Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105

DRAFT MINUTES

Richmond – North Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee

February 23, 2026 6:00 P.M.

1. CALL TO ORDER - ROLL CALL

The Richmond – North Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee (CSC or Committee) Co-Lead Dr. Omoniyi Omotoso called the meeting to order at 6:01 PM.

Present:	Co-Lead Nancy Aguirre, Co-Lead Dr. Omoniyi Omotoso, Y'Anad Burrell, Suzanne Coffee, Shaun Cotten, Bryana Gastelum, Michelle Gomez Garcia, Kerry Guerin, Lizbeth Ibarra, Jeffrey Kilbreth, Joseph Koscinski, Simren Sandhu, Dave Severy, Derebew Shankute, Samir Shrestha, Ariel Xi, BK White (non-voting), Sandra Castaneda (non-voting)
Absent:	Co-Lead Marisol Cantú, Luna Angulo-Castro, Althea Skinner
Also Present:	Bay Area Air District Staff, Diana Ruiz, Mausam Jamwal, Karissa White, Joelle Toney, Marcia Raymond, Laura Cackette, Manuel Oliva, Nina Garde; California Air Resources Board Staff, Erika Trinidad; Acterra Staff, Tony Mejia

Co-Lead Dr. Omoniyi Omotoso welcomed the Committee members to the February 23rd special meeting. The action item on the agenda to be reviewed and voted on:

- Establish Governance Ad Hoc and Vote on Plan of Action (Action Item)

Committee Comment

None

Committee Action

None; receive and file.

Public Comments

None

2.
ESTABLISH GOVERNANCE AD HOC AND VOTE ON PLAN OF ACTION (ACTION ITEM)

00:07:50

Committee member Y'Anad Burrell asked Co-Lead Dr. Omoniyi Omotoso if the action item is to reignite the Governance Ad Hoc in place or start over with a new Ad Hoc.

Co-Lead Dr. Omoniyi Omotoso replied that this action item is requesting to start a new Governance Ad Hoc which is why volunteers were requested in order to make amendments to the Charter and take the place of the previous Governance Ad Hoc.

Co-Lead Dr. Omoniyi Omotoso presented that because there were fewer than three lead nominees the charter required the creation of a Governance Ad Hoc to provide amendments on sections 4.1 CSC Leadership Committee, 4.3 Election of Leadership and 14 Attendance Policy be amended. Co-Lead Omotoso continued that the amendments would be voted on by the CSC and that the nominees must be confirmed by a majority vote of the CSC. Co-Lead Omotoso then read the Request for Action to approve the proposed Governance Ad Hoc Plan of Action and create the Governance Ad Hoc to revise Charter sections 4.1, 4.3, and 14 with the following members: Ariel Xi, Jeff Kilbreth, and Marisol Cantu and opened the discussion for CSC questions and comments.

Committee Comment

Suzanne Coffee commented that read the pre-read and she supports the request for action.

Derebew Shankute comments that he read the pre-read and has a concern that the job of co-lead was designed for three people. He asks how the challenge of workload will be mitigated.

Co-lead Omotoso responds that discussions between the current leads and Air District staff are happening to consider how to reduce the workload burden on leads, that the Charter is a living document and can be modified to respond to challenges.

Ariel Xi asks if there is still time for a third CSC member to self-nominate.

Air District Staff Marcia Raymond asks Ariel Xi if she is interested in applying because the reasoning for the charter amendments is because there are less than two nominees.

Ariel Xi states that she is considering but would like to pass for other CSC member comments.

Jeff Kilbreth comments that he supports the modifications to the Charter to allow more flexibility in the number of leads required to move forward.

Co-lead Omotoso agrees that the flexibility is necessary.

Co-lead Nancy Aguirre comments that she agrees that the flexibility in Charter language would be beneficial.

Public Comment

None

Air District Staff Diana Ruiz comments that there is still merit to add more flexibility in the Charter language to allow for up to three leads to serve and welcome CSC member Ariel Xi to self-nominate and asks the leads to consider if they will allow it.

Before the roll call vote, Co-Lead Nancy Aguirre raised any potential conflict of interest if Ariel Xi is on the Governance Ad Hoc and decides to self-nominate.

Air District staff Marcia Raymond agreed.

Air District staff Diana Ruiz requested Ariel Xi step down from the Governance Ad Hoc to avoid any potential conflict of interest if Xi decides to run for a leadership position. Committee member Ariel Xi stepped down from the Governance Ad Hoc.

