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NAS OCEANA
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PARTNERING TEAM NUMBER 22 MEETING MINUTES 2 JUNE 1999 WITH UPCOMING
MEETING AGENDA NAS OCEANA VA
6/2/1999
PARTNERING TEAM

June 2, 3, 4, 1999
PARTNERING MEETING NUMBER 22
WPNSTA YORKTOWN

MEETING SUMMARY

RICHMOND, VA

MEETING MANAGER: Mr. Carl Rodzewich
 RECORDER: Mr. Rich Hoff
 TIME KEEPER: Mr. Peter Knight (for Scott Park)
 MEETING HOST: Mr. Steve Mihalko
 FAUX FACILITATOR: Mr. Bob Stroud

The twenty second formal WPNSTA partnering meeting (and the first formal NAS Oceana/WPNSTA partnering meeting) was held on June 2, 3, 4, 1999 in Richmond, Virginia. This meeting continued to focus on Team Building, site priorities, team partnering skills for self-facilitation and the integration of NAS Oceana.

An update of the ecological approach for WPNSTA and application of ecological processes at other facilities was the major subject of discussion during the first two days of the meeting. An ecological sub-group was developed among the participants who will, by conference call, establish processes for use at WPNSTA and beyond. The first sub-group conference call is scheduled for June 21, 1999. Results of these discussions will determine the outcome of several pending WPNSTA RI/FS reports. Durwood Willis also asked the Team to consider topics for the joint partnering meeting scheduled for October, 1999.

Metrics

Metrics have changed in response to funding and logistical concerns regarding future remedies. The priority A/B list was updated and incorporated into the Draft FY2000/2001 Site Management Plan. The Team continues to focus on fulfilling requirements for graduation, but integration of NAS Oceana may delay this.

Meeting Accomplishments

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

- NAS Oceana integration and first formal integrated Team meeting was conducted;
- Ecological risk assessment process issues were discussed by the Team and a technical sub-group was formed to address the current process;
- Self-facilitation using the Faux Facilitator continues as part of Team graduation requirements; and
- All partnering topics presented in the June agenda were discussed.

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MEETING SUMMARY (continued)

Remaining Issues

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; and

Ecological risk issues concerning outstanding WPNSTA FI/FS deliverables were not resolved.

Other unresolved issues can be found in the parking lot list attached with these minutes.

As always, please review these meeting minutes carefully and provide comments at your earliest convenience.

See you at the July partnering meeting!

JUNE MEETING ATTENDANCE SHEET

NAME	ORGANIZATION
Bob Stroud	EPA Region III
Laurel Boucher	Management Edge
Carl Rodzewich	DYNAMAC
Scott Park	LANTDIV NTR (by phone)
Jeff Harlow	WPNSTA Yorktown
Steve Mihalko	Commonwealth of Virginia DEQ
John McClosky	US FWS
Durwood Willis	Tier II Rep.
Tim Reisch	LANTDIV NTR (by phone)
Peter Knight	NOAA - CRC
Rich Hoff	Baker Environmental
Jack Robinson	CH2M Hill

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MEETING SUMMARY (continued)

Day 2 – Ecological Discussion Participants

NAME	ORGANIZATION
Steve Petron	CH2M Hill
Sharon Wilcox	Commonwealth of Virginia DEQ
Cathy Ferguson	DYNAMAC (by phone)
Sheri Eng	LANTDIV
Chris Wallace	LANTDIV
Kari Adams	Baker Environmental (by phone)

