



THE MEMPHIS DEPOT TENNESSEE

ADMINISTRATIVE RECORD COVER SHEET

AR File Number 226

MEETING MINUTES
Restoration Advisory Board
March 20, 1997
Defense Distribution Depot Memphis, TN
Commander's Conference Room

The Restoration Advisory Board Meeting was held on March 20, 1997, at the Defense Distribution Depot, Memphis, Tennessee (DDMT) in the Commander's Conference Room. The attendance list is attached.

The meeting opened with an ice breaker session of 15 - 20 minutes.

Mr. Glenn Kaden opened the meeting by welcoming the RAB members, community members and giving an overview of the agenda for the meeting.

Old Business

Meeting Minutes - Glenn Kaden

Everyone should have received the February meeting minutes in the mail and unless you have objections, I would like to accept the minutes into the record (seconded by Ms. Gray).

Mr. Clay was concerned that he was misquoted on page 3. He stated that he said that he did not feel the RAB made a difference, and he was shown to say they made a difference. After reading the minutes, it was found to state that, "Mr. Clay feels that the RAB has not made a difference."

The meeting minutes were then accepted into the record.

RAB Questionnaire--Glenn Kaden/Mondell Williams

The RAB reviewed all of the questions last meeting; however, there was a need to finalize the answers to some of the questions where numerous answers were received.

Are RAB meetings too long ? Are RAB meetings long enough ?

Some members felt that the meetings are too long, while others felt they aren't long enough.

In general meetings are about an hour and a half long. The charter does not state that the meeting will be a specific length.

Mr. English stated that the meetings would probably vary in length. Some would be longer and some shorter depending on the materials that were presented.

Mr. Williams felt that an hour long meeting should work if the group stayed focused on the agenda.

Mr. Kaden suggested an hour and a half meeting time should be the maximum. Most of the past meetings were that long. There would be times when the issues that needed to be discussed would involve more time. However, if there was no technical presentation, the meeting should finish early.

Mr. English was concerned that the RAB may not be able to cover the necessary materials in only one hour. This might mean that there would be a need to meet more than one time a month.

Ms. Peters felt that an hour and a half should be plenty of time to conduct business unless there was a specific presentation that might require more time, in which case the RAB should know in advance to expect a longer meeting.

Mr. Truitt stated that the technical presentations would dictate the length of the meetings. It would be difficult to say the meetings would only last a specified time. A target meeting length should be set but not an absolute maximum.

Mr. Kaden agreed that it should be a target. The RAB would strive to conduct their business within this hour to hour and a half time frame.

Mr. Brayon agreed with Mr. Truitt, saying that the business needed to be conducted concisely and precisely, realizing that some presentations were going to require more time.

Mr. Kaden stated that since the Charter does not address meeting length we should have a goal but continue to be flexible.

Ms. McGlown felt the goal should be to make the presentations and discussions concise. They should be more focused and stay on topic.

Mr. Kaden suggested we give contractors who are making presentations a time frame in which to present their materials to the RAB.

The range should be between an hour to an hour and a half. The meetings need to be very focused.

Ms. McGlown made the suggestion that presentation materials should be made available to RAB members a week before the meeting to allow some preparation beforehand. The members would have some background on the issues and be prepared to ask better questions.

Mr. Kaden agreed this was a good idea. However, it would not always be possible to have the information available that far in advance of the meeting. We would strive to make this happen.

Do you think the RAB meets often enough?

Suggestions included meeting monthly or every other month. The RAB Charter says meetings generally will be held quarterly. More frequent meetings may be called by the Chair.

Mr. Kaden pointed out that once cleanup starts there will be more going on that we need to discuss. This would necessitate meeting on a regular monthly basis. If the meetings were focused, the RAB should be able to keep up with new information as it became available.

Mr. Williams agreed that monthly meetings were appropriate.

Mr. English said that right now monthly meetings were working. If there came a time when the activities became static, then the RAB might consider meeting less often.

Mr. Kaden stated that changes were not needed in the current RAB Charter.

How do you feel about the RAB meeting and format?

The RAB agreed the meetings should stay focused, and should not stray from the issues on the agenda.

The topics at hand needed to be discussed. Sometimes there may only be one topic at a meeting, but at other times more than one topic might need to be discussed.

Mr. Clay felt that keeping to one topic might be difficult since sometimes questions led us in a different direction.

Mr. Kaden suggested that if a question dealt directly with the topic on the agenda, it should be addressed at that time. If a question was unrelated, then it should be addressed at the end of the meeting during the public comment session.

Mr. Truitt said that frequently comments from the public led the meeting astray. The RAB needed to stay focused on the meeting agenda.

The RAB wanted the public involved; however, the RAB should not allow questions until the end during the public comment period. At that time the public could pose questions pertaining to the agenda or other restoration issues.

What do you think about the time and location of RAB meetings?

Mr. Kaden asked the RAB if they wanted to hold RAB meetings in the community.

