



## MEMORANDUM

March 2, 2019

**TO:** Bay Area Air Quality Management District

**FR:** MIG, Inc.

**RE:** Summary of February 16, 2019 Community Summit

### I. Introduction

On Saturday, February 16, 2019, the Bay Area Air Quality Management District (BAAQMD or Air District) hosted a Community Summit at the Richmond City Recreation Complex in Richmond, California. The purpose of the Community Summit was to provide the opportunity for residents and other stakeholders to share input on the design of a robust and meaningful community engagement process for the [Richmond-San Pablo Community Air Monitoring Plan](#), and to help the Air District learn what is important to the community for an effective multi-stakeholder process.

The meeting was open to the public and included a variety of stakeholder organizations including community-based organizations, neighborhood associations, public agencies, environmental organizations, schools, labor, businesses and industry groups, among others. Approximately 85 guests attended the event and provided input on the planning process. The agenda and meeting materials are available in Appendix A.

#### ***Assembly Bill 617***

The Richmond-San Pablo Community Air Monitoring Plan (Monitoring Plan) is being developed in accordance with Assembly Bill 617 (AB 617), passed into law in 2017. In response to AB 617, the California Air Resources Board (CARB) established the Community Air Protection Program and began working closely with the Air District to create community action health frameworks that would reduce exposure and protect the health of people who live in communities disproportionately impacted by poor air quality. The Richmond-San Pablo area was selected as one of ten communities statewide to be part

of the AB 617 health protection program.

The purpose of the Monitoring Plan is to learn more about people’s exposure to air pollution and to provide action-oriented scientific information to guide initiatives to reduce emissions and exposure to air pollution.



### ***Community Summit Design Team***

Community engagement is critical to the development of the Monitoring Plan to ensure a community-driven plan that reflects the community’s values, needs and preferences. To launch the community engagement process, the Air District recruited a small group of community stakeholders –the Community Summit Design Team (CSDT)– who live and/or work in the Richmond-San Pablo Area to co-design and co-lead a Community Summit.

The Air District established criteria to select CSDT members to ensure the selection of a diverse group of stakeholders from different geographic areas in Richmond-San Pablo, ages, race/ethnicity and with a range of experiences and skill sets, among other characteristics. The Air District also established clear roles for CSDT members. CSDT members worked to confirm co-lead and steering committee selection criteria, develop steering committee roles, develop the draft the steering committee charter, assist in developing the Community Summit agenda and materials, and conduct outreach for the Community Summit. The CSDT members are listed in Table 1.

### **Table 1: CSDT Membership**

<b>CSDT Member Name</b>	<b>Organization</b>
Cesar Zepeda	Hilltop District NC/Sierra Club
Roxanne Carrillo Garza	Healthy Richmond
Dr. Henry Clark	West County Toxics Coalition
Jen Fong	Groundwork Richmond
Janis Hashe	No Coal in Richmond
Janet S. Johnson	Sunflower Alliance
Randy Joseph	RYSE
Nain V. Lopez	West County First 5
Tania Pulido	Community Housing Development Corporation
Willie J. Robinson	NAACP Richmond
Linda Whitmore	Santa Fe Neighborhood Council

## **II. Community Summit Process**

### ***Welcome and Opening Remarks***

Attendees were welcomed by Contra Costa County Supervisor John Gioia. Supervisor Gioia highlighted the Air District’s commitment to a collaborative planning process, co-led by the community and involving multi-stakeholder partnerships to develop the Monitoring Plan.

