



**Executive Committee
Meeting Minutes
Thursday, October 25, 2012, 5:30 p.m.
DOE Information Center**

Committee Members Present

Bob Hatcher
Dave Hemelright, Vice Chair
David Martin, Chair
Scott McKinney
Corkie Staley

Others Present

Dave Adler, DOE
Spencer Gross, ORSSAB support office

Absent

Chuck Jensen, Secretary
Greg Paulus

Board Officer/DOE Comments

Mr. Martin said he had promised to develop a vision statement for the board, separate from the mission statement. He said he wanted to inspire the board to set a high goal for what to do as members and achieve excellence. He said having a vision statement would establish credibility as a volunteer board and be a key part of DOE's commitment to stakeholder involvement. He said a mission statement is something developed by a group whereas a vision statement is something for individuals to embrace.

Mr. Martin's proposed vision statement is, "ORSSAB's vision is to be the most helpful, productive, and open Federal citizens' advisory board in America."

Mr. Martin hoped the committee would find the statement acceptable, and, if so, share it with DOE. Mr. Hatcher asked that the statement be shared with all the committee members (to include those absent this evening) and that board members be informed that a vision statement is being developed. Mr. Martin said that was an acceptable suggestion.

Mr. Martin wondered if he was supposed to vote during board meetings. He had reviewed *Robert's Rules of Order*, and he said it calls for a chair to only vote to break ties. Mr. Adler said traditionally the chair has voted on questions. He said the board follows the basic tenets of Robert's Rules, but he would prefer that it not get caught up in details of parliamentary procedure. He said the chair's basic job is to run an orderly meeting. Ms. Staley agreed, saying there would have to be a lot of training for board members on rules of order. She said there are probably a number of things done at board meetings that do not follow strictly Robert's Rules, but if no one is complaining then continue with how meetings have been conducted. Mr. Hatcher also agreed, saying the chair needs to be a fair arbiter and conduct the business of the board.

Mr. Martin said he thought about asking presenters at board meetings if they want to take questions during their presentations or after. He thought questions should be limited to clarify a point or provide background. He also thought questions should be limited to two.

Ms. Staley said questions should be held until the end of presentations. Often potential questions are answered later in presentations. Mr. Adler agreed, saying presenters have a flow in mind when they present, and questions during a presentation tend to break that flow and chain of thought.

Mr. Martin said he'd work up a paragraph to be used prior to presentations asking that questions be held until the end of the presentations and limited to two per person.

Mr. Adler said he had an action to provide follow-up information on work being done at Building 3026 at Oak Ridge National Lab. The building was used to process radioactive isotopes. The structure was torn down, but the hot cells were left in place and sealed with fixative. There were two banks of hot cells. The four cells on the C side of the building have been disposed. Greater than expected activity levels were detected in the two cells on the D side and work was stopped to re-evaluate what to do. The approach and method of execution have been revised and work is underway again to prepare the cells for disposal. The hope is to finish the project in 2013, but Mr. Adler said budgets could affect that.

Mr. Martin asked Mr. Adler to provide this information to the board at the November meeting.

Mr. Adler reminded the committee that the Environmental Management (EM) Committee has been talking with Dan Goode, U.S. Geological Survey (USGS), as a potential investigator on groundwater flow characteristics on the Oak Ridge Reservation. Mr. Adler said DOE has decided to engage Dr. Goode to act as independent observer at a series of groundwater workshops that will include DOE, EPA, and the state. Even though DOE will pay Dr. Goode's expenses, he will report to the EM Committee and the board on the workshop proceedings.

Mr. Adler said there could be a perception of conflict of interest, but he felt Dr. Goode and USGS were above that and that Dr. Good would be an unbiased observer and consultant to the committee and the board. The groundwater workshops will begin in November.

Mr. Adler said he would provide a statement of work for Dr. Goode's services to the committee.

Mr. Adler said he will be accompanying about 60 students of Oak Ridge High School's Advance Placement Environmental Sciences classes on a tour of the Oak Ridge Reservation on November 13. The tour is being led by former board member Tim Myrick. ORSSAB staff is preparing tour materials for the students.

Monthly Board Meetings

October 10 Review - The committee discussed the presentation on the Land Use Manager. Mr. Hemelright said he would like for a presentation on the Land Use Manager to be made at the next EM SSAB Chairs' meeting. Ms. Staley said Sally Brown with UCOR demonstrated for the Stewardship Committee how the system works. It was not a long presentation, and she thought it would be a good topic for the chairs' meeting. Mr. Adler said he would like to check with Designated Federal Officer Cate Alexander if time can be made for the presentation. He also suggested bringing it up at the planning session for the spring chairs' meeting. The date for the planning meeting has not been set yet.

November 14 - The committee reviewed the meeting agenda (Attachment 1). The presentation will be on the Accumulated Waste and Material Disposition Activity.

Mr. Adler said title of the topic had been changed to Accumulated Legacy Waste and Material Disposition Activity. Joy Sager will be the presenter, and the presentation is currently being assembled. He said it will cover the highlights of waste and material disposition and not be too detailed.

Mr. Martin noted the four motions to consider EM SSAB chairs' recommendations from the fall meeting (Attachment 2). He has already sent them to board members to review, but he said he would send them again and ask members to review them before the meeting and be prepared to vote. Mr. Gross noted they will be in the board meeting packet, and he reminds members via email to review all material, especially recommendations, prior to the meeting.

Mr. Adler reminded the committee that these motions are an up or down vote, only; no revisions can be made.

December - The board will not meet this month.

Mr. Martin asked what the January presentation will be. Mr. Adler said it will be on DOE's EM portfolio plans.

