

**RESTORATION ADVISORY BOARD
RAVENNA ARMY AMMUNITION PLANT**

OPERATING POLICY

19 February 1997

Mission Statement

The principal purpose of the Restoration Advisory Board (RAB) is to advise legally authorized decision-makers regarding the environmental restoration of the Ravenna Army Ammunition Plant (RVAAP). The environmental restoration involves the cleanup of all hazardous and/or toxic waste from the site. The RAB conducts a review of all environmental cleanup documents related to the RVAAP. The RAB also acts as a forum for the discussion and exchange of information regarding environmental cleanup between the U.S. Army, the regulatory agencies, state and federal EPA, and the surrounding communities. The RAB will work cooperatively:

1. To review and analyze issues, deemed significant and consequential by the RAB, concerning the contamination and remediation of the RVAAP soils and groundwater;
2. To provide comments and recommendations to responsible parties, regulatory agencies, and the public regarding remediation of the contaminated areas at the RVAAP;
3. To assure that all RAB comments and recommendations are considered in the decision making processes of the responsible parties and regulatory agencies;
4. To promote and influence sound policy decisions that benefit and improve the quality of the environment of the communities that are impacted by the contamination at the RVAAP;
5. To consider the impact of contamination and remediation strategies of the RVAAP from an ecological perspective;
6. To provide the public/community is fully informed of the progress that the RVAAP is making in restoring contaminated areas and has ample opportunity for engagement in the ongoing work of the RAB;
7. To ensure that the RAB has sufficient opportunity to provide input regarding Installation Restoration In-Progress Review decision-making events; and
8. To assure that remediation strategies are consistent with proposed or envisioned future land reuse options of the RVAAP property.

Preamble

The Community Co-Chair shall have responsibility under DoD RAB Implementation Guidelines to assure compliance with this Operating Policy.

Terms used in this Operating Procedure:

1. Full RAB - Community and Non-Community Members of the RVAAP RAB.
2. RAB Non-Community Members - The Installation Co-Chair and the representative of the Ohio Environmental Protection Agencies (OEPA).
3. RAB Community Members - All members of the full RAB other than the Non-Community Members. Those members appointed by one of the six Townships (Braceville, Newton, Paris, Charlestown, Freedom, and Windham) or two Counties (Portage and Trumbull), selected by the selection panel, or subsequently added to the RAB due to dismissals and/or resignations.
4. Simple Majority - One-half the specified membership plus one member.
5. Public - Invited guests or general public.

Policy

1. Public Attendance - All RAB meetings shall be open to the public. Regular RAB meetings shall be announced in the local media. RAB activities at the RVAAP restricted by Army or of Federal regulations shall be so noted and public access may be restricted.
2. Quorum - A quorum must be present at all RAB meetings. A quorum shall be the presence of a simple majority of total Community Members.
3. Call to Order - RAB meetings shall be called to order and facilitated by the Community Co-Chair or the Installation Co-Chair in his/her absence.
4. Courtesy - All RAB members and public will be treated with respect. RAB Community Members repeatedly failing to abide by this policy shall be considered for dismissal by the RAB.
5. Balanced Information - The RAB will endeavor to balance sources of information. Where multiple sources of information or opinion exists, preference will be given to the differing sources rather than multiple presentations from a single source.
6. Formal Presentations - Where divergent opinions, data, or theories exist, all sides shall be provided opportunity to make uninterrupted presentations followed by opportunity for questions from other RAB members or public.

7. **Public Participation -** Unscheduled public comments (not to exceed 5 minutes in duration) will be addressed following each scheduled agenda item. Exception to the 5-minute rule may be made by a simple majority vote of the Full RAB members present. Concerns which cannot properly be addressed in this manner will be suggested as scheduled agenda items for future meetings.

8. **RAB Mission Adherence -** Information on community or RVAAP subjects beyond the scope of the RAB Mission will be welcomed but deliberations shall be limited to those subjects within the RAB Mission.

9. **Committees -** The RAB may from time to time establish committees for purposes not requiring the attention of the full RAB. Such committees may be for a specific duration or for an ongoing task. All committee proceedings shall be submitted to the RAB and thus to the public through the information network (discussed in External Communications, below). Committee meetings shall be posted with the Community Co-Chair. Committees shall not take action independent of the RAB.

10. **Meeting Schedules -** A meeting schedule shall be published for the calendar year and modified by majority vote as warranted. Meeting dates shall be determined by simple majority vote of the Full RAB. Meetings shall start and finish on time. Each meeting shall include an agenda and consider new items and changes by RAB members and the public. Meetings are held at least quarterly and are open to the public.

11. **Agenda Adherence -** The Co-Chairs shall develop the agenda. RAB members should provide requests for agenda items not later than two weeks prior to the next scheduled RAB meeting. Agenda and times allotted for meetings shall be followed other than as modified by RAB members.

12. **Internal Communications -** RAB Community Members shall communicate effectively with Non-Community Members providing and soliciting information and opinion and responding to requests for information.

13. **Timely Action -** The RAB shall conduct its affairs in a timely manner so as to facilitate timely restoration activities.

