

## MEETING MINUTES

JANUARY 19 – JANUARY 20, 2000

### INDIAN HEAD PARTNERING TEAM MEETING

HOLIDAY INN

BALTIMORE, MARYLAND

The Partnering Team meeting was held on January 19 and January 20, 2000, in the Holiday Inn at 301 West Lombard Street, Baltimore, Maryland. The following personnel attended the meeting:

Ed Corack – CH2M HILL

Kent Cabbage – Tetra Tech NUS

Curtis DeTore – Maryland Department of the Environment

Janet Eastman – Management Edge

Anne Estabrook – CH2M HILL

Simeon Hahn – NOAA/BTAG

Shawn Jorgensen – Indian Head NSWC

George Latulippe – Tetra Tech NUS

Heidi McArthur – Indian Head NSWC

Dennis Orenshaw – US Environmental Protection Agency, Region III

Rob Sadorra – Naval Facilities Engineering Command, EFA-Ches

John Trepanowski – Tetra Tech NUS (Tier II Link)

## Meeting Discussions

January 19, 2000

- **Introductions** by everyone ⇒ familiarizing group, catching up: Curtis DeTore (chair), Dennis Orenshaw, Anne Estabrook (host), Rob Sadorra (time keeper), Janet Eastman, Shawn Jorgensen (scribe), Heidi McArthur, John Trepanowski, Ed Corack (minutes)

George Latulippe is flying in this morning . . .

Review minutes from last meeting:

**DECISION:** Change conclusion in George Latulippe's review of Site 57 from minutes on November 30, 1999 to "Rehabbing the sewers provided some reductions, but did not totally eliminate TCE."

**DECISION:** Change dates in Schedule Future Meetings from minutes on December 1, 1999 to "May 9 and 10, 2000 in Wisp (joint meeting with other MD partnering groups)," and "May 11, 2000 in Wisp (Indian Head partnering group only)."

- **Janet Eastman covers proper format of Entrance and Exit Process**, such as what new people need to know to assure a smooth transition . . .

### Member Entrance Process

- 1) Provide Ground Rules, mission statement, meeting responsibilities and roles, team member responsibilities and roles (Whoever brings guest is responsible for giving that guest the info)
- 2) Share Meyers-Briggs info
- 3) Self Introduction (by all members)
- 4) Identify action items

(Finish tomorrow morning . . . this is a deliverable, so finalize list and release on sheet of paper)

- After reviewing minutes and starting Entrance and Exit Process, a few actions are created:

**ACTION:** Anne will post revised minutes on web site, and email them to everyone; check and correct access to partnering site

**ACTION:** Ed will make Entrance and Exit Process as deliverable, and make Model Agenda as a deliverable.

**ACTION:** ALL, email all created deliverables to Ed Corack

**ACTION:** Ed, bring meeting minutes in our new format

- Team reviews format of action items list: table format is good

**DECISION:** Use single table (single excel file database) for all action items (completed and not completed). In meeting minutes paste rows to create 2 tables: 1) Open Action Items, and 2) Completed Since Last Meeting Action Items

**DECISION:** Vision Statement approved and accepted.

- **Team discusses topics for joint Meeting in Wisp:** Indian Head, Pax River, White Oak teams meet in May (because we must submit topic to Tier II):

TOPICS WE WANT TO SEE FROM A GUEST SPEEKER	TOPICS WE WANT TO PRESENT
EPA process for ROD completion	Site 57 overall
Landfill cap Land use controls	Pipe relining technology (In Situ Form)
Eco Risk (Site specific to Maryland waters)	Site 56 RA
Human health risk (specific to MD)	Site 8 RA
Innovative Technologies / case studies	Site 5 RA
	ECO Drivers
	FS Field work

**DECISION:** We will present "pipe relining technology" at Wisp

- **John Trepanowski covers Tier II thoughts:**

Directive: Core team members must agree to consensus items, and must record the agreement with signatures on a piece of paper.

**DECISION:** We'll write consensus items on the flip chart to agree on wording, and then at the end of the meeting, transcribe to 8 ½ x 11 paper for core team members to sign. Said paper will be scanned and attached to minutes for distribution. Consensus items consists of IR related issues.

