

McLouth Steel Superfund Site Community Advisory Group (CAG)
Revised Operating Procedures

I. Purpose and Function of the Community Advisory Group

The purpose of the CAG is to provide a way for members of communities and stakeholders potentially affected by the McLouth Steel Superfund Site to:

- Receive and discuss up-to-date information regarding the site, including timeframes and action plans;
- Get questions clearly answered in ways responsive to community priorities and needs;
- Present and discuss their needs, concerns, and priorities related to the site;
- Have their input seriously considered and addressed by EPA and EGLE in the agencies' oversight of the site; and
- Encourage and promote transparency, disclosure and accountability of all parties involved.

The CAG is not a decision-making or regulatory body and does not set policy or make decisions regarding project design and implementation. However, the CAG shall serve as a forum for information-sharing and providing input by:

- Providing individual comments and suggestions to regulatory agencies;
- Developing specific action items for follow-up at later meetings; and
- Developing joint input and making recommendations as appropriate.

II. CAG Membership

The CAG is comprised of representatives of relevant jurisdictions, community stakeholders and residents, and other institutional stakeholders with a stake in the Site, with the goal of ensuring broad, diverse representation from communities with an interest in the Site.

The CAG seeks diversity of background, interests, and skill sets among members. Relevant desirable attributes include a commitment to the process, communication skills, critical thinking skills, pertinent technical expertise, and representation of affected communities.

To ensure the CAG is open, inclusive, and representative of relevant stakeholders, but not too large to be functional, the CAG will have 15 - 25 members. Members shall serve for at least one year. Representatives should include representatives and alternates, when appropriate – alternates are welcome to attend all meetings, but will participate only when their primary member is not present. Seats may include the following:

Jurisdictional and Civic Organization Representatives (selected by their officers / constituents):

- Representatives of Trenton, Riverview, and Grosse Ile (3-4 seats, selected by officials)
- Representatives from Trenton Brownfields Authority and Riverview Brownfields Authority (up to 2 seats, selected by authorities)

- Representative from Trenton Visionaries (1 seat, selected by members)
- Gross Ile Nature and Land Conservancy (1 seat, selected by members)
- Gross Ile Civic Association (1 seat, selected by members)
- Friends of the Detroit River (1 seat, selected by members)
- Downriver Walleye Federation (1 seat, selected by members)
- DownRiver Waterfront Conservancy (1 seat, selected by members)
- Downriver Community Conference (1 seat, selected by members)

Additional Interests (selected by participants at public meeting, and/or by existing CAG members):

- Past Employees of McLouth Steel (1-2 seats)
- Abutters (1-2 seats)
- Trenton Business Association (1 seat)
- 5-10 additional Trenton, Riverview, Gross Ile residents or businesses who can represent a viewpoint, constituency, or demographic that is not otherwise represented

III. Responsibilities of CAG Members

CAG members agree to:

- Attend all regularly scheduled meetings. If a member is not able to attend a meeting, s/he may be represented by their alternate member (if one has been selected), or communicate views through another member or the facilitator.
- Participate in briefings on the past and the present of the site, as needed, to ensure shared knowledge of key issues, technologies, and Superfund process.
- Come to meetings prepared to discuss the issues on the agenda. This includes reviewing meeting summaries and materials mailed out prior to each meeting.
- Help formulate the Group's meeting agendas and topics.
- Represent his/her own individual views and the views of her/his constituents (if representing an organization or group) as relevant.
- Act as liaison to relevant neighborhoods, groups, and constituents, to bring concerns and information to meetings and help ensure the public is kept informed of site information and CAG efforts. To do so, members should ideally have access to community or neighborhood contact lists and/or social media.
- Strive throughout the process to engage in respectful, constructive dialogue with other members of the group, bridge gaps in understanding, and seek creative resolution of differences.
- Disclose all relevant associations and organizational representations
- Annually select a Leadership Board to serve as liaisons with the facilitator and EPA between CAG meetings. The Leadership Board will consist of no more than 4 CAG members, who will work with the facilitator and EPA to refine meeting agendas, develop work plans, prepare presenters, and assist with decisions about logistics. The Leadership Board will include representatives from the diverse range of government

and civil society groups within the CAG. The CAG may designate other duties for the Leadership Board, at meetings or otherwise, as needed.

- As needed, form committees.

IV. Expectations of the U.S. Environmental Protection Agency (EPA)

In addition to the general expectations of members, EPA agrees to:

- Assist the group in formulating CAG agendas and meeting topics, and in particular, help the CAG coordinate its work with the technical program and schedule.
- Email information pertinent for pre-meeting review in advance of CAG meetings, when applicable and as practical.
- Consider seriously and in good faith the input of the CAG; provide substantive responses to that input so that the CAG is able to see the impact of its input, including where and how its feedback has been addressed; and if recommendations are not accepted or addressed, explain why not.
- Provide status updates to the CAG on any outstanding requests or input, as practicable
- Provide resource support to the CAG for outside facilitation, as funding allows.

V. Communications Among CAG Members and Meeting Participants

In order to facilitate an open and collaborative discussion, members agree to the following:

- Participants will identify themselves when speaking
- CAG participants will treat each other with respect, in accordance with how they want to be treated.
- Only one person will speak at a time, without interruptions.
- Each person will express his/her own views rather than speaking for others (except constituents from an organization he/she represents).
- Participants will focus on the issues and refrain from personal attacks.
- Participants will avoid grandstanding or digressions to allow others a chance to speak.
- Each person will make every effort to stay on track with the agenda and to move the deliberations forward.
- Participants will strive to clearly communicate their concerns, interests and ideas and the reasons behind them, to the best of their ability.
- In order to encourage open, frank, and informal dialogue, meetings will not be tape-recorded or videotaped unless otherwise agreed upon.
- When speaking with others outside the CAG, members will be clear that they are representing their views and concerns as an individual or as an organizational representative and cannot speak for the CAG as a whole.

