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**Community Emission Reduction Plan (CERP)
Community Steering Committee Meeting #17**

August 15, 2022

Welcome

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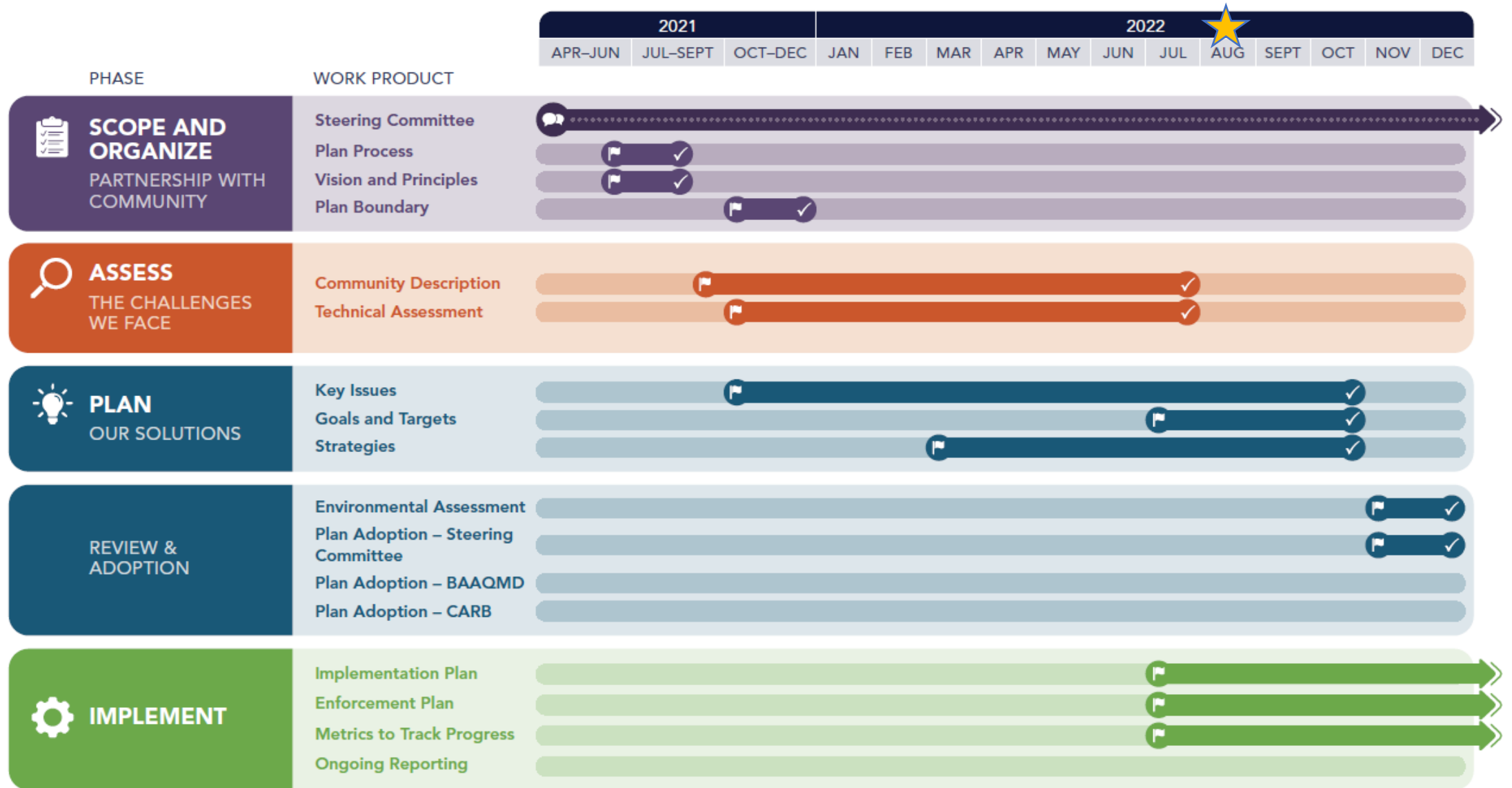
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Today's Agenda

1. Roll Call
2. Welcome and Timeline Review
3. Approval of July 18, 2022, Meeting Minutes
4. Ad Hoc Updates
5. Writer's Guide to Developing and Reviewing PCTA CERP Strategies
6. Discussion and Vote to recommend to the Air District Board of Directors that it rescind Resolution No. 2021-02, which established the CSC and makes it subject to the Brown Act
7. Environmental Justice Updates
8. Public Comment on Non-agenda Items and Next Steps



Timeline: Where are We Today?



