

MEETING MINUTES

NOVEMBER 30 – DECEMBER 1, 1999

INDIAN HEAD PARTNERING TEAM MEETING

EPA REGION III HEADQUARTERS

PHILADELPHIA, PENNSYLVANIA

The Partnering Team meeting was held on November 30 and December 1, 1999, in the U.S. Environmental Protection Agency (EPA) Region III Headquarters, Philadelphia, Pennsylvania. The following personnel attended the meeting:

Ed Corack – CH2M HILL

Curtis DeTore – Maryland Department of the Environment

Janet Eastman – Management Edge

Shawn Jorgensen – Indian Head NSWC

George Latulippe – Tetra Tech NUS

Dennis Orenshaw – US Environmental Protection Agency, Region III

Bob Root – CH2M HILL

Rob Sadorra – Naval Facilities Engineering Command, EFA-Ches

John Trepanowski – Tetra Tech NUS Tier II

Meeting Discussions

November 30, 1999

- **Introductions** by everyone \Rightarrow familiarizing group, catching up. Reviewed minutes from last time. Instructed to take off "DEH-EMO" title after Shawn's name.
- **Janet Eastman covered proper format of goals**, including the necessity of dates and a list of goals and their status for every quarterly progress report. Group decides, in addition to current format, to create landscape table of goals with their corresponding actions and due dates. The group will decide at next meeting on preferred format.
- **Action 8 (NFRAP closeout procedure of different sites) is dismissed**, and will be determined at FFA meeting.
ACTION: Create Action 21: Rob Sadorra will bring copy of NFRAP document from White Oak to FFA meeting.
- **Action nos. 10, 11, 18 and 19 completed.** All related to partnering deliverables.
- **Change Action No. 20 to say schedule FFA meeting instead of BTAG meeting.** This action is completed.
- **Group Mission Statement finalized.**
- **Group draft vision statement reviewed and critiqued.** Shawn Jorgensen will finalize and email to everyone by next meeting.
- **George Latulippe reviews new data on Site 57:**
 - Handouts comprise: (1) Figure showing storm water and sampling; and
(2) Unvalidated data results for locations shown on figure
 - Conclusion: Rehabbing the sewers did not do what we hoped it would do.
 - **DECISION:**
 - (a) No more additional sampling in sewer line (even upstream around machine shop or from other branch pipes), consider sewer slip-lining and how it changed analytical values, and keep checking the monthly NPDES permit sampling.
 - (b) Continue with RI/FS for groundwater.
 - (c) No groundwater sampling at machine shop (upstream).
 - (d) New sewer data will not be put into risk-based calculations, but will be appended to the RI report. Public knows that new sampling took place, and it reinforces group's conclusions from the January 1999 data.
- **Janet Eastman covered team-building skills.** Group watched and discussed half-hour movie about meeting skills. Model meeting agenda:

Agenda topics will be in minutes, but scheduling will be left up to Chair

Model Agenda: Opening		30 minutes
10 a.m. – 5 p.m.	Check in	
8 a.m. – 3 p.m.	Review agenda	
	Review minutes	
	Lunches - 1 hr x 2 =	2 hrs
	Breaks – 15 min x 3 =	45 min
	Tier II	30 min
	Partnering	2-3 hrs
	Old and new action items – review	30 min
	Parking lot items – review	30 min
	Close Out	45- min
	1) Summarize decisions	5 min
	2) Build next meeting agenda	10 min
	3) Schedule future meetings	15 min
	4) Schedule conference calls	Include with #3
	5) Meeting evaluation	15 min

December 1, 1999

- **John Trepanowski covers Tier II thoughts:**

- Be sure to get Tier II a copy of the meeting minutes (we should just post them on the web site for Tier I and Tier II teams in Virginia). Web site allows posting minutes; has a calendar, training module, discussion groups, and pertinent links to other sites; and a list of teams and members.

Example of user name and password: For “Ed Corack” *username = ecorack* and *password = corack*

The web site is located at:

<http://www.lantops-ir.org/vamd/admin/security/login.asp>

- Format goals: Make quarterly goals such as “complete field work.”
- Tier II thoughts on graduation criteria. These can be found in Tier II minutes from September.

