

**HAMILTON ARMY AIRFIELD (HAAF)
JOINT ARMY AND NAVY RESTORATION PROGRAM**

RESTORATION ADVISORY BOARD (RAB) CHARTER

The Restoration Advisory Board (RAB) charter, herein referred to as "the charter," is entered into by the following parties: US Army, US Navy, United States Environmental Protection Agency Region IX (US EPA), California EPA Department of Toxic Substances Control, Region 1 (DTSC), and the RAB Community Co-Chairperson.

I. RAB MISSION STATEMENT, PURPOSE AND GOALS

a. The mission of the RAB is to promote and enhance the information exchange between the responsible government agencies and the community regarding the cleanup of the Army and Navy Base Realignment and Closure portions (hereinafter "BRAC portions") of Hamilton Army Airfield (HAAF).

b. The purpose of the RAB is to promote community awareness and to obtain constructive community review and comment on environmental cleanup/restoration actions to accomplish the cleanup and conversion of the BRAC portions of HAAF. The RAB serves in a partnership with and in an advisory capacity to the Joint Army and Navy BRAC Cleanup Team (BCT) consisting of the US Army BRAC Environmental Coordinator, US Navy BRAC Environmental Coordinator, US EPA, and DTSC. The RAB is responsible for disseminating information about the BRAC Restoration Program to the community. The RAB is also responsible for ensuring that stakeholders opinions regarding environmental restoration are communicated to the BCT.

c. The goals of the RAB are:

To promote public input on the environmental cleanup/restoration.

To facilitate communication about the environmental assessment and cleanup/restoration of the BRAC portions of HAAF between the community and the BCT.

To advise and work in partnership with the BCT on cleanup issues.

To assist in the implementation of the environmental cleanup program on the BRAC portions of HAAF to ensure the transfer of HAAF to the local community.

II. BASIS AND AUTHORITY FOR CHARTER

The basis and authority for this charter are contained in the Comprehensive Environmental Response Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986, particularly Sections 120(a), 120(f), 121(f) (i.e., 42 USC 9620(a), (f) and 9621(f)) and 10 USC 2705, enacted by Section 211 of SARA and the September 9, 1993, Department of Defense policy letter entitled "Fast Track Cleanup at Closing Installations."

III. DEFINITION OF TERMS

a. Base Realignment and Closure (BRAC): Refers to the laws that directed the closure of the Airfield and Department of Defense Housing Facility at Hamilton Army Airfield.

b. Hamilton Army Airfield (HAAF): Refers to the Army BRAC and Navy BRAC portions of Hamilton Air Force Base, including the housing facilities on the base and in Rafael Village, the Airfield, Hospital Hill, Chapel and Community Center. However, it does not include the General Services Administration (GSA) parcel proposed for sale to the New Hamilton Partners and the hangar to be retained by the US Coast Guard.

c. HAAF BRAC Environmental Coordinators (BECs): Refers to the two Environmental Coordinators appointed separately by the US Army and US Navy to facilitate the environmental cleanup/restoration and closure of HAAF.

d. Base Cleanup Team (BCT): Refers to the agencies responsible for directing and overseeing the environmental cleanup at HAAF (i.e., US Army BEC, US Navy BEC, US EPA and DTSC).

IV. COMMUNITY MEMBERSHIP REQUIREMENTS

a. Priority for Community RAB membership will be given to individuals who are impacted or affected by the environmental cleanup/restoration and closure of HAAF, and to those who represent groups within the community. To facilitate constructive dialogue, community membership on the RAB should generally be no larger than twenty (20) individuals, but no smaller than is necessary to adequately reflect the diverse community interests regarding installation restoration.

b. Members shall serve without compensation. All expenses incident to travel and review inputs shall be borne by the members and/or their respective organizations.

- c. RAB members should be willing to communicate with local community members and groups interested in or concerned with environmental cleanup/restoration issues. Members will serve as direct and reliable conduits for the information flow to and from the community. To improve communication between the public and the RAB, the names and telephone numbers of the RAB members will be available to the public.
- d. RAB members are expected to attend all RAB meetings or send an alternate. If a member fails to attend or send an alternate to three consecutive meetings, the RAB Co-Chairs may ask the member to resign. The Co-Chairs may declare the position vacant if the member fails to resign within one month after the request for resignation.
- e. RAB members unable to continue to fully participate shall submit their resignation in writing to one of the Co-Chairs.
- f. The RAB will establish a subcommittee to review applications and nominate individuals to fill any vacant positions. The Co-Chairs will review the nomination and will either accept or reject the nominee. The Co-Chairs will communicate to the RAB the rationale for rejecting a nominee.
- g. Every two years, beginning in September 1996, a successor to the original selection panel will convene to review the makeup of the RAB to ensure that the RAB reflects the diverse interests within the community. The selection panel will make recommendations for reappointments and/or additions to the Co-Chairs. The Co-Chairs shall accept or reject the recommendation list in its entirety.

