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NAS OCEANA
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PARTNERING TEAM MEETING MINUTES 30 6 JUNE 2000 NAS OCEANA VA
6/6/2000
PARTNERING TEAM

JUNE 6, 7 and 8, 2000
PARTNERING MEETING NUMBER 30 (COMBINED TEAM MEETING NUMBER 9)
WPNSTA YORKTOWN/NAS OCEANA

LOCATION: VIRGINIA BEACH, VA

- MEETING MANAGER:** Mr. Peter Knight
- RECORDER:** Mr. Rich Hoff/Matt Louth
- TIMEKEEPER:** Mr. Scott Park/Tim Reisch
- MEETING HOST:** Mr. Jeff Harlow
- FACILITATOR:** Mr. Steve Mihalko

The thirtieth formal WPNSTA partnering meeting (combined NAS Oceana meeting number 9) was held on June 6, 7 and 8, 2000 at the Virginia Beach office of CH2M Hill. The focus of the meeting continues to be activity-related work priorities, Records of Decision, team partnering skills, team self-facilitation, and dioxin sampling at sites 4, 21 and 22 of WPNSTA Yorktown.

Metrics

Metrics remained the same during this meeting. Emphasis continues to be on obligating construction dollars for FY 2000 for sites 4, 21 and 22 and cost savings associated with expediting remedial action decisions, thereby taking advantage of economies of scope generated by ongoing remediation projects.

Meeting Accomplishments

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

- Team Goals and Schedules for Remediation;
- Dioxin Issues at Sites 4, 21 and 22 WPNSTA;
- Partnering Deliverables; and
- Self-facilitation using the Facilitator/Coach concept continues.

All partnering topics presented in the June meeting agenda were discussed.

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MEETING SUMMARY (continued)

Remaining Issues

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

- Groundwater data for development of a groundwater/surface water OU ROD approach;
- Background data compilation by Baker is still incomplete and is likely to remain so until later in the year when all other priorities are met.

No parking lot items were posted at this meeting.

See you at the July partnering meeting!

JUNE MEETING ATTENDANCE SHEET

NAME	ORGANIZATION
Bob Stroud	EPA Region III
Laurel Boucher	Management Edge
Scott Park	LANTDIV NTR
Jeff Harlow	WPNSTA Yorktown
Steve Mihalko	Commonwealth of Virginia DEQ
Tim Reisch	LANTDIV NTR
Matt Louth	CH2M Hill
Rich Hoff	Baker Environmental
Jack Robinson	CH2M Hill

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ACTION ITEMS/CONSENSUS AGREEMENTS

ITEM	RESPONSIBILITY	OUTCOME	A/C	DATE
Site 6 Wetland Design	Scott/Jeff/John	Design and Cost for Site 6 Restoration Meeting and Visit at Site	A	First Qtr, FY2001
Site 11 Revegetation	Team	LANTDIV/FWS Design, use soil from biocell – consider Cypress as vegetation alternative	C	
Iron Toxicity Study	Rich	Get Inorganic results from Treated biocell soil Compare to criteria Meet and discuss Data	A	July 27 Update
Lee Pond Culvert Area Debris	Jeff/Scott	Talk to OHM about costs for hand-pick of debris/tar-like material from the culvert at Lee Pond. Develop costs and schedule for removal.	A	July 27, 2000
Sites 4, 21, 22 Dioxins	Team	Above discussed criteria - clean close or RCRA Cap. No hybrid closures.	C	
Lee Pond	Jeff	Collect historical photos – scan and distribute for inclusion in Sites 23, 24, 25 and 26 RI/FS	A	August 15, 2000

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SUMMARY OF CONSENSUS ITEMS

Site 11

Site 11 will be revegetated as a wetland. The site will be brought back to some manageable grade using treated Site 6 soil – depending on the results of data evaluations and perhaps toxicity screening to determine toxicity to wetland vegetation. The use of Cypress was discussed - as no cypress is currently present at WPNSTA. Cypress does exist at Camp Peary, which is located just north of WPNSTA Yorktown and reestablishment of cypress would be an interesting biodiversity project.

