MCAS TUSTIN
Installation Restoration Program
Restoration Advisory Board Mission Statement

The Restoration Advisory Board (RAB) Mission Statement, herein referred to as "charter," is entered into by the following parties: Marine Corps Air Station (MCAS) Tustin; U.S. Environmental Protection Agency (U.S. EPA), Region 9; California Environmental Protection Agency; and members of the MCAS Tustin Restoration Advisory Board (Community Cochair and general members).

I. Purpose and Function of the RAB

a) The purpose of the RAB is to promote efficient and effective cleanup that results in the protection of human health and the environment and the timely conversion of MCAS Tustin. The RAB serves to increase community awareness by disseminating information about the Installation Restoration Program and to assure that opinions about the environmental restoration reflect the diverse interest of the community. The RAB functions in an advisory capacity to MCAS Tustin, U.S. EPA, and California EPA by conducting regular and thorough reviews of environmental restoration plans and compiling constructive comments from these reviews for submittal to MCAS Tustin.

b) MCAS Tustin has developed a Community Relations Plan (CRP), which outlines the community involvement program. The RAB supplements the community involvement effort.

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 Amendment and Reauthorization Act (SARA) of 1986, particularly Sections 120(a), 120(f), and 121(f), and 10 U.S.C. 2705, enacted by Section 211 of SARA, and 9 September 1993 Department of Defense policy letter entitled "Fast Track Cleanup at Closing Installations", and 27 September 1994 DoD & U.S. EPA RAB Implementation Guidelines.

III. Membership

a) General membership may include individuals who reside within communities of, or belong to organizations that serve Orange County.

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

c) Members are expected to attend all RAB meetings. If a member fails to attend three consecutive meetings, the RAB Cochair may ask the member to resign. An absence may be excused by notifying on of the Cochairs in advance of the meeting or by sending an alternate to attend in one's place.

d) Members unable to continue to fully participate shall submit their resignations in writing to either of the RAB Cochairs. Resigning members may nominate new members to replace them.

e) Members representing government agencies, community groups, citizens, and special interest groups may be nominated by the RAB. Open nominations can take place anytime. Nominations are approved by general membership at RAB meetings

*****On 4/13/95 (general RAB meeting) a motion was made and passed to reopen the membership process to the community at this time rather than waiting for the biannual formal membership recruitment campaign.***

RAB General Members Responsibilities

1. Attend and participate in all RAB meetings.

2. As part of a subcommittee or individually, review, evaluate, and comment on technical documents and other material related to installation cleanup.

3. Report back to organized groups to which member belongs or represents and serve as a conduit for information flow to and from the community.

Document Review and Subcommittee Process

1. *Document Distribution*
   A document review roster will be distributed at RAB meetings for members to sign when interested in receiving and reviewing a particular document. The roster will include a brief description of the document (purpose and content) to help RAB members determine their level of interest. The members will constitute the subcommittee for the document review process and will receive a complete copy of the document. All other RAB members will receive a copy of the document's Executive Summary and will be encouraged to read the document in the Information Repository if additional review is desired.

2. *Comment Review and Discussion*
   Subcommittees, at their discretion, will organize review meetings and invite technical staff and regulatory agency representatives as necessary. The subcommittee is responsible for arranging the time, location, and issuing invitations.

3. *Comment Submittal*
   Subcommittee members or any individual RAB member will provide written comments to the community Cochair. The subcommittee will provide copies of their comments to the general RAB at the general meetings.

4. *Distribution of Marine Corps/Navy Responses*
   Written responses to RAB comments will be distributed to all subcommittee members. The Marine Corps/Navy will make every effort to respond to comments and distribute them prior to the next general RAB meeting.

5. *Presentations and Comments*
   A standing agenda item will be included for all general RAB meetings to provide the Marine Corps/Navy with an opportunity to present and discuss responses to RAB comments.

Cochair Responsibilities

1. Assures that community issues and concerns related to the environmental restoration/cleanup program are brought to the table.

