

MEETING MINUTES

PARTNERING TEAM MEETING INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER INDIAN HEAD, MARYLAND

The Partnering Team meeting was held on October 26 and 27, 1999, in the Environmental Management Office (DEH-EMO) at Indian Head NSWC, Maryland. The personnel listed below attended the meeting.

Curtis DeTore – Maryland Department of the Environment
Janet Eastman – Management Edge
Shawn Jorgensen – Indian Head NSWC, DEH-EMO
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
Armalia Berry-Washington – Naval Facilities Engineering Command, EFA-Ches Tier II

Meeting Discussions

10/26/99

- Janet Eastman covered role responsibilities during the meeting (chair, host, etc.)
- Dennis Orenshaw presented the Indian Head Partnering Mission Statement, we all commented on it and came to a consensus on its language
- Janet Eastman discussed Ground Rules, we completed a list detailing the Ground Rules for the Indian Head Partnering Team
- Rob Sadorra led a discussion on the Site Management Plan (SMP), we reviewed the proposed schedules for the main area of Indian Head NSWC

10/27/99

- Rob Sadorra and George Latulippe led a discussion on Sites 57, 12, 41, 42 and 47
 - Site 57 – still waiting for laboratory results on sewer water samples
 - Site 12 – presented information on the existing soil cover and the extent of the landfill, more information is needed regarding burrowing animals and State ARARs concerning soil cover and wetlands
 - Site 41 – the concrete slab was found to extend the entire length of the Scrap Yard, laboratory results on soil samples taken at this site will be presented at the next partnering meeting
 - Site 42 – presented information on the existing soil cover and the extent of the landfill, still waiting for laboratory and toxicological results on the downstream sediment and soil samples
 - Site 47 – the draft RI is due in February 2000, carbon tetrachloride and chloroform were found in groundwater in the parts per million range
- It was decided that meeting minutes would be organized in such a way that separate consensus pages would be included at the end of the minutes so that the Core Team members could easily sign off on the agreed to items (as per Tier II)
- Armalia Berry-Washington stated that Tier II is interested in:
 - Compiling a list of success stories (cost savings, community praise, exceeding goals, etc.)
 - Seeing a schedule outlining the next 4 to 6 meetings
- The meeting roles and their responsibilities were revised (see Meeting Roles)

Core Team

The Core Team was defined as consisting of personnel from the Navy, the US EPA and MDE. The Core Team is to also serve as the Consensus Team. The Core Team and the additional meeting participants will consist of the personnel listed in the table below.

DEFINITION OF TEAM MEETING PARTICIPANTS

| <i>CORE TEAM AND CONSENSUS TEAM</i> | <i>ADJUNCT MEETING PARTICIPANTS</i> | <i>VISITORS</i> |
|--|---|---|
| Curtis DeTore Shawn Jorgensen Dennis Orenshaw Rob Sadorra | Representatives of other agencies that attend almost every meeting but do not participate in consensus decisions (e.g. contractors) | Those who attend a meeting to provide input regarding particular issues (e.g. BTAG, contractor technical personnel) |

Each of the Core Team members identified alternates that can serve in their place during partnering meetings in case of unforeseen circumstances. The alternates for each Core Team member are listed in the table below.

CORE TEAM ALTERNATES

| <i>CORE TEAM MEMBER</i> | <i>ALTERNATE</i> |
|-------------------------|---|
| Curtis DeTore | Kim Lemaster |
| Shawn Jorgensen | Rob Sadorra Sherry Deskins Heidi McArthur |
| Dennis Orenshaw | Paul Leonard |
| Rob Sadorra | Shawn Jorgensen Armalia Berry-Washington |

Meeting Roles

For the purpose of conducting team meetings, specific roles and responsibilities were defined. The roles, along with the respective set of responsibilities, are listed below.