14. **External Communication -** The RAB shall develop and maintain an effective information distribution network for RAB activities and RAB requests for public comment, opinion, and questions. The network may include the commercial media, libraries, schools, local governmental bodies, electronic media, direct mail and others as determined beneficial. The RAB shall establish a standing committee to expedite external communications and information distribution.

15. **Responsible Communication -** Agency and other preliminary findings or draft documents shall be handled in a responsible and complete manner so as to avoid incorrect conclusions by the public at large. Any communication of such information must include the fact that the information is not final, and indeed is subject to future action.

16. Minutes - Minutes summarizing RAB activities shall be kept for all RAB meetings and shall be provided by mail to all RAB members, to those on the RAB mailing list, and to the public through the distribution network. Review, correction and approval of previous meeting minutes shall be the first agenda item for each regularly scheduled RAB meeting. Emphasis shall be placed on minutes as an effective communication tool rather than as a medium for recording every statement made in a RAB meeting. RAB meeting minutes, agenda, and materials for review shall be mailed no later than 12 working days after a regularly scheduled meeting.

17. Conflict of Interest - Any RAB member having a conflict of interest with respect to any issue before the RAB shall immediately make known the nature of the conflict. A conflict of interest shall preclude the member from voting on the issue, but the member shall be encouraged to participate in discussions, presentations, or recommendations.

18. Attendance - All members shall sign an attendance log and, as a courtesy to the public and other citizens, shall have a name plaque displayed. Any member missing two consecutive meetings without prior notification to one of the Co-Chairs, or missing more than 25% of the meetings within a twelve-month period, shall be considered for dismissal.

19. Make Up of The RAB - The Full RAB shall be made up of 23 Community Members and 2 Non-Community Members as follows: one representative appointed by each of the following Townships - Braceville, Newton, Paris, Charlestown, Freedom, and Windham; one representative appointed by the Trumbull County Commissioners; one representative appointed by the Portage County Commissioners; 15 members selected from the general public; an Army representative (Installation Co-Chair); and an OEPA representative.

20. Term of Service - Community Members may serve until RAB termination. The Community Co-Chair will serve a two-year term and may run for re-election. Community members appointed by Township Trustees or County Commissioners shall serve a two year term. Any RAB member may resign from service at any time by notifying one of the Co-Chairs in writing.

21. Member Dismissal - RAB Community Members or the Community Co-Chair may be dismissed for cause upon affirmative vote of two-thirds of RAB members.

22. Member Replacement - Replacement of the Army and OEPA members (Non-Community Members) will be done by those agencies. Community RAB member replacement will be done by the RAB Membership Committee (described below). RAB Community Member positions shall be made known to the general public through the information network as soon as vacated. New applications and applications on file shall be considered when filling vacated positions except as described in number 19 above.

23. Operating Policy Adoption and Amendment - Initial adoption of the Operating Policy shall require an affirmative vote of two-thirds of the Full RAB. Amendment of the Operating Policy shall require similar affirmative vote no earlier than the next scheduled RAB meeting after the amendment is proposed.

24. Membership Committee - The RAB shall establish a standing membership committee to recommend: a. criteria and methods of selecting new community representatives; b. nominees for vacancies; c. appropriate action concerning attendance; d. criteria for dismissal; e. dismissal recommendations; and f. any other issues related membership and attendance.

25. Community Co-Chair - The RAB Community Members shall nominate and elect a Community Co-Chair. The responsibilities of the Community Co-Chair shall include the following.

a. Conducting the RAB meetings and assuring that:

- (1) meetings begin and end at the scheduled times;**
- (2) agenda items are focused and meetings are productive;**
- (3) meetings remain focused on cleanup issues related to the RVAAP;**
- and**
- (4) meetings maintain a high degree of professionalism.**

b. Coordinating with the Installation Co-Chair to prepare and distribute an agenda prior to each RAB meeting.

c. Encouraging community members to participate in an open and constructive manner.

d. Assuring that the RAB has the opportunity to provide input into the decision process and that it receives appropriate and timely feedback.

e. Assuring that community issues and concerns related to the cleanup are brought to the table.

f. Assisting the Installation Co-Chair in providing documents to the RAB in a timely manner for review and assuring that these documents are made available to the public.

26. Installation Co-Chair - The RVAAP Commander's Representative shall appoint an Installation Co-Chair. The responsibilities of the Installation Co-Chair shall include the following.

a. Coordinating with the Community Co-Chair to prepare and distribute an agenda prior to each RAB meeting.

b. Assuring that the installation participates in an open and constructive manner.

c. Assuring that the RAB has the opportunity to provide input into the decision process and that it receives appropriate and timely feedback.

d. Assuring that community issues and concerns related to cleanup are brought to the table.

e. Providing draft documents in a timely manner to the RAB for review and ensuring that these documents are made available to the public, unless the RAB establishes an external communications committee to carry out this function.

f. Referring non-cleanup issues to appropriate installation officials for processing.

g. Reporting back to the installation.

h. Assuring that administrative support is provided to the RAB.

27. Voting - Unless otherwise specified, items put to a vote will be carried by a simple majority of the members present.