



# THE MEMPHIS DEPOT TENNESSEE

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## ADMINISTRATIVE RECORD COVER SHEET

AR File Number 210

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

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

Mr. Glenn Kaden opened the meeting by introducing the new Community Co-Chairman, Mondell Williams, welcoming the RAB members, community members and giving an overview of the agenda for the meeting.

Mr. Kaden introduced the new members of the Environmental Staff. They are Mr. Shawn Phillips, Project Manager, and Mr. Michael Lee, Environmental Protection Specialist.

Mr. Phillips; "I was born in North Carolina, and I'm coming here from the Navy in Washington, D.C. I have six years experience working with cleanup programs. I came here for personal reasons, my fiancée lives in Memphis, so I had to move here."

Mr. Lee; "I worked with the Navy the last five years. I am from Pensacola, Florida."

**Old Business**

**Meeting Minutes - Glenn Kaden**

Everyone should have received the meeting minutes in the mail and unless you have objections I would like to accept the minutes into the record.

**Funding of the Restoration - Glenn Kaden**

Last month we had some questions about the funding of this restoration, and now I would like to provide you with some information.

From 1986 through 1995, \$13,644,000 has been spent. This includes studies such as the Law Environmental Study, the Operable Unit (OU) Workplans and the design for the Pump and Treat at Dunn Field and personnel costs for the Environmental Staff. In 1996, \$1,006,000 was spent on such things as Cultural Resources documentation, Environmental Baseline Survey, NEPA documentation, compliance projects such as lead base paint removal and also for the Environmental Staff labor costs.

The funding for 1997 through 2003 is \$85,922,000. The budget includes such items as the restoration of the four OUs, compliance, storage tanks, close out of permits, and management of personnel.

**RAB Questionnaire - Mondell Williams:**

We want to present these questions to assist us in working with the RAB members. We want this meeting to be informative and to help us with planning the agenda for future meetings. We want your input on the types of meetings that we will be having and the presentations that meet your needs. If you don't help us, the Co-Chairs will be responsible for setting the agenda and identifying the presentations for the meeting.

**Do you think the RAB meets often enough?**

Ms. Peters recommended that the meetings be held every other month, and at least twice a year in the community.

Mr. Clay recommended that we meet monthly, and that we target just one topic. He would like to see more details about one topic, not a few details about many topics on the agenda. He wants more detailed information.

Ms. Young agreed with both and reiterated that we should target one topic and not skip around.

Mr. Kaden stated that the Depot, EPA and TDEC are more than willing to meet with the public.

Mr. Williams agreed with everyone. He thinks we should continue with meetings once a month and try to stay focused on one or two topics on the agenda.

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

These questions were addressed together.

Mr. Truitt feels that the meetings are too long. The meetings are too long because we allow everyone to get off the agenda. We need to stay on the issues that are on the agenda and not allow other issues to dominate our meetings. We need to stay focused.

Mr. English reminded the RAB members that if they feel the right topics are not on the agenda, then there is time at the end of the meeting to recommend topics for future meetings.

**Are you clear about your role as a RAB member?**

Mr. Clay doesn't feel that the RAB is participating in the decision-making process. The decisions seem to already be made and then the RAB is informed of them.

**Are you comfortable with that role?**

Skipped since addressed above.

**Would you like a RAB training session?**

Several RAB members answered, "Yes, we do, and training should be just for the Board members."

Mr. Gray stated that some people are original RAB members and have sat through all of these meetings. However, we do have four new members, and it is very hard for them to get up to speed.

Mr. Kaden reminded the RAB that we have our books and suggested that the copy of the training be retained in the RAB books for future use.

Mr. Gray stated that there are probably new members who would appreciate an orientation to the process and what has occurred during these Board meetings.

Mr. Bond stated that he received the booklet, but he has been lost 90% of the time. He feels that more orientation is needed.

Mr. Kaden will consider providing additional information in the future.

**Do you view RAB participation as an effective use of time?**

Mr. Truitt, "Only if we can stay focused."

**Do you feel the RAB has made a difference in Depot cleanup?**

Mr. Clay feels that the RAB has not made a difference.

Ms. Peters stated that she felt that the Board has an opportunity to provide input into the process although she didn't feel they always reached the decision that she wanted. The other important point is that when the Depot does dig a hole and find chemicals or whatever, that the Board be informed of the test results. "At least the Depot is providing us with information about the cleanup," she said.

Mr. Clay stated that he understood what Ms. Peters was saying, but he did not feel that the Board had any decision making authority in hiring independent contractors.

Ms. Peters stated that she was not trained sufficiently to know who the Depot should hire.

