Time
Good Hosting	A little focus trouble on goals/deliverable
Good Location	Missing key players for WPNSTA Vision Development
Good 2	Aggressive agenda- <u>Again</u>
Good training in the a.m.	Vision Discussion Contention
Some spirited storming in common goals development	Deliverables Debate
Documentation getting better	

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**Facilitator Input**

- **Good Focus/Role-Sharing**
- **Goals and Summarizing – Not as Good on Day 2**
- **Slight Conflict over Vision Statement Validity, How-To?**
- **Wrangling Over Dioxins (Day 1)**
- **Good Energy, Groundrule Followed**
- **Did not Achieve Vision Statement Development For WPNSTA**

**Coach Input**

- **Good Facilitator Comments – Helpful**
- **Did Well on Partnering Exercise Esp. Meyers/Briggs**
  - Encourage to do more**
  - Keep Self-Assessment Inventory-Review Often**
  - Get Feedback**
- **Combined Teams Making Progress: New Ground – Use as a success story. Lessons learned.**
- **Facilitation Observation Sheet – Strong Focus**
- **Vision Statement as a Stretch for WPNSTA Ns!**
- **Good for a Bunch of S's!**

**Exercises – Able to agree to Disagree.**

**Challenge in good ways before moving on.**

**Take 1 or 2 goals and put them into action:**

- **i.e., next step rather than gathering dust.**
  - Out comes**
- **Share the lead**

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**Coach Input (continued)**

- Give opportunity to others
- Listen to the M.M. and Time Keeper, respect the rules. Includes Tier II rep.

**Tier II Feedback**

- Good Participation, Training Ex. Went Well
- Focus! It's Easy to Lose. Tangent on Del.
- Tier I/Tier II Member Interactions – Watch Personality Types.

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**PARTNERING TOOL BOX**

**EXAMPLES OF INTERVENTION**

**CONCEPTUAL INTERVENTION**

**1. Reluctant Participant**

Round robin brainstorming to bring in all participants

Ice breaker – relate personal experiences

The old “sticky note”

**2. Floundering**

Bring group back to objective/mission

Norms: Talk about value of norms and how they impact a group’s process

Decision Process: These are some ways you can help decide as a group (introduces ideas) or have group write down d-m process.

Role Clarity:

**GROUP BUILDING INTERVENTIONS**

**1. Floundering**

Is group still on same wave length?

Group seems adrift and having side conversations.

I wonder if group would like to reflect on how you’re getting along.

**2. Feuding Members**

Have member paraphrase what other person is saying.

Point out behavior that is keeping group from moving forward.

**Road to Accomplishment**

Ask group to express opinions about decision-making process.

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Ask group to evaluate other ideas.

Ask group to paraphrase decisions made.

**How to Deal with Dominating Behavior**

Amend or draw attention to name.

It may be helpful to keep comments brief in interest of time

Thank person for input and move to another person. "And now we can hear from"

Ask "Let's ask the group if they share your objectives?"

**Unquestioned acceptance of Opinion as Facts**

Ask "Is this a fact or is it your opinion?"

What experiences do you have that supports this theory?"

"What other thoughts does the group have?"

**STRUCTURAL INTERVENTION**

**Dominating/Reluctant**

Work Independent

Round Robin

Sub Grouping

**Wanderlust**

Group members stand around flipchart; get out of seat

Redirect to flipchart

Facilitators physical presence

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**Rush to Accomplishment**

Pan off into subgroup

**Feuding Members**

Time Offline

Time Out (group)

**PROCESS INTERVENTIONS**

**Feuding Members**

Have a break

Ask individuals to restate their impression of the last

Review the ground rules

Ask feuding members to build upon ideas

**Rush to Accomplishment**

Deal with one issue thoroughly at a time.

Ask them to clarify each step

Agree on meeting goals – Ask group to look at agenda to assess if it's still on target/attainable

Facilitator draws attention to issue

**Domineering Members**

Redirect – “help me understand how this relates to the task”

How would you like to capture that point?

Refer to the group – renegotiate time frames

Establish meeting ground rules to encourage more even participation.

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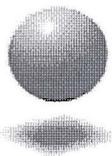
**Reluctant Participants**

Rules of meeting

Acting on rules – calling on non-participants

Encourage work followed by group update

Refer to the group – “How do they want to deal with it?”



