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NTC ORLANDO
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MINUTES FROM ORLANDO PARTNERING TEAM MEETING ON 16 OCTOBER 1995 NTC
ORLANDO FL
10/16/1995
NAVFAC SOUTHERN

ORLANDO PARTNERING TEAM MEETING
16-17 OCTOBER ATLANTA GA

03.04.00.0023

00141

Place: EPA Office

Attendees: Team Leader: Catherine Ballinger
Recorded: Wayne Hansel
Gatekeeper/Timekeeper: John Kaiser
Jim Manning
Oscar "Mac" Mc Neil
John Mitchell
Nancy Rodriguez
Eric Nuzie (Tier II)
Nick Morning (Facilitator) FAX 770 425-5149
Barbara Nwokike (IRP RPM attended half of second day)

Shoe Ice Breaker

ACTION ITEMS

Action items - NEW:

1. TASK: Catherine - Redevelopment Authority will be asked to fill Ben's seat and participate through RAB. However, special consideration will be given to discuss their concerns at BCT Meetings.
2. TASK: Nancy will do presentation on PREs at the next meeting.
3. TASK: Jim will put hits data on the site maps.
4. TASK: Wayne will get the results of the City's test of water from the deep well at Area "C".
5. TASK: Wayne will make Standard Agenda.
6. TASK: Everyone will prepare "Overcoat", individual roles and responsibilities.
7. TASK: Nick \$\$\$\$ will determine if tank money is flexible and if it can be redirected to do tank pulls.
8. TASK: Wayne will send out results of Orlando's Community Redevelopment Agency meeting to unveil the Redevelopment Plan for NTC.
9. TASK: Wayne will make Straw man for DERTF presentation.
10. TASK: Mac will check on PMO to charge Partnering travel and time to.

1. Action items - OLD:

- #1. TASK Catherine - Make Corrections to Minutes for Aug. OPT Meeting
- #2. COMPLETED - John K. - No longer sends Orange County unregulated tank closure reports.
- #3. OPEN - John K. & Nick U. - Prepare decision tree to apply to the 10 -50 ppm rule to the removal of contaminated soil.
- #4. COMPLETED - Bechtel needs direction concerning B-222 contamination. Nick has told Bechtel that after all of the tanks have been removed, SOUTHDIV will decide how best to remediate the contaminated sites.
- #5. OPEN - Catherine, Wayne, BTO - OPT needs an update on Community Redevelopment Agency so the priority of tank removals can be determined.
- #6. COMPLETED - Minutes for Tank Program Cost Control meeting have been distributed.
- #7. OPEN - John K. - Direction is needed regarding closure of open well at Area "C". ABB is investigating and will recommend method of closure.

- #8. COMPLETED - Corrections have been made to the Draft Air Force Record Search Technical Memorandum by ABB.
- #9. Jim - Complete and distribute Group II Site Screening Report.
- #10. COMPLETED - Air Force Area of Concern (AEC) has been added to the Draft Workplans for the RTC area Air Force sites.

TEAM CHARTER

Mission: To environmentally restore NTC Orlando for transfer in an expeditious and cost effective manner.

Vision: We strive to be the best by creatively using our complimentary skills with trust and collaboration to achieve our mission.

OBJECTIVES

- Maintain good communication and flow of information both internally and externally.
- Use creative/innovative technology and approaches as needed to support the mission.
- Consider needs of stakeholders.
- Resolve conflicts to avoid adversarial relations.
- Develop short as well as long range goals.
- Identify, clarify and test the boundaries of authority.
- Emphasize site remediation and closure.
- Ensure that all regulations are met.
- Share responsibility for all team problems and successes.
- Not afraid to ask questions, take risks - DARE to be different.
- Foster harmony and commitment to the team process.
- Provide team training and professional growth and team building.

CONFLICT RESOLUTION

- Speak up if there is a problem
- Define and clarify the problem, everyone has a chance to be heard
- Identify similarities as well as differences. Everyone has an opportunity to express his rationale.
- Deal with the issue, not personality; withhold judgment,
- Revisit Mission/Vision and Objective Statement.
- Identify options and alternatives.
- Reach consensus

TEAM DECISION MAKING MODEL

- Identify and define the issues.
- Clarify the objectives
- Identify what you know and don't know
- Fill in information gaps
- Develop options and alternatives
- Select by consensus the preferred option
- Ensure the preferred option meets the objectives

