



**MEETING SUMMARY**

**HANFORD ADVISORY BOARD (HAB)**

**Public Involvement Committee (PIC)**

*October 6, 2020*

*Virtual Meeting – Teleconference and GoToMeeting*

**Topics in this Meeting Summary**

Opening..... 2

Tri-Party Agreement (TPA) Public Involvement Calendar ..... 2

Draft Advice on Remote Meetings ..... 3

Public Involvement in Fiscal Year 2021..... 4

HAB Member Self-Assessments ..... 4

Committee Business & Open Forum ..... 5

Attachments ..... 5

Attendees ..... 5

*This is only a summary of issues and actions discussed at this meeting. It may not represent the fullness of represented ideas or opinions, and it should not be used as a substitute for actual public involvement or public comment on any particular topic unless specifically identified as such.*

## **Opening**

Jeff Burrigh, Oregon Department of Energy (ODOE) and PIC chair, opened the meeting. Introductions were made with all meeting participants invited to introduce themselves and answer the icebreaker question: What are you doing to stay sane right now?

The committee adopted the PIC June meeting summary with the revision of a typographical error on page 3.

Jim Lynch, U.S. Department of Energy (DOE), announced that Stan Branch, DOE, will be assuming the role of Deputy Designated Federal Officer (DDFO) for the HAB at the October full Board meeting. He also introduced Gary Younger, DOE, who has replaced JoLynn Garcia, DOE, as the Federal Coordinator for the HAB.

Gary Younger announced that the HAB appointment letters have been received from DOE-Headquarters and all re-appointed and new members should have their letters by the end of today via email. Hard copy letters will also be sent out. Ruth Nicholson, HAB facilitator, explained that the facilitation team would be sending out orientation materials shortly.

Ginger Wireman, Washington State Department of Ecology (Ecology), announced that the search for a replacement for Alex Smith is underway.

## **Tri-Party Agreement (TPA) Public Involvement Calendar**

Dana Cowley, Mission Support Alliance (MSA), reviewed the calendar. The first update is on the Waste Incidental to Reprocessing project which a number of the HAB members learned about at the last Tank Waste Committee (TWC) meeting. She indicated that there have been no requests to move the comment deadline into December in light of the current deadline which is right after Thanksgiving. The comment period deadline has already been moved once.

Dana noted the B Plant public comment period which was also the subject of a briefing for the River and Plateau Committee (RAP). The comment period ends on October 14, 2020. Ryan Miller, Ecology, reviewed the comment periods for which Ecology is the lead, including the Closure Units at T Plant and the Central Waste Complex which is closing on November 4, The Low-Activity Waste Pretreatment System which is opened for 45 days, The 242-A Evaporator Class 3 permit which will be open in December and January, and The Integrated Disposal Facility Class 3 permit which will also be open in December and January.

Dana also reviewed the items in the Holding bin which include The 400 Area Waste Management Unit Class 2 permit that will open in November with a public meeting in early December, Modification of the Dangerous Waste permit that includes the fire protection system, Class 2 permits for the Liquid Effluent Retention Facility (LERF) and Effluent Treatment Facility (ETF), TPA negotiations on the M-91 milestones,

Jeff Burrigh pointed out to new members that this information is available on the Hanford website (Hanford.gov). Ruth Nicholson reviewed how to find committee and other HAB information on the

Hanford website. Emy Laija, EPA, reviewed the format of the TPA public involvement calendar, including the color-coding and explanation of regulatory authorities on the back page that enable people to better understand which agencies are the lead for various environmental statutes.

Ruth Nicholson explained that new HAB members may be an official voting member of two committees from RAP, TWC, Budgets and Contracts (BCC), and Health, Safety, and Environmental Protection (HSEP). Anyone who wishes may be a member of the PIC.

Dana Cowley and Ryan Miller explained that when public meetings are not required, they can be held in response to public requests.

### **Draft Advice on Remote Meetings**

Jeff Burrigh acknowledged that PIC was working on a tight turnaround in order to approve draft advice on virtual meetings for consideration by the full HAB at its meeting tomorrow. The purpose of the draft advice stems from PIC discussions last June in response to the move to virtual meetings in April 2020 due to COVID and the lack of ability to travel to in-person meetings. At its June meeting, PIC reflected on remote meetings, including what was working, what was improving, and member experiences in other virtual formats. That discussion led to a list of best practices which led to this piece of draft advice focused on public meetings and public involvement.

The key points of discussion included

- Post-COVID, virtual meetings may continue to be used,
- In-person meetings are greatly preferred over virtual meetings,
- Many people at the HAB and TPA agencies have worked together to help the HAB continue to meet virtually during this time when other DOE sites across the nation were not meeting at all,
- Attendance and participation at virtual meetings as compared to in-person public meetings,
- Making online public meetings accessible to those with special needs or disabilities,
- Anonymous participation in public meetings,
- The preference for evening meetings over those held during daytime working hours,
- The use of the CHAT box as compared to meeting participants asking questions out loud,
- The desirability of including CHAT box information in meeting recordings,
- The ability of people to see all conversations in the CHAT box instead of only being able to communicate with the leaders of the meeting,

The committee revised the wording in the draft advice and came to consensus that it was ready to send on to the full Board.

