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Ser 1843.1/L6015
November 1, 1995

Dear RAB Member:

On behalf of Moffett Federal Airfield (MFA) Base Closure Team and the Community Co-Chair, you are invited to our next Restoration Advisory Board (RAB) meeting.

Our last RAB meeting was held on October 12, 1995 at the City of Mountain View Police/Fire Administration Building in Mountain View, CA. The meeting summary is provided as enclosure (1). Our **next RAB meeting** will again be held on the second Thursday of the month, **November 9, 1995**, at the **City of Mountain View Police/Fire Administration Building**. The meeting will begin at **7:00 p.m.** The agenda for the meeting is as follows:

7:00-7:02 PM Meeting Overview
7:02-7:04 PM Minutes Approval
7:04-7:15 PM Remedial Project Managers Meeting Report
7:15-7:17 PM Community Co-Chair and Vice Co-Chair Nominations
7:17-7:35 PM Subcommittee Reports
7:35-7:55 PM "Steps toward Design and Construction"
7:55-8:10 PM Questions/Answers on Presentation
8:10-8:53 PM OU5 Discussion
8:53-8:58 PM Public Input
8:58-9:00 PM Agenda/Schedule for December RAB Meeting

If you have any questions or comments, please contact me at (415) 244-2563, Mr. Hubert Chan of this office at (415) 244-2562, or Mr. Paul Lesti, Moffett's Community Co-Chair, at (415) 969-7682.

Sincerely,

Original signed by:

STEPHEN CHAO
BRAC Environmental Coordinator,
Moffett Federal Airfield

Distribution:
Moffett Federal Airfield RAB Members
Maurice Bundy, Potential RAB Member

Distribution:

Elizabeth	Adams	Richard	Schuster
Bernie	Album	Christina	Scott
Maurice	Ancher	Molly	Sellman
John	Beck	Lenny	Siegel
Rick	Bernardi	Cynthia	Sievers
Charles	Berrey	Ted	Smith
Michael	Bessette	Steve	Sprugasci
Anne	Blakeslee	Ron	Staricha
Dena	Bonnell	Peter	Strauss
Jim	Burgard	Robert	Strena
Steve	Chin	Joseph	Trudel
Diane	Cho	Julio	Valera
Joseph	Chou	Mary	Vrable
Bob	Climo	Patricia	Wood
Ann	Coombs	John	Young
Robert	Davis		
Chris	DeGroot		
Russ	Frazer		
John	Gibbs		
Michael	Gill		
David	Glick		
John	Gurley		
Jim	Haas		
Rita	Halper		
Thomas	Harney		
Roger	Higdon		
Bob	Holston		
Thomas	Iwamura		
Susan	Jun		
Isao	Kobashi		
Byron	Leigh		
Paul	Lesti		
Michael	Martin		
James	McClure		
Stewart	McGee		
Jacklyn	Montgomery		
Bob	Moss		
Sandra	Olliges		
Edwin	Pabst		
Robin	Parker		
Stephen	Schneider		

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PRC Environmental Management Inc. (Attn: Michael Young)

PRC Environmental Management Inc. (Attn: Tatiana Roodkowsky)

Montgomery Watson (Attn: Chris Peterson)

NFESC (Attn: Maureen Little)

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MEETING MINUTES

**MOFFETT FEDERAL AIRFIELD
RESTORATION ADVISORY BOARD MEETING**

**CITY OF MOUNTAIN VIEW POLICE/FIRE ADMINISTRATION BUILDING
1000 Villa Street
Mountain View, California**

Thursday, October 12, 1995 7:00 p.m.

I. INTRODUCTIONS AND MEETING OVERVIEW

Mr. Stephen Chao, Navy co-chair, opened the meeting of the Moffett Federal Airfield (Moffett Field) Restoration Advisory Board (RAB) by introducing himself and several attendees: Ms. Cindi Flemming, U.S. Navy; Ms. Tatiana Roodkowsky, PRC Environmental Management, Inc. (PRC); Mr. Chris Petersen, Montgomery Watson; and Ms. Dena Bonnell, City of Mountain View.

Mr. Chao reviewed the following agenda items for this meeting:

- Minutes Approval
- Remedial Project Manager's Meeting Report
- Subcommittee Reports
- NASA Overview
- Operable Unit 5 Update
- RAB By-Laws Discussion/Vote
- Agenda/Schedule for Next Meeting

Mr. Chao noted that the discussion and vote on the by-laws had been moved to the end of the agenda.

Mr. Paul Lesti, community co-chair, announced that local television channel 11 reported on the last base tour. He commended Mr. Thomas Harney on arranging the media coverage and indicated that Mr. Harney and Mr. Don Chuck, U.S. Navy, have video tape copies of the report.

II. MEETING MINUTES APPROVAL

Mr. Lesti solicited comments on the minutes of the September 14, 1995, RAB meeting. Ms. Christina Scott, Lockheed Martin, noted that the minutes should reflect her request for an update of the stationwide remedial investigation (RI) work to be included as a future agenda item. Mr. Lesti commented that the executive summary of the stationwide RI report will be included in the mailing to the RAB members for the November 9, 1995, RAB meeting. The minutes were approved as amended.