Future Tier II representatives at Indian Head Partnering Meetings:

Armelia Barry Washington - Tier 2 link at WNY in Feb 2000

Brad Rock – Tier 2 link in March 2000

Steve Hersh – Tier 2 link in April 2000

Tier II has approved deliverable list . . . so it is finalized

Tier II will discuss at next meeting: Should data validation be done, and at what level, and relate this to Tier 1.

- Janet Eastman Partnering training:

Conflict video

Review every one's Thomas-Kilman Conflict Mode Instrument scores

Overall, team compromises and collaborates

Trait	Total Points
Avoidance	40
Accommodation	40
Competitive	23
<b>Compromise</b>	<b>59</b>
<b>Collaboration</b>	<b>48</b>

Review personality type tests.

- **Shawn Jorgensen and Rob Sadorra cover Site 41 Upgrade Info:**

Need to focus RI money on cleanup, rather than upgrades

George: alternatives call for cleaning out soil and concrete, field testing for PCB residuals; if bad, then seal with two inches of concrete

Heidi: Arsenic may be from old paint . . . scrap yard for all metal on base and from White Oak

**DECISION:** Continue with cleanup of site, developing alternatives in feasibility study, without consideration for operational upgrades.

**ACTION:** Shawn, Talk to Jeff Bossart about requirements for soil retention/erosion wall at Site 41.

- **Curtis DeTore covers Site 12 (Town Gut) Remedial Alternative Discussion:**

- MDE wants the following alternatives evaluated in the FS:

- (1) Total removal of all material in landfill, and refilling with clean soil
- (2) An engineered cap with vertical and horizontal containment
- (3) Soil cover
- (4) Limited action: land use restrictions / cleanup activities, removing trash from edges and/or lake and disposing of it off site or at scrap yard
- (5) No action.

- MDE's minimum acceptable alternative is to to apply for variance and:

- (1) Remove waste from pond, send to scrap yard, put riprap around pond, put institutional controls, and walk away. Since there is no receptor for

TCE from ground water, and pond is not showing any, and the institutional controls are already in place, or,

- (2) Remove waste from pond to scrap yard, sheet piling wall around pond, and back fill in with 2-foot soil layer up to water line, and walk away with institutional controls already in place.

- George Latulippe comments: Picking up trash is just what is visible by walking around the edge of the pond . . . FS is almost complete, but now must add in some things due to Curtis's MDE input. George's list consists of (Site 42 will also be mentioned because of similar alternatives):

- (1) No action
- (2) Soil cover and edge treatment – add soil where necessary to increase cover over waste to 2-foot minimum; vegetate; wetland not modified [wall may be necessary]
- (3) Soil cap – 2-foot minimum cover, then biotic layer (cobble, rock), 18 inches of common soil, 6 inches topsoil, vegetate; remove objects from ponds, reestablish wetlands (handout on soil cover profile)
- (4) Engineered cap – [vertical containment must be added in, now] – 2 foot soil cover, impermeable geomembrane layer, biotic/drainage layer, common soil, top soil, vegetate (handout of profile)
- (5) Total removal; removing waste, backfill with common soil, 6 inches topsoil, vegetate; assumed 10 feet depth of waste over site.

(Handout of MDE variance guidelines)

Anne Estabrook discusses PAX River Fishing Point Landfill . . . they got variance from MDE because aquifer not potable water source

[Handout of table from pending FS, comparing Soil cover, soil cap, and engineered cap]

Site 42 [George draws diagram on flip chart about alternatives at Site 42 regarding edge treatment near the steam pipe]

**ACTION:** Shawn, talk to Jeff about wetland creation, if some of Site 12 filled in

**ACTION:** George, inform Shawn on impacted wetland area

**ACTION:** Heidi, find out about redirecting steam pipe at Site 42

- **Team reviews meeting scheduling:**

Team Chair should make agenda in proper format, with time, topic, person, duration, and intended outcome

Rob and Anne will handle the next meeting location . . .

