

RESTORATION ADVISORY BOARD (RAB) MISSION STATEMENT AND OPERATING PROCEDURES

1.0 PURPOSE and FUNCTION of the RESTORATION ADVISORY BOARD

The purpose of the Restoration Advisory Board (RAB) is to promote awareness and obtain constructive community review and comment on environmental clean-up and restoration actions of the Installation Restoration (IR) Program underway at the Naval Station Newport (NAVSTA). The RAB will serve as a key mechanism to disseminate information about the IR Program and to ensure that various concerns about environmental restoration from the diverse interests within the community are heard. The RAB acts as a forum to discuss, exchange, and disseminate information regarding cleanup between NAVSTA, regulatory agencies, and the community, and it acts to foster partnership among the community and government. It provides an opportunity for the public to participate in the NAVSTA cleanup process and to provide input to decision makers. All RAB meetings will be open to the public. NAVSTA has developed a Community Relations Plan that outlines the community involvement program. The RAB supplements the community involvement effort. This Mission Statement and Operating Procedures will be included in the next update of the Community Relations Plan, which is available at the public information repositories located at the Newport Public Library, the Middletown Free Library, and the Portsmouth Free Public Library Association.

2.0 MISSION STATEMENT and OPERATING PROCEDURES

2.1 BASIS and AUTHORITY for the MISSION STATEMENT and OPERATING PROCEDURES

The basis and authority for the Restoration Advisory Board Mission Statement and Operating Procedures are contained in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1986, particularly Sections 120(a), 120(f), and 121(f), and 10 U.S.C. 2705, enacted by Section 211 of SARA; the February 9, 1994 Department of the Navy memorandum entitled, "Establishment of Restoration Advisory Boards;" the April 11, 1994 Department of the Navy memorandum entitled "Restoration Advisory Board Workshop;" the October 18, 1994 Department of the Navy memorandum entitled "Establishment of Restoration Advisory Boards (RABs);" and the 5 December 1994 Department of the Navy memorandum entitled "Joint DOD/EPA Restoration Advisory Boards (RABS) Implementation Guidelines, September, 1994".

2.2 RAB DUTIES

2.2.1 The RAB members will review and comment on technical documents and plans associated with the ongoing environmental investigations and cleanup activities of the IR Program at NAVSTA. RAB members will be informed of the public comment periods pertaining to specific IR Program documents and actions.

2.2.2 To facilitate the exchange of information and/or concerns between the community and the RAB, members are expected to serve as a liaison to local community members and interested groups.

2.3 RAB MEMBERSHIP

2.3.1 RAB COMMUNITY MEMBERSHIP

Membership of the RAB should be diverse and balanced and reflect a wide variety of concerns and interests in the community. RAB member participation ensures consistent involvement by the community in the cleanup process.

2.3.1.1 The RAB will make every effort to recruit members of the diverse community in terms of personal and/or professional expertise/ experience, residents who are impacted/affected by the NAVSTA. Community members selected for RAB membership will reflect the unique mix of interest and concerns with the local community. It is envisioned that the RAB will be comprised of 20 members, with diverse representation of individuals from the local community.

2.3.1.2 Members must reside in, own property in, or serve the interests of the communities of either Newport, Middletown, Portsmouth or Jamestown.

2.3.1.3 Applicants for RAB membership may apply at any time; new applicants will always be considered. A selection panel made up of RAB members will review applications. Applicants are approved for membership by a simple majority vote of the RAB members present at any regular meeting.

2.3.1.4 RAB members will serve without term limitation

2.3.1.5 Members shall serve without compensation. All expenses incident to travel and/or attendance at RAB meetings and related events, and for providing review and input on technical documents, shall be borne by the respective members or their organization.

2.3.1.6 RAB members are expected to attend all RAB meetings. If a member accumulates more than two consecutive absences without notifying either RAB co-chair (NAVSTA co-chair, Community co-chair), the RAB co-chairs may ask the member to resign.

2.3.1.7 Members unable to continue to fully participate shall submit their resignation in writing to either of the RAB co-chairs.

2.3.1.8 There shall be two classes of community membership: **active**, as described above and **inactive**. Inactive community members are those, who by board action or, by their own request and with board approval are placed on inactive status.

2.3.2 RAB REGULATORY AGENCY MEMBERSHIP

2.3.2.1 In accordance with DON policy and guidance, representatives from the Environmental Protection Agency and state regulatory agencies will serve on the RAB. Responsibilities include attending RAB meeting; serving as an information, referral, and resource bank regarding cleanup; ensuring that federal and state environmental standards and regulatory issues are identified and addressed; and assisting in the education and training of RAB members.

2.3.2.2 In accordance with DON policy, a representative from NORTHERN DIVISION will serve on the RAB. NORTHERN DIVISION assists in managing a variety of IR Program activities for NAVSTA. Responsibilities of the NORTHERN DIVISION representative include attending RAB meetings; serving as an information, referral, and resource bank regarding cleanup issues; assisting in educating and training RAB members; and providing administrative support as requested by the NAVSTA co-chair.

