



**COMMUNITY
ADVISORY COUNCIL**
CLEAN AIR FOR ALL

BOARD OF DIRECTORS
COMMUNITY ADVISORY COUNCIL
March 19, 2026

COUNCIL MEMBERS

SEJAL BABARIA	SAIDY REYES MAZAREIGOS
DOMINIQUE BROOKS	KEVIN RUANO HERNANDEZ
ADRIANA FERNANDEZ-ARRIAGA	FAGAMALAMA VIOLET SAENA
WILLIAM GOODWIN	JEFF SANCHEZ
MS. MARGARET GORDON	HARSHEET SUBEDI
ARIEANN HARRISON	KEN SZUTU
PATRICK MESSAC	AZJARGAL TSOG TSAIKHAN
CYNTHIA PRIETO-DIAZ	LATASHA WASHINGTON
DOMINICK RAMIREZ	

**MEETING LOCATION(S) FOR IN-PERSON ATTENDANCE BY
COUNCIL MEMBERS AND MEMBERS OF THE PUBLIC**

**Juntos Fruitvale
3357 International Boulevard
Oakland, CA 94601**

THE FOLLOWING STREAMING OPTIONS WILL ALSO BE PROVIDED

These streaming options are provided for convenience only. In the event that streaming connections malfunction for any reason, the Community Advisory Council reserves the right to conduct the meeting without remote webcast and/or Zoom access.

The public may observe this meeting through the webcast by clicking the link available on the air district's agenda webpage at www.baagmd.gov/about-the-air-district/community-advisory-council/agendasreports.

Members of the public may participate remotely via Zoom at <https://bayareametro.zoom.us/j/85097272384>, or may join Zoom by phone by dialing (669) 900-6833 or (408) 638-0968. Para Español, marque: (888) 688-2099. Esta línea telefónica es solo para escuchar, no hay moderador.

The Webinar ID for this meeting is: 850 9727 2384

Public Comment on Agenda Items: The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on a matter on the agenda will have three minutes each to address the Council on that agenda item, unless a different time limit is established by the Co-Chairs. No speaker who has already spoken on an item will be entitled to speak to that item again.

The Council welcomes comments, including criticism, about the policies, procedures, programs, or services of the Air District, or of the acts or omissions of the Council. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Council meeting. The Air District is committed to maintaining a workplace free of unlawful harassment and is mindful that Air District staff regularly attend Council meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is *per se* disruptive to a meeting and will not be tolerated.

COMMUNITY ADVISORY COUNCIL MEETING AGENDA

THURSDAY, MARCH 19, 2026

6:00 PM

Land Acknowledgement Statement

We begin by acknowledging that this land is unceded Indigenous land. The territories, or counties we represent, are of the Indigenous people. To acknowledge this history of our country - that this nation was built on genocide, the exclusion and erasure of Indigenous people - grounds our work in truth. We also acknowledge that our modern global economy was founded on the free and forced labor of enslaved Black people. And that exploited labor continuously perpetuates itself in disadvantaged communities of color, as we see in the treatment of farm workers, immigrant workers, prison labor, and domestic workers. This practice of land acknowledgement calls on us to recognize our violent history that is the foundation of white supremacy, and to recognize the longstanding and ongoing resistance of People of Color to dehumanization, repression, and homicide. And that the brilliance and leadership of People of Color in resistance, vision, wisdom, and love be honored and recognized as we work to dismantle ongoing legacies of settler colonialism and anti-blackness.

1. Call to Order - Roll Call

The Facilitator, on behalf of the Council Co-Chairs, shall call the meeting to order and the Clerk of the Boards shall take roll of the Council Members.

2. Public Comment on Non-Agenda Matters

Pursuant to Government Code Section 54954.3, members of the public who wish to speak on matters not on the agenda will be given an opportunity to address the Council. Members of the public will have three minutes each to address the Council, unless a different time limit is established by the Chair. The Council welcomes comments, including criticism, about the policies, procedures, programs, or services of the Air District, or of the acts or omissions of the Council. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Council meeting. The Air District is committed to maintaining a workplace free of unlawful harassment and is mindful that Air District staff regularly attend Council meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is per se disruptive to a meeting and will not be tolerated.

3. Report of the Executive Officer/APCO

CONSENT CALENDAR (Item 4)

The Consent Calendar consists of routine items that may be approved together as a group by one action of the Council. Any Council member or member of the public may request that an item be removed and considered separately.

4. Approval of the Draft Minutes of the Community Advisory Council Special Meeting of January 23, 2026

The Council will consider approving the draft minutes of the Community Advisory Council Special Meeting of January 23, 2026.

ACTION ITEM(S)

5. Community Advisory Council Co-Chair Elections

The Council will consider electing up to three members to serve as Co-Chairs for a 2-year leadership term. This item will be presented by Lisa Flores, Staff Specialist II, Environmental Justice Division.

6. Formation of an Action Plan Ad Hoc Committee for the Community Advisory Council

The Council will consider establishing an Action Plan Ad Hoc Committee to develop a structured action plan framework to guide Community Advisory Council's work and identify priority advisory focus areas. This item will be presented by Council Member Cynthia Prieto-Diaz.

7. Formation of a Governance Ad Hoc Committee to Amend the Community Advisory Council Charter

The Council will consider establishing a Governance Ad Hoc Committee to develop amendments to the Community Advisory Council Charter. This item will be presented by Amy Smith, Senior Staff Specialist, Environmental Justice Division.

OTHER BUSINESS

8. Council Member Comments / Other Business

Any member of the Council, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda.