Move February meeting to Northern Virginia from WNY due to difficult parking at the Yard

Move March 29, 30 meeting to Philadelphia from Indian Head

Move April 18,19 meeting to Indian Head from Philadelphia

**ACTION:** Inform John Trepanowski of these changes tomorrow (since he left early).

**January 20, 2000**

- **New members:** Simeon Hahn (NOAA/BTAG) and Kent Cabbage (Tetra Tech NUS)

Introduction by each team member

- Inform Tier II (John Trepanowski) of changes to future partnering meeting locations, as well as presentation topic for Wisp meeting.

- **Janet Eastman Partnering: Roles and Responsibilities of Each Team Member**

Each member reviews their deliverable, and then the group discusses.

**ACTION:** George, rewrite roles and responsibilities and email to team.

**ACTION:** Dennis, rewrite roles and responsibilities and email to team.

**ACTION:** ALL, add in "... in a timely matter ..." to roles and responsibilities deliverable, and email to Ed Corack.

- **Janet Eastman Partnering: Entrance and Exit Procedure**

Exit Procedure

- (1) To attend one meeting with replacement
- (2) Complete as many open action items as possible, and make sure all remaining open action items are transferred or re-assigned
- (3) Provide background and review consensus decisions to new member
- (4) If possible, leave your new address and forwarding info
- (5) Formal acknowledgement

Team finishes deliverable, since Entrance Procedure was completed on 01/19/00

- **Team reviews Proposed Plan format:**

Format is good, very comprehensive, but use less complicated language

**ACTION:** George, revise Proposed Plan to make it easier to read.

**ACTION:** Dennis, check with Office of Regional Council (ORC) and EPA staff on acceptability of brief proposed plan format

- **George Latulippe covers Site 42 Ecological Health Discussion (Olsen Road Landfill):**

Simeon is BTAG representative from NOAA.

[George draws diagram of site on flip chart]

Need a decision on how to proceed on FS since eco toxicity test results are inconclusive (no human risk due to silver)

Kent and Simeon and George discuss toxicity tests of soil

Simeon states: Look at other things beside silver; perhaps use silver benchmark from Oak Ridge (1 ppm); sediment is definitely toxic (based on survival rate of bugs in toxicity test); cannot say that silver does not affect just because graph doesn't show correlation; perhaps talk to "Narragansett people" for help (maybe Greg Tracy); there is a silver bio-availability issue

**ACTION:** Kent get in touch with Fred to review data; also Greg Tracy; Look at data with respect to 10-day testing; does lab freeze samples?

**ACTION:** George, check data on day 10 of 28 day study (to see if ammonia build-up caused the mortality)

**ACTION:** George, contact lab to see if they froze the samples (If not, then taking more samples is a possibility).

**ACTION:** Simeon, talk to Fred to get more consolidated comments to pass on to us.

Possibly, sediment samples from this site might be more prone to generate ammonia. Ammonia can be controlled during laboratory tests, though.

George proposes that FS should be written without including the toxicity test results at this time, but noting that studies will continue.

**SUMMARY:** Look at effects of ammonia, habitat, and bioavailability of silver; find out about ammonia by talking to lab about data on day 10, find out about habitat by overlaying sediment results over habitat maps, find out about bioavailability using literature review, as well as Simeon talking to Fred. The goal is to find out what causes the toxicity in the sediment, to see if we can use this data to support remediation decision for silver.

Reiterate question to Simeon of how should [Tetra Tech] continue with FS.

**DECISION:** In FS, assume a Preliminary Remediation Goal (PRG) for the engineering, but we are still looking at data and evaluating information for the stream . . . The evaluation will appear in a later draft of the FS, and the PRG may be modified. (This is a consensus item).

Ask Simeon about Site 12: Surface soils at Site 12 are an eco risk, should a biotic barrier be installed in the cap?

