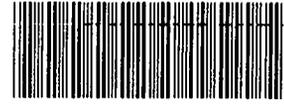


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ENGINEERING-SCIENCE, INC. a unit of
PARSONS ENVIRONMENTAL SERVICES, INC.

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July 14, 1994



000033905

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

Re: Task Order MTS 343780GG3 under Master Task Subcontract
MTS 225453RR
OU4 Phase II Requirements
Minutes of OU4 Program Coordination Meeting of July 11, 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, July 18, 1994.

If you have any questions or require additional information, please contact Phil Nixon (Phase I) at 764-8811, or Pete Holland (Phase II) at 764-8883.

Sincerely,

Phil A. Nixon
Project Manager: Solar Pond Phase I

Peter J. Holland, P.E.
Project Manager: Phase II Investigation

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



ADMIN RECORD

A-DU04-000689

**Minutes of Meeting
OU4 PROGRAM COORDINATION**

page 2 of 7

July 11, 1994

The OU4 Program Coordination Meeting was held at the Parsons/Engineering-Science, Inc. (ES) offices on July 11, 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 been developed as an action during the first several weekly meetings.

A. ATTENDEES

Participants in the meeting were:

Randy Ogg, EG&G
Kim Ruger, EG&G
Pete Holland, Parsons/ES
Phil Nixon, Parsons/ES
Alan Putinsky, Parsons/ES

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 Parsons/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 Parsons/ES.**

D. DISCUSSIONS

1. Review of Prior Minutes

The minutes of the June 27, 1994 meeting had been issued and distributed on June 27, 1994. No comments were received. The June 27, 1994 meeting minutes were distributed and discussed during the meeting to update the action items.

2. Status of Prior Action Items

The status of prior action items was reviewed and discussed. Note that only active action items were discussed, as follows:

Action Item 4, Finalize and submit the OU4 Phase II Requirements project Master Schedule and Implementation Plan. Provide comments on the draft OU4 Phase II Requirements project Master Schedule and Implementation Plan. EG&G furnished handwritten mark-up comments for the draft Implementation Plan on March 28, 1994. Rick Wilkinson and Kim Ruger discussed the comments and ES will re-issue the implementation plan and schedule as a package with the WBS deliverable. Randy Ogg requested that Pete Holland and Richard Henry provide input to the WBS and the Phase II implementation strategy. Parsons/ES and EG&G will meet Wednesday, July 13, 1994 (tentative) to discuss WBS revisions, and establish a submittal schedule for a revised WBS Dictionary, as well as its incorporation into and issue of final Implementation Plan. **Action: EG&G and Parsons/ES.**

Action 36, Parsons/ES Health & Safety Plan as a Controlled Document. Parsons/ES forwarded a revised copy of the Health and Safety plan to EG&G on May 31, 1994. EG&G has submitted the plan to make it a controlled document. Randy Ogg indicated that this plan would be used for the Phase II program, but indicated that a few minor modifications may be required. Phil Nixon and Richard Henry agreed that this was an appropriate strategy. This action will remain open until the H&S Plan becomes a controlled document. **Action: EG&G and Parsons/ES.**

Action 37, Parsons/ES to provide Field Training Matrix. EG&G requested the status of Parsons/ES personnel working on the Phase I and II field work meeting EG&G training requirements. Parsons/ES provided EG&G with an ES training matrix. The matrix was reviewed and discussed at the July 11, 1994 OU4 Program Coordination meeting. EG&G commented that the remaining Phase II field training looked significant, and showed concern as to whether Parsons/ES could complete by October. Contractually, Parsons/ES is only funded/authorized for Project Management and the Phase II Work Plan. EG&G will take action to work with Gabrielle Green (Subcontract Administrator) to modify contract to include field training in the FY94 scope of work, using the same authorized amount. **Action: EG&G.**

EG&G inquired whether J.P. O'Brien would be used on the Phase II field work since he was trained previously under Phase I. Parsons/ES indicated that he would be participating and would clarify his role at the next meeting and confirm submission of his resume to EG&G for approval. **Action: Parsons/ES.**

Action 38, EG&G would like verification on which type of drill rig will be used for the Pond Drilling. Parsons/ES sent a letter recommending inclined drilling beneath SEP 207-C since the sludge in the SEP is saltcake. Randy Ogg indicated that there was still liquid in SEP 207-C in addition to the salt cake. It was discussed that inclined drilling was therefore not nearly as feasible as originally thought. Parsons/ES will amend the letter reversing the recommendation, which has been completed. EG&G requested that Parsons/ES inform them of the type of drill rig to be used for the vertical drilling of SEP 207-C, indicating that more detailed information would be required for their use. **Action: Parsons/ES**

Action 40, Prepare Phase II Schedule and Logic Diagram for EG&G. EG&G will provide information to Parsons/ES so that the logic diagram can be created. This action is temporarily on hold until the completion of the revised WBS and Dictionary. Upon completion of the Dictionary, EG&G and Parsons/ES will work together to complete a detailed schedule. **Action: Parsons/ES and EG&G**

Action 41, Prepare Draft WBS Dictionary. EG&G provided a general comment concerning the level of detail included in some elements of the draft WBS dictionary to Parsons/ES on June 27, 1994. Parsons/ES modified selected WBS elements and presented them to EG&G on July 5, 1994. Parsons/ES and EG&G will meet to definitize the WBS index and identify final revisions to the WBS Dictionary pending resolution of Action Item 45. **Action: Parsons/ES & EG&G**

Action 42, Investigate OU11 Sonic Drilling. EG&G requested that Parsons/ES investigate the success/problems that the OU11 crews are experiencing with sonic drilling technology. Initial reports indicate that the method is not resulting in a reduction of drill cuttings as expected. Parsons/ES will coordinate a meeting with Randy Ogg (EG&G OU4), Steve Paris (EG&G OU11), Greg Davis (Stoller), and Joe Bender (Ground Exploration) to discuss sonic drilling. **Action: Parsons/ES.**

