



**Rocky Flats  
Citizens Advisory Board**

**Monthly Work Session  
January 13, 1994**

**MEETING REPORT**

**Kathleen M. Morrison**

**AlphaTRAC, Inc.**

**February 2, 1994**

## **PREFACE**

This summary report was prepared by AlphaTRAC, Inc. under the direction of Ginger Swartz, Rocky Flats Citizens Advisory Board (CAB) Interim Project Administrator.

## **INTRODUCTION**

The CAB held a monthly work session from 6:30 p.m. - 9:30 p.m. on January 13, 1994 at the Westminster City Hall, Westminster, Colorado. AlphaTRAC, Inc. provided recording and support for the monthly work session.

This report summarizes the process and results of the monthly work session, which will be referenced as "Work Session" throughout the document.

## **PARTICIPANTS IN THE WORK SESSION**

Twenty-two members of the Citizens Advisory Board attended the Work Session. Table #1 lists below the name and telephone number for each participant.

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**Table #1 - Participant List for the Work Session.**

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<u>Name</u>	<u>Phone</u>
Alan Aluisi	753-0786
Lorraine M. Anderson	422-1013
Stuart F. Assay	451-0978
W. Gale Biggs	494-4288
Jim Burch	482-8612
Janet A. Burda	657-1330
Lloyd Casey	673-3539
Charles W. Clark	238-7857
Tom Davidson	966-2239
Dr. Eugene Demayo	938-1500
Grislinde G. Engelmann	424-5641
Thomas P. Gallegos	397-8627

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**Table #1 - Participant List for the Work Session.**

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**Table 1 (Cont.) Participant List for the Work Session.**

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Kathryn M Johnson	280-9881
Jack J. Kraushaar	443-9104
Beverly Ann Lyne	444-7112
LeRoy Moore	444-6981
Linda Murakami	296-4849
David Michael Navarro	427-6134
Carol O'Dowd	422-4981
Joe Tempel	757-9372
Gary Thompson	966-6419
Ginger Swartz	440-3527

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## **MEETING ORGANIZATION**

The **Facilitator** was a neutral servant of the group and did not evaluate or contribute ideas. The responsibility of the facilitator was to help the group focus its energies on the task by suggesting methods and procedures, protecting all members of the group from attack, and making sure that everyone had an opportunity to participate. Ginger Swartz performed the duty of Facilitator for the Work Session.

The **Recorder** was also a neutral, non-evaluating servant of the group. The responsibility of the Recorder was to record basic ideas on large flip charts pads in the front of the room. The objective was to quickly capture the sense of the ideas presented so that the group could consider the issues together. The process and accomplishments of the Work Session were preserved without affecting the meeting flow. Kathleen M. Morrison of AlphaTRAC, Inc. acted as Recorder for the Work Session.

The **Participants** were the members of the Rocky Flats Citizens Advisory Board working together to reach the objectives of the meeting. They focused on preparing the Board to begin actions and finalize necessary administrative issues and procedures. They also shared information on related topics.

The **Audience** was made up interested parties and members of the community who came to observe the process and discussions of the Citizens Advisory Board.

## **GROUP MEMORY**

The Recorder produced a Group Memory for the Work Session on flip charts in the front of the room as the meeting progressed. The purpose of the Group Memory was to:

- Provide a chronological "short-term memory" of the key points made, issues discussed, and decisions reached by the group;
- Ensure that these key points were accurately recorded, by gaining review and correction from the entire group at the time the points were made; and
- Provide the basis for the post-meeting report, the "long-term memory" of the meeting.

The Group Memory for the Work Session is presented in Appendix A to this report. AlphaTRAC, Inc. has added minimal explanatory text to the Group Memory in order to provide the necessary context for each point.

## **OBJECTIVES**

The primary objective of the Work Session was to establish an agreed upon action plan that allows the CAB to begin working immediately. The plan allows for the administrative and procedural demands of setting up a Community Advisory Board to be met and simultaneously provide informed recommendations and advice on policy, technical issues and decisions related to cleaning up the Rocky Flats Site. The Work Session participants also sought to finalize their Mission Statement, Bylaws, and approve their FY1994 Interim Budget.

## **AGENDA**

The agenda for the Work Session is presented below in Table 2.

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Table 2 Agenda for the Work Session.

