CRANE DIVISION,
NAVAL SURFACE WARFARE CENTER
(NSWC Crane)

RESTORATION ADVISORY BOARD
(RAB)
CHARTER

14 November 2000

CRANE DIVISION,
NAVAL SURFACE WARFARE CENTER
(NSWC Crane)

RESTORATION ADVISORY BOARD
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CHARTER

MISSION AND GOAL STATEMENTS

MISSION: To establish a body, hereafter referred to as the Restoration Advisory Board or RAB, which will facilitate communications and coordination between the community and governmental agencies in the environmental restoration of Crane Division, Naval Surface Warfare Center (NSWC Crane), Crane, Indiana. Through the RAB, stakeholders may review progress and give advice relating to the decision making process.

GOAL: Bring together people who reflect the diverse interests within the local community, enabling the early and continued flow of information between the affected community, NSWC Crane, and environmental regulatory agencies. The RAB will ensure that all stakeholders have a voice and can actively participate in a timely and thorough manner in the review of restoration documents. It is a forum to be used for the expression and careful consideration of diverse points of view to provide high quality and timely public participation in decisions regarding environmental restoration at NSWC Crane.

CRANE DIVISION, NAVAL SURFACE WARFARE CENTER
(NSWC Crane)

RESTORATION ADVISORY BOARD
BY-LAWS

NAME The organization shall be known as the Crane Division, Naval Surface Warfare Center Restoration Advisory Board or RAB.

Article I: AUTHORITY FOR CHARTER

The authority for this charter is based on the Deputy Secretary of Defense policy memorandum of 9 September 1993 (subj: FAST TRACK CLEANUP AT CLOSING INSTALLATIONS) and the Chief of Naval Operations policy memorandum of 9 February 1994 (subj: ESTABLISHMENT OF RESTORATION ADVISORY BOARDS.) Additional authority is derived from the provision of the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended by the Superfund Amendments and Reauthorizaion Act of 1986 (SARA), particularly sections 120(a), 120(f), and 121(f), and 10 USC 2705, enacted by section 211 of SARA.

Article II: STATEMENTS OF PURPOSE

Section 1 Work in partnership with the NSWC Crane employees and regulatory agencies to study cleanup issues and related matters. Request training and seek additional information when necessary to understand complex/technical issues.

Section 2 Provide advice on environmental restoration policy and technical matters to support NSWC Crane Installation Restoration programs.

Section 3 Provide recommendations on cleanup priorities in relation to regional public concerns.

Section 4 Provide opportunities for the public to comment at appropriate agenda points during meetings, including a provision for written comments.

Section 5 Assist in identifying federal, state, and local standards, requirements, criteria, or limitations that are legally relevant to the environmental restoration

process.

Section 6 Meet the requirements of 10 USC 2705 (c), Department of Defense Environmental Restoration Program, which directs the establishment of Technical Review Committees/RABs.

Article III: ORGANIZATION

Section 1 A Community Co-Chair will be elected by community RAB members. The RAB will be chaired by the Navy selected Co-Chair.

Section 2 Initial RAB members will be assigned by the Commanding Officer, NSWC Crane, under Chief of Naval Operations (CNO) guidance. In keeping with the RAB mission, most RAB members will represent community interests (Community Members). Members will serve on a strictly voluntary basis without compensation for expenses incidental to serving on the RAB (unless specifically approved by higher authority).

Section 3 The Navy will provide administrative support to the RAB, including: preparing and distributing meeting minutes and agendas, scheduling meeting locations, contacting newspapers regarding public meetings, and required recordkeeping.

Section 4 A listing of the Administrative Record, which will include all RAB correspondence and documents, will be maintained on the NSWC Crane RAB Website. The Administrative Record also contains any correspondence, documents, or reports involving the Installation Restoration projects at NSWC Crane.

Section 5 Sub-committees may be established as deemed necessary to facilitate RAB activities.

Article IV: FUNCTIONS/OPERATING PROCEDURES

Section 1 FREQUENCY/LOCATION: Conduct regular meetings, at least semi-annual (twice a year), that are open to the public to facilitate discussion and exchange of environmental cleanup information between governmental agencies and the public. The RAB will normally meet on Center at NSWC Crane.

Section 2 MEMBERSHIP: Maintain RAB membership in accordance with the CNO and CO, Public Works Center guidance. Terms for all members (including

organizational positions) shall be three years and may be renewed for a one year period under the supervision of a Membership Subcommittee. The RAB membership shall be limited to eleven (11) community members. New membership additions shall meet the RAB needs of unaddressed socio-economic or geographic representation. New members can be added to the RAB at any time, with a simple majority vote of the standing RAB members. New membership applications shall be reviewed to ensure that no conflicts of interest exist. A list of the RAB members can be found as Appendix 1.