Ms. Leslie Byster, Silicon Valley Toxics Coalition (SVTC), asked that a review of the operable unit (OU) 5 public meeting (scheduled for November 16, 1995) be placed on the November 9, 1995 RAB meeting agenda.

Mr. David Glick, Geoplexus and community vice co-chair, questioned whether there had been a change in the RAB distribution list, since he had not received the last few RAB mailings. Ms. Bonnell mentioned that she also had not received the last RAB mailing. Mr. Chao stated that he would review the mailing distribution list and send Mr. Glick and Ms. Bonnell the previous two RAB meeting minutes.

III. REMEDIAL PROJECT MANAGER'S MEETING REPORT

Mr. Michael Gill, U.S. Environmental Protection Agency (EPA), summarized the Moffett Field remedial project manager's (RPM) meeting held on October 11, 1995.

A. Wash Rack Investigation

The RPMs discussed preliminary data from the wash rack investigation and proposed soil boring and groundwater monitoring well locations. Field activities to complete the wash rack investigation are scheduled to begin on October 16, 1995.

B. Eureka Data Field Work

Field activities for replacement of soil sample data are scheduled to occur concurrently with the wash rack investigation on October 16, 1995. Data analyzed by Eureka laboratories were questionable due to past fraudulent laboratory practices.

C. Site 5 Bioventing Pilot Test

The pilot test began in early August 1995 and will continue for the next few months.

D. Operable Unit 5 Schedule

The public participation meeting to discuss the proposed cleanup of OU5 (east-side aquifers) is scheduled for November 16, 1995.

E. Operable Unit 1 Schedule

A public participation meeting to discuss the proposed cleanup of OU1 (landfills) is scheduled for January 11, 1995.

F. Site-Wide Ecological Assessment

The toxicity reference value (TRV) study is being completed. This information will contribute to phase II of the site-wide ecological assessment.

G. Stationwide Risk Assessment

Mr. Gill stated that the RPMs continued to discuss methods to represent the cumulative effects of all risks at Moffett Field and indicated that the RPMs had not yet reached agreement. Mr. Peter Strauss, MHB Technical Associates (consultant to SVTC), asked Mr. Gill to explain the controversy associated with the stationwide risk assessment. Mr. Gill stated that risk assessment data can be represented in various ways. EPA favored an analysis of risk at each sample point to create a visual tool to evaluate risks across the station. He reported that the Navy proposed an area calculation, to assess all risks for water and soil within

a given area. Mr. Gill summarized that the disagreement was primarily in the presentation, not the calculation, of risks.

Mr. Chao added that there may be one isolated hot spot within an area, but that people don't live on one particular hot spot. He stated that an area risk assessment will produce a more realistic presentation of the risk associated with the entire site because it accounts for the movement of individuals throughout the site. Ms. Byster commented that her concern is that the public will still be bombarded with risks from many hot spots. Mr. Chao stressed that the Navy is taking a conservative approach in evaluating risk and that the risk assessment process has many conservative assumptions built in. Mr. Robert Moss asked how the Navy determined what size area to use in estimating risk. Mr. Chao responded that EPA provides guidance documents which assist the scientists in quantifying risk and that these documents recommend an area of one-half acre (about 22,000 square feet). Mr. Gill explained that the size of the area studied is important in conducting the risk assessment. He noted that EPA requested that the Navy study a 1,500 square foot area, not a 22,000 square foot area.

Mr. Gill added that the point calculation of risk suggested by EPA is a tool to visualize risk, although the area calculation favored by the Navy provides a more accurate risk estimate. Mr. Chao noted that risks at Moffett Field were estimated using both approaches and differences between the methods were less than one order of magnitude. Mr. Moss added that at other sites with small (1,500 to 3,000 square feet) contaminated areas, EPA used the highest detections to represent concentrations throughout the contaminated area. Mr. Gill noted that if the area studied is too large, then it is possible that some contaminated areas will be missed in the risk calculations.

H. Planning Activities

Mr. Gill stated that the Navy and the Base Realignment and Closure (BRAC) cleanup team (BCT) will be coordinating to address planning priorities and budgets. Mr. Strauss asked whether the RAB also should be involved in setting priorities and in establishing budget goals. Mr. Chao responded that as the Navy is establishing environmental cleanup priorities, that he will try to include the RAB in the process. Mr. Lenny Siegel, Pacific Studies Center, mentioned that Navy headquarters is preparing a guidance document on preparing environmental cleanup budgets. This guidance directs the Navy to consult with BCTs and RABs. Mr. Siegel stated that Congress added 20 percent more funds to the BRAC cleanup budget than requested by the President.

IV. SUBCOMMITTEE REPORTS

Mr. Lesti asked the subcommittee chairs to deliver their reports.

A. Organization Subcommittee

Mr. Glick reported that the by-laws would be discussed at the end of the RAB meeting.

