

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:

- Phase 1 Studies identification, implementation, results, impacts and applicability to decisionmaking;
- EIS process for Decommissioning, including the development of the preferred alternative;
- NRC Decommissioning Plan process;
- Long-Term Stewardship;
- Future land use options and long-term impacts; and
- The continued communication with, and significant engagement of, the general public, interested environmental organizations and local and regional governments.

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

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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. 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 may 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. While NYSERDA and DOE representatives will participate in CTF meetings, NYSERDA and DOE representatives are not CTF members. NYSERDA and DOE representatives do not vote on CTF matters and will not attempt to direct or influence CTF consensus. The agencies' presence at the meeting is not an express or implied consent, adoption, concurrence, or support of any of the ideas or opinions at the meeting.

C. Task Force Facilitator

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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

In the event the CTF needs to address a specific item/action not covered in their regular meetings, they may establish a work group. A work group is a sub-group of CTF members, established by the CTF, to discuss a specific issue of relevance to the CTF as a whole and/or to generate a work product (e.g., a letter on behalf of the CTF). CTF Work Groups make reports or recommendations to the CTF as a whole. Work Groups are not authorized to make decisions for the Task Force as a whole. The CTF will consider appointing a Work Group chairperson to lead discussion and address action items, as necessary.

Work Group meetings will be scheduled by the CTF facilitator at the convenience of the participants. Work Group meetings may be held in person, by teleconference, or by web meeting. Each Task Force Member will be notified of all Work Group meetings. When a Work Group meeting (or series of standing Work Group meetings) is scheduled, the CTF facilitator will notify all CTF members and agency representatives by email with an invitation to participate. The CTF facilitator will also post the meeting schedule and location/link (for open meetings) on the CTF website.

CTF work group meetings are open meetings, unless, when forming the work group, CTF members by consensus agree that meeting(s) should be closed. Agency (NYSERDA and DOE) representatives to the CTF will have the option to participate in all Work Group meetings.

The CTF facilitator will prepare a brief summary of the Work Group's deliberations to be posted to the CTF website.

C. Consensus Recommendations

To the extent that the Task Force reaches a consensus agreement on recommendations regarding the Environmental Impact Statement and alternatives evaluated therein, the Task Force shall submit such recommendations to NYSERDA and DOE during open NEPA/SEQRA public comment periods.

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 monthly, unless the Task Force adopts a different schedule. NYSERDA and DOE will provide a location (typically the Ashford Office Complex) for monthly meetings of the CTF. As needed, a web-based meeting option will also be made available, however CTF members are encouraged to participate in person.

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; and
- Honor time limits.

C. Observers

All persons attending meetings who are not Task Force participants are considered observers. Observers may participate in person or via web-based meeting. Observers may speak only at times designated for observer comments on the meeting agenda and when acknowledged by the CTF facilitator.

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 posted to the CTF website, made available at the next regular Task Force meeting and sent via email to all individuals on a mailing list developed by the Task Force and NYSERDA/DOE.

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

At the request of the CTF, an independent facilitator will be available for meetings. 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 logistics support (developing draft agendas, preparing meeting summaries, assisting in location and circulation of background materials and documents the Task Force develops) meeting facilitation (focusing meeting discussions facilitating consensus, mediating conflicts) , and other functions as the Task Force requests. The facilitator should not be involved in providing substantive input to CTF policy, position, membership, communications, etc.

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 not be tolerated.

C. Right to Private Sidebar

Any CTF member or agency representative can request a private sidebar at any time during a meeting. A private sidebar is an opportunity for the CTF to have a discussion without observers or agency representatives present or for the agencies to have a discussion without observers or CTF members present. The CTF facilitator may be invited to join a sidebar.