Mr. Clay stated he did have training and would like for the RAB to have input on some of the independent contractors that are hired.

Ms. McGlown stated that maybe the confusion is that the RAB is not a decision making body. She thinks that the RAB has had an effect on the cleanup. "Our comments and concerns

regarding target areas to investigate on the facility and in the community were included in the assessment. The RAB will not ever have any input on what contractors are used because that is not part of the job of the RAB," she said.

Mr. Spariosu felt the BCT had been remiss in letting the RAB know about the effects the RAB has on BCT decisions. "The RAB has made a difference in such things as the location of monitoring wells and did cause us to add more monitoring wells in response to comments made by the RAB. Also they helped us decide on sampling locations," he said. He also stated that DLA, in response to the public comments has worked very hard to start removing the stockpiles at Dunn Field. He felt that the BCT needed to do a better job of letting the RAB know how their input influenced decisions.

**How do you feel about the RAB meeting format and agenda?**

Ms. Peters again reminded the RAB that they need to focus on the agenda and only discuss one or two issues.

Mr. Kaden stated that he got the message and planned on keeping the meetings focused. Mr. Williams agreed.

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

Mr. Truitt feels the time is too long, but if you stick to the agenda then the problems with the length of the meetings should go away. He felt that the RAB should only take 30 minutes.

Ms. Young pointed out that most people do not pay attention after one hour.

Ms. Peters agreed with the one hour and suggested the first 30 minutes be for presentations and the last 30 minutes to ask questions.

Mr. Kaden reminded the RAB of the need for their help with the agenda items. If the RAB does not come up with agenda items then the Co-Chairs have the responsibility. Many things associated with the cleanup would make good presentations, but we still need the RABs help in deciding agenda items. "It's up to the RAB," he said.

**Do you feel the community has a feel for the environmental issues at the Depot?**

Mr. Truitt feels that the community does not understand all of the environmental issues at the Depot. "The community goes into an emotional display at most of the community meetings and does not seem to understand that environmental issues fall under regulatory guidelines. There are specific directives as to how to attack these issues. This is a highly technical area. Most individuals don't understand that the 8 ounce bottle they have under their sink is the same stuff found in 55 gallon drums at the Depot. The Depot probably has the best track record for keeping up with spills in the facilities among the Southeastern United States," he said.

Mr. Williams stated that as a RAB member he is supposed to be a liaison between this Board and the Community, and that it is his responsibility to keep them informed of the activities. He said that if your community did not know what was going on it was our job to teach them. He does not agree with Mr. Truitt about what is wrong.

Mr. Truitt also stated that he lives three blocks to the south of the Depot, and if he felt there were really environmental concerns he would have moved. "We have meetings with our block clubs and they understand; it's the outsiders that don't understand. It's these outsiders that come into these meetings and make them long by not focusing on the agenda or issues. It's also these individuals that are telling people that neighbors are dying because of what's happening at the Depot. If the employees are not dying from exposure then neither is the community outside the fence," he said.

Mr. Kaden, "These are very good points, but the follow-up question has to be if you don't think we are getting the word to the community, what can we do to get the word to the community? Maybe this is a separate meeting. It's something we need to talk about."

**Do you feel the RAB is open enough to the public?**

Mr. Gray noticed the ad in the paper. He stated that he didn't know if that happened every time, but it was a good idea.

Mr. Kaden, "It happens every time."

Mr. English reminded the RAB that these meetings are subject to the sunshine law, which means they are open to the public.

Mr. Kaden explained that he wants his staff to meet with the public and reminded the RAB that he is available for community meetings. Please call him or his staff.

Mr. Gray stated that he felt like Ms. Peters had a good idea about going out with the RAB meeting two times a year. However, the Depot has held more than two meeting outside of the RAB every year since he has been involved. Some of these meetings are well attended, others are not.

Mr. Clay, "Who is the newsletter mailed to?"

Ms. Estes stated that we send the newsletter to 750 people on the mailing list and 740 Depot employees, a total of around 1500.

**Have you ever been asked about the issues at the Depot?**

Several RAB members answered, "Yes."

Mr. Clay stated that most people ask him about the reuse of the Depot and also about the potential contamination. He stated that these people ask him questions in a less formal setting than at a public meeting.

Ms. Peters, "Why weren't we getting these complaints before the Depot was closed?"

Mr. Clay said the individuals didn't know who to go to, but had these concerns from the first day.

Mr. Kaden explained that the Army realized in the mid-1980's that problems existed at these facilities, and they started cleanups.

Mr. English reminded the RAB that it was formed prior to the base closure to act as an advisory group during the restoration.

