

**PGDP Citizens Advisory Board  
Executive Committee  
Meeting Summary  
November 29, 2006 \* CAB Office**

**CAB Members Present:** Allen Burnett, Chair  
Bobby Lee

**DOE Representative Present:** Mitch Hicks  
Reinhard Knerr (via telephone)

**EHI Representatives Present:** Ed Holmes (via telephone)

**Support Staff Present:** Kim Crenshaw  
Eric Roberts

The meeting was called to order at noon.

**Agenda Items**

**Review of November Board Meeting**

Roberts said the Citizens Advisory Board (CAB) has received documents two to three weeks into the comment period, the most recent being the Community Relations Plan. Knerr said in the future the CAB could be mailed applicable documents simultaneously with the regulators. Hicks said there was discussion with the EHI staff regarding Federal Advisory Committee Act training, new facilitation at Board meetings and revising the project updates. Roberts said EHI is meeting with a potential facilitator on December 12.

Lee said some of the CAB members are reluctant to participate in subcommittee meetings. She believes the Board should review significant projects and assign a Board member to review the project or document. Lee suggested that the U.S. Department of Energy (DOE) pick the projects that warrant the Board's attention. Knerr said it is DOE's responsibility to identify the interests of the CAB and ensure the subcommittee has documents to review. He said he could meet with the Board on the work plan to determine focus. Burnett said educating new Board members on their responsibilities is necessary. Knerr said an orientation packet could be created for CAB members.

**Retreat Review**

**Recommendation Process** – Burnett said the process for formulating recommendations should be incorporated into the Board's bylaws. Burnett and Lee reviewed the recommendation process from other Site Specific Advisory Boards. Lee requested the requirement for approval of Standing Rules if the Board decided to incorporate the process. The committee will review the provided recommendation processes and send comments to the staff.

**Responsibility of Chairs** – Roberts provided draft responsibilities of the subcommittees and duties of the chairs to be considered in the Board's operating procedures. The committee will review the draft and send comments to the staff.

**Environmental Protection Agency (EPA)/Kentucky Comments** – Burnett asked if DOE could provide EPA and Kentucky's comments on documents to the CAB. Knerr said the comment response summaries are included in the D1 and D2 versions of the documents. Burnett asked if the Board could view the comments before the issues were resolved. Knerr said it would be EPA and Kentucky's decision to copy the Board on their comments. Burnett requested the staff draft letters to EPA and Kentucky for Board review and approval. Knerr suggested that the CAB evaluate the documents independently without reviewing other comments. Lee said it would be helpful for the CAB to know the concerns of the regulators.

## **Membership**

Burnett said the membership package for Gary Long's appointment has been sent to the Paducah site for Knerr's signature and would then be sent to DOE Headquarters for review. He said he was working on member recruitment.

## **Budget**

Holmes said the Fiscal Year (FY) 2007 budget has been submitted to DOE for approval. The budget would remain in continuing resolution at least through February.

Holmes said the FY 2006 budget, including the breakdown of administrative support, has been provided.

## **Work Plan Updates/Reports**

Lee requested that the comment response period on the documents be included in the work plan. Burnett requested that the Site Management Plan (SMP) presentation scheduled for January include the changes between the 2006 and 2007 documents. Knerr said the presentation would include a summary of the 2006 SMP and changes for the 2007 SMP.

## **January 2007 Agenda**

- Review of January Board Meeting
- Bylaws/Operating Procedure Changes  
Recommendation Process
- Membership
- Budget
- Work plan Updates/Reports
- Next Month's Agenda

The meeting adjourned at 1:50 p.m.

## **Action Items**

1. Staff will schedule a meeting with DOE and the CAB to establish what items on the work plan require CAB focus.
2. Staff will create an orientation packet for CAB members.
3. Staff will identify the requirement for approval on Standing Rules. *Complete, 1/9/07.*
4. Lee and Burnett will review the recommendation process that was provided and send comments to the staff.
5. The committee will review the draft responsibilities of the subcommittees and duties of the chairs and send comments to staff.
6. Staff will draft letters to EPA and Kentucky requesting document comments for approval at the January Board meeting.
7. Staff will incorporate document comment response dates into the work plan. *Complete, 1/3/07.*