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NWS YORKTOWN
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PARTNERING TEAM MEETING MINUTES NUMBER 25 2-4 NOVEMBER 1999 NWS
YORKTOWN VA
11/2/1999
PARTNERING TEAM

**NOVEMBER 2,3 and 4, 1999
PARTNERING MEETING NUMBER 25
WPNSTA YORKTOWN/NAS OCEANA**

LOCATION: XEROX CONFERENCE CENTER – LEESBURG, VIRGINIA

MEETING MANAGER: Mr. Bob Stroud
RECORDER: Mr. Rich Hoff
TIME KEEPER: Mr. Steve Mihalko
MEETING HOST: Tier II/Mr. Jack Robinson
FAUX FACILITATOR: Mr. Jeff Harlow

The twenty-fifth formal WPNSTA partnering meeting (combined NAS Oceana meeting number 4) was held on November 2, 3 and 4, 1999 in Leesburg, Virginia. This meeting continued to focus on Team Building, site priorities, team partnering skills for self-facilitation, ecological approaches (developed by the Navy and USEPA Region III BTAG personnel) and the integration of NAS Oceana.

The meeting began with a Tier II partnering meeting to highlight all ongoing partnering activities on the peninsula. The meeting was informative and presentations were conducted by all teams in attendance. Perhaps most importantly the WPNSTA Team has graduated! It was decided by the Team to utilize Laurel to the extent that she can provide advanced partnering services as she attends NAS Oceana sessions.

Metrics

Metrics did not change during this meeting. Changes in the schedule discussed in the previous partnering meeting were formalized. Work on sites 2, 8, 18 and SSA 14 will be shifted back in FY2000. The Team continues to focus on fulfilling requirements for graduation including the integration of NAS Oceana.

Meeting Accomplishments

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

Site 12 LTM Issues were discussed and consensus reached on Y2 field and reporting requirements;

NAS Oceana integration continues;

Sites 4, 21 and 22 FS Issues were discussed;

Self-facilitation using the Faux Facilitator continues even beyond Team graduation;
and

All partnering topics presented in the meeting agenda were discussed.

STEVE DOES "LINK"
FOR THE YEAR.

NOVEMBER 2,3 and 4, 1999
PARTNERING MEETING NUMBER 25
WPNSTA YORKTOWN/NAS OCEANA

MEETING SUMMARY (continued)

Remaining Issues

November

The following issues/items were not resolved during the ~~June~~ 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(s) for other unresolved Team Meeting Issues.

See you at the December partnering meeting!

NOVEMBER 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
John McClosky	US FWS
Tim Reisch	LANTDIV NTR
Peter Knight	NOAA - CRC
Matt Louth	CH2M Hill
Dawn Ioven	EPA Region III Toxicologist
Rich Hoff	Baker Environmental
Jack Robinson	CH2M Hill

X

NOVEMBER 2,3 and 4, 1999
PARTNERING MEETING NUMBER 25
WPNSTA YORKTOWN/NAS OCEANA

WPNSTA Yorktown
Parking Lot

- Inorganic Background Data Compilation
- York River Water/SED Data from USGS

~~Tier II Question about Partnering Training Op.~~

~~FAC. Observation Sheet Distillation~~

NAS Ocean
Parking Lot

(See NAS OCEANA PARTNERING MINUTES)

NOVEMBER 2,3 and 4, 1999
 PARTNERING MEETING NUMBER 25
 WPNSTA YORKTOWN/NAS OCEANA

Action Items/Consensus Agreements

ITEM	RESPONSIBILITY	OUTCOME	A/C	DATE
Name/Num. List	R. Hoff	Update T. Reisch and Re- Dist.	A	12/6
Dioxin – do we need to take a specific site	Scott – ask Sherri Bob – ask Rob	Where to take sample	A	?
Goals (1 Yr.) by Quarter	Rich Scott Jeff	Produce goals for review and submit to Tier II	A	11/16 COMPLETE
LTM-WP	R. Hoff	Produce and distribute to stakeholders based on discussion reach consensus in December	A	12/6
Site 12 LTM – WP	R. Hoff	Agree on Scope & going forward to address RCRA concerns with proposed plan	C	12/6
Contact Tier II Re: Partnering Training Availability (Matt)	Steve	Put on Web Site for better information sharing*	A	12/6

✓
✓
✓
✓

↓
 Matt/
 John/Scott
 TRAINING
 NONE
 SCHEDULED
 HERE
 ↓ TIER II LINK STATUS

**NOVEMBER 2,3 and 4, 1999
PARTNERING MEETING NUMBER 25
WPNSTA YORKTOWN/NAS OCEANA**

**WPNSTA Yorktown Site 12 – LTM
Consensus**

- **Groundwater at Site 12 Cover:**

Quarterly Monitoring for:

12GW04 - Upgradient

12GW06 - Upgradient

12GW03 - Downgradient

12GW08 - Downgradient

12GW18/18A – Downgradient

Analyze for RCRA metals total & dissolved. Finalize well locations after a new round of groundwater water-level measurements. These will be conducted in January, 2000.

