



August 18, 2022

Chair
Don Barger

Vice-Chair
Fran Johnson

Board Members
Phillip Brown
Eric Butterbaugh
Victoria Caldwell
Hannah Chretien
William Robert Clark
Clint Combs
Celeste Emerson
Mike Kemp
Bill Murphy
Blake Summarell
Myron Wessell
Riley Willett
Elizabeth Wilson
Patrick White

Jennifer Woodard
DOE DDFO

Buz Smith
DOE Federal Coordinator

Board Liaisons
Brian Begley
*Division of Waste
Management*

Victor Weeks
Environmental Protection Agency

Mike Hardin
Fish and Wildlife Resources

Stephanie Brock
Radiation Control Branch

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August 2022 Citizens Advisory Board Meeting Agenda

5:30 pm

Call to order, introductions
Review of agenda

DOE Comments

Federal Coordinator Comments

Liaison Comments

Administrative Issues

First reading of revised Operating Procedures
Work Plan Discussion
Fall Chairs Meeting
Paducah Site Virtual Museum

Presentation of videos
African American Oral History
EM 101: Paducah Site

Public Comments

Final Comments

Adjourn



PADUCAH GASEOUS DIFFUSION PLANT

CITIZENS ADVISORY BOARD

MINUTES OF THE THURSDAY, AUGUST 18, 2022, CAB BOARD MEETING • 5:30 P.M.

Location: Emerging Technology Building, WKCTC, Paducah, Kentucky

Citizens Advisory Board (CAB) Members Present: Don Barger, Fran Johnson, Victoria Caldwell, Celeste Emerson, Michael Kemp, William Murphy, Phil Brown, William Robert Clark, Elizabeth Wilson, Hannah Chretien, Blake Summarell

CAB Members Absent: Clint Combs, Myron Wessel, Riley Willet, Patrick White, Eric Butterbaugh

U.S. Department of Energy (DOE) and Contractors: Buz Smith, Hayly Wiggins, EHI Consultants (EHI)

Liaisons: Brian Begley, Division of Waste Management, Christopher Travis (TEAMS), Commonwealth of Kentucky Energy and Environment Cabinet, Victor Weeks (TEAMS), Environmental Protection Agency, Brian Lainhart (TEAMS)

Attendees: Zachary Boyarski

Facilitator: Eric Roberts, EHI

Approved by Don Barger, Board Chair

Signature on file

Don Barger

Call to Order: 5:30 pm Don Barger

Barger:

Welcome to the August Board Meeting. Thank everyone for making themselves available.

Public comments will be accepted via email prior to and after the meeting. Comments received by no later than 5:00 p.m. CST on Monday, August 15, 2022, will be read aloud during the virtual meeting. Comments will also be accepted after the meeting, by no later than 5:00 p.m. CST on Friday, August 26, 2022. Please submit comments to eric@pgdpcab.org. Please put "Public Comment" in the subject line.

Attendees introduced themselves.

Review of Agenda: You have in front of you a copy of the agenda for tonight. Are there any changes that need to be made on the agenda tonight? Hearing none, we will proceed.

DOE comments: none

Federal Coordinator Comments provided by Buz Smith, DOE Federal Coordinator. This afternoon you all received an email regarding PFAS, a new contaminate of concern. This is gaining a lot of interest in the industry, it is a chemical used in a lot of things, such as Teflon cookware. On our site it used in firefighting foam. There is a lot of work being done on that and there will be more to come on that. We are still looking to do a new member orientation and Groundwater 101 for any member of the CAB who would like to join us for that.

Liaison Comments provided by Brian Begley Division of Waste Management. I have been down on the site all week. I see lots of good progress being made on the bioremediation project just north of the C720 building. They are actively working installing the wells, borings and injections and getting close to wrapping up on that and letting the bugs do their thing. C400, where the majority of the TCE and Tech 99 contamination originated from and what the last year and a half of field work has been focused on, results are in and the contractors are working on that report which is due to the regulators on October 7, 2022. In addition, DOE issued their strategic plans today for all DOE sites regarding PFAS, at Paducah, DOE plans to start sampling on October 1, 2022, in their environmental monitoring plan, adding that contaminant to the list of what is tested for in our normal sampling process.

Barger: Any questions for Brian?

Murphy: Brian or Victor, is PFAS a problem that you have any prior experience with?

Begley: Personally, no. I have been to lots of conferences where it has been discussed, EPA has begun issuing health advisories for it. Levels of concern are in the parts per trillion range, where when you hear us talking about TCE, we are looking for parts per billion range. Some of the laboratories can't even get their testing levels that low. PFAS has gained a lot of attention in the news, called forever chemical, usually in the form of Teflon, non-stick chemicals that are hard to break down. It is also in packaging of frozen foods to keep the cardboard crisp. It is in the environment and has likely already made its way into our bodies. We have only tested for it twice in Paducah and it was found in 2 monitoring wells. It was high enough that it was highest in the fire training area. The DOD has been out front looking for it and with the DOE putting its PFAS Strategic Roadmap out today, that indicates that it is important to investigate it moving forward.

Weeks: I am not an expert by any means, but we will be getting whatever support we need from the DOE moving forward. I know the EPA will probably be listing these chemicals as hazardous substances under CERCLA which will bring it into the federal facility agreement which will allow us to use the CERCLA process to address any contamination we find. We already know the fire training area as one potential source, but with the EMP sampling, we may discover another area.

Barger: The document they are speaking of came to your email inboxes today. You might consider printing and reading it, because just like the chemicals, this topic is not going away any time soon.

Any other liaison comments tonight? none

Barger: Moving down to our administrative Issues, you have in front of you a copy of the operating procedures. This is the first reading of this document, which will be followed by a second reading and then adoption at the November Board meeting. Member of public may write amendment but must be sponsored by Board member. Board may act on OP at the meeting following first reading. Require two-thirds majority of full membership. Must be approved by DFO in consultation with Office of General Counsel. Will be effective upon affirmative vote of a two-thirds majority of membership, execution by Chair, review and concurrence by DOE Office of General Counsel, and approval of EM SSAB DFO. All previous bylaws or procedures are rescinded.