**Have you ever been asked to talk about the Depot issues with community groups?**

Several RAB members answered, "No."

**Do you feel you understand most or some of the environmental issues at the Depot?**

Mr. Kaden explained that at this time all issues have not been identified. All environmental issues that have been identified have been made available to the RAB.

**Do you feel you understand what is being planned for the cleanup?**

Several RAB members answered, "No."

Mr. Clay does not understand and feels this is the problem.

Mr. English explained that this could be a misleading question since many of those involved in the investigation do not know what type of cleanup will be required. The cleanup plans depend on the results of the investigation.

Mr. Kaden, "If Dann or Jordan doesn't know this, nobody knows."

**What would you suggest as a way to increase participation?**

Ms. Peters suggested once again not to have monthly meetings and to have more public meetings.

Mr. Clay, "Could we talk about adding more members to the RAB?"

Mr. Kaden explained that since it's not on the agenda, we could talk about it at the next meeting or whenever the RAB decides this should be addressed. We are always taking applications for the RAB and we do keep them on file; however, at this time we will have to discuss it further.

## What would you suggest to improve the Depot RAB?

Mr. Bond expressed a concern that whenever a presenter comes he is not allowed to complete his program before interruptions occur. He suggested that the presenter be allowed to complete his presentation before questions are allowed.

Mr. Kaden stated that these questions and answers will become part of the record. He suggested that at the next month's meeting the Board vote on which of these actions the board should implement.

## New Business

### RAB Training - Dann Spariosu

#### WHAT IS A RAB?

- Members provide individual advice to government decision makers

Is NOT a decision-making body

- Is comprised of representatives from community AND government agencies

All members are equal

- Members selection
  - community representatives: selection panel
  - government representatives: selected by agency

#### DETERMINING THE NEED FOR A RAB

The installation Commanding Officer (CO) has the responsibility to identify sufficient, sustained community interest in the cleanup program

- Use community involvement techniques to identify and solicit interest in a RAB
- If the community does not express interest in a RAB, document efforts taken to solicit interest and follow up with procedures to monitor community interest on an ongoing basis

(prepare description of efforts undertaken, results, and plans for future efforts and attach to the Community Relations Plan)

#### MANDATORY FORMATION OF A RAB

(Only one of these is required)

- When installation closure involves transfer of property to the community
- When 50 citizens petition for an advisory board
- When federal state or local government requests formation of an advisory board



- When the installation determines the need for a advisory board

#### PURPOSE OF THE RAB

- Act as forum for the discussion and exchange of information regarding the cleanup among the installation, regulatory agencies, and the community
- Provide an opportunity for stakeholders to participate in the cleanup process and provide input to decision makers
- Complement other community involvement initiatives

#### RATIONALE FOR A RAB

- Encourages dialogue between stakeholders
- TRCs converted to RAB
- There is a subcommittee that will remain intact (BRAC Closure Team - BCT)
- Encourage underrepresented groups to participate
- Shared membership
- Meeting open to public

#### SELECTION PROCESS FOR THE COMMUNITY MEMBERS OF THE RAB

##### STEP ONE

##### IDENTIFY STAKEHOLDERS INTEREST

WHO: Installation CO (in consultation with EPA and STATE)

- Characterize issues
- Establish procedures to periodically review interest

##### STEP TWO

##### ORGANIZE A SELECTION PANEL

WHO: Installation CO (in consultation with EPA and STATE)

- Panelist should reflect a cross-section of stakeholder's interest

##### STEP THREE

##### NOMINATE RAB MEMBERS

WHO: Selection Panel (composed of community members)

- Develop solicitation methodology/selection criteria

- Solicit nominations
- Review/evaluate candidates
- Recommend candidates

#### RAB RESPONSIBILITIES

- Formulate and execute a meaningful agenda
- Ensure Environmental Program is openly and thoroughly discussed/available
- Actively and continually interface with community members/stakeholders
- Provide advice/comments to decision makers

#### RESPONSIBILITIES OF THE RAB COMMUNITY MEMBERS

- Attend RAB meetings
- Advise and comment on cleanup issues to government decision makers
- Report back to the organization or community they represent
- Serve as a conduit for information flow to and from the community (Serve in a voluntary capacity)

#### DECISION MAKER RESPONSIBILITIES

- Attend RAB meeting
- Serve as an information, referral, and resource bank regarding installation cleanup
- Review and provide comments on documents
- Ensure that environmental standards and regulatory issues are identified and addressed
- Facilitate resolution of environmental issues and constraints
- Assist in the education and training to RAB members