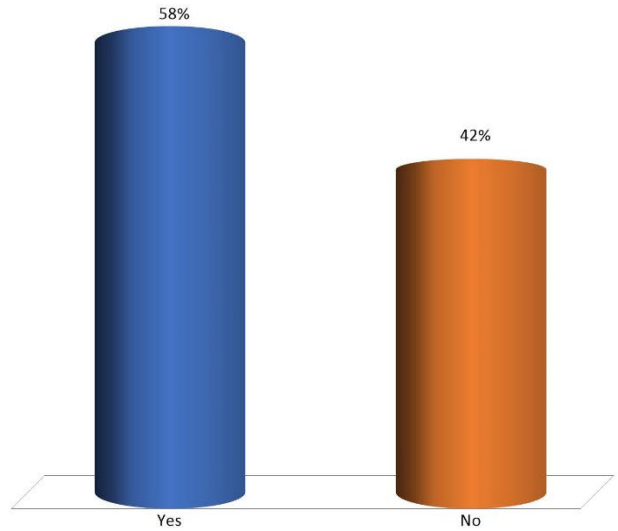


**Live Audience Pre-Poll**

Following opening remarks, Jamillah Jordan of MIG, Inc., the public engagement consultant contracted to provide neutral facilitation services, reviewed the agenda and conducted a brief audience poll using interactive polling technology. Each attendee was provided a keypad remote to respond to multiple-choice questions, with results tabulated and immediately presented back to the audience. The questions and responses are available below.

**Are you a resident of the Richmond – San Pablo area?**

- A. Yes
- B. No

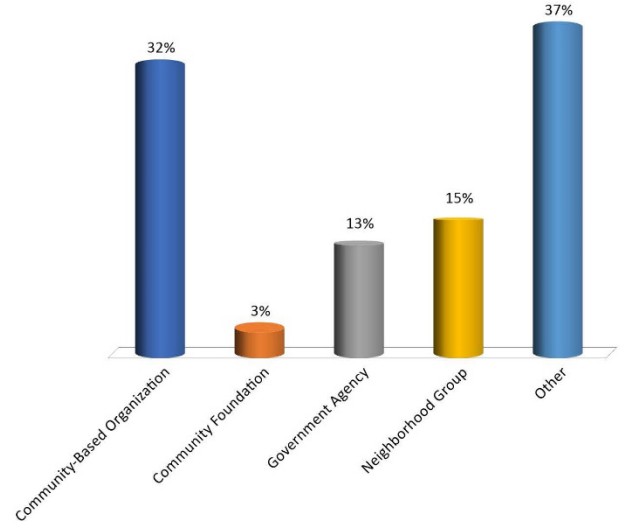


Most attendees (58%) are Richmond – San Pablo area residents, including individuals from unincorporated areas. The remaining 42% of attendees are non-residents of the Richmond – San Pablo area, and includes residents of the Bay Area region and various representatives of businesses and organizations.



**Which category best describes the organization/agency/community group that you represent today?**

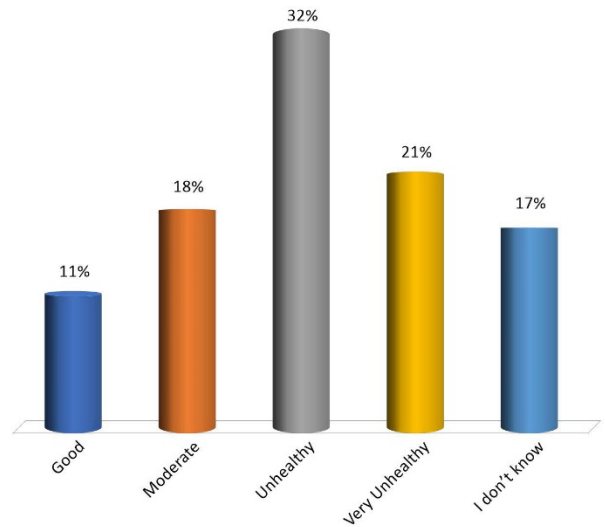
- A. Community-Based Organization
- B. Community Foundation
- C. Government Agency
- D. Neighborhood Group
- E. Other



Meeting participants represented a diverse mix of organization types, including community-based organizations (32%), neighborhood groups (15%), government agencies (13%), community foundations (3%) and “other” (37%). A few participants who selected “other” indicated that they represent business and industry.

