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HANFORD NATURAL RESOURCES TRUSTEE COUNCIL  
BI-MONTHLY MEETING

March 17 – 19, 2009

WA Dept of Ecology, Richland, WA  
Meeting Summary

Consisting of 9 pages,  
including this coversheet

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**Meeting Summary**

**Introduction**

The overall goals of the annual planning meeting were to:

- Conduct administrative business
- Discuss budget and contracting issues, including developing a draft 2011 budget
- Review and revise the Phase II and Project Coordinator SOWs
- Review and revise the letter process and bylaws
- Discuss Technical Work Group (TWG) activities – past and future
- Update and make decisions on Stratus activities, deliverables, and scope revisions
- Receive an overview of CERCLA Response activities
- Present and discuss ERDF expansion and mitigation activities

The agenda and working information for the meeting were based on a review of meeting minutes for the previous six months, phone discussions with the trustees, and an agenda planning conference call among the trustees held on March 4, 2009. The final agenda for the meeting is included as Attachment A. Attendees are listed in Attachment B. The meeting summary below is organized by topic. Action Items are listed by AI followed by a number.

**Administrative Business**

- **Opening Remarks and Introductions.** Paul presented some brief opening remarks, and then introductions were made around the table, as there were several new representatives and contractors present. Each trustee presented an update on its hiring status. The facilitator presented some thoughts on her hopes for the Council and facilitation goals.
- **Meeting Minutes.** The January Meeting Summary was approved unanimously.
- **Meeting Dates and Calendar.** Paul requested that the July general meeting be moved to the week of July 21-23. The Council agreed to the date change and Larry will look into Ecology room availability for that meeting (AI270). It was decided that there should be a more comprehensive calendar distributed to the trustees through the web and email. This calendar would include dates for upcoming events of importance to the Council such as EIS, CERCLA, and NRDA public meetings. Council members should send any dates they know of to Lynda on an ongoing basis for maintenance of the calendar (AI271).

- **Action Items.** The action items were quickly reviewed, with most closed or on the agenda for the meeting. Please see Attachment C for an Action Item list with notes on the disposition of previous action items as well as current action items from this meeting. Teresa explained that she could cover most of the action items with follow-up outside of the meetings, as the agendas are already full of more important topics. Action items will be presented as part of meeting minutes and only those that are outstanding and need resolution will be addressed during the meetings.
- **Document Distribution and Contact List.** It was requested and agreed that all minutes and text documents be distributed electronically as MS WORD and MS Excel version 97-03, as many of the trustee organizations are using this version. Since multiple changes have occurred among trustee contacts, a new list was distributed and will be e-mailed after the meeting (AI272). It was requested that it be kept up to date by timely input from the trustee organizations to Lynda Upton.

### Council Processes

- **Open Meetings.** Paul provided a review of WA and OR decisions on their open meetings laws; both states have determined that the HNRTC is not subject to Oregon or Washington Open Meeting laws, although in practice observers are generally allowed to attend. It was decided to retain the original language in the bylaws regarding this issue.
- **Bylaws.** A brief review of the by-laws revisions to date was conducted. Jay suggested that the Dispute Resolution section should be reviewed. Nick asked for a quorum definition and what constitutes a consensus. More clear definitions need to be added. Delegation of some duties to staff, including administrative staff, facilitator, and project coordinator will need to be allowed for. Teresa will work on the bylaws and will take comments online (AI273). This will be an opportunity to try working on some council products outside council meetings. Once the bylaws have been revised, a conference call may be held to discuss the revisions and any further issues that need to be resolved.
- **Letter Process.** The need to have a clear process was discussed, and Teresa offered to develop a written process for review based on Larry's draft and some thoughts she provided for review (Attachment D, AI274). The river component letter that has not yet gone out may no longer be feasible, as the department at NOAA that would have managed the data has been largely disbanded and is no longer able to support this project. However, a timely approach for sending letters is still needed. The draft process will be distributed before the May meeting.
- **Facilitation.** Teresa outlined her responsibilities and tasks as described in the HNRTC facilitator SOW, and requested any further input on what she could do to assist the council. She outlined her facilitation goals as follows:

1. Take the administrative burden off of council members.
2. Have efficient, organized, productive meetings.
3. Get things done between meetings and make sure tasks are completed.
4. Make progress on and resolve perennial issues – avoid spinning wheels.
5. Long-range time management & topic planning.

For her own reference and to make sure everyone is clear on the procedures, she distributed the voting process agreed to in September as well as a summary of the steps associated with informal and formal votes (Attachment E). She asked the Council to continue to provide her with input on what she can do for them to make Council meetings and tasks more effective.

### **Contracting**

- **Stratus Scope Amendment.** Stratus' request for a scope amendment was reviewed, and additional information was received from Stratus in a conference call and e-mail regarding the request. Task 1 was modified slightly by the Council to provide for trainings conducted, but not to request additional trainings. It was also agreed that Task 4 would remove language regarding early restoration credit, as that was not in the original SOW amendment request. Teresa agreed to revise the Stratus Scope Amendment per the Council's request and distribute for a vote by conference call (AI275). The Council agreed that the schedule extension to June 30<sup>th</sup> was acceptable.

