

Lifecycle Report Project Managers Meeting
June 07, 2023
In-person / MS Teams Meeting
Meeting Minutes

SIGNATURES:

In accordance with the Tri-Party Agreement Section 4.1, Project Manager Role, any agreements, and commitments resulting from the meeting will be prepared and signed by all parties as soon as possible after the meeting. The undersigned indicate by their signatures (or their delegate's signature) that these meeting minutes reflect the actual discussion during this meeting. Signatures denote concurrence with the agreements and commitments resulting from this meeting and do not imply agreement with statements made during this meeting. Attachments to these meeting minutes are provided for informational purposes only.

SHANNON ORTIZ Digitally signed by SHANNON ORTIZ
Date: 2023.07.05 07:22:47 -07'00'

Shannon Ortiz, Project Manager
U.S. Department of Energy, Richland Operations
Office

Date

Caudill, Neil
(ECY)

Digitally signed by Caudill, Neil
(ECY)
Date: 2023.07.06 16:36:58 -07'00'

Neil Caudill, Project Manager
Washington State Department of Ecology

Date

CRAIG CAMERON Digitally signed by CRAIG CAMERON
Date: 2023.07.06 09:28:46 -07'00'

Craig Cameron, Project Manager
U.S. Environmental Protection Agency

Date

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1.0 Administrative Items

Shannon Ortiz thanked everyone for attending the meeting virtually and in person and confirmed the agenda for this PMM. Shannon reintroduced Stephen Korenkiewicz, who will be transitioning to the DOE Project Manager for the Lifecycle Report (LCR), in anticipation of Shannon's retirement with the subsequent submittal of the next LCR.

Shannon confirmed that as of April 24, 2023, Neil Caudill has formally replaced John Price as the Ecology LCR Project Manager.

The attendees list for this meeting is provided in Attachment A. Action Items identified during this meeting are documented in Attachment B. Any items from this meeting that belong in the Administrative Record are documented in Attachment C.

Approval of Previous Meeting Minutes:

The M-036-01 Project Managers signed Meeting Minutes from the March 22, 2023, PMM; Shannon Ortiz of DOE-RL, Neil Caudill of Ecology, and Craig Cameron of EPA, and have been placed in the Administrative Record (AR-24557).

Upcoming Meetings:

The next PMM meeting has been scheduled for August 30, 2023. The next Quarterly TPA Review Meetings are scheduled for June 15, 2023, and September 20, 2023.

1.0 2022 LCR Feedback Status

Brian Esparza provided a presentation review regarding the status of comments and feedback received on the 2022 LCR.

- A total of 191 items were submitted – 109 received from EPA/Ecology and 82 by the public.
- Nine additional comments were submitted by Ecology on December 8, 2023 and recognized by DOE.

Received comments were sorted into 3 Categories: Accepted, Under Review, and No Action. Most items have been dispositioned, with only nine remaining Under Review.

Discussion followed the presentation on clarification that received comments and feedback are not part of a formal comment/resolution process and do not require tracking or disposition through the Administrative Record.

The discussion included possible summary options for grouping items as an appendix to the 2025 LCR or the inclusion of a summary within the "What has changed since the last report" section of the LCR. Craig Cameron requested a separate session to review all EPA items. This will be added to the next PM meeting agenda.

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Coordination will continue with DOE Project Control Officers to address remaining items Under Review as we progress towards the 2025 LCR.

Action: Brian Esparza – To lead the review of the EPA 2022 LCR comments at next PMM.

2.0 The 2025 LCR Development and Delivery

The M-036-01 milestone series originally aligned with the delivery schedule of the River Protection Project System Plan (M-062-40 series), which provides updated Tank Farm baseline data. Change Control Form M-62-23-01 was approved on 3/09/2023, extending the due date for TPA milestone M-062-40J by two months to 12/31/2023.

This delay will affect the timing for receiving the updated Tank Farm baseline data that supports the development of the next LCR for achieving the M-036-01K due date.

As an action from the March 2023 PMM, Shannon Ortiz has drafted a TPA Change Control Form and distributed it to the PMs for further discussion at the next PMM.