- **Curtis DeTore covers Site 12 soil cover:**

- Maryland Specifications:

- 2 foot soil cover (already exists)
- liner – 20 mil plastic / 1 foot clay
- drainage layer – 6 inches of sand or pea gravel
- final cover – 2 feet of soil (18 inches of rough fill and 6 inches of top soil)

- minimum 4% slope for drainage
- **QUESTION:**
 - What should we do with the landfill at Site 12? What are the ARARs for institutional control? Do we have to design an engineered cap? Are there other alternatives?
- John Trepanowski notes that this is similar to PAX river landfill.
 - Alternatives include:
 1. No action
 2. Engineered cap with institutional controls
 3. Clean closure
 - (a) Completely remove all debris under road, parking lot, building
 - (b) Remove only easily reached debris
 4. Soil cover (over bare areas) with institutional controls
 5. Soil cover, rock/soil cap, institutional controls
- **ACTION:** Curtis to check on ARARs and suitability of soil cover (and/or alternatives 4 and 5) at Town Gut Landfill (Site 12) and Olson Road (Site 42) and what was done at PAX River in a similar case
- **ACTION:** Dennis to find out about similar case at Fort Meade, EPA's standpoint on how PAX River was handled, and EPA and BTAGs view on alternatives 4 and 5.
- **ACTION:** Rob to check on Navy's stand at PAX River in similar case
- **DECISION:** Perform actions and put this discussion for Site 12 remedial alternatives on AGENDA for next meeting. We want to select the preferred Site 12 remedial alternative at the next meeting based on what Curtis, Dennis, and Rob inform us about their agency's standpoint.
- **Janet Eastman tells everyone about testing material on the world wide web:**
 - <http://www.personalitypage.com>
 - **ACTION:** Everyone: Next meeting bring MBTI material and your profile from the site. Also complete Thomas Kilman test.
 - Team development and group expectations exercise
- **John Trepanowski demonstrates partnering web site to group:**
 - <http://www.lantops-ir.org/vamd/admin/security/login.asp>
- **George Latulippe covers Site 42 sample results:**
 - **Purpose:** look at the data we have and determine the direction of the draft FS report
 - **Result:** Kent Cabbage (TtNUS) will finish draft of report and Dennis will coordinate with BTAG group
 - **QUESTION:** Can we pursue certain alternatives in the FS, and do they meet the ARARs? These alternatives include:
 1. No action

2. Engineered cap with institutional control
3. Clean closure
 - (a) Completely remove all debris under road, parking lot, building
 - (b) Remove only easily reached debris
4. Soil cover (over bare areas) with institutional controls
5. Soil cover, rock/soil cap, institutional controls

ACTIONS: Amend actions from Site 12 soil cover.

- **George Lutulippe: How should proposed plans be prepared?**
 - **ACTION:** Curtis and Dennis to review how proposed plans are set up, and decide on format.
- **Site 41 discussion put in parking lot.**

Closeout

- Ed Corack reviewed decisions to group
- **Summarizing action items and assigning dates:**
(Also see **Table 2: 2000 Project / Partnering Goals and Actions** and the **Table 3: 2000 Project / Partnering Goals and Actions Cross-Reference List** at end of these minutes)
 - Complete Action 21 by 12/8/99
 - Complete Action 22 by 12/15/99
 - Complete actions 23, 34, and 25 by 12/22/99
 - Conference call on 12/22/99 to discuss these actions and review agenda for upcoming meeting
 - Complete actions 26 and 27 by 1/18/00
 - Complete actions 28 and 29 by 12/22/99
 - Complete action 30 by 12/22/99
 - **ACTION:** Create Action 31 for Janet to send out Thomas Kilman test to everyone.
Complete Action 31 by 1/1/00
 - **ACTION:** Create Action 32 for Rob so that he can get comments on Site 57 Draft RI.
Complete Action 32 by 1/11/00

Review old actions:

- Actions 1 through 7 and Action 9 are complete
- Action 8 is complete and is replaced by Action 21
- Actions 10 and 11 completed on 11/30/99
- Action 12 completed on 11/15/99
- Action 13 completed on 11/30/99
- Action 14 completed on 11/30/99
- Action 15 completed on 12/1/99
- Action 16 is still in progress and is put on agenda for next meeting
- Action 17 is still in progress and is due on 12/8/99
- Action 18 completed on 11/30/99
- Action 19 completed on 11/30/99
- Action 20 completed on 11/30/99
- **Janet Eastman: Some goals don't have any actions. In addition, we need a listing of annual goals as a deliverable.**
 - **DECISION:** We will leave some of the goals with no actions until more develops.
 - **ACTION:** Create Action 33 so that we can have list of goals to turn in as a deliverable
- **Bob Root needs comments back from document "Methods for Preparing the Human Health Risk . . ." to proceed with Goal #3**
 - **ACTION:** Create Action 34 so that everyone will get their comments to Bob
- **Bob Root will help Ed Corack to associate new actions with goals.**
- **Build Agenda for FFA meeting**
 - Dennis will chair; Curtis, Shawn, Rob, and Heidi will attend