9. Time and Place of Next Meeting

Thursday, May 21, 2026, at 6:00 p.m. The meeting will be held in-person at the Bay Area Metro Center and at satellite locations as may be specified on the meeting agenda using a remote teleconferencing link. Members of the Community Advisory Council and the public may attend at any of those in-person locations, and members of the public may also attend virtually via webcast.

10. Adjournment

The Council meeting shall be adjourned by the facilitator.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
FAX: (415) 928-8560
Air District homepage:
www.baaqmd.gov

- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District's policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District's Non-Discrimination Coordinator, Kimberly Leefatt, Civil Rights Officer at (415) 749-4610 or by email at non-discriminationcoordinator@baaqmd.gov.

**BAY AREA AIR DISTRICT
375 BEALE STREET, SAN FRANCISCO, CA 94105
FOR QUESTIONS PLEASE CALL (415) 749-4941**

**EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

MARCH 2026

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting	Monday	16	9:00 a.m.	1 st Floor, Yerba Buena Room
Board of Directors Policy, Grants and Technology Committee	Wednesday	18	10:00 a.m.	1 st Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	18	1:00 p.m.	1 st Floor Board Room
Community Advisory Council Meeting	Thursday	19	6:00 p.m.	Juntos Fruitvale 3357 International Boulevard Oakland, CA 94601

APRIL 2026

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	1	10:00 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee	Wednesday	8	10:00 a.m.	1 st Floor, Yerba Buena Room
Board of Directors Community Equity, Health, and Justice Committee	Wednesday	8	1:00 p.m.	1 st Floor, Yerba Buena Room
Board of Directors Policy, Grants and Technology Committee	Wednesday	15	10:00 a.m.	1 st Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	15	1:00 p.m.	1 st Floor Board Room
Board of Directors Special Meeting Budget Hearing	Wednesday	29	10:00 a.m.	1 st Floor Board Room
Board of Directors Special Meeting	Wednesday	29	11:00 a.m.	1 st Floor Board Room

hl 3/11/26 – 4:20 p.m.

G/Board/Executive Office/Moncal

BAY AREA AIR DISTRICT
Memorandum

To: Members of the Community Advisory Council

From: Philip M. Fine
Executive Officer/APCO

Date: March 19, 2026

Re: Approval of the Draft Minutes of the Community Advisory Council Special Meeting of January 23, 2026

RECOMMENDED ACTION

Approve the attached draft minutes of the Community Advisory Council Special Meeting of January 23, 2026.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Community Advisory Council Special Meeting of January 23, 2026

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENT(S):

1. Draft Minutes of the Community Advisory Council Meeting of January 23, 2026

Bay Area Air District
Bay Area Metro Center
1st Floor Yerba Buena Room
375 Beale Street
San Francisco, CA 94105

Community Advisory Council Special Meeting
Friday, January 23, 2026

DRAFT MINUTES

This meeting was webcast, and a video recording is available on the website of the Bay Area Air District at <https://www.baaqmd.gov/en/about-the-air-district/community-advisory-council/agendasreports>

1. CALL TO ORDER - ROLL CALL

The meeting Facilitator, Randolph Belle of Randolph Belle, Artist (RBA) Creative, called the Community Advisory Council (Council) in-person meeting to order at 9:33 a.m.

Roll Call:

Present, In Person: (Bay Area Metro Center, 375 Beale Street, Yerba Buena Room, San Francisco, CA, 94105): Council Members Sejal Babaria, Dominique Brooks, Adriana Fernandez-Arriaga, William Goodwin, Arieann Harrison, Patrick Messac, Cynthia Prieto-Diaz, Saily Reyes Mazariegos, Kevin G. Ruano Hernandez, Violet Saena, Jeff Sanchez, Ken Szutu, Azjargal Tsogtsaikhan, and Latasha Washington.

Absent: Council Members Ms. Margaret Gordon, Dominick Ramirez, and Harsheet Subedi.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

CONSENT CALENDAR

3. APPROVAL OF THE DRAFT MINUTES OF THE COMMUNITY ADVISORY COUNCIL MEETING OF NOVEMBER 20, 2025

Public Comments

No requests received.

Council Comments

None.

Council Action

Council Member Babaria made a motion, seconded by Council Member Harrison, to **approve** the Draft Minutes of the Community Advisory Council Meeting of November 20, 2025; and the motion **carried** by the following vote of the Council:

AYES: Babaria, Brooks, Harrison, Messac, Prieto-Diaz, Reyes Mazariegos, Ruano Hernandez, Saena, Szutu.
NOES: None.
ABSTAIN: Fernandez-Arriaga, Goodwin, Sanchez, Tsogtsaikhan.
ABSENT: Gordon, Ramirez, Subedi, Washington.

Motion Approved.

INFORMATIONAL ITEMS

4. OVERVIEW OF THE BAY AREA AIR DISTRICT AND COMMUNITY ADVISORY COUNCIL PURPOSE AND PROCEDURES

a) Welcome and Introductions

Arsenio Mataka, Deputy Executive Officer of Equity and Community Programs, and Diana Ruiz, Acting Director, Environmental Justice Division, gave the staff presentation *Welcome and Introductions*, including: overview of meeting goals, morning session, and afternoon session; and Council Member introductions.