Simeon has no objection to the barrier - Biotic barriers are used, as well as letting grass grow high

- **Team discusses Site 57 and sewer lining**

TCE was reduced from 60µg/l to 20 µg/l

This bought time to consider remedial actions such as natural attenuation or passive remediation such as reactive walls

- **Team discusses Quarterly Report Format**

Add completion date column

This is a status report, showing a review of the status of all goals on one page, as well as explanation of issues

Talk about every goal, including intermediate steps

**ACTION:** Rob, prepare quarterly status report and email to all (based on what we came up with, below)

Quarterly Report

Q1 2000

**Sites 12 and 42**

FS Draft Report                      Due: 12/15/99                      Status: Behind Schedule

Reason for delay: Team input to FS Alternatives

Create new due date of 2/15/00

Will not affect final ROD date

**Site 57**

Review Report                      Due: 11/30/99                      Status: Complete

Completed on time

Draft Final Report                      Due: 2/8/00                      Status: In progress

Preparation of Draft Final Report is on schedule

**Site 47**

Prepare Draft RI Report                      Due: 2/14/00                      Status: In progress

Preparation of Draft RI Report is on schedule

**ACTION:** Ed, send Rob copy of this Q1 2000 report for him to edit and distribute

- **Team reviews old action items, checking completion dates** (see table, **Action Items Completed Since Last Partnering Meeting**, appended at the end of this document)
- **Team reviews new action items, and assigns dates** (see table, **New Actions Items Created During This Meeting**, appended at the end of this document)
- **Parking Lot:**

~~Member entrance . . . (done)~~

~~Consensus . . . (done)~~

~~Topic for Wisp (moved to agenda for next meeting)~~

~~ACTION: Rob and Shawn, bring info to plan for Wisp topic (pipe lining video and overheads)~~

~~Proposed plan . . . (done)~~

~~Lessons Learned . . . (moved to agenda for next meeting)~~

~~Add in Site 57 FS field work Work Plan (discuss at March meeting)~~

~~Add Mattawoman Creek Study (discuss at March meeting)~~

~~Add Effective use of tech support (Simeon and Kent) in our meetings (discuss at March meeting)~~

- **Team Reviews agenda for March meeting on 2/29/00-3/1/00: assigning goals, outcomes, and time period**

Rob, Review of Quarterly Report Format

Goal: set format

Outcome: approval

Time: 15 min

Rob, Shawn, Wisp Topic (pipe lining lessons learned)

Goal: formulate presentation

Outcome: presentation completed

Time: 15 min (second day)

George, Review Revised Proposed Plan

Goal: approve draft plan

Outcome: draft plan approved

Time: 2 hours

George, Site 12, 41, 42 Draft FS Presentation

Purpose/goal: Review alternatives and highlight potential issues

Outcome: info shared

Time: 2 hours

Anne, Bob, Site 47 Draft RI Presentation

Goal: summarize results

Outcome: information shared

Time: 1 hour

George, Site 42 Ecological discussion

Goal: update team on results of action items

Outcome: decision on direction to follow to set PRG

Time: 1.5 hours

Janet, Partnering

Time: 2 hours total (1 hour per day)

- **Team plans future meetings:**

Date of meeting	29 February – 1 March	29-30 March	18-19 April	11 May (Wisp)	28-29 June
Location	Northern Virginia	Philadelphia	Indian Head	Wisp	Baltimore
Host	Rob/CH2M HILL	Dennis	Shawn	Tier II	CH2M HILL
Chair	Rob	Dennis	Shawn	Curtis	Curtis
Scribe	Curtis	Anne	George	Heidi	Rob
Time Keeper	Dennis	Heidi	Curtis	George	Anne

- **Team plans conference call before next meeting:**

Tuesday, 2/22/00 at 10:00 a.m. – set up by Rob

- **Consensus Items for signature:**

Sediment remediation is to be included in the remedial alternatives for Site 42 – Olsen Road Landfill FS.

Initially, a PRG will be assumed based on work already completed by Kent Cabbage, and a further examination of literature values to be completed by January 28, 2000.

The FS will note that the determination of a final PRG is pending further evaluation of the impact of silver on the viability of the stream.

*Signed by Curtis Detore, MDE; Dennis Orenshaw, EPA; Rob Sadorra, EFACHes; Shawn Jorgensen, IH*

*See scanned image below:*

- Meeting Evaluation (see attached file Meeting Evaluation 01-20-00.doc)

1/20/00

Sediment remediation is to be included in the remedial alternatives for Site 82 - Olden Road Landfill FS.

Initially a PPE will be assumed based on work already completed by Kent Cabbage, and a further examination of literature values to be completed by January 25, 2000.

The FS will note that the determination of a final PPE is pending further evaluation of the impact of silver on the stability of the stream.

