



THE MEMPHIS DEPOT TENNESSEE

ADMINISTRATIVE RECORD COVER SHEET

AR File Number 585

Memorandum for the Record

16 May 2000

SUBJECT: Minutes of Meeting regarding Feasibility Study Document, Main Installation, Defense Depot Memphis, TN

Subject meeting was held at 1230, 16 May 2000, at the French Quarter Hotel. The following were in attendance:

Shawn Phillips, DDMT- BEC
John De Back, DDMT
Turpin Ballard, EPA
Jim Morrison, TDEC
Brian Deeken, TDEC
Mike Harris, CH2M Hill
Steve Offner, CH2M Hill
David Lane, CH2M Hill
Dorothy Richards, CEHNC
Scott Bradley, CEHNC

The meeting opened with the BCT Goals being presented by Shawn Phillips. They are:

- a. Administrative Record must be internally consistent.
- b. Path to decisions should be clear and defensible.
- c. Get property ready for transfer.

Jim Morrison's position was that there are significant problems with the FS that do not provide consistent record. Jim indicated that the FS document should read as a "story". It should be able to stand-alone and support itself. The cost estimates should be more specific. If it references 1000 CY, then it should be apparent to the reader where the quantity was derived. Turpin Ballard said that the unit costs and number of units should be better supported through use of Tri-Service Estimating or Means.

The following major deficiencies were noted:

Report does not read as a stand-alone story.
Cost estimates do not provide sufficient detail.
Tables in Section 4 are not detailed enough.
Internal consistency with other documents (i.e. a plume map that is different from another map showing the same plume)
Our work must be consistent with other contractors.
Need a discussion of the alternatives and why they make sense.

Turpin Ballard said that he hoped that by the end of the BCT meetings this week that we would have a clear vision of where we are going with the Proposed Plans. He stated that work on the proposed plans could begin prior to finalizing the FS's. Turpin said that he could not find the soil boring logs in the Main Installation RI. Shawn stated

that he had found inconsistencies in the cost estimates based on the Venture Capital bioremediation data.

The focus of the discussion moved to communications. Dorothy Richards stated that drafts of the Section 4 Tables were submitted electronically by Greg Underberg as a result of directions received in the January 2000 BCT meeting. Shawn Phillips and Turpin Ballard rejected them for input because they considered them a "piece mill" document submittal. Shawn and Turpin agreed they had asked for the submittal, but had forgotten when they received the Tables. Shawn and Turpin felt the answer to these type of problems was to lengthen the BCT meetings so that more time could be devoted to technical issues.

The meetings moved on to schedule and how the fixes can be accomplished and still meet a final ROD date of 6 December 2000. Turpin Ballard said that the FS could be finalized and mailed to the repositories the day prior to the public review period of the PRAP. The following schedule was developed:

5/16/00	Soils comments received from TDEC.
5/30/00	GW comments due.
6/12/00	Section 4, Tables, Appendix B Cost Estimates to be sent electronically to EPA, TDEC & DLA for review.
	Submit Draft Final PRAP to BCT. (This has been delayed to 6/19/00)
6/16/00	Comments on Section 4, or is conference call needed on 6/19.
6/19/00	Comments due from BCT to COE/CH2M Hill.
6/22-23/00	BCT meetings.
7/3/00	Document sent out with Draft Final on cover. No draft language in the document footers. If concurrence is received, a slip page cover with Final to be provided.
7/10/00	Comments due back from BCT & TDEC on Draft Final.
7/11/00	BCT comments due on PRAP.
7/18/00	Final FS's mailed to repositories.
7/25/00	Public comment period of PRAP begins.

Jim Morrison and Turpin Ballard committed to this schedule. Shawn said that he would call Jim and Turpin on 6/16 to see if the FS meets the mark, or if a conference call will be needed on 6/19/00.

Other issues:

Shawn wants to have two BCT meetings in Atlanta this summer. CH2M Hill offered use of the Atlanta office for the meetings.

John De Back suggested to Shawn that the RAB meet quarterly.

If CH2M Hill or the COE note any issues at the RAB meetings impacting restoration, they should be E-mailed to Shawn Phillips.

There is a Memphis/Shelby County ordinance that no residential use of property be permitted in a flight zone. This may be an ARAR that would eliminate residential use at DDMT.

Jim Morrison expressed frustration over review of the RI report. He felt that accountability for document ownership would create a better quality report. He wants to see a chain of accountability to signoff on all documents. TDEC will issue approval letters as their acceptance of documents.

Mike Harris stated that CH2M Hill has a senior review throughout the report process, not just at the end of the product, to maintain quality and costs.

Please address any comments or questions regarding this memorandum to Dorothy Richards, project manager, 256-895-1463.

Dorothy Richards
Project Manager

FINAL PAGE

ADMINISTRATIVE RECORD

FINAL PAGE