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

DRAFT MINUTES

Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee

December 8th, 2025, 5:30 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 Nancy Aguirre called the meeting to order at 5:03 PM.

Present:	Co-Lead Nancy Aguirre, Co-Lead Dr. Omoniyi Omotoso, Co-Lead Marisol Cantú, Y'Anad Burrell, Shaun Cotten, Bryana Gastelum, Michelle Gomez Garcia, Martha Gruelle, Jeffrey Kilbreth, Joseph Koscinski, Simren Sandhu, Dave Severy, Derebew Shankute, Samir Shrestha, Ariel Xi, BK White (non-voting), Sandra Castaneda (non-voting)
Absent:	Luna Angulo-Castro, Beverly Dynes, Suzanne Coffee, Kerry Guerin, Lizbeth Ibarra, Althea Skinner, Emily Warming (non-voting)
Also Present:	Bay Area Air District Staff, Diana Ruiz, Ayah Hassan, Mausam Jamwal, Karissa White, Joelle Toney, Joseph Palmer, Joseph Lapka, Marcia Raymond, Katherine Hoag, Laura Cackette, Manuel Oliva, Janet Carrasco, Grace Leung, Craig Dittmann; Member of the public, Christian Montoya; Acterra Staff, Genevieve Lucas-Conwell, Doug Bleakly, Jacquelyne Espejo-Vera

Co-Lead Nancy Aguirre welcomed the Committee members to the December meeting. The two action items on the agenda to be reviewed and voted on are:

- October 27th 2025 and November 10th, 2025 Meeting Minutes
- Year 2 Implementation Plan Overview

Committee Comment

None

Committee Action

None; receive and file.

Public Comments

None

2. APPROVAL OF MEETING MINUTES FROM OCTOBER 27TH AND NOVEMBER 10TH, 2025 (ACTION ITEM)

00:09:57

The Committee approved the Meeting Minutes for October 27th, 2025 and November 10th, 2025, with a roll-call vote. Co-Lead Dr. Omoniyi Omotoso made a motion, seconded by Committee member Joe Koscinski. The motion carried by the following vote of the Committee:

AYES: Co-Lead Nancy Aguirre, Co-Lead Marisol Cantú, Co-Lead Dr Omoniyi Omotoso, Y'Anad Burrell, Shaun Cotten, Bryana Gastelum, Michelle Gomez Garcia, Martha Gruelle, Jeffrey Kilbreth, Joseph Koscinski, Simren Sandhu, Dave Severy, Derebew Shankute, Samir Shrestha, Ariel Xi

ABSTAIN: None

NOES: None

ABSENT: Suzanne Coffee, Lizbeth Ibarra, Kerry Guerin, Luna Angulo-Castro, Beverly Dynes, Althea Skinner

Committee Comment

None

Committee Action

None; receive and file.

Public Comments

None

3. CSC LIAISONS REPORT-OUT

00:13:59

Committee Co-Lead Nancy Aguirre moderated.

Committee member and Refinery Communities Bimonthly Meetings (RCBM) Group Liaison BK White reported that no meeting has occurred since the October 21st, 2025 meeting and that the next report will be provided after the December 9th, 2025 meeting.

Committee member and Refinery Technical Working Group (RTWG) Liaison Jeff Kilbreth reported that the last meeting was held on October 29th, 2025, and the next meeting is yet to be determined, but it is anticipated to be held within the first two months of 2026. The topic of the October 29th meeting covered fenceline community air monitoring. Issues raised during the meeting included the frequent downtime of Chevron's air monitoring system, which often does not report any readings. A community meeting is scheduled for Thursday, December 11th, 2025, to discuss Chevron's plans to improve fenceline community air monitoring.

Committee member and 11–18 Rule Liaison BK White reported that no new meeting has been set for the 11-18 Group, with the last meeting held on September 25th, 2025. The group sent out a poll on November 19th, 2025, and is aiming to host the next meeting either in December or January. BK White will send an email to the committee once the date is set.