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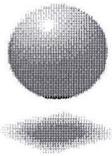
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LINE	PART NUMBER / DESCRIPTION / SCOPE OF SERVICE	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	TAX
	THIS PURCHASE ORDER/SUBCONTRACT IS ISSUED BY: CH2M HILL, Inc.						
	START DATE: 01-AUG-2008 ESTIMATED COMPLETION DATE: 01-AUG-2009						
	SUBCONTRACT AGREEMENT						
	THIS SUBCONTRACT AGREEMENT IS FOR THE PROCUREMENT OF HURRICANE READINESS SERVICES.						
	CH2M HILL HAS ENTERED INTO A WRITTEN AGREEMENT NO. N62470-02-D-3052 (THE CONTRACT) WITH THE US NAVY (CLIENT) TO PROVIDE SERVICES FOR NAVY CLEAN III (THE PROJECT).						
	CH2M HILL AND PIKA INTERNATIONAL, INC., (THE SUBCONTRACTOR) HAVE AGREED WITHIN THIS SUBCONTRACT (THE SUBCONTRACT) THAT SUBCONTRACTOR WILL PERFORM THE SERVICES DESCRIBED IN ATTACHMENT A - STATEMENT OF WORK.						
	THE SUBCONTRACTOR'S SERVICES SHALL BE PERFORMED WITHIN THE PERIOD OF PERFORMANCE IDENTIFIED ABOVE AND AS MAY BE FURTHER DEFINED BY THE PROJECT SCHEDULE, IF PROVIDED, AND SHALL SUBMIT THE DELIVERABLES IDENTIFIED IN ATTACHMENT B - SCHEDULE AND DELIVERABLES (RESERVED).						

GENERAL: Upon acceptance of this PURCHASE ORDER by acknowledgment, shipment, commencement of services, or otherwise, the VENDOR agrees to the attached Terms and Conditions, SPECIAL INSTRUCTIONS/OTHER TERMS on the face of this PURCHASE ORDER as well as any other attachments.

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Vendor Acceptance Signature	Name (printed)	Title		Date	



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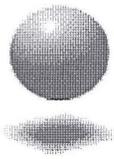
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	<p>SUBCONTRACTOR SHALL BE COMPENSATED IN ACCORDANCE WITH THE COMPENSATION PROVISIONS BELOW AND IN ACCORDANCE WITH THE RATES ESTABLISHED IN ATTACHMENT C - COMPENSATION SCHEDULE.</p> <p>THE SERVICES COVERED BY THIS SUBCONTRACT SHALL BE PERFORMED IN ACCORDANCE WITH THE PROVISIONS IN ATTACHMENT D - FORM 119 PROVISIONS AND AHA FORM (IF APPLICABLE) .</p> <p>SUBCONTRACTOR AGREES TO COMPLY WITH THE CONTRACT FLOW-DOWN PROVISIONS OR SUPPLEMENTARY PROVISIONS IF INCORPORATED INTO THIS SUBCONTRACT IN ATTACHMENT E - OTHER PROVISIONS.</p> <p>IF THE TOTAL AMOUNT AUTHORIZED BY THIS SUBCONTRACT EXCEEDS \$25,000, SUBCONTRACTOR SHALL INCLUDE WITH ITS FINAL INVOICE A SUBCONTRACTOR RELEASE FORM PROVIDED IN ATTACHMENT F - SUBCONTRACTOR RELEASE FORM.</p> <p>POINTS OF CONTACT AND DIRECTION</p> <p>ALL ADMINISTRATIVE DELIVERABLES INCLUDING NOTICES, CERTIFICATES AND PERMITS REQUIRED UNDER THIS SUBCONTRACT SHALL BE SUBMITTED TO THE BUYER NOTED ABOVE.</p>						

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	<p>ALL TECHNICAL DELIVERABLES REQUIRED BY THE STATEMENT OF WORK SHALL BE SUBMITTED TO CH2M HILL'S TECHNICAL POINT OF CONTACT (POC) NOTED BELOW. ANY ADMINISTRATIVE OR TECHNICAL DIRECTION RECEIVED FROM THESE INDIVIDUALS, UNLESS RECEIVED IN THE FORM OF A REVISION TO THIS SUBCONTRACT, SHALL BE CONSIDERED INFORMATIONAL ONLY AND SHALL NOT BE BINDING BY THE PARTIES. ALL NOTICES AND ACTIONS BY CH2M HILL UNDER THIS SUBCONTRACT SHALL BE SUBMITTED TO THE SUBCONTRACTOR'S POC IDENTIFIED BELOW.</p> <p>CH2M HILL TECHNICAL POC: STACIN MARTIN (PROJECT MANAGER) SUBCONTRACTOR'S POC: VIJAY CHENNOJU</p> <p>COMPENSATION PROVISIONS</p> <p>PAYMENT TERM - THE PAYMENT TERM APPLICABLE TO THIS SUBCONTRACT APPEARS ABOVE. SHOULD THE PAYMENT TERM INCLUDE THE ACRONYM "ACP", THE ACRONYM "ACP" SHALL BE DEFINED AS "AFTER CLIENT PAYS".</p> <p>THIS IS A FIXED UNIT RATE (FUR) SUBCONTRACT FOR AN AMOUNT NOT TO EXCEED \$17,075.00. SUBCONTRACTOR IS ADVISED THAT CH2M HILL WILL NOT PAY SUBCONTRACTOR FOR AMOUNTS IN EXCESS OF THE TOTAL SUBCONTRACT VALUE AUTHORIZED BY THIS SUBCONTRACT WITHOUT ISSUANCE OF A WRITTEN SUBCONTRACT REVISION.</p>						