### **Public Involvement in Fiscal Year 2021**

Jeff Burrigh opened the discussion with a review of the Leadership Workshop. The Workshop is an annual event at which each of the HAB committee chairs and vice chairs get together to identify work plan topics for the HAB for the coming year. The draft Fiscal Year 2021 HAB work plan was distributed to the full Board this morning.

Jeff reviewed the PIC-related topics from the draft HAB work plan. The Outreach topic is pretty generic. PIC does self-assessments in each of its meetings in which its members share how they talk about Hanford topics outside of the Board with the constituencies they represent. The PIC provides input on Hanford public outreach activities and how to communicate the context surrounding cleanup decisions. In addition to regular review of the TPA public involvement calendar, the work plan calls for work on a survey to assess the effectiveness of Hanford outreach.

Jim Lynch explained that the HAB work plan is flexible and does not have to be all-inclusive. It is broad enough that more topics can be added. DOE has also added an indication of areas in which it would like potential HAB advice, which is a new addition from what has been done in the past. The bottom of the draft HAB work plan contains some basic framing questions for all topic areas. The draft work plan will be voted on at the full Board meeting. Jim expressed his appreciation for all the time and effort everybody has put into the development of the HAB work plan.

The bottom of the work plan contains a citation from the HAB Memorandum of Understanding between the TPA agencies regarding the development of the HAB work plan.

Gary Younger announced that DOE is working on a new Hanford Live event, probably in early December.

Ruth Nicholson then shared the draft Fiscal Year HAB calendar. Committee members asked about the facilitation contract and scheduling additional meetings as needed.

Jim Lynch explained that the two week separation between HAB committee week and committee call week gives DOE additional time to confirm Subject Matter Expert (SME) availability to participate in committee meetings and to work with committees to finalize meeting agendas.

PIC members requested that their normal committee call on November 4<sup>th</sup> be moved up to October 28<sup>th</sup>. Gary Younger said he would look into that possibility.

### **HAB Member Self-Assessments**

Liz Mattson, Hanford Challenge and PIC vice chair, explained that she has been working on how to make the design of flyers and information documents more pleasant and inviting to encourage public comment.

Ginger Wireman, Ecology, said she has done three virtual classes and has been doing a lot of volunteering in the community.

Jeff Burrighrigh described the last public presentation he and Ken Niles, ODOE, did for a local Portland science club a couple of months ago. Ken did a general Hanford overview, and Jeff focused on the tank farms. The online video reaches about 6,000 people between Facebook and YouTube. The ODOE staff is trying to figure out how to do effective public involvement during COVID.

### **Committee Business & Open Forum**

Ruth Nicholson announced that nominations for HAB chair, HAB vice chair, and national liaison are open in preparation for the election at the December HAB meeting. Pam Larsen has been nominated to continue as national liaison. Shelley Cimon has been nominated to continue as HAB vice chair. Susan Leckband has decided not to run for another term as HAB chair. Jan Catrell has been nominated for HAB chair. The newly elected leadership will take on their roles at the first HAB meeting of 2021. If anyone would like to nominate or self-nominate for any of these positions, they are asked to contact the facilitation team.

Ruth reviewed the new format of the PIC committee work plan which is a combination of the old Three-Month Look Ahead and the topics table.

PIC members identified two topics for the next meeting:

- Review and feedback on a new Hanford.gov website (which may be a 2021 topic depending on how quickly the work is completed), and
- Welcoming new HAB members.

### **Attachments**

Attachment 1: Tri-Party Agreement Agencies Public Involvement Calendar October – December 2020

### **Attendees**

#### **Board Members and Alternates:**

Steve Anderson, Member	Dori Gilmour, Member	Jeff Burrighrigh, Alternate
Susan Coleman, Member	Becky Holland, Member	Leslie Koenig, Alternate
Laurene Contreras, Member	Gerry Pollet, Member	Liz Mattson, Alternate
Shannon Cram, Member	Dan Solitz, Member	Michael Mays, Alternate
Tom Galioto, Member		Tom Sicilia, Alternate

#### **Others:**

Jim Lynch, ORP	Randy Bradbury, Ecology	Lindsay Strasser, AttainX
Tyler Oates, DOE	Daina McFadden, Ecology	Dieter Bohrmann, CHRPC
Gary Younger, DOE	Ryan Miller, Ecology	Dana Cowley, MSA
	Ginger Wireman, Ecology	Coleen Drinkard, MSA
	Emy Laija, EPA	Ashley Herring, ProSidian
	Earl Fordham, WDOH	Ruth Nicholson, HAB facilitator, ProSidian
		Patrick Conrad