

# St. Juliens Creek Partnering Team Meeting Minutes:

## Partnering meeting – February 27 & 28, 2001

### Attendees:

Dawn Hayes/LANTDIV  
Todd Richardson/USEPA  
Devlin Harris/VDEQ  
Jeff Harlow/NAVY  
Will Bullard/CH2M HILL/Tier II  
Wandy Browne/The Management Edge  
David Schroeder/CDM Federal  
Lynne France/CDM Federal

From: Lynne France/CDM Federal

Date: February 27 & 28, 2001

### LOCATION

Williamsburg, Virginia

### MINUTES

#### Tuesday February 27, 2001

9:15 Start. Check in  
Introduction of Guests.

#### Roles and Responsibilities for this meeting:

Will Bullard - Tier II link  
Meeting Manager – Jeff Harlow  
Tmekeeper/gatekeeper - Devlin Harris  
Host - Dawn Hayes  
Goalkeeper - Dawn Hayes  
Facilitator - Wandy Browne  
Recorder - Lynne France

Wandy presented the team Mascot, Hogan. Hogan's motto is "No Worries".

Review agenda: Change "Review FY02 Goals" to "Develop FY02 Goals"

## I Review of Previous Meeting Minutes and Action Items

**CONCENSUS: Accepted meeting minutes from January 23-24, 2001 meeting as revised.**

The team requested that future meeting minutes have page numbers and be submitted on 3-hole punched paper.

Definition of “Consensus Statement”: Binding Team agreements unless mutually changed. Consensus statements are agreements that are abided to outside the meeting by the team members and are not changed when new members are added to the Team.

### Action Items from previous meeting:

Date	Name	Description	Action/Resolution
1/23/01	Dave Schroeder	E-mail team list to Doug Dronfield	Will be carried over to next meeting.
1/23/01	Dawn Hayes	Check with Lee Anne on refreshment issue	Partnering meeting refreshments will be rolled into the room rental. Refreshments For RAB Meetings: \$50 can be included and expensed by CDM Federal.
1/23/01	Devlin Harris	Check with Steve and send electronic version of Quantico SASR to Lynne	Electronic version of SASR was provided by Wandy
1/23/01	Doug Dronfield	Check with Tier II on what stage background concentrations are used for screening data.	Dawn responded–Tier has not resolved yet. Tier II is handling it on a case by case basis now. Evaluating the level of effort required if the background is used up front versus in the uncertainty section. Carry over this action item assign to Tier II.
1/23/01	Todd Richardson	Check on the release date for the Background Guidance being developed by EPA	No date yet. Todd gave us a Region X issue paper. May not be relevant after Tier II presents decision. May be useful to see how other regions deal with the issue
1/23/01	Jeff Harlow	Send an Example of a combined Close-out/Report of Findings document to CDM Federal	Dawn had a copy of the declaration page that will be attached to the SSA. Carry over to have Jeff get an electronic version of this page to Dave, Todd and Lynne by March 2, 2001
1/24/01	Dave Schroeder	E-mail the presentations to Dawn, Jeff, and Todd	Accomplished.
1/24/01	Team	Prepare to develop Ground Rules – review examples from other teams	Carry over to 2/28/01
1/24/01	Team	Prepare Draft Personal Goals for FY01. Create SMART Goals	To be accomplished during this meeting.

## **II Partnering – Develop Mission Statement**

### **CONSENSUS: Team accepted the Mission Statement:**

**Using principles of partnering, the St. Juliens Creek Annex Team shall seek to protect human health and the environment through innovative, streamlined, consensus-based strategies. The sites will be restored, and ultimately de-listed, in a cost-effective, proactive manner.**

This Mission Statement is attached to these minutes as a separate document.

