

Joint Base Pearl Harbor-Hickam-Kalaeloa Restoration Advisory Board Charter

Proposed Amendment - August 2025

I. Establishment and Authority

- a. Establishment. The Joint Base Pearl Harbor-Hickam-Kalaeloa Restoration Advisory Board (RAB) was originally established via charter in 1997. This Amendment to the 2015 Restoration Advisory Board Charter (Charter) is entered into by the following parties: Joint Base Pearl Harbor-Hickam (JBPHH), other government agency members, and community members and supersedes all previous Charters of this RAB.
- b. Authority. The JBPHH-Kalaeloa RAB is organized pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1985, particularly Sections 120(a), 120(f), 10 U.S.C. § 2705(c), and Department of Defense (DoD) Environmental Restoration Program enacted by Section 211 of SARA.

II. Mission and Purpose

- a. Mission. The mission of the RAB is to establish and maintain open and interactive dialogue between the U.S. Navy (Navy), State and Federal regulatory agencies, and the local community concerning the Environmental Restoration Program.
- b. Purpose. The purpose of the RAB is to promote community awareness and enable the flow of information, concerns, values, and needs between the affected community and the installation. The RAB should ultimately assist in ensuring that all stakeholders have a voice and the ability to actively participate in the restoration process. The RAB engages with the regulated and regulating agencies on key policy and technical issues and provides meaningful input to the decision-makers on restoration issues.

The RAB focuses on community involvement through the exchange of information between JBPHH and the local community regarding the Navy's restoration activities. The RAB will provide another form of outreach and input for the restoration decision-making process by disseminating information about the Environmental Restoration Program (ERP) which is administered by the Navy at JBPHH. Furthermore, the RAB will ensure that the environmental restoration projects on the installation reflect the spectrum of interests and concerns within the community.

- c. Responsibilities. The principal responsibilities of the RAB are as follows:
 1. To give timely advice to the Navy authorities responsible for the Navy's JBPHH restoration activities.

2. To consider all issues and concerns introduced by the RAB and the general public which are current, future, or potential threats to human health and the environment and to assess the effect of such issues and concerns on the Navy's planned restoration activities.
3. To review and evaluate pertinent documents related to the Navy's restoration activities at JBPHH.
4. Conduct regular meetings, open to the public, at convenient times and locations.
5. Publish minutes of meetings and make them available to the public.
6. To comment on proposed remediation activities and the adequacy of plans and procedures in a timely manner.

III. Organization

- a. General. The RAB shall be organized with two co-chairs: a Navy Co-Chair and a Community Co-Chair, who shall serve as officers of the RAB (See Sections IV(a)-(b) and V(a)-(b)). The RAB shall also be comprised of the DoD, Navy, Federal and State regulatory agencies (without vote) (See Sections IV(d) and V(d)), and duly appointed community members (See Sections IV(c) and V(c)).
- b. Balanced Representation. The membership of the RAB will reflect a balanced representation of stakeholders. Balanced representation does not require an equal number of individuals representing each geographic area, only that the areas of interest should be represented in the membership of the RAB. Representatives of other Federal and State regulatory agencies, or other interested governmental agencies, should be included on the RAB, as appropriate, to represent their interests in an *ex officio*, or non-voting capacity.
- c. Board Seats. RAB community membership is limited to a minimum of five (5) and a maximum of twenty (20) community members. The Navy considers active participation by five (5) or more local community RAB members to be indicative of "sufficient and sustained interest" to continue operating the RAB as defined in the DoD RAB Handbook. Community member seats are open to individuals or representatives of organizations. Representatives of non-regulatory government agencies, community groups, special interest groups, and private citizens may apply for membership to the RAB insofar as they satisfy the membership requirements of Section IV(c) below.
- d. Facilitator. Responsibility for presiding over each meeting will be shared among the Navy and Community Co-Chairs, although a meeting facilitator may be used to conduct the progress of the meeting's agenda (See Section V(e)). The Navy and Community Co-Chairs shall be responsible for ensuring that members have the

opportunity to voice issues and concerns and that their representatives participate in an open and constructive manner. An independent facilitator, who is sensitive to and familiar with environmental issues, may be provided to guide the discussion to ensure that the RAB maintains its environmental restoration goals as outlined in the agenda. The facilitator participates in a non-voting capacity.

