

**PGDP Citizens Advisory Board
Executive Committee
February 24, 2004 * CAB Office**

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

DOE Representative Present: David Dollins

BJC Representatives Present: Jim McBrayer (via telephone)

Support Staff Present: Kim Crenshaw
Lynn Link
Kendra Payne

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

Review of February Board Meeting

Tanner reported the U.S. Department of Energy (DOE) will be appointing two new members to the Board to fill unexpired terms in response to the Citizens Advisory Board's (CAB) recommendation. He said when the appointment letters are sent, he will call and invite the new members to the Annual Planning Retreat. He suggested the possibility of a Saturday morning orientation in March or April.

Annual Planning Retreat

Tanner stated the Annual Planning Retreat agenda was finalized at the February Board meeting. Payne suggested revising the agenda to discuss realignment of the task forces before discussing the workplan. Tanner agreed and will modify the agenda at the retreat.

Workplan

Tanner said he would discuss task force members making the bulk of the presentations once the workplan revision is complete. He said a copy of the Site Management Plan milestones and a summary of the Agreed Order commitments would be needed at the retreat.

Self-Evaluation Survey

Tanner reported Kay had received 10 of the self-evaluation surveys and would provide a summary at the retreat.

Budget

Tanner said the Board will discuss the revised CAB budget at the retreat. Link asked McBrayer, Bechtel Jacobs Company LLC Public Affairs at Oak Ridge, if the Oak Ridge Site Specific Advisory Board's (SSAB) Executive Committee makes the final decision regarding budget requests. McBrayer said the Finance Committee reviews the request and forwards it to the Executive Committee. Tanner asked if it would have to be approved by the full Board or DOE if the request is over a certain dollar amount. McBrayer said that DOE approves the budget at the beginning of the year, and the Executive Committee makes all the decisions thereafter.

Support Staff

Tanner stated the Section 8(a) small business option for support staff will be included in the discussion at the retreat. He said the Paducah CAB is the only site that has not received a copy of the letter from Roberson regarding the Section 8(a) option. Dollins stated he had contacted Waisley regarding CAB distribution issues. Tanner reported that Dollins is preparing the scope of work for the support staff, and that he would like for the CAB to be involved in the process. Dollins asked Link to provide him with contact information for the Northern New Mexico CAB or the Idaho National Engineering and Environmental Laboratory CAB so he can obtain examples of their scope of work with an 8(a) business. Tanner stated he had several questions to be clarified by DOE concerning the support contract. Dollins stated that DOE can specify people in the contract and he would share the scope of work with Tanner. He said the support staff will have access to the contractors and it is DOE's goal to ensure a seamless transition.

Revise Operating Procedures and Bylaws

McBrayer suggested a framework for Bylaws adapted from *Robert's Rules of Order*. He said there is also a hierarchy for precedence that follows:

1. Federal Law
2. State law
3. Charter [Federal Advisory Committee Act (FACA)]
4. Bylaws
5. Special Rules of Order
6. Standing Rules
7. Parliamentary Order (*Robert's Rules of Order*)

McBrayer said the Paducah CAB's Operating Procedures should actually be the Bylaws. Tanner said he would like to add the responsibilities of the Deputy Designated Federal Official and Chair, as well as a description of the task forces and subcommittees. McBrayer cautioned the committee in setting bylaws so that they don't prohibit the Board from conducting business. As an example, he said the bylaws should be revised to state a maximum number for membership instead of minimum. Tanner suggested adding text to specify board member interaction with the support staff. McBrayer recommended administrative issues, such as support staff interaction, be added to Standing Rules because they will be easier to change. He said the further up the hierarchy, the harder it is to adjust. Tanner stated he wanted to revise the bylaws to set boundaries, but with flexibility.

Other

Link asked if the Oak Ridge SSAB always had a DOE presence at all task force meetings. McBrayer stated there is always a DOE project manager that is project specific for that task force and typically one contractor representative present. Tanner said he would like to have DOE project specific managers attend the task force meetings.

March Agenda

1. Review of March Board Meeting
2. Review of Annual Planning Retreat
3. CAB Support Contract
4. Budget
5. Revision of Operating Procedures and Bylaws

The meeting adjourned at 3:50 p.m.

Action Items

Tanner: Invite new members to the Retreat, if appointment letters are issued.

Staff: Summarize Agreed Order commitments for Annual Planning Retreat.

Staff: Provide Dollins with contact information for NNM and INEEL CABs.

Staff: Provide Tanner with scope of work for support staff.