DEFINITION OF MEETING ROLES

Host

- Arrange for meeting rooms, audiovisual equipment, and any other necessary meeting supports
- Place Ground Rules on the meeting room wall
- Identify hotels and eating establishments
- If the meeting is held at a hotel, CH2M Hill will make the arrangements

Chair

- Call meeting to order at beginning and adjourn meeting at end
- Manage time during the meeting
- Review the action items at the beginning and the end of the meeting
- Guide meeting discussion from one agenda topic to the next
- Keep meeting discussion on the current agenda item
- Bring the Core/Consensus Team to consensus
- Create agenda at the end of the current meeting for future meeting
 - Using parking lot items
 - Using standard agenda items
 - Identifying lead person and intended outcome for each action item
- Act as Chair for the conference call preceding the meeting
- Encourage member participation in discussions

Scribe

- Manage the audiovisual equipment
- Record the consensus agreements on the flip chart
- Manage the
 - Parking Lot
 - Agenda Items
 - Action Items
- Manage any other use of the flip chart

Time Keeper

- Assure prompt meeting start and end
- Assure that meeting breaks are taken as scheduled
- Assure that meeting attendees return from breaks and lunch on time
- Support the Chair in time management during the meeting

Minute Taker

- Record meeting minutes
- Prepare and distribute meeting minutes within two weeks of meeting's end

Ground Rules

The Core Team finalized and approved the following Ground Rules.

GROUND RULES

1. Casual dress is preferable.
2. Start on time, end on time.
3. One person talks at a time, no sidebars.
4. Use "I" statements.
5. Discuss, do not argue.
6. Notify team members when bringing a guest.
7. Be solution oriented not problem oriented.
8. Identify must haves vs. like to haves.
9. Check with everyone to get his or her ideas and comments.
10. Develop a meeting agenda prior to the meeting and build in breaks.
11. Come to meetings prepared.
12. Be respectful of others both verbally and physically.
13. Communications including, but not limited to, the Ground Rules, Meeting Roles and Responsibilities, and other pertinent information will be provided to adjunct members.
14. All decisions are made through consensus of the Core Team members. In the absence of a Core Team member, final consensus will be deferred.
15. Seek first to understand and then to be understood.
16. The role of Chair will rotate between Consensus Team members.

Mission Statement

Dennis Orenshaw presented a draft Mission Statement and the team worked to create a final version which is included below.

MISSION STATEMENT

The mission of the Indian Head Installation Restoration Team is to strive, in a spirit of teamwork and cooperation, to reduce environmental risks as effectively and efficiently as possible. To this end, we will apply our combined skills and resources to making clean-up decisions that meet the requirements of the Navy, the EPA, and the State of Maryland, address the needs of the community, are cost effective, and are based on sound scientific principles. Completion of this mission will result in the Installation qualifying for removal from the National Priority List.

Project/Partnering Goals and Action Items

The Team discussed the project goals we outlined at the last partnering meeting, revised them and added a list of new ones. Action items were gone over and their status was determined. New action items were created and tasked to the appropriate team members.

2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|---|------------------------------|
| 1. Sign Record of Decision for Sites 12, 41, 42 and 44 by 4/4/01 a) Finalize Feasibility Study by 4/19/00 b) Finalize Proposed Plan by 9/13/00 | On Schedule |

ACTION ITEMS – OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|---|----------------------------------|---------------------------------|------------------------------|
| 15. Check suitability of existing soil cover at Sites 12 & 42 | Curtis DeTore Dennis Orenshaw | 10/27/99 | In progress |
| 16. Check on possibility of upgrading Scrap Yard | Shawn Jorgensen Rob Sadorra | 10/27/99 | In progress |

2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|---|------------------------------|
| 2. Finalize Treatability Report for Site 57 by 3/13/01 a) Finalize Remedial Investigation by 3/7/00 b) Finalize Treatability Study Work Plan by 7/4/00 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|---|---------------------------|---------------------------------|------------------------------|
| 13. Review Site 57 Draft Remedial Investigation by 11/30/99 | All Core Team | 10/27/99 | In progress |
| 14. Prepare presentation on new Site 57 data by 11/30/99 | George Latulippe | 10/27/99 | In progress |

2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|---|------------------------------|
| 3. Finalize Remedial Investigation for Site 47 by 7/17/00 a) Complete Draft Final of the Remedial Investigation by 5/8/00 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|---------------|---------------------------|---------------------------------|------------------------------|
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2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|--|------------------------------|
| 4. Finalize Remedial Investigation for Sites 15, 16, 49 and 53 by 4/6/01 a) Finalize Work Plan by 4/28/00 b) Complete Draft Final Remedial Investigation report by 2/9/01 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|---------------|---------------------------|---------------------------------|------------------------------|
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| | | | |

