

18400

**ENGINEERING-SCIENCE, INC.**

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

April 21, 1994

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 April 18, 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, April 25, 1994.

Please contact me directly at (303) 764-8802, if you have any questions or need additional information.

Sincerely

  
Richard H. Wilkinson  
Program 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  
Phil Nixon, Parsons Environmental  
Richard Henry, Engineering-Science  
Cindy Gee, Engineering-Science  
Alan Putinsky, Parsons Environmental



ADMIN RECORD

A-DU04-000675

**Minutes of Meeting  
OU4 PROGRAM COORDINATION**

**April 18, 1994**

The OU4 Program Coordination Meeting was held at the Engineering-Science, Inc. (ES) offices on April 18, 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:

- |                    |                         |
|--------------------|-------------------------|
| Randy Ogg, EG&G    | Rick Wilkinson, Parsons |
| Joel Zarret, EG&G  | Phil Nixon, Parsons     |
| Kim Ruger, EG&G    | Alan Putinsky, Parsons  |
| Dave Ericson, EG&G | Richard Henry, ES       |
|                    | Cindy Gee, 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 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.**

**D. DISCUSSIONS**

**1. Review of Prior Minutes**

The minutes of the April 13, 1994 meeting had been issued and distributed on April 13, 1994. No comments or corrections were noted.

**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. Action: ES.

Action Item 9, Provide modification to OU4 Phase I IM/IRA project SOW for schedule delivery of draft final decision document. Subcontract modifications have been received for all three (3) task order subcontracts. Action: Complete.

Action Item 10, Develop schedule and plans for comment response and backcheck reviews. ES has provided a draft schedule for EG&G review, however, additional coordination and finalization is required. Action: EG&G and ES.

Action Item 18, Provide calculated completion status of data validation. EG&G requested that the data include identification of analyses that are not yet validated, so that EG&G can expedite the information. Information was documented to EG&G on April 5, 1994. Action: Complete. EG&G asked whether the information can be developed by Area and/or by rad and non-rad analyses. Action: ES.

Action Item 19, Initiate resolution to schedule discrepancy for start of Title Design. This item has been resolved in conjunction with Action Item 9. Action: Complete.

Action Item 21, Provide comments on the proposed OU4 Phase II organization chart. Informal comments have been provided by EG&G. ES revised the charts to better describe the organizational relationships. EG&G reviewed the charts, provided additional comments, and revised charts have been formally issued. Action: Complete.

Action Item 25, Prepare briefing on rising groundwater. ES presented a briefing, documented in a report distributed to EG&G on April 12, 1994, to discuss the issue of potential rising groundwater. The report includes identification of the protection comparison criteria, a discussion of the postulated likely rise in groundwater, analysis of the potential impacts to groundwater and comparison with the criteria, a discussion of potential alternatives that could be considered for dealing with rising groundwater, and recommendations. EG&G has reviewed the report, and determined that the presentation is sufficient and that no further action is required. Action: Complete.

Action Item 28, Identify additional Part II maps to be provided. ES has prepared a table of PCOCs and 95UTL for review to determine the additional maps that are appropriate. EG&G and ES have reviewed the tables, and identified the additional maps that are required. Action: Complete.

Action Item 29, Provide additional report formats/variance analyses. Revised reports with variance analyses were delivered to EG&G on April 14, 1994. EG&G requested that additional information be provided concerning status of Fiscal Year budget allocations. ES will include this information in future report. Action: ES.

Action 30, Develop rebaseline for IM/IRA. This action is still outstanding, with planned completion on April 25, 1994. Action: ES.

Action 31, Arrange GIS meeting at EG&G. Parsons/ES GIS experts have returned to their home base, and the opportunity for the planned meeting has been lost. This Action Item is closed, and a new action will be identified if a future opportunity is identified. **Action: Complete.**

**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

Schedule status update was not provided during the meeting due to time constraints. Schedule status will be provided during the next coordination meeting scheduled for April 25, 1994.