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- Welcome and Opening Remarks  
Carol O'Dowd, Interim Chairperson
- Announcements and Other Details  
Ginger Swartz, Interim Project Administrator
- Reports from RFCAB "Observers"
  - National Conversion Pilot Project/David Navarro
  - Inter-Agency Agreement Re-evaluation Discussion/Carol O'Dowd  
Meeting with DOE Assistant Secretary for Environment Restoration and
  - Waste Management - Tom Grumbly/Tom Gallegos and Gale Biggs
- Recommendation for RFCAB "Organizational Action Plan" (QAP)  
Carol O'Dowd

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**Table 2 cont. Agenda for the Work Session.**

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- RFCAB FY94 Budget Proposal  
Beverly Ann Lyne, Budget Committee Chairperson
- RFCAB Draft Bylaws  
Eugene DeMayo, Tom Gallegos, David Navarro
- Comments/Questions from the Public
- Recommendation for February 3 Agenda  
Set Regular Meeting Date  
Next Meeting Date

### **WELCOME AND OPENING REMARKS**

Carol O'Dowd, Interim Chairperson, opened the meeting by thanking everyone for taking the time to come and participate. She introduced Ginger Swartz, Interim Project Administrator, as the meeting facilitator and Kathleen Morrison of AlphaTRAC, Inc. as Work Session Recorder

### **ANNOUNCEMENTS AND OTHER DETAILS**

Ginger Swartz announced that Nancy Porter is the Administrative Assistant for the Board and noted the CAB office phone number as 232-1966. Ginger confirmed that the CAB was in agreement to accept all materials, office equipment and other supplies from the Colorado Council on Rocky Flats. Ginger asked the CAB members to be sure that their work and fax phone numbers are on record with the CAB. If their numbers are not on record, they should provide them to the Recorder for incorporation into the CAB's official database.

On behalf of the CAB, Ms. Swartz thanked the Colorado Department of Health for their administrative support.

Ginger suggested that the Organizational Action Plan would be the main focus of the Work Session. Review and discussion of the Organizational Action Plan would follow the "Observers" reports. It was agreed in the last meeting, that to most efficiently use CAB members time, liaisons from the Board would attend the various meetings and activities pertaining to the Rocky Flats Site and then report to the CAB. The following reports were made to the CAB by the various liaisons.

### **NATIONAL CONVERSION PILOT PROJECT UPDATE**

David Navarro acted as the CAB liaison for the National Conversion Pilot Project Steering Committee meeting held on January 11, 1994. This was the kick off meeting for the committee. An update on the National Conversion Pilot Project will be given at the Rocky Flats Site at a Public Meeting on Wednesday, January 19, 1994 and everyone is encouraged to attend.

Mr. Navarro explained that the National Conversion Pilot Project has three stages: 1) Planning; 2) Clean out of buildings; and 3) Start of private manufacturing. Phase 1 should take approximately 10 to 12 weeks to complete.

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Manufacturing Sciences Corporation will be the pilot company. Their concept is to convert low-level waste into waste storage bins for storing radioactive waste. The idea will potentially save millions of dollars and may also employ displaced workers from the Rocky Flats Plant.

A question was raised as to whether or not the operation of this project would require shipping low-level waste into Rocky Flats Plant or if there is enough low level waste on site to test the idea? Mr. Navarro said he was not sure, but believed that there was enough material on-site for the project to be tested. Mr. Navarro offered to arrange a briefing on the National Conversion Pilot Project for the CAB.

## **INTERAGENCY AGREEMENT RE-EVALUATION UPDATE**

Carol O'Dowd acted as the CAB liaison at the InterAgency Agreement (IAG) Re-evaluation Meeting. Ms. O'Dowd explained that the IAG is an agreement among the Department of Energy, Colorado Department of Health and the Environmental Protection Agency.

Martin Hestmark, an audience member at the Work Session and Section Chief, Hazardous Waste Management, Federal Facilities Section, EPA Region VIII, is part of the team working on the IAG. He explained that the team has identified 24 principles but are having trouble reaching consensus on four of them

Once the principles are agreed to, they will go out for public input and review. The team has not yet established how or what forum will be used to solicit public input. The CAB may be a focal point for public input but there are several other organizations that will want to provide input as well.