GROUND RULES

Code of Conduct	Process
<ul style="list-style-type: none"> • Allow speakers to complete their thought. 	<ul style="list-style-type: none"> • Draft agenda for next meeting is made at current meeting.
<ul style="list-style-type: none"> • Be forthright. (no hidden agendas) 	<ul style="list-style-type: none"> • Distribute draft of minutes and Agenda within 7 days of concluding the meeting. A master copy of the minutes will be maintained and rotated with the recorded.
<ul style="list-style-type: none"> • Be on time (10 cents per minute to be given to person who purchased refreshments). 	<ul style="list-style-type: none"> • Comments or acknowledgment of receipt due back to scribe 7 days after receipt of draft.
<ul style="list-style-type: none"> • Invoke the 100 mile rule. 	<ul style="list-style-type: none"> • Final minutes and agenda distributed 7 days before next meeting.
<ul style="list-style-type: none"> • Be open and honest. 	<ul style="list-style-type: none"> • Team leader, Timekeeper and recorder rotate alphabetically progressing in this order : timekeeper, recorder, team leader, participant.
<ul style="list-style-type: none"> • Be professional. 	<ul style="list-style-type: none"> • Proxy: Absent members have the discretion of designating a proxy to represent his views at the meeting. The OPT will not deliberately make a decision contrary to an absent member's known views or interests.
<ul style="list-style-type: none"> • Bring Teammates up to speed. 	<ul style="list-style-type: none"> • Guests: All guests must be invited by the OPT. The sponsor is responsible to brief guest on the OPT meeting process.
<ul style="list-style-type: none"> • Leave your ego and "business Coats" at the door. 	<ul style="list-style-type: none"> • Use "I" statements.
<ul style="list-style-type: none"> • Stay for hard parts. 	<ul style="list-style-type: none"> • The OPT and guests shall recite the Ground Rule immediately after the Team Leader calls the meeting to order.
<ul style="list-style-type: none"> • Fix the problem not the blame. 	

TIER II ISSUES

- Funding as it pertains to meeting the redevelopment authorities objectives.
- Funding for the RAC Contractor to participation in the OPT meetings separate from Project funding

TEAM TRAINING SCHEDULE

We commit to set aside time at each OPT Meeting for training on either team building skills or technical topics. Example topics include:

Communicating effectively
 tools for decision making
 use of GC in soil gas testing
 chemical characteristics of NTC ORL Contaminates
 DOT transportation rules

Task Order development and execution
Real Estate Issues : Beyond The EBS
Self directed work teams
Team maturation process improvement
Risk Assessment

ROLES AND RESPONSIBILITIES

Tabled Individual roles and Responsibilities.(Homework)

ROLES AND RESPONSIBILITIES

Team Leader:

- Set the agenda.
- Ensure those responsibility for items on the agenda are prepared.
- Determine meeting location.
- Chair the meeting.
- Assign action items as required.

Gatekeeper/timekeeper:

- Assist in keeping meeting on track and on time.

Recorder:

- Take minutes.
- Submit draft minutes to team members.
- Make corrects requested by team members.
- Submit final minutes.

Participant:

- Participate actively
- Prepared for meeting(understand issues; complete homework)
- Listen
- Attend all meetings
- Actively share ideas
- Abide by rules
- Honor deadlines and commitments

Sponsor:

- Brief guest on group norms and the guest's role.
- Inform Team of purpose for guests attendance and obtain concurrence for attendance.
- Give guest a copy of the agenda (time limits, expectations).
- Introduce guest to team.
- Debrief guest following meeting, obtain feedback.
- Inform Team at earliest opportunity of surprise guests.

SCHEDULE

November 15, 1995 - Wayne Hansel - Orlando
January 10, 11, 12, 1996 - John Kaiser - Orlando
January 24, 25, 1996 - DERTF
February 15, 16, 1996 - Mac - Charleston
March 14, 15, - John M. - Orlando

April 11-12, 1996 - Nancy - Tallassee
May 14-15, 1996 - Catherine - Orlando

TANKS

Mack and John gave update on tank Cost Control Summary
Wayne said some changes may be needed after Oct. 19 meeting with ORA.

PREs (Jim Manning)

Jim gave brief PRE status.

DECISION:

1. Site Screening Reports can be completed without PREs.
2. Will only do PRE's on a case by case basis.
3. Nancy will do Presentation on PREs at next meeting.

Group II Site Screening Report(Jim Manning)

Jim gave brief and handed out tables of Group II screening results. The Draft Report should be out in early November.

Site 11 - NFA
Site 12-14 RI/FS
Site 15AST

Wayne asked if data could be put on maps and Jim said it could.

DRAFT AGENDA

November 15

1300-1315 PM Open Meeting (ground rules)

1:15 - 1:45 Project status report

1:45 - 15:15 Finalize Homework

Break

15:30-16:00 Reuse update

16:00-1630 DERTF

1900-2100 RAB

November 16

0800 - 0830 7174 Mac

0830 - 1000 Jackets Partnering

1015 - 1045 PRE Nancy

1045 - 1200 DERTF video

13:00 - 1500 DERTF

The OPT decided that an additional meeting will be required to prepare for the DERTF presentation and a date of 11, 12 of January was set. We also need to finalize as much of the Groups I, II and III study areas so the BCP can be updated.

CRITIQUE

Nick - Recommended that we build a parking lot (a piece of paper on the wall to post tasks and issues that come up during the meeting).

What did we do well? - Stayed on Agenda - Worked well and got homework done.

What would we do Different? - Flow better Faster

ERIC - We were all respectful, listen to others and participated.

Budget \$\$ is a Problem for all bases.