Removal of scope was also proposed to eliminate the Phase II work plan SOW and budget estimate from the Stratus contract. Discussion on this topic was tabled until the above conference call.

- **Phase II SOW.** The council provided comments on the Phase II SOW to Steve. Council members agreed to provide additional comments after the meeting by e-mail and Steve will prepare a final draft (AI276).
- **Project Coordinator SOW.** The council provided comments on the Project Coordinator SOW prepared by Jay. Teresa agreed to accept further comments after the meeting and prepare a revised draft (AI277). The Council agreed to wait until the FY2010 budget information is available before putting this contract out to bid, as the Phase II SOW is the highest priority. The Council also agreed that any of the Trustees could host/manage the Project Coordinator position and that the person need not reside in Richland.

## Budget

- **2010 Budget Update.** AI reported on the tentative schedule for the FY2010 budget, which will be affected by the President's Stimulus Plan. Handouts were provided showing timelines, dollar amounts and projects for the stimulus funds, and guidance to agencies regarding proposals for Hanford's River Corridor and Central Plateau projects (Attachment F). A response from HQ to the Council's letter regarding the 2010 budget has not yet been received, but is in process. The Council may not know the President's budget for FY2010 by the time a FY2011 budget request is needed.
- **2009/2010 Planning.** To begin the process of developing a 2011 budget, the Council first outlined its expectations for 2009 and 2010. For 2009, the staffing process has been slower than expected due to hiring freezes and difficulty finding qualified applicants for open positions. However, progress is being made on hiring. With a fairly minor schedule extension, Stratus is on track to complete the Phase I contract by the end of June. The Phase II SOW and the Project Coordinator SOW are nearing completion, and as soon as the 2010 budget is available, decisions can be made to go out with both contracts. The Council stated its expectations that both contracts would be filled by the start of the FY2010, barring major FY2010 budget issues that require a change of plans. The Council also noted progress obtaining support staff and contractors this year, including Lynda, Steve, and Teresa, which should help the Council work more efficiently.

Given the progress being made in 2009, it appears that last year's assumptions regarding what can be accomplished in 2010 are still reasonable. The Council expects to be able to complete at least a draft of the Phase II Injury Assessment Plan by the end of FY2010. In addition, the Council foresees being able to continue the TWGs and begin planning studies to conduct in 2011.

Therefore, the following assumptions were made to guide 2011 budget planning:

- The 2010 budget would be as expected and planned for
  - A project coordinator and Phase II contractor would be hired by the start of FY2010
  - A draft injury assessment plan would be available by the start of FY2011
  - Planning to conduct at least some studies would take place in 2010 as described in the 2010 budget documents.
- **2011 Budget.** The timeline for developing a 2011 budget request was presented and discussed (Attachment G). There was some uncertainty on the date by which the budget would be needed due to the federal transition this year, which AI and Dana agreed to resolve (AI278). Discussion occurred around defining what the Council's expectations would be regarding the budget request that is agreed to within DOE's overall budget process. It was decided that the Council would develop preliminary numbers, and a Senior Trustee conference call would take

place sometime during the first or second week of April, which Paul will organize (AI279).

A long and productive discussion was held of how many studies could be managed by the Council in 2011 and how much each study might cost. Three types of studies and their general costs were defined:

- Data review or literature study - \$500K
- Bioassay or other laboratory study - \$1M
- Field study - \$1.5M

Examples of each of these types of studies were discussed, but it was agreed that these were only placeholders, as the work that would be conducted by the TWGs and the draft Injury Assessment Study would determine the actual studies that would be conducted.

The Council had a diversity of opinion on how many studies could be effectively managed in 2011, ranging from 0 to 8 with the majority between 3 and 6. Differences were related to how fast the Council could hire and train staff, how quickly the Council makes decisions, how fast the Council should ramp up to have effective input into CERCLA Response activities, and how many studies each TWG, Trustee, and/or project manager could oversee once fully engaged in the study phase. An assumption of 6 studies for an average of \$1M each was proposed as an initial figure.

Trustees each listed the FTE amount they expected to need for 2011 as ballpark estimates, with some organizations planning to provide final numbers to Teresa after the meeting. The need to describe these FTEs in more detail was discussed, and Teresa will follow up with each Trustee to obtain that information.

In addition, the Council agreed that the Project Coordinator and Facilitator would still be needed in 2011, and that funds for data management and public involvement would also be needed.

A preliminary budget was developed that breaks down as follows:

**Government involvement**

USDOE (in-kind)	300K	
USFWS	200K	
NOAA	250K	
OR	150K	
YN	825K	
CTUIR	500K	
NPT	250K	
WA	240K	
<b>SUBTOTAL</b>		<b>2,715K</b>

<b>Support staff</b>		
Facilitator/PI	150K	
Project Coordinator	210K	
Data Management	300K	
<b>SUBTOTAL</b>		<b>660K</b>
Studies (6)	6,000K	
<b>SUBTOTAL</b>		<b>6,000K</b>
<b>TOTAL</b>		<b>\$9,375,000</b>

An informal vote was taken to forward the preliminary budget of \$9.375M to the Senior Trustees. Dana made the motion and Dan seconded it. Those in favor included US DOE, OR, YN, CTUIR, and NPT. Those abstaining included WA and US FWS.