	MDE
	EPA
	EFACHE
	3101 PASSIVE/INACT

### Action Items Completed Since Last Partnering Meeting

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	31	Send out Thomas Kilman test to partnering members	Janet Eastman	12/01/99	Completed on 01/01/00	Completed
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	16	Check on possibility of upgrading Scrap Yard	Shawn Jorgensen	10/27/99	Completed on 01/18/00	Completed
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	16	Check on possibility of upgrading Scrap Yard	Rob Sadorra	10/27/99	Completed on 01/18/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	22	Re-write and distribute vision statement and post on web site	Shawn Jorgensen	11/30/99	Completed on 01/19/00	Completed
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	23	Check on ARARs and suitability of soil cover (alternatives 4 and 5) at Town Gut and Olson Road and what was done at PAX River in a similar case (this closes out Action 15)	Curtis DeTore	11/30/99	Completed on 01/19/00	Completed
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	24	Find out what EPA and BTAG standpoint on PAX River landfill is, and also about Fort Meade landfill, and about suitability of soil cover (alternatives 4 and 5)	Dennis Orenshaw	12/01/99	Completed on 01/19/00	Completed
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	25	Find out about Navy's standpoint on PAX River landfill	Rob Sadorra	12/01/99	Completed on 01/19/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	26	Go to <a href="http://www.personalitypage.com">www.personalitypage.com</a> and read/bring your profile to next meeting, as well as complete Thomas Kilman thing.	All Core Team	12/01/99	Completed on 01/19/00	Completed
8	Finalize Federal Facilities Agreement by 05/01/00: (a) Complete Draft FFA for agency review by 01/30/00	In progress	17	Bring copies of latest FFA Draft to next meeting	All Core Team	10/27/99	Completed on 01/20/00	Completed

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
8	Understand NFRAP document setup and close-out	In progress	21	Bring a copy (example) of a NFRAP document to FFA meeting	Rob Sadorra	11/30/99	Completed on 01/20/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	27	Develop entity role responsibilities based on samples you received from Janet, and make 10 copies	All Core Team	12/01/99	Completed on 01/20/00	Completed
To be defined	To be defined	In progress	28	Find out info on industrial waste discharge at Bldg. 1866	Shawn Jorgensen	12/01/99	Completed on 01/20/00	Completed
To be defined	To be defined	In progress	29	Coordinate with BTAG/Kent for next meeting, Kent Cabbage (Tetra Tech)	Dennis Orenshaw	12/01/99	Completed on 01/20/00	Completed
To be defined	To be defined	In progress	29	Coordinate with BTAG/Kent for next meeting, Kent Cabbage (Tetra Tech)	George Latulippe	12/01/99	Completed on 01/20/00	Completed
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	30	Review how Proposed Plans are set up, and decide on format	Curtis DeTore	12/01/99	Completed on 01/20/00	Completed
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	30	Review how Proposed Plans are set up, and decide on format	Dennis Orenshaw	12/01/99	Completed on 01/20/00	Completed
9	Complete Partnering Deliverables by 04/30/00	In progress	33	Create list of goals as deliverable	Rob Sadorra	12/01/99	Completed on 01/20/00	Completed
To be defined	To be defined	In progress	35	To coordinate conference call with ecological risk assessors before next meeting	Dennis Orenshaw	12/01/99	Completed on 01/20/00	Completed
To be defined	To be defined	In progress	35	To coordinate conference call with ecological risk assessors before next meeting	George Latulippe	12/01/99	Completed on 01/20/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	34	Turn in comments to Bob Root on "Methods for Preparing the Human Health . . ."	All Core Team	12/01/99	Completed on 01/20/00 by everyone except D. Orenshaw	Completed (see new action item)