Air District staff Diana Ruiz requested to amend the motion with a slight change. Air District staff Marcia Raymond amended the motion and removed Ariel Xi's name from the list of Governance Ad Hoc volunteers. Air District staff Karissa White moved forward with the amended motion language and removed Ariel Xi's name. Air District staff Marcia Raymond announced the Steering Committee needs a motion on amendment.

The Committee approved the amended requested action to approve the proposed Governance Ad Hoc Plan of Action and create the Governance Ad Hoc to revise Charter sections 4.1, 4.3, and 14 with the following members: Jeff Kilbreth and Marisol Cantú, with a roll-call vote.

Committee member Suzanne Coffee made a motion on amendment, seconded by Committee member Shaun Cotten. The motion carried by the following vote of the Committee:

AYES: Co-Lead Nancy Aguirre, Y'Anad Burrell, Suzanne Coffee, Shaun Cotten, Bryana Gastelum, Michelle Gomez Garcia, Kerry Guerin, Lizbeth Ibarra, Jeffrey Kilbreth, Joseph Koscinski, Co-Lead Dr. Omoniyi Omotoso, Simren Sandhu, Dave Severy, Derebew Shankute, Samir Shrestha, Ariel Xi

ABSTAIN: None

NOES: None

ABSENT: Co-Lead Marisol Cantú, Luna Angulo-Castro, Althea Skinner

Committee Comment

Committee member Suzanne Coffee stated she saw the pre-read, it is straightforward and makes sense. Gave a thumbs up.

Committee member Derebew Shantuke stated he saw the pre-read and thought the Leads' role generally required three people. Shared concern of only having two people serve as Leads, the job is designed for three people. If there is any problem, will you be able to mitigate?

Co-Lead Dr. Omoniyi Omotoso replied to Shantuke. Initially, we had two Leads, moving to drafting the Plan to implementation, it changed to three Leads. Some of the things Leads are doing now are administrative and logistical and can be done by staff. That is one of the big things discussed. The Charter is a living document, if we realize this is not working, it can be changed.

Committee member Ariel Xi asked if someone can still nominate themselves as the third Co-Lead or is it a done deal and moving forward on this path?

Air District staff Marcia Raymond replied to Xi and asked if Xi was interested in self-nominating.

Xi replied she is considering and stated it is hard for two Co-Leads to complete all these tasks.

Raymond proposed to move forward with the Governance Ad Hoc, the Charter is clear, you can go back and change the Charter. If Xi is interested in applying, you would not need to change the Charter. Acknowledged to the Steering Committee it is a lot of work and there is no pressure to self-nominate.

Committee member Jeff Kilbreth stated the Charter should flex with reality and not be so rigid. We know it is better if we have three people. He stated we can still continue to make modifications to the Charter so we can do either. If we start with two, add a third person anytime. We can think of that as a solution to be flexible.

Co-Lead Dr. Omoniyi Omotoso replied to Kilbreth and agreed, the Charter can still be changed for the future.

Co-Lead Nancy Aguirre agreed with Kilbreth's comment. She stated do not put ourselves in a box again and have flexibility.

Committee member Shaun Cotton stated he would like to change the Charter to remain flexible.

Committee member Ariel Xi stated via zoom chat, she likes Jeff's suggestion.

Air District staff Diana Ruiz stated there is merit for making Charter changes to make it flexible. If you find yourself in a situation again, provide leadership opportunities up to three Leads. Ruiz asked the Co-Leads if they are okay with Xi self-nominating. Ruiz stated Charter changes can still be made to allow up to three Leads for flexibility.

Committee Action

None; receive and file.

Public Comments

None

6. NEXT STEPS/MEETING DETAILS

00:27:36

Air District staff Joelle Toney announced teambuilding activity that will occur at the upcoming Community Steering Committee.

Co-Lead Dr. Omoniyi Omotoso announced that the next meeting will be on Monday, March 23rd 2026 and will be held on-site at the Richmond HQE from 5:30–8:00 PM.

Committee Comment

None

Committee Action

None; receive and file.

Public Comments

None

7. PUBLIC COMMENT ON NON-AGENDA ITEM MATTERS AND MEETING CLOSE-OUT

00:31:00

Public Comments

None

Meeting adjourned by Co- Lead Dr. Omoniyi Omotoso at 6:32 PM

Minutes prepared by Air District Staff, Nina Garde