

**Northern New Mexico Citizens' Advisory Board Meeting**



**May 25, 2022**  
**1:00 p.m. to 5:00 p.m.**  
**Hybrid Meeting**

**Minutes**

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**Meeting Attendees**

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**Department of Energy**

1. Michael Mikolanis, Manager, Environmental Management Los Alamos
2. Lee Bishop, Deputy Designated Federal Officer, Environmental Management Los Alamos
3. John Evans, Environmental Management Los Alamos
4. Miquela Vargas, Environmental Management Los Alamos

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**NNMCAB Members**

1. Cherylin Atcitty, Chair
2. Elena Fernandez, Vice-Chair
3. Stuart Barger
4. Melissa Casias
5. Ubaldo Gallegos
6. Sterling Grogan
7. Mark Hayden
8. Martinez Hewlett
9. Anne Laurent
10. Manuel L'Esperance
11. Roger Life
12. James Murphy

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**NNMCAB Absences**

1. Bob Hull
2. David Neal
3. Patricio Pacheco

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**NNMCAB Staff**

1. Menice Santistevan, Executive Director
2. Bridget Maestas, Executive Assistant

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**Guests**

1. Jamie Meuwissen, United States Government Accounting Office
2. Erich Evered, N3B
3. Scott Kovac, Nuclear Watch New Mexico

- 1 4. Candie Arellano, Los Alamos National Laboratory
- 2 5. Wayne Barber, Exchange/Monitor Publications
- 3 6. Jason Herman, New Mexico Environment Department
- 4 7. Michael Chacon, New Mexico Environment Department
- 5 8. Rachel Pittenger, United States Government Accountability Office
- 6 9. Stephen Cochran, Los Alamos National Laboratory
- 7 10. Stephanie Gallagher, Environmental Management Los Alamos
- 8 11. Jeff Holland, N3B
- 9 12. Kathryn Keenan, N3B
- 10 13. Matt Miller, US Representative Teresa Leger Fernandez Office
- 11 14. Kelsey Shank, theEDGE
- 12 15. Kristin Henderson, N3B
- 13 16. Joe Legare, N3B
- 14 17. David Abelson, N3B
- 15 18. Nadia Martin, Environmental Certifications Coordinator, Lexmark
- 16 19. Sarah Chandler, Environmental Management Los Alamos
- 17 20. Kristen Van Horn, Los Alamos National Laboratory
- 18 21. Joe Ritchey, Environmental Management Los Alamos
- 19 22. Gail Mattson, N3B
- 20 23. Kim Lebak, N3B
- 21 24. Michael Erickson, N3B
- 22 25. Mark Turnbough, Environmental Consultant
- 23 26. Rick Shean, New Mexico Environment Department
- 24 27. Chris Catechis, New Mexico Environment Department
- 25 28. Vince Rodriguez, N3B
- 26 29. Jaimie Ritchie, Los Alamos National Laboratory
- 27 30. Angela Edwards, Los Alamos National Laboratory
- 28 31. Mikkel Kelly, N3B
- 29 32. JW
- 30 33. LRVH

31 **\*The written minutes are intended as a synopsis of the meeting.**

1 **Minutes**

2 **I. Call to Order**

3 The meeting of the Northern New Mexico Citizens' Advisory Board (NNMCAB) was held on  
4 May 25, 2022, in a hybrid format. Mr. Lee Bishop, Deputy Designated Federal Officer (DDFO)  
5 stated that on behalf of the Department of Energy (DOE) the meeting of the NNMCAB was  
6 called to order at 1:01 p.m.

7 Mr. Bishop recognized Ms. Cherylin Atcitty, the NNMCAB Chair. Ms. Atcitty presided at the  
8 meeting.

9 The meeting of the NNMCAB was open to the public and posted in The Federal Register in  
10 accordance with the Federal Advisory Committee Act.

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11 **II. Welcome and Introductions**

12 Ms. Bishop welcomed everyone to the meeting and turned the meeting over to Ms. Atcitty.

13 Ms. Atcitty welcomed everyone to the May Board Meeting. She gave a brief tutorial on how  
14 to ask questions during the meeting by raising their name plate or raising their hand icon on  
15 WebEx. Ms. Atcitty asked for a moment of silence honoring Memorial Day and the events  
16 that happened in Uvalde, Texas.

