

MISSION AND GROUND RULES OF THE WEST VALLEY CITIZEN TASK FORCE

4th REVISION, ADOPTED MARCH 27, 2024

I. OBJECTIVES

The New York State Energy Research and Development Authority (NYSERDA) has formed a Citizen Task Force (CTF) 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 CTF 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 CTF 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 CTF 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 CTF 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 decision making;
- 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 to the CTF Mission and Ground Rules as amendments (in accordance with Section IV. H).

II. ROLES OF THE PARTICIPANTS

A. Citizen Task Force Members

The role of the CTF Members is advisory.

The CTF 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, CTF Members are expected to:

- Attend regular meetings of the group;
- Openly communicate CTF 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 CTF meetings; and
- Work collegially with other CTF Members and strive towards consensus agreements.

1. Meeting Attendance and Alternates

The success of the CTF will depend largely on the consistent attendance by the CTF Members, NYSERDA, and DOE. CTF Members, NYSERDA, and DOE are expected to make a concerted effort to attend all meetings of the CTF. 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 CTF meetings, and exchange full briefing information with the Member, so that the presence of the alternate will not delay the progress of the CTF.

2. Length of Service

There is no defined length of service for CTF Members. However, the maximum number of CTF Members serving at any one time is nineteen (19). NYSERDA and DOE will periodically review CTF membership to promote and ensure appropriate community representation.

3. Right to Resign

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

B. NYSERDA and DOE

NYSERDA and DOE are committed to working with and supporting the CTF, 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 CTF, 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. Citizen Task Force Facilitator

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

D. Technical Resources for the Citizen Task Force

During its deliberations, the CTF will receive information from various technical resources including, but not limited to, NYSERDA and DOE contractors and regulatory officials.

III. DECISIONS OF THE CITIZEN TASK FORCE

A. Consensus

The CTF 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 or 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 CTF 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 CTF Member will be notified of all Work Group meetings. When a Work Group meeting (or series of 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 public meetings) on the CTF website.

CTF Work Group meetings are public meetings, unless, when forming the work group, CTF members agree by consensus 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 CTF 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 CTF is unable to reach consensus on its recommendations, the CTF may report its findings in majority and minority reports.

IV. PROCEDURES

A. Open Meetings

Meetings of the CTF will be open to the public. As needed, meetings will be held monthly, unless the CTF 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 CTF participants are considered observers. Observers may participate in person or via web-based meetings. 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 CTF 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 CTF meetings will be prepared by the facilitator and reviewed by the CTF Members, and NYSERDA and DOE site management. Also, summaries will be posted to the CTF website, made available at the next regular CTF meeting and sent via email to all individuals on a mailing list developed by the CTF and agencies (NYSERDA and DOE).

F. Agendas

Full CTF meeting agendas will be drafted by the facilitator in consultation with the CTF 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. The facilitator will chair the meetings of the CTF 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 typically includes logistics support (developing draft agendas, preparing meeting summaries, assisting in determining meeting locations, and the circulation of background materials and documents the CTF develops), meeting facilitation (focusing meeting discussions, facilitating consensus, and mediating conflicts), and other functions as the CTF 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 CTF'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 of the CTF 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.

This page intentionally left blank.