The Council members each introduced themselves, including the geographic area they represent, and whether they were new, returning, or continuing members.

b) Overview of the Air District

Viet Tran, Deputy Executive Officer of Public Affairs, gave the staff presentation *Overview of the Air District*, including: history and jurisdiction; mission and vision; Air District Board of Directors; Community Advisory Council and Advisory Council; Hearing Board; Air District organizational structure; Legal Office; Equity & Community Programs; Policy & Science; Engineering & Compliance and Public Affairs; Finance & Administration and Information Technology Governance; Air District funding sources; Strategic Plan: Setting Direction for the next five years; and Strategic Plan overview.

Council Comments

The Council and staff discussed the current Air District Board appointee from the San Francisco Mayor's Office; where the Air District's Hearing Board meetings occur; the current number of Air District inspectors and how many more inspectors may be hired within the next budget cycle; whether the Air District's work may be affected by shifts in federal-level priorities; how penalties fit into the Air District's funding sources; identification of Air District staff in the room that were not listed in the presentation; the manner in which the Air District directs penalty and mitigation funds back into communities impacted by air quality violations; and the distinction between the Air District's role of regulating pollution and the act of preventing it altogether.

c) Role of the Community Advisory Council

Dr. Philip M. Fine, Executive Officer/APCO, gave the staff presentation *Role of the Community Advisory Council*, including: background on the CAC's formation; CAC's role in providing recommendations; and expectations of CAC members.

Council Comments

The Council and staff discussed appreciation for the Air District's advocacy for continued Assembly Bill (AB) 617 funding; the manner in which other regulatory bodies are involved with the Air District; the desire for the Board to receive input from environmental justice advocates to the same extent as it does from industry representatives; the request to agendize the Council Members' goals and recommendations (policies); which entity/agency regulates indoor air quality; whether the Air District has a relationship with the Hunters Point Naval Shipyard; and how to balance the Council Members' local concerns with their role on the Council.

THE COUNCIL RECESSED AT 11:03 A.M., AND RESUMED AT 11:15 A.M.

NOTED PRESENT: Council Member Washington was noted present at 11:06 a.m.

d) Ralph M. Brown Act Training

Heather M. Minner, of Shute, Mihaly & Weinberger LLP, gave the presentation *Presentation on Open Meeting Laws to the Community Advisory Council*, including: my work; Ralph M. Brown Act; the heart of the Brown Act; what is a meeting; impermissible serial meetings; daisy chain serial meetings; hub and spoke serial meetings; contrast: individual briefings; impermissible serial meetings; open and public meetings: noticed agenda; meetings *not* subject to the Brown Act; open and public meetings: written materials and public comment; remote participation (traditional teleconference, just cause, and Americans With Disabilities Act accommodations); and consequences for violations.

Council Comments

The Council and staff discussed whether Air District staff conducting polls of Council Members and sharing the responses violates the Brown Act; concerns about the perception that elected officials (city and county-level) regularly violate the Brown Act; what constitutes a governing body; concerns that the Brown Act operates under restrictions that effectively limit open expression; whether the Air District's Board of Directors is also governed by the Brown Act; concerns about the frequency of CAC meetings, and staff-enforced restrictions on how much Council Members may comment at those meetings; concerns about how to avoid serial meetings, especially pertaining to use of social media; the request for a training on how to effectively accomplish tangible goals under the governance of the Brown Act; remote meeting participation requirements; whether Council Members may comment on public comments that are given at CAC meetings (what constitutes as "brief remarks"); which entity determines the duration that an ad hoc committee of the CAC will operate, and what next steps can be taken when an ad hoc committee wishes to continue its work for a long period of time; concerns regarding the lack of communication (and perceived intentional separation) between the CAC and Board of Directors; and the process for proposing amendments to the Brown Act.

e) Community Advisory Council Operating Procedures & Commitments

Amy Smith, Senior Staff Specialist in the Environmental Justice Division, gave the staff presentation *CAC Operating Procedures and Commitments*, including: Board, committee, and CAC meetings at a glance; CAC meetings and project participation; CAC meeting attendance; CAC meeting compensation; CAC meeting agreements; CAC leadership and Co-Chair elections; CAC agenda and materials procedures; CAC email communication procedures; websites and online resources; stay connected to the Air District; and CAC homepage.

Council Comments

The Council and staff discussed CAC leadership qualifications, requirements, and challenges to eligibility; whether the Air District's "Open Air" interactive data dashboard (forthcoming) work group is accepting more CAC participants, and other ways in which Council members may participate; questions about CAC meeting compensation; the status of currently active CAC ad hoc committees; CAC attendance requirements; the number of CAC ad hoc committees that Air District staff can support at this time; and the number of current working groups created by the Air District.

Public Comments on Item 4

No requests received.

Council Action

No action taken.

THE COUNCIL RECESSED AT 1:00 P.M., AND RESUMED AT 1:47 P.M.

5. UNDERSTANDING AIR QUALITY AND ENVIRONMENTAL JUSTICE APPROACHES TO SERVING ON A COUNCIL

a) Air Pollution Basics

Tim Dye of the Bay Air Center gave the presentation *Community Advisory Council Air Quality Training*, including: agenda; about the Bay Air Center; Coalition for Clean Air; air pollution basics; what's in our air; air quality; air pollution's impact; where does air pollution come from; sources of pollution; emission categories (stationary, mobile, others); outdoor air pollutants; criteria air pollutants; toxic air contaminants (TAC); others: components of pollutants; what happens once pollutants are in the air; pollutants and weather and geography; exposure and health effects; exposure; exposure varies across the Bay Area; health effects; emissions to health effects; understanding air quality in the Bay Area; community lived experience; air monitoring; types of air monitoring; uses for air monitoring data; air monitoring – reporting concentration, data averaging; emission measurements and inventories; air modeling; understanding air quality; education, outreach, alerts, and advisories; Air Quality Index (AQI); AirNow Fire and Smoke map; Bay Area Air District emission inventory data; where do you get your air monitoring data; roles of federal, state, and local agencies in reducing air pollution; what are government agencies doing; and how does the Air District reduce pollution (regulatory actions and voluntary actions).

