

Operating Instructions McClellan Restoration Advisory Board

Restoration Advisory Boards (RABs) were formed by the Department of Defense to promote cooperation between the government and communities by establishing equal membership status for all participants, and soliciting individual advice rather than forced consensus.

I. Mission of the Board

The McClellan RAB advises the Air Force and regulatory agencies of community concerns on environmental cleanup, funding, and priorities. Through open communication and the exchange of ideas, interest and concerns, the RAB supports the search for safe, timely and effective cleanup solutions so that the former McClellan Air Force Base may be ultimately approved for transfer from Air Force ownership to public/private ownership. The RAB is committed to public outreach and the representation of the interest of the community at large.

(RAB members adopted this statement at the 22 May 2001 Executive Session.)

II. Meetings

a. Facilitation:

RAB meetings will be facilitated. The facilitator is not a member of the RAB. He/she is a third party provided by the Air Force to conduct meetings in order to achieve the goals and purposes of the meetings. The facilitator will assist in creating meeting agendas. Additionally he/she is available to resolve conflicts and facilitate communications between the RAB members and the Air Force if required. The facilitator is available to provide assistance to RAB members as appropriate.

b. Frequency:

The Air Force will hold public RAB meetings quarterly. The Air Force will determine the location of the RAB meetings near McClellan so that all affected communities have access to the meetings. Executive session and special meetings to address key issues for the RAB members and additional public meetings will be held as needed. Meeting arrangements and support will be provided by the Air Force.

c. Meeting Announcements:

The Air Force will provide the announcements for upcoming meetings. Public RAB meetings will be announced in the McClellan Environmental Action Update newsletter approximately two weeks before each meeting. An announcement will also be placed in a prominent section of the Sacramento Bee newspaper and on the Air Force Real Property Agency (AFRPA) website www.afarpa.hq.af.mil/mcclellan

d. Agenda Development:

At each public RAB meeting there will be an opportunity for each RAB member to provide potential topics of interest to them and the diversity groups they represent for future RAB meetings. Written suggestions for topics may be submitted by RAB members or the community to AFRPA's community relations group. The Air Force and regulators (U.S. EPA, CA Department of Toxic Substances Control, and CA Regional Water Quality Control Board) will develop the agenda from input provided by all stakeholders.

e. Meeting Minutes:

Meeting minutes will be a summary of the proceedings. The Air Force will take and distribute the minutes to the RAB members and those members of the public who signed the roster for distribution of that meeting's minutes.

III. Membership

The membership of the McClellan RAB is representative of the varied stakeholder groups on and around McClellan that are directly and indirectly affected by the cleanup of McClellan.

a. Membership Diversity List:

The McClellan AFB RAB membership is represented here in two groups: community and appointed members. Community members are volunteers and are selected from applications on the basis of their ability to represent and participate in various stakeholder groups. Community members may represent more than one stakeholder group.

i. Community Stakeholders:

Local residents, west side of McClellan
Local residents, east side of McClellan
Religious community

Medical community
Homeowner associations
School districts
Local environmental groups
Civic/Public interest organizations
Technical field
Student
Business community
McClellan Park tenant representative
Local regulatory agencies/boards

ii. Appointed Members:

Congressional representatives
McClellan Park
Sacramento County Local Redevelopment Authority (LRA)
U.S. Environmental Protection Agency (EPA)
Dept of Toxic Substances Control (CAL EPA)
Regional Water Quality Control Board (CAL EPA)
Air Force Base Conversion Agency (AFBCA) representative

b. Roles and Responsibilities:

RAB members advise the Air Force and regulators of community concerns on priorities of cleanup, funding. Members will attend and participate in the RAB meetings. It is expected that every RAB member will share environmental cleanup information for McClellan with the broader community. Members should bring the concerns of their constituents to the RAB.

c. Length of Service:

Elected or appointed members from the congressional or supervisors' offices, regulatory agencies, McClellan Park, the LRA, and the AFRPA do not have term restrictions. Community members' terms of service are a minimum of two years each. Community members can serve more than one term. If a member decides not to serve an additional two-year term, as a courtesy to fellow members, he/she should notify the facilitator or one of the AFRPA's community relations coordinators of their intent at least 60 days prior to their end of service. The AFRPA community relations group will then follow the procedure below for replacing members.

d. Replacing Members:

The AFRPA community relations group will actively solicit candidates from the affected stakeholder group to fill a vacancy.

Applications will be collected. The Air Force will provide support for a selection panel. With assistance from California Department of Toxic Substances Control, U.S. Environmental Protection Agency, and the congressional representatives the Air Force will convene a non-prejudicial, independent panel to review the list of candidates and provide their recommendations. Panel members will consist of public members that are not affiliated with the Air Force and who have no interest in pursuing a RAB seat plus one RAB community member volunteer. RAB community member volunteers will be rotated for each new selection panel formed. The panel will forward their recommendation(s) to the AFRPA Senior Representative for his/her diversity review. The AFRPA Senior Representative will either concur with the panel's recommendations or if a non-concurrence is given, then he/she will ask the panel for another recommendation.

e. Adding Members:

Any RAB member can recommend adding a new community stakeholder seat to the RAB. The recommendation should be discussed at an Executive Session of the RAB. RAB member comments and recommendations, pro or con, are forwarded to the AFRPA Senior Representative who with assistance from California Department of Toxic Substances Control, U.S. Environmental Protection Agency, and congressional representatives will convene a third party, independent panel. The panel will review the list of candidates and provide their recommendations. The panel will forward their recommendations) to the AFRPA Senior Representative who will either concur with the recommendations or if a non-concurrence is given, the Senior Representative will ask the panel for another recommendation.

f. Removing Members:

If a member has two unannounced absences, the facilitator will contact him/her. The facilitator will make a recommendation to the AFRPA Senior Representative for continuation or termination of the member's service. If a RAB member strongly feels that another member is not fulfilling his or her responsibility (e.g., poor attendance, disruptive behavior, etc.), the facilitator will seek to resolve the conflict. If resolution is not reached, the facilitator will provide a written recommendation to the AFRPA Senior Representative. The Senior Representative will review the issue and the facilitator's recommendation and will meet with the parties to come to a resolution. If after all reasonable remedies are tried and the decision is for removal, the Senior Representative will notify the affected member and the RAB. If a member is removed,

the above procedure to replace the member (Section III-d) will be used.

IV. Issue Resolution

If any board member feels that there is an unresolved issue, he or she may raise the issue to the facilitator. The facilitator will work with the parties involved to settle the issue. If it cannot be resolved, the facilitator will provide a written description of the issue to the AFRPA Senior Representative who will meet with the parties to resolve the issue.

V. Education and Training

The Air Force working with other stakeholders will provide education to RAB members to build a better understanding of subject matter and training to provide the tools to enable members to give advice to the Air Force on cleanup matters.

These Operating Instructions adopted by RAB members at the 28 November 2001 Executive Session and endorsed by the RAB at the 26 February 2002 RAB public meeting.

Amemdmments

Amendment 1, adopted by the RAB on 16, February 2010

An amendment to Section III of the McClellan Restoration Advisory Board Operating Instructions:

III. g). Community Co-chair. The role of Community Co-chair is defined in Chapter 4 of the Restoration Advisory Board Rule Handbook issued by the Office of the Secretary of Defense, February 2007.

The McClellan RAB community co-chair serves a one-year term. Any RAB community member may serve as co-chair. Nominations are made at the time of the election. The community co-chair is elected by a simple majority of members at the RAB meeting (excluding agency representatives and the Air Force co-chair). Any member may abstain from voting. Vote is by a show of hands.