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RESTORATION ADVISORY BOARD CHARTER NS MAYPORT FL
8/1/1995
RESTORATION ADVISORY BOARD

Charter of the Naval Station Mayport Restoration Advisory Board August 1995

I. Name

This organization shall be known as the Naval Station Mayport Installation Restoration Program (IR Program) Restoration Advisory Board (RAB). The RAB will fulfill all requirements of 10 USC Sec 2705(d) for Restoration Advisory Boards at Department of Defense installations. The RAB will work in partnership with Naval Station Mayport on environmental cleanup issues and related matters. Through the RAB, the community may review progress and participate in the decision making process.

II. Purpose and Mission

The purpose of the Naval Station Mayport Restoration Advisory Board is to:

- ▶ Facilitate communication among the members of the RAB in relation to actions taken by the Navy under its environmental restoration program.
- ▶ Provide an opportunity for members to comment on actions and proposed actions taken by the Navy under its environmental restoration program.
- ▶ Promote regulatory and public participation in accordance with applicable laws.
- ▶ Serve as a model for other Restoration Advisory Boards.

The RAB mission is to establish and facilitate a forum with the community, regulators, and Naval Station Mayport for the input and exchange of information in an open and interactive dialogue concerning the installation's environmental restoration program.

III. Authority

The basis and authority for this charter is the directive from the Chief of Naval Operations dated 9 February 1994.

IV. Membership

- A. This Charter establishes the RAB. The RAB will consist of:
- Naval Station Mayport's Installation Restoration (IR) Coordinator who will serve as the Navy Co-Chair;
 - community members, one of whom will serve as the Community Co-Chair;
 - representatives from the U.S. Environmental Protection Agency (USEPA), the Florida Department of Environmental Protection (FDEP), and the Southern Division Naval Facilities Engineering Command. State of Florida and Federal Natural Resource Trustees will be considered ex-officio members.
- B. Community members shall serve without compensation. All expenses incident to local travel and review inputs shall be borne by the respective member or their organization. The following member expectations should be considered:
- ▶ Terms - RAB members are expected to serve at least a two-year term.
 - ▶ Participation - RAB members are expected to attend all RAB meetings. RAB members must notify the one of the Co-Chairs if they will be unable to attend a regularly scheduled RAB meeting. Attendance at RAB meetings is critical to the success of its goals. RAB members may have three unexcused absences in one year. Members who have more than three unexcused absences will be asked to assess their commitment to the RAB and, if necessary, resign.
 - ▶ Availability to Community - RAB members are expected to communicate with local community members and interest groups concerned with specific installation cleanup issues, and to report back to organized groups to which they belong or represent. It is important for RAB members to serve as a direct and reliable conduit for information flow to and from the community. RAB members should understand that their names and phone numbers will be widely communicated to the local community to enable ready community access and communication. RAB members need to remember that it is their duty to honestly represent information that they receive. Tentative conclusions and draft recommendations should be properly identified.
 - ▶ Review of Documents - RAB members may be asked to review various reports on installation cleanup activities, including draft and final technical documents, proposed and final plans, status reports, and consultants reports. RAB members will be responsible for reviewing this information and providing review comments and other input to Naval Station Mayport at RAB meetings. Regular RAB meetings and special focus sessions will be conducted at which these documents will be discussed. The Navy, FDEP and USEPA technical support staff will be available to provide informational support to RAB members.

- ▶ Conflict of Interest - Individuals who have certain financial interests which may affect their impartiality in dealing with matters presented to the RAB for consideration may not properly be a member of the Board. Such a conflict of interest exists for any individual who may make a direct personal financial gain or who may gain an unfair business advantage resulting from the implementation of recommendations relating to the type of environmental restoration (ER), waste management (WM) methods or ER/WM research and development methods or technologies employed for accomplishing base cleanup.
- C. Chairmanship will be a jointly held responsibility between the Navy and the community. This will provide the community with direct input and ownership in the RAB process from the beginning. The length of the term to be served by the Community Co-Chair shall be two years. This will allow for continuity, but also timely change if necessary. The RAB community membership should also bear the responsibility of terminating the Community Co-Chair that is either ineffective or detrimental to the progress of the RAB.
- D. The RAB will regularly review, discuss, and provide comments on a wide variety of technical documents and plans. This documentation will simultaneously be made available for public review and comments at the local information repositories. Public comments will be seriously considered before these documents or plans are finalized.
- E. Public participation on the RAB will be strictly voluntary. The Navy is not authorized to provide technical assistance grants of direct financial support to the public members for their services.

V. Structure and Operating Procedures

- A. Cheryl L. Mitchell will serve as the Navy Co-Chair on the RAB, and Robert G. Weiss will serve as the Community Co-Chair. The Navy Co-Chair and the Community Co-Chair will alternate the responsibility for running each meeting.
- B. RAB community members may form sub-committees to address specific issue as deemed necessary by the group as a whole.
- C. Meetings will be held as agreed upon on a monthly basis or as needed at the request of individual members. Minutes and agenda will be mailed 7 days prior to the RAB meeting. RAB meetings will be open to the public and notices will be provided to local newspapers of general circulation to the affected area. When time permits, meetings will be advertised to members on the mailing list.
- D. The Navy Co-Chair will be responsible for recording and disseminating the meeting minutes and agendas. Approval of prior meeting minutes will be an agenda item for each meeting. Comments on the minutes may be provided to the Chair.