Council Comments

The Council and staff discussed whether Diesel Particulate Matter (PM) can be detected by monitors that measure PM_{2.5}; whether the CAC or any of its ad hoc committees ever have joint meetings with committees of the California Air Resources Board; which entity regulates indoor air quality, and whether the Bay Air Center gives presentations about reducing pollutants inside homes; the exposure impacts to people who work inside Air District-permitted facilities; whether the Air District has studied correlations between air quality and heat waves (impact of climate change in impacted communities); whether fog can carry or concentrate air pollutants; the accuracy and reliability of air quality monitors; whether permitted facilities are required to install air quality monitors at or adjacent to their operation sites; correlations between fugitive dust particles for earth-moving operations and eyesight; the suggestion of assessing the Air District's existing air quality monitoring equipment and publishing updated, more accurate data (if any) for the public and stakeholders; types of air quality testing that occurs at permitted facilities; details regarding the Air District's Community Air Quality Investigations Mobile Air Monitoring Van (its capabilities and the frequency of its

utilization); concerns about permitted facilities' current ability to self-report air quality data; the desire for increased monitoring stations in overburdened communities; what tool determines the Air Quality Index levels in AirNow; whether resources tied to the Environmental Protection Agency are going to be consistent or defunded; and outreach methods for the Air District's Spare the Air programs.

THE COUNCIL RECESSED AT 3:13 P.M, AND RESUMED AT 3:26 P.M.

b) Making the Most of Serving on the Community Advisory Council

Dr. Joe Lyou of the Coalition for Clean Air gave the presentation *Making the Most of Serving on the Community Advisory Council*, including: what you'll learn; what does success look like; what are the characteristics of effective advisory groups; what are the characteristics of effective recommendations; what are the best ways to work with Air District staff and Board members; and what you learned.

Public Comments

No requests received.

Council Comments

The Council and staff discussed the ways in which the CAC could most effectively and efficiently make recommendations to the Air District's Board of Directors; how the CAC votes on its goals and priorities; desire to empower the communities that the Council Members serve by transferring knowledge that is acquired from being a member of the CAC, and distinctions between advocacy and advising; the request that the CAC reviews the Air District's permitting process and how facilities' emissions thresholds are evaluated; and whether the Air District publishes profiles of each county's emissions.

Council Actions

No action taken.

OTHER BUSINESS

6. COUNCIL MEMBER COMMENTS

Council Member Messac requested to agendaize (for the CAC's March 19, 2026, meeting) the consideration of the creation of an ad hoc committee that utilizes case study methodology to study permitting. He said that he would prefer that Neptune Society Crematorium (in East Oakland) be the case study, and the ad hoc committee could look at the community engagement process around permitting, cumulative impacts, Best Available Control Technology requirements, and emission limits and verification.

Council Member Prieto-Diaz recommended elevating social gatherings (community outreach) in impacted communities, utilizing Council Members as ambassadors of the Air

District (tabling at community events and health fairs) with the objective of bringing more members of the public to the CAC's meetings.

Council Member Arriaga asked who, besides Air District staff and the Council Members, attend the CAC's meetings, as observers.

Council Member Szutu requested to agendize the consideration of the creation of an ad hoc committee that would set goals for the CAC, identify community concerns, and target easy, high-return, or readily available opportunities first, to prove that the CAC is useful and a resource for the community. Council Member Babaria, who had requested to agendize the Council Members' goals and priorities earlier in the meeting, confirmed that this request satisfied her request as well.

7. TIME AND PLACE OF NEXT MEETING

Thursday, March 19, 2026, at 6:00 p.m. The meeting will be held in-person at Juntos Fruitvale at 3357 International Boulevard, Oakland, CA 94601. Members of the Community Advisory Council and the public will be able to either join in-person or via webcast.

8. ADJOURNMENT

The meeting was adjourned at 4:43 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR DISTRICT
Memorandum

To: Members of the Community Advisory Council

From: Philip M. Fine
Executive Officer/APCO

Date: March 19, 2026

Re: Community Advisory Council Co-Chair Elections

RECOMMENDED ACTION

Elect no more than three Co-Chairs who will serve for a 2-year term per the [Community Advisory Council \(CAC\) Charter](#).

BACKGROUND

Community Advisory Council (CAC) leadership is appointed for a 2-year term, and no member may serve for more than two, 2-year terms consecutively as per the [CAC Charter](#). CAC leadership is expected to execute and/or participate in the duties below. The Co-Chairs shall:

- preside over bi-monthly meetings of the CAC in rotation.
- work with Air District staff and the CAC meeting facilitator to plan, structure, and coordinate CAC meetings.
- perform all other necessary and incidental duties as prescribed by the CAC Charter.
- ensure that CAC decisions are made in a democratic, equitable, and timely manner.
- understand and adhere to the Ralph M. Brown Act and Robert's Rules of Order.

These responsibilities are an example of the duties associated with this position, but this is not an exhaustive list.

