

RAB Operating Procedures

Operating Procedures for Beale AFB Titan 1-A; J09CA1108-1 (Titan 1-A) Restoration Advisory Board

1. Mission Statement of Titan 1-A Restoration Advisory Board (RAB). The mission of the Titan 1-A RAB is to establish and maintain a forum with stakeholders for the exchange of information in an open and interactive dialogue concerning the Formerly Used Defense Sites (FUDS) Program environmental restoration activities at Titan 1-A. The RAB will review technical documents and provide comments and advice to the U.S. Army Corps of Engineers (USACE) Sacramento District (District), on the proposed FUDS environmental restoration activities.

2. Responsibilities of the RAB. Responsibilities of the RAB are as follows:

a. Provide advice on FUDS environmental restoration issues to the USACE and regulatory agencies.

b. Hold regularly scheduled meetings that are open to the public and held at convenient times and locations, normally after regular business hours.

c. Prepare public notices to promote public participation in RAB meetings.

d. Review, evaluate, and provide comments to the USACE on documents related to FUDS environmental restoration activities.

e. Recommend priorities among FUDS Projects at Titan 1-A.

f. Record minutes of RAB meetings and make them available publicly.

g. Develop RAB mission statement and operating procedures.

h. Provide a representative on the project delivery team (PDT) during the technical project planning (TPP) process.

3. RAB membership will consist of members from the USACE, other federal, state, and local regulatory agencies, and the local community. RAB membership will reflect the diversity of the community.

a. RAB members will provide information, seek independent technical advice when appropriate and feasible, communicate the public's concerns to the RAB, and provide information and progress reports to the public.

b. Other RAB members will be as follows:

(1) USACE Co-Chair. Responsibilities of the USACE Co-Chair are listed in paragraph 7(a) below.

(2) State Regulatory Agencies. Responsibilities of the state regulatory agency member(s) are listed in paragraph 7(d) below.

(3) U.S. Environmental Protection Agency (EPA) (participation at the discretion of the Regional Director). Responsibilities of the EPA member(s) are listed in paragraph 7(e) below.

4. RAB Formation. General guidelines applicable to the formation of a RAB are as follows:

a. A selection panel including community members will recommend RAB members to the USACE District Commander for approval.

b. RAB members will serve a two-year term. RAB members may submit an application to serve another term (not to exceed two years) when their first term has been completed. Total service will not exceed four years.

c. A Community Co-Chair will be elected by the RAB members. The procedures for conducting this election are specified in paragraph 6 below. The Community Co-Chair will serve a one-year term, with re-election limited to one additional term.

d. The PM or a higher-level USACE manager designated by the District Commander will serve as the USACE Co-Chair.

5. RAB Meetings. RAB members will comply with the following meeting procedures:

a. Each RAB member will have one vote on the RAB's operating procedures in RAB meetings. Minutes of each RAB meeting will be recorded for inclusion in the Administrative Record.

b. Each RAB member will act individually in discussions, in providing comments on documents, and in providing advice to USACE. The RAB is not an advisory committee as that term is used in the Federal Advisory Committee Act. All advice will be offered by RAB members as individuals and is not to be construed as "consensus"

advice.

c. Regular, on-time attendance is a requirement for continued RAB membership. The RAB will meet once a quarter. Members are expected to attend every meeting. After a member has missed two meetings without appropriate explanation, the USACE and Community Co-Chairs will send a 14-day written notice to the member requesting written explanation, within 14 days, of the absences and indicating that after three missed meetings, the RAB will assume that the member is no longer interested and will terminate his or her membership.

d. Member participation will follow a process similar to that presented in Robert's Rules of Order. An agenda will be followed at RAB meetings, with full and open discussions encouraged. A time for public comments or questions from the public on matters not included in the agenda will be held either at the beginning or near the end of the meeting. An effort should be made to complete the agenda, including public comments and questions, between 6:00 PM and 8:00 PM. A Co-Chair will ask the members for a motion to adjourn and approval of such motion to end each meeting.

e. The RAB will encourage public participation. Co-Chairs, or other designated representatives, will respond to questions raised by the public. If sufficient information is not available to provide an accurate response at the meeting, the issue will be recorded in the meeting transcript. The RAB will provide a written response to all issues raised. The response provided will be an agenda item for discussion at the next regularly scheduled meeting. All public comments will be considered by the RAB and recorded in the meeting transcript.

f. RAB community members must have prior approval of the RAB before speaking for the RAB during press interviews or other public relations activities; approval will be obtained by a two-thirds vote.

g. When a RAB member is no longer able to participate in RAB meetings, the member should submit a written resignation to a RAB Co-Chair. Resigning members may nominate new members to replace themselves. Replacement members will also be sought from those individuals who were notified of their non-selection when they initially completed the community interest forms. New members must continue to reflect the diversity of the community.

h. A Procedures Committee will be established to resolve issues regarding compliance with the operating procedures and to accept proposals from RAB members to change the procedures. This committee will be composed of the two Co-Chairs and one RAB member appointed by the RAB.

i. Disputes within the RAB will be resolved by means of a three-step process. First, the RAB Co-Chairs will attempt to resolve the issue. When these efforts are not successful, an independent facilitator may be brought in to resolve the issue. Disputes

which cannot be resolved by the Co-Chairs or a facilitator may be formally presented to the USACE District Commander for resolution.

j. A quorum of RAB members must be present to hold a RAB meeting. A quorum is defined as both Co-Chairs, one regulatory agency member, and a majority of the remaining RAB members.