#### b. Variance Analyses

EG&G had no comments on the variance analyses that were provided with the revised reports of April 14, 1994.

### 4. Other Issues

#### a. EG&G Issues

1) EG&G noted that Randy Ogg will be unavailable during the next three (3) weekly meetings, due to other commitments. In the absence of Mr. Ogg, all project coordination should be routed through Ms. Kim Ruger.

2) EG&G noted that within 1 to 2 weeks a request for modification proposal for the OU4 IM/IRA Project will be issued by EG&G procurement. The proposal will include the following additional requested scope items:

- a) Enhanced Title III services
- b) Geotechnical field investigations
- c) Utility field verifications
- d) Early site preparation construction package

#### b. Parsons/ES Issues

The OU4 Phase II Letter Subcontract and Authorization to Proceed has been extended to May 12, 1994. ES noted that current funding of \$350,000 will likely allow work to continue until this date.

All other Parsons/ES issued had been previously discussed.

**E. MEETING SCHEDULE**

The next OU4 Program Coordination Meeting is scheduled for April 25, 1994, starting at 8:00 am, in the ES-Denver offices. It was noted that this meeting will be concentrated on review of the revised baseline for the OU4 IM/IRA project.

**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.

**G. ATTACHMENTS**

The following attachments are included with these minutes:

1. Agenda
2. Action Item List
3. Weekly Status Report for the Week of April 15, 1994

**OU4 PROGRAM STATUS MEETING**  
**April 18, 1994**

**AGENDA**

- O REVIEW OF PRIOR MINUTES**
- O STATUS OF PRIOR ACTION ITEMS**
- O STATUS REPORTING**
  - WEEKLY PROJECT STATUS**
  - SCHEDULE STATUS**
  - VARIANCE ANALYSES (As Required)**
- O OTHER ISSUES**
  - EG&G ISSUES**
  - ES/PARSONS ISSUES**
    - DECISION DOCUMENT SCHEDULE AND REVIEWS**
    - OU4 PHASE II FY94 FUNDING**
    - OU4 PHASE II ORGANIZATION**

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

Issue Date: as of April 18, 1994

Page 1 of 6

Item No	Description/Status	Action By	Due Date
1	<b>Develop standard Agenda for weekly OU4 Program Coordination Meetings</b>		
	Meeting of March 7, 1994 Action identified	EG&G/ES	Apr 4, 1994
	Meeting of March 14, 1994 Initial standard Agenda items identified		
	Meeting of March 21, 1994 Standard Agenda items finalized		Mar 21, 1994 (Actual)
	Meeting of March 28, 1994 Agenda item added <b>Action Complete</b>		
2	<b>Provide weekly status reports for 3 OU4 projects</b>		
	Meeting of March 7, 1994 Action identified	ES	Mar 21, 1994 (Actual)
	Meeting of March 21, 1994 Initial reports provided Request for report consolidation		
	Meeting of March 28, 1994 Initial consolidated report provided Request presentation by 3 Project Mgrs <b>Action Complete</b>	ES	Apr 4, 1994 (Actual)
3	<b>Provide near real-time update and status of the EG&amp;G working schedule</b>		*
	Meeting of March 7, 1994 Action identified	EG&G/ES	Mar 21, 1994
	Meeting of March 14, 1994 EG&G provided copy of working schedule		
	Meeting of March 21, 1994 Action due date change		Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Initial update of working schedule provided <b>Action Ongoing</b>		
4	<b>Provide comments on the OU4 Phase II Master Schedule and Implementation Plan</b>		
	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
	Meeting of April 4, 1994 Coordinate meeting to review EG&G comments <b>Action Ongoing</b>	ES	Apr 25, 1994

