

Revised: The Path to Clean Air in the Richmond-North Richmond-San Pablo Area Community Steering Committee Charter and Participation Agreement

Statement of Purpose

The purpose and goal of The Path to Clean Air Community Steering Committee is to remedy persistent air pollution exposures and reduce health risks and inequities associated with poor air quality for people who live, work, and play in and around the Richmond-San Pablo-North Richmond study area. This goal will be accomplished by identifying community priorities and specific improvements, and by working with Bay Area Air Quality Management District (BAAQMD) staff to determine effective implementation strategies to reduce air pollution exposures in this study area.

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a State-mandated program that uses a community-based approach to reduce local air pollution in communities around the State that continue to experience disproportionate impacts from air pollution.

The Path to Clean Air project is the region's first effort under the AB 617 program to develop a Community Air Monitoring Plan (CAMP) to identify and understand areas of elevated air pollution exposure in Richmond, North Richmond, and San Pablo communities. The CAMP Community Steering Committee adopted the branding and name "Path to Clean Air." With the completion of the Community Air Monitoring Plan, the Path to Clean Air project began the next phase of the AB 617 program—developing a Community Emissions and Exposure Reduction Plan (CERP). On March 3, 2021, the Air District Board of Directors voted to appoint a 31- community member Steering Committee to help guide the development of a Community Emissions Reduction Plan for the Richmond-North Richmond-San Pablo Area.

In January 2023 the CSC began the process to transition from being a government appointed board committee to a community led governed committee. At its February 2023 meeting, the CSC voted unanimously to recommend to the BAAQMD Community Equity Health and Justice (CEHJ) Committee and to the Board of Directors that the CSC be dissolved.

On March 29, the CSC presented at the CEHJ committee meeting, requesting to dissolve the steering committee. On April 5th, the BAAQMD Board of Directors unanimously voted to dissolve our board-appointed Community Steering Committee (CSC).

The make-up of the community led steering committee represents the diverse population of the Richmond-North Richmond-San Pablo Area and brings together an inclusive group with a range of knowledge and expertise. All of our members represent individuals who work, live or grew up in the area.

1. Steering Committee Activities

Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee members will participate in the development of the CERP and act as liaisons between the community, stakeholders, and BAAQMD staff and Board by disseminating information, making decisions, and providing input as appropriate. Community Steering Committee (CSC) members will also receive regular updates on the implementation of the Community Air Monitoring Plan, which will be incorporated as strategies into the Community Emissions Reduction Plan. The Richmond-North Richmond-San Pablo area CERP will need to be completed by the end of 2023. The implementation of the CERP will begin once the BAAQMD Board of Directors approval and review process begins in quarter one of 2024 (January - March) followed by CARB staff and Board review process in the second quarter of 2024 (April -June). The CSC is guided by Robert's Rules of Order as much as possible, and is also committed to taking provisions of the Brown Act which promote and ensure public access, participation, and transparency.

2. Steering Committee Objectives

The Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee CSC will serve as outlined in the Statement of Purpose. It will develop a Community Emissions and Exposure Reduction Plan that identifies and develops strategies to address areas of elevated air pollution exposure in the Richmond-North Richmond-San Pablo area. The CSC will disseminate information and consider input from the broader community. The goal is for the implementation of the CERP to begin in 2024.

3. Membership

CSC members will represent people who live in the Richmond-North Richmond-San Pablo area and other interested stakeholders affiliated with various sectors. These sectors can include community-based organizations, youth organizations, non-profits, faith leaders, education, government, health, and business representatives from the Richmond-North Richmond-San Pablo area. The voting CSC membership shall be composed of an odd number of members. The total CSC membership (voting and non-voting) shall range between 21 and 27. A minimum of 80% of voting members shall reside within the initial study area, and two non-voting members shall represent local businesses, local trade unions and/or industrial companies.¹ All designated city and county government representatives on the CSC will be recognized as non-voting members. CSC will allow up to four designated city and county representatives.

4. Roles and Responsibilities

Co-chairs: The voting members of the CSC shall select two Co-chairs from among the CSC members. The Co-chair team will be responsible for developing meeting agendas, and for leading CSC meetings.

¹ Not to include business associations

Community Steering Committee Members: CSC members will be responsible for assisting Air District and Co-chairs in developing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board's Community Air Protection Blueprint [1]. They will identify the scope of issues to be considered; inform technical analyses to understand these issues; co-develop with the Bay Area Air Quality Management District strategies to solve the issues identified; and ensure continued accountability for CERP implementation.

When necessary CSC members will select two steering committee members as board representatives to communicate informational updates to the Board of Directors.

Designated City and County representative members: The CSC will actively seek members employed by the governing bodies of Richmond, San Pablo, and North Richmond. At monthly CSC meetings, these members are expected to present relevant information on all governing-body plans, policies, and votes that could impact the work of the CSC. They also will serve as liaisons to their respective councils and committees when deemed necessary by the CSC as a whole. Designated city and government representatives will be required to participate a minimum of 8 hours² a month (examples include but not limited to committee participation, serving as a liaison to city council / committees, reviewing materials, providing feedback to CERP chapters). These designated city and county representatives will be non-voting members. These members will also not receive a stipend for their participation.