6. Election of Community Co-Chair. An election will be held at the first RAB meeting. RAB members interested in the Co-Chair position will be given five minutes to summarize their qualifications and state their interest in the Co-Chair position. Following these introductions, the Community Co-Chair will be elected by a majority vote of the community RAB members, by written ballot. If no candidate receives a majority of the votes, runoffs will be held with the candidate receiving the lowest votes removed from running until a candidate receives a majority. The elected Co-Chair will assume the position immediately. A new Community Co-Chair will be elected in March of each subsequent year.

7. RAB Member Responsibilities.

a. Responsibilities of the USACE Co-Chair are as follows:

(1) Coordinate with the Community Co-Chair to prepare and distribute an agenda prior to each RAB meeting.

(2) Communicate with all RAB members regarding FUDS environmental restoration activities at Titan 1-A.

(3) Publicly announce RAB meetings at least 15 days prior to and on the day preceding the meeting dates.

(4) Ensure that USACE participates in an open and constructive manner.

(5) Ensure that RAB members are educated and trained regarding their responsibilities as a member of the RAB.

(6) Ensure that the RAB is provided access to documents for its review and comment. Ensure that an adequate review period is allowed for the RAB members. Ensure that documents distributed to the RAB are also made available to the public in the information repository.

(7) Maintain a mailing list of interested and affected parties for the FUDS environmental restoration activities at Titan 1-A.

(8) Ensure that adequate administrative and technical support are provided to the RAB.

(9) Ensure that community issues and concerns related to FUDS environmental

restoration activities are addressed when raised.

(10) Ensure that the RAB is fully informed during all phases of the FUDS environmental restoration process and that it has opportunities to participate in advising decision-makers before final decisions are made.

(11) Provide all relevant guidance documents to the RAB to enhance the operation of the RAB.

(12) Report back to the USACE District and refer issues not related to FUDS environmental restoration to appropriate officials for action.

(13) Ensure that the RAB is represented on the PDT during the TPP process.

(14) Ensure that any significant documentation generated by the RAB meets the regulatory requirements set forth in the FUDS Program Implementing Guidance, Supplement to ER 200-3-1, chapter 8 (FUDS Handbook).

(15) Ensure that RAB meeting minutes summarizing topics discussed are prepared and made available in the information repository.

(16) Ensure that information on activities related to the RAB is documented and made available in the information repository.

(17) Ensure that, to the extent that RAB input is considered in a decision regarding response activities, information about the RAB is included in the Administrative Record.

(18) Ensure that all RAB meetings are open to the public.

b. Responsibilities of the Community Co-Chair are as follows:

(1) Coordinate with the USACE Co-Chair and the RAB members to prepare and distribute an agenda prior to each RAB meeting.

(2) Coordinate, as required, with the USACE Co-Chair to ensure that RAB questions and concerns are answered in an appropriate and timely manner.

(3) Encourage open and constructive community participation at RAB meetings.

(4) Ensure that RAB members are trained regarding their responsibilities as RAB members.

(5) Communicate with RAB members regarding FUDS environmental restoration activities.

(6) Ensure that community issues and concerns related to FUDS environmental restoration are adequately addressed and that relevant information is communicated

back to the community.

(7) Assist in the dissemination of information to the general public.

(8) Serve without compensation.

c. Responsibilities of RAB community members are as follows:

(1) Attend RAB meetings as required by the RAB operating procedures.

(2) Provide advice on FUDS environmental restoration activities to decision makers.

(3) Communicate community interests and concerns to the RAB.

(4) Serve as a conduit for the flow of information among the community, the USACE District, and other involved federal, state, and local agencies regarding the FUDS environmental restoration issues at Titan 1-A.

(5) Review, evaluate, and provide comments on documents related to FUDS environmental restoration activities.

(6) Serve without compensation.

d. Responsibilities of state regulatory agency member(s) are as follows:

(1) Attend RAB meetings as required by RAB operating procedures.

(2) Serve as an information, referral, and resource bank for the community, the USACE District, and other involved federal, state, and local agencies regarding FUDS environmental restoration activities at Titan 1-A.

(3) Review and provide comments on documents and other materials related to FUDS environmental restoration activities.

(4) Assist in the training of RAB members.

e. Responsibilities of the EPA member(s) are as follows:

(1) Attend RAB meetings as required by RAB operating procedures.

(2) Serve as an information, referral, and resource bank for the community, the USACE District, and other involved federal, state, and local agencies regarding FUDS environmental restoration activities at Titan 1-A.

(3) Assist in the training of RAB members.

8. Adoption of RAB Operating Procedures. RAB operating procedures may be adopted with a three-fourths majority vote, excluding members not present and members not voting.

9. Amendments to RAB Operating Procedures. Amendments to RAB operating procedures may be made with a three-fourths majority vote of all RAB members, including members not present and members not voting. Proposed amendments will be referred to the Procedures Committee for evaluation and recommendations. Proposals will be voted on by all RAB members after they receive the Procedures Committee's written recommendations. These recommendations will be provided to RAB members at least 20 days prior to the meeting in which the proposed amendments will be addressed.