Committee member and Legal Enforcement Working Group Liaison Shaun Cotten reported updates from the November 12th, 2025 meeting. Updates included a review of legal enforcement tools, how penalties for regulations are handled, and the receipt of a list of all permitted facilities. The next meeting is scheduled for December 10th, 2025, during which the group will continue reviewing all the legal tools used by the Air District.

Committee Action

None; receive and file.

Public Comments

None

4. CSC LEADERSHIP RECRUITMENT UPDATE

00:24:04

Co-Lead Dr. Omoniyi Omotoso went through the leadership recruitment process by reviewing the Governance Charter, noting that it includes a self-nomination process and a two-year term for leadership. The current Co-Leads, Marisol Cantu, Nancy Aguirre, and Dr. Omotoso, will finish their terms in March 2026, at which point the new Co-Leads will assume their roles.

Dr. Omotoso continued by reviewing Governance Charter Section 4.4, which outlines the responsibilities of the Co-Leads. These responsibilities include reviewing agendas, serving as co-facilitators for ad-hoc and committee meetings, meeting with Air District staff on a regular basis, engaging with the committee, and working with facilitators to ensure the goals of the CERP are being fulfilled. In total, Co-Leads are expected to commit approximately 8–10 hours of service per month, with this time compensated through stipends. Applications for self-nominations will open on January 5th and close on January 11th.

Committee Comment

Committee member Y'Anad Burrell asked the Co-Leads about their general experience serving in the role and what upcoming considerations committee members should keep in mind when deciding whether to apply. Dr. Omotoso began the response, stating that having three Co-Leads has helped share the workload. This includes rotating facilitation responsibilities and attendance at standing committees, which has helped to create a balance. He also noted that serving as a Co-Lead has led to a deeper understanding of the process and planning from multiple perspectives, including that of the Air District.

Co-Lead Nancy Aguirre shared her perspective, echoing Dr. Omotoso's comments about sharing the workload based on each Co-Lead's strengths. She also noted some challenges, including the significant time commitment and the high volume of emails that require ongoing attention. Dr. Omotoso added that the role involves managing a large amount of communication, including the number of meetings required to prepare for each committee meeting.

Committee member Y'Anad Burrell then asked the Co-Leads about milestones expected over the next 24 months that new Co-Leads should be aware of, as well as for clarification on the proposed new meeting structure that would support Co-Leads. Dr. Omotoso explained that milestones for Year 3 depend on a later agenda item, so details will become clearer following that presentation. He also clarified that the current structure involves four meetings per month: a logistics meeting, a dry run meeting, the committee meeting, and a debrief meeting. He noted that the proposed shift to quarterly meetings, discussed later in the agenda, could eliminate the need for meeting four times per month.

Co-Lead Marisol Cantu was not available for additional comments but was asked to follow up via email. Co-Lead Dr. Omotoso closed the section by noting that a transition plan is in place for new Co-Leads and that current Co-Leads are available via email to answer any questions.

Committee Action

None; receive and file.

Public Comments

None

5. YEAR 2 IMPLEMENTATION PLAN OVERVIEW (ACTION ITEM)

01:01:29

Laura Cackette introduced this agenda item by outlining the overall goals of the discussion, which included:

1. The purpose of the Year 2 Implementation Plan,
2. A recap of Year 2 priority actions,
3. An overview of Year 2 roles and implementation frameworks, and
4. Discussion and a vote on the proposed plan.

Ms. Cackette explained that the purpose of the Year 2 Implementation Plan is to serve as a roadmap for the Community Steering Committee (CSC), providing clarity and alignment for action implementers around priorities and next steps. The plan is intended to bring shared understanding across the CSC by defining implementation roles, outlining expectations for CSC engagement, and presenting a structured framework for implementation.

Ms. Cackette then recapped the process used to reassess Year 2 priority actions. This process revisited priorities established during Year 1 engagement and levels of CSC involvement, building on the presentation previously delivered by Mausam Jamwal. Using the KISS framework (Keep, Improve, Select, Stop), CSC members evaluated existing actions. A key outcome of this process was an updated definition of "Involved," which incorporates collaboration in a manner that more accurately reflects CSC engagement.

