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**PGDP Citizens Advisory Board
Executive Committee
Meeting Summary
August 23, 2006 * CAB Office**

CAB Members Present: Rhonda Smith, Chair (via telephone)
Allen Burnett
Bobby Lee

DOE Representative Present: David Dollins

EHI Representatives Present: Ed Holmes (via telephone)
Elizabeth Trawick (via telephone)

Support Staff Present: Kim Crenshaw

The meeting was called to order at 3 p.m.

Agenda Items

- Review of August Board Meeting – Smith said terms for receiving public comments must be discussed at the Annual Planning Retreat. Lee said she believed procedures for public comments should be one of the top issues for the Chairs Meeting. Smith asked staff to send her the current operating procedures and bylaws to see if there are current procedures in place for responding to public comments. Lee asked how the staff should handle e-mails sent to them by the public. Smith suggested the Executive Committee review the information before it is sent to the full Board for now and the Board could discuss the issue at length during the retreat. She asked that all members put together ideas for written procedures on public comments to be discussed at the September committee meeting.
- Community Outreach Task Force/Membership Issues – Smith asked Burnett if he had considered chairing the Community Outreach task force. Burnett consented to be Chair of the task force. Lee suggested that all new members be assigned a mentor to bring the new members up to speed on all Board issues. Burnett asked for contact information for all of the Board members. Crenshaw said she would provide an updated membership directory in the Board packets. Burnett asked who was in charge of the U. S. Department of Energy (DOE) public relations. Dollins said Laura Schachter was at the Lexington office but Yvette Cantrell, Paducah Remediation Services, might be a better contact for on-site issues. Burnett said DOE should have an active role in responding to allegations at the Board meeting. Dollins said DOE might not have answers to all public questions at the time of the meeting. Lee said it was acceptable to answer questions at the next meeting but issues have been hanging from several meetings.
- Budget – Smith said she had contacted Melissa Nielson, Director of Internal/External Coordination, regarding the missing \$52,000 of the Citizens Advisory Board's (CAB) budget. Dollins said the CAB is currently over budget. He said the Annual Report would be placed on the CAB Web site but would be mailed in the next fiscal year. The ads for member recruitment would be deferred to next fiscal year; letters and press releases could be sent this fiscal year. He said he would request from the Lexington office that three people attend the Chairs Meeting.
- Membership - Smith asked staff to move ahead with the recruitment letters to organizations and public officials and to send out the press releases.

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- Nominations for Chair-Elect – Smith said she had not received any nominations for Chair-Elect but had someone that she would nominate.
- Retreat Preparation – The Executive Committee agreed to hold the retreat November 3-4 and facilitation by Steve Kay would not be necessary in order to save money. Smith asked staff to send her a copy of last year's agenda and would draft this year's agenda in time to be mailed out in Board packets. She asked staff to find a location for the retreat as soon as possible.
- Chairs Meeting Homework – Burnett said he is concerned with the continued economic viability of Paducah Remediation Services (PRS). He understands that PRS owes several people money and has not been able to pay. Dollins said it was inappropriate to discuss those things at this time because it deals with PRS's contract. Burnett said Energy Solutions is demobilizing. Would that affect the overall waste removal? Dollins said DOE plans to meet all of their milestones. Jim Smart sent slides on the three groundwater issues including the C-400 building, the Southwest Plume project and the C-746-U Landfill issues. Lee suggested that the top three issues for the chairs meeting would be 1) procedures on receiving public comments and response to those comments need to be established so that citizen concerns are addressed in a timely manner, 2) Kentucky has issued a new permit for the site which is anticipated to differ from the first permit, and 3) Continuity of DOE representation at the Board meetings. Lee said Bill Murphie only attends maybe every other meeting. Burnett said it was more like every third or fourth meeting. Lee said then Rachel Blumenfeld was coming and now Reinhard Knerr is coming. She said a history and knowledge base are established by attending the meetings. Smith suggested that Lee put together a draft of her suggestions and e-mail it to the committee for approval. She said she would like to include the budget as one of the top topics.
- Workplan Updates/Reports
- Next Month's Agenda
 1. Review of September Board Meeting
 2. Community Outreach Task Force Issues
 3. Membership
 4. Retreat Preparation
 5. Workplan Updates/Reports
 6. Next Month's Agenda

The meeting adjourned at 4:45 p.m.

Action Items

1. Staff will send Smith, last years retreat agenda, and the current Board bylaws and operating procedures. *Closed, 8/24/06.*
2. Staff will provide an updated membership directory in the Board packets. *Closed, 8/14/06.*
3. Staff will send the Annual Report to the CAB Web site.
4. Staff will distribute press releases and draft member recruitment letters to all local organizations and public officials.
5. Staff will establish location for Annual Planning Retreat.
6. Lee will draft issues for the chairs meeting homework and e-mail to the executive committee for approval. *Closed, 8/28/06.*