**How would you describe the air quality in the Richmond – San Pablo area?**

- A. Good
- B. Moderate
- C. Unhealthy
- D. Very Unhealthy
- E. I don’t know

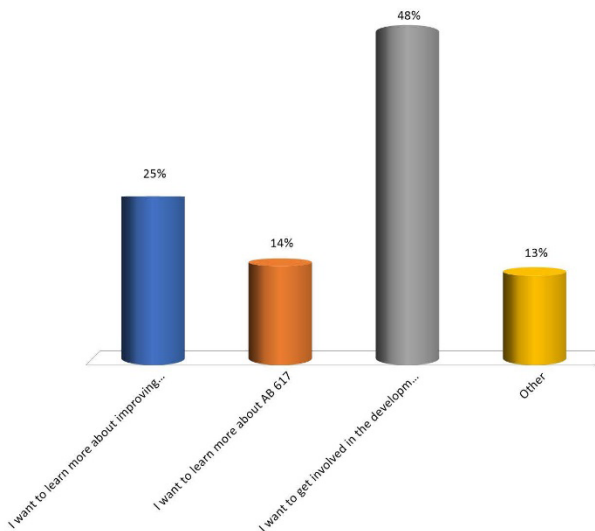




Nearly one-third of participants (32%) indicated that the air quality is unhealthy, with another 21% indicating that air quality is very unhealthy. Approximately 18% indicated that the air quality is moderate and seventeen percent (17%) indicated that they don't know. Only 11% of attendees indicated that air quality in the Richmond – San Pablo area is healthy.

**What brought you to today's Community Summit?**

- A. I want to learn more about improving air quality
- B. I want to learn more about AB 617
- C. I want to get involved in the development of the Richmond – San Pablo Community Air Monitoring Plan
- D. Other



Meeting participants attended the Summit for a variety of reasons. Approximately 48% of participants attended the Community Summit to get involved in the development of the Richmond – San Pablo Community Air Monitoring Plan. Twenty-five percent (25%) attended to learn more about improving air quality and 14% attended to learn more about AB 617. The remaining 13% of attendees attended for “other” reasons.

**Presentations**

Three PowerPoint presentations oriented attendees to the Monitoring Plan process and explained the community engagement process, thereby ensuring a baseline of shared knowledge amongst participants. First, Dan Peddycord, a certified nurse and the Director of the Contra Costa Public Health Department, provided an overview of the impacts of air quality on public health in the Richmond – San Pablo Area. Dr. Henry Clark, a member of the CSDT and the Executive Director of the Richmond-based West County Toxics Coalition, concluded the first presentation by reviewing the history of environmental justice in the Richmond area.

The second presentation, presented by Dr. Kate Hoag of the Air District and Monique Davis of CARB, provided an overview of the Air District; described the goals and strategies of AB 617; provided context by sharing other cities selected to develop monitoring plans; and described the community-focused framework for community air protection. Attendees had the opportunity to ask questions following the presentation.

The third presentation was delivered by Kristen Law, the Air District’s Community Engagement Specialist, and Willie Robinson, the Richmond – San Pablo Community Air Monitoring Plan co-lead and President of the NAACP Richmond. This presentation highlighted the paradigm shift of the community engagement approach for the Monitoring Plan; discussed the goals, activities and schedule of the process; reviewed the roles of the CSDT, Steering Committee and co-leads; and highlighted the importance of engaging community members representing diverse community perspectives and interests.



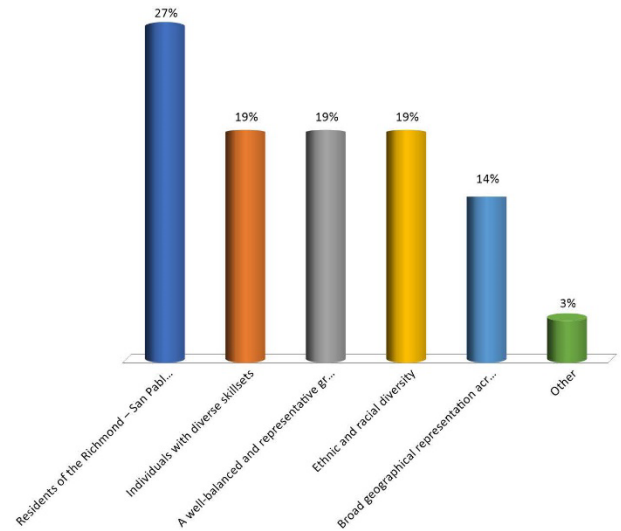
### ***Live Audience Poll***

After discussing the community engagement process and the Steering Committee, Jamillah Jordan conducted a second audience poll. Once again, each participant was provided a remote keypad to respond to multiple-choice questions, with results tabulated and immediately presented back to the

audience. Questions and participant responses are shown below and on the following pages.

