

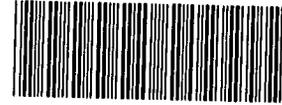
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ENGINEERING-SCIENCE, INC.

1700 Broadway, Suite 900 • Denver, Colorado 80290 • (303) 831-8100 • Fax: (303) 831-8208

May 25, 1994

Mr. Randy T. Ogg
EG&G Rocky Flats, Inc.
Rocky Flats Plant, Bldg. 080
P.O. Box 464
Golden, Colorado 80402-0464



000030218

Re: Task Order MTS 343780GG3 under Master Task Subcontract
MTS 225453RR
OU4 Phase II Requirements
Minutes of OU4 Program Coordination Meeting of May 23, 1994

Dear Mr. Ogg:

Enclosed are the minutes of the subject meeting for your review, comment, and information. Comments on these minutes will be recorded in the minutes of the next program coordination meeting, currently scheduled for Monday, June 6, 1994.

Please contact me directly at (303) 764-8811, if you have any questions or need additional information.

Sincerely

Phil Nixon
Project Manager

cc: Dave Ericson, EG&G
Steve Paris, EG&G
Kim Ruger, EG&G
Joel Zarret, EG&G
Robin Popish, EG&G (2)
Bob Glenn, Parsons Environmental
Rick Wilkinson, Parsons Environmental
Richard Henry, Engineering-Science
Cindy Gee, Engineering-Science
Alan Putinsky, Parsons Environmental
Mark Austin, EG&G
Michelle Mckee, EG&G
Pete Holland, Parsons



ADMIN RECORD

A-OU04-000685

**Minutes of Meeting
OU4 PROGRAM COORDINATION**

May 23, 1994

The OU4 Program Coordination Meeting was held at the Engineering-Science, Inc. (ES) offices on May 23, 1994. The meeting was convened to coordinate the programmatic reporting requirements and status of the OU4 Phase II Requirements project (Task Order MTS 343780GG3) with the ongoing efforts for the OU4 Phase I RFI/RI (Task Order MTS 236642GG) and the OU4 Phase I IM/IRA (Task Order MTS 343756GG3). All of these projects are being performed under the Master Task Subcontract MTS 225453RR between ES and EG&G.

The meeting is planned to be a regular weekly meeting, convening at 8:00 am each Monday. A standard Agenda has and been developed as an action during the first several weekly meetings.

A. ATTENDEES

Participants in the meeting were:

Alan Putinsky, Parsons	
Cindy Gee, ES	Kim Ruger, EG&G
Phil Nixon, Parsons	Joel Zarret, EG&G
Dave Ericson, EG&G	Randy Ogg, EG&G

B. PURPOSE

The meeting was convened to review the status and discuss the coordination and communications, and the scheduling, budgeting, and accounting for the OU4 projects.

C. AGENDA

The Agenda prepared for the meeting is attached.

EG&G and ES will coordinate by Friday of each week to identify the planned items to be included on the agenda under "Other Issues" for the following Monday meeting. Action: EG&G and ES.

Attachment 1

Minutes of OU4 Program Coordination Meeting

May 23, 1994

Page 2 of 5 •

D. DISCUSSIONS

1. Review of Prior Minutes

The minutes of the May 16, 1994 meeting had been issued and distributed on May 17, 1994. No other comments were received.

2. Status of Prior Action Items

The status of prior action items was reviewed and discussed. Note that only actions with current pending actions were discussed, as follows:

Action Item 4, provide comments on the draft OU4 Phase II Requirements project Master Schedule and Implementation Plan. EG&G furnished handwritten mark-up comments on the draft Implementation Plan. ES has reviewed the comments for incorporation, and has questions concerning the intent of the comments. A separate meeting will be scheduled to review the EG&G comments. A meeting was held on April 25, 1994 between ES and EG&G to review comments. ES will incorporate EG&G comments by May 9, 1994 and incorporate Final WBS and issue revised Plan by May 23, 1994. This action was delayed until the final WBS and schedule is complete on June 3 and June 8 respectively. **Action: ES.**

Action 36, ES will investigate the status of the Health & Safety Plan becoming a controlled document per EG&G request. ES will prepare the document for review and acceptance by EG&G so that it can be established as a controlled document. The document is being revised and will be submitted to EG&G for review and concurrence.

Action 37, EG&G requested the status of ES personnel working on the Phase I and II field work meeting EG&G training requirements. This action is scheduled to be complete by the May 16, 1994 Coordination Meeting. ES will develop a matrix which will show ES personnel and the training that has been completed for Phase I and II. **Action: ES**

Action 38, EG&G would like verification on which type of drill rig will be used for the Pond Drilling. ES will investigate and transmit information by the May 16, 1994 Coordination Meeting. This action is still ongoing. **Action: ES**

Action 40, Prepare Phase II schedule and Logic Diagram for EG&G review and comment in a May 16, 1994 meeting at 1:00 p.m. The meeting was held and comments on Phase II logic will be incorporated by ES. An additional meeting will be held to review incorporated logic comments and durations on June 1, 1994 at 8:00 a.m. The final schedule will be submitted to EG&G by June 8, 1994 with assumptions. **Action: ES**

Attachment 1

Minutes of OU4 Program Coordination Meeting

May 23, 1994

Page 3 of 5

Action 41, Prepare Draft WBS Dictionary for EG&G review on June 8, 1994. EG&G will review Dictionary by June 16, 1994 and ES will incorporate comments by June 22, 1994. **Action:ES**

Note: Meetings will review only the outstanding and scheduled action items. The format of the action item list has been revised, to provide a running chronology of status.