17 \* Moment of Silence

18 Ms. Atcitty asked Ms. Santistevan to conduct roll call for members and guests. Ms.  
19 Santistevan asked the members to give a brief introduction of themselves.

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21 **III. Establishment of a Quorum (Roll Call)**

22 Ms. Menice Santistevan conducted roll call for board members and guests on WebEx. At the  
23 call to order, 12 NNMCAB members were present or online. Ms. Santistevan stated that the  
24 meeting was being recorded to produce the minutes of the meeting.  
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26 **IV. Approval of Agenda**

27 The board reviewed the agenda for the May 25, 2022, meeting. Ms. Atcitty stated that item  
28 c. on the agenda would be tabled until the next meeting and an addition of the corrective  
29 action plan recommendation would be added to New Business. Ms. Atcitty opened the floor  
30 to entertain a motion to approve the agenda with the changes.  
31

32 Mr. Sterling Grogan made a motion to approve the agenda; Ms. Anne Laurent seconded the  
33 motion. The motion to approve the agenda as amended passed.

34 Ms. Elena Fernandez and Mr. Mark Hayden abstained from voting due to them waiting on  
35 re-appointment to the Board.

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36 **V. Approval of Minutes**

37 The board reviewed the minutes from the March 16, 2022, Board Meeting. Ms. Atcitty  
38 opened the floor to entertain a motion.  
39

1 Mr. Jim Murphy made a motion to approve the minutes as presented; Mr. Roger Life  
2 seconded the motion. Ms. Atcitty opened the floor for discussion.

3 Mr. Sterling Grogan asked that on page 6, Line 29, it would be helpful if a sentence could be  
4 added explaining what he asked for which was a response from DOE to the GAO report. He  
5 asked for a sentence explaining what the GAO report is.

6 Ms. Elena Fernandez and Mr. Mark Hayden abstained from voting due to them waiting on  
7 re-appointment to the Board.

8 With no further discussion, the motion to approve the minutes with the amendment  
9 passed.

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10 **VI. Old Business**

11 **a. Update from Chair/Vice-Chair, and Committee Chairs**

12 Ms. Atcitty – Ms. Atcitty stated that there were a few wildfires affecting northern New  
13 Mexico and is grateful for the cooler weather and snow in the mountains. Ms. Atcitty  
14 stated that the committees will be referred to as subcommittee since the citizens  
15 advisory board is already a committee. She stated that the next meeting would be June  
16 15<sup>th</sup> and it would be a tour of LANL. She asked the members to let Ms. Santistevan know  
17 if they would be attending the tour.  
18

19 Ms. Fernandez – the Outreach Committee has a draft Work Plan available for the  
20 subcommittee members to meet and approve the draft.

21 Mr. Hayden – Since the new members have joined, they have not had a chance to look  
22 at the Work Plan and comments on it. This will provide them the opportunity to  
23 comment on it.

24 **b. Report on Spring Chairs Meeting**

25 Ms. Atcitty stated that the Spring Chairs Meeting was held May 3<sup>rd</sup> and 4<sup>th</sup> in Paducah,  
26 Kentucky. The meeting was held in person and virtually. The synopsis of the meeting is  
27 below. The Chairs Meeting is an EM Site Specific Advisory Board Meeting and is  
28 attended by the Chairs, Vice-Chairs and some board members. Ms. Atcitty attended  
29 virtually along with Ms. Fernandez and Mr. Pacheco. The sites that attend this meeting  
30 are Nevada, Savannah River, Hanford, Oak Ridge, Portsmouth, Paducah, Idaho and  
31 Northern New Mexico. Items on the agenda were, a waste management update,  
32 administrative priorities, and a budget update. The agenda and meeting files are on the  
33 EM SSAB website and the meeting video is on YouTube. The meeting lasted for two  
34 days. Other topics discussed were reappointment times, equity through accessibility,  
35 legacy management and long-term stewardship and the Justice40 initiative. Ms. Atcitty  
36 stated that the NNMCAB would have a presentation or update on the Justice40 Initiative  
37 at future meetings. The last item was participation and engagement in hybrid meetings.  
38 She noted that all of the sites are having hybrid meetings and the concern is that there  
39 is not engagement between the members which is nice when having in-person meetings  
40 but participation is increased for hybrid meetings.