**Which criteria for Steering Committee membership is most important to you?**

- A. Residents of the Richmond – San Pablo area (and unincorporated areas)
- B. Individuals with diverse skillsets
- C. A well-balanced and representative group
- D. Ethnic and racial diversity
- E. Broad geographical representation across the Richmond – San Pablo area
- F. Other



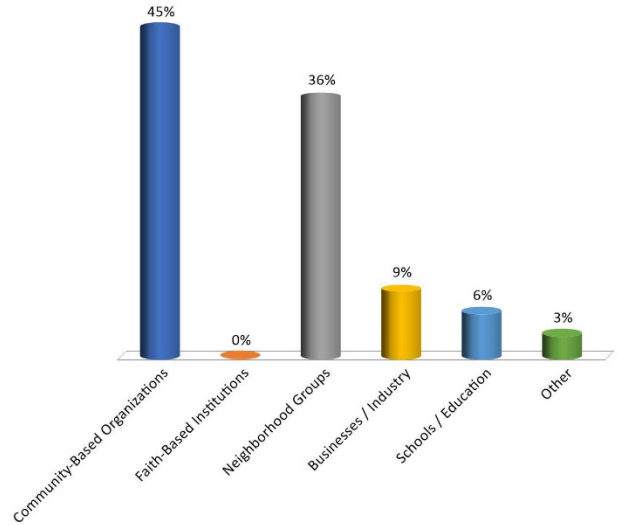
Participants indicated that residents of the Richmond-San Pablo area (including unincorporated areas) are the most important group for Steering Committee membership (27%), followed by individuals with diverse skillsets (19%), a well-balanced and representative group (19%), ethnic and racial diversity (19%), broad geographical representation (14%) and other (3%).





**Which sector or type of organization do you think is most important to join the Steering Committee?**

- A. Community-Based Organizations
- B. Faith-Based Institutions
- C. Neighborhood Groups
- D. Businesses / Industry
- E. Schools / Education
- F. Other

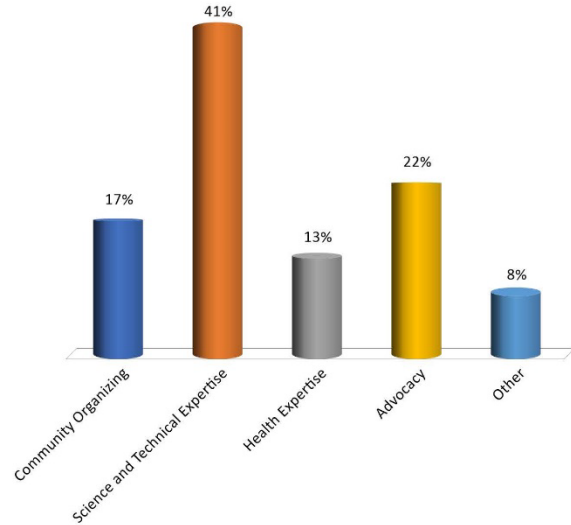


Participants indicated that community-based organizations (45%) and neighborhood groups (36%) were the most important groups to be represented on the Steering Committee. Other groups include businesses and industry representatives (9%), schools and education representatives (6%) and other (3%).



**Which skillset or area of expertise do you think is most important for the Steering Committee members to possess?**

- A. Community Organizing
- B. Science and Technical Expertise
- C. Health Expertise
- D. Advocacy
- E. Other



Participants indicated that science and technical expertise (41%) is the most important area of expertise for the Steering Committee members to possess, followed by advocacy (22%), community organizing (17%), health expertise (13%) and other (8%).

### **III. Summary of Small Group Discussions**

Following the presentations, live poll and catered lunch, attendees were divided into 11 small groups and instructed to discuss four specific topics:

- What recommendations do you have for the Steering Committee membership? Please include specific people to serve as members of the Steering Committee and your desired balance of representatives (e.g., community-based organization, faith-based leaders, industry, business, etc.).
- What ideas do you have for strengthening Roles and Responsibilities and/or Deliberation and Consensus in the Draft Charter?
- How can we ensure that the development of the Monitoring Plan remains community-driven?
- What aspects of the AB 617 Air Monitoring Plan development do you want to learn more about?