Committee Reports

Board Finance & Process - Mr. Martin reported that at its October meeting the committee reviewed the current costs table for FY 2012 (Attachment 3) and the projected costs table for FY 2013 (Attachment 4). He noted that for FY 2012 the board was under budget and has a carryover of more than \$144,000. For FY 2013 administrative costs have been taken out of the costs table so the committee will look only at board expenses.

The committee also reviewed expenditures for the last five annual meetings. He said the FY 2015 budget request for the committee probably underestimated the cost of the annual meeting for that year and additional money was added to the request.

The committee reviewed its own budget request and the board's budget request and made some adjustments based on the anticipated cost of the annual meeting and additional money being added for Stewardship travel.

EM - Mr. Hatcher reported that at its October meeting the committee discussed siting of a second CERCLA waste disposal cell. The committee decided not to take any action yet concerning a recommendation on the topic until there is more public involvement in the decision-making process.

The next meeting will be a discussion on the groundwater planning strategy workshops that Mr. Adler mentioned earlier.

Mr. Hatcher said the committee will decide in November whether to have a December meeting.

Public Outreach - Mr. McKinney reported that in October the committee met at the DOE Information Center and reviewed its six-month planning calendar. Mr. McKinney said the committee was pleased with the calendar. He said a questionnaire was developed for committee members to express ideas on what the committee would like to do. He said a lot of good ideas came out of the annual planning meeting.

Committee member Howard Holmes has contacted Senator Bob Corker's office inviting him to attend a board meeting. He said Senator Corker's office responded saying that could be a possibility. Mr. McKinney said it would good if the committee had a list of all the board presentation topics for the year as Senator Corker might have an interest in a particular topic. Mr. Adler said typically topics are set a couple of months in advance, but he and Federal Coordinator Melyssa Noe will talk about planning farther in advance.

Mr. McKinney said the committee discussed a number of other topics such as media outreach, the Secret City Festival, the museum exhibit, and the presentation committee members take to civic organizations.

Stewardship - Ms. Staley reported that at its October meeting the committee received an update on the status of the Land Use Manager. The system is still in the testing stage but should be fully implemented in January.

Lynn Sims with UCOR explained why the Five-year Review was later than usual in being released. She said there were extensive comments on the review from the regulators, and the decision was made to resolve all the comments before issuing a D2 version of the review to the public.

For the November meeting, committee members are to consider some questions on the Site Transition Summary that DOE EM Headquarters has developed. A conference call is being planned for December with committee members and Headquarters personnel to discuss the summary, which includes guidance on how to transfer remediated property from DOE EM back to original landlords or some other entity.

Ms. Staley said committee members had been invited to the October EM committee meeting where the siting of a second waste disposal facility was discussed.

Other Business

Travel Requests - The committee approved requests from Mr. Hemelright, Ms. Kasten, and Fay Martin for travel to the Waste Management Symposium in Phoenix, Feb. 24–28 (Attachment 5A).

The committee also approved a request from Jennifer Kasten for travel to the Perma-Fix Mixed and Low-Level Waste Management Forum in Nashville, Dec. 10–13 (Attachment 5B).

Mr. Martin moved to approve all requests. Mr. Hatcher seconded. The motion carried unanimously.

Pledge of Allegiance - Regarding the poll of board members on reciting the pledge of allegiance at board meetings, Mr. Adler said 16 board members responded. Ten were in favor, six were opposed, and four did not respond. Three respondents wrote comments; one writing to justify and two writing it wasn't necessary. Mr. Adler pointed out that the four not responding could be considered 'no' votes because Robert's Rules considers abstentions 'no' votes. Mr. Martin said since there is no clear consensus on the topic it will not be added to the board meeting proceedings.

Additions to Agenda

Ms. Staley asked who maintained the Facebook page for the board. Mr. Gross said he did. She wondered if that was something students could do. Mr. Gross said it's a bit difficult working with students on that because they are in school during the day and they would still need some supervision in what is posted on the page. Staff will talk more with Federal Coordinator Melyssa Noe about how to utilize the students in that endeavor.

Ms. Staley also wondered about putting a college student on the board, but not eliminating one of the high school students. Mr. Adler said that had not been considered up to this point. Mr. Hatcher and Mr. McKinney noted that the University of Tennessee and Pellissippi State Technical Community College have environmental science classes and there could be students interested in being a student board member for experience and resume building purposes and possible extra credit. Mr. Martin thought the Stewardship Committee should take the lead in discussing whether to include a college student as a student representative. Ms. Staley said the committee will try to address that at some point.

Mr. Martin said he had been paying closer attention to the incoming correspondence and said he'll suggest from time to time that the committee chairs review correspondence of interest. Mr. Gross said committee chairs and vice chairs receive a table of the most recent incoming correspondence and he will provide a copy of any correspondence they would like to see.

Mr. Martin asked that Mr. Adler and Melyssa Noe explain their roles to the board at the November meeting.

Action Items

Open

1. Mr. Martin will circulate his proposed vision statement among Executive Committee members and inform the board that such a statement is being developed.
2. Mr. Martin will work up a paragraph to read at board meeting regarding questions during the presentation portion of meetings.
3. Mr. Adler will provide a statement of work on Dan Goode, USGS, to the Executive Committee.
4. Mr. Adler will provide an update on the Building 3026 project at the November board meeting.

5. Mr. Adler and Ms. Noe will discuss planning board presentations farther in advance.
6. Staff and Ms. Noe will consider how to engage students on Facebook postings.
7. Mr. Adler and Ms. Noe will explain their roles to board members at the November board meeting.

Closed

1. The Stewardship Committee will discuss the possibility of adding a college student to the board as a non-voting member. ***Added to the committee's work plan***

None

Next meeting

Thursday, November 29, 5:30 p.m., at the DOE Information Center

Attachments (5). Available upon request from the ORSSAB support office.

Adjourned at 6:55