3. Status Reporting

a. Weekly Project Status

ES provided a consolidated single OU4 program report to provide status for the three (3) projects. Each of the Project Managers reviewed the status of their project. A copy of the weekly status report is attached.

b. Schedule Status

ES provided an updated schedule as of May 20, 1994 for the Phase I RFI/RI and the IM/IRA. A Phase II schedule will be reviewed for client comment on May 31, 1994 and issued final by ES on June 8, 1994.

c. Variance Analyses

The next scheduled Monthly Status Report and Variance Analysis will be submitted by June 10, 1994.

4. Other Issues

a. EG&G Issues

1) EG&G set the following schedule for the Phase II Project Management data deliverables:

EG&G final comments on schedule/Index	05/31/94
Phase II WBS Index comments incorporated	06/03/94
ES submits Draft WBS Dictionary/Final schedule	06/08/94
EG&G reviews WBS Dictionary	06/16/94
ES incorporates comments into Dictionary	06/22/94

attachment 1

Minutes of OU4 Program Coordination Meeting

May 23, 1994

Page 4 of 5

2) EG&G also commented on the Monthly Accrual Report. EG&G questioned whether the IM/IRA funding values were valid. ES confirmed that the values were correct. EG&G also expressed concern over the estimated overrun for the IM/IRA report preparation. ES noted that the line item will be overrun but the Control Account (IM/IRA) will not show an overrun.

3) EG&G also noted that external correspondence for OU4 should only be distributed to EG&G personnel.

b. Parsons/ES Issues

1) Parsons/ES submitted a detail time-phased resource rebaseline to EG&G during the meeting which also showed the total projected impact to the contract value. EG&G will review and comment.

2) Phil Nixon will be on vacation the week of May 30 - June 3, 1994. His alternate will be chosen and EG&G will be notified of the choice.

3) ES requested EG&G clarification on when the Phase II Work Plan is converted to a controlled document. EG&G stated that the work plan does not need to be a controlled document to initiate field activities. EG&G stated that once approved, the field program could commence, with no delays due to the controlled document issue.

E. MEETING SCHEDULE

The next OU4 Program Coordination Meeting is scheduled for June 6, 1994, starting at 8:00 am, in the ES-Denver offices. The May 30, 1994 meeting has been canceled as a result of the holiday.

F. ACTION ITEMS

Action Items will be collected and reported for status at each weekly coordination meeting. The Action Items carried forward from prior meetings and generated during this meeting are identified on the attached Action Item List.

attachment

Minutes of OU4 Program Coordination Meeting
May 23, 1994
Page 5 of 5

G. ATTACHMENTS

The following attachments are included with these minutes:

1. Agenda
2. Action Item List
3. Weekly Project Status Report for the Week of May 13 - May 20, 1994

OU4 Programmatic Meeting

May 23, 1994

AGENDA

- 1. Review of Prior Meeting Minutes**
- 2. Review of Action Items List**
- 3. IM/IRA Rebaseline**
- 4. Schedule Status**
- 5. Review of Weekly Project Status Report**
- 6. Other Issues**
 - Accrual Reports**
 - Phase II Project Management Element Schedule**

**OU4 PROGRAM COORDINATION
ACTION ITEMS**

Issue Date: as of May 23, 1994

4	Provide comments on the OU4 Phase II Master Schedule and Implementation Plan		
	Meeting of March 7, 1994 Action identified	EG&G	Mar 14, 1994
	Meeting of March 14, 1994 Action due date change		Mar 21, 1994
	Meeting of March 21, 1994 Action due date change		Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Comments provided by EG&G Review and status incorporation of comments	ES	Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Coordinate meeting to review EG&G comments	ES	Apr 25, 1994 (Actual)
	Meeting of April 25, 1994 Incorporate EG&G Comments Add Final WBS and Issue Action Open	ES ES	May 9, 1994 (Actual) June 8, 1994
36	Status of Health & Safety Plan (Controlled Document)		
	Meeting of May 9, 1994 Action Identified Action Open	ES	June 6, 1994
37	Status on ES Personnel meeting EG&G Training Requirements for Phase I and II Field Work		
	Meeting of May 9, 1994 Action Identified Provide Training Matrix to EG&G Action Open	ES	June 6, 1994
38	Verification on which type of drill rig will be used for the Pond Drilling		
	Meeting of May 9, 1994 Action Identified Action Open	ES	June 6, 1994
40	Prepare Phase II schedule and Logic Diagram for EG&G review and comment		
	Meeting of May 9, 1994 Action Identified (Logic for May 16, 1994 review meeting)	ES	May 16, 1994 (Actual)
	Meeting of May 23, 1994 Add EG&G logic comments and activity durations for meeting	ES	May 31, 1994
	Meeting of May 23, 1994 Incorporate final EG&G comments and issue final Action Open	ES	June 8, 1994
41	Prepare Phase II WBS Dictionary		
	Meeting of May 23, 1994 Submit final WBS Index	ES	June 3, 1994
	Submit draft WBS Dictionary for EG&G comments		June 16, 1994
	Incorporate EG&G comments and submit Final Dictionary Action Open		June 22, 1994