

Mission Statement and Operating Procedures of the Hill Air Force Base Restoration Advisory Board

Approved by RAB at 28 April 2016 RAB Meeting

I. Name

This organization shall be known as the Hill Air Force Base (AFB) Restoration Advisory Board (RAB). The Hill AFB RAB will fulfill all requirements of 10 USC 2705 (d) for Restoration Advisory Boards at Department of Defense installations.

II. Mission Statement

The Department of Defense recognizes the importance of stakeholder participation in environmental restoration activities. The RAB is intended to improve public participation and awareness by soliciting and providing community input to the environmental cleanup decision-making process. The RAB is intended to bring together members who reflect a diverse interest within the local area, enabling the early and continued two-way flow of information, concerns, and needs between the local communities, interest groups, the Air Force, and associated environmental regulatory agencies. The RAB will monitor cleanup progress and ensure that all stakeholders have a voice and can actively participate in a timely and thorough manner in the review of budgets and priorities, cleanup documents, schedules, plans, investigations, and associated reports. RAB members will provide advice to the Air Force in an effort to increase the speed and efficiency of the cleanup assigned to Hill AFB.

III. Authority

The basis and authority for this Mission Statement and Operating Procedures is the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), particularly Sections 120(a) and 120(f), and 10 USC 2705, enacted by Section 211 of CERCLA. This statute gives the RAB specific authority to:

- (1) Identify environmental restoration activities and projects for Hill AFB.
- (2) Monitor progress on these activities and projects.
- (3) Collect information regarding restoration priorities for Hill AFB.
- (4) Address land use, level of restoration, acceptable risk, waste management, and technology development issues related to environmental restoration for Hill AFB.
- (5) Develop environmental restoration strategies for Hill AFB.

IV. Members

A. Stakeholder Interests. As of the revision date of this Mission Statement and Operating Procedures, representatives from the following organizations and communities have been invited to participate on the RAB:

Non-Voting Representatives

- Environmental Protection Agency (EPA) Region VIII (Federal Regulatory Representative)
- Utah Department of Environmental Quality (UDEQ) (State Regulatory Representative)
- Hill AFB, Co-Chair (Air Force Representative)

Voting Representatives

- Davis County Health Department (Organizational Representative)
- Weber-Morgan County Health Department (Organizational Representative)
- Sierra Club (Organizational Representative)
- Davis and Weber Counties Canal Company (Organizational Representative)
- North Davis Sewer District (Organizational Representative)
- Central Weber Sewer Improvement District (Organizational Representative)
- Weber Basin Water Conservancy District (Organizational Representative)
- Weber State University (Organizational Representative)
- Davis County School District (Organizational Representative)
- City governments of Clearfield, Clinton, Layton, Riverdale, Roy, South Weber, and Sunset (Organizational Representative)
- Communities of Clearfield, Clinton, Layton, Riverdale, Roy, South Weber, Sunset, and Hill AFB (Community Representative)

Additional stakeholders will be added as deemed appropriate by the RAB members.

There are two types of voting representatives: organizational and community. Organizational representatives are appointed by their sponsoring organization and serve until the organization deems appropriate, at which time a new representative is appointed. Community representatives are selected by the RAB following an application process described in more detail under section IV.D.

B. Compensation. Members shall serve without compensation. All expenses incident to travel and review inputs shall be borne by the respective member or organization.

C. Terms of Office. Community Representatives shall serve a term of two years. At the conclusion of the term, the RAB will select a Community Representative for that community from the pending applications; Community Representatives may serve more than one term. Community Representative terms will begin at the first meeting of the year and end December 31 of the following year. Renewals or new nominations for Community Representatives must be received by the RAB Coordinator (AFCEC/CZOM Hill IST, c/o 75th CEG/CZOM Hill Section, 7290 Weiner Street, Bldg 383, Hill AFB, UT 84056-5003) by the deadline established by the RAB Coordinator (usually in mid-January).

Community Representatives who begin their service in the middle of a year will serve the remainder of that year and until December 31 of the following year.

All other RAB members shall serve until they resign, are removed for cause, or are replaced by their sponsoring organization.

D. *Continuing Community Representative.* When a Community Representative's term approaches expiration, the RAB Coordinator, under the direction of the Community Co-chair, will ask that member if he or she wishes to continue for an additional term. If the member wishes to continue, the RAB Voting Representatives will conduct a vote by e-mail to determine whether to confirm continuing the member for another term or to solicit new candidates for that member's position. The request for an e-mail vote will attach any unsolicited applications received since the last election for that member's position. If at least two-thirds of a quorum of RAB Voting Representatives vote to continue the RAB member on the RAB, no additional solicitation for new applicants will be done and the RAB member's term will be renewed for an additional two years. If one-third or more of a quorum vote against continuing the renewing member's term, then new applications will be solicited and selection will continue as outlined in Section IV.E.