Forty minutes were allocated for discussion; afterwards, the larger group reconvened, and each small group reported out on the high-level results of their conversation. These results are summarized below.

Responses that were provided by multiple groups are followed by a number, indicating the number of groups that shared that particular response.

### **Recommendations for Steering Committee Membership**

#### **Key Groups**

- Neighborhood Councils (5)
- Health representatives and community health workers (5)
- Technical advisors/technical experts (4)
- Communities disproportionately impacted by inequities (3)
- Residents (3)
- Local government representatives (3)
- Business and industry (2)
- State government representatives (2)
- Faith-based leaders (2)
- Indigenous peoples (2)
- Representatives from/of non-English speaking communities (2)
- Schools (high schools), teachers/ educators (2)



- Scientists/members of the scientific community (2)
- Youth (2)

- Federal government representatives
- Members of the working class
- Neighborhood organizations
- Professors employed at local universities/colleges
- Racially and ethnically diverse community members
- Representatives of the homeless community
- Representatives who work with sensitive communities

### ***Neighborhoods/Geographic Areas***

- Atchison Village
- Parchester Village
- Richmond Panhandle

### ***Specific Organizations***

- Council of Industries (3)
- Asian Pacific Environmental Network (2)
- Communities for a Better Environment (2)
- RYSE Center (2)
- AC Transit
- BART
- Breath Mobile
- California Air Resources Board
- California Council of Environmental and Economic Balance
- Chamber of Commerce
- Chevron
- Contra Costa “Asthma Start”
- COPH
- First Nation
- Harbormaster
- Industrial Association of Contra Costa County
- Kaiser
- Kennedy High School
- Lawrence Berkeley National Laboratory (Berkeley Lab)
- Marina Bay Neighborhood Council
- National Oceanic and Atmospheric Administration
- No Coal in Richmond
- Nurses Union



- Sunflower Alliance
- University of California, Berkeley
- US EPA, CA EPA

### **Individuals**

- Ana Apodaca (Kaiser)
- Joshua Arnold (Resident and Soil Scientist)
- Margaret Gordon (West Oakland Environmental Indicators Project/West Oakland Community Action Plan Co-Lead)
- Christy Jacobson
- Ratha Lai (Asian Pacific Environmental Network)
- Jeff Ritterman (Resident and Health Worker)
- Katrinka Ruck (Council of Industries)
- Marine T. (USD)
- Linda Whitmore (Santa Fe Neighborhood Council)
- Cesar Zepeda (Sierra Club and Hilltop Neighborhood Council)



### **Ideas for Steering Committee Charter**

#### **Diversity**

- Age balance
- Co-leads representing varied interests
- Geographical representation (zones)
- Representative of the community's demographics

#### **Majority Residents**

- Limited industry representation/involvement (3)
- Sixty percent (60%) or more of members are residents (2)
- Supermajority of residents (2)

#### **Operations, Logistics and Process**

- Clear scope and goals (2)

- Outreach (2)
- Voting and non-voting members (2)
- Celebration of accomplishments/milestones
- Compensation
- Coordination with parallel planning and monitoring efforts
- Definition of what success looks like
- Defined rules
- Definition of “trusted organizations”
- Defined and detailed responsibilities
- Sufficient time for Steering Committee to review materials before meetings
- Identification of conflict resolutions strategies
- Rules to make sure everybody is heard
- Multi-lingual outreach
- Public meetings
- Steering Committee as co-developers, not assistants
- Set a budget
- Set deadlines
- Simple or super majority required for decisions and/or voting
- Social media outreach
- Sub-groups that report to the Steering Committee
- Three (3) co-leads
- Vote by email

### ***Roles/Positions***

- Budgeter
- Event planner
- Media manager
- Outreach leader(s)
- Public relations leader

### ***Training/Education***

- Training/education for Steering Committee members (2)
- Capacity building
- Ensure Steering Committee members have the support they need to make informed decisions (e.g., literacy support, technical information, etc.)