Ms. Peters asked about holding a public meeting in the community. This way community members could come and have their concerns addressed, rather than just being present at a RAB meeting.

Mr. Kaden stated that the environmental staff planned on holding public meetings in the community. The questions from the community needed to be directed to the staff. The state and the EPA have also agreed to be available for public meetings.

Ms. Peters asked that the representatives from the Health Department and Memphis Light, Gas and Water also be available to answer any questions from the community.

Mr. Spariosu stated that at certain stages in the restoration process there were requirements to have community meetings. There would be at least four public meetings; however, they may not occur until next year.

The RAB agreed that the current time and location of RAB meetings were fine, but they wanted to go into the community with public meetings. They did not want to hold a typical RAB meeting in the community.

What would you suggest as a way to increase participation?

Meetings should be held in the community twice each year.

Ms. Walker suggested that if the meetings were focused and on topic, it would help keep the interest in the current topics. Additionally, the presentations seemed to get too technical. They needed to be simplified.

Mr. Kaden stated that we try to have the presenters come in prior to the meeting to present their information to a "murder board." This allowed questions to be asked up front and enabled the reviewers to ensure the information being presented was correct.

Ms. Walker added that the presentations should be kept to a specific length so the information was more manageable. The RAB tended to get off the current topic. The RAB needed to stay focused. If the public felt like they were involved in the meeting, they would be more likely to attend and participate. The chairpersons needed to keep the meeting focused on the agenda.

Mr. Kaden pointed out that the RAB does have two new chairpersons. They would be responsible for controlling the length of the meetings, and getting presentations into an understandable and timely format.

Mr. Brayon asked that information be distributed ahead of time whenever possible. This would allow some review beforehand. If the RAB members had questions on the subject matter, they could call members of the BCT and get answers before the meeting.

Ms. Willett had a concern regarding whether the meeting time had been discussed.

Mr. Kaden stated the goal should be to apply the KISS Theory - Keep It Simple Stupid. The meetings needed to be as short and simple as possible and the members needed to be actively involved.

On the issue of the meeting time, the RAB agreed to keep the meeting start time at 6:00 p.m.

What would you suggest to improve the Defense Depot RAB ?

The RAB should allow presenters to complete their presentations before questions are asked.

There should be an increased emphasis on RAB member attendance and participation.

Mr. Brayon asked what happened to decisions that the RAB made concerning Depot issues. Did the BCT base their decisions on the RAB or did they make their own decisions?

Mr. Kaden stated that there were rules and regulations that must be followed in making cleanup decisions. The RAB served in an advisory role. It was stated that Mr. Clay recently made a suggestion regarding the placement of a well. This was brought up in a RAB meeting and, consequently, the BCT decided to place the well at the location suggested by Mr. Clay. The BCT needed to let the RAB know how they impact BCT decisions.

Mr. Spariosu told the RAB that the decisions made were based on regulations, technical merit and engineering. The BCT does take into account advice from RAB meetings. The BCT needed to do a better job of communicating the effects this input had on their final decisions.

Mr. English agreed that the BCT needed to reinforce why a particular decision that was made may contradict advice that was given by the RAB. Those members who made suggestions that weren't followed had a responsibility to question the members of the BCT.

Mr. Brayon stated that the technical reasons why a RAB suggestion wasn't used should be explained to the group. There needed to be good communications between the BCT and the RAB.

Mr. English once again reminded RAB members to call him if they had questions regarding anything at the Depot. He would try to help clarify any questions or issues any members might have.

Mr. Kaden mentioned that he was going to try and contact RAB members from time to time to see if they had any questions or concerns. If he was unable to give an answer, he would get back to the individual who was called.

Would you like a RAB training session?

It was decided that RAB training was needed for the Board members.

New members might need an orientation, but old members did not.

Mr. Williams suggested a technical presentation on the current status of things on the Depot.

Mr. Kaden stated that as soon as more technical information was available, it would be presented to the RAB. In July and August the BCT would have a lot more information about the cleanup.

Mr. English suggested that once the technical information was complete, there should be a session to show the RAB which areas of the Depot were clean. There needed to be a discussion about what a Feasibility Study was, and what methods could be used for cleanup.

Mr. Spariosu said that once we get into cleanup goals we needed to educate the RAB on Risk Assessment. EPA could have their expert come and describe what a risk assessment was, and how cleanup goals were determined.

Videos could also be made available to show the different cleanup techniques and what was involved with each of them. DLA usually has to compare 4 or 5 alternatives for cleanup.

Mr. English added that he had an hour-long video on groundwater contamination that may be useful as well.

Mr. Kaden suggested possibly making copies of this video so that RAB members could sign it out. Several RAB members agreed that training was needed.

Mr. Clay stated that because the RAB application stated that time outside of RAB meetings might be involved, he didn't have a problem taking the extra time needed to become educated in some of these areas.

Mr. Spariosu pointed out that he could assist RAB members who might be interested in attending some of the EPA training sessions. He would like to make it more available to the board members.

