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**Community Emissions Reduction Plan (CERP)
Community Steering Committee Meeting #51**

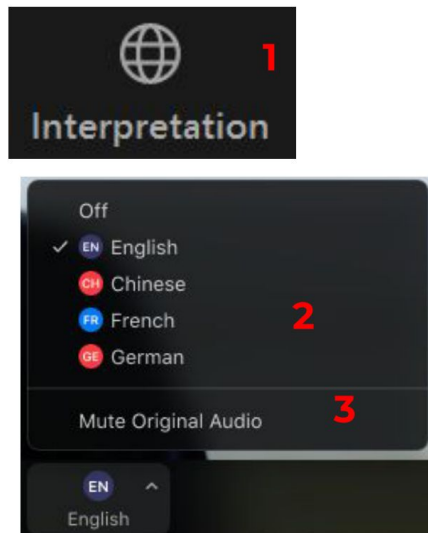
December 8, 2025

ZOOM Interpretation Instructions

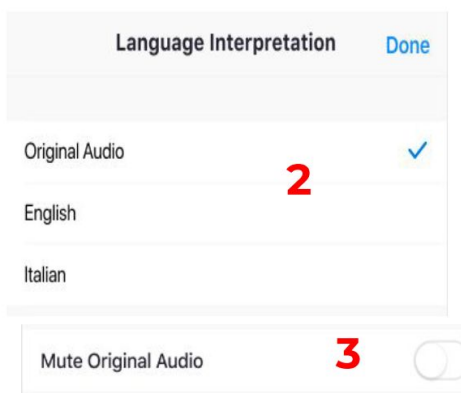
ENGLISH

1. In your meeting/webinar controls, click **Interpretation**.
2. Select the language that you would like to hear: **English**.
3. Closed caption: please turn on if you need it.

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ESPAÑOL

1. En los controles de la reunión o el seminario web, haga clic en **Interpretación**.
2. Haga clic en el idioma que desee escuchar: **Español** (Spanish).
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Welcome

Nancy Aguirre, CSC Lead

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Agenda

TIME	TOPIC
5:30 PM	Welcome, Meeting Logistics, Agenda
5:40 PM	Approval of Meeting Minutes from October 27th and November 10th, 2025 (Action Item)
5:45 PM	CSC Liaisons Report-Out
6:10 PM	CSC Leadership Recruitment Update
6:30 PM	Break
6:40 PM	Year Two Implementation Plan Overview (Action Item)
7:15 PM	Next Steps and Meeting Details
7:20 PM	Public Comment on Non-Agenda Item Matters and Meeting Close-Out

Tips for Participants for a Successful Hybrid Meeting and Meeting Agreements

Tips for Successful Hybrid Meeting

- **Minimize background noise** – avoid side conversations
- **Mute your microphone** until Facilitator calls your name
- **Raise your hand to speak** whether attending in-person or virtually
- **Say your name before speaking** whether attending in-person or virtually
- **Mindful Q&A** – 2-minute timer set for questions and AD Staff answers
- **Technology happens** – please be patient. If audio or video issues, please use raised hand function and/or write in the zoom chat

CSC Meeting Expectations

- **Be prepared** - Review materials beforehand: CSC meeting slide-deck & pre-read materials (if any)
- **Be engaged** – Encouraged to have camera on for virtual attendance and ask questions. We'll “popcorn” mic to allow quieter CSC members to have space
- **One mic, one voice** - Please be respectful and wait until called on.
- **Progressive Stack approach** – to ensure CSC processes are always inclusive
- **Action items** – Once Public Comment concludes, one CSC member motions with 2nd motion required for a vote

Meeting Goals

Goal 1	Approve the October 27th and November 10th, 2025 CSC Meeting Minutes.
Goal 2	The CSC will receive a report out from the Refinery Communities Bimonthly Meeting Group (RCBM), Refinery Technical Working Group (RTWG), Rule 11-18 CSC Liaisons, and Legal Enforcement Working Group.
Goal 3	The CSC will receive a presentation on the CSC Leadership Recruitment Process, followed by CSC discussion.
Goal 4	The CSC will receive a presentation on the Year 2 Implementation Plan Overview, engage in a Q&A discussion, followed by a vote.