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

Issue Date: as of April 18, 1994

Page 2 of 6

5	<b>Coordinate weekly Agenda items</b>		
	Meeting of March 14, 1994 Action identified  Action Ongoing	EG&G/ES	Mar 18, 1994 (Actual)
6	<b>Provide EG&amp;G Responsibility Matrix for information</b>		
	Meeting of March 14, 1994 Action identified	EG&G	Mar 21, 1994
	Meeting of March 21, 1994 Action due date change		Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 EG&G roles and responsibilities described Action Complete		
7	<b>Provide instructions on communications protocol to project team</b>		
	Meeting of March 14, 1994 Action identified	ES	Mar 21, 1994
	Meeting of March 21, 1994 Instructions issued by ES Action Complete		Mar 18, 1994 (Actual)
8	<b>Review resume of OU4 Phase II candidate</b>		
	Meeting of March 14, 1994 Action identified	EG&G	Mar 21, 1994
	Meeting of March 21, 1994 Action deferred until planned trip to Fairfield, OH	EG&G	Apr 7, 1994
	Meeting of April 13, 1994 Review Completed Action Complete	EG&G	Apr 13, 1994 (Actual)
9	<b>Provide modification to OU4 Phase I IM/IRA SOW schedule delivery of draft final decision document</b>		
	Meeting of March 14, 1994 Action identified	EG&G	Mar 21, 1994
	Meeting of March 21, 1994 Action due date change		Mar 25, 1994 (Actual)
	Meeting of March 28, 1994 Request meeting with procurement and EG&G CTRs	ES	Mar 28, 1994 (Actual)
	Meeting of April 13, 1994 EG&G action initiated, still pending	EG&G	
	Meeting of April 18, 1994 Subcontract modification received Action Complete		Apr 18, 1994 (Actual)

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

Issue Date: as of April 18, 1994

Page 3 of 6

10	<b>Develop schedule and plans for comment response and backcheck reviews</b>		
	Meeting of March 14, 1994 Action identified	EG&G/ES	Mar 17, 1994
	Meeting of March 21, 1994 Action due date change		Mar 22, 1994
	Meeting of March 28, 1994 Initial draft issued, additional coordination required, coupled with Action Item 9 <b>Action Open</b>		Open
11	<b>Consider additional OU4 Phase II funding</b>		
	Meeting of March 14, 1994 Action identified	EG&G	Mar 25, 1994
	Meeting of March 21, 1994 No change		
	Meeting of March 28, 1994 Internal EG&G actions taken No response provided to ES		
	Meeting of April 4, 1994 Funding received from EG&G <b>Action Complete</b>	EG&G	Apr 1, 1994 (Actual)
12	<b>Coordinate potential trip to review GIS/graphics</b>		
	Meeting of March 14, 1994 Action identified	ES	Mar 21, 1994 (Actual)
	Meeting of March 21, 1994 Initial action completed EG&G coordination of schedules required Action due date changed	EG&G	Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Trip scheduled for Apr 6 & 7, 1994 <b>Action Complete</b>		
13	<b>Consolidate weekly project status reports into single report</b>		
	Meeting of March 21, 1994 Action identified	ES	Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Initial consolidated report provided <b>Action Ongoing</b>		
14	<b>Request modification to adjust distribution of effort from subcontractors</b>		
	Meeting of March 21, 1994 Action identified <b>Action Open</b>	ES	June, 1994

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

Issue Date: as of April 18, 1994

Page 4 of 6

15	<b>Schedule a meeting to review the RCRA groundwater monitoring data</b>		
	Meeting of March 21, 1994 Action identified	EG&G/ES	Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Meeting scheduled for March 29, 1994 <b>Action Complete</b>		
16	<b>Provide comments on the draft Corrective Action Plan</b>		
	Meeting of March 21, 1994 Action identified	EG&G	Mar 28, 1994
	Meeting of March 28, 1994 Action due date changed		Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Comments provided by EG&G Final Plan issued by ES <b>Action Complete</b>		
17	<b>Confirm status and completion date of core logging</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 13, 1994 Information documented <b>Action Complete</b>	ES	Apr 5, 1994 (Actual)
18	<b>Provide calculated completion status of data validation</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 13, 1994 Information documented <b>Action Complete</b>	ES	Apr 5, 1994 (Actual)
19	<b>Initiate resolution to schedule discrepancy for start of Title Design</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 18, 1994 Resolution provided by subcontract modification <b>Action Complete</b>		Apr 18, 1994 (Actual)
20	<b>Review EG&amp;G recommended reporting format</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Review completed <b>Action Complete</b>		

