

**PGDP Citizens Advisory Board
Executive Committee
January 20, 2004 * CAB Office**

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

BJC Representatives Present: John Morgan (via telephone)

Support Staff Present: Kim Crenshaw
Lynn Link
Kendra Payne

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

Workplan

Crenshaw provided the subcommittee members with copies of the enforceable timetables and deadlines from the draft Fiscal Year 2004 Site Management Plan. Morgan said these milestones apply only to the Federal Facility Agreement and there are other commitments listed in the Agreed Order. Tanner asked if the Board could be provided with this information. Morgan said he had an internal list of Agreed Order commitments that would require the U.S. Department of Energy's permission for release to the Board. Link said she would talk with Dollins regarding the internal list and also provide the Executive Committee with an example of Oak Ridge's workplan for the retreat.

Review of January Board Meeting

Tanner said the Long Range Strategy/Stewardship task force will incorporate suggestions from the Board meeting into the draft End State Vision recommendation at their next meeting. He said Jurka suggested waiting on the transfer of property to the Wildlife Management Area in case reindustrialization would require a 1000 foot buffer. He asked support staff to incorporate the suggestions for a presentation at the Paducah Area Community Reuse Organization (PACRO) meeting in February. Tanner suggested sending an appreciation letter to PACRO after the presentation that also requested a letter of endorsement for the recommendation.

Tanner suggested the mission statement in the End State Vision be worded, "To protect human health and the environment while preparing for a viable economic future for the Paducah site." The subcommittee agreed.

Tanner reported support staff is preparing a letter to Jessie Roberson explaining the Board's decision to place Fred Jones on a probation period.

Spring Retreat

Tanner announced 11 Board members are planning to attend the March Retreat. He suggested the agenda include:

- Citizen Advisory Board (CAB) budget
- workplan
- support staff contract changes
- conflict-of-interest
- self-evaluation

He asked if the self-evaluation survey could be inserted in the Board packets for review before the February meeting. Tanner said Board members will be required to return these at the Board meeting to allow time for the results to be tallied for discussion at the retreat. He said the Board would finalize the retreat agenda at the February Board meeting. He stated the February Board packets need to contain an itinerary and directions for the retreat.

Budget

Tanner suggested arranging a meeting with Dollins concerning the CAB budget. He asked Long and Raper to attend if possible. He said he had several questions for the U.S. Department of Energy (DOE) regarding the budget and how it will be impacted by a change in support staff such as:

- If the Board chooses Section 8A as a long term option, will support staff be able to obtain information from the prime contractor?
- Will the prime contractor charge the Board for development and production of presentations?
- Will the CAB be responsible for the rent and utilities at the Board office?

Tanner said there would be several other questions to be clarified by DOE at the Spring Retreat.

February Agenda

1. Review of the February Board meeting
2. Spring Retreat
3. Operating Procedures and By-laws
4. Next Month's Agenda

Other

Tanner said if the Board is given the opportunity to choose a Section 8(a) small business for the CAB support, he would need assistance on learning the procedures. Link suggested a conference call with Jim McBrayer since Oak Ridge would be establishing the same process.

Tanner said he would like to speak with Murphie regarding support staff issues and discuss the possibility of a letter to Roberson requesting an extension to June or July for changing CAB support from the prime contractor to an 8(a) firm. He said a response would be necessary before April.

The meeting adjourned at 4:00 p.m.

Action Items

Staff: E-mail draft End State Vision presentation to all Board members with additional comments and suggestions.

Staff: Draft letter to Roberson explaining Fred Jones probation.

Staff: Prepare self-evaluation survey for Board packets.

Staff: Set up conference call with Jim McBrayer for next Executive committee meeting.

Staff: Provide Executive Committee with Oak Ridge workplan.