

US EPA ARCHIVE DOCUMENT

# **STAKEHOLDER INVOLVEMENT PLAN NAVAL STATION MAYPORT ENVVEST PROGRAM**

## **I INTRODUCTION**

Stakeholder involvement is considered essential for the success of an ecosystem-wide environmental program. At the onset of the proposed ENVVEST project, Naval Station Mayport (NAVSTA) will team with stakeholders to enlist their input. This Stakeholder Involvement Plan (SIP) is intended to describe the basic community goals and will be incorporated into the Final Project Agreement (FPA). Stakeholder input will also help develop the program specifics and evaluate project performance.

## **II GOALS AND OBJECTIVES**

The goal of this SIP is to ensure interested stakeholders are afforded the opportunity to participate in the success of this project and to provide the stakeholders with the information they need to make decisions and provide input during project development and implementation.

The following are the objectives for this plan:

- Identify stakeholders and their role in the project
- Describe methods of communication between Naval Station Mayport and the stakeholders
- Ensure all stakeholders have an opportunity to participate in the project
- Promote stakeholder involvement in development of the FPA

## **III IDENTIFICATION OF STAKEHOLDERS**

Stakeholders include any individuals, government organizations, environmental and other public interest groups, academic centers, and businesses with an interest in environmental matters concerning NAVSTA Mayport and surrounding communities. The identification of stakeholders will be based on inviting those who are already involved in other environmental interests with Mayport, contacting others with related interests and by general invitation to the public. Stakeholders provide information on the preferences of the community and may also identify unaddressed issues.

Stakeholders fall into three general categories; direct participants, commentators, and the general public.

Direct participants work intensively on project development from the ground up. Their views will have the most influence on the details of the project. Advisory board members are considered direct participants.

Commentors have an interest in the project, but do not desire to participate intensively in project development. They will want to be kept informed on project development, attend public meetings and provide comments and advice.

Members of the general public might not become directly involved in the project, but will be given easy access to the project development process and to information about the environmental results during project implementation. They also have the opportunity to participate more actively if they so choose.

Contacting potential stakeholders will occur prior to development of the FPA. At that time direct participants will be invited to sit on one of the advisory boards. Commentors will be put on a project mailing list to ensure that they are informed of all opportunities to comment or participate during project development and implementation. The following methods will be used to contact and inform potential stakeholders.

Local Newspapers: Display ads will be taken out in the major local newspapers to invite the general public to public meetings and inform them of comment periods.

Naval Station Newspaper: Notices will be published in the Naval Station newspaper, *The Mirror*, in an effort to encourage Mayport employee participation.

News Media Notice: A notice of this project and public meetings will be sent to the news departments of the local newspapers, other published media and local radio stations.

Fact Sheets: Fact sheets will be mailed to everyone on the current mailing list as part of the public notice of meetings and comment periods.

Information Repository: An information repository for the project will be established at the Beaches Branch Public Library.

Invitation: The following groups will be invited by phone or mail to become direct participants in project development (this list is not all inclusive).

Atlantic Beach Assembly of God	Beach United Methodist Church
Jacksonville Beach Elementary School	Mayport Elementary School
Jacksonville University	University of North Florida
Beaches Chamber of Commerce	Beaches Business Association
Coastal Environmental Society	Sierra Club
Governor of Florida	FL State Senators and Representatives from this area
Atlantic Beach City Commission	Jacksonville Beach City Hall

Neptune Beach City Hall

Town of Mayport

Jacksonville City Council

City of Jacksonville, Port Authority

Corp of Engineers, Jacksonville District St John's River Water  
Management District

EPA Region IV

FL Department of Environmental  
Protection (FDEP)

## **IV PUBLIC MEETINGS**

Public Meetings will be held to both inform the general public about the project and to invite their comments and participation. The first public meeting will be held during the initial comment period following project approval and public notification. This meeting will introduce the public to the project and to the FPA development process. Other public meetings may be held during development of the FPA based on public interest or as decided by the direct participants. Public meeting locations will be chosen to provide adequate size and accessibility to all who wish to attend.

## **V ADVISORY BOARDS**

Following identification of direct participants through public notice and targeted invitation, two project advisory boards may be established based on the number of positive responses. The advisory boards will directly influence the content of the FPA and help to establish community and project goals and objectives.

The Citizen Advisory Board (CAB) will be a key element of the public review and consultation process. The CAB will be composed of a wide range of public and private interest groups as well as interested citizens. The following local groups could make up the CAB: environmental groups, business groups, residents, school districts, NAVSTA employees and technical members. The existing Restoration Advisory Board (RAB) may be used if the number of new participants does not warrant the creation of a separate board.

The Technical Advisory Board (TAB) will provide technical advise and evaluation during project development and implementation. The TAB will include various government representatives, educational institutions, research groups and public/private organizations with applicable expertise or experience.

During development of the FPA, the following ground rules will apply to advisory board operation. The final ground rules for the advisory boards will be based on direct stakeholder input and will be included as part of the FPA public participation plan.

- The membership of the advisory boards will be made up of the NAVSTA and those direct participants who are willing to devote the necessary time and effort to the project. The boards will be co-chaired by a NAVSTA representative and a community co-chair elected by the board members. NAVSTA may limit the number of members to keep the size of the advisory boards to a manageable size.

In the case of limited membership, the members will be selected based on commitment of effort and diversity of member backgrounds.

- The primary role of the advisory boards will be advisory to the NAVSTA. NAVSTA will actively seek the input of the board and of individual members. Advisory board recommendations will be based on majority vote.
- Agree on time lines for the development of the project as a whole and for appropriate short-term milestones.
- Meeting minutes will be taken and provided to all members.
- Direct participants who wish to leave an advisory board may do so at any time by notifying one of the co-chairs. New members will be accepted to the board as long as the size of the advisory board is not too large.
- NAVSTA will provide a trained facilitator to assist in the conduct of the meetings.
- Commentors and the general public will be kept informed of project development by the methods discussed in this SIP.
- Public meetings will be held during the FPA development process. These meetings will be used to inform the attendees, answer questions and solicit input.
- Once the FPA is developed, it will be signed by NAVSTA, EPA Region IV, FDEP and Corp of Engineers as appropriate.
- The timeline and milestones for developing the FPA will be based on input from both the CAB and TAB.

## **VI TRAINING**

Project briefings will be provided to ensure that advisory board members have the information necessary to participate effectively. These briefings could include discussions of technical issues associated with the project, as well as the public participation process. EPA and FDEP representatives will be invited to attend these briefings and may make their own expertise available on technical issues.

## **VII NAVAL STATION MAYPORT POINT OF CONTACT**

The Naval Station Mayport point of contact is Ms. Cheryl Mitchell at (904)270-6730 x11, Code N4E.