2. Assists the Marine Corps/Navy in assuring that technical information is communicated in understandable terms.

3. Coordinates the preparation and the distribution of an agenda before each RAB meeting.

4. Coordinates the recording, drafting, review, and distribution of meeting minutes (synopsis only) to the Information Repository/Administrative Record, all RAB members, and other interested parties.

5. Assists subcommittees in coordinating the establishing meeting times/locations.

6. Assures that the Marine Corps/Navy considers and responds to comment from the public through procedures established and announced by the RAB.

7. Assures that community members are given adequate time to present their concerns and comments.

8. Assures the advertisement of meetings.

9. Provides administrative support for the RAB.

10. Refers non-environmental restoration issues to appropriate Marine Corps/Navy officials for normal processing outside of the RAB.

11. Develops and publishes the process established for public review and comment.

12. Provides draft documents, and when necessary, summaries, and presentations to the RAB for review.

IV. RAB Structure

a) The RAB shall be cochaired by the MCAS Tustin (BRAC) Environmental Coordinator (BEC) and a community member. The BEC and Community Cochair shall preside jointly over the orderly administration of RAB business.

b) The Community Cochair will be selected by a majority vote of the RAB members. The RAB membership is responsible for terminating a Cochair who is ineffective or detrimental to the progress of the RAB. Cochair removal is determined by majority vote of the RAB members present at the meeting during which removal is addressed.

c) The RAB shall determine the frequency, time and location of meetings.

d) Agenda items will be compiled by the cochairs. Suggested topics should be given to the BEC or Community Cochair no later than two (2) weeks before the meeting. Base personnel shall be responsible for providing written notification to all RAB members of the upcoming agenda, date, time, and place of scheduled RAB meetings.

e) The BEC shall be responsible for recording and disseminating meeting minutes. Also, the BEC shall collect a written list of attendees at each meeting which will be incorporated into meeting minutes.

f) A copy of the RAB meeting minutes will be sent to all RAB members and will be available for public review in the information repository.

g) RAB members will be asked to review and comment on various environmental restoration documents. RAB members should submit their written comments to the Community Cochair on the subject documents. The Community Cochair will consolidate comments from RAB members and provide them to the BEC. The BEC will assure that a written response is provided to RAB community members in a timely manner. DRAFT documents for RAB review and comments are not to be taken as official Marine Corps/Navy policy or information. *(See Document Review and Subcommittee Process.)*

h) MCAS Tustin has established an information repository for all public documents relating to restoration activities at MCAS Tustin. The repository is located at the University of California, Irvine, Main Library, in the Government Publications Section, telephone (714) 856-7362. The RAB Community Cochair will be provided one copy of all draft documents for review and/or dissemination.

V. Effective Date and Announcements

a) The effective date of this charter shall be the date that the last signatory has signed this charter.

b) The charter may be amended by a majority vote of the RAB members present.

VI. Termination

This charter will be terminated upon majority vote of the RAB membership.

VII. RAB Mission Statement Signatories

IN WITNESS THEREOF, we have signed this Mission Statement on this 12th day of March, 1998.

Desire Chandler, MCAS Tustin BRAC Environmental Coordinator (BEC) and RAB Cochair

Susan Reynolds, RAB Community Cochair

Glenn Kistner for Nicole Moutoux

Nicole Moutoux, U.S. Environmental Protection Agency Remedial Project Manager

Majed Ibrahim, Remedial Project Manager, Cal-EPA Department of Toxic Substances Control

Marsha Mingay, Public Participation Specialist, Cal-EPA Department of Toxic Substances Control

~~Robert Allen~~ Steven Speer, Phd

Christopher Crompton

- - withdrawn - -

Steve Delgadillo

Amy Greyson

- - withdrawn - -

Angie Kardashian

Jerry Kirchgessner

- - withdrawn - -

Robert McVicker

Mary Lynn Norby

Capt. George Opria

(Resigned September 1997)

Jon Schlemmer

- - withdrawn - -

Satori Tamaribuchi

Kathy Weil

Casper Kasparian

- - withdrawn - -

LaVerne Laskey

Fred Meier

Dana Ogdon

Jack Pacetti

- - withdrawn - -

Nicholas Smith

Larry Vitale

Don Zweifel