- E. The Navy Co-Chair will make documents available for review at the information repository. The members should submit written comments on the subject documents within the time frame specified (30-60 days). The chair will ensure that written responses to comments are provided to the members in a timely manner. Members are responsible for assuring that comments reflect the position of their constituency. Members are responsible for accurately representing the status of information in draft or preliminary documents provided for their review.
- F. Action items will be established at each RAB meeting. Responses to comments or requests for information will be provided in writing. All action items will be listed in the minutes of the meeting at which they are assigned. Progress on each action item will be briefed at each RAB meeting. When an action item is closed, the written response will be included in the minutes.
- G. Final documents, members' comments reviewed by the RAB, responses to action items, and RAB meeting minutes will become a part of the administrative record on which the selection of response action will be based. The administrative record will be available for public review.
- H. The RAB, in addition to facilitating the exchange of information, will attempt to resolve, through consensus, all issues and problems that may arise during the course of IR Program activities. Opinions of the RAB will be the result of consensus whenever possible. When dissenting opinions exist, they will be noted in the meeting minutes.
- I. The Naval Station Mayport RAB will prepare a termination report documenting its issues and experiences upon suspension of the RAB.

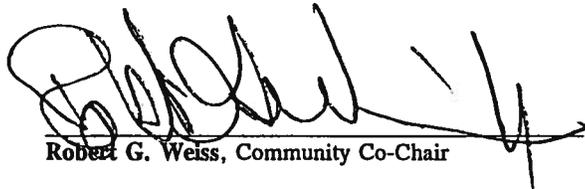
VI. Effective Date and Modification

- A. The RAB will be considered effective upon signature of two-thirds (2/3rds) majority of the members.
- B. The Charter may be amended by the mutual consent of two-thirds (2/3rds) majority of the members.

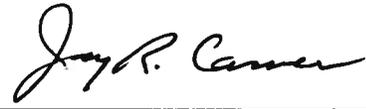
IT IS SO AGREED ON THIS DATE: 17 AUGUST 1995

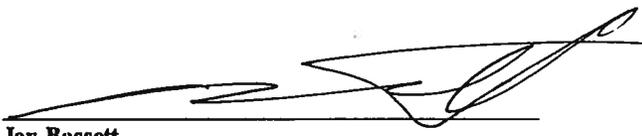
Naval Station Mayport Restoration Advisory Board Members:


Cheryl L. Mitchell, Navy Co-Chair
Naval Station Mayport

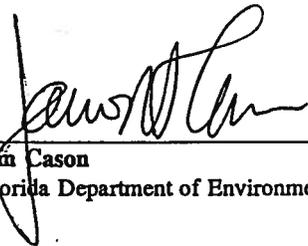

Robert G. Weiss, Community Co-Chair


David M. Driggers
Southern Division Naval Facilities Engineering Command

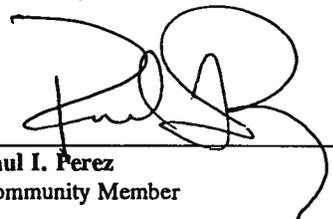

Jay R. Carver
Community Member


Jay Bassett
U.S. Environmental Protection Agency


Edwin H. Cordes
Community Member


Jim Cason
Florida Department of Environmental Protection


Patricia A. Lauderdale
Community Member


Paul I. Perez
Community Member

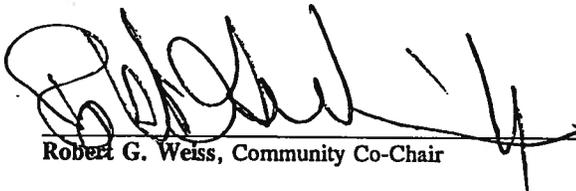
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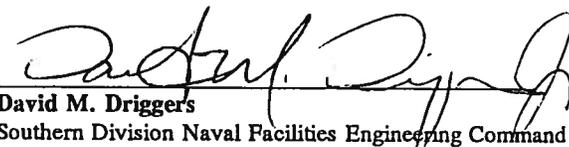
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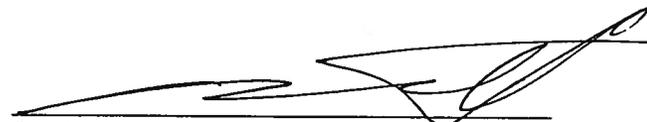
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Naval Station Mayport

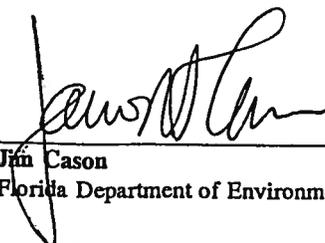

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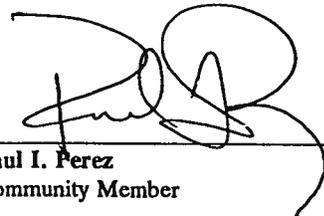

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