LANTDIV will consider the cost of wetlands reestablishment and consult with FWS during the development of a Remedial Action Work Plan and any subsequent design efforts.

Site 22 RCRA Concerns

Detection of 2,3,7,8 – TCDD or TEQs above:

Ecological – 10 ug/Kg

Human Health – 1 ug/Kg (residential) to 20 ug/Kg (industrial)

- choice of either a RCRA cap or Clean closure. No hybrid closure allowed by law. Use latest available ecological toxicity criteria and the ATSDR guidance document for evaluating human health in the decision making process.

By convention:

In accordance with the consensus agreement of April, 2000 – Confirmatory surface water and sediment samples will be collected to address impacts on these media. Surface water and sediment will not be addressed in the Site 4, 22 ROD, but will be addressed in the OU ROD that will address groundwater concerns and potential interactions with surface water.

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WPNSTA YORKTOWN
UPDATED PRIORITIES FOR 3rd and 4th Quarters, 2000

- Award RA \$ for 4, 21 and 22
- Award Study \$ for 27, 28, 29 and 30
- Final RI 4, 21, 22
- Final FS 4, 21, 22
- Draft and Final PRAP 4, 21, 22
- Final ROD Sites 11 and 17
- Draft ROD Sites 4, 22
- LTM Sites 1, 3, 12 – **Completed Q3**
- Field Investigation 27, 28, 29, 30 – **Completed Q3**
- Draft FY 01/02 SMP – **Completed Q3**
- Final FY 00/01 SMP – **Completed Q3**
- Final SSP Report for SSAs 3, 24

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MEETING EVALUATION – PLUS/DELTA
FACILITATOR FEEDBACK

Plus	Delta
Good Meeting Location – cabins were inexpensive and tolerable	Working over the phone is difficult
Lighter schedule of meeting was a welcome relief	Joint Team meetings save money - but are tiring for common members
Better distinction between team issues – not as much overlap	

Facilitator Feedback

Slow meeting start – too many non-helpful sidebars, but good recovery after the agenda review the Team regained its focus.

Productive discussions gave way to some loss in focus at the end of the day. This might be a symptom of fatigue caused by joint 3-day Team meetings.

Good use of subgroups – concerning wetland issues at Sites 6 and Site 11 – LANTDIV and FWS agree to work together to provide a solution for reestablishing wetland like conditions at the site. Use of cypress at Site 11 a good idea.

Overall, Team was well focused despite a few lapses and did a good job of self-facilitation and correction when necessary.

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WPNSTA Yorktown/NAS – Oceana
Proposed Partnering Meeting Schedule FY2000

Location/Host	Date	Roles
Northern VA S. Mihalko	July 25, 26, 27	MM: B. Stroud Rec: R. Hoff/M. Louth Time: J. Harlow FF: J. Robinson/C. Rodzewich
Philadelphia, PA P.Knight	September 12, 13, 14 19, 20, 21	MM: S. Mihalko Rec: R. Hoff/M. Louth Time: B. Stroud P. Knight FF: T. Reisch/S. Park- J. Harlow
Cacapon, WVA J. Harlow	October 17, 18, 19 or (24, 25, 26)	MM: S. Park/T. Reisch Rec: R. Hoff/M. Louth Time: J. Harlow FF: S. Mihalko
Williamsburg, VA R. Hoff	December 5, 6, 7	TBD

Note:
 Establish 2001 partnering meeting dates and locations

CONF. #
 85237560

• Terrestrial community -
 → land plants and animals.

215-829-8300

EMBASSY SUITES

215-561-1776

215-814-2664
FRANK

JUNE

* CONFERENCE CALL
 SEAT 12th 10:00am

HANTHORNE?

