

**PGDP Citizens Advisory Board
Executive Committee
October 28, 2003 * CAB Office**

CAB Members Present: Bill Tanner, Chair
Doug Raper
Jim Smart

DOE Representative David Dollins

Support Staff Present: Lynn Link
Kendra Payne

Public Corrine Whitehead
Pete Whitehead

The meeting was called to order at 2:00 p.m.

New Member Handbook

Tanner reported the Nomination, Membership and Public Involvement Subcommittee had ranked the recent applicants for Board membership. He said phone interviews would be set up with the top six applicants. He stated Murphie said that he wants to keep the Board at twelve members. Raper said that was not enough members to support the task forces. Tanner said he plans to meet with Murphie and explain to him that the Board needs more than twelve members in order to function in case a member resigns. Tanner stated he would like to put a New Member Handbook together for all the new members and for present members that are residing on the Board. Payne provided an example of the Northern New Mexico Citizens Advisory Board's (CAB) new member handbook. Tanner said he would work with the support staff to prepare the handbook, let the executive committee review it, and then present it to the full Board for approval. He said he would like to have the handbook completed by January. Tanner said he would like for the handbook to include the following:

- Charter
- Bylaws
- Operating Procedures
- Organizational Charts
 - a. Department of Energy (DOE)
 - b. Prime Contractor
 - c. Board
- List of Acronyms
- List/Explanation of Task Forces and Subcommittees
- List/Explanation of Major Areas and Projects
- Member Directory
- Contact Information for EM-1 and EM-11

- Site Map
- History and Organization of Site Specific Advisory Boards
- Federal Advisory Committee Act Guidance
- Introduction Letters from Sandra Waisley and Bill Murphie

Revision of Operating Procedures and By Laws

Payne provided the committee with a current copy of operating procedures and by-laws. Link said Jim McBrayer would like to help the CAB revise the by-laws and procedures. Link said she would set up a phone conference with him for the next Executive Committee meeting.

Tanner said the Executive Committee needs to be added to page four of the Operating Procedures. He said the two meeting requirement needs to be amended to be able to introduce and approve an issue at one meeting. Tanner said if two or more members asked that the issue be held over to the next Board meeting, that would be acceptable. Link said the two meeting requirement was adopted as a policy, so the operating procedures would not have to be changed.

Workplan

Tanner stated he would like to have a white board posted on the wall in the Board meeting room showing a twelve to eighteen month period to replace the workplan that is provided in the meeting packet. He said this would include a list of milestones, issues, and the assigned task force. Link reported John Morgan is currently working on the new milestone list. Tanner said the Executive Committee should delegate milestone projects to the appropriate task force to eliminate overlapping. Link suggested the workplan still be put in the packet in order for any absent Board members to review. Tanner asked if an annual, semi-annual, or a quarterly update could be put in the Board packet instead to save on the amount of paperwork.

Tanner said he would also like an aerial map of the Paducah Gaseous Diffusion Plant to be posted in the Environmental Information Center (EIC). He said the map should have overlays showing the vicinity of the DOE Material Storage Areas, Landfills, and Outfalls. Dollins said that could be a potential security issue. Staff will research.

Action Items

Tanner said once the new workplan is complete, it is the chair of each task forces' responsibility to delegate members of their task force to track certain issues.

Meeting Schedule / Mailing Packets Early

Tanner said he would like to send out the meeting packet one week prior to the Board meeting in order for the members to review the contents before the meeting. He said the only problem is the task force minutes from the previous week will not be included in the packet. Tanner said the packet could possibly be mailed without the task force minutes, and those be provided at the Board meeting. The Executive Committee agreed. Tanner said January would be the target date to send out the packets one week in advance of the Board meeting. Link and Payne said project

updates could be one to two weeks behind. Tanner said the Deputy Designated Federal Official (DDFO) could comment on any updates.

Spring Retreat

Tanner said he wanted to schedule a Spring Retreat for the first or second weekend in March at Lake Barkley. He asked if the retreat needed to be put on the Federal Register for DOE to commit. Link said yes, the Board cannot meet without the DDFO. Tanner said he is concerned that DOE will be in Lexington and that the CAB will not have local representation at the task force meetings. Dollins said there should be eight DOE employees at the Paducah site. Tanner stated there is very little the Board can do until DOE is organized. He said he would like for Dollins to tell Murphie that the Board is energized and wants to keep things moving. Tanner said he would like to discuss the budget with Murphie to enable the Board to have the logistical information to prepare the support staff contract.

Press Coverage

Tanner suggested that it should be standard procedure for all recommendations made by the Board to DOE be followed by a press release. Link said that the press release would have to be approved by DOE. Dollins said the press release should be sent to Bazzell.

Payne provided an additional list of local newspapers and radio stations of the area not currently utilized by the Board for meeting publications and recommendations. Tanner said he would like to add all of them to the distribution list.

Agreed Order Discussion

Raper asked for a hard copy of the Agreed Order. Tanner asked if the Agreed Order is getting incorporated into the workplan. Link said the Letter of Intent contains the milestones and it is an attachment to the Agreed Order. Tanner said different operable units have different milestone dates that were corrected in the Agreed Order and these changes need to be incorporated into the workplan. Link said she would have that information before the next Executive Committee meeting. Link asked if the Agreed Order should be put on all of the task forces agenda for discussion at the November Board meeting. Tanner said yes. He reported Risk Based End States will be the subject for the next Environmental Management SSAB Chairs Meeting. Tanner asked Raper if he would like to add this to his Long Range Strategy/Stewardship meeting agenda to begin preparation. Raper said to add this subject on the January agenda.

Next Month's Agenda and Meeting Date

The task force decided that next month's agenda should consist of the following items:

1. Operating Procedures and Bylaws
2. New Member Handbook
3. Workplan
4. Action Items

5. Spring Retreat
6. Next Month's Agenda

Tanner said he would like to meet on the Tuesday following Board meetings at 2:00 p.m.

The meeting adjourned at 3:10 p.m.

Action Items

Staff: Put together a draft New Member Handbook by January.

Staff: Set up Jim McBrayer for conference call for the next Executive Committee meeting.

Staff: Check on dates for Spring Retreat at Lake Barkley.

Staff: Submit draft press release to DOE.

Staff: Provide Raper with hard copy of Agreed Order.

Staff: Add Agreed Order to all task forces agenda.

Staff: Provide copy of milestones before next Executive Committee meeting.

Staff: Add Risk-Based End-States to LRSS January agenda.