2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|--|------------------------------|
| 5. Finalize Remedial Investigation report for Sites 11, 13, 17, 21 and 25 by 4/17/02 a) Finalize Work Plan by 4/28/00 b) Complete Draft Final Remedial Investigation report by 2/9/01 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|---------------|---------------------------|---------------------------------|------------------------------|
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2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|---|------------------------------|
| 6. Scope Sites 5, 7, 8, 14, 24 and 28 by 10/6/00 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|---------------|---------------------------|---------------------------------|------------------------------|
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2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|---|------------------------------|
| 7. Finalize Site Management Plan by 2/1/00 a) EPA and MDE review and provide comments by 11/15/99 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|--|---------------------------|---------------------------------|------------------------------|
| 12. Provide comments on SMP to Rob Sadorra by 11/15/99 | All Core Team | 10/27/99 | In progress |
| | | | |

2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|---|------------------------------|
| 8. Finalize Federal Facilities Agreement by 5/1/00 a) Complete Draft FFA for agency review by 1/30/00 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|--|--------------------------------|---------------------------------|------------------------------|
| 8. Determine the status of NFRAP and how to close them out | Dennis Orenshaw Rob Sadorra | 9/2/99 | In progress |
| 17. Bring copies of latest FFA Draft to next meeting | All Core Team | 10/27/99 | In progress |

2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|---|------------------------------|
| 9. Complete Partnering Deliverables by 4/30/00 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|---|---------------------------|---------------------------------|------------------------------|
| 10. Rewrite Mission Statement and forward it to Curtis DeTore | Dennis Orenshaw | 10/27/99 | In progress <i>DONE</i> |
| 11. Complete the draft version of our Vision Statement | Shawn Jorgensen | 10/27/99 | In progress <i>DONE</i> |
| 18. Rewrite and distribute Ground Rules and Meeting Roles | Curtis DeTore | 10/27/99 | In progress <i>DONE</i> |
| 19. Create a laminated copy of the accepted Ground Rules | Bob Root | 10/27/99 | In progress <i>DONE</i> |

2000 PROJECT/PARTNERING GOALS

| <i>GOAL</i> | <i>STATUS AS OF 10/27/99</i> |
|---|------------------------------|
| 10. Become a Self Facilitating Partnering Group by 10/1/00 | On Schedule |

ACTION ITEMS - OPEN

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|---------------|---------------------------|---------------------------------|------------------------------|
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MISCELLANEOUS ACTION ITEMS - OPEN

| ACTION | PERSON RESPONSIBLE | DATE ACTION ITEM CREATED | STATUS AS OF 10/27/99 |
|---|--------------------|--------------------------|----------------------------|
| 20. Schedule BTAG ⁹ FFA meeting (12/8/99?) | Dennis Orenshaw | 10/27/99 | In progress <u>DONE</u> |
| | | | |

ACTION ITEMS – COMPLETED

| <i>ACTION</i> | <i>PERSON RESPONSIBLE</i> | <i>DATE ACTION ITEM CREATED</i> | <i>STATUS AS OF 10/27/99</i> |
|--|--------------------------------|---------------------------------|------------------------------|
| 1. Write draft Mission Statement | Dennis Orenshaw | 9/2/99 | Completed |
| 2. Complete the Draft Site Management Plan | Rob Sadorra | 9/2/99 | Completed |
| 3. Review the Draft Site Management Plan | All | 9/2/99 | Completed |
| 4. Determine the RCRA status of Areas of Concern | Shawn Jorgensen | 9/2/99 | Completed |
| 5. Bring project schedules to next meeting | All | 9/2/99 | Completed |
| 6. Bring appointment books to next meeting | All | 9/2/99 | Completed |
| 7. Bring photographs of SWMUs to next meeting | Dennis Orenshaw | 9/2/99 | Closed, none are available |
| 9. Determine if site descriptions are required in the FFA Document | Dennis Orenshaw Rob Sadorra | 9/2/99 | Completed |