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

Issue Date: as of April 18, 1994

Page 5 of 6

21	<b>Provide comments on the proposed OU4 Phase II organization chart</b>		
	Meeting of March 28, 1994 Action identified	EG&G	Apr 4, 1994
	Meeting of April 4, 1994 Comments provided by EG&G Revise charts, and present planned organization	ES	Apr 13, 1994 (Actual)
	Meeting of April 13, 1994 Review revised organization charts	EG&G	
	Meeting of April 18, 1994 Additional comments incorporated Action Complete		Apr 18, 1994 (Actual)
22	<b>Discuss EG&amp;G input on OU4 Phase II WBS</b>		
	Meeting of March 28, 1994 Action identified	EG&G/ES	Apr 4, 1994 (Actual)
	Meeting of April 4, 1994 Meeting scheduled for April 4, 1994 Action Complete		
23	<b>Coordinate a meeting for identifying graphics to be enhanced in Part II of the decision document</b>		
	Meeting of March 28, 1994 Action identified	ES	Mar 29, 1994
	Meeting of April 4, 1994 Meeting held on March 31, 1994 Action Complete		Mar 31, 1994 (Actual)
24	<b>Coordinate a meeting with Water Development Corp. for application of sonic drilling to Phase II</b>		
	Meeting of March 28, 1994 Action identified	ES	Apr 4, 1994
	Meeting of April 4, 1994 Action Item schedule change Action Open		June, 1994
25	<b>Prepare Briefing on Rising Groundwater</b>		
	Meeting of April 4, 1994 Action Identified	ES	Apr 12, 1994 (Actual)
	Meeting of April 13, 1994 Briefing prepared and report distributed Review report package for additional action	EG&G	
	Meeting of April 18, 1994 No additional action required Action Complete		Apr 18, 1994 (Actual)
26	<b>Prepare Package on Additional Pond Drilling</b>		
	Meeting of April 4, 1994 Action Identified	ES	Apr 12, 1994 (Actual)
	Meeting of April 13, 1994 Package prepared and distributed Action Complete		

**OU4 PROGRAM COORDINATION  
ACTION ITEMS**

*attachment 3*

Issue Date: as of April 18, 1994

Page 6 of 6

27	<b>Expand Phase II Work Plan to Include the CERCLA Observational Approach</b>		
	Meeting of April 4, 1994 Action Identified  <b>Action Open</b>	ES	May 27, 1994
28	<b>Identify Additional Part II Maps to be Provided</b>		
	Meeting of April 4, 1994 Action Identified Prepare Table of PCOCs and 95 UTL	ES	Apr 12, 1994 (Actual)
	Meeting of April 13, 1994 Tables prepared and reviewed with EG&G Additional discussions required for resolution	EG&G/ES	Apr 18, 1994 (Actual)
	Meeting of April 18, 1994 Additional tables resolved <b>Action Complete</b>		
29	<b>Provide Add'l Report Formats/Variance Analyses</b>		
	Meeting of April 13, 1994 Action identified	ES	Apr 14, 1994 (Actual)
	Meeting of April 18, 1994 Formats/variance analyses provided Include Fiscal Year budget status  <b>Action Open</b>	ES	May 10, 1994
30	<b>Develop rebaseline for IM/IRA</b>		
	Meeting of April 13, 1994 Action identified  <b>Action Open</b>	ES	Apr 25, 1994
31	<b>Arrange GIS meeting at EG&amp;G</b>		
	Meeting of April 13, 1994 Action identified	EG&G	Apr 15, 1994 (closed)
	Meeting of April 18, 1994 Opportunity lost  <b>Action Closed</b>		