## **III Review of SASR**

The Team reviewed a Draft SASR prepared by CDM Federal. Dawn wants “Site 6” included in titles of CTO28 documents. Assigned a target due date of 6/8/01 for the Ecological Risk Assessment Document to be concurrent with the Draft final RI report. If further sampling is necessary, the completion date of the RI/FS document will be delayed. If there are issues with Blows Creek, we can separate Blows Creek into a separate Operable Unit.

**CONSENSUS: Since Landfill B (Site 2) is likely to have ecological issues and could therefore hold up the preparation of reports and RODs for the other sites, the Team agreed to break out the RI/FS reports and RODs for the 5 sites as follows:**

- 1) Site 2,
- 2) Sites 3,4,5, & 6

**Action Item:** Dave and Dawn will re-do schedule for next meeting to include more agency review time and Navy response time.

**Action Item:** Dawn will revise SASR targeting a ROD for 3,4,5,6, and send to Team by 3/9/01.

**Action Item:** Todd will check with legal on commitment to signing ROD by end of FY01.

## **IV Extra Money for FY01**

Dawn stated that the Navy has approximately \$82,000 extra for FY01. This money has to be awarded this year.

**CONSENSUS: Use the approximately \$82,000 as a buffer to be used for Ecological and SSA work not yet defined.**

Dawn specified that this would be a swing project. A potential third quarter award that cannot be negotiated at this time. Assigned this to the parking lot.

## **V Field Work Status**

Dave presented a report on the recently completed field work. Field work started on 2/7/01 and finished on the 2/16/01. Work included the Site 17 SI, the Background soil investigation, and SSA sampling. All went well. The Draft geophysical data and report are back.(handed out to Team).

Review of Geophysical report: AOC #1 has two potential buried objects. AOC8 has two small anomalies. AOC12 has two 2 anomalies - potential buried objects.

## **VI Partnering – Team MBTI Types/ Develop Team Goals**

Wandy reviewed the Team MTBI Types and observed that we have a good mix of types in the St. Juliens Creek Team.

The Team began work on Team FY 01/02 goals for submittal to Tier II.

**Action Item:** Dawn, Todd, Dave: Schedule Ecological Risk subgroup Meeting to develop a Plan of Action and Milestones (POAM). Due 3/5/01.

**CONSENSUS: NFA SSA sites will be closed out by creating a signature page documenting NFA sites by referencing the report of findings of the SSA investigation or RRR**

**Action Item:** Todd and Devlin will check reporting requirements to close NFA sites from SSA.

## **Day 2 – Wednesday February 28, 2001**

9:15 check in

## **VII Tier II Update**

Will Bullard – Background use in risk assessment. Region II has asked the national group to give guidance. Until policy is worked out: if the project is in the pre-remedial stage, screen out by comparison to background up front.

If the project is in the RI stage, screen out after the risk assessment (uncertainty section). It is a case by case determination.

Tier II wants a joint meeting in May 2002.

New items on Tier II web page (under library) include a paper on monitored natural attenuation, facilitator help ideas, and a “toolkit” of partnering items developed by The Management Edge.

**Action Item:** Dave - put on Tier II web page: calendar, goals and updates, meeting minutes, Team List, meeting schedules.

**Consensus: We will move ahead on the Risk Assessment on Sites 2/3/4/5/6 and screen background in the uncertainty section, until further notice. (The navy will attempt to waive policy).**

**VIII Agenda Building for Next Meeting/Scheduling of Meetings**

March 20-21 Williamsburg, Hospitality House

Start time : 9:00 (both days)  
End time, second day – 4:00 pm?

Meeting Manager – Dawn  
Host – Dave  
Timekeeper – Todd  
Goal Keeper – Dawn  
Recorder – Lynne  
Guests: Stacy Driscoll (Tier II) Ecological Risk specialists

**Conference Call: 10:00 3/12/01**

Next Meetings:

April 26 &27 – Virginia Beach, Founders Inn  
May 30 & 31 – Philadelphia (Embassy Suites 215-561-1776) – EPA Region III offices.  
July 11 &12 - Portsmouth  
August 28 & 29 - Charlottesville  
October 10 &11 - Portsmouth  
November 27 & 28 - ??