- 10:00 AM to 4:00 PM at Fort Meade
- Dennis will get the details of that meeting out to pertinent parties
- Discuss NFRAP format, Heidi will brief on RFA sites, look over FFA and edit it.
- **Build Agenda for 1/18/99 Indian Head Partnering Meeting**
 - See **Table 1: Agenda for Partnering Meeting on 1/19/00** at end of minutes.
- **Schedule Future Meetings**
 - January 19 and 20, 2000 in Baltimore; Bob is Host
 - February 29 and March 1, 2000 at WNY; Rob is Host
 - March 29 and 30, 2000 at Indian Head; Shawn is Host
 - April 18 and 19, 2000 in Philadelphia; Dennis is Host
 - May 11 and 12, 2000 in Wisp

Parking lot

- Role of Tier II input at meetings
- Site 42 ecological considerations with silver

Table 1: Agenda for Partnering Meeting on 1/19/00

Agenda Items for next partnering meeting	Time Duration (minutes)
1. Check suitability of action item format	30
2. Review vision statement	5
3. Discuss topic to be presented at Tier I and Tier I meeting in Wisp by Indian Head and Key Note Speaker	30
4. Site 12 remedial alternatives based on what Curtis, Dennis, and Rob inform us about their agencies' standpoints	90
5. Comments on proposed plans examples	30
6. Site 57 discussion	60
7. Site 41 upgrades and info (comments on RI)	60
8. Generate quarterly report	?
9. Site 42 ecological considerations with silver	?
10. Talk about reasons why we rehabilitated the sewer if the NPDES values were not violated	30

Table 2: 2000 Project / Partnering Goals and Actions page 1 of 3

Excel file "Goals and Actions as of 121099.xls"

Table 2: 2000 Project / Partnering Goals and Actions page 2 of 3

Excel file "Goals and Actions as of 121099.xls"

Table 2: 2000 Project / Partnering Goals and Actions page 3 of 3

Excel file "Goals and Actions as of 121099.xls"

Table 3: 2000 Project / Partnering Goals and Actions Cross-Reference List

The following list is split into two sub-lists. The first list details the goals of the partnering group. Each goal is followed by a list of numbers corresponding to the associated action items for that goal. The second list details the actions of the partnering group, followed by the numbers of the corresponding goals.

GOALS

- (1) Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01:**

(a) Finalize Feasibility Study by 04/19/00

5/17/00 or 5/22/00

(b) Finalize Proposed Plan by 09/13/00

Action(s): 15, 16, 23, 24, 25, 30

- (2) Finalize Treatability Report for Site 57 by 03/13/01:**

(a) Finalize Remedial Investigation by 03/07/00

(b) Finalize Treatability Study Work Plan by 07/04/00

Action(s): 13, 14, 32

- (3) Finalize Remedial Investigation Report for Site 47 by 07/17/00:**

(a) Complete Draft Final of the Remedial Investigation by 05/08/00

Action(s): 34

- (4) Finalize Remedial Investigation Report for Sites 15, 16, 49, and 53 by 04/06/01:**

(a) Finalize Work Plan by 04/28/00

(b) Complete Draft Final Remedial Investigation report by 02/09/01

Action(s): *to be defined*

- (5) Finalize Remedial Investigation Report for Sites 11, 13, 17, 21, and 25 by 04/17/02:**

(a) Finalize Work Plan by 04/28/00

(b) Complete Draft Final Remedial Investigation report by 02/09/01

Action(s): *to be defined*

- (6) Scope Sites 5, 7, 8, 14, 24, and 28 by 10/06/00**

Action(s): *to be defined*

- (7) Finalize Site Management Plan by 02/01/00:**
(a) EPA and MDE review and provide comments by 11/15/99