2.4 RAB STRUCTURE RAB Leadership is a joint responsibility.

2.4.1 The RAB will be co-chaired by a representative from NAVSTA designated by the Commanding Officer and by a community member elected by the community membership of the RAB (Community co-chair). The responsibility for presiding over each meeting will alternate between the co-chairs.

2.4.2 Duties of the Community co-chair include but are not limited to ensuring membership participation in an open and constructive manner; ensuring that community issues and concerns related to cleanup are brought to the table; coordinating, preparing and distributing the meeting agenda with the NAVSTA co-

chair; assisting in the dissemination of information; and alternating chairing the meeting with the NAVSTA co-chair.

2.4.3 Duties of the NAVSTA co-chair include but are not limited to the same duties as the community co-chair, as well as ensuring adequate administrative support to the RAB; developing and maintaining attendance records; ensuring adequate creation, distribution to RAB members, and retention of all pertinent documents; ensuring that NAVSTA considers and responds to comments made at RAB meetings; providing relevant policies and guidance documents to enhance operation of the RAB; referring questions and concerns regarding environmental issues that are not part of the IR program, as well as non-cleanup issues, to the appropriate officials; publicizing all RAB meetings to the community; and maintaining the information repositories. RAB mailing lists will be updated on a regular basis.

2.4.4 The NAVSTA co-chair will work with the Community co-chair and the RAB members to establish a process for public review and comment on documents, plans, and other pertinent information. The co-chairs will ensure that a process is in place so that advice and comments from individual RAB members on cleanup issues are forwarded to the proper officials.

2.5 COMMITTEES

2.5.1 There shall be the following standing committees: Project, Education, Planning, Public Information, Membership and Rules.

2.5.2 Additional Committees, consisting of one or more members, may be formed in the RAB to address specific issues or other items pertinent to the RAB. A committee may be formed and its members selected by a majority vote of the RAB membership at the meeting the issue of a committee is raised.

2.6 MEETING NOTICES

2.6.1 The RAB will meet at 1900 at the Naval Officers Club on the third Wednesday of each month except December. The time, date and place may be shifted or additional meetings may be held if deemed necessary by the RAB or if events and issues dictate a need. The RAB may consider the use of a meeting facilitator (professional or volunteer) during sessions involving especially complex and/or controversial issues.

NOTE: The RAB no longer follows the meeting schedule in the Mission Statement. See the Calendar tab for future meeting dates, times, places and, when available, meeting topics.

2.6.2 Notification of RAB meetings will be mailed to RAB members at least 72 hours prior to the date set for the meeting.

2.6.3 All meeting minutes, agendas, and other materials pertinent to the RAB will be included in the information repositories.

2.6.4 The co-chairs will work together to review and distribute minutes from all RAB meetings.

2.7 NOMINATIONS, ELECTIONS, VOTING AND QUORUMS

2.7.1 The February meeting is designated the Annual Meeting. At the Annual Meeting, candidates for the community co-chair and all standing committee chairs will be nominated from the floor and elected by a majority vote of the community members of the RAB. The term for all chairs 1 year. Each chair may serve additional terms, if re-elected by the RAB community members.

2.7.2 Although the RAB is not a decision-making body for the NAVSTA, the RAB will vote on administrative procedural issues by having a motion made and seconded. A simple majority vote of those members present will carry the issue. For voting purposes, a quorum of RAB members must be present. A quorum is made up of a simple majority of RAB members in good standing. All positions on issues of concern will be noted along with the majority position and will be presented in the RAB meeting minutes. When a controversy arises regarding procedural motions, the RAB will settle these with a simple majority vote.

2.8 DISCIPLINE

2.8.1 If the majority of RAB members determine that a member is not performing his or her duties (has excused absences, willfully disturbs the orderly conduct of meetings, or performs functions that could cause a conflict of interest, etc.) that member may be asked to resign.

2.8.2 The Community co-chair may be removed as a co-chair if it is determined that the co-chair is unable to perform required duties, is ineffective, or is detrimental to the RAB. Community co-chair removal is initiated by a majority vote of the RAB Community members. The NAVSTA co-chair must be present at such a meeting.

2.9 EFFECTIVE DATE and AMENDMENTS

2.9.1 This Mission Statement and Operating Procedures may be revised or amended by a majority vote of the RAB members. Revisions and amendments must be consistent with the statues stated in section 2.1 (Basis and Authority for the Mission Statement and Operating Procedures).

2.9.2 The effective date of this Mission Statement and Operating Procedures and any amendment or revision is the date the last signatory signs.

RAB Co-Chair Signatures:

Cornelia Mueller
Navy Co-Chair

Date

Manuel Marques
Community Co-Chair

Date

RAB Membership Signatures:

Kathy Abbass

David Brown

Christopher Burnett

Thurston Gray

John Lennon

Thomas McGrath

James Myers

Howard Porter

Michael Simmons

Emmet Turley

John Vitkevich

Claudette Weissinger