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Action Item/Consensus

Item	Responsibility	Outcome	A/C	Date
Review Partnering Deliverables	Team	Issue Final Tier I Deliverables To All Parties & Tier II	A	7/28
York River Data Base	J. Golden	Pursue Information on York River Water/Sed. Quality. Data Base? VIMS?	A	7/28
Groundwater OU RODs -Examples-	B. Stroud S. Mihalko	Check to See If EPA/State Have Example GW/OU RODs. Use as Temp. for GW/OU at Station	A	7/28
NASA Infra-Red Study	P. Knight	Follow-up on NASA Study. Interpretation of Data?	A	7/28
Perchlorates	J. Harlow	Determine Use of Perchlorate With More Certainty Jack Johnston	A	7/8
Perchlorates-TOX Data	P. Knight/R. Hoff/ C. Rodzewich	Continue Search for TOX Data (Eco.) Can We Evaluate Effects? <u>Bioassay?</u>	A	7/28
Perchlorates Lab Work	R. Hoff	Check with Labs About SAS to Analyze and \$.	A	7/28
Sites 1, 3, 6, 7, 9, 19 RODs	R. Hoff	Send Signed Copy to Steve	A	6/15 Site 1&3 Signed 6/18
Final Analytical/Sampling for Site 6	Team/R. Hoff	Discuss the Last Post Construction Sampling Event Schedule with Site 12 LTM	A	7/28
Map with GIS/GPS Site 23 Sampling Locations	R. Hoff	Have Pete/Dave Produce Figure with Sample Location	A	7/28
3 rd and 4 th Quarter Goals WPNSTA	Team	Conduct Conference Call to Discuss/Formalize 3 rd Quarter Goals	A	6/17 at 9:00am COMPLETE
Evaluate Eco Guidance Criteria	Steve	State ERA Process Find It & Share with Team	A	7/28
Agree to Establish Eco Subgroup	Team	State ERA Process Find It & Share with Team	C	
Tier II & Joint Meeting	Team	Select Topic: Tech Support, Legal, Eco Categories	A	7/15
Joint Meeting Issues Continued	Team	Pick 3 Issues For Each Cat. Also Know the Element for Presentation	A	6/17 @ 9:00am Conference Call COMPLETE
J.T.M. Cont. Cont.	S. Mihalko	Steve Let Doug Know To Extend To 11/5	A	7/15
Agenda Conference Call	Team	Review Draft July Agenda & Finalize	A	7/19 @ 10:00 am

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GW – Operable Unit Report

Purpose: Develop/Address Overall Groundwater Watersheds Not Covered by RODs

Utilize: All Available Groundwater Watershed Data & the USGS Model to Support Decision Making

Examples: Aberdeen, Dhalgren

Concerns: Affects/Impacts on SW/SED as Secondary Source. Points of Discharge. Where are they?

Outcomes:

- Define Boundaries of OU(s)
- Define Nature/Extent of Contamination and Discharge Zones
- Develop Comparative Benchmarks
- Sandbox Models? Contaminant Transport Dispersion
- Risk Characterization
- Physical Data/Water Quality Data To Support RODs
- Support Natural Attenuation (NA) Without Pre-emptively Selecting It.
- Collection of NA Parameters in WP.
- Background Report
- Add NASA data? – *Peter to Check on Final NASA Report*

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Consensus Items

Agree to have Eco-Sub Group. Resp. for meetings/times will fall to the group with core members oversight.

GW/OU Report – See Page 2

Conference Call Schedules

3rd & 4th Quarter Goals

Joint Meeting Discussion Topics (3 each)

Technical Support
Ecological Concerns/Successes
Legal concerns/Successes

Decide on time for the Presentation and Presentation Subject – June 17 - 9:00am

COMPLETE – See Attachment 1

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Integration Team - Lessons Learned

- Make a "Short Day" on the schedule.
- Clarify Action Items: WPNSTA/NAS (separate)
- Separate Agenda: WPNSTA/NAS
- E-mail Meeting Minutes 1 Week after Meeting
- Minutes for 2nd Day Can Best Be completed by the Team Meeting on Day 1
- Expand E-mail to Include New Team. Web Site?

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Parking Lot

- 3rd and 4th Quarter Goals
- NASA Fly-Over Study Results – Peter to find Final Report

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Joint Action

Tim – Devlin Format for Discussion Topics
→ July to Rich for incorporation

Joint Team – 2 Mission Statements
Review G.R.s
→ July

Rich – Member Resp
Member:
Adjnt status
Guest (w/Tim)
→ July

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Completion of Partnering Deliverables Items

- Incorporate Oceana – Mission Statement and Modify to Add Own Key Language
- Incorporate Meeting/Presentation Format (Devlin Format)
 - Statement of Purpose (SOP)
 - Body (Objectives)
 - Desired Out-Comes (tie back to SOP)
 - Guest Participation Sheet

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PARTNERING EXERCISE

MBT1 Type Table			
ISTJ Peter? Rich	ISFJ	INFJ Jack (Laurel)	INTJ
ISTP Bob Carl	ISFP Steve	INFP	INTP
ESTP	ESFP	ENFP	ENTP Tim
ESTJ Jeff	ESFJ Kari Scott	ENFJ	ENTJ

John – Introvert

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PARTNERING EXERCISE (continued)

Bob Stroud

ISTP

Introverted, Pragmatic, Bottom Line Type, Logical Thinker

I don't take myself too seriously

Open to innovation, likes to be the first to accomplish a task

Primary goal:

Successful cleanup of sites without any problems

Count on me to:

Work my contacts at EPA to help facilitate this process

Steve Mihalko

ISFP

Introverted

Inflexible

Don't Get Hung Up On Details

Primary Goal:

Get the sites deleted/delisted which means get the sites cleaned up.