IV. Membership

- a. Navy Co-Chair. The current Installation Commander at JBPHH will serve as the Navy Co-Chair.
 1. Term. The Navy Co-Chair shall serve throughout the pendency of his/her service as Installation Commander.
 2. Resignation/Termination. The Navy Co-Chair shall terminate his/her appointment when he/she is no longer serving as the Installation Commander, resigns employment, is transferred, or is otherwise not available for other reasons.
- b. Community Co-Chair.
 1. Appointment. The Community Co-Chair will be selected by a majority vote of the RAB community members.
 2. Term. The RAB Community Co-chair term will run three (3) years from the date of election. A Co-Chair may serve more than one (1) term, if re-elected by the RAB community members.
 3. Resignation. The Community Co-Chair may terminate his/her elected position by voluntary resignation or if he/she is not available to carry out his/her responsibilities
 4. Termination. The Community Co-Chair may be terminated from his/her position on the RAB, by a majority vote of the community members present at the meeting where the removal action is addressed, if his/her actions meet one of the following grounds for removal:
 - i. Regular absences. Regular attendance at RAB meetings is required to ensure ongoing, consistent involvement by the community members. The absence of a Community Co-Chair from two (2) consecutive meetings may be considered cause for termination.
 - ii. Ineffective or Detrimental Actions. If a Community Co-Chair's actions are deemed ineffective or detrimental to the progress of the RAB, such actions may be considered cause for termination. Failure to properly disclose a

conflict of interest, as outlined in Section V(f), is grounds for termination of RAB membership.

- c. Community Membership. The RAB should reflect the wide ranging interests and views in the affected community and region, and be composed primarily of people who are directly affected by site cleanup activities. Community members or individual representative(s) of organizations should reside in, operate a business in, provide services, or otherwise serve the community in the Pearl Harbor-Hickam-Kalaheo areas covered by the RAB.
 1. Appointment. Community members and individual representative(s) of organizations may be appointed to the RAB according to the following procedure:
 - i. Application. To be considered for RAB membership, a person must submit an application on a form approved by the RAB no later than twenty-one (21) days prior to the date of the RAB meeting at which membership will be considered for approval. The applicant should either be present at that selection meeting or provide advance notice of their non-attendance to one of the co-chairs. Applications for membership shall be received by the Navy Co-Chair . The Navy Co-Chair will share a list of all applicants with the Community Co-Chair.
 - ii. Selection. The Navy Co-Chair will review all applications from new applicants and members seeking reappointment, and forward endorsed applications to the full RAB for confirmation at least fourteen (14) days before the RAB meeting. Applications will be reviewed and endorsed by the Navy Co-Chair based on the following factors:
 - A. Represented interest and proportion of other applicants representing the same interest (e.g., resident, industry representative, advocacy group member, etc.);
 - B. Participation in other Navy community engagement group(s); and
 - C. Prior RAB membership.
 - Applicants endorsed by the Navy Co-Chair must be confirmed by a simple majority of RAB community members during the selection meeting.
 - iii. Selection Meeting. One (1) selection meeting shall be held each calendar year. Prior to the RAB membership selection meeting, the Navy will advertise the RAB membership opportunities, as appropriate, to ensure the public receives notification.

2. Term. Members will serve three-year terms. Member terms commence at the start of the selection meeting and conclude prior to the selection meeting three (3) years later. After serving all or part of a term, a member may continue to serve additional terms by complying with subsection IV(c)(2)(iii) below. The RAB co-chairs will be responsible for tracking member term limits.
 - i. New Community Members. New RAB community members serve a three-year term. The three-year term becomes effective the date of the selection meeting.
 - ii. Reappointment. RAB members whose terms are ending must provide notice to the RAB co-chairs of their intention to seek reappointment no later than twenty-one (21) days prior to the date of the RAB meeting at which membership will be considered for approval, consistent with appointment under Section IV(c)(1)(i). RAB members are not required to complete a new application unless any information on their previously filed application needs to be updated.
3. Resignations. Community members may resign at any time. The member shall inform the Community Co-Chair, preferably in writing. A vacancy created by the resignation of a community member will not be filled until the next regularly scheduled selection meeting, unless the vacancy results in the RAB having less than the five (5) members which is necessary to have a “sufficient and sustained interest” to continue operating the RAB as defined by the DoD RAB Handbook. In such case, the Navy will advertise, as appropriate, seeking applications for a special selection to meet the minimum threshold of five (5) active community members.
4. Terminations. If a community member meets one of the following grounds for termination, he/she may be removed from the RAB prior to the end of his/her term of appointment. Notice of termination will be prepared by the Navy Co-Chair and signed by both the Navy and Community Co-Chairs for dispatch to the member. A member notified of his/her termination from the RAB may appeal, in writing, to the RAB for continued membership within seven (7) calendar days from the date of the Notice of termination. Termination or continued membership must be approved by a majority of community members of the RAB.
 - i. Regular absences. Regular attendance at the RAB meetings is necessary to ensure ongoing, consistent involvement by community members. The absence of a community member from two (2) consecutive meetings may be considered cause for termination.
 - ii. Ineffective or Detrimental Actions. If a community member’s actions are deemed ineffective or detrimental to the progress of the RAB, such actions may be considered cause for termination. Failure to properly disclose a