STACEY DRISCOLL -

← ARMELLIA BERRY

EMBASSY SUITES

215-561-1776

THE FACILITATOR'S OBSERVATION CHECKLIST

General Categories	Observed Behaviors	Possible Facilitator Interventions
Group Dynamics: Focus Atmosphere Discussion Energy Role Sharing		<ul style="list-style-type: none"> • Flash Lights • Say Something Controversial • Mood Incense • Become one TEAM • Climate Control • Walk in one's shoes
Member Dynamics: Participation Motivation/Initiative Power/Control Influence		<ul style="list-style-type: none"> • Force Participation • Tell a Joke • Change Roles • Challenge the Power Center • Call other members • Thanks, now moving on.....
Observable Behaviors: Side-Bars Disruptive Behaviors Conflict		<ul style="list-style-type: none"> • Focus of avoidance • Reframe the conflict • Check yourself • What's the root • Dude...
Subliminal Behaviors: Nonverbal Communication Feelings		<ul style="list-style-type: none"> • Directly state the behavior to the individual or group • Do you want to share something? • Poll the group on feelings
Use of Tool Box: Adherence to GRs Achieve Consensus		<ul style="list-style-type: none"> • Point out tendency to the group • Be Direct • Review Deliverables

*****SEE BACK FOR GENERAL FACILITATOR INTERVENTIONS*****

GENERAL FACILITATOR INTERVENTIONS

1. CALL FOR A BREAK!!
2. MAKE SURE "I" STATEMENTS ARE BEING USED!!
3. RE-FOCUS THE GROUP/OBJECTIVES!!
4. POLL THE GROUP!!
5. REFERENCE THE PARTNERING TOOLBOX!!
6. REFER TO DISCUSSION OBJECTIVE ON FLIP CHART!!
7. CHANGE OF SCENARY!!!
8. COUP!!
9. READ THE GROUP!!
10. RE-FOCUS ON STEPS TO MEET GOALS!!
11. RE-FOCUS THE LEADER!! (See Coup)
12. REVIEW GROUND RULES!!
13. USE FACILITATOR BOOK FOR SOLUTION!!
14. BE DIRECT!!
15. REMIND THE GROUP, WE ARE SUPPOSE TO BE HAVING FUN....DAMN IT!!

WPNSTA YORKTOWN PARTNERING MEETING NUMBER 30
NASO PARTNERING MEETING NUMBER 9
PROPOSED JULY AGENDA

7/25
 7/26 7/27

Date	Agenda Item	Leader	Purpose/Goal	Time
7/25 0800 hrs	Welcome		New Meeting Format - More Efficient Meeting	15 min.
0815 hrs	Check-In	Team	Standard Meeting Format - More Efficient Meeting	10 min
0825 hrs	Guests/R&R/Review GRs	Jeffrey	Standard Meeting Format - More Efficient Meeting	10 minutes
0835 hrs	Review Previous Meeting Minutes	Matt	Standard Meeting Format - More Efficient Meeting	10 minutes
0845 hrs	Review Facility Meeting Logistics	Tim	Standard Meeting Format - More Efficient Meeting	5 minutes
0850 hrs	Review NAS Oceana Parking Lot Items	Matt	Standard Meeting Format - More Efficient Meeting	5 minutes
0855 hrs	NAS Oceana Action Items	Team	Review what was accomplished and what needs to be completed or placed in parking lot and carried to the next meeting	5 minutes
0900 hrs	Partnering Team Exercise	Laurel	???	1 hr
1000 hrs	Break			15 minutes
1015 hrs	Draft ROD SWMU 2D, 18, 19, 20, & 23	Jack	Overview	30 min
1045 hrs	Tech memo presentation 2C DPT investigation	Jack	Overview	30 min
1115 hrs	Lunch			1 hr 15 min
1230 hrs	Graduation event/Tier II Update	Team	Graduate	1 hour
1330 hrs	Break			15 min
1345 hrs	Tech memo presentation SWMU 15 DPT investigation	Jack	Overview	1 hr.
1445 hrs	Break			15 min
1500 hrs	Oceana Team Goals	Matt	Review goals and set priorities	30 minutes
1530 hrs	Agenda Building	Team	Identify agenda items for next meeting.	30 min.
1600 hrs	+/- Facilitator/Coach/Tier II Feedback	Team	Critical analysis of meeting progress and self-facilitation skills.	15 min.
1615 hrs	End Day 1			