Jay agreed to write a budget memorandum similar to that prepared last year to provide the supporting documentation for the request. Paul and Teresa offered to add some text on the studies and the FTEs (AI280), and it was emphasized that if anyone wanted to develop alternatives to include in the budget document, they could do so and circulate it to everyone before the Senior Trustee call.

#### **NRDA Activities**

- **NRDA Phase I Update.** Stratus gave a presentation of what they have accomplished so far, what is planned for the near-term, and the schedule for 2009 through to the end of the contract (Attachment H). Deliverables are currently on track, assuming a revised schedule. The review timeline will require review of several key products in the April-May timeframe, and the possibility of having a one-day meeting to discuss the draft documents was raised. Paul and Stratus will work on scheduling this (AI281).
- **Technical Work Groups.** Updates were provided by representatives of each of the TWGs on the workshops held with Stratus to develop a conceptual site model. Paul and Larry provided handouts summarizing the Source/Pathway and Groundwater TWGs, respectively (Attachment I), and Charlene summarized the Terrestrial and Aquatic Resources TWG workshops.

Six TWGs were identified that should continue for now, with the understanding that the number and topics of the TWGs may change over time. A need for the TWGs to have independent existence beyond the Phase I contract was identified, and tentative Chairs of the six TWGs were identified, as follows (TBDs – AI282):

- ⇒ Source/Pathway (DOE – TBD)
- ⇒ Groundwater (Wade or Sandra - TBD)

- ⇒ Terrestrial Resources – Dan
- ⇒ Aquatic Resources – Nick
- ⇒ Human Uses – Barb
- ⇒ Restoration – Charlene

The purpose of the Restoration TWG was brainstormed as follows:

- ⇒ Developing criteria to determine when something is an appropriate restoration opportunity
- ⇒ Conducting holistic and exploratory assessments of issues that could inform injury assessment and restoration planning
- ⇒ Compiling what has already been done at Hanford
- ⇒ Identifying opportunities for early restoration
- ⇒ Conducting preliminary estimates of damages

It was suggested that the TWGs could continue on in Phase II and make recommendations to the Council on selecting and designing injury assessment studies.

### **CERCLA Response Activities**

- **CERCLA Response Update.** Steve presented a brief update on facility-wide response activities and provided a handout with information (Attachment J). This type of update will occur at Council meetings from now on, and there was some discussion of what could be added to the update to make it most helpful, including a brief description of what each item is and what types of NRDA implications it might have. Steve will also work with Lynda to add these items to the calendar.
- **Environmental Restoration and Disposal Facility (ERDF) Discussion.** Dave Eiman of Washington Closure Hanford, LLC, took the lead on the presentation on the scope, schedule and mitigation for ERDF expansion (Attachment K).

Dave was asked why the ERDF locations are where they are. He explained that it has to do with the geology of the area. ERDF was placed where plumes were unlikely and farthest from the river and groundwater runoff. In 1995, there was a Record of Decision (ROD) that placed the facility outside of the fence and far away from existing operations.

The Trustees were concerned that prior mitigation did not meet the project goals of 50% survival of the vegetation re-plantings taken place. Current survival rates are only 26-38%. While they agreed that they would have to look at the project again, Charlene mentioned that standard plantings are typically 3x the baseline and 100% is what is acceptable.

- **Update on Sturgeon Workshop.** Charlene described that the DOE, EPA, and Ecology attended a meeting last month regarding sampling and risk assessment

for sturgeon, with sampling beginning in July. She will provide the meeting minutes to the Trustees and asked the Council for NRDA studies input. Larry Hulstrom is following up with technical experts this spring. There is a problem in that there is no place for the storage of the samples – up to 30 fish. Toni said that F&W might have room for the fish until funding is acquired for the analysis (AI283). There will be another meeting on the topic April 13-15 in Spokane.

## **Wrap-Up**

- **Decisions.** The following decisions were made:
  - January meeting minutes and task list were approved
  - July meeting was moved to July 21-23
  - Documents will be distributed in MS Word 2003
  - Lynda will maintain a calendar of important events and distribute on the Internet; Steve will assist in identifying Response dates
  - Stratus scope additions and schedule extension were approved
  
- **Accomplishments.** The following additional activities were accomplished:
  - Contact information was updated and new hires were introduced
  - Phase II SOW and Project Coordinator SOW were reviewed
  - Bylaws were reviewed and discussed
  - Meeting management/facilitation issues were discussed, with some changes in procedures to focus meetings more on substantive issues
  - 2009/2010 Council activities and timelines were reviewed and clarified
  - 2011 budget discussions were begun, a preliminary budget alternative was scoped, and a path forward for completing budget discussions developed
  - NRDA Phase I activities and timeline were reviewed
  - 2009 TWG activities were discussed and TWG planning was conducted
  - An ERDF presentation and discussion on mitigation was held