2025 Recap

April

Flaring
Just Transition
PoA

May

Community
Benefits PoA
Legal
Strategies/Actions

June

Community
Investments Office
Presentation
CBSC Presentation

July

*CSC Workshop: Just
Transition*

August

Year 1 Reflection
Targeted Inspection
Program Update

September

Finalize Year 1
Annual Report

October

Discuss Year 2
Implementation

November

JT Principles
CIO Guidelines
Comment Letter

Approval of October 27th and November 10th, 2025 Meeting Minutes

Nancy Aguirre, CSC Lead



Steering Committee Questions and Discussions

Nancy Aguirre, CSC Lead



Public Comment

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CSC Liaisons Report-out

Nancy Aguirre, CSC Lead



Refinery Communities Bimonthly Meetings Group (RCBM)



December RCBM Liaisons Report Out

Liaisons: Lizbeth Ibarra, BK White

Last RCBM Meeting: October 21, 2025

Updates

- October: Liaisons presented at the last RCBM covering:
 - PTCA Year 1 implementation progress
 - PTCA Year 1 Annual Report
- December: RCBM topics include
 - Air District's Community Investments Office (CIO) presentation
 - Renewable Refining

Upcoming RCBM Meeting: December 9, 2025

Refinery Technical Working Group (RTWG)



December RTWG Liaisons Report Out

Liaisons: Jeff Kilbreth, Kerry Guerin

Last RTWG Meeting: October 29, 2025

Updates

- Last meeting focused on improvements to refinery fenceline air monitoring (Rule 12-15) which is relevant to PTCA Action *FR 3.13: Improve refinery fenceline and community air monitoring programs* – a Year 2 CSC Priority
- Next Meeting: Discuss potential rule amendment concepts
- Agendas, materials, and recordings available on [RTWG webpage](#)

Upcoming RTWG Meeting: TBD (Jan-Feb)

Rule 11-18



December Rule 11-18 Liaisons Report Out

Liaisons: Lizbeth Ibarra, BK White

Last Rule 11-18 Meeting: September 25, 2025 - Liaisons w/ Staff

Updates

- Continuing to implement elements of the [Rule 11-18 Engagement Recommendations](#)
- October: Draft rule amendments package released, public workshop, public comment period
- November: Liaisons opportunity for additional feedback on community friendliness of Rule 11-18 FAQ

Upcoming Rule 11-18 Meeting: TBD - aiming for December or January

Legal Enforcement Working Group



December Legal Liaisons Report Out

Liaison: Shaun Cotten

Last Legal Meeting: November 12, 2025

Updates

- On November 12, 2025, Enforcement Policy Working Group discussed:
 - Air District legal authorities and legal enforcement process
 - Air District enforcement statistics (# of inspectors, # of attorneys, # of NOVs issued, penalty history, etc.)
 - Coordination with other enforcement partners (CARB, Attorney General, federal agencies, local District attorneys, citizen-suit enforcers)
 - Communication back to community about enforcement process and outcomes
- Next Meeting will focus on outlining the new enforcement policy

Upcoming Legal Meeting: December 10, 2025

Steering Committee Questions and Discussions

Nancy Aguirre, CSC Lead



Public Comment

Nancy Aguirre, CSC Lead

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CSC Leadership Recruitment Update

Dr. Niyi Omotoso, CSC Lead

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CSC Leadership Recruitment Announcement

Background:

- The Governance Ad Hoc established a self-nomination process on February 26, 2024 (see [presentation](#)) to be used for all future Lead recruitments. CSC Lead positions are structured as two-year terms.
- Only voting CSC members can serve as Leads. Three self-nominated Leads are elected every two years by the voting members of the CSC.
- The current Leads term ends March 2026.