B. Cost Subcommittee

Ms. Scott reported that the cost subcommittee met to hear a speaker from the Navy's contracting office discuss types of contracts and the general process in use for environmental cleanup activities. Ms. Scott indicated that the subcommittee was pleased with the presentation and that additional copies of the Navy handout materials were available. She added that the next subcommittee meeting was not yet scheduled.

C. Technical, Historical, and Educational (THE) Subcommittee

Dr. James McClure, Harding Lawson Associates (consultant to the Middlefield-Ellis-Whisman [MEW] companies) and THE subcommittee chair, reported that the subcommittee met and divided efforts between two documents: the feasibility study (FS) for OU5 and the stationwide draft remedial investigation. Dr. McClure noted that the next meeting for THE was scheduled for Wednesday, October 18, at 7:00 p.m., at the Mountain View Senior Center.

D. Communications, Media, and Outreach Subcommittee

Ms. Byster reported on the activities of the communications, media, and outreach subcommittee. Ms. Byster stated that the subcommittee received Mr. Glick's fact sheet on OU1. She noted that subcommittee members, Ms. Cynthia Sievers and Ms. Bonnell, volunteered to review the fact sheet and will report to the next meeting of the subcommittee on October 25, 1995. Ms. Bonnell encouraged interested RAB members to submit their comments to her by facsimile at (408) 287-6771.

Ms. Byster asked Dr. McClure whether the THE subcommittee could provide a fact sheet to explain OU5 and whether the fact sheet could be ready by the November RAB meeting. Dr. McClure indicated that the

proposed plan will be available for review before the meeting and that the proposed plan is a large fact sheet. Mr. Chao noted that the OU5 proposed plan will be distributed by mail on October 27, 1995.

V. NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA) OVERVIEW

Ms. Sandy Olliges, NASA, provided an update of NASA activities at Moffett Field. She noted that her presentation would focus on two questions: 1. How do the Navy and NASA interact regarding Moffett Field's environmental cleanup? and 2. What kind of regulatory oversight is involved with NASA's environmental cleanup activities at Moffett Field?

Ms. Olliges noted that NASA's facility is not a Superfund site. Some of NASA's environmental cleanup sites are subject to EPA regulations while other sites are subject to state oversight.

Ms. Olliges stated that the Navy and NASA work closely together to coordinate activities at their sites and gave a general overview on the NASA sites. As examples of Navy and NASA cooperation, Ms. Olliges described activities at two areas.

Ms. Olliges reported that trichloroethene (TCE) was discovered in soils on NASA property at area of interest (AOI) 7, the vertical take-off and landing (VTOL) pad. AOI 7 is adjacent to Navy Site 8 which was an equipment storage yard. Contamination was found adjacent to the boundary between the sites. NASA excavated the contamination and the cleanup included part of the area within Navy's Site 8.

Another example Ms. Olliges discussed included NASA AOI 6, the Lindbergh Avenue storm drain channel. She noted that this channel drains all of the western side of Moffett Field into stormwater retention ponds. NASA took the lead on the cleanup of the channel while the Navy is leading the site-wide ecological assessment.

Ms. Olliges explained that NASA is a potentially responsible party (PRP) under Superfund to the MEW regional plume. EPA has jurisdiction NASA AOIs 1, 2, 3, 7, 9, and 12 which overlie the MEW plume. The California Environmental Protection Agency, Department of Toxic Substances Control (DTSC) has jurisdiction over NASA AOIs 4, 5, 6, 8, and 10 which do not overlie the regional plume.

Ms. Olliges stressed that NASA will ensure that public participation will be included in removal actions. Mr. Strauss asked whether NASA could provide the RAB with an outline of the differences in the requirements of the regulatory agencies for the NASA sites. Ms. Olliges responded that there is not much difference in the required cleanup levels. As examples, she noted that the cleanup levels for volatile organic compounds (VOCs) and petroleum products were agreed to by DTSC and EPA and are used at NASA as well as Navy sites. Ms. Olliges noted NASA was meeting with DTSC to discuss cleanup levels for polychlorinated biphenyls (PCBs) and that a range of the background levels for lead between 7 and 43 parts per million (ppm) was used for cleanup at AOI 6 (storm drain channel). She mentioned that NASA does not have a comprehensive agreement with the regulatory agencies, such as the Navy's Federal Facilities Agreement (FFA).

Ms. Mary Vrabel, League of Woman Voters, asked if NASA's contaminants were the same as those in the MEW plume. Ms. Olliges noted that the types are similar, but that concentrations at NASA were, in general, much lower. She added that some "hot spots" such as the area north of Navy site 8 were exceptions. Ms. Byster asked Ms. Olliges what concentrations of TCE and toluene were measured in the area north of Site 8. Ms. Olliges responded that TCE was measured at 10 ppm in a HydroPunch groundwater sample. Groundwater samples from a well installed at the same location measured TCE in the range of 1,000 parts per billion (ppb). Soil samples collected from the excavation during cleanup measured only several 100 ppb TCE. Ms. Olliges stated that toluene contamination in soil was removed along with the VOCs during the cleanup of the area north of Navy Site 8.