#### KEYS FOR A SUCCESSFUL RAB

- Open and forthright communication
- Understanding and trust
- Shared goals
- Willingness to forge partnerships

#### SUMMARY AND CONCLUSION

- DoD policy and joint DoD and EPA guidelines call for increased community participation in the cleanup process
- RABs are key elements that assist installation responsiveness to community concerns
- Results will be more responsive cleanups that address the diverse needs of the community

**DDMT Environmental Project Update - Julian Savage**

- All Soil Sampling (BRAC, Screening Sites, And Remedial Investigation (RI)) Complete
- Draft BRAC Soil Sampling Report Complete and Currently Under Review by TDEC and EPA
- Draft Screening Sites and RI Reports Due March 1997 for Review by TDEC and EPA
- 50% Design Submittal for the Dunn Field Pump and Treat Complete
- Quarterly Groundwater Sampling will Start April 1997 for One Year with an Option for One Year
- Risk Assessment for All Installation Data to Commence May 1997

Mr. Gray, "What type of sampling, water level or water quality?"

Mr. Savage, "Both."

Mr. Clay, "Why the quarterly sampling for two years, is that all?"

Mr. Savage, "This is what is planned, but we are looking at the trends that will occur."

Mr. Kaden, "We have already identified a number of pollutants that are in the groundwater."

Mr. Savage, "Yes, we just want to look at the contaminants at different water levels."

Mr. English, "I think the perception is that we will look at these a year or two; however, if we identify a contaminant then we will continue to monitor these wells."

Mr. Kaden, "Any well that is dropped from monitoring is always subject to reevaluation in the future. We may also have to sink more wells to find parameters, but if a well is not needed there are rules as far as closing these wells."

**Next Meeting's Agenda - Glenn Kaden**

Mr. Kaden suggested that the RAB spend time consolidating answers to the RAB Questionnaire.

Mr. Williams suggested that we have an informal icebreaker session for the first 15 to 20 minutes. During this time the RAB can get to know each other better and learn to communicate better with each other.

Mr. Kaden volunteered to bring snacks.

Mr. Clay suggested that we discuss adding additional members.

Ms. McGlown wanted more information about discussing the Questionnaire again.

Mr. Kaden explained that he meant to discuss some of the comments specifically, such as the ones about more RAB participation, about how often to meet and how the RAB can build on these suggestions. "After we discuss these ideas maybe we can adopt them as a board," he said.

Mr. Spariosu recommended picking only one or two questions.

Ms. Peters further explained that if the RAB has five recommendations for each question, then they should decide which one to implement.

Ms. McGlown said the RAB should focus on one or two of the questions, specifically how to get the community more involved.

Mr. Kaden suggested that the RAB make the Questionnaire an Agenda item for the next few months until all of these questions are answered, and not expect to discuss every question next month.

Mr. Spariosu suggested that the Co-Chairs decide which questions require decisions, so the RAB can vote on them.

Mr. English suggested that a time limit be imposed on answering the questions.

Mr. Spariosu suggested that the newsletter profile one or two of the RAB members each month. This would give the community a chance to get to know them and would encourage citizens to contact RAB members with any comments or concerns.

Mr. Truitt thought Eric Holladay was producing the newsletter; however, he would like to compliment Sue Estes on her fine job and on the article about ATSDR.

Mr. Gray introduced Ms. Sherrye Wheeler of his staff at the Memphis/Shelby County Health Department. She is working on a grant proposal that would help the Health Department conduct an education needs assessment within the community of the environmental health issues associated with Superfund. Grants have been given in several other places around the country. A \$6,000 grant is available to conduct a prototype assessment to assess the community's educational needs. "It will help us identify what those needs are, should we get the grant. I would like for community representatives to meet with Ms. Wheeler tonight after the meeting. We are interested in getting all of the community groups listed and identified on this grant. This may be a way the Health Department can help the community address some of the education issues that were mentioned tonight. We could help the community to have information to make educated choices about what is going to occur with the cleanup at the Depot," he said.

Ms. Peters, "How broad is it?"

Mr. Gray, "It's aimed at the Depot area, within a mile or two. It only identifies the need, it doesn't solve all of our problems of getting the money and educating the community."

Mr. Gray, "It's aimed at the Depot area, within a mile or two. It only identifies the need, it doesn't solve all of our problems of getting the money and educating the community."

Mr. Kaden introduced the other environmental staff members at the meeting. They are Ms. Denise Cooper of the Environmental Staff and Ms. Georgetta Phipps. We would also like to mention that we would be happy to provide tours of the Depot for RAB members if anyone would like one. I know this was done last year, but I just want to let you know that we are available to you.