Roberts: This is a clean version of the Operating Procedures; we will send out a red-line version in the morning showing what changes have been made. Essentially, the Paducah CAB is one of 8 chapters of the Environmental Management Site Specific Advisory Boards, EM SSAB, and is considered by DOE Headquarters as "The Committee". So, in our Operating Procedures, we would refer to our board's smaller groups as committees. As you can imagine, this caused confusion with DOE HQ, so they have asked us to use the word Subcommittee in place of Committee when speaking of smaller groups doing works, such as Executive or ad hoc committees.

Barger: Any questions about this first reading of the Operating Procedures?

Barger: You have in front of you, also, the FY 2023 workplan. This is a required document as we lay out the upcoming year's plan for this body. This draft version has not yet been approved by DOE HQ, but once they do, we will present it back for a final vote. I draw your attention to the page titles Paducah CAB 2022-2023 Meeting Schedule so you can see the topics of the upcoming meetings.

Roberts: Let me provide a little clarification on this document, as it is different than in years past. The schedule shows meetings highlighted in yellow, full formal Board meetings and the ones not in yellow, are times where we would meet for educational sessions or subcommittees, not public board meetings. On the last page, this is the biggest change from our previous workplans. In the past, we called out meeting schedule our workplan, because that is when we intended to meeting and what topics would be discussed. Under the new system, the workplan refers to the specific subject area or topic that DOE is asking for a recommendation. The scope of this board is to provide advice and recommendation to DOE on cleanup issues at the Paducah Site. Over the last few years, we have developed a relationship with Jennifer and Buz so that discussions that took place were incorporated into their decision-making processes without us making formal recommendations. HQ would like to see more formal recommendations moving forward. DOE is specifically asking for recommendations now on these three topics on the last page, including a request for recommendation from you tonight. Buz will ask you for a written response in the form of a recommendation as to how to utilize the 2 videos and website we will show a bit later and how to maximize their impact to the community and to DOE. Hayly and I can help you format the responses, but we need some ideas form you on how to market and share these products.

Barger: Any questions or comments on this document?

Caldwell: On the third page under CAB executive Subcommittee, it says past vice-chair, and we are alternating voting past chair one year and past vice chair the next, so that should read past chair instead of vice-chair.

Roberts: I will verify and correct that, thank you.

Barger: Ok, next we have the Fall Chairs meeting. Neither Fran or I are able to attend, so Mike Kemp and Bill Murphy will be representing the Paducah CAB. We have the Paducah CAB slide for the chairs meeting showing on screen.

Roberts: We like our slides to show success at the Paducah site and the collaboration between the CAB and the DOE. Not all sites have the excellent working relationship that we do, so we want to promote that. We also want to spotlight the strides we are taking toward improved membership diversity on the Paducah CAB. I think we should consider updating this to include the award Billy Bob's team just received for safety culture at the site. Questions or comments?

Murphy: I like the topics, but I feel like these look a little wordy. I like the topics and what they say but wonder if they can be pared down slightly to make them easier to digest.

Barger: On thing to look at as far as clarity, we could just go with the 3 bullet points and then you fill in the rest verbally.

Kemp: Some of these slides can be extremely long and wordy, but a good balance is best. We want ours to be complete and concise. These are mainly being read for headquarters, not the other sites.

Barger: This is our time to shine in front of Headquarters. Every site is unique as to what they put on their slides.

Roberts: Bill, any chance we can get your revisions tomorrow, as we are facing a deadline.

Chretien: Will this be presented on screen or printed?

Barger: Both, it will be presented both on screen and in conference book form.

Roberts: The hosting site or headquarters will take this basic text and format it in the best way for the presentation and printing.

Chretien: We need to be thinking about font and display to make the best impression. If it is just a large projection, then this is great, all will work, but if it is a printed sheet, it will have to be this size of a sheet or larger to be read.

Barger: One of the things you will find is that some boards put as much as possible, and some sites try to be clear and concise. We always make sure that our slides are clear and that whoever speaks for the Paducah CAB can speak to all the information on the slides as well.

Johnson: I agree that it is a bit wordy, but when they take these back to their sites, it is good to have all the information there for them to see, rather than the delegates having to take notes and possibly get information incorrect.

Kemp: Eric provided us with an additional 1 – 2 pages of information so that we can speak to the slides, so there is much more that we have to speak from that is not going on the slides.

Roberts: Good points, everyone.

Barger: Any other Comments or Questions?

Wilson: Will there be a virtual option to watch the Chairs meeting?

Roberts: Yes, there will be the EM SSAB You Tube Channel and we will have a virtual link as well that we can get out to everyone. The meeting will be all day on September 7, 2022.

Barger: Next on the agenda is the Virtual Museum. Buz is looking to us for a recommendation on how to get this website to the people of the area. Buz, if you would like to take over here?

Smith: I wanted to come back and give you an update on the Virtual Museum. It has been live for about 11 months now and has around 1683 hits since it went live. These hits are coming from a lot of different countries. So, we would love to have your recommendations and ideas for how to get this message out to get more traffic for this website. <https://pgdpvirtualmuseum.org/index.html>

Brown: My granddaughter was in the Governors Scholars program this summer and she called asking about the plant as a part of her small group discussion. I directed her to this website and they were excited to use it a part of their discussion.

Smith: Great!

Barger: When do public tours begin again?

Smith: I am glad you asked that, Don. We will have tours starting again in September and October.

Barger: I would be interested in finding out if the site gets more traffic after a tour since they might want more information. Questions for Buz about the Virtual Museum?

Roberts: We have a baseline of notes for ideas for marketing the virtual museum that we can pull together for you, we have discussed it in Board meetings before.

Smith: The recommendation can be anything from old school newspaper ads to things we haven't even dreamed of yet. Anything you can think of would be appreciated.

Wilson: When you schedule a tour, is there something emailed back to confirm? The link could be listed in that email back to the person scheduling the tour.

Smith: That is a good question, I should know the answer, but I do not. That is a great idea!

Barger: Buz, next is the video on the Black History of the PGDP.

Smith: We are very proud of this important oral history of the black experience at the plant over the years. Now we just want to make sure it is marketed to all who could benefit from seeing it.

Watched video Building on a Legacy: Honoring Black History at the Paducah Gaseous Diffusion Plant

https://www.youtube.com/watch?v=YnPaAWgp7jU&feature=emb_imp_woyt

Roberts: So, what did you guys think?

Brown: It's powerful, hearing what's in people's hearts.

Barger: I found it to be eye opening and unfortunate in that it shared reality of the times. I hope that it is not that way anymore, but guess I was hoping for more younger, current employees to share their current experience. Something to counteract the experience of the workers in the 70's and 80's.

