

**Hanford Natural Resource Trustee Council
Senior Trustee Meeting**

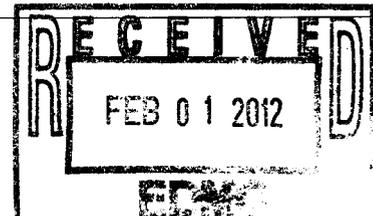
Thursday, November 18, 2010
1:00 - 3:00 pm

CIC Building, Rooms 210 and 212
Richland, Washington

MEETING NOTES - v4 FINAL

Meeting Participants:

Senior Trustees	Council Trustees	Others
Gabriel Bohnee, Nez Perce Tribe	Jack Bell, Nez Perce Tribe	Craig O'Connor, National Oceanic and Atmospheric Administration (NOAA) - via telephone
Ken Niles, State of Oregon	Paul Shaffer, State of Oregon	Charlene Andrade, NOAA - via telephone
Stuart Harris, Confederated Tribes of the Umatilla Indian Reservation (CTUIR) - via telephone	Rico Cruz, CTUIR	Ruth Nicholson, Nicholson Facilitation & Associates, LLC (contractor)
	Barbara Harper, CTUIR	
Matt McCormick, U.S. Department of Energy (DOE)	Dana Ward, DOE	
	Janis Ward, DOE	
Greg Hughes, U.S. Fish and Wildlife Service (FWS)	Russ MacRae, FWS	
Polly Zehm, State of Washington	Larry Goldstein, State of Washington	
Phil Rigdon, Yakama Nation	Brian Barry, Yakama Nation	
	Michael Calac, Yakama Nation	
	Jay McConnaughey, Yakama Nation	



Opening

Russ MacRae, chair of the Hanford Natural Resource Trustee Council (Council), opened the meeting and reviewed the suggested agenda developed by the Council for the senior trustee meeting. The agenda contained the following items:

- Housekeeping items (Agenda, Meeting Notes, Attendance)
- Council Update
 - Accomplishments
 - Action Items
 - Issues for Seniors

Russ then reviewed the information listed on the whiteboard and flipcharts compiled at the Council meeting over the past day and a half.

Council Accomplishments:

- Adopted September and October meeting notes
- Approved history book
- Passed Resolution to modify IEC deliverable dates
- Passed Resolution to create a Data Management/Quality Assurance Technical Working Group (TWG)
- Developed preliminary budget development timeline for Fiscal Year 2013 (FY2013)
- Selected a facilitator
- Delayed letter on Natural Resource Damage Assessment (NRDA) integration until DOE policy issued
- Agreed on a second set of four (4) radiological profiles and a second set of species of concern

Proposed Timeline for Developing the FY2013 budget request.

Nov 2010		Dec 2010	Jan 2011	Feb 2011	Mar 2011		Apr 2011		May 2011
Council meeting to identify budget questions for seniors, assign NRDA homework (DOE, FWS & NOAA), and identify what individual Trustees want to request	Seniors meeting to give direction on budget development on "right side" of budget, sideboards, & vision for FY2013 & beyond and pace	Council phone call to discuss NRDA examples from DOE, FWS, & NOAA and to clarify assumptions on pace	Council meeting to work on "left side" of budget & address individual trustee requests in light of direction from seniors	Council phone call	Council meeting to agree on budget request or elevate	Seniors meeting to receive budget number or address elevation of decision	Council phone call	Seniors meeting if needed	DOE budget request due

Action Items:

- DOE and FWS will check on how their contracting regulations might impact a Council contract with the National Fish and Wildlife Foundation (NFWF)
- FWS to look into reducing or waiving overhead fees for NFWF contract
- All Trustees to send e-mail/letter to Russ as chair naming primary and alternate member
- DOE, FWS, and NOAA to get info on other NRDA processes to inform FY2013 budget development
- Each Trustee to develop its organization's funding needs for FY2013
- DOE to look at cost and schedule implications if Industrial Economics Corporation (IEC) does more species or contaminant profiles
- Russ to write requests to Technical Working Groups (TWGs) for Council review and inclusion in meeting notes
 - Aquatic - chromium and study questions
 - Terrestrial - pocket mouse
- Russ and Jay to talk with their seniors about Project Coordinator position description
- Trustees to send comments on the Energy Park/Future Uses white paper by December 9th.
- Trustees to send comments on revegetation plan to Kevin Leary/Dana Ward by end of November

Issues to raise at the seniors meeting:

Topic	Purpose	Lead
Senior meeting notes	What is the process for adopting these?	Russ
Attendance	Should technical people attend?	Russ
2013 Budget	Need direction on development of Trustee participation budgets	Russ
	What are sideboards?	Russ
	Vision for 2013 and beyond, including pace	Russ
Access to data	Trustee access to data, including HLAN and data held by contractors (paid for by public funds)	Jack

December Conference Call Topics:

- NRDA examples: DOE, FWS, NOAA (to inform budget development)
- Clarify assumptions on pace (to inform budget development)
- What are we looking for in the RAD profile?
- Approve Project Coordinator position description
- Finalize Energy Park/Future Uses white paper
- Review/feedback process for documents and deliverables

Attendance

The group discussed who should attend senior trustee meetings. In general, the seniors see a benefit in having the Council technical staff at these meetings. However, there may be specific times in which the seniors will wish to discuss issues privately.