- **Site 12 Groundwater (Site-wide)**

Sample 10 Wells (i.e., as presented in LTM Report)

Analyze for TCL-VOAs only

Once per year

- **Ballard Creek Sediment**

Sample 10 Locations along Ballard Creek (locations selected in last meeting)

Analyze for RCRA Metals

Sample Annually

Propose no additional PAH analysis with maps supporting decision-making process**

- **Ballard Creek Beaver Pond**

Sample 3 Locations around Location 12SD38-01 (Lead @ 389 mg/kg)

Sample once and analyze for RCRA Metals

- **Constructed Wetland (terminal end of Tri-Lock®)**

Sample once for RCRA Metals

Metals-Evaluate Results for Future Potential Sampling

- **Add Inorganics and PAH Results to the Final Year 1 – LTM Report**

**NOVEMBER 2,3 and 4, 1999
PARTNERING MEETING NUMBER 25
WPNSTA YORKTOWN/NAS OCEANA**

**WPNSTA Yorktown Site 12 – LTM
Consensus (continued)**

- **Quarterly Monitoring Results**

Letter Report Will be submitted for quarterly monitoring by Quarter – no interpretation

Results evaluated using appropriate RCRA Stats in Year 2 – LTM Report

- **Visual Inspection – A Site 12 Walk over will be conducted every annual sampling event to ensure cover integrity or the need for maintenance.**

NOVEMBER 2,3 and 4, 1999
 PARTNERING MEETING NUMBER 25
 WPNSTA YORKTOWN/NAS OCEANA

WPNSTA/NAS-Oceana
 Facilitator Observation Sheet

Areas of Observation

General Categories:

- Focus ✓
- Non-Verbal communication "Keys" ✓
- Side-Bars (non-helpful) ✓
- Disruptive Behavior ✓
- Combined P&I (POWER & INFLUENCE)
- ~~Prop Detection~~
- Initiative ✓
- ~~Clarity/Organization~~
- Use of Partnering Tool Box (Specific Tools)
- Motivation ✓
- Situational Role Sharing ✓

Specific Categories:

- Adherence to Meeting R&R:
 Facilitator;
 Meeting Manager;
 Etc.
- Adherence to Meeting Agenda

GROUP DYNAMICS

- Focus
- GROUP ATMOSPHERE
- GROUP ENERGY
- Role Sharing

Observable Behaviors

- SIDE-BARS (NH)
- DISRUPTIVE BEHAVIOR
- Conflict

Subliminal Behaviors

- Non-verbal Comm.
- Feelings

DYNAMICS

Members ↓

- Participation
- Motivation
- Initiative

OVERT

- Power
- Influence

These categories should be collected in a table for use by the Faux Facilitator to monitor the progress made by the Team in conducting Partnering Meetings.

GROUP DYNAMICS

- Focus
- Atmosphere
- Energy
- Role Sharing

**NOVEMBER 2,3 and 4, 1999
PARTNERING MEETING NUMBER 25
WPNSTA YORKTOWN/NAS OCEANA**

**WPNSTA Yorktown
NAS – Oceana
Day 1 +/▲**

+	▲
Consensus on Site 12 LTM – Year 2 Scope of Work	Too Much Good Food!
Exiting Procedure	Schedule Conflicts with Split Meetings
Facilities are Good	No Karaoke Participants
Graduation!	
Laurel – “I’ll be back”	
Gifts – Book has Pictures	
Site 4, 21, 22 Good Discussion – Dawn Attends	

NOVEMBER 2,3 and 4, 1999
PARTNERING MEETING NUMBER 25
WPNSTA YORKTOWN/NAS OCEANA

Day 1
Comments

COACH: Good Meeting Management

- Good use of Standard Meeting Format. Ask guests what they think → Solicit input if they don't give it.
- More "We's" than "You's"
- Summarize on Flip Charts Info – Prior to Discussions – Good

FAUX FACILITATOR:

- Split Meeting Team – Not as efficient but topics seem to move quicker with smaller group. Side-bars increase as the day went onconfusing in the later part of the day.