

April 19, 2012.

## LONGHORN ARMY AMMUNITION PLANT RESTORATION ADVISORY BOARD

### GUIDELINES AND OPERATING PROCEDURES

#### 1. Mission Statement

The mission of the Longhorn Army Ammunition Plant (LHAAP) Restoration Advisory Board, hereafter referred to as the RAB or Board, is to promote community awareness and obtain constructive community review and comments on environmental restoration activities at the former LHAAP.

#### 2. Purpose and Function

The purpose and function of the RAB is to:

- Act as a forum for the discussion and exchange of information between agencies and the community;
- Disseminate information to the community;
- Ensure opinions about environmental restoration reflect the diverse interests within the community; and
- Provide an opportunity for stakeholders to review the progress and participate in a dialogue with the decision makers.

The RAB is not a replacement for other types of community outreach and participation required by law, regulation, or policy. All recommendations provided by the RAB will be considered, including advice given that represents the minority view of members. Because the Department of Defense does not intend for Federal Advisory Committee Act (FACA) requirements to apply to RABs, consensus is not a prerequisite for RAB recommendations. Advice is provided by each individual rather than as a group.

#### 3. Basis and Authority

The basis and authority for the RAB is the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), primarily Sections 120(a), 120(f), and 121(f) and 10 USC 2705 enacted by 211 of SARA. The activities of the RAB are to be conducted in accordance with Code of Federal Regulations, Title 32, Part 202, Restoration Advisory Board, dated May 12, 2006 (71FR27618)

#### 4. Membership

##### 4.1. Community Members

Community membership of the RAB is voluntary and shall adequately reflect the diverse community interests regarding the environmental restoration activities at the former LHAAP. Unless the RAB decides to change the balance and diversity of its initial membership

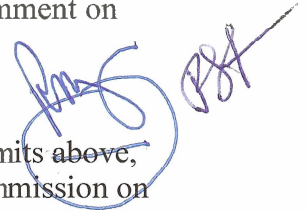
(requires Board consensus), the RAB will consist of members who reside or who work in Harrison County and surrounding areas, and individuals and groups directly impacted and having a vested interest in the environmental restoration activities at the former LHAAP. Community interests may include, but are not limited to:

- local residents
- business community
- homeowners associations
- local environmental group
- environmental justice groups (low income and minority groups)
- local officials
- health officials
- senior citizens associations
- civic groups

The RAB will maintain diversity and balance in regard to gender, age, race /ethnicity, type of employment, neighborhood, expertise, income, and education levels. Members are expected to attend and actively participate in regular meetings and be prepared to comment on documents and proposals.

#### **4.2. Permanent Members**

Permanent standing members of the RAB, not subject to rotation or term limits above, include representatives from the Army, U.S. EPA Region 6, and Texas Commission on Environmental Quality.



**4.3 Nomination and Selection of RAB members.** Candidates for new RAB members may be presented at any time by current RAB community members. Individuals interested in participating in the RAB must submit a completed RAB Application Form to the Co-chairs in order to be eligible for selection. The community RAB members may, by a two-thirds majority vote, nominate replacement and new RAB members. All RAB members must be approved by the Army's responsible official to ensure diversity and balance in regard to gender, age, race /ethnicity, type of employment, neighborhood, expertise, income, and education levels.

#### **4.4 Appointment / Election of Board Officers**

The RAB shall be co-chaired by the LHAAP Site Manager, appointed by the Army, and a RAB community member. The Community Co-Chair shall be elected by a majority vote of the RAB community members. The Community Co-Chair may serve one or more terms, including consecutive terms, if approved by the Board community members. The Community Co-Chair may choose to resign his or her chair without affecting his or her RAB membership. If the Community Co-Chair is unable to attend a RAB meeting, he or she will designate another community member of the RAB to carry out the Community Co-Chairs duties at that meeting. If the LHAAP Site Co-chair is unable to attend a RAB meeting, he or she will designate someone to carry out that Co-chair's duties at that meeting.

#### **4.5 No Compensation**

Members shall serve without compensation. All expenses incidental to travel and document review shall be borne by the respective members of their organizations.

#### **4.6 Attendance**

Members are expected to attend all RAB meetings. If a member fails to attend two consecutive meetings, the RAB Co-Chairs may ask justification and may ask the member to resign. If the member does not wish to resign, the Community Co-chair may request that community members vote on the membership.

#### **4.7 Terms**

The terms of RAB members shall not be limited. This policy will be reviewed every two years. Members of the RAB may choose to fill any vacancies as they occur, seeking candidates from the community as needed.