Mr. Strauss asked whether groundwater extraction wells would be installed near Navy Site 8. Ms. Olliges stated that the one or two wells would be installed further northeast of Site 8 within AOI 7. She noted that NASA is seeking a financial agreement with the MEW companies to install extraction wells and treat the contaminated groundwater. Ms. Olliges indicated that NASA plans for two to four wells as its part of the cleanup of the regional groundwater plume.

Mr. Siegel asked who supplied the funding for NASA's cleanup. Ms. Olliges responded that the funding came out of the NASA headquarters budget. Mr. Harney asked where NASA disposed of soil excavated from north of Site 8. Ms. Olliges responded that soils were sent to a permitted landfill and referred Mr. Harney to a fact sheet NASA had prepared to summarize the activities.

VI. OPERABLE UNIT (OU) 5 UPDATE

Mr. Lesti introduced Mr. Brian Werle, PRC, to update the RAB regarding work performed at OU5, the east-side aquifers. Mr. Werle briefly discussed the OU5 characterization; the cleanup alternatives considered; and the status of the proposed plan.

Ms. Scott asked how the Navy determined background levels of metals for Moffett Field. Mr. Timothy Mower, PRC, explained that naturally occurring sediments were the sources of metals in groundwater at Moffett Field. He indicated that antimony and thallium are present in groundwater throughout Moffett Field at concentrations above drinking water standards. Mr. Mower noted that clay particles within the groundwater may contribute to the observed high concentrations.

Mr. Siegel asked Mr. Werle to explain the type of off gas treatment planned for OU5. Mr. Werle responded that a vapor-phase granular activated carbon (GAC) treatment is a leading option for consideration. Mr. Siegel also asked where groundwater reinjection might occur. Mr. Werle indicated that the reinjection was within the OU5 area and that the OU5 FS report contained additional details.

Mr. John Young, EMCON Associates, asked whether a pump test will be conducted at OU5. Mr. Mower stated that two pump tests were conducted. Mr. Young asked how many gallons per minute (gpm) were pumped. Mr. Mower responded that 5 to 10 gpm was a typical pumping rate. Mr. Young added that the low contaminant concentrations in OU5 groundwater may not require any offgas treatment. Mr. Siegel asked whether a cumulative evaluation of air emissions from all the treatment systems planned for Moffett Field had been conducted. Mr. Werle explained that all air emissions are monitored by the San Francisco Bay Area Air Quality Management District (BAAQMD). He stated that the BAAQMD has a permitting process, and that Moffett Field is subject to that process. Mr. Strauss expressed his opinion that the Navy should commit to vapor treatment, in addition to any BAAQMD requirements. Mr. Chao stressed that if a health risk exists, the Navy will make sure the cleanup levels are protective of the community.

Mr. Lesti asked that potential hydraulic communication between the A1 and A2 aquifers at OU5 be addressed. Mr. Mower responded that pumping groundwater from the A1-aquifer zone will create an upward gradient from the A2-aquifer zone and that precise location of areas of communication, therefore, would not be necessary. Ms. Byster asked how the B aquifer would be affected. Mr. Mower indicated that

no contamination exists in the B aquifer, but that the B- and C-aquifer zones would be monitored during cleanup. Ms. Vrabel commented that groundwater reinjection is often difficult. Mr. Werle responded that reinjection testing may be considered during the design phase to further evaluate the feasibility of reinjection. Ms. Byster asked whether cleanup at Site 5 was included in the plans for OU5. Mr. Werle responded that the Site 5 cleanup was strictly related to petroleum compounds, and therefore, not subject to Superfund requirements. He added that the Site 5 cleanup will follow the petroleum sites corrective action plan that was approved by the regulatory agencies and that the bioventing pilot test at Site 5 is one of the initial steps in the cleanup of this area.

Mr. Strauss asked for further discussion of historic high VOC concentrations measured in groundwater at OU5. Dr. McClure responded that two hypotheses could explain the rapid decline in concentrations observed in groundwater samples collected during 1983 to 1985 near Hangar 3. One explanation could be contaminants migrated horizontally or vertically away from the area. A second explanation could involve enhanced degradation of the VOCs due to the presence of commingled petroleum compounds which stimulate biological activity. Dr. McClure added that the need to determine which scenario is correct is mitigated by the proposed pumping for cleanup at OU5. A sufficient groundwater extraction system in the A1-aquifer zone would eliminate the need to further investigate the historic detections.

VII. RAB BY-LAWS DISCUSSION AND VOTING

Mr. Lesti asked Mr. Glick, organizational subcommittee chair to present the RAB by-laws for a vote. Mr. Lesti explained that the organizational subcommittee is responsible for drafting the by-laws. He explained that the by-laws were first patterned after the Presidio RAB's by-laws, but were significantly shortened after an initial draft. Mr. Glick, Mr. Lesti, and other RAB members participated in drafting and revising the Moffett Field RAB by-laws. Mr. Lesti noted that the RAB has had two months to review the proposed by-laws. Mr. Glick moved to adopt the by-laws (Ms. Vrabel second).

Ms. Byster asked how the two-thirds majority to create a subcommittee was decided and why a simple majority was not chosen. Mr. Lesti responded that the organizational subcommittee members decided to propose the two-thirds voting structure because committees are an important commitment of RAB resources. He added that the by-laws could be amended by majority vote if members later decided that the two-thirds majority for subcommittee creation was inappropriate.

Mr. Moss asked that the RAB accept an amendment to the by-laws as follows:

Amend the by-laws on page 2, section 3A, by adding item 10 to the list of responsibilities:

"Comment on proposed remediation activities and the adequacy of plans and procedures in a timely manner." (Mr. Gill asked for the addition of "in a timely manner" to the amendment.)

The RAB approved the amended by-laws unanimously.

VIII. AGENDA/SCHEDULE FOR NOVEMBER RAB MEETING

Mr. Lesti announced that the next meeting of the RAB will take place on Thursday, November 9, 1995, at 7:00 p.m. He asked the RAB members to suggest agenda topics. Mr. Strauss proposed a discussion of the definition of the site-wide record of decision (ROD). Mr. Lesti suggested that a wetlands expert make presentation at a future RAB meeting. Mr. Young asked whether a discussion on risk assessment may be included in the agenda. Mr. Joseph Chou, DTSC, offered to bring a toxicologist from DTSC for the presentation. Mr. Chao noted that he would also like to have a Navy toxicologist represented at the meeting. Mr. Siegel commented that risk assessment is too important a topic to set an agenda without further discussion. Mr. Gill asked to include an OU5 update on the agenda. Mr. Chao agreed to include time for OU5 discussion on the agenda.

IX. ADJOURNMENT

Mr. Harney acknowledged all RAB members' efforts by reminding the group that the Moffett Field RAB had its first meeting 1 year ago on October 13, 1994. He encouraged members to reflect and evaluate where the RAB has been and where it should go in the future. Mr. Chao adjourned the meeting at 9:10 p.m.

MOFFETT FEDERAL AIR FIELD RESTORATION ADVISORY BOARD

CHARTER

I - NAME and AUTHORITY

A. Name: The name of the organization is "The Moffett Federal Air Field Restoration Advisory Board" (MOFFETT RAB).

B. Authority: The MOFFETT RAB is organized per the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1985, specifically Sections 120(a), 120(f), and 121(f), and 10 U.S.C. 2705(c), Department of Defense (DOD) Environmental Restoration Program enacted by Section 211 of SARA; July 2, 1993, President's Five Part Program; the Federal Facilities Environmental Restoration Dialogue Committee recommendations; DOD's September 9, 1993 policy memorandum on "Fast Track" cleanup initiatives; and DOD's April 14, 1994 FY 94/95/96 Defense Environmental Restoration Program Management Guidance.

C. Definitions:

BRAC = Base Realignment and Closure.

CLEAN-UP = Issues and activities which include protection of human health and the environment, restoration, and reuse.

MEW = The Middlefield, Ellis and Whisman, cleanup site in Mountain View, California.

MOFFETT = Moffett Federal Air Field

NASA = National Aeronautic and Space Administration or current landowner of MOFFETT.

Navy = The Navy installation commander responsible for the cleanup of the MOFFETT

RAB = The Moffett Federal Air Field Restoration Advisory Board of duly appointed members of DOD, Navy, Federal State and Local regulators, and community representatives, present and in session.

II - MISSION and PURPOSE

A. MISSION: To advise the Navy authorities responsible for the environmental cleanup effort at MOFFETT, a 1992 Base Realignment and Closure military installation.

B. PURPOSE: The RAB is the principal forum where the concerns and issues of the people living in the community discuss and exchange information about the MOFFETT environmental cleanup program, with the DOD, the Navy, MEW, NASA (and/or the appropriate landowner(s) of MOFFETT), Federal, State and local regulators, any Local Reuse Authority that may arise, and representatives of the community.

III - RESPONSIBILITIES

A. RESPONSIBILITIES: The principal responsibilities of the RAB are:

1. To give timely advice to the Navy authorities responsible for the MOFFETT cleanup.
2. To consider all issues and concerns introduced by the RAB and the general public which are current, future or potential threats to human health and the environment, and their impact on the realignment, the community and or any potential reuse plan for MOFFETT.
3. To review and evaluate pertinent documents related to cleanup, realignment and/or reuse of MOFFETT.
4. To identify and recommend proposed cleanup project requirements.
5. To identify and recommend appropriate standards consistent with realignment and/or reuse and environmental protection.
6. To recommend cleanup project priorities consistent with realignment and/or reuse and environmental protection.
- 7) Conduct regular meetings, open to the public, at convenient times and locations.
- 8) Publish minutes of meetings and make them available to the public.
- 9) Develop, maintain and use a mailing list of interested persons, organizations, associations, key local government agencies, and interest groups who have expressed an interest to receive information on the MOFFETT cleanup process, and to provide the information in a timely manner.
- 10) To comment on proposed remediation activities and the adequacy of plans and procedures in a timely manner.

BY-LAWS

IV - MEMBERSHIP

A. MEMBERSHIP: Community members or individual representative(s) of organizations must reside in, operate a business in, serve the community or provide services thereto, the Cities of Mountain View and Sunnyvale and/or adjacent communities. In addition, the following agencies which shall be represented: US Environmental Protection Agency (EPA), California regulatory agencies (Regional Water Quality Control Board, Department of Toxic Substance Control, etc.) Local regulatory agencies (Santa Clara Valley Water District, etc.), Cities of Mountain View and Sunnyvale, Navy, and NASA (and/or the appropriate landowner(s) of MOFFETT).

B. ADDITIONS and RESIGNATIONS:

1. Additions: Members may be added at any time provided:
 - a. Application for membership is received by the Navy or Community Co-Chair; presented by both the Navy and Community Co-Chairs for membership; forwarded by the Navy to the Moffett RAB.

b. Membership is approved by a majority vote of the community members of the RAB present and in session.

c. If necessary, open nominations for new members will take place when deemed necessary by the RAB.

2. Resignations: Community members may resign at any time. The member should inform the Community Co-Chair, preferably in writing. A resigning member may nominate a new member as a replacement to the Community Co-Chair, who will then follow the procedures described in paragraph 1 above. Resignations by government members of the RAB are subject to the approval of the agency's appointing authority.

3. Terminations: Regular attendance at RAB meetings is necessary to ensure ongoing, consistent involvement by community members. The absence of a community member from three consecutive meetings may be considered cause for termination. Notice of termination will be prepared by the Navy Co-Chair, signed by both the Navy and Community Co-Chairs for dispatch to the member. A member notified of his/her termination from the RAB may appeal to the RAB for continued membership. Continued membership must be approved by a majority of community members of the RAB. Termination shall be approved by two-thirds of the community members of the RAB.

C. RESPONSIBILITIES:

1. Community Members - The community members of the RAB represent the most important element in the cleanup of Moffett. They have a direct responsibility to the interests and concerns of the constituents they represent, and to the community as a whole. Their responsibilities are:

- a. Regularly attend RAB meetings.
- b. Advise and comment on cleanup effort.
- c. Serve as a conduit of information to and from any group they represent.
- d. Serve in a voluntary capacity, without compensation.

2. Federal, State and Local Regulators and NASA:

- a. Provide to RAB the rationale of their agency's position regarding the issue under review or discussion by the RAB or its committees.
- b. Review and provide comments on documents relative to the cleanup effort.
- c. Inform the RAB of applicable legislation and regulations.

D. CONFLICT OF INTEREST: RAB members shall inform the RAB of any conflict of interest that may provide them with a direct financial gain.

V - ORGANIZATION

A. GENERAL: The RAB shall be organized with two Co-Chairs [a Navy Co-Chair and a Community Co-Chair], a Community Vice-Co-Chair, and if needed, a Secretary, who shall serve as officers of the RAB (See part VII); The RAB shall also be comprised of DOD, Navy, NASA, Federal, State and local regulators; Technical Advisors (without vote), if appointed; and duly appointed community members.

B. COMMITTEES: Duties: To support the RAB in all of its duties, and assist in collecting, identifying, organizing, analyzing and communicating information about the Moffett Federal Air Facility's cleanup process.

The RAB at its March 9, 1995 meeting has approved the following committees. A short description of its duties are as follows:

1. Technical Historical and Educational Committee (THE):

To review documents related to the cleanup and any related issues, prepare special reports, and summarize activities to the RAB. Provide educational, informational and technical programs/presentations to the RAB to enhance RAB members understanding of issues.

2. Communications, Media and Outreach Committee:

To assist the RAB to inform the community, by use of local media outlets of notice of meetings and agenda. To initiate and promote contact with the local media, governments, community including neighborhood groups, business and industry, and other interested parties of RAB activities. It will maintain a mailing list of parties. It will prepare news releases, fact sheets, letters in response to the public, and coordinate speaking requests at the direction of the RAB. The Navy will provide appropriate administrative support.

3. Organizational Committee:

Develop appropriate ground rules in the form of a charter and by-laws, for RAB approval. After RAB approval, the Organizational Committee shall be retained as a Rules Committee and its purpose will be to sustain the principles and provisions of the RAB CHARTER and BY-LAWS, and to prepare amendments for presentation and approval by the RAB.

4. Cost Committee

To review documents and to provide advice and comment on cost issues to the Navy and the RAB. The committee may prepare special reports/presentations for summaries to the RAB.

5. Special or Other Committees:

The RAB may form special or other committees as needed. The vote shall be in accordance with the Voting Table (see attached).

C. CHAIR or SPOKESPERSON: Committee members will elect a Chair or Spokesperson. The Committee Chair shall serve as the committee leader responsible for organizing and directing the procedural operation of the committee, and acting as the principal spokesperson on committee reports.

VI - OFFICERS

A. TERM OF SERVICE: The Navy Co-Chair shall serve as the appointing authority elects. The Community Co-Chairs and Secretary (if any) shall serve for a period of one year. The Co-Chairs were elected in February and March 1995, and therefore a new election will be held at each January meeting to elect a Community Co-Chair and Vice-Community Co-Chair, unless needed beforehand. The Community Co-Chair, the Vice-Community Co-Chair and the Secretary may serve for more than one term.

B. TERMINATION / RECALL: The Navy Co-Chair shall terminate his / her appointment as the appointing authority elects, or is not available, resigns employment, is transferred, or is otherwise not available for other reasons. The Community Co-Chairs or Secretary (if any) may terminate his/her elected position by: voluntary resignation; is not available to carry out his/her responsibilities; or is removed from the position by the community members of the RAB.

C. DUTIES OF THE NAVY CO-CHAIR:

1. In close coordination with the Community Co-Chair, prepare and distribute an agenda prior to each general or special RAB meeting.

2. Provide administrative support to the RAB in preparing the minutes of meetings.

3. Organize and provide the necessary technical and administrative support for general and special meetings of the RAB.

4. Provide documents relative to the environmental cleanup of MOFFETT to the RAB and its committees as requested, and to the general public by their availability at public meetings and information repositories.

5. Be responsible for coordinating the updates given at each RAB meeting.

6. Ensure that information repositories have updated or current documents available.

7. Sign the minutes of meetings and addendum thereto.

8. Report back to the Navy on the advice received by the RAB members, as input to the decision process; and make the approved minutes of RAB meetings part of the Navy's administrative record on the cleanup of the Moffett Federal Airfield.

D. DUTIES OF THE COMMUNITY CO-CHAIR:

1. In close coordination with the Navy Co-Chair, prepare and assist in distributing an agenda prior to each general or special RAB meeting.

2. Assist the Navy Co-Chair in providing documents in a timely manner to the RAB and committees on request.

3. Serve as the focal point for community outreach and report back to the community as a whole.

4. Ensure that community issues and concerns related to cleanup on the MOFFETT are included in the RAB meeting agenda.

5. Encourage community members to participate in RAB meetings in an open and constructive manner.

6. Represent the Moffett RAB at functions and events.

7. Attend, or have a designated alternate attend, the Remedial Project Manager's (RPM) meetings.

8. Serve as the principal liaison between the Navy Co-Chair, the BRAC Cleanup Team, and the community members of the RAB.

E. DUTIES OF THE COMMUNITY VICE-CO-CHAIR:

1. Support the Community Co-Chair as directed by either the Community Co-Chair or the RAB and generally serve in his or her absence. (See Community Co-Chair's duties in section "E" immediately above).

VII - MEETINGS

A. **GENERAL RAB MEETINGS (Frequency, Time and Location):** The RAB will meet on the second Thursday of each month, at 7:00 PM at the Mountain View Fire and Police Auditorium, located at 1000 Villa Street, Mountain View, California. The RAB may elect to hold meetings at times and locations different than the normally scheduled period, subject to the approval by a vote of a majority of the RAB. General RAB meetings approved for other than the frequency time and location noted above should meet the provisions enumerated in paragraphs B1 and B2 below.

B. **SPECIAL FOCUS MEETINGS:** Subject to approval of a majority of the RAB, special focus meetings may be scheduled provided:

1. Notice is given to each RAB member at least 10 calendar days prior to the meeting.

2. Notice to the public is made at least three days prior to the scheduled meeting, specifying the date, time place and general purpose of the meeting.

C. **FACILITATOR:** If needed a facilitator may be approved by a majority vote of the RAB.

D. **MEETING FORMAT:** In addition to the provisions described in other parts of these By-Laws, the Moffett RAB meetings shall be conducted in accordance with the following rules and procedures:

1. **Review Old Business:**

a. Approval of minutes of the last RAB meeting.

b. Discussion, presentation or comments on matters, issues or tasks identified in past RAB meetings.

2. **Open for New Business:**

a. Agenda items.

b. Committee reports (if any).

3. **Discussion / Presentation / Comments:**

a. Comments and/or discussion will normally be accepted on the issue, topic, matter, or subject "on the table" only, and in the following sequence - members of the RAB; Technical Advisor(s) if any; and the general public.

b. Normally speaking time will be limited to 3 minutes, per person, per recognized turn, during the comments and/or discussion periods, is essential to a fair, open, orderly and productive meeting. Committee reports and technical presentations are exempted.

c. Any required motions or voting will be in accordance with the Voting Table.

4. An update shall be presented of the Remedial Project Manager (RPM) meeting, and of all cleanup activities, important and relevant decisions, and the anticipated dates of the release of related documents.

5. Next RAB meeting agenda items (if any).

6. Motion to adjourn.

E. VOTING:

1. Procedures - Only one vote is allowed for each RAB member. Voting on the RAB's operating procedures will be made by motion and a vote in accordance with the voting table (see attached).

2. Rules on Motions - Motions should be clearly stated by a member of the RAB, and seconded by a different member of the RAB prior to a vote by either the entire RAB or the Community members as required by the voting table (see attached).

3. Voting Table (see attached).

F. COMMITTEE MEETINGS: Committee meetings, their focus or purpose, shall be announced at RAB meetings, and are open to the public. Meeting location, date/time, and place should be announced to all RAB members at least seven calendar days prior to the scheduled meetings or at previous RAB meeting.

G. RULES OF ORDER: Robert's Rules of Order apply unless otherwise addressed in this document.

H. AGENDA: The agenda for each RAB meeting will be prepared jointly by the Navy and Community Co-Chairs. Copies of the agenda for each RAB meeting or special meeting will be provided to each member of the RAB at least 48 hours prior to the scheduled meeting.

I. MINUTES:

1. Preparation - Minutes of RAB meetings (general or special) will be prepared by the RAB Secretary (if any, or by a duly appointed party decided on by the RAB community members). Minutes shall reflect an accurate and objective summary of motions, discussion / debate and voting on procedural and initiative matters.

2. Authentication - The minutes shall be signed by the RAB Secretary (if any, or by the person preparing the minutes), in the spacing indicating "Prepared By", and the Navy and Community Co-Chairs. If on approval of the minutes, modifications are approved by the RAB, an addendum to the minutes will be prepared, and signed by the Secretary (if any, or by the person preparing the minutes) and the Navy and Community Co-Chairs, and attached to the approved minutes.

3. Disposition - Copies of the minutes - both approved and to be approved - shall be provided to each RAB member prior to each meeting. Approved copies of minutes, with addendum if any, will be made available to the general public present at RAB meetings; by placing them at information repositories; providing them to the BRAC Cleanup Team, via the Navy Co-Chair; and making them part of the official RAB administrative record.

III - PUBLIC PARTICIPATION

A. Information repositories and meeting places shall be accessible to the public. Repositories, including the Mountain View Public Library, should contain, as a minimum, those documents related to the environmental cleanup of the MOFFETT, (draft and final technical documents, proposed and final plans, status reports, etc.), and the RAB's approved minutes of meetings. (NOTE - Repository administrators shall be instructed not to allow the documents to be removed from the premises).

B. Public notice in local newspapers - (which will be paid for by the Navy if necessary) to announce the date, time and location of RAB meetings, solicit new community members for the RAB (when approved by the RAB), and announce the availability of documents.

IX - AMENDMENTS

A. GENERAL: Amendments to the CHARTER and BY-LAWS shall be made in accordance with the voting table (see attached).

B. PROCEDURE: Proposed amendment shall be referred to the Organizational or Rules Committee for writing, staffing and coordination. The Committee Chair or Spokesperson shall introduce a written amendment to the Moffett RAB in the form of a motion to approve the amendment as written. The RAB shall discuss / debate the motion per the rules set forth in Part VII. The amendment shall become effective on the date of approval by the RAB of the minutes of the meeting (usually one month following the action). The amendment shall be signed by the Navy and Community Co-Chairs, and the RAB secretary (if any) posted to the approved record copy of the Moffett RAB CHARTER and BY-LAWS; and retained as part of the administrative record of the RAB by the Navy Co-Chair.

X - AUTHENTICATION

A. AUTHENTICATION: The RAB Secretary (if any) shall authenticate by placing his or her signature on the approved CHARTER and BY-LAWS, and the date. The Navy Co-Chair and the Community Co-Chair shall sign and date the document.

B. DISPOSITION: The approved record copy of the CHARTER and BY-LAWS shall be retained as part of the administrative record of the RAB by the Navy Co-Chair. Copies of the RAB's CHARTER and BY-LAWS shall be provided to each member of the RAB. Copies will also be placed at information repositories.

C. EFFECTIVE DATE: The effective date of this CHARTER and BY-LAWS shall be the date that the last signatory signed this document.

D. SIGNATORIES TO THE RAB CHARTER AND BY-LAWS:

IN WITNESS WHEREOF, we have set our hand this day of 1995.

Stephen Chao,
MOFFETT RAB Navy Co-Chair

Paul Lesti,
MOFFETT RAB Community Co-Chair

VII.E.3 VOTING TABLE

RULES ON VOTING and MOTIONS:

<u>ISSUE</u>	<u>WHO VOTES</u>	<u>REQUIRED # OF VOTES</u>
Adjourn	whole	majority
Agenda (approval)	whole	majority
By-Laws and Charter (approval)	whole	majority
By-Laws and Charter (amending)	whole	majority
Clean Up Issues (advice)	community	majority
Community Co-Chair (elect)	community	majority
Community Co-Chair (recall)	community	2 / 3rds
Vice-Community Co-Chair (elect)	community	majority
Vice-Community Co-Chair (recall)	community	2 / 3rds
Secretary (elect)	community	majority
Secretary (recall)	community	2 / 3rds
Membership (new)	community	majority
Motion (amend and accepted)	whole	majority
Minutes (approval)	whole	majority
Committee (to form)	community	2 / 3rds
Committee (to dissolve)	community	2 / 3rds

QUORUM: A quorum for the transaction of official RAB business shall be considered present and in session if a minimum of sixty percent (60%) of the community members are present, rounded to the nearest whole number, (for example if there are 22 community members, then $.60 \times 22 = 13.2$ or 13), and a minimum of one Co-Chair (either Navy or Community) is present.