1 Ms. Santistevan stated that the NNMCAB and EM-LA will be hosting the Fall Chairs  
2 meeting in September. The tour of EM Sites would be on September 6<sup>th</sup> and the Chairs'  
3 Meeting would be the 7<sup>th</sup> and 8<sup>th</sup>. She noted that the members are welcome to serve on  
4 the committee to help plan this meeting.

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6 **VII. New Business**

7 Mr. Mark Hayden presented a handout of a recommendation regarding, "Provide a copy of  
8 the corrective action plan to the NNMCAB." Mr. Hayden provided a hard copy for the  
9 members present at the meeting. Mr. Hayden recommended that DOE: Submit a corrective  
10 action plan to NMED by May 30, 2022 regarding the April 28, 2022 notice of Non-  
11 Compliance for Los Alamos National Laboratory Underground Injection Control Wells, SP-  
12 1835 and provide a cop to the NNMCAB.

13 Mr. Grogan asked if there was more detail available from NMED in response to this violation  
14 and if there is a Corrective Action Plan. Mr. Hayden stated that he contacted the addressees  
15 on the letter and had not received a response yet. Mr. Mikolanis stated that they received  
16 the Notice of Non-Compliance and he received a call from the Water Protection Division  
17 Director, John Roderick. He and Mr. Mikolanis have discussed the notice and have been  
18 actively engaged with his Division as well as the Bureau Chief and the Groundwater Quality  
19 Bureau. The State does not expect EM-LA to provide an Action Plan within the 30-day  
20 timeframe. This is a fairly complicated situation and the plume is not a simple technical issue  
21 and they are amenable to a response that indicates that EM-LA will need additional time to  
22 work with the Groundwater Quality Bureau to provide actions that they will take in  
23 response to the Notice on Non-Compliance.

24 Additional discussion and background information was discussed on the notice and the  
25 Chromium Plume.

26 Ms. Atcitty stated that at this point the options considering this recommendation are 1) in  
27 order for this recommendation to go forward as a Board, it will take 14 days which will take  
28 the NNMCAB past the May 30<sup>th</sup> date.

29 Ms. Santistevan stated that this since this was the first time the NNMCAB has seen this  
30 recommendation, it requires a 14-day review process required by the NNMCAB By-Laws in  
31 order for members to vote on it. She stated that it could be voted on in the July 20<sup>th</sup> meeting  
32 or there is a provision for emergency voting if it were required.

33 Ms. Atcitty stated that the other option would be to draft a letter which would be signed the  
34 Chair and asked the members thoughts on moving forward with the recommendation.

35 Mr. Grogan stated that he would endorse the letter being drafted and sent by the Chair. He  
36 noted that it would be a better way to proceed.

37 Ms. Atcitty stated that the option now would be to draft a letter from the NNMCAB, and  
38 have it signed by the Chair and to have a presentation in the July NNMCAB Meeting to have  
39 adequate time to go over the information pertaining to this.

40 Ms. Atcitty stated that the letter will ask that the NNMCAB will have information available to  
41 them as it becomes available as frequent and often as needed and they have it in an Action  
42 Plan.

1 Mr. Murphy made a motion to draft the letter and get an update in the July Meeting. Mr.  
2 Gallegos seconded the motion. The motion to draft the letter passed.

3 Mr. Hayden and Ms. Fernandez abstained.

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5 **VIII. EM-LA Field Office Update**

6 Mr. Mikolanis welcomed the new members and thanked the returning members for their  
7 service to the NNM CAB.

8 Cerro Pelado Fire – Started on April 22<sup>nd</sup>. EM-LA and N3B worked closely with NNSA and  
9 their contractor to integrate their planning and response actions. They were in close  
10 coordination with the County and in communications within the EM-LA staff. He noted that  
11 he is new to the area and is aware of the two other significant fires like this one, one in 2000  
12 and one in 2011. Some of the feedback he is getting is that there are lessons learned and  
13 were incorporated in the planning and the slow movement of the fire really helped. The fire  
14 is 92% contained and could smoke and smolder through the summer and into the winter.