E. *Community Representative Selection Process.* The methods outlined below indicate the minimum level of effort that will be undertaken to solicit new Community Representative applications. Additional methods not listed here may also be employed to obtain the maximum number of applications. Applications for new Community Representatives will be solicited in the following manner:

- Articles will be submitted to the city newsletter (where allowed) in the affected community announcing the vacancy (pending deadline requirements).
- An advertisement will be placed in a local newspaper to encourage interested parties to apply for the vacancy.
- Applications will be placed at the city offices of the affected community (where allowed).

Applications will be collected by Hill AFB and will be made available to RAB members for review prior to the RAB meeting in which voting will take place.

Voting will occur at the first regular RAB meeting of the year (usually held in January). For a Community Representative to be selected, he or she must receive a majority vote of the RAB Voting Representatives present at the meeting. Non-Voting Representatives do not vote on RAB membership issues. If there are more than three applicants for the position, a primary election will be held. If no applicant receives a majority of the votes, the three applicants receiving the most votes will go to a second run-off election. If an applicant does not receive a majority of the vote in the second round, a third vote will be taken with the top two applicants. All votes will be by secret ballot by the members present. Absentee voting will not be permitted.

In cases where it becomes difficult to determine the top three applicants (i.e., the vote is equally spread among several candidates), the RAB may determine to modify the process to obtain a majority vote. Extemporaneous changing of the member selection process will follow the established voting procedures of the RAB.

F. *Replacement of Resigning RAB Members.* When a Community Representative resigns, is removed for cause, or the member's term expires, the Air Force will solicit a new member to represent the community. If the resignation or removal occurs prior to the expiration of the RAB member's current term, the RAB will select an applicant to fill the position for the remainder of the

departing RAB member's term plus as many additional months as are needed to constitute at least one year of service, with the new RAB member's term expiring on December 31 of the following year. When any RAB member other than a Community Representative resigns or is removed for cause, it is the sponsoring organization's responsibility to designate its new representative to the RAB.

G. Conflicts of Interest. All incoming RAB members shall disclose all actual, potential and perceived conflicts of interest. Community applicants will be asked to disclose such information as part of the application process, and the RAB will take these disclosures into account in selecting from the pool of candidates. All other new RAB members shall disclose such information at the first RAB meeting they attend. Conflicts of interest may include:

- Any current, prior or potential future connection to Hill AFB;
- Any current, prior connection or potential future connection to the Hill restoration program, including but not limited to its contractors; or
- Any current or potential future direct financial impact or gain to be recognized by the individual, his/her family or corporate affiliates as a result of issues discussed by the RAB.

The existence of actual, potential or perceived conflicts of interest will not necessarily preclude serving as a RAB member, providing that the RAB member recuses his or herself from any RAB discussions that may affect their conflicting interest.

RAB members should disclose any actual, potential or perceived conflict of interest at the beginning of any RAB discussion that may affect that interest, regardless of whether the conflict of interest has been previously identified or not.

H. Alternates. All RAB members shall select an alternate to represent the RAB member at meetings when the RAB member is not able to attend. The Community Representatives may choose their own alternate or may select an alternate from the pool of candidates. Alternates are encouraged to attend RAB meetings and training sessions. Alternates may vote on issues and RAB member candidates only in the absence of the primary RAB member. Alternates receive the same set of materials and correspondence via e-mail as primary RAB members.

I. Expectations. RAB members shall endeavor to meet the following expectations:

- Attend all regular meetings. If the member is unable to attend, it is the member's responsibility to ensure the alternate attends the meeting in his or her place.
- Participate actively and appropriately at meetings and other activities. Behavioral norms can be found on the back of the member name tents.
- All RAB members, including alternates, are invited and encouraged to attend training sessions and participate on work groups.
- Read all RAB meeting minutes.
- Be available to communicate with local community residents and interest groups concerned with specific base cleanup issues. This may include attendance at InfoFairs, responding to direct contacts and taking the initiative to establish contact with community residents.
- Identify all actual, potential and perceived conflicts of interest, as defined in Section IV.G., before any discussion that may affect the conflicting interest, and recusal from participating in such discussion.

