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## M-026-01 Project Manager Meeting Minutes

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January 20, 2021, 2:00-3:00 p.m.

Microsoft Teams Meeting

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The undersigned Tri-Party Agreement Project Managers indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.

Approval:

INGRID COLTON  
(Affiliate)

 Digitally signed by INGRID COLTON (Affiliate)  
Date: 2021.02.25 12:01:39 -08'00'


Date: \_\_\_\_\_

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Ingrid Colton, General Support  
Services Contractor for the U.S  
Department of Energy, Richland  
Operations Office

Approval:

Mark S. French

 Digitally signed by Mark S. French  
Date: 2021.05.17 13:25:12 -07'00'

Date: \_\_\_\_\_

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Mark French, Project Manager  
U.S. Department of Energy,  
Richland Operations Office

Approval:



Digitally signed by Mathey, Jared  
W. (ECY)  
Date: 2021.02.25 10:39:58 -08'00'

Date: \_\_\_\_\_

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Jared Mathey, Project Manager  
Washington State Department of  
Ecology

**Attendees:**

Kathy Conaway, Ecology  
Jonathan Rogers, Ecology  
Jared Mathey, Ecology  
Kelly Elsethagen, Ecology  
Bryan Trimberger, DOE  
Kelly Ebert, DOE  
Ingrid Colton, DOE  
Scott Davis, MSA  
Stephanie Basher, MSA  
Leonard Habel, CHPRC  
Wayne Toebe, CHPRC

1. Status/approval of previous meeting minutes

DOE confirmed the June PMM minutes would be sent to Kelly Elsethagen (Ecology) for signature and the September and November PMM minutes will be signed by DOE (Kelly Ebert). Jared Mathey (Ecology) indicated he had signed the September and November PMM Minutes. DOE (Kelly Ebert) stated she would sign the meeting minutes as soon as she received them. MSA took the action to send the June PMM minutes to Ecology (Kelly Elsethagen) for signature and send the September and November PMM Minutes to DOE (Kelly Ebert) to obtain the final signature.

2. Upcoming Milestone Status (M-026-01AE)

- Milestone Due 4/30/2021
- 90 TPA Milestone Notification due by 1/30/2021

DOE proposed to Ecology to delete Milestone M-026-01AE due April 30, 2021, due to the ongoing primary document comment and response process on the CY2019 LDR Full Report. Ecology asked at what level the Change Control Form (CCF) would be signed for deletion of the milestone. MSA responded the CCF would be signed at the Executive Manager level, which is Bill Hamel (DOE) and David Bowen (Ecology). Ecology stated the annual LDR summary report is a legal requirement and would not be recommending to Ecology management to sign the CCF for deletion of the milestone. DOE then proposed a 6-month extension as responding to comments on the CY2019 LDR Full Report would affect the CY2020 LDR Summary Report. Ecology suggested a 5-month extension to allow enough time to work through the CY2019 LDR Full Report comments prior to developing the CY2020 LDR Summary Report.

MSA took the action to draft a CCF to extend the milestone by 5 months.

### 3. Update on DOE comments review (M-026-01AD)

- DOE comment response by 4/15/2021

DOE reported they have worked through Ecology comments 1-66. Ecology stated they provided a spreadsheet that indicates the comments that are tied to Ecology's project managers.

### 4. Scheduling of 2019 LDR Report Comment Resolution Meetings

Ecology reported they would like to focus on addressing the Narrative and Appendix B comment responses prior to addressing the Appendix C comments.

The PMs scheduled comment resolution meetings between DOE and Ecology. The PMs agreed to meet on the following dates:

- February 2, 2021 – 1:00pm to 2:30pm – DOE, Contractors and Ecology (Kathy Conaway, Jonathan Rogers, Jared Mathey, and Kelly Elsethagen)
- February 10, 2021 – 10am to noon – DOE, Contractors and Ecology (Kathy Conaway, Jonathan Rogers, Jared Mathey, and Kelly Elsethagen)
- February 17, 2021 – 1pm to 3pm – DOE, Contractors and Ecology (Kathy Conaway, Jonathan Rogers, Jared Mathey, and Kelly Elsethagen)
- February 23, 2021 - 10am to noon – DOE, Contractors and Ecology (Kathy Conaway, Jonathan Rogers, Jared Mathey, Theresa Howell, and Kim Welsh)
- March 2, 2021 - 10am to noon – DOE, Contractors and Ecology (Kathy Conaway, Jonathan Rogers, Jared Mathey, and Jeff Lyon)

MSA took the action to schedule these meetings.

### 5. Status of previous agreements and commitments

MSA reported the DOE letter (21-PFD-000270) requesting an extension and Ecology's letter (21-NWP-013) granting the extension to the primary document process for the CY2019 LDR Full Report extended DOE's response to April 15, 2021 and both letters will be placed in the AR.

### 6. Any new agreements and commitments

Nothing at this time

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7. Any approved changes

Nothing at this time

8. Documents to be submitted to the Administrative Record

Nothing at this time

9. Next meeting

Ecology proposed the monthly PMMs be postponed to work on addressing the CY2019 LDR Full Report comments. DOE concurred with this proposal and the PMs agreed to schedule the next M-026-01 PMM for April 20, 2021, from 1:30pm to 2:30pm.

MSA took the action to schedule this meeting.