Meeting Notes

The groups discussed the process by which draft meeting notes for seniors meetings would be adopted. They agreed that the draft notes would be distributed for a specified period of time, 30 days. During this time, seniors would have the opportunity to revise and refine the notes. After 30 days, the notes would be considered approved unless one of the seniors raises a concern. For the meeting notes for the October seniors meeting, the group agreed to have an additional two-week review and comment period to offer three of the trustee organizations to provide comments on the draft notes.

Access to Data

Jack Bell framed the issue of data access. The Council has been working for a year to get HLAN access for the trustees. There is a limit of three (3) computers that provide this access, and only two people per trustee can be allowed access. Some of the trustees have applications for access turned in and are waiting for the required training before they are issued passwords and can gain access to the room in the Federal Building where the three computers are located. Lack of access impairs the Council moving forward. This is a problem for every TWG. There is also perception that there is more data that the Council is not able to look at. There is also a concern about data that is not a part of HLAN and how it can be accessed.

DOE asked that the trustees submit all of their applications for access. If individual trustees would like access for more than two people, that can happen. It is important that people with access to data comply with the rules. For example, the three computers cannot be used to access personal e-mail. If this were to happen, DOE would send a letter to the individual's supervisor. The rules and requirements are strict due to a concern about possible sabotage and access to government computer systems. If the need for more than three computers develops, DOE would look into getting additional computers.

Dana Ward has three trustee requests for access. Apparently some of the requests were submitted to Jill Conrad. DOE explained that trustee requests should be sent to Dana, and requests for those working on tribal cultural resources be sent to Jill.

The group agreed to hold HLAN training for trustees on Monday afternoon, December 6th.

The group also discussed the possibility of accessing the HLAN system remotely. There is a \$20-30 per month cost for this that would need to come out of the trustee budget. There is no remote access right now. DOE also noted that users must request that data from HLAN be transferred to disk or printed as the three computers are not currently hooked up to printers. This is due to cyber-security concerns. The group agreed to implement the existing approach to see if it works before pursuing remote access.

DOE also clarified that the main databases are on HLAN. DOE does not think there is much data housed with individual contractors. At some point, they could consider getting an inventory. The group did not pursue getting an inventory at this time.

2013 Budget

The FY2013 budget year will run from October 1, 2012 through September 30, 2013. The Council expects to have an Injury Assessment Plan (IAP) in the summer of 2012 right before the start of FY2013. There are questions about the level of effort needed for studies, including the capacity to conduct the studies and the pace at which they can be done. The group also discussed the concept of parity for trustee organizations and the level of justification needed to support trustee participation in the process.

The seniors asked where there was agreement on key studies now. The top studies are baseline, sturgeon in the river, data review, and upwelling. There is an older, limited, mini-assessment plan for the 100 Area. However, concerns were raised about using a 10-year-old plan.

DOE explained that the most powerful thing the group can do regarding the FY2013 budget is to recommend a single consensus budget instead of forwarding two different (competing) proposals for funding. It will be important to be able to defend the budget request by telling the story of Council work, progress, and accomplishments. The group talked about looking out five (5) years and lining out the work scope that needs to be done, then defining the staff capacity and budget to accomplish that work. The direction from the seniors to the Council was to develop a scope of work for FY2013 and a single budget request to support that work. They also encouraged the Council to include a couple of projects that everyone knows will need to be done in order to address Council concerns about making progress on studies.

The River Corridor is expected to be cleaned up in FY2015/FY2016. Interim Records of Decision (RODs) should become final RODs by then. The group discussed the strategy of becoming river-centric in identifying and prioritizing activities the Council would like to see accomplished in 2013. The seniors outlined a three-step, big picture strategy for FY2013 budget development that begins with identifying the work, calculating the price tag for that work, and then assigning who will do the work. The desired pace would keep up with cleanup in the River Corridor.

Studies need to be technically defensible and logistically possible. Regarding the level of effort among individual trustees, the seniors believe that it is all right if the funding levels differ among them.

There is some frustration at the pace of the work, including a desire to move faster and speed up the process. There was also some residual concern about how the Council will achieve consensus on an FY2013 budget request.

Other Issues

The seniors reaffirmed their October decision to proceed with the hiring of a Project Coordinator and the need to have a position description that will both support the classification and grade requirements of the job and easily work through the federal hiring process without complications and delays.

With regards to the NFWF contract, FWS explained that the overhead charges are assessed by FWS headquarters in Washington, DC. The assessment is complicated and known as the Cost Allocation Methodology (CAM). It is not easily changed or waived. FWS committed to sharing what the CAM would be and to do everything possible to keep it as low as agency policy will allow. The CAM needs to be factored into Council budgets.

The meeting was adjourned at 3:15 pm.