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MEETING MINUTES

TO: Distribution DATE: January 12, 1995  
FROM: Philip A. Nixon PROJECT: Solar Ponds IM/IRA  
MEMO #: SP307:011395.02

ATTENDANCE:

DISTRIBUTION:

Phil Nixon, Parsons ES  
Harlen Ainscough, CDPHE  
Frazer Lockhart, DOE  
Andy Ledford, EG&G  
Eileen Jemison, EG&G  
Arturo Duran, EPA  
John Haasbeek, ERM  
Lee Pivonka, G&M  
Steve Howard, SAIC/DOE  
George Zepernick, EG&G

Alan McGregor, ERM  
Marcia Dibiasi, IGO  
Eric Graham, ERM  
Mark Austin, EG&G  
Michelle McKee, EG&G  
Steve Keith, EG&G  
Steve Cooke, EG&G  
Toni Forbes, EG&G  
M. Matthews, EG&G  
(Admin. Record) (2)  
Peg Witherill, DOE/SAIC  
Jeff Ciocco, DOE  
Jesse Roberson, DOE  
Bob Siegrist, LATO  
P. Breen  
B. Cropper  
W. Edmonson

T. Evans  
J. Hartfelder  
H. Heidkamp  
R. Henry  
M. Hill  
P. Holland  
S. Hughes  
D. Kennedy  
R. Lux  
R. McConn  
D. Myers  
P. Nixon  
A. Putinsky  
R. Stegen  
S. Stenseng  
R. Schmiermund  
T. Kuykendall  
R. Wilkinson  
Central Files

SUBJECT: Weekly Status Meeting

1) Ratification of Previous Meeting Minutes

There were no comments on the minutes from the previous meeting (January 5, 1994).

2) Community Outreach

George Zepernick requested comments on the Draft Users Guide. Comments are due on January 16, 1995. Parsons ES, and ERM / G&M provided written comments. Harlen Ainscough provided oral comments. The substantive comments included:

- a. Change the sentence stating that "DOE and the regulatory agencies agreed that the selected alternative was the most promising" to delete the "agencies agreement."
- b. It was agreed that the text would mention the Organizations comprising the team in the order of the DOE, CDPHE, and EPA.
- c. The mention of Phase I and Phase II needs to be corrected to state that Phase II is a separate program focussing on ground water.

Scott Surovchak stated that most community relations documents refer the reader to a DOE contact person rather than a EG&G contact person. George will investigate this issue and identify an appropriate DOE contact person. Mr. Surovchak also indicated that the users guide did not provide any background on the Solar Evaporation Ponds (SEPs). It was agreed that the document would be modified to include a short paragraph on the background of the SEPs.

It was discussed that perhaps the title will be changed. George Zepernick stated that the purpose of the document was to arouse the publics curiosity so that they would want to read the document, and to provide a brief synopsis of what each Part included. Andy Ledford stated that he liked the format/layout of the document but questioned if it should include references to specific sections of the IM/IRA-EA Decision Document. George Zepernick and Eileen Jemison indicated that a Fact Sheet was being prepared and could include most of the detailed information that was not included in the users guide. It was agreed that the users guide and the fact sheet would be issued separately.

Andy Ledford presented a list of activities that needed to be accomplished for the DOE quarterly meeting on January 25, 1994. The list and schedule dates are attached. Eileen Jemison indicated that the videotape was being prepared according to schedule. It was agreed that the CDPHE and the EPA would receive a copy of the videotape by the close of business on January 23, 1995 for their review and approval.

The team discussed the items that would be associated with the display areas at the Quarterly meeting:

Display #1 - SEP History

Toni Moore is taking the lead on providing the information for this display.  
The users guide and fact sheet will be available at this display.

Display #2 - Part II

The team agreed that this display should be separated from display #1. Phil Nixon will be responsible for the display graphics and equipment. It was discussed that this display should include:

- Sampling equipment
- Core samples (if permissible). Andy Ledford will contact Connie Dodge to see if core samples can be taken off-site.
- Part II Summary Write-up
- Large map of the Sampling Points and the COC concentrations.

Display #3 - Part III

Phil Nixon is responsible for this display. It was discussed that this display will include:

- Display graphics
- Risk fact sheet
- Summary of Part III

Display #4 - Part IV

Mark Austin is responsible for this display: It was discussed that this display will include:

- Display graphics
- Rubberized asphalt
- Set of design drawings
- Part IV summary
- Material samples

Display #5 - Part V

John Haasbeek is responsible for this display. It was discussed that the display will include:

- Display graphics (drawings)
- Post Closure monitoring equipment such as lysimeters, TDRS & FDCs. A neutron access probe may be available
- Monitoring Summary

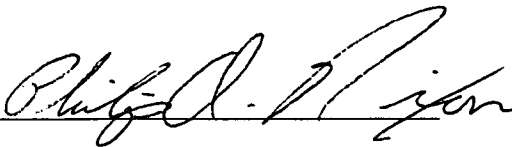
Display #6 - Regulators

Harlen Ainscough recommended that the regulators mingle with the audience instead of sitting at a display. This will be discussed with Frazer Lockhart. It was suggested that if there was a regulator booth, then an appropriate visual aid would be a project milestone time line.

3) Lessons learned from the Panel Discussion Dry Run.

Steve Howard discussed feed back that he heard from the attendees at the Panel discussion dry run.

- a. Answer the questions directly and do not waste time on detailed answers in front of the group. Offer to discuss detailed technical issues after the meeting or link the questioner to one of the "technical experts" at a display area.
- b. Prepare a cost chart for the project.
- c. The regulators should stick to answering regulatory questions and DOE should defend the proposed design.
- d. The moderator should ask the questioner to address the question to a panel member.
- e. Be prepared to get a direct question concerning the legality of the proposed plan.
- f. It is OK to direct a question to a technical expert at a display if necessary.
- g. Do not say that this is not the proper forum for answering a question unless a specific contact person is identified so that a person can pursue having their question answered.



Philip A. Nixon