15 Accomplishments and Highlights – 2016 Compliance Order Appendix B commitments, six of  
16 those have been accomplished and they are on track to finish an additional three by the end  
17 of the month. To advance the Chromium Interim Measure and the work they are doing to  
18 control the plume, one of their commitments is to drill a new well, R-73. This new well is  
19 being drilled on the north east side of the plume. This commitment is due in August of this  
20 year. The fire has impacted their progress with Red Flag days and when the County went  
21 into Stage 2 and Stage 3 fire restrictions and it put a stop to the work. NMED was notified of  
22 the impact to the work caused by the Red Flag days. Mr. Mikolanis stated that a formal  
23 notice would be sent to the State once they know the impacts of the delays and when they  
24 could complete their commitment. An addition milestone to introduce a Chromium Plume  
25 Interim Measure Work Plan. This will do two things for EM-LA, 1) identify the data gaps that  
26 are necessary for both agencies to say they know enough about the nature and extent to  
27 move forward with a final remedy and by September of this year they will define a plan that  
28 says what the data gaps are and how they will address them; 2) Evaluate the performance of  
29 the Interim Measure and how they will address some trends of concern.

30 Shipments off the Hill – They have completed 23 of the scheduled 30 shipments off the  
31 Mesa this year and they are on track to meet or exceed the goal of at least 30.

32 Corrugated Metal Pipes (CMPs) – They will be excavating buried transuranic waste at Area G  
33 and this year they will be excavating the CMPs. N3B is making excellent progress in  
34 readiness to begin extracting them and they are a month ahead of schedule.

35 Middle DP Road – They completed the initial cleanup last year and are analyzing the results.  
36 The results showed that they needed to do additional extended remediation and sampling  
37 and they are making progress and are on schedule. The Assessment Report will be prepared  
38 and will go to NMED when everything is completed and will send the report within 6 months  
39 of finishing the field work.

40 Budget – In April Congress passed the budget for FY 2022. They received an appropriation of  
41 \$292 million. Before that they were operating on the Continuing Resolution of the 2021  
42 budget at \$226 million. That increase comes out to a \$43 million increase to N3B's cleanup  
43 scope. Part of the new appropriation was to authorize the beginning of a D&D project of a

1 NNSA facility that they no longer need so the plus up gives N3B additional money for the  
2 cleanup mission.

3 Justice40 Initiative – The initiative is part of a broader Executive Order under the Biden  
4 Administration to deliver at least 40% of the overall benefits from certain Federal  
5 investments including remediation and reduction of legacy pollution where it effects  
6 disadvantaged communities. EM-LA is one of five pilot programs in DOE and is the only EM  
7 site chosen as a pilot program. The Justice40 Initiative aligns very closely with EM-LA’s  
8 mission which is to clean up the legacy contamination left behind by the nuclear weapons  
9 production and research during the Manhattan Project.

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10  
11 **I. Public Comment Period**

12 Ms. Atcitty opened the floor for public comment at 3:16 p.m.

13 Mr. Scott Kovac, Nuclear Watch New Mexico, welcomed all the new members to the  
14 NNMCAB and he appreciates them taking up this very difficult task, but it is well worth it. He  
15 also wanted to thank the members of the Congressional staff that joined, one is Matt Miller.  
16 He thanked them for the increase in EM funding for Los Alamos and asked that they keep  
17 that going up. Lastly, he asked that the NNMCAB please invite members of the public to the  
18 LANL Tour.

19 With no further public comment, Ms. Atcitty closed public comment at 3:17 p.m.

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21 **IX. Update from N3B**

22 Mr. Joe Legare, N3B, stated that they just completed 4 years on their contract April 29<sup>th</sup>.

23 **Risk**

24 We get together with our partner client EM-LA quarterly. The number one Risk continues to  
25 be recruit and retain for a myriad of reasons, partly COVID and partly the laboratory has  
26 more job openings than we have people. Target and Walmart are competitors for many  
27 jobs. They have been working hard on monetary and non-monetary incentives including just  
28 being a good place to work and options for telework.