## **Transparency**

- Dissemination of information and decisions to the community (3)
- Notetaking and documentation (3)
- Transparency (3)
- Video record and post meetings

## **Values**

- Active listening (2)
- Equity (2)
- Guidelines to ensure respect (2)
- Science-based decision making (2)
- Collaboration
- Inclusiveness
- Not personal/political
- Realistic expectations and outcomes



## **Ensuring a Community-Driven Process**

### **Accessibility**

- Make information/science accessible (5)
- Provide accessible meetings (3)

- Educate the Steering Committee and public to participate as equals (2)
- Provide accessible and transparent data (2)
- Provide translation and multi-lingual interpretation (2)
- Accommodate busy schedules
- Provide child care
- Set convenient meeting times (i.e., not during the business day)

### ***Channels of Communication***

- Social media, mailers, website, television (3)

### ***Process Suggestions***

- Maintain a forward-thinking approach and keep both the implementation and action plan in mind
- Provide hyper-local data
- Implementation process remains community driven

### ***Outreach***

- Conduct ongoing outreach (7)
- Ensure that community input drives process and the monitoring (2)
- Engage community leaders/influencers
- Involve schools, PTAs and church groups
- Meet where the community is already meeting

### ***Values***

- Limited industry representation and involvement
- Two-thirds (2/3) of Steering Committee are residents
- Educate Steering Committee members about racial equity

### ***Transparency***

- Website with profiles of Steering Committee members
- Written reports/summaries of Steering Committee actions

### ***Learning More About the AB 617 Monitoring Plan***

- Can mobile monitoring be used?
- Consider clusters
- Detailed information on sources



- Emission reduction goals
- Identify where all permitted facilities and stationary sources are located
- How will the data be used to improve air quality?
- How will the information be used?
- How will this feed into action?
- Lessons learned from previous projects
- Map the areas most affected
- More about the science
- More information about monitors (e.g., types, criteria, etc.)
- Proximity of vulnerable people
- Source appointment process
- Understand components of plan
- What are the gaps in monitoring?
- What kind of monitors will be used and what data can be expected?
- Who will conduct the monitoring

#### IV. Summary and Next Steps

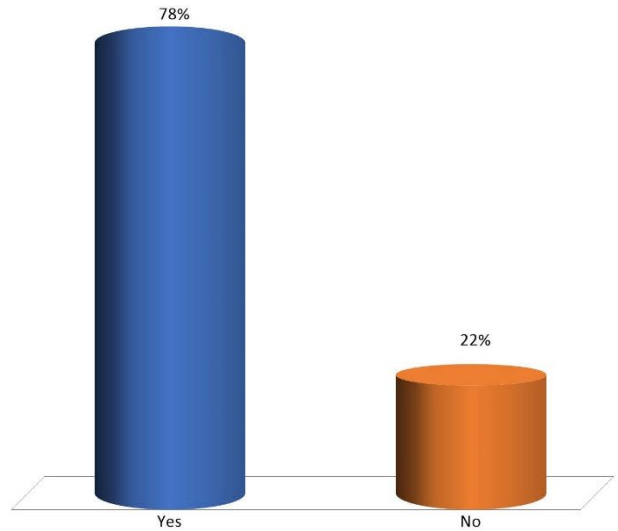
##### ***Meeting Evaluation***

At the conclusion of the large group report-outs and ensuing discussion, MIG conducted a final audience poll to understand how satisfied participants were with the meeting. The following questions were asked:



***Did this meeting address the key topics that you wanted to cover?***

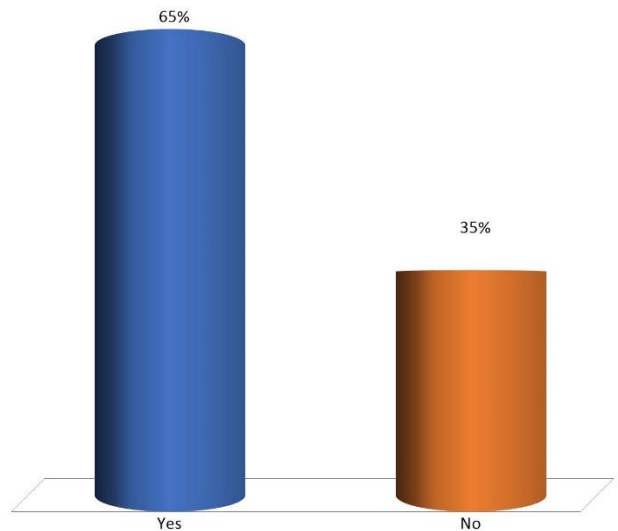
- A. Yes
- B. No



Most participants (78%) felt that the meeting had addressed the key topics they wished to cover. Twenty-two percent (22%) indicated that the meeting did not address their topics.

***Did you have enough time to share your ideas and to ask questions?***

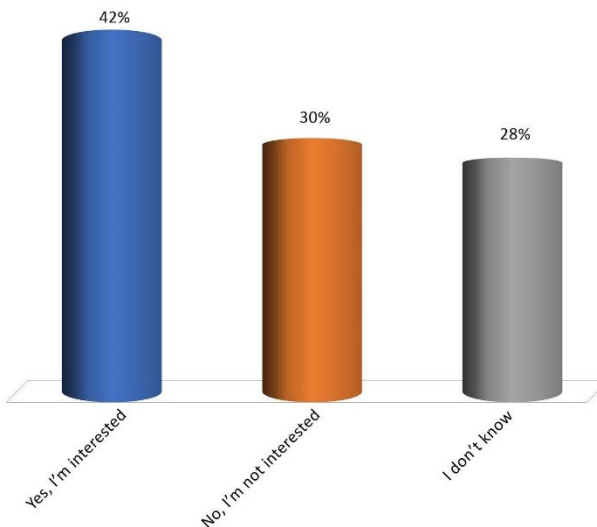
- A. Yes
- B. No



Sixty-five percent (65%) of participants indicated that they had enough time to share their ideas and ask questions during the meeting. Thirty-five percent (35%) felt that they did not have enough time.

***Would you be interested in joining the Steering Committee?***

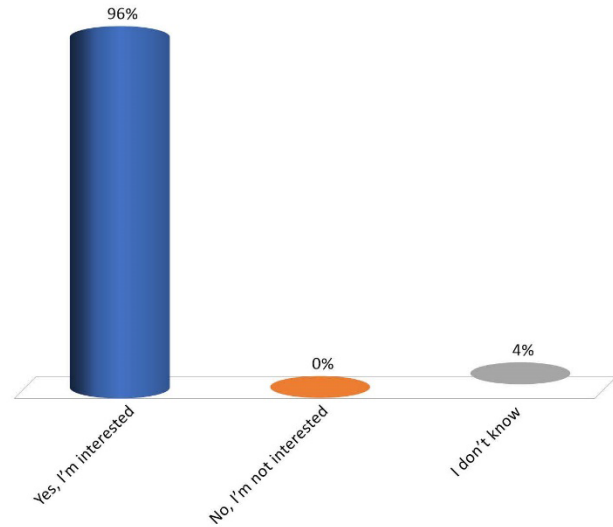
- A. Yes, I'm interested
- B. No, I'm not interested
- C. I don't know



Many attendees expressed interested in joining the Steering Committee (42%). Nearly one-third (30%) of participants indicated that they are not interested, while 28% indicated that they don't know.

**Would you be interested in staying involved in the Monitoring Plan process?**

- A. Yes, I'm interested
- B. No, I'm not interested
- C. I don't know



Most participants (96%) are interested in staying involved in the Monitoring Plan process. Four percent (4%) of participants indicated that they don't know.



### **Next Steps**

Jamillah Jordan thanked attendees for their participation and input. She described the next steps in the process:

- Summarize the Community Summit
- CSDT will convene to review applications for Steering Committee membership
- Selected Steering Committee members will be notified
- Schedule and conduct orientations and trainings for Steering Committee members
- Schedule, conduct outreach and conduct a series of planning meetings to finalize the Steering Committee Charter and initiate the planning process to develop the Richmond-San Pablo Community Air Monitoring Plan