Count on me to:

Interpret state regs/requirements to assist in the cleanups.

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PARTNERING EXERCISE (continued)

Jack Robinson

INFJ

Introvert
Intuitive
Feeling
Judgmental

I am outdoor oriented, love nature.
I am empathetic, I care a great deal about the welfare of others.

Primary Goal:

Facilitate the envt. Restoration of NAS Oceana as a Team Member.

You can count on me to:

Interject some dry humor
Provide a spark of creativity once in awhile.

Peter Knight

ISTJ/INTJ

Closure, think before speaking, logical, sensory/intuitive

Contrary to popular opinion, I like humor.

I prefer crispy pizza crusts.

My primary goal:

To ensure that ecological risk is adequately addressed.

You can count on me:

To be a Team Player.

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PARTNERING EXERCISE (continued)

Kari Adams

ESFJ

Easy to talk to people and listen. Good mediator.

Primary goal is:

Improve relations among all players

Facilitate smooth transitions through ER process

You can count on me:

Accomplish tasks/action items to improve partnering.

Carl Rodzewich

ISTP

Logical, perceptive, quiet

I enjoy and use humor as a process tool.

I seek to work towards effective ways to accomplish work – both process and cost.

Primary goal:

Support EPAs role as technical support.

You can count on me:

Identify effective processes to achieve cleanup and meet regulators requirements.

Use humor

See several positions/sides of story and bring them to the table.

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PARTNERING EXERCISE (continued)

John McCloskey

Introvert

Otherwise, don't know

I'm an observer, but will make my concerns known

Not easily frustrated (patient)

My primary goal:

Protection of ecological receptors.

You can count on me:

To be at meetings when needed.

Scott Park

ESFJ

Outgoing, like to talk, understanding, like fairness.

Like everyone to be pleased.

Like everyone to do right thing.

Primary goal is:

Cleanup and close-out meeting all members criteria.

You can count on me:

To clarify and pull my weight.

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PARTNERING EXERCISE (continued)

Tim Reisch

ENTP

Outgoing, Logical, Thinking (Mechanical)

Use indicators to assess.

Voice all options, even odd/weird ideas.

Primary goal:

Make progress in site cleanup, not spin wheels.

You can count on me:

To take action items, get information, be persistent.

Jeffrey Harlow

ESTJ

Like to work with small groups and no touchy-feely stuff

I am not an alcoholic.

I am not an alcoholic.

Primary Goal:

Making money and getting site delisted (work myself out of a job).

You can count on me to:

Not Mislead you.

No BS

Have as much fun as possible, but to get work done.

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PARTNERING EXERCISE (continued)

Rich Hoff

ISTJ

I like things to go smoothly.

In get pissed when they don't.

Primary Interest:

De-List. Do anything I can to make this happen.

You can count on me to:

Give 100% to try and make the process work, interspersed with bouts of anger.

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Tier II Information
Durwood Willis

- **Web Site – Use It!**
- **Training Issues – Hand Out.**
- **Joint Meeting**
12:00 noon 11/2 – 11/4
Last day can be team specific
Location: Xerox Center
Between Sterling & Leesburg on Route 7.
- **Presentation – Team to select topics – let Tier II know by mid-July what the topics are.**

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Day 1 +/-

+	Δ
<ul style="list-style-type: none">• Short Day• Focused• Good Facilities• Good Self-Facilitation• Flexibility Schedule and otherwise (missing people)	<ul style="list-style-type: none">• No Scott• Soft Pizza Crust

Faux Facilitator Feedback

Got through items, minor sidebars, despite missing members and travel constraints.

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Day 2 +/-

+	Δ
<ul style="list-style-type: none"> • Facilities • Joint Meeting • Good Integration of Teams • Working Lunches • Z model worked well • Eco Subgroup established • Good Barbecue • Good Communication • Conference Call 	<ul style="list-style-type: none"> • Scott not here • Angry wife • Computer hook up problems • Conference call

Facilitator Feedback

Bob – No plops, feeling out process, going well. Some confusion on Z-Model, more up-front discussion on what we want out of the subject. Otherwise, progress.

Laurel – Strong two new members, help integration of two teams.

Bob – Meeting going well. Good brainstorm on GW/OU issue. Integration today real good. First double duty team. Good points about integration. Del. Combination – same principal.

Laurel – No longer any tension with Tier II reps. No longer a topic of conversation. Handled strong opinions. 2 – advances: Team integration; Eco-subgroup Becoming Meeting All-Stars!