#### **4.8 Resignation or Removal of Community Members**

4.8.1. Any member who determines he or she is unable to continue to participate fully may submit a resignation in writing to either of the Board Co-Chairs. Resigning members may nominate new members to replace them which will be voted on by board members. The Army manager responsible for the installation must ensure new membership continues to reflect the diversity of community interests, by validating new board membership.

4.8.2. The Community Board members in attendance may, by a two-thirds majority vote, remove a community member, if that person is determined to be ineffective or detrimental to the progress of the Board.

### **STRUCTURE AND OPERATING PROCEDURES**

5.1 Meetings will be scheduled on a regular basis and will be open to the public. It is anticipated that meetings will be held on a quarterly basis or as needed. Each meeting will have a purpose and agenda. The agenda items will be compiled by the Co-Chairs. To encourage public attendance and RAB participation, meetings will be held at convenient times and locations. Meeting notice will be provided to the public.

5.2 The LHAAP Site Co-Chair will be responsible for notifying all members of scheduled meetings and providing logistical support.

5.3 The LHAAP Site Co-Chair will be responsible for preparing meeting minutes, including a list of attendees. Before the conclusion of the RAB meeting, the Co-Chairs will query members present for specific concerns and advisory comments. The concerns and comments will be set forth in the meeting minutes to include the RAB's desired methodology for a response. The concerns will remain as open items at following RAB meetings until the issues are resolved. Meeting minutes shall summarize the topics discussed at the RAB meetings;

these will be concise summaries rather than verbatim transcripts to facilitate effective communication.

5.4 The meeting minutes will be reviewed by the RAB members and at the next scheduled RAB meeting, the Co-Chair(s) shall call for any corrections. The RAB will approve the minutes with the corrections noted.

5.5 The RAB shall develop, maintain and use a mailing list of names and addresses of interested parties, who wish to receive information on the cleanup process. Information will be provided to the interested parties in a timely manner.

5.6 Community members will be asked to review and comment on various environmental restoration documents. RAB members may submit written comments to the Community Co-Chair on the subject documents within the time frame specified. The Community Co-Chair shall consolidate comments from the RAB community members and provide them to the LHAAP Site Co-Chair. The LHAAP Site Co-Chair will ensure that a written response is provided to the RAB in a timely manner.

5.7 RAB members who desire to speak to the media should speak only on their own behalf. The official spokesperson(s) for the RAB are the Community and the LHAAP Site Co-Chairs.

5.8 Board members will not make personal attacks or derogatory remarks during the meetings. Repeated offenses will result in a recommendation for removal of the offending party from the RAB by the Co-Chairs.

## **6. RAB Adjournment**

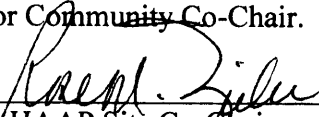
Appropriate circumstances for adjournment include program completion or inadequate sustained community interest. The LHAAP Site Co-Chair shall discuss potential adjournment and consider input from the Board and other stakeholders as appropriate prior to reaching a decision concerning RAB adjournment. If the RAB members decide they do not want to adjourn, the members may agree to decrease the frequency of RAB meetings rather than to adjourn. These guidelines shall expire without further action by the RAB or any other party upon the effective date of adjournment.

## **7. RAB Dissolution**

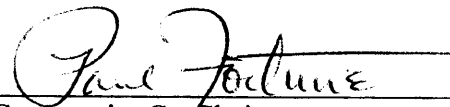
Appropriate circumstances for dissolution are when a RAB is operating inefficiently or is not fulfilling its intended purpose. When this occurs, the Army's responsible official will make a concerted attempt to resolve the issues that impact the RAB's effectiveness. If unsuccessful, the Army may elect to dissolve the RAB. In the event that the Army elects to dissolve the RAB, the Army's responsible official will follow steps outlined in section 32 CFR 202.10 paragraphs (b) and (d).

**7. Effective Date**

The effective date of these Guidelines shall be the last date signed by the LHAAP Site Co-Chair or Community Co-Chair.

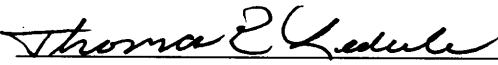
  
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LHAAP Site Co-Chair

4/19/12  
Date

  
\_\_\_\_\_  
Community Co-Chair

4/19/12  
Date

APPROVED:

  
\_\_\_\_\_  
Thomas E. Lederle  
Deputy  
BRAC Division, ACSIM  
U.S. Army

27 June 2012  
Date