DISCUSSION

The CAC welcomed 17 new members on January 23, 2026, and must vote to elect new CAC leadership.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Co-Chair stipends are included in the Air District's budget to fund the work of the Community Advisory Council.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Lisa Flores
Reviewed by: Diana Ruiz

ATTACHMENT(S):

1. KSzutu_Applicant Responses
2. LWashington_Applicant Responses
3. PMessac_Applicant Responses
4. WGoodwin_Applicant Responses
5. Community Advisory Council Co-Chair Elections presentation

Ken Szutu – CAC Co-Chair Application (March 2026)

1. Why I am interested in serving as CAC Co-Chair, and how I would use my experience

Looking ahead, my goal as CAC Co-Chair is to strengthen the Council's role as a catalyst for meaningful, system-wide improvement within the Bay Area Air District. The CAC should not function merely as a sounding board. Nor should it operate as an opposition body. It should serve as an actively engaged, trusted, and structured bridge between community reality and agency action—helping identify structural gaps, elevate priorities, and advance durable reforms that improve public health outcomes.

Having served as Co-Chair from Jan 2024, I have developed a practical understanding of agency structure, decision pathways, and how advisory input can effectively influence outcomes. That experience allows me to provide continuity while helping the Council operate more strategically.

If elected, I would focus on three priorities:

- Develop a “Top Community Concerns” framework across all nine Bay Area counties, grounded in complaint data, community testimony, and direct engagement with the Board members.
- Translate those concerns into actionable recommendations within the CAC's scope and District authority.
- Shift from discussion-heavy agendas to outcome-oriented workplans with defined deliverables.

I also see a critical role for the CAC in strengthening transparency and accountability through clear procedures, defined metrics, and consistent follow-up.

As Co-Chair, my goal is to guide the CAC toward disciplined, system-wide improvements that strengthen institutional performance and advance environmental justice.

2. Describe your leadership style and how you would apply it as Co-Chair

My leadership style is grounded in systems thinking, accountability, and community-centered problem solving.

When residents raise concerns about dust, odors, or episodic emissions, I ask not only what occurred, but what system allowed it to occur. Where are the procedural gaps? How can processes be redesigned so similar problems do not repeat? Addressing root causes—rather than symptoms—is central to my approach.

I believe community experience and technical analysis must inform each other. Complaint trends, monitoring data, enforcement outcomes, and regulatory tools should be integrated into transparent, repeatable processes that lead to measurable improvement. I have consistently advocated for genuine community engagement, clearer protocols, stronger cross-divisional coordination, and better use of existing data so that CAC recommendations are substantive and durable.

I also view leadership as providing clarity of direction while creating a supportive environment where members can engage substantively and contribute meaningfully. Effective advisory work requires understanding regulatory structure and operational constraints while remaining anchored in lived experience.

3. What experience do you have in facilitating meetings, managing group dynamics (including conflict resolution), and working with the Brown Act and/or Robert's Rules of Order?

I have facilitated numerous meetings, ad hoc committee sessions, and community forums involving technical staff, community advocates, and agency leadership. These settings often involve complex regulatory topics and strong viewpoints, requiring both structure and substantive understanding.

I am familiar with Brown Act requirements, including public notice, quorum limitations, transparency obligations, and restrictions on serial communications. I also have working knowledge of Robert's Rules of Order, including motions, amendments, and structured voting procedures.

In managing group dynamics, I focus on maintaining scope/goal, separating issues from personalities, and clarifying points of disagreement before debating solutions. Conflict is inevitable in environmental justice work; the role of a facilitator is not to eliminate disagreement, but to channel it constructively toward defined outcomes.

At the same time, I believe facilitation should not become overly mechanical. Moving quickly through agendas without sufficient understanding can limit meaningful discussion. Effective facilitation requires balancing procedural discipline with substantive knowledge and engagement.

My approach is to create space for thoughtful dialogue while maintaining direction and accountability—ensuring that discussion leads to organized recommendations and measurable progress.

Latasha Washington – CAC Co-Chair Application (March 2026)

1. Why are you interested in serving as a CAC Co-Chair, and how do you plan to use your experience in the roles and responsibilities of the position?

I am interested in serving as CAC Co-Chair because I am deeply committed to equitable community investment, transparent governance, and ensuring community voices meaningfully shape air quality decisions. As a former Co-Chair and a Project Manager supporting large communities, I understand the responsibility of balancing community priorities with regulatory requirements, timelines, and the Air District agency constraints. I would use my experience to help the Council stay organized, informed, and action-oriented while strengthening collaboration between council members, staff, and the community.

2. Describe your leadership style and how you would apply it as a Co-Chair.

My leadership style is collaborative, structured, and solutions-focused. I prioritize clear agendas, defined outcomes, and inclusive participation so every member feels heard. I believe effective leadership means guiding discussion, clarifying complex information, and helping the Council move from ideas to implementable recommendations to the Board. I also value preparation and follow-through, ensuring commitments made during meetings translate into measurable progress.

3. What experience do you have in facilitating meetings, managing group dynamics (including conflict resolution), and working with the Brown Act and/or Robert's Rules of Order?

I have extensive experience facilitating CAC meetings, presenting informational/action items to the CEHJ and the Board, collaborating with staff, and navigating sensitive conversations. I routinely manage diverse ideas from the Council by establishing transparent expectations, encouraging respectful dialogue, and redirecting discussions toward common goals. In my prior leadership roles, I worked within Brown Act requirements, supported agenda development, Co-chair Ad-hoc committees, and helped meetings run efficiently using Robert's Rules of Order. My approach promotes fairness, accountability, and productive decision-making.

Community Advisory Council Co-Chair Application Essay

(1) Why are you interested in serving as a CAC Co-Chair, and how do you plan to use your experience in the roles and responsibilities of the position?