I. *RAB Member Presentation and Representation Guidelines.* Whenever RAB members communicate with the public, they should clearly state that they are speaking for themselves only, and not as a representative of the RAB or the Air Force. Opinions should be clearly identified as personal opinions, not those of the RAB or the Air Force. Technical questions from the public can be referred to Hill AFB staff. RAB members should try to coordinate presentations to City Councils and other public bodies with already scheduled Hill AFB presentations, to the extent possible, in respect for public officials' time.

J. *New Stakeholder Interests.* New members may be added to the RAB to represent stakeholders not currently represented on the RAB. The RAB will decide by majority vote whether a new member should be added to represent an additional stakeholder interest. These new members will be identified and selected in accordance with the procedures of Section IV.D.

V. Structure and Operating Procedures

- A. *RAB Co-Chairs.* The RAB will be co-chaired by a representative of the installation and a representative of the community. The Installation Co-chair will be selected by the 75th Air Base Wing commander and the Community Co-chair will be selected by the Voting Representatives of the RAB. The Community Co-chair shall serve a two-year term upon selection. The Community Co-chair may serve more than one term if re-elected by the RAB Voting Representatives.

In addition to regular RAB responsibilities, the duties of the RAB Community Co-Chair include the following:

- Attend RAB planning meetings, held several weeks prior to quarterly RAB meetings
- Assist in the development of RAB meeting agendas
- Periodically conduct RAB meetings
- Lead discussions at RAB meetings
- Support RAB activities by attending training and tour events whenever possible
- Approve and sign letters from the RAB for member solicitations and other outgoing letters
- Serve as the RAB's spokesperson
- Responsible for dealing with internal RAB matters (membership and attendance issues)

B. *Replacement of Community Co-Chair.* At the conclusion of the Community Co-Chair's term, he or she will be asked by the RAB Coordinator if he or she wishes to continue in the position. If the person wishes to continue, an e-mail vote will be taken among the Voting Representatives (as defined in Section IV.A.) to determine if that wish will be confirmed. If at least two-thirds of a quorum of RAB Voting Representatives vote to continue the Community Co-Chair in his or her position, no additional solicitation for new candidates will be done and the Co-Chair's term will be renewed for an additional two years.

If a two-thirds vote is not received, RAB members may nominate additional candidates for the Community Co-Chair position. Candidates must accept nomination to be considered. A vote by secret ballot will be taken in a RAB meeting to determine the new co-chair. The candidate receiving the most votes will be selected as the new Community Co-Chair.

While Co-Chairs are encouraged to complete their term, circumstances may arise that would make it impossible for the member to continue serving in that position. If this occurs, the RAB will nominate candidates to replace the Community Co-Chair and the voting will proceed as outlined in the previous paragraph.

C. Removal of RAB Members. The RAB may remove a RAB member for any one of the following reasons:

1. Failure of the member or their alternate to attend more than 50 percent of the meetings in a calendar year.
2. Any sustained activity or disruption that inhibits the RAB from achieving RAB goals and objectives.
3. Loss of endorsement from the member's sponsoring organization.
4. Existence of a conflict of interest that inhibits the member's regular participation in RAB discussions.
5. Moving out of the jurisdiction or community the RAB member represents.

Removal will be determined by majority vote of the RAB Voting Representatives present at the meeting at which sanctions are addressed. In the event of removal of a RAB member, the procedures in Section IV.E. will apply for selection of a new RAB member to fill the position.

D. Meeting Agendas. The co-chairs will approve all agendas. Draft agendas will be compiled by Hill AFB staff based on previous meetings' agenda suggestions, current project status, and other topics of timely interest. Suggested additional topics will be given to both of the co-chairs no later than two weeks prior to the next meeting.

E. Notification of Meetings. Hill AFB will be responsible for providing written notification to all RAB members and the announcement of all meetings through the media. Notification by e-mail to those members who have an e-mail address will be considered written notification. Hill AFB will make a calendar of RAB activities / meetings available to the RAB.

F. Frequency of Meetings. Meetings will be held no more frequently than monthly, no less frequently than quarterly, or at the request of individual members as needed. Meetings will be held at a location agreed to by the co-chairs. The meeting date for the next RAB meeting will be determined at the conclusion of each RAB meeting. In extreme circumstances (such as government shutdown or labor disruption), the Air Force may be required to cancel a scheduled RAB meeting. In such cases, the RAB will be notified as soon as possible.