Action(s): 12

- (8) Finalize Federal Facilities Agreement by 05/01/00:**
(a) Complete Draft FFA for agency review by 01/30/00

Action(s): 8, 17, 21

- (9) Complete Partnering Deliverables by 04/30/00**

Action(s): 10, 11, 18, 19, 22, 26, 27, 31, 33, to be defined

ACTIONS

- (8) Determine the status of NFRAP and how to close them out**

Person(s) responsible: Dennis Orenshaw, Rob Sadorra
Goal: 8

- (10) Rewrite Mission Statement and forward it to Curtis DeTore**

Person(s) responsible: Dennis Orenshaw
Goal: 9

- (11) Complete the draft version of our Vision Statement**

Person(s) responsible: Shawn Jorgensen
Goal: 9

- (12) Provide comments on SMP to Rob Sadorra by 11/15/99**

Person(s) responsible: All Core Team
Goal: 7

- (13) Review Site 57 Draft Remedial Investigation by 11/30/99**

Person(s) responsible: All Core Team
Goal: 2

- (14) **Prepare presentation on new Site 57 data by 11/30/99**

Person(s) responsible: 

Goal: 2

DONE

- (15) **Check suitability of existing soil cover at Sites 12 & 42**

Person(s) responsible: Curtis DeTore, Dennis Orenshaw

Goal: 1

- (16) **Check on possibility of upgrading Scrap Yard**

Person(s) responsible: Shawn Jorgensen, Rob Sadorra

Goal: 1

- (17) **Bring copies of latest FFA Draft to next meeting**

Person(s) responsible: All Core Team

Goal: 8

- (18) **Rewrite and distribute Ground Rules and Meeting Roles**

Person(s) responsible: Curtis DeTore

Goal: 9

- (19) **Create a laminated copy of the accepted Ground Rules**

Person(s) responsible: Bob Root

Goal: 9

- (20) **Schedule FFA Meeting (12/8/99?)**

Person(s) responsible: Dennis Orenshaw

Goal: none

- (21) **Bring a copy (example) of a NFRAP document to FFA meeting**

Person(s) responsible: Rob Sadorra

Goal: 8

- (22) **Re-write and distribute vision statement and post on web site**

Person(s) responsible: Shawn Jorgensen

Goal: 9

- (23) **Check on ARARs and suitability of soil cover (alternatives 4 and 5) at Town Gut and Olson Road and what was done at PAX River in a similar case (this closes out Action 15)**

Person(s) responsible: Curtis DeTore

Goal: 1

- (24) **Find out what EPA and BTAG standpoint on PAX River landfill is, and also about Fort Meade landfill, and about suitability of soil cover (alternatives 4 and 5)**

Person(s) responsible: Dennis Orenshaw

Goal: 1

- (25) **Find out about Navy's standpoint on PAX River landfill**

Person(s) responsible: Rob Sadorra

Goal: 1

- (26) **Go to www.personalitypage.com and read/bring your profile to next meeting, as well as complete Thomas Kilman thing.**

Person(s) responsible: All Core Team

Goal: 9

- (27) **Develop entity role responsibilities based on samples you received from Janet, and make 10 copies**

Person(s) responsible: All Core Team

Goal: 9

- (28) **Find out info on industrial waste discharge at Bldg. 1866**

Person(s) responsible: Shawn Jorgensen

Goal: *to be defined*

- (29) **Coordinate with BTAG/Kent for next meeting, Kent Cabbage (Tetra Tech)**
Person(s) responsible: Dennis Orenshaw, George Latulippe
Goal: *to be defined*
- (30) **Review how Proposed Plans are set up, and decide on format**
Person(s) responsible: Curtis DeTore, Dennis Orenshaw
Goal: 1
- (31) **Send out Thomas Kilman test to partnering members**
Person(s) responsible: Janet Eastman
Goal: 9
- (32) **Submit comments to Rob for Site 57 Draft RI report**
Person(s) responsible: All Core Team
Goal: 2
- (33) **Create list of goals as deliverable**
Person(s) responsible: Rob Sadorra
Goal: 9
- (34) **Turn in comments to Bob Root on "Methods for Preparing the Human Health . . ."**
Person(s) responsible: All Core Team
Goal: 3
- (35) **To coordinate conference call with ecological risk assessors before next meeting**
Person(s) responsible: Dennis Orenshaw, George Latulippe
Goal: *to be defined*