29 **Fire Response Summary**

30 What did they do when they went to Set status? They went into what is called essential  
31 minimum critical operations which means, minimum staffing. They basically cleared out TA-  
32 54 Area G except for those people that had to go in and do hazardous waste routines and  
33 Nuclear Safety routines. They moved all the stuff from the end of the R-73 pad to the center  
34 for the safest configuration if the worst happened and the fire came through. The pads are  
35 gravel or road based and it is a safe place for that. They turned off the Chromium Interim  
36 Measure. You can operate it remotely but as an operator that's not optimal, so they took  
37 the safe approach and just turned it off. It was up and running at the time of this meeting.  
38 now

39 **Safety Performance**

40 April was a good month for N3B with no recordable injuries. A couple items Mr. Legare  
41 focused on just for understanding was the most common variety of safety issues they have.  
42 They had one person that fell while she was leaning against a bike rail in front of one of their

1 buildings and the rail broke. She was not injured. Another incident was a back strain where  
2 they have vaults with pistons and one of them failed, it broke off and pulled the operator  
3 forward straining his back. That incident was recorded because it was a bit more serious.  
4 Those are the kind of things they deal with every month. Their number one priority is the  
5 safety of employees.

#### 6 **Workforce Development**

7 To date, over the four years they have had 68 students through the program or in the  
8 middle of the program now. They have an apprentice program that is sort of a work-study  
9 and when they graduate they are just a couple credits away from an Associate's accredited  
10 by the state of New Mexico. N3B facilitates their moving on to get their bachelor's when  
11 they want to do it as well and they also put them to work at Area G as RCRA inspectors,  
12 environmental compliance experts, or waste technicians. The program has been working  
13 really well for them. it's on the order of nine Mr. Legare stated that he thinks if they look at  
14 their legacy for the first 5 years, he thinks about a hundred students have gone through the  
15 program.

16 Community Giving is going really well as well. They have given a proposal to contribute 5%  
17 of their earned fee over the course of the 10-year contract. Through the end of the base  
18 period it will be well over \$2 million contributed to local charities and small businesses.

#### 19 **Middle DP Road**

20 Some of you may ask why they don't know exactly when they are going to be done and just  
21 real quickly, the process is that the samples go off site for analysis and so depending what is  
22 being analyzed it could be 5 to 10 or 20 days to get results back. That will inform the  
23 excavation decision if they need to dig more dirt, containerized it, ship it off site and then  
24 when you're done with that, you go back and take more samples. They are in the excavation  
25 phase and final samples. The extent of excavation turned out to be much greater than  
26 anticipated.

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## 27 **II. Update from New Mexico Environment Department**

28 Mr. Rick Shean, Hazardous Waste Bureau (HWB) Chief, gave the update for NMED.  
29

30 **CO Milestones** – out of the 19 milestones that were finalized for FY22, DOE has met 6 of  
31 them so far. On May 10<sup>th</sup> they received a fire force majeure notice from DOE stating that  
32 they would be limiting the cleanup activities. Many of them have come back online since  
33 that notice. Sites that were impacted were the R-73 drilling, which they have provided  
34 comments on. Regarding R-73, R-76 and R-77 they were able to resolve some of the  
35 differences they were having during the technical meetings.

36 **Middle DP Road** – Mr. Shean asked if the work that was halted came back online, DOE  
37 stated that it is back online

38 **Groundwater Projects** – NMED will be hosting technical team meetings with the DOE to  
39 prepare for the FY 2022 milestone number two Work Plan for the Chromium Plume Interim  
40 Measures. NMED has provided an outline to the technical team. They are also requiring  
41 monthly status updates on the Chromium Interim Measures.

42 **Other Consent Order Documents** – They approved an area of contamination determination  
43 for the remediation of the corrugated metal pipes at TA-54. They have approved the Phase 2

1 Investigation Work Plan for the Potrillo and Fence Canyons Aggregate Area. They reviewed  
2 the Annual Long-Term Monitoring Report for 260 Outfall Corrective Measures. They also  
3 reviewed the R-25 Quarterly Status Report which was completed on May 5<sup>th</sup>.

4 **Permit Related LANL Activities** – NMED is still reviewing the permit renewal application and  
5 they are holding regular meetings with DOE to resolve the administrative incomplete  
6 comments they have made on it. NMED issued a Notice of Intent to Approve Proposed  
7 Revision 32.0 of the Los Alamos National Laboratory Federal Facility Compliance Order  
8 Annual Site Treatment Plan Update. Public Notice will be on May 26<sup>th</sup> and they will invite the  
9 public and the revision should be approved pending public input.

10 **WIPP Update** – NMED has issued a Technical Incompleteness Determination Letter to WIPP  
11 on May 13, 2022 and they have, depending on what the question was they have been given  
12 either 45 or 60 days to respond. Their next step is to review the responses that WIPP  
13 submits and issue a draft permit for public comment.