Action: Shannon Ortiz will continue monitoring the schedule status of M-062-40J and the needed actions to obtain approval of the Change Control Form for the M-036-01K.

3.0 Upcoming Meetings and Events

August 30, 2023 – The next LCR PM Meeting, with an agenda to include items as suggested.

June 15, 2023 – TPA Quarterly Review: The LCR Project Managers confirmed that an M-036-01 IAMIT Milestone Review Form was drafted and submitted to the PMs for Review, approval, and inclusion in the meeting package for this Quarterly TPA Review Meeting. The Milestone Review Form included the issue of the proposed Change Control Form to extend Tri-Party Agreement (TPA) interim milestone M-036-01K by two months from January 31, 2025, until March 31, 2025, disposition status of feedback/comments on the 2022 LCR and list the two scenarios that were agreed to for incorporation into the next LCR.

Action: Cynthia Bounds to set up LCR PM Meeting as in person / virtual event for Wednesday, August 30, 2023, at 2:00 pm.

4.0 Action Tracking Items and Status

One Action Item remains open that includes the baseline assumptions for Working Session Topics and the WBS elements for obtaining costs. This will be discussed at future PMMs. New Actions identified in these meeting minutes are incorporated for tracking purposes.

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Attachment A – List of Attendees

Shannon Ortiz	DOE-RL
Stephen Korenkiewicz	DOE-RL
Kathy Higgins	DOE-RL
Neil Caudill	Ecology
Craig Cameron	EPA
Anne McCartney	EPA
Brian Esparza	HMIS
Cynthia Bounds	HMIS
Stephanie Brasher	HMIS
Michael Turner	HMIS

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Attachment B – 2022 Action Tracking List

Action No.	Actionee	Description	Date Opened	Date Closed	Status
2022-11	HMIS-Esparza	Prepare information for Mar Working Session Topics	01-18-23	03-07-23	
2022-12	HMIS-Esparza / Seiler	Prepare TPA Quarterly Milestone Status Review Form	01-18-23	03-06-23	
2022-12	HMIS-Seiler	Schedule next LCR PMM Mtg. for Mar 22, 2023	01-18-23	01-19-23	
2023-01	HMIS-Esparza	Gather baseline assumptions for Working Session Topics and identify WBS elements for obtaining costs	03-22-23		
2023-02	HMIS-Esparza / Bounds	Prepare TPA Quarterly Milestone Status Review Form	03-22-23	06-08-23	
2023-03	HMIS-Bounds	Schedule next LCR PMM Mtg. for June 07, 2023	03-22-23	04-03-23	
2023-05	RL-Ortiz	Draft a TPA Change Control form for further discussion at the next PMM	03-22-23	06-08-23	
2023-06	HMIS-Bounds	Schedule next LCR PMM Mtg. for August 30, 2023	06-07-23		
2023-07	HMIS-Esparza / Bounds	Prepare TPA Quarterly Milestone Status Review Form	06-07-23	06-08-23	
2023-08	HMIS-Esparza	Prepare presentation on EPA comment status for PMM	06-07-23		

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Attachment C – Administrative Record Items

The minutes for the March 22, 2023 LCR PMM were signed by the M-036-01 Project Managers; Shannon Ortiz of DOE-RL, Neil Caudill of Ecology, and Craig Cameron of EPA and were placed in the Administrative Record (AR-24557).

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Distribution

Greg Jones	DOE-RL	H5-20
Shannon Ortiz	DOE-RL	H5-20
Stephen Korenkiewicz	DOE-RL	H5-20
Neil Caudill	Ecology	N/A
Craig Cameron	EPA	A3-46
Geoff Schramm	EPA	A3-46
Anne McCartney	EPA	A3-46
Brian Esparza	HMIS – PP&O	H1-27
Cynthia Bounds	HMIS – PP&O	H1-27
Stephanie Brasher	HMIS – TPA	A3-01
Michael Turner	HMIS – TPA	A3-01

ADMINISTRATIVE RECORD H6-08

Please send Meeting Minute comments or changes to Shannon Ortiz (shannon.ortiz@rl.doe.gov) and Cynthia Bounds (cynthia_l_bounds@rl.gov)