Approved MINUTES

CENTRAL INTERSTATE LLRW COMPACT COMMISSION

Special Meeting

THURSDAY September 21, 2023, at 10:00 A.M. CST

In compliance with Central Interstate Low-Level Radioactive Waste Compact Commission (CILLRWCC) Bylaws and Rules, on September 6, 2023 a meeting notice announcing the date, time, and location, was made available on the CILLRWCC’s webpage and sent to interested parties as well as the agenda, and copies of items to be discussed. Commissioners and interested parties were sent an agenda and items to be discussed via email on September 5, 2023.

This Special Meeting of the CILLRWCC was held Thursday, September 21, 2023, via Teleconference for consideration of several agenda items. The meeting was called to order by CILLRWCC Chair, Scott Blackwell, at 10:00 a.m.

**Agenda item 1. Call to Order and Roll Call.**

The Chair, Scott Blackwell, called the meeting to order and asked that the roll be called. Those responding as present were Scott Blackwell, Louisiana Commissioner; Richard Brunetti, Alternate Kansas Commissioner; Kelly Dixon, Oklahoma Commissioner; and Mike Stickney, Alternate Oklahoma Commissioner. George Overbey, Arkansas Commissioner, was not present. A quorum was declared. Others on the call or attending in person were Kendra Robben, CILLRWCC attorney; Amber Miller, CILLRWCC Administrator; Michele Woods, Oklahoma Department of Environmental Quality, ZOOM meeting host, Liza Krass, Veolia; Vern Rogers, EnergySolutions; Terresa Parker, EnergySolutions: Dan Schrum, Low-Level Radioactive Waste Forum and Francine Dais, court reporter.

**Agenda item 2. Discussion and recommended action on Minutes from June 15, 2023, Annual Meeting.**

Meeting minutes from the June 15, 2023, annual meeting were offered for discussion. The Commissioners had no comment. A motion was made to approve the minutes as drafted and it was seconded. Commissioners Blackwell, Brunetti and Dixon voted yes on the motion. The motion passed.

**Agenda item 3. Administrator Report.**

The CILLRWCC Administrator updated the Commissioners on the status of the budget and reviewed the financial statement. The Administrator also gave an update on the status of the audit. It is anticipated it will be finalized before the CILLRWCC’s November meeting. There was no action taken.

**Agenda item 4. Discussion and possible action on Records Retention Policy and possible appointment of Records Administrator.**

The draft records retention policy and schedule were discussed. The discussion included storage and location of documents, both electronic and paper. A motion was made to approve the records retention policy and it was seconded. Commissioners Blackwell, Brunetti and Dixon voted yes on the motion. The motion passed.

A motion was made to approve the records retention and disposal schedule and it was seconded. Commissioners Blackwell, Brunetti and Dixon voted yes on the motion. The motion passed.

A motion was made to appoint Kelly Dixon as Records Administrator and it was seconded. Commissioners Blackwell, Brunetti and Dixon voted yes on the motion. The motion passed.

**Agenda item 5. Initiatives for FY 24.**

The Commission discussed preserving, storing, organizing, inventorying and the culling of records before digitizing based on the records retention policy. A motion was made to create a Records Retention Workgroup including Kelly Dixon, Amber Miller and Kendra Robben to work on records retention and make progress on inventory, permanent electronic storage and that the Commission provide this workgroup authority to contract for certain services to make progress as long as it is within budget. The motion was seconded. Commissioners Blackwell, Brunetti and Dixon voted yes on the motion. The motion passed.

The Commissioners discussed the Records Retention Workgroup coordinating with Cecilia Snyder of the Low-Level Radioactive Waste Forum on possible cloud storage of electronic documents. There was no action taken on this part of the discussion.

Commissioners discussed that progress on modernization of bylaws has slowed but continues. There was no action taken on this part of the discussion.

**Agenda item 6. Commissioners Reports.**

There was discussion on the progress of outreach regarding commissioner appointments and vacancies. It was noted that there is a Low-Level Radioactive Waste Forum meeting in October. There were no actions taken on this agenda item.

**Agenda item 7. Select date for Special Meeting in November to discuss and take action on FY23 Audit.**

A motion was made a seconded to set a special meeting for 10:00 a.m. November 16, 2023, via Zoom. The purpose of the meeting is to review and take action on the FY23 audit. Commissioners Blackwell, Brunetti and Dixon voted yes on the motion. The motion passed.

A motion was made and seconded to adjourn the meeting. Commissioners Blackwell, Brunetti and Dixon voted yes on the motion. The motion passed and the meeting was adjourned.