Mr. English also suggested holding workshops separate from the RAB meetings to train members on certain related topics.

Mr. Kaden stated that he and Mr. Williams have developed some additional questions for discussion during the next RAB Meeting. They were:

What is the optimum number of members on the RAB? There are currently 20 members.

What are the attendance procedures for maintaining membership on the RAB?

What are the procedures for accepting/keeping on file member applications?

What are some more ways we can get the word out to the local community about the RAB?

Public Comment Period

Mr. Gene Burr from the MDRA commented that he felt it was important for the RAB to be comfortable with what the MDRA was doing. He was willing to share any information that would be helpful to the board.

Mr. Williams agreed that the MDRA and RAB should communicate closely with one another. He attended a meeting and learned that there were currently warehouses that were clean and ready for reuse.

Mr. Eugene Eddins, a community member with MLG&W asked that the public comment period be moved to the beginning of the meeting's agenda. He was part of the MLG&W water scatter team. He wanted to discuss two issues. He learned from Cynthia Buchanan that Dunn Field had a very limited use from the neighborhood. The community did not want Dunn Field designated for reuse. He felt that if MLG&W were to supervise Dunn Field, then it would have a positive effect on the neighborhood. They could limit the use of the area and be stewards. MLG&W may also have a need for a facility. This would be a central location. He planned to present his executive staff with two proposals: the use of Dunn Field with MLG&W acting in the stewardship capacity, and trying to acquire the property on the northwest side of the Depot at Perry Road and Dunn for MLG&W use. Personally, he was interested in why the Memphis City School System were not considered in the Reuse Proposal, since there were four schools within a one mile radius of the Depot in need of repairs. This area would be an excellent site for a magnet school.

Ms. Carolyn Featherstone asked whether technical training would be open to the public.

Mr. Kaden responded that if the training was part of the regular RAB meetings, then the public was welcome.

Mr. Spariosu added that he would try to make EPA training available to the public when possible; however, space may be an issue in some cases. The Risk Assessment presentation would be accomplished as part of a RAB meeting, but not until this summer. Mr. Spariosu would provide Ms. Featherstone with more information about EPA training.

Ms. Featherstone requested that more handouts of technical presentations be made available to the public.

Mr. John DeBeck added that there were not always enough handouts available.

Ms. Estes stated that she was not aware of any problems with handouts, and that she would be happy to provide any additional copies needed.

Mr. Kaden asked if anyone had items for the next meeting's agenda, and stated that suggestions and ideas could also be left on the hotline after the meeting by calling 775-4569.

Mr. Clay suggested having Mr. Burr with MDRA give a brief update at the next meeting.

Mr. Garrison asked about the issue of the Park Commission taking over the parks, and if there would be a need for the lakes/ponds to be drained. Could this be part of the next agenda?

Mr. Spariosu responded that they don't need to be drained. The fish from the ponds should not be eaten. This would be the only hazard.

Mr. Kaden commented that a risk assessment on the lake was in the final stages. The BCT will be discussing it and would try and get it to the RAB as soon as possible. This may be a timely issue.

The meeting was adjourned. The next RAB meeting will be April 17, 1997 at 6:00 p.m. in the Commander's Conference Room.

Restoration Advisory Board Members

Mr. Glenn Kaden	DDMT, Facility Co-Chairman
Mr. Mondell Williams	Community Co-Chairman
Mr. Dann Spariosu	EPA
Mr. Jordan English	TDEC
Mr. John Garrison	Citizen Representative
Ms. Johnnie Mae Peters	Citizen Representative
Dr. Cleo Kirk	Shelby County Commissioner
Ms. Veronica Smith	Citizen Representative
Mr. Kevin Clay	Citizen Representative
Mr. Dave Bond	Citizen Representative
Mr. Eugene Brayon	Citizen Representative
Ms. Terri Gray	Citizen Representative
Ms. Elizabeth Young	Citizen Representative
Ms. Karen Blanks McGlown	Citizen Representative
Mr. Ulysses Truitt	Citizen Representative
Ms. Pamela Walker for Janet Hooks	Memphis City Council
Mr. James Webb	Memphis Light, Gas and Water
Ms. Willie Mae Willett	Citizen Representative

Others in Attendance

Ms. Janice Smith	Citizen
Mr. John Benson	Citizen
Mr. Eugene Eddins	Citizen
Mr. Russell Ray Anderson	Citizen
Ms. Carolyn Featherstone	Citizen
Mr. Julian Savage	U.S. Army Corps of Engineers
Mr. John DeBack	DDMT
Mr. Gene Burr	MDRA
Mr. John Lewis	MDRA
Mr. Shawn Phillips	DDMT
Ms. Denise Cooper	DDMT
Ms. Georgetta Phipps	DDMT
Ms. Sue Estes	ME3, L.L.C.

FINAL PAGE

ADMINISTRATIVE RECORD

FINAL PAGE

FINAL PAGE

ADMINISTRATIVE RECORD

FINAL PAGE