Brown: I worked at the plant for over 50 years. I thought the video was very good and had a lot of truth to it. I was there when affirmative action came into being. I feel like this shows honest truth of how these workers felt. I was on the golf committee and there were golf courses we could not play on because they would not allow black golfers. Discrimination was there, but it continued to get better and continues to do so to this day.

Smith: I would be interested in how all think that we can get this people to see.

Caldwell: Have you reached out to Maiden Alley or Cinemark to see about having it as previews shown before movies? I feel like Maiden Alley would be very receptive to showing it.

Smith: That is a great idea!

Barger: is this video closed captioned?

Roberts: You Tube has closed captioning as an option.

Chretien: We could send the link to all the Chambers of Commerce in the area.

Roberts: I like the video. I found it interesting when I first came to work for the CAB that it wasn't all science, but was a lot of crossover to other things, like social justice, environmental justice and equality.

Barger: Any other comments on this video? OK, Buz, next EM 101 video.

Smith: EM made this video and posted it, but we wanted to make sure you have seen it and are aware of it. Let's watch.

Watch video EM 101: Paducah Site <https://www.youtube.com/watch?v=ePA2wjvV-jY>

Roberts: Your thoughts on this video?

Johnson: I wonder if this could be shown during the tours of the plant. Also, civic groups. This video tells the whole story of the plant so well. It would be good to show to the GPEDC as well as the Chamber Board.

Chretien: Do we go to the various organizations to give talks on the plant?

Smith: It's been a while, since before COVID shut things down. We used to, but it is time for us to start doing them again. Rotary Club, Chamber Breakfast, it is time to start these back up.

Chretien: What was the purpose of the video's creation?

Smith: EM wanted to make one video for every site to have consistent messaging.

Chretien: So, the purpose of the video is community awareness? That being the case, each of the surrounding communities has a community website where this link could be posted.

Barger: Any other comments?

Brown: I thought the video was excellent in its content and concise message. It could be used at the beginning of any tour.

Murphy: It was great, it looked like some stock footage was used of other sites?

Begley: I was looking at that myself, but those buildings were all Paducah. The other thing I noticed is that this is very current and up to date with the investigation of the C-400 building and the financial information included. I think it could be used at the schools for sure to make sure all in the area are aware of the plant and what it has done.

Roberts: So, EM made eight of these videos, one for each site.

Emerson: I think it is excellent! Buz, you said you were doing a new member orientation. Could this be used then?

Smith: That would be a great use, too.

Barger: Buz, do you think that the folks on the current Paducah City Commission have had a plant tour?

Smith: Maybe 2?

Barger: I think showing this video would be a good first step, but all those leaders should take the tour.

Brown: I have a comment for the previous video, the oral history. There were huge successes for women to be in management there. Both white and black. This would be a

good subject for a future video. We even have success in the DOE right here. When I first started women had clerical jobs, but over the years women had their hands on big machines and moved into management.

Roberts: To add to that, we have Jennifer in DOE, 3 of the major employers there are actively involved in Women in STEM programs and encouraging the female leaders of tomorrow.

Barger: We have had 2 great videos and a website and now it is up to us to come up with recommendations or one recommendation that covers all 3. Would you prefer 1 recommendation that covers all 3 or 3 separate recommendations?

Kemp: I think that should be decided by the subcommittee that creates the recommendation to bring back to the board.

Caldwell: I think it should be 3 separate recommendations. Some will overlap, but they should be separate.

Roberts: For what it is worth, it is easier for Buz to get a straight yes answer from a simple one-part recommendation.

Murphy: Have the Oral History and EM 101 gone through all DOE vetting?

Roberts: The EM-101 has been out for months and has a little over 900 hits, and the oral history has 400. Clearly, we have some work to help get these out to the public.

Roberts: How would you like to proceed?

Wilson: I volunteer

Barger: Hannah and Bill volunteer and I do, as well.

Chretien: Could we start a Google doc so that we can input ideas before we meet as a subcommittee?

Roberts: We can, absolutely.

Barger: It will be circulated among the Board for all to assist.
Any other comments regarding these videos?

Chretien: Do we know what tags are being used with the videos since that will determine who will see them.

Emerson: I will volunteer as well

Roberts: That is a good question that we can look into. Thank you for your time and assistance with these recommendations.

Barger:

Public Comments:

Public comments will be accepted via email prior to and after the meeting. We received no comments prior to this meeting. Comments will also be accepted after the meeting, by no later than 5:00 p.m. CST on Friday, August 26, 2022. Please submit comments to eric@pgdpcab.org. Please put “Public Comment” in the subject line.

Were there any public comments received? None

Thank you, all.

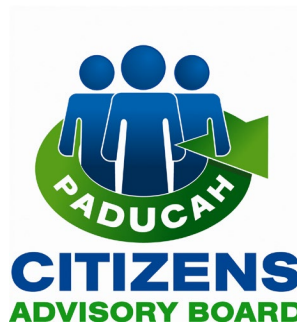
Meeting adjourned at 7:04 pm

Paducah CAB

- Multiple Successes within the DUF6 program
 - Recognized Safety Records
 - Shipments of Uranium Oxide to final disposition are due to begin
 - As an ongoing and active mission, DOE is transitioning management of site resources and utilities to DUF6 contractor under a new contract
- Success in Shipment of R-114 Freon to offsite disposition
 - 2.9M lbs of R-114 dispositioned, ~5.5M lbs set to be shipped
 - Elimination of this Greenhouse Gas benefits the local community and aligns with the administration's goals
- Improved Membership Diversity on the Paducah CAB
 - Expanded geographic reach of membership, more balanced in terms of age diversity, male/female balance, and educational background of members
 - Results in a better cross-section of the community and provides a broader range of viewpoints and experiences that yield better questions, thoughts, and comments for board discussions and decision making

Paducah Gaseous Diffusion Plant Citizens Advisory Board

Operating Procedures



Date of First Reading: _____

Date of Second Reading: _____

Adopted: _____

Don Barger
CAB Chair

Jennifer Woodard
U.S. DOE, DDFO

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I. MISSION

The mission of the Environmental Management (EM) Site-Specific Advisory Board (the Board or Citizens Advisory Board [CAB]) at the Paducah Gaseous Diffusion Plant (PGDP) is to provide meaningful opportunities for collaborative dialogue among the appointed Board members, EM, and the U.S. Department of Energy (DOE) Portsmouth Paducah Project Office (PPPO). The Board is chartered under the EM Site-Specific Advisory Board Federal Charter. Serving at the request of the Assistant Secretary or the Deputy Designated Federal Official (DDFO), the Board is tasked to provide advice and recommendations concerning the following EM site-specific issues: clean-up standards and environmental restoration, waste management and disposition, stabilization and disposition of non-stockpile nuclear materials, excess facilities, future land use and long term stewardship, risk assessment and management, and clean-up science and technology activities. The Board may also be asked to provide advice and recommendations on any other EM project or issue. The Board promotes early ongoing dialogue with the community that improves the quality of the decision-making process of EM.

II. FUNCTIONS, SCOPE, AND ACCOUNTABILITY

A. Functions: The Board will provide independent advice and recommendations to the Assistant Secretary for Environmental Management or PPPO Field Manager on the following EM site-specific issues: clean-up standards and environmental restoration; waste management and disposition; stabilization and disposition of non-stockpile nuclear materials; excess facilities; future land use and long-term stewardship; risk assessment and management; and clean-up science and technology activities. The Board will provide advice and recommendations on additional topics in response to requests issued by the Assistant Secretary for Environmental Management or the PPPO Field Manager.

B. Scope: The scope of the Board's duties includes:

1. Discuss EM proposals and plans for such matters as EM facility expansions and closings, environmental projects, and the impact of environmental regulations.
2. Advise EM on issues related to clean-up standards and environmental restoration, waste management and disposition, stabilization and disposition of non-stockpile nuclear materials, excess facilities, future land use and long-term stewardship, risk assessment and management, and clean-up science and technology activities.

C. Accountability: The Board interacts with the appropriate EM decision makers and CAB Liaisons to provide advice on matters it is charged with, on behalf of the citizens surrounding the PGDP.

1. The CAB is part of the Environmental Management Site-Specific Advisory Board, which is chartered pursuant to the Federal Advisory Committee Act. The Board is thereby subject to the requirements of the Environmental Management Site Specific Advisory Board Charter, Membership Balance Plan, the Federal Advisory Committee Act (FACA), as amended (5 USC Appendix 2), and its implementing regulations (41 CFR 102-3, et seq.).

2. The CAB seeks a free and open two-way exchange of information and views between Board members and EM, where all Board members are invited to speak and to listen.
3. CAB members may request access to independent technical advice, staff, and training.
4. The CAB will conduct business according to these specific operating procedures and undergo requisite training from DOE (any training necessary for participation in CAB activities, including Orientation) so that all members will hear a wide range of views and use constructive methods for resolving conflict, making decisions, and dealing with the differing viewpoints.
5. In compliance with FACA, CAB meetings will comply with Federal regulations concerning advisory Subcommittee meeting and recordkeeping procedures (41 CFR 102-3, Subpart D), including but not limited to: CAB meetings must be open to the public, and notice of CAB meetings must be published in the Federal Register to provide the required advance notice. In addition, notification of any Subcommittee meetings (including ad hoc) or work groups will be posted on the CAB website (<https://www.energy.gov/pppo/pgdp-cab/paducah-citizens-advisory-board>) to provide stakeholder awareness. Board meetings will be held at reasonable times in publicly accessible locations to encourage maximum public and Board participation.
6. EM will provide the opportunity for interested parties and stakeholders continue to be adequately and equitably represented on the membership of the Board.
7. The Board members will send all requests to the DDFO or designee to obtain a prompt response. The DDFO is responsible for tracking DOE responses to requests from the Board and verifying the completeness of those responses.

III. MEMBERSHIP

A. Membership: The Board is a broadly constituted organization consisting of a diverse group of people representing the interests and concerns of the Paducah area.

1. Pursuant to delegated authority, the Assistant Secretary for EM is authorized to appoint and reappoint EM SSAB members and also to terminate any Board membership. Members serve at the pleasure of the Assistant Secretary and their membership may be terminated at any time during their tenure.
2. Members shall be appointed to bring views associated with residence or employment in the PGDP community and region and may include, but is not limited to, individuals representing the interests of local government; Tribal nations; environmental, civic, and religious groups; labor organizations; ethnic minorities; academia; women's groups; and other interested individuals or organizations in the

PGDP area.

3. The Assistant Secretary for Environmental Management or Field Manager may request that other Federal Government employees, elected officers of State, local, and Federal recognized tribal governments (or their designated employees with authority to act on their behalf), and other authorized inter-tribal organizations¹ to serve as non-voting liaisons to the local Board who provide information to the Board and represent their agency's organization's interests at local Board meetings.
4. Terms of office for Board members are two years from the date of official appointment by DOE. Members are to serve no more than three two-year terms for a total of six years. Exceptions from term limits can be requested and will be considered on a term-by-term basis if a member represents a specific organization on the board or where a member brings diversity that is important to balance board views. A request for an exception from term limits may be made by the affected Field Office Manager during the membership package process and must be approved by the Assistant Secretary.

B. Vacancies: When a vacancy exists following completion of a Board member's term, resignation, or termination by DOE, Board members and members from the Paducah community at large may nominate someone or themselves to fill the vacancy. Nominees submitted by Board members and members of the Paducah community at large should meet, as far as possible, the Board's existing stakeholder balance, diversity and geographical distribution goals. DOE may consider such nominees, as well as any other potential member candidates, to fill vacancies. The DDFO shall evaluate the nominee submissions and forward his/her recommendations to fill the vacancy to EM for approval. When a vacancy exists due to resignation or termination by DOE of a Board member, the vacancy may be filled by interim appointment for the remainder of the unexpired term.

C. DOE and Other Liaisons:

1. Liaisons may participate in Board discussions to provide information to the board on matters than are both substantive and procedural.
2. Liaisons may not participate in the formation of recommendations when the Board is determining what substantive advice it wishes to give or what procedural direction it chooses to take.

¹ An authorized inter-tribal organization is an organization composed of elected officers of more than one Tribal government (or their designated employees with authority to act on their behalf), which has been officially designated by the elected or duly appointed leader of at least one federally recognized Tribal government to represent that Tribe on a particular issue.

2. Each liaison shall designate its own representatives and alternates, notify the DDFO of such designees, and give timely notice if a replacement is required.

3. The Board may recommend to DOE that a new liaison be requested for excessive absence.

IV. MEMBERSHIP RESPONSIBILITIES

1. To attend meetings regularly; a member who fails to attend three (3) consecutive Board meetings without an absence excused by DOE in one calendar year may be recommended to the DDFO for removal from the Board. In cases of excessive and/or unexcused absenteeism, the DDFO will contact the member in writing fifteen (15) days prior to the next Board meeting to determine the member's circumstances and intention for future meeting attendance. The Board will, based on the information given by the DDFO, determine whether to recommend termination of that member's appointment to EM.
2. To review and comment on EM and other documents received by the board according to Federal law and within their purview, and submit timely recommendations to EM;
3. To work collaboratively and respectfully with other Board and liaison members;
4. To represent accurately all matters before the Board;
5. To share any written communication about or for Board activities with the Board as a whole and with the DDFO;
6. To be a public representative willing to communicate as needed
7. To abide by the terms and conditions of the EM SSAB charter and these Operating Procedures.

V. BOARD STRUCTURE

A. Chair and Vice Chair: In alternating years, the Board will elect by a majority vote of a quorum of the full Board the Chair and Vice Chair, who will encourage consideration of a diversity of viewpoints in Board discussions. The Chair will support the Board in a balanced and unbiased manner. All Board members have the opportunity to express their views.

1. The election for Chair and Vice Chair should be held at the CAB meeting closest to September 30th of each year. The terms of the Chair and Vice Chair will be two years beginning October 1st of each year or immediately after the election, whichever date is sooner.
2. The Chair certifies to the accuracy of all CAB meeting minutes within 45 calendar days of each meeting.

3. The Chair signs the certification of a recommendation that has been passed by the Board.
4. The Chair shall recommend to the DDFO candidates for positions on Subcommittees and ensure that the membership of the Subcommittees reflect the diversity of the Board to the extent practicable.
5. The Chair serves between regular meetings of the Board as the point of contact for DOE.
6. The Vice Chair serves as Chair in the absence or incapacity of the Chair.
7. The Chair and Vice Chair may have other duties as assigned by the Board consistent with the EM SSAB charter.
8. In the absence of the Chair and Vice Chair, the immediate past Chair, if that person still serves on the Board, shall serve as Chair of the board meeting. In the absence of the immediate past Chair, the immediate past Vice Chair, if that person still serves on the Board, shall serve as Chair of the Board meeting. If none of these persons is present, those Board members present shall select a chair for the meeting.

B. Subcommittees: The Board may establish Subcommittees that reflect the Board's approved work plan for that year and promote efficient operations of the Board.

C. Ad Hoc Subcommittees: The Board may establish ad hoc Subcommittees as it deems necessary.

D. Structures of Subcommittees and Ad Hoc Subcommittees (collectively referred to as "Subcommittees"):

1. Membership on Subcommittees will be on a volunteer basis. Board members are encouraged to serve on at least one Subcommittee.
2. Subcommittees may not directly submit recommendations to DOE. They are solely responsible for producing draft proposals or information for the full Board. Before presenting a recommendation to the Board, the Subcommittee shall have passed the recommendation by majority vote of the full Subcommittee.
3. Subcommittees may meet independently of the Board. If the meetings of a Subcommittee are open to the public, they must be held in public locations.
4. A written summary of all Subcommittee meetings will be prepared, and the chair of the Subcommittee will provide it to the Board.
5. Subcommittees may, at their discretion, internally select, elect, appoint, or remove

a Subcommittee Co-Chair or Vice-Chair (either title bearing the same intended meaning) from among only the properly appointed members of the Board. Co-Chairs or Vice-Chairs shall serve and act in the temporary absence of the duly elected Subcommittee chairperson.

6. Subcommittee chairs shall notify the Board Chair and the DDFO of the selection, election, appointment, or removal of any Subcommittee Co-Chair or Vice-Chair.
7. Any Subcommittee may include non-Board members. Non-Board members shall be allowed to vote in Subcommittee meetings but shall not hold Subcommittee leadership positions. Non-Board members of Subcommittees and ad hoc Subcommittees shall be confirmed by the Board Chair. The DDFO shall concur in all recommendations for participation by non-Board members.
8. Ad hoc Subcommittees may be established by the Board for the purpose of investigating special topics. The charge to, Board membership of, and chair of the ad hoc Subcommittees shall be established by the Board or the Executive Subcommittee and approved by the DDFO. The Board, in consultation with the DDFO, shall further establish the term of and reporting requirements of each ad hoc Subcommittee.
9. A Board support staff representative will provide meeting support including, but not limited to, securing locations, notifying members, and producing a meeting summary.
10. Virtual participation at Subcommittee and ad hoc Subcommittee meetings may be allowed, so long as all members are afforded the same opportunity.

E. Executive Subcommittee: The Board has an Executive Subcommittee consisting of the Board Chair, Vice Chair, the most recent Chair that still sits on the Board, and other Board members as elected by the Board. The Executive Subcommittee will meet at least once every two months and may hold other meetings at the call of the Board Chair or DDFO to consider matters of importance that may require immediate resolution. The DDFO is a non-voting member of the Executive Subcommittee.

1. During the intervals between Board meetings, decisions involving the daily business operations of the Board (e.g., agendas, administrative decisions, coordinating Subcommittee requirements and activities, etc.) shall be made by majority vote of the Executive Subcommittee. However, this Subcommittee shall have no authority to set Board policy or make any recommendations to the DOE.
2. The Executive Subcommittee shall have no authority to act for the Board on any motion or recommendation that affects a decision made by the full Board. Any motion or recommendation affecting a decision of the Board shall be submitted by the Executive Subcommittee to the Board for consideration at the next regularly scheduled Board meeting.

3. Actions on routine general administrative matters requiring time-critical action by the Executive Subcommittee may be handled by polling members of the Executive Subcommittee through any quick means of communication. Decisions will be validated by the Board Chair and documented in the minutes of the next regularly scheduled Board meeting.

F. Removal of Board Officers: Upon recommendation by the Executive Subcommittee, the DDFO, or a duly authorized motion tendered by a Board member at a regularly scheduled Board meeting and a two-thirds (2/3) vote of the Board membership, the CAB may recommend to DOE that an officer of the Board (Chair, Vice Chair, or Subcommittee Chair, Vice Chair or Co-Chair) be removed from office for misconduct or neglect of duty.

G. Replacement of Officers:

1. A Board officer vacancy (Chair or Vice Chair) will be announced at a regularly scheduled Board Meeting.
2. An election to fill a vacancy will be held at the next regularly scheduled Board meeting after the meeting at which the vacancy was announced. The person to fill the vacancy must be approved by a majority vote of the full Board. In the event of a vacancy created by removal, resignation, or abandonment by the Chair or Vice Chair, the term of office of any interim replacement election for the Chair or Vice Chair shall expire on September 30th, and the regularly scheduled annual election shall be held as provided in Article V, Section A, Number 1.
3. If both the Chair and Vice Chair become vacant at or near the same time, then the Board shall, at the meeting at which the vacancy is announced, elect by majority vote of the entire board a Chair and Vice Chair to serve for that Board meeting. To prevent delay in Board work, and in the absence of a timely interim election, the Executive Subcommittee shall appoint an Acting Chair and Vice Chair (if needed) from among the voting members of the Executive Subcommittee, to serve as the Chair or Vice Chair of the Board until the next regularly scheduled Board meeting.

VI. DECISION MAKING

A. Quorum: A quorum of the Board consists of more than half of the DOE appointed members of the Board; liaison members do not count towards quorum.

B. Rules of Order: All decisions are made by majority vote of a quorum of the full Board, unless otherwise stated within the operating procedures.

C. Requirements for Recommendations to EM:

1. Recommendations shall be approved by majority vote of the full Board.

2. When an issue comes before the Board, the Chair may refer the issue to the appropriate Subcommittee or create an ad hoc Subcommittee for that issue. The Subcommittee will provide a report of its activities to the Board as soon as possible given the issue.
3. Recommendations to be considered by the Board shall be processed in the following manner:

The Board's work is primarily conducted and accomplished at the Subcommittee level. Meetings are held, information and perspectives are discussed and exchanged, and draft recommendations are prepared and approved for review by the full Board. In the process, the Subcommittee may hear from outside technical experts, DOE staff, environmental groups, academia, representatives from other public agencies, or other stakeholders. Differences in viewpoints are generally resolved at the Subcommittee level, and a consensus position or recommendation is developed. In the event that consensus is not achieved, a minority position paper may be included with the Subcommittee recommendation. Ultimately, the Subcommittee's recommendations are presented by the Subcommittee Chairperson or designated Subcommittee member to the full Board for further action and consideration as a formal CAB recommendation, if appropriate, to EM.

4. Upon passage by the Board, all recommendations will be signed by the Chair and conveyed to EM in writing within fifteen (15) calendar days.
5. The Board requests that EM provide timely response to the Board recommendations and explain the basis for EM's decision and how it will implement any recommendations that are accepted.

D. Administrative Decision Making:

1. DOE will provide administrative support for the board. Any request for specific administrative functions will be made by the Chair to DOE.

If the Board finds a need to review or affirm specific decisions made under the authority delegated to the Chair, such affirmation will be expressed by a majority vote of the full Board.

VII. CONDUCT AND FORMAT OF MEETINGS

A. Meeting Format:

1. Public notices for board meetings will be printed in the Federal Register. Announcements may be made via radio, television, local newspapers, or the CAB website.

2. The Board will meet as needed, with the length of meetings determined by the agenda.
3. Board meetings will be open to the public; a section of the meeting room will be set aside for observers, videographers, and media. Public comment is invited at appropriate times during a meeting. Public comment within the meeting will follow procedures laid out in the Paducah Gaseous Diffusion Plant Citizens Advisory Board Visitor and Public Comment Guidelines.
 - a. There will be a fixed agenda time for public comment. A Board member may not address the Board during the time set aside for public comment. The public comment period may be extended by the Chair or by consensus of the Board members in attendance.
 - b. If required, per the Public Comment Brochure, the fixed time will be divided equally among the members of the public who request to speak.
 - c. Before a decision on a recommendation is made, the Chair will invite members of the public to offer their input. The Board will determine in advance how much time they will allocate for public input.
 - d. Members of the public may offer their comments in writing and give them to the DDFO.
 - e. Time will be set aside for Board member comments during each meeting.
4. Any Board meeting will be set up in terms of both the physical arrangements and the agenda to facilitate hearing and discussion.
5. Minutes of the Board meetings will be kept by DOE, distributed to the Board members for their review, certified by the Chair, and then made available to the public. The Chair or Vice Chair must certify the accuracy of the minutes within forty-five (45) calendar days of the meeting to which they relate. In the absence of the Chair or Vice Chair, the DDFO must make such certification.
6. Any product of the Board such as policies, positions, reports, advice, or recommendations given to DOE must be reviewed by the Board in final distribution form before providing the product to DOE.

B. Conduct of Meetings:

1. DOE may, at its discretion, utilize a neutral third-party facilitator to assist it in accomplishing its mission; the facilitator will operate in a neutral, balanced, and fair manner;
2. Board members will act in a professional manner to each other, EM, liaisons, and the public.

VIII. MEETING FREQUENCY AND LOCATION

- A. Federal Register:** In compliance with the Federal Advisory Committee Act (FACA), meetings of the full Board must be published in the Federal Register to provide at least fifteen (15) days advanced notice of Board meetings. The local DOE Field Office must ensure that Federal Register notices are sent to the Designated Federal Official (DFO) at least 30 calendar days in advance of the meeting.
- B. Meeting Frequency:**
1. Regular Board meetings of the full Board shall be held a minimum of four times a year.
 2. Working Sessions and Subcommittee meetings will be held as needed to further the progress of Board activities at the discretion of the Subcommittee.
 3. A quorum of the Board must be present in order to conduct meetings and take actions as defined in this document.
- C. Location:** Meetings shall be held near the affected communities in order to facilitate communication between the Board and the concerned public.
- D. Extraordinary Meeting:** At the request of a minimum of six (6) members of the Board, or at the request of DOE, the Chair shall call upon the Deputy Designated Federal Official (DDFO) to schedule an extraordinary meeting of the Board. Presence at extraordinary meetings may not be factored in determining a member's attendance record.

IX. BUDGET

- A. Authority:** The DDFO retains fiscal responsibility for the Board. The Board may provide a proposal to the DDFO. Funding amounts will be determined yearly based on the Board's approved work plan and availability of funds.
- B. Compensation:** Board members will serve without compensation.
- C. Travel Expense:** Board members are required to follow applicable federal travel regulations. All travel expenses must be submitted to the DDFO for reimbursement according to Federal guidelines.

X. CONFLICT OF INTEREST

- A. Enforcement of Conflict of Interest Policy:** Questions concerning conflict of interest shall be referred to the DDFO, who will seek the advice of legal counsel for resolution, as required.
- B. Recusal:** If a Board member is aware of an appearance of a conflict of interest, the member

shall immediately inform the DDFO and the Board of the interest and shall refrain from participating in discussions and recommendations in which a conflict or potential for conflict of interest exists.

C. Principles of Conduct:

The Board consists solely of representative members under FACA. Board members who serve as representatives shall abide by the following conduct principles:

1. Members shall refrain from any use of their membership, which is motivated by, or gives the appearance of being motivated by, the desire for the private gain of the member or anyone else;
2. Members shall not use, either directly or indirectly for private gain, any non-public information obtained as a result of Board or Subcommittee service;
3. Members shall not use their positions in any way to coerce, or give the appearance of coercing, another person to provide a financial benefit to the member or any person with whom the member has family, business, or financial ties;
4. Members shall not knowingly receive or solicit from persons having business with the DOE anything of value as a gift, gratuity, loan, or favor while serving on the Board or in connection with such service.

Exceptions: Members may receive an unsolicited gift from persons having business with or an interest in DOE only if:

- a. The gift has an aggregate market value of \$20 or less per occasion, provided that the aggregate market value of the individual gift received from any one person under the authority of this paragraph shall not exceed \$50 in a calendar year;
- b. The gift is motivated by a family relationship or personal friendship rather than a member's position; and
- c. The gift results from the business or employment relationship of a member's spouse or the outside business or employment activities of a member when it is clear that such gifts are not enhanced because of the member's position.

XI. AMENDING THE OPERATING PROCEDURES

A. Policy:

1. The Board shall have the power to alter, amend, and repeal these operating procedures in ways consistent with the Amended Charter of the Environmental Management Site Specific Advisory Board and other applicable laws, regulations and guidelines.

2. Any member of the public, the Board, or one of the stake holder entities may propose in writing an amendment. To be considered by this Board, however, the proposed amendment must be sponsored by a Board member.
3. The Board may consider and take action on the amendment to the operating procedures at the meeting following the introduction of the proposed amendment.
4. Amendments require the affirmative vote of two-thirds majority of the full membership of the Board.
5. All amendments to these operating procedures must be approved by the DFO in consultation with the Office of General Counsel.
6. These operating procedures will be effective upon the affirmative vote of a two-third majority of Board membership, execution by the Chair, review and concurrence by the DOE Office of General Counsel, and approval of the EM SSAB DFO.
7. All previous bylaws or procedures are hereby rescinded.

B. Absentee Voting for Amending the Operating Procedures:

1. A vote to amend these Standard Operating Procedures may be cast by a Board Member by Absentee Ballot at any regularly scheduled meeting of the Board at which a vote to amend these Standard Operating Procedures is an agenda item.
2. Each Board member shall be entitled to vote in person or by an absentee ballot (duly submitted in writing, or by electronic means, signed or electronically annotated and dated by such member prior to the meeting). The staff shall prepare and make available on request suitable absentee ballots for use in voting on amendments.
3. To be valid, an absentee ballot shall be executed by the Board Member (see 2. above) and submitted to the Board's offices or Chair not later than 12:00 noon on the day prior to the date of the regularly scheduled Board meeting at which the vote is an agenda item.
4. In the event an absentee ballot cannot be properly filed and a two-thirds quorum is not possible, then absentee members may be contacted to participate by teleconference, provided that all similarly constrained absent members are given the same opportunity.

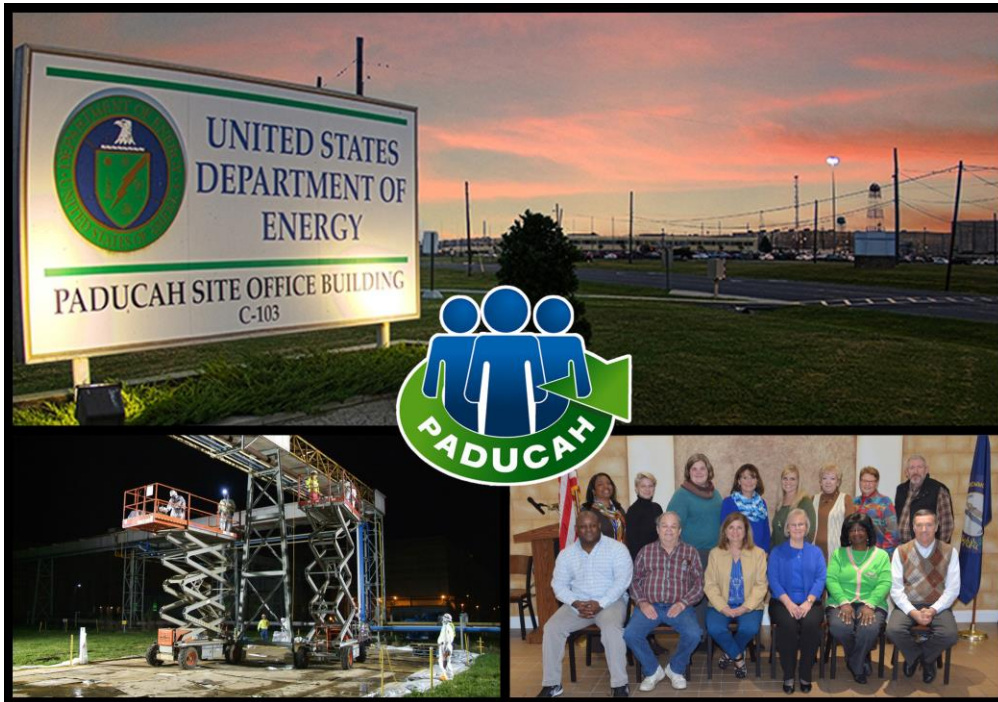
C. Absentee Voting Prohibition: Except as provided in Section XII.B above, nothing in this section shall be construed to permit or authorize absentee voting by any Board member on any other Board or Subcommittee action.

XII. ADOPTION OF THE OPERATING PROCEDURES

A. Date of Adoption: These operating procedures will be effective upon the affirmative vote of a two-third majority of Board membership, execution by the Chair, review and concurrence by the DOE Office of General Counsel, and approval of the EM SSAB DFO.

B. Status of Previous Bylaws: All previous bylaws or procedures are hereby rescinded.

PORTSMOUTH PADUCAH PROJECT OFFICE (PPPO)



Paducah Gaseous Diffusion Plant Citizens Advisory Board ANNUAL WORKPLAN Fiscal Year 2023

INTRODUCTION

The Paducah Gaseous Diffusion Plant (PGDP) Citizens Advisory Board (CAB) is a Federal Advisory Committee Act board, chartered to provide advice to the U. S. Department of Energy (DOE) Office of Environmental Management (EM) located at the Paducah site. The Portsmouth/Paducah Project Office (PPPO) manages the Environmental Management activities in Paducah.

The CAB is comprised of up to 15 individuals from the Western Kentucky and Southern Illinois areas. The members, who can serve up to three consecutive two-year terms, represent business, academia, labor, local government, environmentalist, special interest groups, and the general public. In addition to DOE, the Environmental Protection Agency Region IV, the Kentucky Department of Waste Management, the Kentucky Cabinet for Health Services, and the West Kentucky Wildlife Management Area are represented on the board in an advisory capacity.

The scope of the CAB is to provide advice and recommendations concerning the following EM site-specific issues: clean-up standards and environmental restoration; waste management and disposition; stabilization and disposition of non-stockpile nuclear materials; excess facilities; future land use and long term stewardship; risk assessment and management; and clean-up science and technology activities. The Board may also be asked to provide advice and recommendations on any other EM projects or issues.

The Board meets monthly to hear presentations by persons working on relevant environmental management topics. Additionally the Board meets to consider recommendations developed by the PGDP CAB, to listen to and discuss input from citizens, and perform other business. The Board strives for consensus in reaching decisions and conducts business under a set of bylaws, standing rules, and special rules of order.

The Paducah CAB generally works to achieve its mission through its subcommittee structure, and each year the Board holds a planning meeting to determine how best to address its mission. An active educational series operating in an administrative and preparatory manner to prepare board members and future subcommittees for the task of advising DOE. The educational series has been developed based on future project priorities, as selected by the CAB members, with guidance from DOE.

This Work Plan addresses the CAB's educational priorities for the 2023 Fiscal Year (FY) and the anticipated topics. While the Board intends to structure their activities to focus on the priority subjects, it is understood that other topics may present themselves that could result in deviation from the Work Plan and the development of *Ad Hoc* subcommittees.

CAB Executive Subcommittee

The Board's Executive Subcommittee is typically comprised of the current board chair and vice chair; and chairs of active subcommittees established at the annual retreat. Under the current CAB structure, the 2023 Executive Subcommittee will be comprised of the Board Chair, Vice Chair, the past Vice Chair and 3 "delegate" board members as elected by the CAB. The Executive Subcommittee meets regularly to direct administrative actions of the CAB, as well as to maintain the focus and direction of the Board and any *Ad Hoc* subcommittees

CAB Meetings

CAB meetings are intended to communicate the business of the CAB and to discuss and vote on recommendations to be submitted to DOE. In addition, DOE and liaison comments will be made in the form of a presentation intended to brief CAB members of recent developments and provide site highlights and accomplishments. DOE plans to have administrative CAB meetings on the following schedule:

August 18, 2022
November 20, 2022
January 19, 2023
March 16, 2023
May 18, 2023
August 17, 2023

Paducah CAB 2022 - 2023 Meeting Schedule

Month	Meeting Topic
August 2022 Board Meeting	Paducah Site Virtual Museum; Paducah DOE Site African American Oral History Video; and EM 101: Paducah Site
October 2022	C-211A Treatment Zone Injection Field Activities Update
November 2022 Board Meeting	CERCLA Process
December 2022	Contractor Community Commitment Plans
January 2023 Board Meeting	C-400 RI/FS
February 2023	Infrastructure Project Discussion
March 2023 Board Meeting	Waste Management Presentation/Budget Update/IPL
April 2023	FRNP Performance Incentive Mechanisms
May 2023 Board Meeting	C-333 Material Sizing Area/Deactivation Update
June 2023	Non-Destructive Assay Methods
July 2023	DUF6 Update
August 2023 Board Meeting	Board Planning Session
September 2023	Election of Officers & Ratifying Work Plan

Paducah CAB 2022 - 2023 Workplan Topics and Deadlines for DOE Recommendations

August 2022	Work Plan Item:	Paducah Site Virtual Museum; Paducah DOE Site African American Oral History Video; and EM 101: Paducah Site
	Briefing Provided:	August 2022
	Recommendation/Deadline:	November 2022
	Description: If the local COVID levels are in a red status, DOE, board members and support staff will meet in-person with regulators, liaisons and support contractors participating virtually.	<p><u>Background:</u> The focus of the meeting will be to view and discuss a series of videos and webpages highlighting work at the site: Paducah Site Virtual Museum; Paducah DOE Site African American Oral History Video; and EM 101: Paducah Site.</p> <p><u>CAB Scope:</u> The CAB will be asked to provide insight and recommendations on how to best utilize these outreach tools and maximize their impact to the community and DOE.</p>
January 2023	Work Plan Item:	C-400 RI/FS
	Briefing Provided:	January 2023
	Recommendation Deadline:	March 2023
	Description: If the local COVID levels are in a red status, DOE, board members and support staff will meet in-person with regulators, liaisons and support contractors participating virtually.	<p><u>Background:</u> With a Remedial Investigation/Feasibility Study (RI/FS) submitted to the regulators, the CAB will be provided with a presentation on the summarized RI data and the potential remedy options in the FS.</p> <p><u>CAB Scope:</u> The CAB will be asked to provide a recommendation on all treatment options for the C-400 Complex that best aligns with community values.</p>
March 2023	Work Plan Item:	Waste Management Presentation/Budget Update/IPL
	Briefing Provided:	March 2023
	Recommendation Deadline:	May 2023
	Description: If the local COVID levels are in a red status, DOE, board members and support staff will meet in-person with regulators, liaisons and support contractors participating virtually.	<p><u>Background:</u> DOE submits its budget justification during the month of March. DOE will provide an update on the FY 2024 budget and Integrated Priority Listing for the Paducah site.</p> <p><u>CAB Scope:</u> The CAB will be asked to provide a budget prioritization recommendation that helps align funding projections with DOE cleanup needs and community interests.</p>