



THE MEMPHIS DEPOT TENNESSEE

ADMINISTRATIVE RECORD COVER SHEET

AR File Number 55

MEETING MINUTES
Technical Review Committee
February 17, 1994, 6:00 pm
Defense Depot Memphis, Tennessee Commander's Conference Room

The first community relations Technical Review Committee (TRC) meeting was held on February 17, 1994, at the Defense Depot Memphis Tennessee (DDMT) in the Commander's Conference Room at 2163 Airways Boulevard, Memphis, Tennessee. The following people were in attendance:

Technical Review Committee Members

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| Ms. Christine Kartman | Defense Depot Memphis (Chairperson) |
| Ms. Allison Drew | Environmental Protection Agency |
| Mr. Jordan English | Tennessee Department of Environment and Conservation |
| Mr. Carter Gray | Memphis/Shelby County Health Department |
| Ms. Janet Hooks | Memphis City Council |
| Ms. Helyn Keith | Shelby County Mayor's Office |
| Dr. Cleo Kirk | Shelby County Board of Commissioners |
| Mr. Larry Smith | Mid-South Peace and Justice Center |

Technical Review Committee Members Not in Attendance

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| Mr. Reginald French | Memphis City Mayor's Office |
| Dr. Vasco Smith | Shelby County Board of Commissioners |
| Ms. Barbara Sonnenburg | Memphis City Council |

Others in Attendance

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| Col. C. Michael Rust, USA | Commander, Defense Depot Memphis |
| Mr. Eric Holladay | Deputy Commander, Defense Depot Memphis |
| Mr. Doug Waters | Defense Depot Memphis |
| Mr. George Dunn | Defense Depot Memphis |
| Ms. Judy Krueger | Defense Depot Memphis |
| Mr. Frank Novitzki | Defense Depot Memphis |
| Ms. Denise Cooper | Defense Depot Memphis |
| Mr. Bill Mull | U.S. Army Space and Strategic Defense Command |
| Mr. John Matthews | U.S. Army Corps of Engineers |
| Ms. Sue Estes | The Earth Technology Corporation |
| Ms. Kathy Brundage | The Earth Technology Corporation |

A brief introduction was given by Ms. Kartman. The purpose of developing review committees is to learn what the different concerns are in the technical areas as well as the concerns of the general public. The TRC group will interact with the Citizen Review Group (CRG) once it is established.

Ms. Kartman introduced the Depot staff and contractors and then asked each TRC committee member to introduce themselves.

Col. Rust welcomed all committee members and thanked them for their time and interest. He explained the Depot's commitment to the environmental restoration of the site and desire to involve the community.

Mr. Novitzki presented the guidelines for the TRC:

- Minutes will be produced with the help of an audio recording for the sole purpose of producing a summary of the meeting to be provided to all committee members.
- The media will not be invited to the committee meetings. They will be working group meetings.

The draft TRC charter was mailed out before the meeting for committee member review. Mr. Novitzki presented an overview of the charter that will be approved by all members of the TRC.

The group was then asked for comments to the charter. Mr. English stated that as part of his job, he is provided with copies of the documents and provides comments as part of his responsibilities. Ms. Kartman stated that several committee members would probably be in the same position, and the technical knowledge these members could bring to the rest of the group would assist them in understanding the efforts taking place at the Depot. Each member has some area of expertise to share with the entire group.

As members further review the draft charter, they will forward comments to the environmental office at the Depot by February 25.

The group was then advised that their assistance in the formation of the CRG was needed to help contact the general public to solicit comments and input. The concept for the CRG is a non-partisan group whose goal will be to provide high quality and timely public participation in the restoration process. They will meet on a quarterly basis. The CRG will provide an interface between the community and the Depot. The Chair of the CRG will also sit on the TRC to facilitate interaction between the two groups. Nominations will be solicited from a local area mailing and newspaper advertisement. Final CRG selection will be made by the TRC using criteria they will develop.

Ms. Kartman asked for any input or comments on the concept described for the CRG.

- Mr. Gray voiced concerns about the nomination process for the CRG.
- Mr. English raised the possibility of using an application process to select CRG members. People are needed who will attend meetings and be involved. Ask the public to complete an application and the TRC could then use the application to vote on eligible applicants. The application could ask what groups the individual might represent, but would not ask for educational background. This would also help prepare a written record for the TRC as to why certain applicants were selected.
- Ms. Hooks voiced a concern that the people most affected be involved before others are selected. She stated she could help provide resources for

homeowner's groups, local interest groups, and other types of citizen groups to be involved in the application process. The commitment to the time involved in being a member of the CRG is important.

- Ms. Keith agreed on the time issue. Members must be dedicated to the time the committee will involve. The term "community" needs to be clarified for the purpose of both review groups.
- Mr. English was asked to provide the other group members with a copy of a sample application to help determine what should be asked of applicants. The committee only works if people get involved. People chosen would need to be widely recognized as representatives of particular groups.
- Ms. Kartman would provide TRC members with a copy of the revised application for approval. A generic application is needed to prevent exclusion of appropriate individuals.
- The committee agreed to try and finalize the application without a formal meeting via phone, fax, and mail. A meeting would then be set up before the final applications are mailed out.
- Dr. Kirk also had some suggestions for civic groups to be added to the mailing list. He will provide a mailing list for sending applications.
- Ms. Keith mentioned that technical expertise should not be a factor in the selection of the CRG members and this should be stated in the application.
- Members should be representative of a group and not just an individual viewpoint.

Mr. Novitzki explained that the Depot would be issuing press releases on both the TRC and CRG, and the activities with which they are involved, so the public could be informed. These groups are only two parts of the whole effort to be made at the Depot.

The Memphis Light, Gas, and Water Company representative, Mr. James Webb, was mistakenly not invited to this initial TRC meeting. The committee agreed by mutual consent to add Mr. Webb to the group and see that he is invited to the next committee meeting.

The committee agreed to meet and review the final application before it is mailed. The meeting will be on Thursday, April 21, 1994 at 9:00 am at the same location (Commander's Conference Room at the Depot).

Following a brief break Ms. Kartman reviewed the flow chart on the Remedial Investigation/Feasibility Study (RI/FS) process.

- In 1990, the installation began the RI/FS and it is still in process. Some contamination in the groundwater and soil was found, but not how much and what types.
- The RI/FS process takes approximately 2 years. Field work is scheduled to

begin this summer.

- An Interim Remedial Measure (IRM) is an action taken to contain the contamination that currently exists in the groundwater. An IRM is anticipated for this site.
- Start the Record of Decision - at this point the source of contamination has not been pinpointed; therefore, cleanup has not begun.
- Next is the Public Comment Period to obtain input from the public on the efforts.
- Finally, the Remedial Plan.

The Depot was placed on the National Priorities List (NPL) on October 14, 1992. This was based on a hazardous ranking score. Anything considered potentially dangerous is ranked. The Depot's ranking is due to its proximity to the local drinking supply. There are approximately 400 Federal agencies on this list.

Ms. Kartman asked the members for general questions.

- There is a need to provide members with a glossary of terms (including acronyms) that will be used in documents and discussions. In public documents (e.g., advertisements, press releases, application), no acronyms will be used. Words should be spelled out for clarification.
- A list of names, telephone numbers, and fax numbers of all TRC members will also be distributed.

The meeting was adjourned at 7:25 pm.

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