

**SIERRA ARMY DEPOT (SIAD)  
RESTORATION ADVISORY BOARD CHARTER**

This agreement is entered into by SIAD and the community members.

**I. Name**

This organization shall be known as the SIAD Restoration Advisory Board (RAB).

**II. Purpose and Function of the RAB**

- a. The purpose of the RAB is to establish and maintain a forum with the Army, the regulatory agencies, and the community, for the exchange of information in an open and interactive dialogue concerning the SIAD Installation Restoration Program (IRP) and ensure opinions regarding environmental concerns are addressed. Restoration efforts should address diverse interests within the community. The RAB serves in an advisory capacity to the State of California-Environmental Protection Agency (Cal-EPA) and U.S. Environmental Protection Agency, Region IX (EPA).
- b. The RAB will review issues and comment on issues related to cleanup, review cleanup strategies, track current and future cleanup activities and provide members perspectives on cleanup priorities. The RAB and its members will communicate with the community members and interest groups, serve as direct and reliable conduits of information to and from the community, and review and comment on various technical reports and cleanup plans.
- c. The Army has developed a Community Relations Plan (CRP) that outlines the community involvement program. The RAB complements the community involvement effort. A copy of the CRP is available at the Lassen County Library. Each RAB member will be provided with a copy of the CRP upon request.

**III. 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 Section 120(a), 120(f), and 10 United States Code (USC) 2705, enacted by Section 211 of SARA, and Department of Defense (DoD) and United States Environmental Protection Agency RAB Implementation Guidelines of September 1994, plus subsequent acts of United States Congress that apply.

**IV. Membership**

- a. All individual members or organizations must belong to the SIAD community. "Community" is hereby defined as encompassing a 60-mile radius with its center at SIAD and such persons or organizations outside that radius which the RAB identifies, in consultation with the SIAD Commander, as having an interest.
- b. Members shall serve without compensation. Expenses incident to travel and review inputs shall be borne by the respective members or their organization.
- c. Members are expected to attend all regularly scheduled RAB meetings or may send an alternate. If a member fails to attend or send an alternate to three consecutive meetings, the RAB co-chairs may ask the member to resign.

- d. Members should be willing to communicate with local community members and interest groups concerned with specific cleanup issues. Members will serve as a direct and reliable conduit for information flow to and from the community. To improve communication between the public and RAB members, RAB names will be made available to the public and listed in meeting minutes. Any RAB member may request not to have their name listed.
- e. Members unable to continue to fully participate shall submit their resignation in writing to either of the RAB co-chairs. Resigning members may nominate a replacement. Open nominations will take place within two meetings to fill vacancy or vacancies that have occurred. Government agencies, community groups, interested citizens, and special interest groups may be nominated to the RAB. Nominees must be approved by the Commander of SIAD and the RAB community membership. Nominees will be voted into membership by a simple majority vote of the quorum as established by the present membership of the SIAD RAB; membership requires the final approval by the SIAD Commander.
- f. Members may serve until dissolution of the RAB providing they fulfill all criteria stated in the charter.
- g. On procedural matters, a quorum shall be one member more than half of the full membership.

## **V. RAB Structure**

- a. The RAB shall be co-chaired by a senior officer from SIAD or an alternate and a community member. The responsibility for presiding over each meeting will be that of the co-chairs.
- b. The community co-chair will be selected by a simple majority vote of the quorum as established by the present membership of the SIAD RAB. The term of office for community co-chair shall be one year after assuming office.
- c. The RAB community membership is responsible for terminating a co-chair who is ineffective or detrimental to the progress of the RAB. Co-chair removal is determined by quorum of the RAB members present at the meeting when removal is addressed.
- d. The RAB shall meet at least quarterly at a location agreed upon by a consensus of RAB members. That location is the Skedaddle Inn, Herlong, California, unless specified in the meeting notice. Additional meetings or special focus meetings may be scheduled as the need arises.
- e. Agenda items will be compiled by the co-chairs. Suggested topics should be given to the community co-chair not later than three weeks prior to the meeting. Army personnel shall be responsible for providing written notification to all RAB members of the upcoming agenda, date, time, and place of scheduled RAB meetings at least two weeks prior to each meeting.
- f. The Army co-chair shall be responsible for recording and disseminating meeting minutes. Also, the Army co-chair shall collect a written list of attendees at each meeting, which will be incorporated into meeting minutes.
- g. A copy of the approved RAB meeting minutes will be sent to all RAB members and the SIAD public participation mailing list. Amended and adopted minutes will be available for public review in the information repositories.
- h. RAB members will be asked to review and comment on various environmental restoration documents. RAB members wishing to comment should submit, in writing, or at the RAB meeting, comments to the Army co-chair on the subject documents within the time frame specified. The Army will prepare formal written responses to comments received from the RAB and the general public, as required. In some cases, RAB meeting minutes may suffice to make specific comments.

- i. Upon request, the RAB co-chair will be provided with one copy of draft and final documents. The documents shall also be available to RAB community members from the Army on request. Documents will be available in the information repository for review. Relevant documents will be available at RAB meetings.
- j. Subcommittee will be formed as appropriate.
- k. All RAB members may vote on general procedural issues such as motions to establish subcommittees, setting meeting dates, or on charter issues.

**VI. Effective Date**

The effective date of this charter shall be the date upon which it is accepted by a simple majority vote of the RAB committee members present.

**VII. Amendments**

This charter may be amended by a simple majority vote of the quorum as established by the present membership of the SIAD RAB. All amendments must be consistent with the statutes stated in Part II (Basis and Authority for Charter) of this charter.

**VIII. Termination**

The charter will be terminated upon completion of the requirements as stated in Part II or it may be terminated with a simple majority vote of the quorum as established by the present membership of the SIAD RAB after implementation of the final remedial design and plans for the installation cleanup.

**IX. Signatories to the RAB Charter**

IN WITNESS WHEREOF, we have set our hand this \_\_\_\_ day of \_\_\_\_ 1997.

\_\_\_\_\_  
Robert Weis  
BRAC Environmental Coordinator  
Sierra Army Depot, Herlong, California

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Grace Bukowski  
RAB Community Co-Chair