conflict of interest, as outlined in Section V(f), is grounds for termination of RAB membership.

- d. Federal or State Regulators or other Governmental Agency Representatives. Members of the RAB who are representatives of other federal or state regulatory agencies or other interested governmental agencies shall serve at the discretion of their respective agencies.

V. General Functions and Responsibilities

- a. Navy Co-Chair. In coordination with Navy Environmental Restoration personnel, the Navy Co-Chair shall:
 - 1. In close coordination with the Community Co-Chair, prepare and distribute an agenda prior to each general or special RAB meeting;
 - 2. Provide administrative support to the RAB in preparing the minutes of meetings and providing information about the next meeting and planned tours, if any, on a web site information repository
 - 3. Organize and provide the necessary technical and administrative support for general and special meetings of the RAB;
 - 4. Provide documents relative to the environmental cleanup of CERCLA sites on JBPHH to the RAB and general public by way of public meetings or an information repository at a library and a web site information repository;
 - 5. Be responsible for coordinating the updates given at each RAB meeting;
 - 6. Ensure that information repositories have updates or current documents available;
 - 7. Sign the minutes of meetings and addendums thereto; and
 - 8. Report back to the Navy on the advice received by the RAB members, as input to the decision process; and make the approved minutes of the RAB meetings part of the Navy's administrative record on the cleanup of the JBPHH CERCLA sites.
- b. Community Co-Chair. The Community Co-Chair shall:
 - 1. In close coordination with the Navy Co-Chair, prepare and assist in distributing an agenda prior to each general or special RAB meeting;
 - 2. Regularly attend RAB meetings (in-person or virtually);

- i. If a Community Co-Chair will be absent from a RAB meeting, he/she shall give written notice to the Navy Co-Chair no later than the five (5) calendar days before the scheduled meeting.
- 3. Assist the Navy Co-Chair in providing documents in a timely manner to the RAB and committees;
- 4. Serve as the focal point for community outreach and report back to the community as a whole;
- 5. Ensure that community issues and concerns related to cleanup at the JBPHH CERCLA sites are included in the RAB meeting agenda;
- 6. Encourage community members to participate in the RAB meetings in an open and constructive manner;
- 7. Represent the RAB at functions and events; and
- 8. Serve as the principal liaison between the Navy Co-Chair, Environmental Restoration Team, and community members of the RAB.
- c. Community Members. The community members of the RAB represent an important element in the cleanup of JBPHH restoration sites. They have a direct responsibility to the interests and concerns of the constituents they represent, and to the community as a whole. Their responsibilities are as follows:
 - 1. Regularly attend RAB meetings (in-person or virtually);
 - i. If a Community Member will be absent from a RAB meeting, he/she shall provide written notice, which may include an email, to the Navy and Community Co-Chairs so that it is received no later than the day before the scheduled meeting;
 - 2. Advise and comment on cleanup efforts;
 - 3. Serve as a conduit of information to and from any group they represent; and
 - 4. Serve in a voluntary capacity, without compensation.
- d. Federal or State Regulators, or other Governmental Agency Representatives.
 - 1. Regularly attend meetings in an *ex officio*, or non-voting capacity (virtually or in-person);
 - 2. Provide the RAB with the rationale of their agency's position regarding the issue under review or discussion by the RAB;