CSC Leadership Duties

Section 4. CSC Leadership (per the [Charter](#))

4.4 Leadership Committee Duties:

- The Leads will share responsibility for developing meeting agendas, meeting facilitation, and CSC membership engagement
- Leads will serve as liaisons and guide Facilitators of standing committees and ad hocs
- Leads will work with Facilitators to ensure that they are fulfilling their CERP goals. Leads will create a process for regularly assessing participation and accountability and providing feedback to Leads, Facilitators, and CSC members

CSC Leads Expectations

4.4.1 Meeting Participation and Facilitation

- Work with Air District staff bi-weekly to structure and coordinate CSC meetings and oversee the preparation and distribution of the meeting agenda and materials
- Agendize ad hoc and standing committee items as needed in bi-weekly leadership and monthly CSC meetings
- Debrief monthly CSC meetings with Air District staff to assess and learn tools to better engage and facilitate meetings

CSC Leads Expectations (cont.)

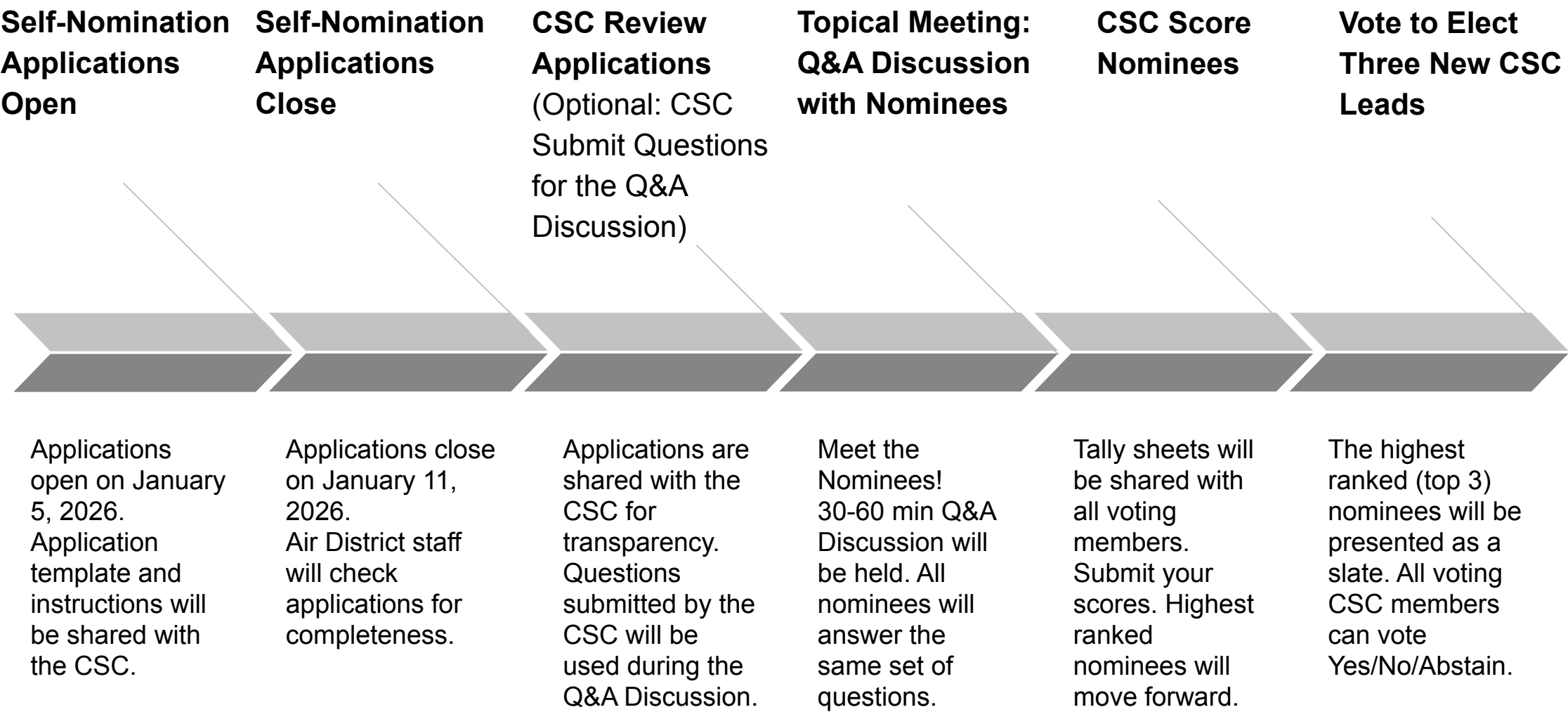
4.4.2 CSC Membership Engagement

- Respond to CSC members within 72 hours with an email that provides specific follow-up actions
- A Lead will meet with a CSC member who misses more than 2 monthly steering committee meetings within a 12-month period to assess their capacity to serve as a CSC member

4.4.3 Other Leadership Duties

- Leads are expected to commit to 8-10 additional hours of service per month. This will be reevaluated as needed

CSC Leadership Recruitment Next Steps



Steering Committee Questions and Discussions

Nancy Aguirre, CSC Lead



Public Comment

Nancy Aguirre, CSC Lead

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Break (10 minutes)

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Year 2 Implementation Plan Overview (Action Item)

Laura Cackette, Planning and Climate Protection Division, Air District



Item Outline

1. Year 2 Implementation Plan Purpose
2. Year 2 Priority Actions
3. Year 2 Roles and Framework
4. Discussion and Vote

Year 2 Implementation Plan Purpose

PTCA Year 2 Implementation Plan is designed to:

- Provide a roadmap for the Air District and CSC
- Help action implementers get on the same page about priorities, expectations, and next steps
- Support alignment in implementation

It does this by:

- Identifying and prioritizing actions for Year 2
- Describing implementation roles
- Outlining framework for implementation and CSC engagement

Year 2 Priority Actions: Recap

- Reassessed priorities: reflected on Year 1 priority actions and levels of engagement
- During the October CSC meeting, the CSC:
 - Discussed modifications to the engagement definitions
 - Participated in an activity to determine Year 2 action priorities using the Keep, Improve, Start, and Stop (KISS) framework

KEEP

- Keep on priority list
- Keep at same engagement level

IMPROVE

- Keep on priority list
- Update engagement level

START

- Add to priority list
- Select engagement level

STOP

- Remove from list
- Continue to stay informed (on an ad hoc basis)

Updated Engagement Definitions

CSC Level of Engagement	Informed	Consulted	Involved (Updated based on October CSC meeting discussion)
Definition	The Air District will keep the CSC informed.	The Air District will keep the CSC informed, listen to and acknowledge the concerns of the CSC and the community, and provide feedback on how the CSC input influenced the decision.	With the support of the Air District, the CSC will work directly with the community throughout the process to ensure that community concerns and input are consistently understood and considered.
Plan Implementation	The Air District will email the CSC 14 days before an event or as soon as they become aware of any event, workshop, and/or public meeting that will impact the CERP.	The Air District will inform, present, and have a Q&A, take back CSC feedback regarding CERP strategies/actions, and share how CSC feedback was incorporated.	CSC members – either in the form of two liaisons or a standing or ad hoc committee – will work with Air District staff throughout the process of implementing a strategy/action and bring back to the CSC how the CSC's voice/concerns impacted the implementation outcome.
CSC Participation	CSC Members can participate in meetings to give feedback, make public comments, or engage in ways that help move the CERP plan forward.	CSC members will actively give feedback, ask questions, and engage the community to join CSC Monthly Meetings or other Air District Meetings related to the actions.	Two CSC members will serve as representatives at workshops, meetings, town halls, or public meetings and report back during CSC meetings. -or- CSC will form a standing or ad hoc committee with a Plan of Action and CSC Facilitators. The committee, with the support of the Air District, will meet and work together to advance the PTCA actions identified in the Plan of Action. Report backs will be provided at CSC meetings.