**WPNSTA YORKTOWN PARTNERING MEETING NUMBER 22
&
NASO PARTNERING MEETING NUMBER 2**

PROPOSED JULY AGENDA

Date	Agenda Item	Leader	Purpose/Goal	Time
7/27 0800 hrs	Weapons check/Welcome		New Meeting Format - More Efficient Meeting	15 min.
0815 hrs	Check-In	Team	New Meeting Format - More Efficient Meeting	15 min
0830 hrs	Guests/R&R/Review GRs	Scott	New Meeting Format - More Efficient Meeting	10 min
0840 hrs	Review Previous Meeting Minutes	R. Hoff/J. Robinson	New Meeting Format - More Efficient Meeting	10 min
0850 hrs	Review Facility Meeting Logistics	Scott	New Meeting Format - More Efficient Meeting	10 min
0900 hrs	Review Parking Lot Items	Scott	New Meeting Format - More Efficient Meeting	15 min
0915 hrs	Action Items	Team	Review what was accomplished and what needs to be done or placed in parking lot or carried to next meeting	45 min
1000 hrs	Review/Revise Current Agenda and Meeting Goals	Team	Focus on what needs to be accomplished in this meeting	10 min
1010 hrs	Break			20 min
1030 hrs	Eco Subgroup Update	Peter	Status Update	30 min
1100 hrs	Active Listening Exercise	Laurel	Partnering Tool	60 min
1200 hrs	Lunch			90 min.
1330 hrs	Partnering Deliverables <ul style="list-style-type: none"> • Ground Rules • Roles and Responsibilities • Member Responsibilities 	Team	Graduation or GED	60 min
1430 hrs	Break			15 min
1445 hrs	Partnering Deliverables (Cont.)	Team	Graduation or GED	30 min.
1515 hrs.	Agenda Building/schedule conference call	S. Park	Prepare agenda for next meeting	15 min.
1530 hrs.	Tier II Update	Tier II		30 min.
1600 hrs	Meeting +/-	Team	Review first day of meeting.	15 min.
1615 hrs	End Day 1			
7/28 DAY 2 0800 hrs	Welcome	Yorktown Team	Warm-up and settle in.	15 min.
0815 hrs	Check In	Team		15 min.
0830 hrs	Review Roles and Responsibilities & Introduction of Guests	Scott	Indoctrinate and assimilate new members in to the partnering process and familiarize members and guests with each other	15 min.
0845 hrs	Review Agenda	Team	Focus on what needs to be accomplished	15 min.

0900 hrs	3 rd & 4 th Quarter Goals	Scott & Rich	Update goals to reflect funding availability and team priorities	30 min.
0930 hrs	Sites 1/3, 6/7, 11/17 Status Updates	Jeff & Scott	Status of ongoing construction projects	30 min
1000 hrs	Break			15 min
1015 hrs	Perchlorates at WPNSTA <ul style="list-style-type: none"> • Use at Station • Toxicity Database • Analytical Services 	Jeff Peter/Carl/Rich/ Jeff Rich	Consensus on pursuit of perchlorate issue at WPNSTA	30 min.
1045 hrs	Background Data (VIMS) Information (Locations)	Rich		15 min.
1100 hrs	Groundwater Operable Unit Discussion	Bob & Steve	Discussion of examples of standard OU RODs	30 min.
1130 hrs	Lunch			60 min.
1500 hrs	Day 2 +/-	S. Park	Evaluate meeting/receive feedback from facilitator and Tier II Rep.	30 min.
1530 hrs	End Day 2			
7/29 DAY 3 0800 hrs	Welcome		Warm up settle in	15 min
0815 hrs	Check in			10 min
0830 hrs	Guests/R&R/Review GRs	Scott/Tim	Brief Review to refresh memories and introduce new guests.	10 min
0840 hrs	Review Current Agenda	Scott/Tim	Focus on meeting	10 min
0850 hrs	Eco Risk Tier II Workshop	Sherri/Chris	Navy/Virginia/Tier II Subgroup Presentation	55 min
0945 hrs	Break			15 min
1000 hrs	Eco Risk Tier II Workshop (Cont.)	Sherri/Chris		90 min
1130 hrs	Lunch			60 min
1230 hrs	Eco Risk Tier II Workshop (Cont.)	Sherri/Chris		60 min
1330 hrs	Break			15 min
1345 hrs	Eco Risk Tier II Workshop (Cont.)	Sherri/Chris		90 min
1515 hrs	Day 3 +/-		Review third day of meeting	15 min
1530 hrs	Adjourn			

Notes:

Meeting Manager: S. Park

Time Keeper: J. Harlow

Host: S. Park

Faux Facilitator: C. Rodzewich