G. Member Comments on Restoration Activities. The Hill Installation Support Team will keep the RAB apprised of activities underway in the cleanup program with the goal of providing opportunities for board members to provide timely input into the decision-making process. This could include things such as an index of completed reports, schedules of upcoming projects and cleanup activities at the base, opportunities to comment on formal documents, executive summaries of technical documents, etc. Hill AFB will send copies of documents upon request to RAB members or notify them of where they may obtain these documents for review.

RAB members are encouraged to provide oral and written comments to Hill AFB at any time. RAB member comments may be given by telephone, e-mail, or submission in writing. In addition, the members may submit comments in writing on the subject documents within the timeframe specified by the Federal Facility Agreement for regulatory review of documents (45 days unless otherwise specified). The Air Force Civil Engineer Center (AFCEC) IST Lead will ensure that written responses to comments are provided to the members in a timely manner. Members are responsible for assuring that comments reflect the position of their constituency. RAB members are responsible for accurately representing to third parties that information given them for review is draft or preliminary in nature.

H. *Quorum.* A quorum consists of 50 percent or more of the Voting RAB members.

I. *Voting.* Except where a different process is provided for a specific type of decision elsewhere in this document, the general voting procedure for the RAB will be a simple majority vote.

J. *Action Items.* Action items will be established at each RAB meeting. Hill AFB's response to RAB members' comments or requests for information will be provided in writing, when requested. All action items will be listed in the meeting minutes of the meeting at which they are assigned. Progress on each action item will be briefed at each RAB meeting. When an action item is closed, any written response will be included in the meeting minutes.

K. *Air Force Administrative Record.* RAB member comments and RAB activities will be documented through the meeting minutes and will become part of the Air Force Administrative Record, which are public records. The Air Force Administrative Record is available online at: <http://afcec.publicadmin-record.us.af.mil/>.

L. *Meeting Minutes.* The RAB, in addition to facilitating the exchange of information, will provide input to Hill AFB issues and problems that may arise during the course of Hill AFB restoration activities. Meeting minutes will reflect all differing viewpoints expressed during the meeting discussions. Meeting minutes will be posted on the Air Force Administrative Record website listed in the previous paragraph.

M. *Public Comment.* An opportunity for public comments will be provided at all full RAB meetings. If board members want to invite a particular group or individual to address the RAB, this can be done as part of the agenda building process.

N. *Meeting Facilitation.* The Air Force will provide a neutral third-party facilitator to assist the RAB in achieving its goals and objectives. The facilitator shall, at a minimum, perform the following functions: assist the co-chairs in formulating meeting agendas, facilitate RAB meetings to ensure that all viewpoints are considered, act as timekeeper during RAB meetings to ensure that all agenda items are addressed, and monitor the progress of action items between RAB meetings.

O. *Committees and Work Groups.* The RAB is empowered to create subcommittees and working groups to accomplish the purposes of the RAB. All subcommittees and working groups will conduct themselves in accordance with the intent and purpose of this Mission Statement and

Operating Procedures. All subcommittees and working groups created by the RAB report back to the full RAB and have no independent authority.

P. *Authority to Create Additional Procedures.* The RAB is empowered to create additional operating procedures as needed, provided both co-chairs agree with the new procedure and it is not contrary to existing operating procedures. The RAB should consider whether the new operating procedure is temporary, or should be adopted as an amendment to this document. All new operating procedures will be reflected in the meeting minutes.

Q. *Availability of Technical Assistance.* Any individual or group of RAB members may make a specific written request for independent technical assistance, to be paid for by the Air Force, in accordance with the attached procedure. RAB members will vote on the request for technical assistance by e-mail. A quorum of RAB members must vote and a majority of those voting must agree to have the request proceed.

VI. Effective Date and Modification

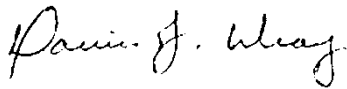
A. *Effective Date.* The effective date of this Mission Statement and Operating Procedures is the date of the last signature.

B. *Amendments.* This Mission Statement and Operating Procedures may be amended by a majority vote of all members. Such amendments must be in writing and signed on behalf of the RAB by the Air Force and community co-chairs.

VII. Dissolution of RAB

The provisions of the Mission Statement and Operating Procedures shall be satisfied and considered complete when all members agree in writing to terminate the RAB.

IT IS SO AGREED



28 April 2016

DARRIN J. WRAY, Air Force Co-Chair

Date



28 April 2016

JAN UKENA, Public Representative

Date

ATTACHMENT: Request for Technical Assistance Procedure