Year 2 Action Priorities

As a result of the KISS discussion, there are 20 actions prioritized for Year 2 by the CSC

8 actions from Year 1 have been **kept at the same level**

FR 1.1: Educate the CSC and Air District on Just Transition (Involved)*	FR 1.2: Incorporate Just Transition Principles and Criteria in PTCA Plan (Involved)*
FR 4.1: Amend Rule 11-18 (Involved)	FR 3.9: Community Benefits Policy (Involved)*
M&R 4.1: Regulate Emissions Reductions from Cargo Handling Equipment (Consulted)	FR 2.1: Strengthen the Industrial Safety Ordinance (ISO) (Consulted)
C&I 4.4: West Contra Costa County Landfill: Implement Rule 11-18 and Conduct Gap Analysis (Informed)	FR 3.5: Expedite the Notice of Violation (NOV) Resolution Process in the Fuel Refining Sector (Informed)

8 actions from Year 1 have been **improved to a different level**

FR 2.2: Communications around Flaring + Major Incidents	Consulted → Involved (Levelled up)
FR 2.6: Flaring Rule Amendments	
R 1.2: Annual Implementation Plan	
FR 3.8: Legal Enforcement Approaches	
FR 5.1: Implement Rule 6-5	Involved → Consulted (Levelled down)
H 2.5: Reduce Exposure to Wood Burning	
C&I 4.5: Metal Recycling	Consulted → Informed (Levelled down)
C&I 1.1: Dust White Paper	

4 new priority actions have been added

FR 3.13: Improve Refinery Fenceline and Community Air Monitoring Programs (Involved)
FR 4.2: Prioritize Implementation of Rule 11-18 for Chevron (Involved)
C&E 1.2: Targeted Investigations of Facilities of Community Concern (Consulted)
Mobile 1.4: Evaluate Magnet Source Rule (Consulted)

*Previously at the 'Collaborate' level, which is now part of 'Involved'.

Year 2 Actions: Involved (10)

Action		Implementer
1	FR 1.1: Educate the CSC and Air District on Just Transition	CSC / Just Transition Standing Committee
2	FR 1.2: Incorporate Just Transition Principles and Criteria in PTCA Plan	CSC / Just Transition Standing Committee
3	FR 2.2: Communications around Flaring + Major Incidents	Air District
4	FR 2.6: Flaring Rule Amendments	Air District
5	FR 3.13: Improve Refinery Fenceline and Community Air Monitoring Programs	Air District
6	FR 3.8: Legal Enforcement Approaches	Air District
7	FR 3.9: Community Benefits Policy	Air District
8	FR 4.1: Amend Rule 11-18	Air District
9	FR 4.2: Prioritize Implementation of Rule 11-18 for Chevron	Air District
10	R 1.2: Co-develop and Implement an Annual Implementation Plan	Air District

Year 2 Actions: Consulted (4)

Action	Implementer
11 C&E 1.2: Targeted Investigations of Facilities of Community Concern	Air District
12 FR 2.1: Strengthen the Industrial Safety Ordinance (ISO)	Air District
13 M&R 4.1: Regulate Emissions Reductions from Cargo Handling Equipment	Air District and California Air Resources Board (CARB)
14 Mobile 1.4: Evaluate Indirect Source (Magnet Source) Rule	Air District