3. Review and provide comments on documents relative to the cleanup efforts; and
 4. Inform the RAB of applicable legislation, regulations, State statutes, and County ordinances.
- e. Facilitator.
1. Will be sensitive to local cultural, historic, and environmental issues, and have been trained (if feasible) in environmental issues.
 2. Will enable active community participation, by assuring that the meetings provide a forum for an open exchange of information, concerns, and viewpoints, and will assist the members toward an understanding of the variety of interests and positions expressed to forge common ground and achieve consensus. The facilitator will recognize the RAB members first, before opening the discussion up to the community-at-large. The facilitator will enforce the ground rules set forth in this Charter.
 3. Will not advocate for a position nor address non-RAB issues.
- f. Conflicts of Interest. Any RAB member, including the Navy and Community Co-Chair, who has a conflict of interest with respect to any issue(s) before the RAB shall immediately make known, in writing, the nature of the conflict to the Board. A conflict of interest shall preclude the member from voting on the issue(s) and precludes the member from making or using his/her RAB position to influence a governmental decision regarding the issue(s).
- g. Alternates.
1. If the Community Co-Chair is unable to attend a RAB meeting, he/she may name an alternate to act as the Co-Chair in his/her absence. Such an alternate must be selected from the Community Members on the RAB. The alternate notification shall be made when the Community Co-Chair notifies the Navy Co-Chair of his/her absence pursuant to Section V(b)(2)(i).
 2. If a Community Member is unable to attend a RAB meeting, he/she may delegate his/her vote to another Community member on the RAB to vote on his/her behalf by proxy. The proxy notification shall be made when a Community Member notifies the Co-Chairs of his/her absence pursuant to Section V(c)(1)(i).

VI. Operating Procedures

- a. Meeting Frequency and Quorum. A meeting shall not require a quorum. Beginning with the calendar year after the Charter is signed, the RAB shall meet three (3) times

per calendar year in a central location agreed upon by the RAB members. All RAB meetings shall be open to the public.

- b. Meeting Agenda. The RAB Co-Chairs shall compile agenda items. Suggested topics should be submitted to one of the co-chairs no later than two (2) months prior to the meeting.
- c. Notice of Meetings and Meeting Minutes. The Navy Co-Chair shall provide written notification, which may include an email, to all RAB members of all upcoming meetings and will record the meeting minutes of each meeting. The meeting minutes shall state who were present in-person and virtually. A copy of the previous RAB meeting minutes will be electronically mailed by the Navy Co-Chair, or designee, to all RAB members within forty-five (45) days of the previous RAB meeting. The RAB meeting minutes shall be reviewed and approved by the RAB at the next meeting. Meeting minutes shall be posted to the Administrative Record website and in the libraries after they are approved as outlined in Section VI(f).
- d. Draft Reports and RAB Responses. Reports which will be made available to the public, but which are still in draft form and undergoing review by any regulatory agency, shall be provided to the RAB members. The Navy may provide redacted copies of documents when reports contain information that is not releasable under the Freedom of Information Act. RAB members may be instructed to review and comment on various environmental restoration documents. When required, RAB members will submit written comments to the Community Co-chair within the indicated time frame. The Community Co-Chair will consolidate the comments from the RAB community members and provide them to the Navy Co-Chair and the RAB membership. The Navy Co-Chair will ensure that a written response is provided to the RAB community members in a timely manner.
- e. Site Visits. Beginning with the calendar year after the Charter is signed, the Navy plans to conduct two (2) site visits per calendar year, which will be coordinated by the Navy Co-Chair, to a site managed under the ERP. Site visits will be limited to confirmed RAB members only. The site visit and the RAB meeting shall occur on different days. The Community Co-Chair may propose an active ERP site he/she would like to visit and the Navy Co-Chair will have final approval of the proposed active ERP site. RAB members must have a valid and current government-issued identification and may be subject to a background check prior to participating in the site visit. No photography or videography will be allowed without a Navy approved photo permit in compliance with the NAVFAC Hawaii Environmental Restoration POC and may take up to two weeks to obtain.
- f. Information Repository and Administrative Record. The Navy has established an information repository and administrative record for public documents relative to all JBPHH restoration activities. The Navy may provide redacted copies of documents when reports contain information that is not releasable under the Freedom of Information Act. The Navy will make available redacted Administrative Record

copies of technical and other documents pertinent to the environmental programs. Pearl Harbor and Hickam documents will be made available in the Information Repository located in the Pearl City Library. Kalaeloa (formerly Barbers Point Naval Air Station) documents will be made available in the Information Repository located in the Ewa Beach Public Library. In addition, redacted Administrative Record copies of technical and other documents pertinent to the environmental programs will be made available in the Information Repository located in the University of Hawaii at Manoa. To the greatest extent possible, documents will exist in electronic format.