#### **Public Comment Period**

Ms. Bradshaw explained that she sits on the Board of the Mississippi Delta Project, which recently completed the needs assessment workshop with ATSDR, EPA, McHarry Medical College, Dr. Warren, Assistant Administrator of Urban Affairs, and Dr. Johnson. "We are planning to complete a needs assessment for this community. They already have a grant, and this is something we have been working on for a year. I also sit on the Columbia Project Board and that workshop is starting in June. We are still in the process of inviting individuals and expect ATSDR, EPA, DLA and other government officials. This work will help the community teach the officials how to relate to the community," she said. Mrs. Bradshaw is also working on providing health clinics for the impacted community. She also addressed Mr. Truitt's comments and stated that there is an executive order written in 1992 that government officials and NPL Superfund sites have to communicate with the community. DLA has to comply with that Executive Order, and cannot keep the community out of these meetings. She understands that previously Mr. Truitt didn't have to have these meetings, but now they do. Although Mr. Truitt says everything is dandy and rosy, she does not keep mustard gas under her sink. She also wanted to know if a draft of an Environmental Impact Study (EIS) was done at the Depot.

Mr. Spariosu replied that a draft Environmental Assessment (EA) was done and not an Environmental Impact Statement. The final EA cannot be done on reuse until the MDRA decides on the reuse plan.

Ms. Estes also reminded Ms. Bradshaw that a copy of the EA was sent to her.

Mrs. Bradshaw asked if there was a Record of Decision on the cleanup?

Mr. Spariosu explained that there was a Record of Decision on the Interim Remedial Action for the groundwater at Dunn Field.

Mrs. Bradshaw, "Do you have the final?"

Mr. Spariosu explained that the Depot can't do the final until the field work is completed at Dunn Field.

Mr. Kaden, "There will be a public comment period before it becomes final."

enough about the redevelopment, he would provide them with information. He could meet with them in his office or another location at their convenience.

Ms. Brooks asked if the Depot would provide information about the removal of the stockpiles at Dunn Field for her neighbors on Hays in the next newsletter.

Mr. Kaden, "Yes, we will be glad to, and we will put information in a special newsletter."

Ms. Bradshaw suggested to Mondell that the Board bring more people from the impacted community in to join. She has submitted an application as well as given out some to residents in the area.

Mr. Williams explained that the RAB has about 20 applications on file, and that these will be added to them.

Mr. Kaden also said this would probably be discussed at the next RAB meeting. The Board can decide if they want to add additional members at that time.

Mr. Clay stated that he would be happy to have his name and phone number included in the information that is being sent to the residents on Hays.

The meeting was then adjourned. The next RAB meeting is March 20, 1997 at 6:00 p.m. in the Commander's Conference Room.

## Restoration Advisory Board Members

Mr. Glenn Kaden  
 Mr. Mondell Williams  
 Mr. Dann Spariosu  
 Mr. Jordan English  
 Mr. Carter Gray  
 Mr. John Garrison  
 Ms. Johnnie Mae Peters  
 Dr. Cleo Kirk  
 Ms. Veronica Smith  
 Mr. Kevin Clay  
 Mr. Dave Bond  
 Ms. Elizabeth Young  
 Ms. Karen Blank McGlown  
 Mr. Ulysses Truitt

Defense Depot Memphis, Facility Co-Chairman  
 Community Co-Chairman  
 EPA  
 TDEC  
 Memphis/Shelby County Health Dept.  
 Citizen Representative  
 Citizen Representative  
 Shelby County Commissioner  
 Citizen Representative  
 Citizen Representative  
 Citizen Representative  
 Citizen Representative  
 Citizen Representative  
 Citizen Representative

## Others in Attendance

Colonel Michael Kennedy  
 Mr. Eric Holladay  
 Mr. Mike Dobbs  
 Ms. Doris Bradshaw  
 Mr. Gerald S. Green  
 Ms. Peggy Brooks  
 Ms. Frances Hardy  
 Ms. Sherrye Wheeler  
 Mr. Julian Savage  
 Mr. John DeBack  
 Mr. Gene Burr  
 Mr. Phil Amido  
 Mr. Shawn Phillips  
 Mr. Michael Lee  
 Ms. Denise Cooper  
 Ms. Georgetta Phipps  
 Ms. Sue Estes

DDMT Commader  
 DDMT Deputy Commander  
 DDRE  
 Citizen  
 Citizen  
 Citizen  
 Citizen  
 Memphis/Shelby County Health Dept.  
 U.S. Army Corps of Engineers  
 DDMT  
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