14 **Shipments Update (Up to May 24, 2022)** -They have received 33 from Idaho National  
15 Laboratory, 19 from LANL, and 5 from Savannah River Site.

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16  
17 **III. Presentation**

18 Mr. Vince Rodriguez, N3B, presented on, “An Introduction to Legacy Cleanup Non-  
19 Transuranic Waste Types.” An electronic copy of the presentation may be obtained from the  
20 NNMCAB Staff ([menice.santistevan@em.doe.gov](mailto:menice.santistevan@em.doe.gov) or [bridget.maestas@em.doe.gov](mailto:bridget.maestas@em.doe.gov) or by  
21 calling (505) 989-1662.

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22  
23 **IV. DDFO Follow-Up**

24 Mr. Bishop stated that EM-LA just issued a NEPA contract and Mr. Hull is one of the  
25 contractors, this puts him in a conflict of interest, and he has resigned from the Board. Mr.  
26 Bishop wished Mr. Hull well and hopes to see him in July for a more formal goodbye.

27 Mr. Bishop stated that the NNMCAB has a LANL Tour on June 15<sup>th</sup>. He noted that he  
28 appreciates Mr. Kovac’s request but with COVID and red flag, the determination was made  
29 that it would be for the NNMCAB Members only. Due to the uptick in COVID cases, they will  
30 be trying to have individual seats for everyone.

31 Mr. Bishop stated that Ms. Santistevan welcomes any help with the September Chairs  
32 Meeting.

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33  
34 **V. Wrap-up Discussion and Questions**

35 Ms. Atcitty stated that she is looking forward to the Tour and she is grateful for being able to  
36 attend the meetings in person and online.

37 Mr. Barger stated that he is a new member and would like a presentation on 1) Flow  
38 Monitoring Stations (how it was done, where it was done and how often it was done) and 2)  
39 Cap and Cover at Area G and the feasibility study.

40 Mr. L’Esperance stated that as a follow up to the presentation, another item they might look  
41 at is the DOE packaging and placarding requirements.

1 Mr. Hayden asked about the status of the litigation. Mr. Bishop stated that the Nuclear  
2 Watch litigation is over and that is what Mr. Barger was referring to, the settlement  
3 agreement. Mr. Bishop stated that they would come back and technique it to communicate  
4 it to the NNM CAB. He noted that the litigation with NMED is still ongoing and he cannot  
5 comment on it.

6 Mr. Grogan stated that he would like to add to Mr. Barger's request to a cap and cover  
7 presentation and add if possible, if DOE could provide a bibliography of the LANL's  
8 publications on cap and cover. He noted that it goes back to the 1970's and the work was  
9 really well done.

10 Ms. Atcitty thanked all the members for attending the meeting and reminded the members  
11 to fill out the sheets in the packet and return to Ms. Santistevan or Ms. Maestas.

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12  
13 **VI. Adjournment**

14 Mr. Bishop thanked everyone for attending the meeting and stated that he would see  
15 everyone at the June 15<sup>th</sup> Tour.

16 With no additional business to discuss, Mr. Bishop adjourned the meeting at 4:48 p.m.

17 **Respectfully Submitted,**



18 **Ms. Cheryl Atcitty, Chair, NNM CAB**

19 **\*Minutes prepared by Bridget Maestas, Executive Assistant, NNM CAB**

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21  
22 **Attachments**

- 23 1. **Final NNM CAB Meeting Agenda for 05/25/2022**
- 24 2. **Final NNM CAB Meeting Minutes for 03/16/2022**
- 25 3. **Biography, Vince Rodriguez, Senior Director Low Level Waste Programs and Disposition**
- 26 4. **Presentation by Vince Rodriguez, "An Introduction to Legacy Cleanup Non-TRU Waste Types"**
- 27 5. **Handout, Cleanup Snapshot FY22 Quarter 2**
- 28 6. **Handout, NNM CAB Recommendation by Mark Hayden, "Provide a copy of the corrective action**  
29 **plan to the NNM CAB"**

30 **Public Notice:**

31 **\*All NNM CAB meetings are recorded. Audio files will be placed on file for review at the NNM CAB**  
32 **office, 94 Cities of Gold Road, Santa Fe, New Mexico, 87506. The written minutes are intended as a**  
33 **synopsis of the meeting.**