

Charter - Remediation and Redevelopment External Advisory Group

This charter outlines the purpose, structure, membership, and meeting organization for the Remediation and Redevelopment External Advisory Group (RR EAG).

Background

The Remediation and Redevelopment Program (RR Program) at the Wisconsin Department of Natural Resources (DNR) oversees the investigation and cleanup of environmental contamination and the redevelopment of contaminated properties. The DNR has a business need to work with an external advisory group to receive constructive and practical input from, and provide information to, interested parties on a wide variety of regulatory and policy issues. The RR Program previously worked with the Brownfields Study Group on policy issues related to brownfields redevelopment, while the DNR's NR 700 Technical Focus Group concentrated on technical topics related to the program. The RR EAG was formed to address a broad range of issues encompassing both technical and policy topics related to encouraging the investigation, cleanup and redevelopment of contaminated sites.

Purpose and Scope of Responsibilities

To receive input and feedback on the following topics:

- General state and/or federal investigation and cleanup policies, including rule making, guidance development, and other initiatives
- Recommendations to legislature and governor about legislative changes or new programs to improve investigation, cleanup and redevelopment tools
- Recommendations to the DNR on how the agency implements programs
- Specific state and/or federal investigation and cleanup topics or regulations
- Technical topics related to the investigation and cleanup of contaminated sites
- Funding sources and other financial incentives to support investigation, cleanup and redevelopment of contaminated sites and brownfields
- Collaborative efforts with other DNR programs and outside partnerships

Membership

Membership is comprised of a diverse group representing various stakeholders involved with remediation and redevelopment in Wisconsin.

Chair

The RR EAG chair is the RR Brownfields, Outreach and Policy Section Manager. The chair's role is to:

- Set meeting dates/times
- Send call for agenda topics to RR EAG members
- Facilitate meetings

Members

The RR EAG will be comprised of approximately 14-16 members representing a range of stakeholder viewpoints, including other state agencies, EPA, local governments, tribal governments, consultants, interest groups, academia, and responsible party representatives.

Members will be appointed by the DNR Secretary. The Secretary may consider input from member's interest groups. Members serve at the pleasure of the DNR Secretary. Non-DNR member terms will be 3 years with staggered term expirations. Members can serve consecutive terms. For the purpose

of establishing the RR EAG, initial member terms may be up to 4 years and will end June 30 of the term end year. If a member is unable to complete the term, a replacement will be appointed by the chair to fulfill the remainder of the term.

The RR EAG will be supported by ad hoc subgroups as needed and subgroups may include non-members. Non-members are welcome to attend all meetings of the RR EAG. DNR representatives who will attend meetings include but are not limited to:

- Christine Sieger - RR Program Director
- Roxanne Chronert - RR Policy and Program Operations Director
- Coreen Fallat - RR Program Outreach Coordinator - Facilitation and logistics support
- Michael Prager - Program Policy support

Member Role

- The success of the RR EAG discussions will be enhanced by regular attendance of the members; members are asked to place a high priority on attending the meetings.
- If members cannot attend a meeting, they are asked to discuss this with the chair in advance, and, if appropriate, submit any written opinions or feedback on the agenda topics.
- Substitution of RR EAG members will be discouraged to maintain the collaboration and dynamics of the group.
- Every member's participation and contribution is valuable. Each RR EAG member will be allowed to present their opinion on topics being discussed and is asked to listen attentively to other group members.
- Members should submit meeting topics to the chair following the call for agenda items.

Operating Guidelines

Rules of Order

The RR EAG will generally follow Robert's Rules of Order.

Timing and Structure of Meetings

The meetings of the RR EAG and the ad hoc subgroups will follow operating guidelines to foster understanding of meeting logistics and operations. The guidelines are also intended to facilitate group participation and enhance discussion of the issues.

- Meetings will be facilitated by the chair.
- The RR EAG is a working group and members may be asked to provide information to the group on various issues. DNR staff will also give presentations and provide documents to the group.
- Meetings will be 2 - 4 times annually, timed to coincide with major policy decisions and as needed for input on issues. Meetings will primarily be in person, with a virtual option available.
- No later than two weeks prior to RR EAG meetings, all RR EAG members and interested parties will be notified of meeting times and locations.
- Meeting agendas and materials will be coordinated by the DNR for each meeting. This information will be sent electronically to the RR EAG members about one week prior to the meetings. Agendas and materials will also be posted to the DNR's public website. Any information or documents being prepared by agenda topic leaders should be sent to DNR staff at least one week prior to the meeting to ensure adequate time for posting to the website and for RR EAG member review.

- Each meeting will be public noticed in accordance with Open Meetings requirements. All meetings of the RR EAG and its subgroups are open to the public.
- EPA Region 5 representatives will be invited to attend RR EAG meetings (and subgroup meetings, as relevant).
- Meeting minutes/notes will be taken by the DNR staff. A draft of notes from each RR EAG meeting will be distributed to the membership for comments and approval soon after each meeting. A final draft of the meeting notes will be distributed to the RR EAG and put on the RR EAG's web page shortly after approval is received from RR EAG members.
- Ad hoc subgroups will be established by the RR EAG for specific topics. In addition, individual RR EAG members may be asked to fulfill certain assignments.
- The RR EAG will review the draft recommendations from the subgroups.
- The format for recommendations will include a background narrative, followed by the proposed recommendation, type of recommendation (administrative, statutory, or regulatory) and any resources needed (staff and/or funding).

Ad Hoc Subgroups

The need for ad hoc subgroups may arise to discuss topics more in-depth or to work on assigned deliverables.

- The formation of ad hoc subgroups will be approved by the RR EAG ahead of the subgroup's first meeting.
- Each subgroup will have a chairperson, who is appointed by the RR EAG chair and serves as an ad hoc member of the RR EAG (if not already a member of the EAG). The RR EAG chair may establish a term for the subgroup chair.
- Membership in the subgroup may include RR EAG members and /or nonmembers.
- The RR EAG or appointed subgroup chair will establish the charge of subgroups. A charge may include the following:
 - Identifying options or priorities for resolving technical or policy issues
 - Identifying whether an issue should be addressed via statutory, regulatory, or administrative (e.g., fact sheet or training) changes
 - Identifying the resources (e.g., staff or money) needed to implement a change
- Each subgroup meeting will be public noticed. No later than 2 weeks prior to a subgroup meeting, the chairs will notify DNR staff and DNR staff will ensure that all subgroup members and interested parties are notified of meeting times, locations, and agendas.
- Membership in the subgroups will be from a wide variety of interests, to ensure a balanced group and the broadest base for input.
- The chair will provide the names and associations of those working on the subgroup.
- Each subgroup will take meeting notes and forward a draft of the notes to DNR staff for distribution to the subgroup for approval soon after each meeting. A final draft of the notes will be distributed to the RR EAG and put on the RR EAG's web page.

Annual Action Planning

Annually, the RR EAG will conduct a comprehensive review of technical and policy issues and identify a road map for work items for RR EAG efforts. Identified work items should include expected deliverables, staff resources, the need for subgroups, and timeframes as applicable.