5. Standard Steering Committee Meeting Procedures

Decision Making: No action items will proceed without a quorum of voting members (quorum equals half of the total number of voting members plus an additional member). Steering Committee members may choose to abstain themselves from decisions at any time. In accordance with Political Reform Act guidance³ members must recuse themselves from decisions where there is a conflict of interest in which they stand to benefit financially in any way. If recusal or abstention results in less than a quorum of voting members then the item cannot proceed.

Open Meetings: The CSC meetings will be open to the public. Community input is welcome and encouraged. Meeting materials will be posted on the BAAQMD website.

Meeting Schedule and Agendas: Co-chairs will develop CSC meeting Agendas with input from Air District staff. Individual CSC members may submit items for placement on the agenda at least 10 calendar days before the meeting for which the item has been requested.

Steering Committee agendas and meeting materials (including Spanish translation) will be posted on the District's website at least 72 calendar hours prior to the meeting. Meeting

² Designated city and government representatives are required to participate 8 hours a month, this includes 2.5 CSC monthly meeting participation

³ [The Political Reform Act](#) Government Code Section 87100 et seq

minutes will also be posted on the District's website. Meeting minutes will be approved by a show of hands vote at the start of every monthly CSC meeting.

Committees: CSC members are encouraged to participate and contribute to on-going committee work to the best of their ability. Committee work is part of the 8 hour minimum expected of all designated city and county representatives.

A. Community Concerns (5 Writing Groups)

- Public Health and Exposure
- Fuel Refining Support Facilities, Storage, and Distribution
- Vehicles and Trucks, Streets and Freeways, Logistics, and Warehouses
- Marine and Rail
- Commercial and Industrial Sources Near Communities

B. Cross Cutting Strategies (7 Writing Groups)

- Land use
- Promoting Urban Greening
- Website
- Compliance & Enforcement
- Community Engagement
- Legislative
- Underreported Dangers

C. Problem to Solutions Ad Hoc

D. Governance Ad Hoc

6. Amendments

The Committee Charter and Participation Agreement can be amended when a quorum of voting members are present and a majority of members vote in favor to amend.

7. Accessibility

CSC meetings and other outreach events associated with the committee must be held at transit-accessible facilities that can accommodate members covered by the Americans with Disabilities Act.

8. Accommodation

Language interpretation services will be provided as needed with a minimum of (six) 6 business days in advance of the request.

9. Dissemination of Materials

All final documents ⁴ produced or submitted in connection with the CERP will be considered public information records and subject to the provisions of the California Public Records Act.

⁴ All records include but are not limited to documents, materials, and correspondences.

10. Website

BAAQMD website will be updated twice a month, in preparation for the next CSC meeting (uploaded material for discussion) and after each CSC meeting, to include meeting summaries, notes, and optimally meeting recordings. The AB 617 webpage for the Path To Clean Air will include news, events, project timelines, goals and accomplishments.

11. Participation Principles

The following are principles, goals, and expectations of conduct for CSC members: CSC members will work collectively and cooperatively with all stakeholders within the community—people who live in the study area, businesses and organizations, youth groups, schools, local, regional, and State governments, health agencies and faith-based organizations—to ensure all represented parties are heard and can agree on an outcome that protects public health.

This will include:

a. Providing strategic guidance, vision, and oversight, such as:

- Informing the development of the Richmond-North Richmond-San Pablo Area Community Emissions Reduction Plan.
- Tracking progress of the work using agreed-upon indicators at CSC and subcommittee levels.
- Improving data collection and reporting for community education to inform development of emission and exposure reduction strategies.
- Identifying effective goals to bring about reduced health risk in the Richmond-North Richmond-San Pablo Area study area.

b. Providing leadership and accountability by:

- Identifying obstacles to achieving the goal and developing solutions to overcome them.
- Considering how individual members' organization or those in their network can align to the common goals and principles of the CSC.
- Serving as a vocal champion of the program's collective impact and effort in the communities.
- Working towards consensus while recognizing that not everyone will agree on every issue, and resolving conflicts in a positive, swift, and constructive manner.
- Approaching a committee member who misses more than 3 monthly steering committee meetings within a 12 month period. The committee co-chairs will meet with the specific member to assess their continuation as a member of the steering committee on a case-by-case basis.

c. Play an active role by:

- Attending a minimum of 9 out of the 12 CSC monthly meetings (in their entirety) for the year.

- Attending community summits and town hall meetings as they are scheduled through the development of the Community Emissions Reduction Plan and implementation.
- Participating according to the Charter. Provision will be made for members to participate electronically.
- Participating and contributing to on-going committee work to the best of one's ability is encouraged by all members.
- Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue.