

**MISSION AND GROUND RULES
of the
WEST VALLEY CITIZEN TASK FORCE**

I. OBJECTIVES

The New York State Energy Research and Development Authority (NYSERDA) has formed a Citizen Task Force with participation from the U.S. Department of Energy (DOE), to provide advice on the completion of the West Valley Demonstration Project and cleanup, closure and/or long-term management of the facilities at the site. The objectives of forming the Task Force are to:

- provide a forum for open discussion of related issues by community representatives;
- identify and understand the various interests of the community and other interested parties;
- increase the flow of information between DOE, NYSERDA and the Task Force Members (“Members”) and their constituencies;
- expand areas of agreement, clarify differences, and explore ways to establish mutually agreed upon recommendations among the Task Force Members;
- enhance public involvement in the decision-making process; and
- coordinate with regulators.

The Citizen Task Force process is being conducted in addition to the public comment process required by the National Environmental Policy Act and the State Environmental Quality Review Act. The Task Force will discuss the following specific topics and provide comments or recommendations to the agencies for consideration:

- Draft Environmental Impact Statement (DEIS) for Decontamination and Waste Management;
- DEIS for Decommissioning including the development of the preferred alternative;
- NRC Policy Statement for Decontamination and Decommissioning;
- Long-Term Stewardship; and
- Future Land Use Options.

Either the site managers or the CTF may propose additional topics, as amendments to the CTF Mission and Ground Rules (in accordance with Section IV. H).

II. ROLES OF THE PARTICIPANTS

A. Task Force Members:

The role of the Task Force Members is advisory. The Task Force is being asked to advise NYSERDA and DOE on issues regarding the preferred alternative and other aspects of cleanup, closure and/or long-term management of the facilities at the site. To do this, Task Force Members are expected to:

- attend regular meetings of the group;
- openly communicate Task Force progress with people or groups with whom they are affiliated;
- present their concerns and issues, and those of people and groups with whom they are

- affiliated,
- at Task Force meetings; and
- work collegially with other Task Force Members and strive towards consensus agreements.

1. **Meeting Attendance and Alternates:**

The success of the Task Force will depend largely on the consistent attendance by the Task Force Members, NYSERDA, and DOE. Task Force Members, NYSERDA, and DOE are expected to make a concerted effort to attend all meetings of the Task Force. Members who fail to attend half of the scheduled meetings in a calendar year may be removed from the CTF by consensus of the CTF Members present at the first scheduled meeting of each year.

An individual Member may have an alternate attend a meeting in his or her place. Each alternate is encouraged to represent the organizational interest or affiliation of the Member, attend Task Force meetings, and exchange full briefing information with the Member, so that the presence of the alternate will not delay the progress of the Task Force.

2. **Length of Service**

There is no defined length of service for Task Force Members. However, the maximum number of Task Force Members serving at any one time is ~~sixteen (16)~~ **seventeen (17)**. NYSERDA and DOE will periodically review Task Force membership to promote and ensure appropriate community representation.

3. **Right to Resign:**

Any Task Force Member may resign from the Task Force at any time. NYSERDA, DOE, and the Task Force will jointly select replacements for those Members who have resigned from the Task Force.

B. **NYSERDA and DOE:**

NYSERDA and DOE are committed to working with, and supporting the Task Force, and carefully considering its advice on the preferred alternative and other aspects of decisions about the future of the site. Senior management from NYSERDA and DOE will participate in the discussions of the Citizen Task Force, openly discussing site knowledge including technical details, institutional constraints, and budgetary information, and will communicate current information on regulatory criteria affecting the site.

C. **Task Force Facilitator:**

NYSERDA and DOE will provide a facilitator to help coordinate the Citizen Task Force process and facilitate meetings. (See Section IV. F and G.)

D. **Technical Resources for the Task Force:**

During its deliberations, the Task Force will receive information from various technical resources

including, but not limited to, NYSERDA and DOE contractors and regulatory officials.

III. DECISIONS OF THE TASK FORCE

A. **Consensus:**

The Task force will endeavor to operate by consensus of all Members who are present at the meeting.

B. **Work Groups:**

Work Groups may be formed to address specific issues and make recommendations to the full Task Force. The Work Groups are not authorized to make decisions for the Task Force as a whole. Work Group meetings will be held between meetings of the full Task Force and scheduled at the convenience of the participants. Alternately, Work Group meetings may be held by teleconference. Each Task Force Member will be notified of all Work Group Meetings.

C. **Consensus Recommendations**

To the extent that the Task Force reaches a consensus agreement on recommendations regarding the development of a preferred alternative and the NYSERDA and DOE Task Force participants concur with these recommendations, then the NYSERDA and DOE participants will use their best efforts to persuade their respective agencies to adopt the consensus recommendations.

D. **Majority/Minority Reports:**

If the Task Force is unable to reach consensus on its recommendations, the Task Force may report its findings in majority and minority reports.

IV. PROCEDURES

A. **Open Meetings:**

Meetings of the Task Force will be open to the public. As needed, meetings will be held ~~on the first Wednesday and third Tuesday of each month~~ **monthly**, unless the Task Force adopts a different schedule. Work Group meetings will be held as needed and may be closed to the public at the discretion of the Members. A brief summary of the deliberations of any closed session must be prepared and made available within a reasonable time.

B. **Conduct at Meetings:**

Participants agree to the following guidelines:

- Treat each other with respect
- Only one person speaks at a time
- Listen as an ally, not as an adversary
- Ask for clarification, don't assume you know what someone means
- Every Member can participate equally, avoid dominating

- It's okay to disagree
- Honor time limits.

C. Observers:

All persons attending meetings who are not Task Force participants are considered observers. Observers may speak only at times designated for observer comments on the meeting agenda.

D. Media Relations:

The Task Force Members may develop a specific plan for interacting with media representatives. No CTF Member will speak for the CTF to the media without the consensus of the CTF.

E. Meeting Summaries:

Draft summaries of the Task Force meetings will be prepared by the facilitator and reviewed by the Task Force Members, and NYSERDA and DOE site management. Also, summaries will be made available at the next regular Task Force meeting and sent to all individuals on a mailing list developed by the Task Force.

F. Agendas:

Full Task Force meeting agendas will be drafted by the facilitator in consultation with the Task Force Members, NYSERDA and DOE site management. The agenda will be reviewed at the beginning of each meeting and will be revised, if necessary.

G. Facilitator:

A facilitator will chair the meetings of the Task Force and work with all of the Members to ensure that the process runs smoothly. The facilitator serves at the pleasure of the Task Force. The role of the facilitator usually includes developing draft agendas, focusing meeting discussions, working to resolve any impasses that may arise, preparing meeting summaries and a draft of consensus work products, assisting in location and circulation of background materials and documents the Task Force develops, and other functions as the Task Force requests. At the request of the CTF, an independent facilitator will be available for meetings.

H. Amendments to CTF Mission and Ground Rules:

After adoption, these ground rules may be amended only by consensus of all Members present at the meeting in which the amendments are presented for adoption. Members shall be given reasonable notice of proposed amendments.

V. SAFEGUARDS FOR THE PARTICIPANTS

A. Good Faith:

All participants agree to act in good faith in all aspects of the Task Force's deliberations. In order to encourage the free and open exchange of ideas, views, and information prior to achieving

consensus, participants agree not to use specific offers, positions, or statements made by another participant outside the Task Force process.

B. Personal Attacks:

Personal attacks and prejudiced statements will be not be tolerated.

C. Right to Caucus

Any participant can request a caucus at any time during a meeting.