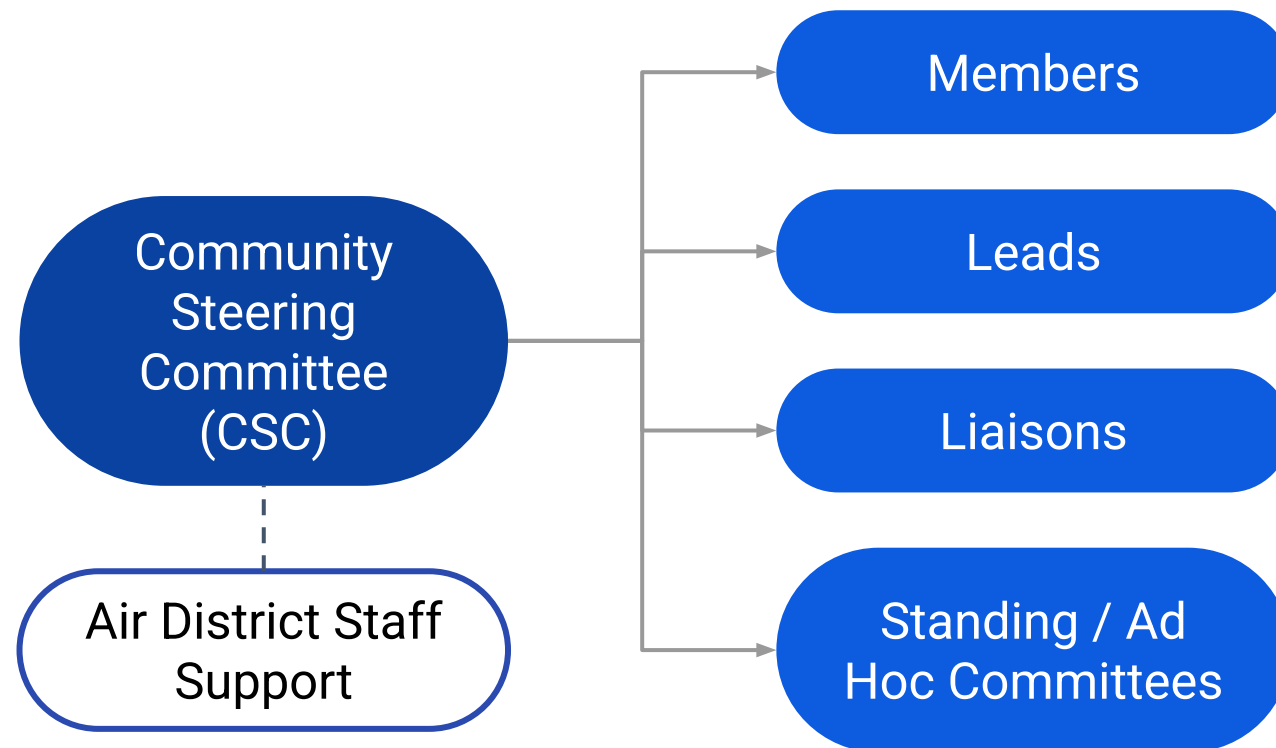
Year 2 Actions: Informed (6)

Action		Implementer
15	C&I 1.1: Dust White Paper	Air District
16	C&I 4.4: West Contra Costa County Landfill: Implement Rule 11-18 and Conduct Gap Analysis	Air District
17	C&I 4.5: Metal Recycling (Sims, Pick n Pull): Source Evaluation	Air District
18	FR 3.5: Expedite the Notice of Violation (NOV) Resolution Process in the Fuel Refining Sector	Air District
19	FR 5.1: Implement Rule 6-5	Air District
20	H 2.5: Reduce Exposure to Wood Burning	Air District

Year 2 Implementation Roles

References

- [PTCA Vision and Principles](#)
- [PTCA CSC Charter and Participation Agreement](#)
- Standing Committee Plans of Action



Year 2 Implementation Framework: Recap

October Implementation Framework Proposal

- Updated framework based on
 - Reflections on Year 1
 - Results from October pre-meeting survey
 - October CSC breakout group discussions
 - Leads feedback

Implementation Framework builds upon key themes of CSC reflection

- Stronger collaboration, clearer communication, and deeper engagement
- Ample opportunity for consistent and meaningful CSC involvement

Year 2 Implementation Framework Objectives

- Receive updates and share CSC feedback on progress led or supported by
 - Air District
 - External Partners (Local and State)
 - Air District Working Groups and CSC Liaisons
 - CSC Standing Committees and Ad Hocs
- Align on implementation planning, including priorities and levels of engagement
- Reflect on implementation process mid-year
- Respond to emerging issues and opportunities
- Represent PTCA in Air District Regional Working Groups
- Support communication and engagement with the greater PTCA community*
- Dive deep into priority topics of interest

