

MEMORANDUM

October 5, 2020

TO: Bay Area Air Quality Management District

FR: MIG, Inc.

RE: Summary of September 29, 2020 Path to Clean Air in Richmond-San Pablo Community Design Team Meeting

The Bay Area Air Quality Management District (Air District) is partnering with the Richmond-San Pablo Area to develop a Community Emissions Reduction Plan (CERP) through the state of California's [Community Air Protection Program](#), also known as Assembly Bill 617 (AB 617). Community engagement is critical to the development of the CERP to ensure a community-driven plan that reflects the community's values, needs and preferences.

In February 2020, the Air District formed a CERP Community Design Team (CDT) to develop an organizational and decision-making framework for the CERP Steering Committee. The CDT is made up of representatives from local community-based organizations, community groups and people who live in the community. There are no government or industry representatives on this team. The CDT will: develop draft criteria for CERP Steering Committee membership and possibly the CERP Co-Lead Team; provide specific nominations for the Steering Committee; draft a charter, partnership agreement, and conflict of interest and financial disclosure as needed; and help convene the Steering Committee.

On Tuesday, September 29, 2020, the CDT met for the sixth time. Following guidance from the Contra Costa health department regarding public gatherings and Covid-19, the CDT held its sixth meeting virtually using online video conferencing. The meeting agenda, presentation materials and transcript are available in Appendix A. Jamillah Jordan of MIG provided meeting facilitation and ensured that key agreements and discussion topics were documented. The following sections provide a high-level overview of the key discussion points and action items based on the meeting agenda.

Table 1: CERP Community Design Team Roll Call on 9/29/2020

CERP Design Team Member Name	Organization	CERP Design Team Members in Attendance on 9/29/20
Oscar Garcia	Iron Triangle Neighborhood Council	Present
Janis Hashe	Lives in Richmond	Present
Matt Holmes	Groundwork Richmond	Present
Linda Jackson-Whitmore	Santa Fe Neighborhood Council	Present
Janet Johnson	Sunflower Alliance	Present
Randy Joseph	Lives in Richmond	Present
Dr. Naama Raz-Yaseef	Lives in Richmond	Present
Willie Robinson	NAACP: Richmond Branch	Present
Andres Soto	Communities for a Better Environment	Present
Julie Walsh	No Coal in Richmond	Present

I. Welcome and Introduction

Jamillah Jordan of MIG welcomed meeting participants and introduced Veronica Eady of the Air District. Ms. Eady provided opening remarks and led the Air District’s responses throughout the meeting. CDT members asked questions at the top of the meeting, before proceeding to the agenda. The full meeting transcript is available in the Appendix.

II. Summary of Individual CDT Conversations

The Air District recapped the individual CDT conversation findings and summary. The summary presentation slides are available in the Appendix.

III. The Path Forward: Steering Committee Application and Conflict of Interest Form

Following presentations, the CDT discussed the Steering Committee Application and voted to approve or disapprove the current draft. As requested by six CDT members via email, each CDT member was allotted three minutes speaking time before voting. The CDT took a verbal, roll call vote in which all ten members voted yes. The vote finalized the CERP Steering Committee Application.

The CDT proceeded to discuss and vote on the Conflicts of Interest and Financial Disclosure form. Three CDT members voted yes, six voted no and one abstained. The CDT and Air District decided to further discuss and refine the Conflicts of Interest and Financial Disclosure form at the seventh CDT meeting. The CDT's comments are transcribed in the Appendix.

IV. Public Comments

Members of the public were provided the opportunity to make comments for up to three minutes, following the protocol established at the Air District Board of Directors meetings. Six members of the public commented. Three members of the public spoke in support of process transparency and strengthening the Conflicts of Interest and Financial Disclosure forms. One observed that requiring the disclosure forms to be submitted with the Steering Committee Application gives the impression that these forms will inform the selection of Steering Committee members. Public comments are documented in the Appendix.

V. CDT Stipends

Ms. Jordan and the Air District explained the process for receiving CDT stipends. CDT members were asked to fill out a brief survey and submit W-9 forms by Friday, October 9th. Stipends will be processed and disbursed by MIG in October 2020.

VI. Next Steps

The seventh CDT meeting will take place virtually via video conferencing on a date to be determined.