Based on the KISS discussion, Ms. Cackette reported that a total of 20 actions were identified for Year 2. Of these, eight actions were carried forward from Year 1 at the same level of involvement, and eight actions were retained but improved to a different level of engagement. Four new action items were added for Year 2, including:

- Fuel Refining 3.3: Refinery Fence Line and Community Air Monitoring Program;
- Fuel Refining 4.2: Prioritising implementation of Rule 11-18 for Chevron compliance and enforcement;
- Enforcement 1.2: Targeted investigations of facilities of community concern; and
- Mobile 1.4: Evaluation of a magnet source or indirect source rule.

Ms. Cackette continued by summarising the distribution of Year 2 actions by level of engagement: ten actions categorised as *Involved*, six actions as *Informed*, and four actions categorised under additional engagement levels as outlined in the plan.

She then reviewed the proposed Implementation Roles, including a roles and responsibilities chart illustrating the decision-making process and the respective roles of the CSC, the Air District, and standing and ad hoc committees.

Ms. Cackette next presented the Implementation Framework, highlighting key themes that emerged from survey responses and breakout activities. These themes included stronger collaboration, clearer communication, deeper engagement, and consistent and meaningful CSC involvement. She noted that the proposed framework objectives were well aligned with feedback received from CSC members. The objectives include: providing regular updates and opportunities for CSC feedback to support alignment on implementation; reflecting on progress mid-year and responding to emerging issues and opportunities; representing the Paths to Clean Air (PTCA) and regional working groups; providing opportunities to dive deeply into priority topics; and supporting communication and engagement with the broader Paths to Clean Air community.

Ms. Cackette then reviewed the proposed Framework Forums. She proposed changing CSC full meetings from a monthly to a quarterly cadence, with up to two additional special meetings per year. Quarterly meetings would include standing report-outs and consistent updates from the Air District. Standing and ad hoc committees would continue advancing action plans, with committee structures determined internally; two committees would receive direct support from the Air District.

To accommodate additional discussion or reporting needs, Ms. Cackette described the option to convene Air District–supported working groups, as well as Topical Meetings. These smaller, topic-specific meetings are intended to be more agile and responsive, reflecting CSC feedback requesting opportunities for deeper engagement in focused areas of interest.

Ms. Cackette also emphasised the importance of strengthening written communications, including increased use of pre-reads, emails, pre-surveys, shared implementation documents, and a shared calendar highlighting upcoming engagement opportunities. She shared an example of a draft shared implementation plan organised by meeting frequency and engagement type to illustrate how CSC members could participate throughout the year.

Committee Comment

Committee Member Ms. Y'Anad Burrell requested clarification regarding the anticipated start date for new leadership. Laura Cackette responded that while an exact date has not yet been determined, the transition is currently planned for March 2026. Ms. Burrell then asked when onboarding for new leadership would occur. Co-Lead Nancy Aguirre confirmed that onboarding is expected to take place from March through April, with an overlap between outgoing and incoming leadership during that period.

Ms. Burrell followed up by asking when the Community Benefits Workshop would be held and whether it would occur before or after the leadership transition. She expressed concern that, based on current pacing, the workshop could be delayed even more than it currently is, with the original date being September. Co-Lead Dr. Omoniyi Omotoso responded that standing committee work would continue through the leadership transition and that timelines for committee deliverables should therefore remain unaffected. Ms. Burrell expressed a final concern regarding the coincidence of the leadership transition with the proposed shift to quarterly CSC meetings.

Mr. Killbreth then asked Air District staff to clarify how self-reporting of hours would be affected by the new meeting structure. Air District Staff Diana Ruiz explained that time spent in CSC-related meetings—including standing committee, ad hoc, and topical meetings—would continue to be covered, and that preparation time associated with those meetings could be compensated up to three hours per month. Mr. Killbreth asked for confirmation that topical meetings would be approximately one hour in length, which Ms. Ruiz confirmed, noting that each topical meeting would focus on a single issue. Mr. Killbreth concluded by expressing general support for the proposed structure, while emphasising that presentation materials would need to be adapted to better support meaningful CSC engagement.

Community Member Shaun Cotten expressed concern about the proposed shift from monthly to quarterly meetings, highlighting the importance of maintaining a regular cadence of engagement with government officials to ensure initiatives continue moving forward.