MISSING

CALL
 PETER
 JOHN (DMS 1 & 2)

Will Bullard

- TANYA VARNER

R. HOFF

JACK

MATT

TIM

SCOTT

BOB

STEVE

1 more

Date	Agenda Item	Leader	Purpose/Goal	Time
7/26 0800 hrs	Welcome			15 min
0815 hrs	Check in		Warm up, settle in, be cool	15 min
0830 hrs	Guests/R&R/Review GRs	Jeffrey	Standard Meeting Format - More Efficient Meeting	10 min
0840 hrs	Review Facility Meeting Logistics	Tim	Standard Meeting Format - More Efficient Meeting	5 min
0845 hrs	Review Joint Team Agenda	Jeffrey/ Team	Focus the meeting and make necessary adjustments	15 min
0900 hrs	Evaluate effectiveness of the Joint Meeting/Format	Jeffrey/ Team	Establish joint team functions, how to shorten meeting to 2 days, determine when external facilitator needed	1 hour
1000hrs	Break			15 min
1015 hrs	Article for Joint Team Success – Share Existing WPNSTA Team Success	Jeffrey/Tim/ Tonya Varner	Discuss opportunities to promote work at WPNSTA and NAS Oceana. Develop outline of article, conduct interviews, assign action items, and schedule a conf call for commenting on article.	2 hrs
1215 hrs	Lunch			1 hr.
1315 hrs.	+/- Facilitator/Coach/Tier II Observations and Feed-back		Review second day of meeting, provide comments on the meeting: efficiency, focus, etc	15 min.
1330 hrs	End Day 2			

Date	Agenda Item	Leader	Purpose/Goal	Time
7/27 0800 hrs.	Welcome	Team	Warm-up and settle in.	15 min.
0815 hrs.	Check In	Team	Standard Meeting Format - More Efficient Meeting	15 min.
0830 hrs.	Review Agenda	Team	Focus on what needs to be accomplished on Day 3	15 min.
0845 hrs.	Review Parking Lot Items	Rich / Team	Standard Meeting Format - More Efficient Meeting	10 min
0855 hrs.	Daramend Biocell Results – Present/discuss results of treated soil	Rich	Update.	1 hr.
0955 hrs.	Break			15 min.
1010 hrs.	Site 6, 11 and 17; Sewage Treatment Plants Mercury Update	Jeff/Scott	Update site work and discuss mercury at tricklers information/status of ongoing demolition activities	20 min.
1030 hrs.	S-4, 21, 22 Final RI Comments and Draft FS Comments	Rich	Review comments to finalize and develop timeline for ROD signature	1 hr.
1130 hrs	Lunch			1 hr. 15 min.
1245 hrs.	Dioxin Sampling results	Rich / Team	Share data/where do we go now	1 hr.
1345 hrs.	Break			15 min.
1400 hrs.	Review WPNSTA Priorities/Project Progress	Scott	Keep everybody on the same sheet of music.	30 min
1430 hrs.	Agenda Building	Team	Identify agenda items for next meeting.	30 min.
1500 hrs.	Facilitator/Coach/ Feedback		Critical analysis of meeting progress and self-facilitation skills.	15 min.
1515 hrs.	Day 3 +/-		Review meeting day number 3.	15 min
1530 hrs.	End Day 3			

Meeting Responsibilities:

Meeting Manager: Jeffrey Harlow

Time Keeper: Bob Stroud

Host: Steve Mitalko

Facilitator: Tim Reisch/Scott Park

ACTION ITEM - ME

- DRAFT PAPER ON PARTNERING
TECHNICAL ANALYSIS

* Schedule Laurel 3-months
OUT.