

## Meeting Summary

Rocky Flats Citizens' Advisory Board

FILE

November 8, 1993  
Westminster Recreation Center

### I. Welcome

Carol O'Dowd welcomed the members and the audience, introduced the initial six members, and explained briefly how the board was selected.

The rest of the members took turns introducing themselves

### II. Statements

Official statements were made by Sue Damour, Rep. David Skaggs' office; Doug Young, Gov. Roy Romer's Office; Dave Simonson, DOE Rocky Flats; Rob Henneke, EPA; Jackie Berardini, Colorado Department of Health. The statements were either enclosed in the board's information packets or will be sent to board members.

### III. Public Comment

Chris Thiel, a board applicant, said she is interested in volunteering for sub-committee work.

Terry Smith, EG&G Community Relations, said he is interested in learning how he can work with the board.

Scott Taylor, a board applicant, said he is interested in helping the board and becoming involved.

Susan Dover, RMI/Parsons Brinkerhoff, said she is interested in the board's role in the Programmatic Environmental Impact Statement.

Lisa Hanson, Colorado Center for Environmental Management, said she wants to watch the board develop and see how it conducts itself. Her organization has been involved in other Site Specific Advisory Boards.

Cathy Coghill, Colorado Council on Rocky Flats, said CCRF is pleased to pass on its scope of work to the CAB and offers the support of CCRF.

Barbara Barry, a state administrator on loan to DOE, said she is interested in public involvement in government activities and issues of public trust and government credibility.

Mike Karol, DOE Waste Management, said he is responsible for many of the buildings at Rocky Flats and is happy to bring technical information and knowledge to the CAB.

Rich Schassburger, DOE Environmental Restoration, said he has a professional and academic interest in public participation issues.

#### **IV. Immediate Tasks**

The group brainstormed on immediate tasks. The results:

1. Finance and budget issues
2. Mission
3. Officers
4. Objectives of CAB
5. Work Plan
6. A new name
7. Operating rules/Decision Making Methods
8. Legal formation of board
9. Charter
10. By Laws
11. Board Education/Overview of issues
12. Mandate/Authority/Relationship to other groups
13. Meeting Times and Places
14. Moderator/Facilitator

#### **V. Work on tasks**

##### **A. Officers**

Carol O'Dowd was selected as interim chair of the board by consensus. O'Dowd requested a volunteer for vice-chair to assist the chair with moderating the meetings in the absence of the chair. The board agreed that the responsibilities of the chair would

be the agenda and moderating the meetings. Eugene DeMayo volunteered and was selected vice-chair of the Board.

Board members also expressed a need to retain a permanent, full-time secretary for the administrative work of the board. Until such a position is finalized, Bob True of the Colorado Department of Health will continue to offer administrative support.

#### **B. Budget and Staffing**

The board decided to form a Budget Committee to determine what funding exists and how it can be accessed and how it can be used. The committee was also asked to find a way to hire a secretary and perhaps a facilitator. The following people volunteered for the committee: Bev Lyne, Jim Burch and Ginger Swartz. LeRoy Moore said he would consider serving on the committee depending on the tasks of the committee.

#### **C. Facilitator**

Several members of the board expressed an interest in utilizing a professional facilitator during meetings. Bob True was asked to provide a list of potential facilitators. He said he would assist board members in finding a facilitator. Later in the meeting the facilitation task was left up to the Budget and Staffing Committee.

#### **D. Decision-making**

Board members discussed pros and cons of reaching decisions based on simple majority vote, consensus, Robert's Rules of Order, and a modified consensus where if a group can't reach agreement then decisions are made based on a certain majority vote. LeRoy Moore suggested that board members consider taking a workshop to learn about forms of consensus decision-making. There were no objections to this suggestion.

#### **E. Organizational Structure**

Board members discussed the need to develop an organizational structure, specifically, that the board needs to evaluate alternatives for how it will operate, its legal identity, how it will involve the public and how it will work with existing boards and committees. This task will likely be done by a committee, the board decided. Those who expressed interest in serving on such a committee included Eugene DeMayo, Tom Gallegos and David Navarro.

**F. Meeting times and places**

The board decided it will meet the first Thursday of each month, at least through February. The Westminster City Hall Multi-purpose Room is the first choice for meeting locations due to its availability and workable size.

**G. Board Education/Overview of issues**

The board asked for a tour and briefing at Rocky Flats. Beth Brainard Jordan of DOE Rocky Flats Communications agreed to offer a tour on Saturday, December 11. The board asked that representatives from CDH and EPA also attend the tour and briefing. An agenda for the tour will be available at the December 2 meeting.

**VI. Next Meeting**

The next meeting of the board was scheduled for Thursday, December 2, 1993, 7 p.m., at the Westminster City Hall Multi-purpose Room. The board did not agree on whether this should be a public meeting or not. It was decided that although the meeting is a work session, that the public will be welcome. Some agenda items will include a report from the Budget and Staffing Committee, a history of the formation of the Rocky Flats CAB, and a discussion of the power and authority of the board. Another agenda items will be a report from DOE, CDH and EPA stating what those agencies believe is the role of the board.