Action 43, EG&G requested the assumptions for the basis of estimate for the Phase II cost proposal. Parsons/ES will investigate availability and provide assumptions to EG&G. **Action: Parsons/ES.**

Action 44, Conductivity/Temperature Survey. Parsons/ES will explore the possibility of performing this work under the Phase I RFI/RI given its applicability to both phases of the project. **Action: Parsons/ES.**

Action 45, Geoprobe Feasibility. Parsons/ES will coordinate a meeting on Wednesday, July 13, 1994 at 8:00 am to make a decision on whether to pursue the use of the Geoprobe based on experienced drillers opinions/knowledge. **Action: Parsons/ES.**

Action 46, Surficial Soils. Parsons/ES will revise the Phase II Work Plan to reflect the use of an incremental approach for determining the extent of surficial soils contamination attributable to OU4 to the North/Northeast of the SEPs. The first step of the approach will include additional existing data review, followed by review of field data generated during the OU4 Phase II Field Program. If insufficient data exists to delineate the extent beyond OU4, surficial soil sampling and analysis will be conducted, followed by vadose zone sampling if required. **Action: Parsons/ES.**

Action 47, Letter on schedule extension for late receipt of EPA comments. Parsons/ES will write a joint Phase II RFI/RI and Phase I letter to EG&G indicating a schedule extension for the late receipt of EPA comments on the Phase II Work Plan and the IM/IRA Decision Document. **Action: Parsons/ES.**

Action 48, Phase II Project Manager Level of Effort. Evaluate the Project manager level of effort required on the Phase II Requirements. Parsons/ES will evaluate the level of effort and verify with EG&G. **Action: EG&G.**

3. Status Reporting

a. Weekly Project Status

Parsons/ES provided a consolidated single OU4 program report to provide status as of 7/8/94 for the three (3) projects. Each of the Project Managers reviewed the status of their project with EG&G. A copy of the weekly status report is attached.

b. Schedule Status

No schedule status was provided by Parsons/ES on the OU4 Projects due to the uncertainty of the EPA comment receipt. EG&G requested that the Phase II RFI/RI Work Plan and Phase I IM/IRA Decision Document schedule extension be documented in a letter from Parsons/ES to EG&G. EG&G also stated that upon approval and rebaseline of the schedule extension in their system, they will issue a contract modification to Parsons/ES to modify the baseline.

c. Variance Analyses

The June 1994 Monthly Status Report and Variance Analysis was submitted to EG&G on July 8, 1994. The Phase II RFI/RI, Phase I IM/IRA, and the Phase I RFI/RI were reviewed in the meeting with comments and actions received from EG&G as follows:

1) Phase II RFI/RI

EG&G expressed concern about the overrun in Project Management. Parsons/ES stated that the greater than planned Project Management interface/controls and the more detailed WBS Dictionary requirements were the cause of this overrun. EG&G stated that Parsons/ES did not follow direction when developing the Dictionary detail, and that was the reason for a portion of the cost overrun incurred in developing the draft dictionary. EG&G also indicated that the costs incurred by Parsons/ES for not following directions should not be billed to EG&G. Parsons/ES will review the documentation of past working meetings on the WBS Dictionary to better understand the nature of the misunderstanding associated with the activity's scope.

2) Phase I IM/IRA

EG&G questioned why the EAC was forecasted higher than the BAC for the project. Parsons/ES stated that the EAC reflects the rebaseline of hours to the new schedule and the slip of these rebaselined hours into CY3 increased the value of the project by the forecasted amount. EG&G indicated that working to a baseline not approved by the subcontract administrator is in violation of the contract, as Parsons/ES should contact the CTR to resolve the issue. Parsons/ES took the action to contact Dave Erickson, EG&G CTR, to resolve the issue.

3) Phase I RFI/RI

EG&G also expressed concern about the overrun on Direct Project Support. EG&G indicated that the variance analysis provided was insufficient and needed to be reworked to better define the cause of the overrun. Parsons/ES will revise the variance analysis to help EG&G understand the cause of the overrun.

4. Other Issues

a. EG&G Issues

- 1) EG&G indicated that G&M/ERM Title II Design communication with Parsons/ES will be closely monitored. ERM also expressed concern about the time they have been given to complete their scope of work in Title II. A meeting will be held at Parsons/ES offices on Monday, July 11, 1994 to discuss details.
- 2) EG&G indicated that in the future, the Phase I work will be dropped from the weekly coordination meeting and attention will be turned to Phase II RFI/RI only.

b. Parsons/ES Issues

- 1) Parsons/ES indicated that Project Manager hours throughout the Phase II RFI/RI averaged out to approximately 1/2 FTE. EG&G asked Parsons/ES to verify and re-evaluate the PM level of effort. EG&G stated that the project needed a full time PM.

E. MEETING SCHEDULE

The next OU4 Program Coordination Meeting is scheduled for July 18, 1994, starting at 8:00 am, in the Parsons/ES-Denver offices.

F. ACTION ITEMS

Action Items will be collected and reported for status at each weekly coordination meeting.

G. ATTACHMENTS

The following attachments are included with these minutes:

1. Agenda
2. Weekly Project Status Report for the Week of July 1 - July 8, 1994

OU4 Programmatic Meeting

July 11, 1994

AGENDA

- 1. Review of Prior Meeting Minutes**
- 2. Review of Action Items List**
- 3. Schedule Status**
- 4. Earned Value Reporting (June 1994)**
- 5. Review of Weekly Project Status Report**
- 6. Other Issues**