**Action Item:** Dawn will check with CH2M Hill about holding hotel reservations.

**Agenda Items for March 20-21, 2001 Meeting**

Item	Time	Goal	Lead
Basic Requirements	5.5 hours	Efficient meeting	Dawn
SASR review	0.5 hours	Concur with schedule	Team
Schedule ROD	1 hour	Establish POAM for ROD Signature	Dawn
Field Update/Sample Results	1 hour	Informational	Dave
Partnering	3 hours	Deliverables- Meeting Roles and Responsibilities/Exit and Entry Procedure	Wandy
Tier II Update	0.5 hours	Informational	Stacy

February 01 Meeting Check-out		X
+	End Early	
Uneven flip chart writing	Accomplished agenda, parking lot, and future agenda items (started).	
No participation in birthday party	Good meeting location	
Lynne has to type too much – doesn't have chance to speak	Very few sidebars	
No windows in room	Happy Birthday Dawn	
Heat/cold has issues	Dinner/Socializing	
We can't go with Lynne	Jeff – good job as chair	
Need more mentoring, coaching, explaining what's going on.	Discounted Meal	
Not enough technical issues	Team Goals	
	Getting through deliverables a lot less painfully	
	Good mix of personalities	
	Team Dynamics	
	Joy to be with Team	
	Productive meeting	
	Meeting management tools being used (consensus, use of humor)	
	Flex Schedule	

**X February 01 Meeting Check-out**

No.	Goal	Date
1	Develop Ecological Risk Approach Matrix for all sites	4/1/01
2	Final Acceptance for NFA Determination on Sites Presented in SMP	7/01
3	Final RI/F/S Site 2	10/01
4	Final RI/F/S Sites 3/4/5/6	8/01
5	Final Site 17 SI Report	6/01
6	Final SSA Report	7/01
7	Finalize Remedial Design for Sites 3/4/5/6	FY02
8	Sign ROD for Sites 3/4/5/6	FY01
9	Sign ROD for Site 2	6/02
10	Closeout SSA Sites Requiring NFA	FY01
11	Complete Team Deliverables	2/02
12	Draft FFA	1/02
13	Final Background Report	6/01

**IX FY02 Team Goals (Final)**

Ecological POAM	2 hours	Informational/Approach Matrix	Dave
NFA Documentation	0.5	Formulate process for NFA Documentation	Todd



## ST. JULIENS CREEK ANNEX PARTNERING TEAM

### MISSION STATEMENT

**Using principles of partnering, the St. Juliens Creek Annex Team shall seek to protect human health and the environment through innovative, streamlined, consensus-based strategies. The sites will be restored, and ultimately de-listed, in a cost-effective, proactive manner.**

**St. Juliens Creek Annex Partnering Team  
Action Items**

<b>Date</b>	<b>No.</b>	<b>Name</b>	<b>Description</b>	<b>Due Date</b>
2/27/01	1	Dave	E-mail team list to Doug Dronfield	3/20/01
2/27/01	2	Dave	Post Goals/Minutes/Calendar on Tier II Website	3/20/01
1/23/01	3	Dawn	Check on CH2M Hill making and holding hotel reservations	3/20/01
1/23/01	4	Team	Review Ground Rule examples	3/20/01
1/23/01	5	Jeff	Forward a copy of closeout report for SSA sites to Todd/Dawn/Lynne and Dave	3/2/01
1/23/01	6	Dawn and Dave	Revise SASR (Target ROD for Sites 3/4/5/6) and send to Team	3/9/01
1/24/01	7	Todd	Check with counsel on commitment to signing ROD for Sites 3/4/5/6 by end of FY01	3/20/01
1/24/01	8	Todd/Dawn/Dave /Jeff	Schedule Ecological Risk subgroup meeting to develop POAM	3/5/01