The CAC is at an inflection point. As federal environmental protections face uncertainty, the responsibility of regional institutions to protect public health has never been more critical. At the same time, collaboration between the CAC and the Board is strengthening. This creates a real opportunity to fully realize our advisory role. I am seeking to serve as Co-Chair to help translate this moment into lasting and meaningful impact.

Over the past year, I have invested significant time in understanding how the Air District operates across engineering, permitting, monitoring, compliance, and enforcement. Our greatest opportunity lies in focusing our advisory power on the levers that most directly protect communities: how permits are structured, how inspections are prioritized, how enforcement tools are deployed, and how community is centered in those decisions.

In my professional work, I operate at the intersection of community organizing, policy analysis, legislative reform, and institutional planning. I have helped secure significant public investment by pairing advocacy with systems strategy and aligning funding, regulatory tools, and measurable outcomes. I bring that same approach here: disciplined agenda-setting, clear outcome orientation, and collaborative engagement with fellow councilmembers, staff, and Board members.

As Co-Chair, I will work to ensure our time together is strategic, action-oriented, and grounded in both community wisdom and operational reality. I believe deeply in this Council's collective capacity to advance cleaner air, and I am ready to help lead us there.

(2) Describe your leadership style and how you would apply it as a Co-Chair.

I strive to be a servant leader. I prepare thoroughly, I ask hard questions, and I try to be clear about what we are actually trying to change. I do not see meetings as an end in themselves. I see them as a limited opportunity to advance our collective purpose.

Over the past year, I have become increasingly aware that our time as a full Council is scarce. We meet only a handful of times each year. Those hours should be treated as our most valuable resource. If an item can be handled through staff outreach or written feedback, it probably should be. When we convene under the Brown Act, it should be because the collective voice of the CAC is needed to clarify priorities, shape recommendations, or advance something that requires public deliberation.

I believe in being proactive about agenda-setting. Co-Chairs help determine what comes before the Council. That responsibility should be exercised intentionally. I would work to ensure our agendas are aligned with a clear sense of direction and that we are not simply reacting to what is brought to us.

I also believe strongly in the potential of ad hoc committees. When structured thoughtfully, they allow members to dive deep, work closely with staff, and return with concrete proposals. Structures like these enable intentional progress.

My style is direct and collaborative. I hold high expectations for myself and for the work, and I respect the expertise around the table. If elected Co-Chair, I would focus on creating clarity, momentum, and tangible improvement.

(3) What experience do you have in facilitating meetings, managing group dynamics (including conflict resolution), and working with the Brown Act and/or Robert's Rules of Order?

Facilitating has been central to my work for more than a decade. That includes classroom leadership, policy coalitions, public meetings, and working groups navigating high-stakes decisions. The throughline has been structure with purpose. Meetings should move something forward. Clear framing, disciplined agendas, and transparency about decision points help prevent confusion, reduce unnecessary tension, and honor everyone's time.

The Brown Act and Robert's Rules are essential guardrails for public trust. At the same time, when open meeting requirements are treated as barriers rather than protocols, they can unintentionally delay progress. My approach is to work collaboratively with staff to identify structures that protect transparency while still allowing the Council to do meaningful work. If we only have a few full CAC meetings each year, those hours must be reserved for the issues that truly require collective deliberation. More routine coordination can and should happen through ad hoc committees and direct collaboration.

Conflict is not something to avoid. It is often a sign that something important is at stake. My approach is direct and grounded in respect. Systems deserve scrutiny; people deserve dignity. The CAC Charter provides a clear conflict resolution pathway, and using it early helps prevent escalation. Challenging conversations, when handled with clarity and good faith, strengthen institutions rather than weaken them.

William Goodwin – CAC Co-Chair Application (March 2026)

1. Why are you interested in serving as a CAC Co-Chair, and how do you plan to use your experience in the roles and responsibilities of the position?

As a CAC Co-Chair, my desire is for the CAC to be a transformational advisory body. I have had a rich experience as a CAC Member. In the four years I have served I have:

- Co-authored the CAC Charter, ensuring that the purposes and policies governing the CAC would be transparent, effective, and inclusive (including the CAC Compensation Policy).
- Co-Chaired the Workplan Ad Hoc Committee, helping to curate and outline the priorities of the CAC including effective timelines.
- Chaired the Community Benefits Fund Ad Hoc Committee helping to design and establish a CAC Grant, **The People's Air Grant Program** earmarked to distribute \$3 Million to communities working to mitigate the effects of climate change and reduce the air pollution.

These activities allowed me to learn (through experience) what is required to initiate, implement, and execute the goals of the CAC. This culminated in one of the most impactful outcomes for the CAC (the "People's Air Grant").

I would like to combine my learnings on the CAC with the experience I have acquired as Chairman of three of the four Board I serve on, to forge the CAC forward. As Chairman of the Board, I work with the Executive Committees to develop and execute a workplan, providing review of all Board materials and preside over Board Meetings. I am intimately familiar with the Chair responsibilities; including leading adjacent committees (Finance, Human Resources, and Ad Hoc Committees), and adherence to Roberts Rules of Order & the Brown Act (when/where appropriate).

2. Describe your leadership style and how you would apply it as a Co-Chair.

My leadership style is a mixture of Participative Leadership (in that I love team dynamics), and Collegiate Leadership where I am not trying to prove anything in of myself, but my goal is the success of the Team. I believe the having such a large body or representatives as the CAC does, the CAC Co-Chair should work

to incorporate as many diverse ideas and thoughts as possible. We have a dynamic group of individuals; I would work to highlight our collective skills and knowledge. I believe to best accomplish this the CAC Co-Chair must have good acumen as well as good temperament, when Chairing or representing the CAC before the Air District Board as well as before the public.