**Newly added from CSC input*

Year 2 Implementation Framework Forums

CSC Meetings

- **Quarterly** (with **up to 2 special meetings** added per year, as needed)
- Standing **Report Outs**
 - from additional implementers
 - with time for **Q&A and discussion**
- **Consistent updates** from Air District (annual C&E, Legal, and Rules presentations)

Standing / Ad Hoc Committees

- Advancing **Plans of Action**
- Continuing to support **greater communication and engagement** with the community
- Meeting structure and needs determined by the committee
- Up to 2 standing/ad hoc committees at a time, supported by Air District

Year 2 Implementation Framework Forums

Air District Working Groups

- Extra time (as needed) for liaison report outs and discussion
 - to support stronger **communication** and **engagement**
- Identifying opportunities for other interested CSC members to participate
 - more **collaboration** with liaisons

Topical Meetings

- Using topical meetings to be more **agile and responsive**
- Building on positive feedback about **smaller groups**
- Offering additional **space to dig in** on a given topic or effort
- Supporting 2-way discussions and **direct communications**
- Strengthening **collaborative relationships** (e.g., via office hours or working sessions)
- Helping **prepare for effective participation** in other forums

Year 2 Implementation Framework Forums

Written Communications

Goal: *Community-friendly materials that are accessible, understandable, and transparent*

Air District will continually work with the CSC to identify **opportunities to improve communications** for:

- Existing practices, including pre-reads, surveys, EJ updates, and other emails, and the PTCA CERP webpage
- Potential **additional communication opportunities**, such as
 - More learning materials - similar to pre-reads (e.g., reference materials on specific topics, past presentations, and/or recordings)
 - Coordination materials (e.g., shared implementation documents or a **shared calendar of upcoming opportunities for engagement**)

Putting the Year 2 Implementation Plan into Practice

Quarter 1									
Forum	January		February			March			
Full CSC Meetings						- Report Outs (all implementers!) - Compliance and Enforcement Annual Update			
CSC Standing / Ad Hoc Committees	Just Transition Standing Committee	Community Benefits Standing Committee	Just Transition Standing Committee	Community Benefits Standing Committee	Just Transition Standing Committee	Community Benefits Standing Committee	Just Transition Standing Committee	Community Benefits Standing Committee	Just Transition Standing Committee
Air District Regional Working Groups	Refinery Technical Working Group	Legal Enforcement Group	11-18 Settlement Agreement	Legal Enforcement Group	Refinery Communities Bimonthly Meetings	Legal Enforcement Group			Refinery Technical Working Group
Topical Working Sessions	CSC Leads Recruitment - Nominees Q&A	TBD: Rule 12-15 Refinery Fenceline Rule Concepts	TBD: Flaring Rule Amendments Concept Paper	TBD (as needed)	TBD (as needed)	TBD: Feedback on Flaring 101 Materials			TBD (as needed)
Written Communications	- EJ Updates / other email updates - Pre-read(s)		EJ Updates / other email updates			- EJ Updates / other email updates - Pre-read(s)			

Request for Action

- Recommend the Community Steering Committee approve the Year 2 Implementation Plan

Steering Committee Questions and Discussions

Laura Cackette, Planning and Climate Protection Division, Air District



Public Comment

Nancy Aguirre, CSC Lead

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Vote to Approve the Year 2 Implementation Plan

Action Item

- Recommend the Community Steering Committee approve the Year 2 Implementation Plan

Next Meeting Details

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Next Meeting Details

- **TBD**
 - Time: TBD
 - On-site Location: Richmond HQE
 - 4114 Lakeside Dr., Richmond CA 94806
 - Online: Zoom (link provided in the coming weeks)

Public Comment on Non-Agenda Matters

Nancy Aguirre, CSC Lead