Section 3 NAVY CO-CHAIR: The Navy Co-Chair will be the Navy Environmental Protection Department Manager and will act as "primary" chair with duties including:

- Ensure Navy response to public comments
- Ensure adequate time is provided to present community concerns
- Provide administrative support for the RAB
- Provide documents for RAB review
- Responsible for developing and maintaining a mailing list of names and addresses of those who wish to receive information on the environmental cleanup program.

Section 4 COMMUNITY CO-CHAIR: A Community Co-Chair will be elected by RAB community members and serve a one year term that can be renewed indefinitely. The Community Co-Chair will act as "secondary" chair with duties that will include:

- Ensure community concerns and issues are heard
- Ensure technical information is communicated in understandable terms
- Ensure public remains informed
- Communicate priorities and recommendations via a memorandum or other formal document to the NSWC Crane Environmental Protection Department
- Prepare RAB meeting agenda
- Ensure minutes are reviewed and distributed

Section 5 ATTENDANCE: It is essential that all RAB members be present at each meeting. Attendance is not mandatory because the RAB has a voluntary membership. However, after missing two consecutive meetings, without prior notification, the RAB co-chairs may ask the member to relinquish their membership. After missing four consecutive meetings, even with prior notification, the RAB co-chairs may ask the member to resign.

Section 6 RESIGNATION/REMOVAL: If after selection, a RAB member is unable to fully participate, then the RAB member, should submit his/her resignation in writing to either of the RAB co-chairpersons. If after selection, a RAB member (including co-chair positions) is unwilling to fully participate or is a

disruption to the RAB, then the RAB, after a 75% majority vote, shall remove the member from the RAB. The decision by the RAB to remove a member will be received in writing and signed by both the community and installation co-chairs.

Section 7 VOTING: Vote, when necessary, as follows: all Community members receive one vote, regardless of elected position or group representation. A Community Member must be present at the meeting to cast a vote; proxy votes expressly are not allowed. Because the RAB is advisory in nature, there is no minimum attendance requirement to conduct business. A simple majority of the standing community RAB members in attendance at any meeting shall be used for all decisions <u>except</u> charter amendment and RAB disestablishment.

Section 8 DISPUTE RESOLUTION: Resolution of Disputes is addressed in Section VII.I.2.c. of the Crane Division, Naval Surface Warfare Center (NSWC Crane) Federal Portion of the Final Resource Conservation and Recovery Act permit renewal.

<u>Article V:</u> DISESTABLISHMENT

RAB disestablishment shall occur not earlier than base closure and normally not earlier than final disposition of all real property. A 75% vote of the membership is required for disestablishment.

<u>Article VI:</u> AMENDMENTS TO THE CHARTER

The charter may be amended at any time with a majority vote of all the RAB Community Members. The revised charter shall be published and distributed within 30 days of amendment.

Article VII: **RAB CHARTER EXECUTION**

By signature of the Community Co-Chair, NAVSURFWARCENDIV Crane Co-Chair, NAVFACENGCOM representative, U. S. EPA representative, and IDEM representative below, this charter has received RAB membership approval and is executed.

Teresa A. Ellis
Mrs. Teresa A. Ellis, Community Co-Chair

Nov. 14, 2000
Date

James M. Hunsicker
Mr. James M. Hunsicker, Navy Co-Chair
NAVSURFWARCENDIV Crane

Nov 14, 2000
Date

William H. Gates
Mr. William H. Gates,
NAVFACENGCOM, Southern Division
Environmental Representative

Nov. 14, 2000
Date

Mr. Peter Ramanauskas, United States
Environmental Protection Agency,
Region V Representative

Nov. 14, 2000
Date

Doug Griffin
Mr. Doug Griffin, Indiana Department
of Environmental Management
Corrective Action Representative

11/14/2000
Date

Appendix 1

RESTORATION ADVISORY BOARD MEMBERS

Community RAB Members

Ms. Teresa A. Ellis
(*Community Co-Chair*)
Bloomfield, IN
Phone: (812) 384-3087
E-mail: tellis@viaduct.custom.net

Mr. Jeffery A. Myers
Greene County Solid Waste District
Switz City, IN
Phone: (812) 659-3788
E-mail: greenesw@viaduct.custom.net

Government RAB Representatives

Mr. William H. Gates
Department of the Navy
South NAVFACENGCOM Environmental
N. Charleston, SC
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Mr. Doug Griffin
Indiana Department of Environmental Management
Office of Land Quality
Hazardous Waste Permits Branch
Corrective Action Section
Indianapolis, IN
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Government RAB Representatives (Continued)

Mr. Peter Ramanauskas
U.S. Environmental Protection Agency, Region V
Waste, Pesticides, and Toxics Division
Waste Management Branch
Corrective Action Section (DW-8J)
Chicago, IL
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ramanauskas.peter@epamail.epa.gov

NSWC Crane
RAB Representatives

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Ms. Christine D. Freeman
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Mr. James M. Hunsicker
(Installation Co-Chair)
Environmental Protection Dept. Dir.
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