The CAC has much to do; dissemination of a \$3 million Community Benefits Fund, building more effective relationships with the Board of Directors, as well as helping to develop policies that make our 9 EJ Priorities more relevant to ordinary people who are in construction or long shoremen working all day breathing polluted air, or folks stuck in traffic on their way to or from work. After all Environmental Justice is not just about the environment, it's about people. Where we work, live, eat, and play.

3. What experience do you have in facilitating meetings, managing group dynamics (including conflict resolution), and working with the Brown Act and/or Robert's Rules of Order?

I have extensive experience working and thriving in group dynamics. I understand that conflict is inherent in a free society. Managing conflict to allow diverse viewpoints while ensuring respect and decorum is not lost is essential. It is an iterative process that takes the work of all parties involved. But Roberts Rules of Order only go so far. I think the Co-Chair must also lead by example. Striving to conduct each meeting in an orderly fashion sometimes means "actively chairing" so that all voices are heard and members are encouraged to participate.

I mentioned in question #1, my experience facilitating meetings as Chair of 3 BOD. But I will add that I have had the privilege of being in several different Cohorts:

- As a Fellow with CORO Northern Ca, I worked with **24 Fellows** in the Affordable Housing Leadership Network developing innovative approaches to affordable housing.
- As a Fellow with the Family Independent Initiative, I worked with **20 Fellows** helping to develop a Participatory Research Agenda Framework.
- As a member of the Urban Habitat Board and Commissions Institute, I learned what Board Service entailed along with **16 other members**.
- And now I am a Fellow with the San Francisco Foundation Koshland Program working with **12 Fellows** in East Contra Costa County.

Working in these cohorts has allowed me to experience cross-sector collaboration with other government agencies and advisory committees. This experience has benefited me as a Chair. Understanding group dynamics helps me anticipate and manage conflict as it arises.



Community Advisory Council Co-Chair Elections

Community Advisory Council Meeting

March 19, 2026

Lisa Flores
Staff Specialist II
Environmental Justice Division



Recommended Action

Elect no more than three Co-Chairs who will serve for a 2-year term per the Charter

Background

- In 2022, the Community Advisory Council (CAC) approved a 3 Co-Chair model
- Leadership is appointed for a 2-year term
 - Council Members cannot serve more than two, 2-year terms consecutively
- Per the Charter: Members seeking a leadership position submitted an essay, answering questions that provided their background, qualifications, and reasons for seeking the position
- Vacant leadership positions will go to individuals who receive the most votes of the Council

Leadership Duties

The Co-Chairs shall:

- Preside over bi-monthly meetings of the CAC in rotation
- Work with Air District staff and the CAC meeting facilitator to plan, structure, and coordinate CAC meetings
- Perform all other necessary and incidental duties as prescribed by the CAC Charter
- Ensure that CAC decisions are made in a democratic, equitable, and timely manner
- Understand and adhere to the Brown Act and Robert's Rules of Order

A list of duties can be found on page 4-5 on the [CAC Charter](#); duties may change depending on CAC needs.

Election Process

4 Council Members have expressed interest

- Council Members Goodwin, Messac, Szutu, and Washington completed the 3 required essay questions

Process:

- Council Members will have up to 3 min each to speak on why they are interested in serving as Co-Chair (present in alphabetical order by last name)
- Motion to have each Member vote for their top 3 candidates. Members can vote for themselves
- Clerk will conduct a roll call and take votes
- Council takes recess. The Clerk will count votes during this time
- Results are announced after the recess

Public Comment



PUBLIC COMMENT ON AGENDA: 5

Co-Chair Elections

- If you wish to provide public comment, please use the “raise hand” feature or dial *9 and the chair will call upon you at the appropriate time.
- Each person will have two (2) minutes to speak.

Questions & Discussion

Sample Motion Language

I motion to have each Community Advisory Council Member vote for their top 3 candidates for the position of Co-Chair to select the Council's leadership of 3 Co-Chairs serving a 2-year term

Voting



Recess



Election Results



Contact

For more information:

Lisa Flores | Staff Specialist II | lflores@baaqmd.gov

BAY AREA AIR DISTRICT
Memorandum

To: Members of the Community Advisory Council

From: Philip M. Fine
Executive Officer/APCO

Date: March 19, 2026

Re: Formation of an Action Plan Ad Hoc Committee for the Community Advisory Council

RECOMMENDED ACTION

Vote to approve the creation of an Action Plan Ad Hoc Committee to develop a plan identifying prioritized areas of focus with measurable benchmarks, to guide actions of the Community Advisory Council.

BACKGROUND

The 2026 Community Advisory Council (CAC) is interested in developing an action plan. At the November 20, 2025, and January 23, 2026, CAC meetings, Council Members expressed interest in creating an Ad Hoc Committee that would develop a plan to implement actions to achieve goals, track outcomes, and assist with CAC bimonthly meeting agenda-setting to create opportunities for the Council to provide recommendations to the Board of Directors that advance environmental justice priorities.