VI. CAG Meetings Meeting Schedule and Location

The CAG will aim to meet quarterly, generally every 2nd Thursday of the month at 6:30-8:30 pm at the Westfield Activities Center, or virtually via Zoom or at an alternate location as necessary.

VII. Role of Facilitator(s)

The Consensus Building Institute (CBI) will provide neutral facilitation to help oversee the process, as funding permits. CBI will work with members and the EPA to:

- Draft and refine meeting agendas and summaries
- Facilitate meetings, including ensuring the group stays on track with agenda topics and timeframes, that all CAG members have the opportunity to fully participate, and that no person or group dominates the discussion.
- Assist the CAG members in complying with ground rules.
- Help identify and synthesize points of agreement and disagreement, and assist in building agreement among members when and as needed
- Document agreements and track action items
- Work with parties between meetings, as necessary, to address and/or resolve conflict (upon request, all information or views shared during conversations with the facilitators will be kept confidential.)
- Advocate for a fair, effective, and credible process, but remain completely nonpartisan with respect to the outcome of the deliberations.

The facilitator has no decision making authority or stake in outcomes. CBI will behave impartially, meaning freedom from favoritism or bias, commitment to work on behalf of all parties.

VIII. Agenda Planning

The CAG will plan its own agendas. Agenda planning will involve the following:

- The facilitator will work with EPA and the Leadership Board to coordinate the CAG schedule with the technical program and schedule.
- The facilitator will keep track of proposed future agenda items that arise during or after CAG meetings. There will be space for “brief updates and future agenda items” at the end of each CAG meeting.
- The facilitator will work with the CAG Leadership Board, EPA, and others as necessary to develop an agenda that is acceptable to all, and ensure CAG members have a copy one week prior to the CAG meeting.

IX. Meeting Summaries, Notifications, and Materials

The facilitator will prepare detailed meeting summaries of decisions reached, action items, issues discussed, input offered, and next steps. The meeting summary will be distributed in

draft form to CAG members for review between meetings, and revised and recirculated based on input, in order to be approved at the following meeting. Once approved, summaries will be posted on the website and distributed widely.

Notices of CAG meetings will be emailed to CAG members and the McLouth Superfund Site mailing list. Notice will also be given by posting announcements on the CAG website, www.epa.gov/superfund/mclouth-steel. Notice will also be shared with partners for existing websites, newsletters, and listservs. When possible, meeting materials will be shared in advance with CAG members. All finalized CAG documents will be available on the above website.

When feasible, meetings will be recorded and posted in their entirety on an unindexed Youtube page, accessible via link from the CAG website. To facilitate open, frank, and informal dialogue when using Zoom, chat will not be saved, and participants can send private comments to the facilitator to read without attribution.

X. Public Attendance, Public Comment and the Media

CAG meetings are open to the public and the media.

1) Public Comment

While the public is strongly invited and encouraged to attend, CAG meetings are held primarily for the benefit of conducting the business of the CAG and making progress toward the CAG's goals, and will therefore prioritize dialogue among the CAG members, EPA and other relevant entities. The CAG will provide a period for limited length public comments at the end of each meeting, and members of the public will be expected to follow the meeting behavioral ground rules. Opportunity for attendees to ask clarifying questions during CAG meetings with respect to the topic of discussion will be possible, time and agenda permitting, with guidance from presenters, CAG members, and the facilitator.

2) Communications with the Media

Members are free to make statements to the press regarding their own opinions and perspectives as they see fit but agree not to attribute statements to others involved in the process. No member should presuppose to speak for the group as a whole, and should clarify to the press that they are not able to comment on behalf of the CAG. Members should refer media inquiries seeking public statements about the CAG as a whole to the facilitator, who may answer time-sensitive questions about the process from a neutral perspective, and will discuss any substantive requests with the Leadership Board and, if appropriate, propose a consensus response to be approved by the CAG as a whole. In order to facilitate productive deliberations, members will make every effort to abide by the ground rules under the section "Communication" listed above while interacting with the media.

XI. Decision Making

- The CAG, to the extent possible, will operate by consensus.
- In making decisions the CAG will seek to ensure members have the necessary information, hear from each other regarding their perspectives, concerns, and interests, and adequately understand any areas of disagreement.
- The CAG will make creative efforts to address and accommodate different needs in order to arrive at shared recommendations that all CAG members can live with. If a member disagrees with a proposal, he or she should make every effort to offer an alternative satisfactory to all members.
- The CAG might use voting as a way to test consensus and make decisions on procedural matters, but any CAG-issued advice to EPA will note the perspectives of any dissenting views.
- On those issues or topics where consensus cannot be reached, the CAG will provide recommendations with the full range of options, delineating the advantages & disadvantages, and explaining the differences clearly, accurately, and fairly.
- In cases where a decision needs to be made and consensus cannot be reached, a vote of majority in the quorum will determine the decision.

XII. Updating the Operating Procedures

The CAG may change these Operating Procedures at any time. Further, the CAG will review these procedures annually and make adjustments to improve its operations and effectiveness.