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VENDOR CONTACT / TELEPHONE			(281) 340-5525	REQUESTOR / DELIVER TO MARTIN, STACIN R	

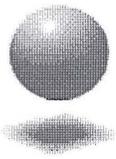
LINE	PART NUMBER / DESCRIPTION / SCOPE OF SERVICE	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	TAX
1	INVOICES WITHOUT THE REQUIRED INFORMATION MAY BE REJECTED. INQUIRIES CONCERNING PAYMENT STATUS SHOULD BE DIRECTED TO THE ACCOUNTS PAYABLE DEPARTMENT IN DENVER AT (303) 771-0952 EXT. 62029.  ENTIRE AGREEMENT  THIS SUBCONTRACT SUPERSEDES ALL PRIOR AGREEMENTS AND UNDERSTANDINGS AND MAY ONLY BE CHANGED BY WRITTEN REVISION EXECUTED BY BOTH PARTIES.  THE FOLLOWING ATTACHMENTS ARE INCORPORATED INTO THIS AGREEMENT:  ATTACHMENT A - STATEMENT OF WORK ATTACHMENT B - SCHEDULE AND DELIVERABLES (RESERVED) ATTACHMENT C - COMPENSATION SCHEDULE ATTACHMENT D - FORM 119 PROVISIONS AND AHA FORM (IF APPLICABLE) ATTACHMENT E - OTHER PROVISIONS - FLOW DOWN ATTACHMENT F - SUBCONTRACTOR RELEASE FORM (IF APPLICABLE) ATTACHMENT G - RESERVED CTO-211 HURRICANE PREPARATION AND READINESS SERVICES NAVY CLEAN III					17,075.00	N

GENERAL: Upon acceptance of this PURCHASE ORDER by acknowledgment, shipment, commencement of services, or otherwise, the VENDOR agrees to the attached Terms and Conditions, SPECIAL INSTRUCTIONS/OTHER TERMS on the face of this PURCHASE ORDER as well as any other attachments.

**Total**

Continued

CH2M HILL Authorized Signature	Name (printed)	Title	Employee #	Date	CERTIFIED FOR NATIONAL DEFENSE: ___ NOT RATED ___ DO ___ DX
Vendor Acceptance Signature	Name (printed)	Title		Date	



**CH2MHILL**

**SHIP TO**  
SEE ADDRESS BELOW

**VENDOR:** PIKA INTERNATIONAL INC  
12723 CAPRICORN DR STE 500  
STAFFORD, TX 77477  
United States

**BILL TO**  
CH2M HILL INC A/P  
PO BOX 241329  
DENVER, CO 80224  
United States

Purchase Order		
PURCHASE ORDER NO.	REVISION	PAGE
928883	0	6
This PURCHASE ORDER NUMBER and below PROJECT NUMBER(S) MUST APPEAR on all invoices, packing lists, cartons, and correspondence related to this order.		
DATE OF ORDER	BUYER	
27-JUN-08	MCCLEARY, JANI	
DATE OF REVISION	BUYER	

CUSTOMER ACCT NO.	VENDOR NO.	PAYMENT TERMS	FREIGHT TERMS	F.O.B.	SHIP VIA
	225697	NET 7 ACP			
VENDOR CONTACT / TELEPHONE			REQUESTOR / DELIVER TO		
(281) 340-5525			MARTIN, STACIN R		

LINE	PART NUMBER / DESCRIPTION / SCOPE OF SERVICE	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	TAX
	PRICE TYPE: Fixed Unit Rate (Not to Exceed) PROJECT: 366667.CE.GN						

GENERAL: Upon acceptance of this PURCHASE ORDER by acknowledgment, shipment, commencement of services, or otherwise, the VENDOR agrees to the attached Terms and Conditions, SPECIAL INSTRUCTIONS/OTHER TERMS on the face of this PURCHASE ORDER as well as any other attachments.	<b>Total</b>	17,075.00
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CH2M HILL Authorized Signature	Name (printed)	Title	Employee #	Date	CERTIFIED FOR NATIONAL DEFENSE: ___ NOT RATED ___ DO ___ DX
Vendor Acceptance Signature	Name (printed)	Title		Date	