### New Actions Items Created During This Meeting

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
To be defined	To be defined	To be defined	To be defined	Tell Tier II about changes in meeting locations as well as presentation topic at Wisp	Core team	01/19/00	Completed on 1/20/00	Completed
3	Finalize Remedial Investigation Report for Site 47 by 07/17/00: (a) Complete Draft Final of the Remedial Investigation by 05/08/00	In progress	34	Turn in comments to Bob Root on "Methods for Preparing the Human Health . . ."	Dennis Orenshaw	1/20/00	In progress	01/26/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	39	Talk to Jeff Bossart about requirements for soil retention/erosion wall at Site 41	Shawn Jorgensen	01/19/00	In progress	02/04/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	40	Talk to Jeff Bossart about wetland creation, if some of Site 12 wetland is destroyed	Shawn Jorgensen	01/19/00	In progress	02/04/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	41	Inform Shawn Jorgensen onsize of impacted wetland area	George Latulippe	01/19/00	In progress	01/28/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	42	Find out about redirecting steam pipe at Site 42	Heidi McArthur	01/19/00	In progress	01/28/00
9	Complete Partnering Deliverables by 04/30/00	In progress	37	Create deliverables in final form: Entrance and Exit Process, Model Agenda	Ed Corack	01/19/00	In progress	01/28/00
9	Complete Partnering Deliverables by 04/30/00	In progress	38	Email all created deliverables to Ed Corack at ecorack@ch2m.com	Core team	01/19/00	In progress	01/21/00
To be defined	To be defined	In progress	36	Post revised minutes on web site, email them to partnering team, and check and correct access to partnering site	Anne Estabrook	01/19/00	In progress	01/28/00
9	Complete Partnering Deliverables by 04/30/00	In progress	50	Email Quarterly Status Report "Q1 2000" that we did on 01/20/00 to Rob Sadorra for editing and distribution	Ed Corack	01/20/00	Completed on 01/21/00	Completed

Goal Number	Goal	Status of Goal	Action Number	Action	Person Responsible for Action	Date Action Created	Status of Action	Date Action Must Be Completed
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	44	Revise Proposed Plan to make it easier to read	George Latulippe	01/20/00	In progress	02/29/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	45	Check with Office of Regional Council (ORC) and EPA staff on acceptability of brief proposed plan format	Dennis Orenshaw	01/20/00	In progress	02/04/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	46	Get in touch with Fred to review data; also Greg Tracy; Look at data with respect to 10-day testing; does lab freeze samples?	Kent Cabbage	01/20/00	In progress	01/28/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	47	Check data on day 10 of 28 day study (to see if ammonia build-up caused the mortality). If no data, then take more samples.	George Latulippe	01/20/00	In progress	01/28/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	48	Contact lab to see if they freeze samples.	George Latulippe	01/20/00	In progress	01/28/00
1	Sign Record of Decision for Sites 12, 41, 42, and 44 by 04/04/01: (a) Finalize Feasibility Study by 04/19/00 (b) Finalize Proposed Plan by 09/13/00	In progress	49	Talk to Fred to get more consolidated comments to pass on to us about site 42 discussion	Simeon Hahn	01/20/00	In progress	02/11/00
9	Complete Partnering Deliverables by 04/30/00	In progress	43	Rewrite Roles and Responsibilities and email to team	All Core Team	01/20/00	In progress	02/29/00
9	Complete Partnering Deliverables by 04/30/00	In progress	51	Prepare Quarterly Status Report "Q1 2000" and email to core team	Rob Sadorra	01/20/00	In progress	01/28/00
To be defined	To be defined	To be defined	52	Post revised schedule on web page	Shawn Jorgensen	01/20/00	In progress	01/21/00
To be defined	To be defined	To be defined	53	Bring info on Wisp topic (pipe lining) to next meeting.	Rob Sadorra	01/20/00	In progress	02/29/00
To be defined	To be defined	To be defined	53	Bring info on Wisp topic (pipe lining) to next meeting	Shawn Jorgensen	01/20/00	In progress	02/29/00

### Meeting Evaluation

Positive	Delta
Nimble-handle agenda	Needed to be reminded to re-do agenda (formally)
Better- fewer side bars	Too many side bars
Well prepared	Interrupting
Minute taker speaking up when getting lost	Not enough attention to making sure minute taker understands
Excellent accommodations	
Good meeting place	

### Facilitation Evaluation

Positive	Delta
Cooperation from group	Better track of time – managing scheduling better
Took control at end – brought team to focus	
Summarizing	
Setup agenda item	
Running conference call	
Writing agenda	
Handle Janet Eastman	