## **MEETING WITH ASSISTANT SECRETARY TOM GRUMBLY**

W. Gale Biggs, Tom Gallegos, Beverly Ann Lyne and Carol O'Dowd attended a meeting with Tom Grumbly, the DOE Assistant Secretary for Environmental Restoration and Waste Management during his visit to Colorado. Mr. Biggs reported that Mr. Grumbly met with the members of several citizen action groups in an attempt to have several groups come together to give the Assistant Secretary the citizens perspective on Rocky Flats. Mr. Biggs reported that the Assistant Secretary listened carefully and responded positively to the discussion. The Assistant Secretary said that the CAB had his full support.

## **ORGANIZATIONAL ACTION PLAN RECOMMENDATIONS AND EVALUATION**

The purpose of the Organizational Action Plan is to simultaneously meet its administrative demands and begin providing advice on issues related to Rocky Flats. The proposed plan is a matrix that lists Broad Categories (ie. Waste Management) against a number of Applicable Documents (such as RCRA) Subject Areas (ie. Waste Storage), and CAB liaisons needed (ie. for the IPP). The matrix is not considered to be an exhaustive list of the issues the CAB will deal with, but is intended to assist in prioritizing the issues that the CAB may be interested in. A copy of the Organizational Action Plan is included in this report as Appendix B.

The group discussed the Organizational Action Plan and focused on how committees would be organized and what areas they should focus on. The CAB identified 6 major areas for

committee action: 1) Sitewide Environmental Impact Statement (SEIS); 2) IAG; 3) Environmental Restoration; 4) Waste Management; 5) Public Education and Communication; and 6) Hazardous Materials.

The group agreed that further discussion of committees would be deferred until after the mission statement was developed. This would ensure that the committees focus on accomplishing the specified mission.

## **MISSION STATEMENT**

A draft mission statement was developed by Linda Murakami, Tom Gallegos and Jim Birch of the CAB. Time was spent discussing and wordsmithing the draft statement until a final version was reached through a consensus process. Much time was spent evaluating the role of the Citizens Advisory Board and the final mission statement reflects that discussion.

Gale Biggs made the motion to accept the new version of the mission statement as the final mission statement for the Board. The motion was seconded by Lloyd Casey.

A copy of the final Rocky Flats Site Citizens Advisory Board Mission Statement is included in this report as Appendix C.

## **TIME**

The time for the Work Session had expired and the participants decided to proceed on and approve the budget and set the agenda for the next meeting before they adjourned for the evening.

## **FY 1994 INTERIM BUDGET APPROVAL**

The CAB needs to submit an interim budget to the Colorado Department of Health (CDH). CDH will submit the budget to DOE. A copy of the proposed interim budget is included in this report as Appendix D.

Concern was raised that rushing through the budget late in the evening might not be prudent. The group decided to proceed with the budget approval at the Work Session for three reasons: 1) a time constraint on submitting the budget to CDH; 2) the majority of CAB members have already reviewed the budget via telephone discussions with Beverly Ann Lyne; and 3) the budget can be amended later (money can be moved between line items).

Following a discussion regarding items not in the budget such as the cost of putting out a newsletter and per diem payments, a decision was made to increase the current proposed interim budget by 15%, raising the total to \$375,000. It is assumed that this will provide sufficient funds for line items that are underestimated and leave room for additional items.

The participants agreed to stay at \$375,000 even though the \$500,000 is available because of the desire to only spend what is necessary. The CAB recognized that public money funds the group and it is their desire to be good stewards of that money.

The FY1994 Interim Budget was formally approved and it was agreed that the Per Diem and Newsletter issues would be revisited. The Per Diem issue would be readdressed following the findings of the Keystone Report.

## **NEXT MEETING**

The Work Session participants agreed that they need to set a more realistic agenda for their meetings in terms of the amount of work that the Board can reasonably accomplish in one session. To help move the CAB through the preliminary organizational process, there will be two meetings during the month of February: one on February 3, 1994 and the other on February 17, 1994.

The February 3, 1994 meeting will cover the following topics: 1) Revisit line items on the budget, 2) Establish Committees and 3) Review and approve the Bylaws of the RF CAB.

The February 17, 1994 meeting will cover: 1) Strategic Planning; 2) Education (for CAB members on issues pertaining to Rocky Flats); and 3) Review current Job Descriptions and 4) Operational Rules for Work Sessions (ie: how decisions will be made, how meeting will be conducted).

## **PUBLIC COMMENT**

Public questions and comments were taken throughout the Work Session. When it was time for public comment on the agenda, the majority of non-CAB attendees had already left. The remaining attendees had no comments. A copy of the audience attendance sign-in list is included in this report as Appendix E.

The meeting adjourned at 9:30 p.m.