

## Appendix G - Community Steering Committee

### The information below describes the initial convening process for the Path to Clean Air Community Steering Committee.

A publicly held virtual meeting scheduled for April 19, 2021 (6: 00 pm to 8:00 pm) served as the first orientation meeting for the Path to Clean Air Steering Committee. Meeting [agenda](#) and [materials](#) including [web stream recording](#) are publicly available.

Below is the complete list of meeting attendees:

**Present:** Nancy Aguirre, Dr. Bret Andrews, Francisco Avila, Lizette Bernal, Amanda Booth, Y'Anad Burrell, Lucianna Castello, Suzanne Coffee, Patricia Daniels, Darlena David, Roberta Feliciano, Luz Gomez, Jim Holland, Lizbeth Ibarra, Hakim Johnson, Jeffrey Kilbreth, Philip Mitchell, Dr. Omoniyi Omotoso, Erika Ramirez, Jessica Range, Fabiola Reyes, Darlene Rios Drapkin, Kevin Ruano Hernandez, Dave Severy, Heidi Swillinger, Vernon Whitmore, and Micaela Zaragoza-Soto

**Absent:** Dr. Henry Clark and Arto Rinteela

**Also Present:** Jack Broadbent, Veronica Eady, Brian Bungler, Kristen Law, Kelly Malinowski, Anna Lee, Adan Schwarz, Greg Nudd, Joan Chaplick, Jessie Hernandez, Eric Bissinger, Dan Alrick, Elinor Mattern, Janet Johnson, Christy R., Criviere, Karen Buckley, Todd Osterberg, Katrinka Ruk, Oscar Garcia, Naama Raz-Yaseef, Malinda, Linda Whitmore, Malinda Lai, Matt Holmes, Deldi Reyes, Ranyee Chiang, Julia Luongo, Areana Flores, Katie George, and Andrews Soto

## Membership

Prior to the first Steering Committee Convening in April 2021, the Air District Community Equity Health and Justice Committee on February 4, 2021, established a process to determine candidates for the Richmond-North Richmond-San Pablo (Path to Clean Air) Community Emissions Reduction Plan (CERP) Community Steering Committee. The meeting [agenda](#), [materials](#), and [web stream recording](#) is publicly available on the Air District website.

On February 19, 2021, a list of recommended candidates for the Richmond-North Richmond-San Pablo (Path to Clean Air) Area Community Emissions Reduction Plan Community Steering Committee were confirmed to bring to the Board of Directors for review and appointment. The [meeting agenda](#), [materials](#), and [web stream recording](#) is publicly available on the Air District website.

## Community Steering Committee (CSC) Membership (as of September 2023)

Below is a complete list of CSC members, affiliations including community representation and CSC leadership roles.

<b>Name</b>	<b>Affiliation/Sector</b>
Nancy Aguirre	<i>Resident</i>
Alfredo Angulo-Castro	<i>Youth/Student</i> <i>*Co-Chair</i>
Y'Anad Burrell	<i>Resident</i> <i>*Co-Chair</i>
Marisol Cantu	<i>Resident</i>
Lucia Castello	<i>Resident</i>
Sandra Castaneda	<i>Government</i>
Suzanne Coffee	<i>Resident</i>
Roberta Felicano	<i>Government</i>
Michelle Gomez-Garcia	<i>Youth/Student</i>
Kevin Ruano Hernandez	<i>Youth/Student</i>
Lizbeth Ibarra	<i>Youth/Student</i>
Hakim Johnson	<i>Industry</i>
Michael Kent	<i>Government</i>
Jeffrey Kilbreth	<i>Resident/Senior</i>
Omoniyi Omotoso	<i>Resident</i>
Jessica Range	<i>Resident</i>
Simren Sandu	<i>Youth/Student</i>
Dave Severy	<i>Resident</i>
Heidi Swillinger	<i>Resident</i>
Franklin Ungo	<i>Resident</i>
BK White	<i>Government</i>
Stephanie Wright	<i>Resident/Senior</i>

## Charter

Below is an updated version (June 2023) of the Charter that covers the following: Committee objectives, roles and responsibilities, meeting frequency, accessibility, and facilitation, including interpretation services. The group updated their Charter after the Air District voted to dissolve the Path to Clean Air Steering Committee on April 5, 2023, to transition from a Board governed committee to a community governed steering committee.

The CSC has been consistently meeting monthly and the schedule has shifted since the group convened in 2021. For all of 2023 the CSC met on the fourth Monday of the month in the evenings from 5:30 to 8:00pm. All meeting materials (English and Spanish), agendas, minutes, and recordings are posted on the Air District's website.

## **Path to Clean Air Community Steering Committee Charter (June 2023)**

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. 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.

*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 hours 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 guidance 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 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.

#### **Problem to Solutions Ad Hoc 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

#### **Problem to Solutions Ad Hoc Cross Cutting Strategies (7 Writing Groups)**

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

Other committees: Governance, Community Engagement and Outreach, Technical Assessment, Community Description

## **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 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.

## **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.

The Path to Clean Air Community Steering Committee established a Vision and Principles statement in 2021 and the statement was updated in 2023. The statement can be found [here](#) and is copied below.

## **Vision and Principles (September 2023)**

### **The Vision Statement and Principles**

#### **Vision Statement**

We envision that all people grow and live in neighborhoods, with human-centered infrastructure planning, including space for our communities to safely be together free of emission sources and air pollution. The effects of air pollution are known to cause severe health risks that include asthma, cancer, heart disease and other serious long-term health conditions. We envision removing barriers to health equity for all residents, as well as a significant reduction of pollution-driven respiratory illness rates in children. We aim to accomplish this by using effective communication strategies to inform people of elevated health risks in real time, by developing community led efforts to monitor emissions, by holding industry and all polluters accountable, and by strategizing a measurable reduction in emissions and exposure.

#### **Principles**

##### **Collaborative and Involved Stakeholders**

Serve as effective leaders in collaborating with elected officials to become engaged, accountable, and reflective of our communities' best wishes. Empower long term relationships between grassroots organizations, businesses, and local governments.

##### **Community and Equity-Centered**

Through an equity-centered lens, community voices will be at the forefront of this process. The communication tools used to reach community members will be diverse, inclusive, and ensure an understanding of the process.

##### **Understandable Information and Data-Driven**

Building on data from the community air monitoring plan to inform community members about the short and long-term effects of health as a result of poor air quality in their neighborhoods. Share information in a format that the community can understand including the use of popular education tools, youth voices, and media to ensure decision making is data driven.

##### **Led by Strategy Goals and Prioritizes Effective Strategies**

Prioritize the most effective emissions reduction and monitoring strategies to eliminate sources of pollution to the highest extent possible in a manner that is sustainable for the long-term.

##### **Follow a Transparent Process and Commit to Restorative Investments**

Transparency through real-time communication with community members about progress and updates, with an emphasis on ensuring the information reaches everyone at all socioeconomic levels. A commitment to restorative investment in communities that have been disproportionately harmed by environmental injustice.