Approval of July 18, 2022 Meeting Minutes

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Public Comment

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Ad Hoc Updates

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Writer's Guide to Developing and Reviewing PTCA CERP Strategies

Kelly Malinowski and Lily MacIver, Planning
August 15, 2022



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Brief Interlude.....

- **Recap: what we did at the July 2022 CSC meeting?**
 - Learned about writing Key Issue Statements.
 - Had small group discussions about each of the six community concerns.
 - Starting drafting Key Issue Statements (jamboard sticky note exercise to gather input on Key Issue components) for the six community concerns.
- **What are we doing today (August 2022 CSC meeting)**
 - Setting the foundation for writing strategies.
 - Providing feedback on strategy writing guidance so that Ad Hoc members can begin writing draft content for CSC review and input.
- **What are we doing in September, October, November 2022?**
 - At each meeting two of the Ad Hoc writing teams will present information on their community concern. CSC members will be able to engage in both community concern in small group discussions during the meeting.

Presentation Outline

- Chapters in our CERP
- Key issues and strategies chapters
- What makes a strategy
- Recess to small group discussions
- Recess report outs and discussion
- Next steps



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Chapters in our CERP

1. Overview of the Community Emissions Reduction Plan
2. Steering Committee Authors of this Plan
3. Vision and Principles
4. Community Description
5. Air Pollution Overview
6. **Key Issues and Strategies**
7. Cross-Cutting Issues
8. Appendices



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Key Issues and Strategies

Chapter Outline

1. Chapter Title
2. Brief Description of Key Issue(s) Including Key Issue Statement(s) – narrative
3. Weight of Evidence – summary of what we know about the key issue, from community description, technical assessment, and compliance and enforcement information
4. Strategies – how we are going to address the identified key issue



What Makes a Strategy?

1. Strategy #
2. Strategy name
3. Key issue addressed
4. Objective
5. Intended outcome of the strategy
6. Action #
 - a) Action name/brief description
 - b) Type of action
 - c) Lead action implementor
 - d) Partners in action implementation
 - e) Key stakeholders to engage in action implementation
 - f) Potential obstacles
 - g) Action initiation framework
 - h) Action intervention point
 - i) Action impact timeframe
 - j) Measure/metric of action implementation
 - k) Estimate of action's emission/exposure reduction

Strategy Writer's Guide

- I. Purpose
- II. Glossary: Key terms and definitions
- III. Strategy Criteria:**
 - I. Feasibility
 - II. Alignment with Vision and Principles**
- IV. Strategy Content (on previous slide, “what makes a strategy?”)



Criteria in the Strategy Guide: *Feasibility*

This list of criteria ask if the strategy can be implemented successfully, and include funding, political support, technical feasibility, legality and authority, champions, and timeline.



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Criteria in the Strategy Guide: *Alignment with Vision and Principles*

This list of criteria asks if the strategy aligns with the Path to Clean Air (PCTA) Vision and Principles and integrates best practice questions for centering equity.



Source Material for Strategy Writing Guide Criteria

- Link to **Draft Equity Assessment:**
<https://docs.google.com/document/d/1hvOUmU67jRyeY7EM6YIKOhuhfS1PCIKB/edit?usp=sharing&oid=116901154244963384156&rtpof=true&sd=true>
- Link to **PCTA CSC Vision and Principles:**
<https://www.baaqmd.gov/~media/files/ab617-community-health/richmond/ptca-vision-and-principles-pdf.pdf?la=en>



Criteria in the Strategy Guide:

Alignment with Vision and Principles

- **Vision:** Does the strategy, and particularly the objective, reflect the needs of the people who have been disproportionately harmed by environmental injustice? (expected racial and social equity outcomes)
- **Principle #3:** Is the strategy based on, or does it reflect, the information we have about racial and social disparities, and if not, what information do you need? (analysis of information)
- **Principle #2:** Does the strategy center the stakeholders who benefit and/or are burdened to be included, at what level of participation, and will this participation be meaningful (see definition of meaningful participation in glossary above)? (stakeholder inclusion)
- **Principle #5:** Does the strategy further or create disparities or inequities in communities that have been disproportionately harmed? (who is burdened)



Criteria in the Strategy Guide:

Alignment with Vision and Principles (cont.)

- **Principle #5:** Does the strategy lead to investment, or dismantle barriers, in communities that have been disproportionately harmed by environmental injustice? (who benefits)
- **Principle #4:** Does the strategy achieve the highest emissions and exposure reductions possible in a manner that is sustainable for the long-term? (strategies and implementation)
- **Principle #4:** Will strategy implementation result in unintended consequences for communities most disproportionately harmed by environmental justice? *[e.g. increased property value, leading to gentrification]* (strategies and implementation)
- **Principles #1, 3 and 5:** (evaluation and accountability)
 - Are the metrics and measures understandable to community?
 - Are the metrics and measures data-driven and evidence based?
 - Will the metrics and measures demonstrate progress towards addressing longstanding disproportionate injustices and inequities?



Steering Committee Recess for Small Group Discussion

- We are taking a recess from the Brown Act Steering Committee meeting and splitting up into smaller groups
 - Vision and Principles Criteria - small group discussion in 3 groups.
 - Choose a report-out person for your small group.
- Jamboard Link:
https://jamboard.google.com/d/1n1peuFyk85P7r0ata6_nS0_XZEBazmd00qILwLCxpug/edit?usp=sharing
- After the recess we will reconvene the Brown Act Steering Committee meeting, share what was discussed in the smaller groups, and allow for public comment.



Meeting Will be Temporarily in Recess

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Reconvene Steering Committee for Report Outs and Discussion

- Which criteria was your group the most excited about?
- How did your group feel about using these criteria?
- What are three ideas your group had to improve the criteria?



Next Steps

- PTCA CSC members please provide any “red flags, omissions, or must have additions” on the **Strategy Writer’s Guide** by COB August 29, 2022.
- Email your feedback/input to Kelly and Lily at kmalinowski@baaqmd.gov and Imaciver@baaqmd.gov.
- Problems to Solutions Ad Hoc and Air District staff will incorporate PTCA CSC input (as feasible).
- Once final, the Problem to Solutions Ad Hoc and Air District staff will use the **Strategy Writer’s Guide** to start developing draft strategies.



Steering Committee Questions and Discussions



Public Comment

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Proposed Changes to the PTCA CSC Governance Structure (Action Item)

August 15, 2022



Outline

- Current governance structure.
- Proposed changes.
- Why now.
- What steps would we take.
- Discussion and request for action.

Current Governance Structure

- The Path to Clean Air Community Steering Committee (PTCA CSC) was established as a standing committee of the Bay Area Air Quality Management District Board of Directors (Board) on March 3, 2021 (Resolution 2021-02).
- The Board appointed PTCA CSC members to a two-year term (April 2021-2023).
- Establishing the PTCA CSC as a Board committee was the recommendation of a 10-member Community Design Team.
- As a standing Board committee, the PTCA CSC is subject to the California Brown Act, and CSC members are selected and appointed by the Board.
- The PTCA CSC adopted a Charter to guide their work together, and this Charter states the committee will be subject to the California Brown Act (California Government Code sections 54950, et seq.) and will follow Robert's Rules of Order as nearly as possible.



Proposed Changes

- Become a community governed steering committee.
- Maintain a strong, but less formal, working relationship with the Board.
- Amend the PTCA CSC Charter in order to:
 - Retain Brown Act elements that ensure transparency, advanced notice, accessibility, accountability, and public access to meetings.
 - Describe how new CSC members will be selected/appointed.
 - Define under what conditions small group meetings will be allowed.

Elements of the Brown Act that Would Stay in the Charter

- Section 5: “**Decision-making** will not proceed without a quorum (quorum = ½) of voting members. Steering Committee members may choose to recuse themselves from decisions at any time.
- Section 5: “Members must recuse themselves from decisions where there is a conflict of interest. The Political Reform Act requires that, “No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest” (Government Code Section 87100 et seq).”
- Section 5: “Community Steering Committee **meetings must be open to the public.**”
- Section 5: “Steering Committee agendas and meeting **materials (including Spanish translated) will be posted on the District's website at least 72 calendar hours prior to the meeting.** Meeting minutes will also be posted on the District’s website.”
- Section 9: “All documents, materials, and correspondences, produced by or submitted to CERP, Steering Committee, Air District staff, or facilitators, will be considered public information records and subject to the California Public Records Act regulations and procedures for disclosure and transparency.”

Why Now?

- Currently there are 26 members, so new members need to be recruited, selected, and appointed:
 - The PTCA CSC Charter requires an odd number of members between 27 and 31.
 - Currently there are 26 members, so new members need to be recruited, selected, and appointed.
 - Selection and appointment of new members by the Board is a lengthy process due to scheduling constraints.
 - The CSC is at a critical juncture in its work and new members should join as soon as possible.
- The Problems to Solutions Ad Hoc will be taking a larger role in developing PTCA CSC meetings.
- The CSC will have more flexibility in the timing and format of agendas and materials will ensure there is adequate time for the CSC Ad Hoc members to plan and facilitate these meetings.



The Process for Dissolving the Board Appointed CSC

1. The Co-Chairs would draft and send a letter to the Community Equity, Health and Justice Board Committee (CEH&J).
2. CEH&J, followed by the full Board, would review the request and if they agree with the CSC's recommendations, they will create a new resolution to dissolve the Board appointed PTCA CSC.
3. Before the Board appointed CSC dissolves:
 - a. The Co-Chairs would call for an Ad Hoc committee (up to 13 members) to review the current Charter and create a draft amended Charter including how members will be selected and seated.
 - b. To reform the CSC, current members would likely need to resubmit their application and conflict of interest form.
 - c. New members to fill vacancies can be recruited at the same time.
 - d. The current Brown Act CSC would recommend adopting the selection and appointment process outlined in the draft amended charter process when creating the new, future CSC.

The Process for Re-Forming the Community Steering Committee

- Once these three steps are taken, the CSC would then reform as a community governed committee.
- CSC members would be recruited, selected, and appointed following the process defined in the amended Charter.
- CSC members will be seated in an expedient process so the CERP development work can continue.
- The CSC would adopt the amended Charter.
- The work developed by the Board appointed CSC (e.g., Community Description and Vision and Principles) will be continue to be used to support developing the CERP.

Steering Committee Questions and Discussions

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Questions and Discussion

- What are your thoughts about the proposed changes to the governance of the PTCA CSC?
- Are there elements of the Brown Act that should be maintained or added to the PTCA CSC Charter to ensure transparency, public notification, public engagement, and accountability?
- Do you have suggestions for other amendments to the Charter to help ensure transparency, public notification, public engagement and accountability?

Public Comment

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Request for Action

Does the PTCA CSC agree the Co-Chairs should send a written request to the Community Equity, Health and Justice Board Committee requesting the PTCA CSC is released from being a Board appointed committee?

Steering Committee Questions and Discussions

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Standing Environmental Justice Updates



Next Meeting

Our next Steering Committee meeting will be on **Monday, September 19, 2022, from 5:30 p.m. to 8:00 p.m.**

- Agenda topics will include:
 - Small group discussions on Problems to Solutions for two of the six community concerns.



Public Comment on Non-Agenda Matters

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