Committee Member Ariel Xi echoed these concerns, noting that current monthly meetings are already densely packed and questioning how a quarterly format would adequately address the full range of CSC topics without some issues being deprioritised or dropped.

Committee Member Derebew Shakunte stated that he agreed with the concerns raised by Ms. Xi and Mr. Cotten, noting that there is already a significant backlog of topics and that discussions often feel rushed. He expressed concern that moving to quarterly meetings could exacerbate these challenges.

In response, Air District Staff Laura Cackette clarified that although full CSC meetings would occur less frequently, the proposed structure includes Topical Meetings, which would allow CSC members to continue discussions on issues that may have been cut short during full meetings.

Ms. Xi asked for additional details regarding the logistics of topical meetings, including how CSC members would convene in smaller groups and how meeting hours would be tracked. Ms. Cackette responded that some logistical details remain to be finalised and would be addressed with incoming leadership. She noted that topical meetings could vary in size depending on the topic and level of interest among CSC members.

Ms. Burrell added that an alternative meeting cadence—such as bi-monthly meetings—had previously been suggested and expressed concern that additional options had not been presented for consideration.

Mr. Killbreth reiterated that in the current two-hour meeting format, individual topics often receive no more than 30 minutes of discussion, limiting the committee's ability to engage in a deeper discussion. He suggested that smaller, more focused meetings could enable more substantive work. As an example, he cited the forthcoming Chevron HRA document, noting that a smaller group of CSC members could more efficiently review the document and develop recommendations than a full CSC meeting.

Co-Lead Nancy Aguirre provided additional commentary on the proposed structure, noting that upcoming milestones would require full CSC meetings with a quorum to vote on action items. She expressed concern that limiting the structure to quarterly meetings with only two special meetings per year may not provide sufficient flexibility. She further noted that topical working groups may not always allow for the level of deliberation needed to support informed voting, particularly if subject-matter specialists are required. Ms. Aguirre emphasised the importance of ensuring that CSC processes remain community-centred and that the committee continues to function as a true partner in decision-making.

Ms. Cackette acknowledged these concerns and stated that if the proposed structure proves ineffective, adjustments could be made in the future. She emphasised that approving the structure for Year 2 would allow the CSC and Air District to begin implementing the framework and refining logistical details.

Committee Action

Committee Co-Lead Dr. Omoniyi Omotoso made a motion to approve the Year 2 Implementation Plan. At the time of the meeting, the final decision on the motion related to the Year 2 Implementation Plan Overview was incorrectly stated during the meeting as not passed. Based on the votes cast, the motion received a total of 11 Yes/No votes, with 7 votes in favor and 4 votes opposed, meeting the requirements for passage under the PTCA CSC Charter's voting procedures. Following the meeting, staff reviewed the vote tally and confirmed that the motion had passed. Staff communicated the corrected final decision to the Community Steering Committee in a follow-up email after the meeting. The motion carried by the following vote of the Committee:

AYES: Co-Lead Nancy Aguirre, Co-Lead Dr. Omoniyi Omotoso, Martha Gruelle, Jeffrey Kilbreth, Simren Sandhu, Dave Severy, Samir Shrestha

NOES: Y'Anad Burrell, Shaun Cotten, Derebew Shankute, Ariel Xi

ABSTAIN: Bryana Gastelum, Michelle Gomez Garcia, Joseph Koscinski

NO RESPONSE: Co-Lead Marisol Cantú

ABSENT: Beverly Dynes, Althea Skinner, Suzanne Coffee, Lizbeth Ibarra, Kerry Guerin, Luna Angulo-Castro

Public Comments

None

6. NEXT STEPS/MEETING DETAILS

02:01:54

Co-Lead Nancy Aguirre announced that the next meeting has not yet been scheduled, but it is expected to occur at the regular monthly meeting time and to be held on-site at the Richmond HQE from 5:30–7:30 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

02:03:00

Public Comments

None

Meeting adjourned by Co-Lead Nancy Aguirre at 7:36 PM

Minutes prepared by Acterra