V. RAB STRUCTURE

- a. The RAB shall be Co-Chaired by the Army and Navy BECs and the Community Co-Chair. The responsibility for presiding over each meeting will alternate among the Co-Chairs.
- b. The Community Co-Chair will be selected annually at the December meeting by a majority vote of the RAB community members present at the December meeting. The RAB Community Co-Chair term will run one year, January through December. The Community Co-Chair may designate an alternate to act on his/her behalf when necessary. The Co-Chair may serve more than one term, if elected by the RAB community members.
- c. The RAB community membership is responsible for removing the Community Co-Chair. Co-Chair removal is determined by a majority vote of the RAB community members present at the meeting where removal is voted

- on. The motion for removal of the Co-Chair must be noticed to all RAB members ten (10) days prior to the vote.
- d. The RAB shall meet monthly unless such frequency is deemed unnecessary; however, the RAB shall not meet less than quarterly. Additional meetings may be held if deemed necessary by the RAB. Unless otherwise noticed, the meetings shall be held at the HAAF Community Center Fireside Room.
- e. Agenda items will be compiled by the Co-Chairs. Suggested topics should be given to the BECs or the Community Co-Chair two (2) weeks prior to the meeting. The BECs shall be responsible for providing written notification to all RAB members of the upcoming agenda, date, time, and place of scheduled meetings.
- f. The RAB will be run by "Robert's Rules of Order."
- g. The BECs shall be responsible for recording and disseminating meeting minutes. The BECs shall collect a written list of attendees at each meeting and this list will be incorporated into the meeting minutes. The Co-Chairs will review and approve the meeting minutes before they are distributed to the RAB members and made available for public review. A copy of the RAB meeting minutes will be sent to all RAB members and will be available for public review in the information repositories.
- h. RAB members will be asked to review and comment on various environmental documents and provide comments to the Community Co-Chair within the specified timeframe. The Community Co-Chair will transmit the comments to the BECs. The BECs will review the comments from the public and the RAB members. The BECs will ensure that a written response is provided to RAB members in a timely manner. The comments may be discussed prior to a written response if deemed necessary by either the Community Co-Chair or the BECs. RAB members can also provide oral comments at RAB meetings. The BECs may orally respond to comments at RAB meetings. Public comments will be considered by the BECs before these documents are finalized.
- i. To enable community input, the BECs will make every effort to distribute draft and final documents to the RAB for review and comment a minimum of thirty (30) days before comments are required. Every effort should be made by the BECs to provide the RAB and the community with an adequate review period based on the length and the complexity of the documents. When necessary, special focus meetings of the RAB may be called to review and comment on key documents.

j. One information repository has been established and an additional one will be established. The information repositories will contain, for review, all public documents related to the RAB and the cleanup of the BRAC portions of HAAF. These repositories are/will be located at:

Novato Public Library (Established)
1720 Novato Boulevard
Novato, California 94947
(415) 898-4623

Hamilton Army Airfield (To Be Established)
Building 1000
Novato, California

RAB members and members of the public will have access to the documents, studies and information that are placed in the public repositories or distributed at RAB meetings.

VI. ADDITIONAL GUIDANCE

The RAB will refer to the joint Department of Defense and US EPA September, 1994 Restoration Advisory Board Implementation Guidelines in order to resolve issues not clearly addressed in this charter.

VII. EFFECTIVE DATE AND AMENDMENTS

a. The effective date of this charter shall be the date that the last signatory signs this charter.

b. This charter may be amended by a majority vote of the RAB members present at the meeting when the amendment is voted on. The proposed amendment must be noticed to all RAB members ten (10) days prior to the vote.

VIII. TERMINATION

This charter will be terminated upon completion of RAB requirements. However, it may be terminated, by a majority vote of the RAB membership, after implementation of the final remedial design.

IX. SIGNATORIES TO THE RAB CHARTER

N. A. Kannatt

Nina A. Kannatt
US Army BRAC Environmental Coordinator
Dated: 2/2/95

Joe Kline

Ensign Joe Kline
US Navy BRAC Environmental Coordinator
Dated: 2/2/95

Tunstall Lang

Tunstall Lang
RAB Community Co-Chair
Dated: 2 February 1995

Ray Leclerc

Ray Leclerc
DTSC
Dated: Feb 2 1995

Raymond Seid

Ray Seid
USEPA
Dated: 2/2/95