g. Ground Rules. The following ground rules for conduct have been established to encourage effective and productive meetings:

1. Members agree to respectfully listen to and consider the input and viewpoints of the other RAB members, agency representatives, and the public;
2. Members agree to conduct themselves in a manner that promotes joint problem-solving;
3. When speaking to individuals outside of the RAB process, members will speak only for themselves and refrain from making misrepresentations;
4. Information used to support positions will be shared in advance of the meetings to the extent possible;
5. RAB members will be provided with an opportunity to voice their concerns and comments, prior to the open discussion with the community-at-large. This will ensure that the RAB members are provided with an opportunity to meaningfully engage in the issues on the agenda without distraction;
6. Discussion shall be relevant to current agenda items;
7. Action items will be recorded in the minutes;
8. Persons providing input will limit their comments on any subject to four (4) minutes. Once comments have been responded to and an action item(s) (if appropriate) has been identified, discussion will be closed;
9. After RAB members have had an opportunity to ask questions, members of the public may ask questions, alternately between virtual and in-person questions.
10. RAB members may vote to extend any discussion on a particular/discussion item. Any RAB member, or the facilitator, may ask for such a vote; and
11. Participants at the RAB meeting who fail to abide by the ground rule set forth in Section VI(g) or decision(s) of the RAB members to proceed with the agenda items may be asked to leave the meeting.

- h. Making Recommendations. The Navy shall give careful consideration to all comments provided by individual RAB members. Group consensus is not a prerequisite for RAB input. Each member of the RAB may provide advice as an individual.

VII. Effective Date and Amendments

- a. Effective Date. The effective date of this Charter shall be the date of its signing.
- b. Amendments. This Charter may be amended by a majority vote of the committee members present. Amendments must be consistent with the CERCLA and SARA statutes, as stated in Section I(b) of this Charter. Such amendments must be in writing and signed by the Navy and Community Co-Chair.


VIII. Termination/Dissolution of the RAB


- a. Termination. Generally, this Charter may be terminated upon completion of the CERCLA and SARA statutory requirements. Once the final remedial design is implemented, however, this Charter may be terminated earlier upon a majority vote of the RAB membership.
- b. Dissolution. The Pearl Harbor-Hickam-Kalaheo RAB may be dissolved if:
 - 1. All required remedial actions have been implemented;
 - 2. The property is transferred out of DoD ownership and control;
 - 3. Seventy-five (75) percent of the RAB members agree, in writing, to terminate the RAB; or
 - 4. There is no longer sufficient, sustained community interest and input by the RAB community members and the community-at-large, as documented by the Navy, to sustain the RAB.
- c. Dissolution Due to Lack of “Sufficient and Sustained Interest”. If participation in RAB meetings drops below five (5) RAB community members for three (3) or more consecutive meetings, the Navy will work with active RAB members to solicit new RAB membership applications. The Navy may consider dissolving the RAB if sufficient and sustained interest cannot be maintained. If the RAB is dissolved, the Navy will be responsible for reassessing the community’s interest regularly that could warrant the reactivation or reestablishment of the RAB.
- d. Dissolution Consultation. The Navy will consult with the EPA, DOH, RAB members, and the local community prior to making a final decision to dissolve the RAB.

- e. Documentation and Publication of Dissolution. If the Navy dissolves the RAB, the rationale for adjournment will be documented by way of a memorandum in the Administrative Record, and the public shall be notified of the decision through written notice to the RAB members and publication of a notice in the local newspaper. Information about other ongoing public involvement opportunities will also be provided periodically.

IX. Signatories to the RAB Charter

IN WITNESS WHEREOF, by the RAB Co-Chairs, after a vote approving this Charter Amendment by a majority of the RAB Membership on this 27th day of August, 2025.

 27 AUG 2025
CAPT SAMUEL WHITE,
Navy Co-Chair

 8/27/2025
HENRY CURTIS,
Community Co-Chair