DISCUSSION

The purpose of the proposed Action Plan Ad Hoc Committee would be to develop an action-oriented framework for consideration by the CAC. This framework would include measurable steps the CAC can take to achieve shared goals such as those outlined in the [CAC's Environmental Justice Priorities, A Call to Action](#), and the Air District's *2024-2029 Strategic Plan*, and provide suggestions for CAC bimonthly meeting agenda items. The Ad Hoc Committee's draft framework of prioritized actions would return to the full CAC for approval in September, to take effect upon approval.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Stipends for work on Ad Hoc Committees are included in the Air District's budget to fund the work of the Community Advisory Council.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Nina Garde and Amy Smith
Reviewed by: Diana Ruiz

ATTACHMENT(S):

1. Formation of an Action Plan Ad Hoc Committee Presentation



Formation of an Action Plan Ad Hoc Committee of the Community Advisory Council Community Advisory Council

March 19, 2026

Cynthia Prieto-Diaz
Community Advisory Council Member

Recommended Action

Vote to approve the creation of an Action Plan Ad Hoc Committee to develop a plan identifying prioritized areas of focus with measurable benchmarks, to guide actions of the Community Advisory Council (CAC).

Why This Matters

Per the Charter, the CAC exists to:

- Provide equity-driven guidance to the Board
- Inform planning and decisions affecting overburdened communities
- Advance policies that reduce disproportionate impacts
- Ensure meaningful engagement with impacted communities

To fulfill this mandate, the CAC must periodically establish clear advisory priorities and direction

Objective of the Action Plan Ad Hoc Committee

The Ad Hoc will:

- Develop a structured Action Plan framework to guide the CAC's work
- Review past successes like the Call to Action and other available data (including but not limited to: community concerns, Air District legislative priorities, Board of Director agenda items, etc.)
- Identify priority advisory focus areas

Objective of the Action Plan Ad Hoc Committee (cont.)

- Recommend a structured Action Plan and tracking approach
- Define actionable pathways and measurable benchmarks
- The Action Plan will be in the form of a document, ideally less than one page, with the exact format up to the discretion of the Ad Hoc

Ad Hoc Committee Procedures

- Ad Hoc duration: April to August 2026
- Time commitment: Two 1 hour-meetings per month
- Up to 4 Ad Hoc Committee council members
- Council members are compensated \$75 per hour in Ad Hoc meetings
- Draft framework of prioritized actions returns to full CAC for approval in September and will take effect upon approval

Request for Action Plan Ad Hoc Members

- Take names of four Council Members interested in participating in the Action Plan Ad Hoc
- Priority will be given to new members that indicate an interest
- List out names of interested Council Members

Public Comment

PUBLIC COMMENT ON AGENDA: 6

Formation of an Action Plan Ad Hoc Committee of the Community Advisory Council

- If you wish to provide public comment, please use the “raise hand” feature or dial *9 and the chair will call upon you at the appropriate time.
- Each person will have two (2) minutes to speak.

Questions & Discussion

Recommended Action

Sample language for motion to form Ad Hoc:

I motion that the Community Advisory Council vote to approve the creation of an Action Plan Ad Hoc Committee to develop a plan identifying prioritized areas of focus with measurable benchmarks, to guide actions of the Community Advisory Council.

- *List names of interested CAC Members*

Vote



Contact

For more information:

Community Advisory Council | communityadvisorycouncil@baaqmd.gov

BAY AREA AIR DISTRICT
Memorandum

To: Members of the Community Advisory Council

From: Philip M. Fine
Executive Officer/APCO

Date: March 19, 2026

Re: Formation of a Governance Ad Hoc Committee to Amend the Community Advisory Council Charter

RECOMMENDED ACTION

Vote to approve the creation of a Governance Ad Hoc Committee that will develop proposed amendments to the Community Advisory Council [Charter](#).

BACKGROUND

The Community Advisory Council was created by the Board of Directors on November 17, 2021, and its first meeting was in January 2022. The Council's Charter was developed in 2022-2023 and adopted by the Board of Directors in July 2023. Since then, the Council and Air District staff have identified areas to clarify policies, streamline program implementation, and update provisions related to agenda-setting, membership composition, terms, and vacancy procedures. The purpose of the Governance Ad Hoc will be to develop recommended amendments to the Charter and to bring a proposed updated version to the Council for consideration.

DISCUSSION

The Governance Ad Hoc Committee will work within a 3-6 month period to develop amendments to the Charter and bring the new version of the Charter to the full Council for consideration. Once approved by the Council, the Charter will move to the Community Equity, Health, and Justice Committee for review with the recommendation to forward the Charter to the Board of Directors for consideration. The final, updated Charter must be approved by the Board of Directors prior to implementation of its amendments.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Stipends for work on Ad Hoc Committees are included in the Air District's budget to fund the work of the Community Advisory Council.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Amy Smith
Reviewed by: Diana Ruiz

ATTACHMENT(S):

1. CAC Charter
2. Formation of Governance Ad Hoc Presentation

Community Advisory Council Charter

1.1 Purpose

The Bay Area Air Quality Management District (Air District) Board of Directors approved the formation of the Community Advisory Council (CAC) on Nov. 17, 2021. The Community Equity, Health, and Justice Committee (CEHJ) of the Air District selected the slate of candidates and recommended establishing the CAC on Nov. 4, 2021. The purpose of the CAC is to use environmental justice principles to provide guidance to the Board of Directors on programs and policies that impact overburdened communities within the Air District's jurisdiction to ensure the fair treatment of all persons living in those communities. The CAC will use environmental justice principles to identify and inform planning and decision making with the goal of mitigating and remedying projected disproportionate impacts of air pollution exposures and reducing health risks and inequities associated with poor air quality for people who live, work, and play in already vulnerable and historically marginalized, [overburdened communities](#). The CAC will aim to meaningfully engage impacted communities to represent and address stakeholders' interests. The CAC advises Air District leadership on community-related matters to advance an equity-forward policy agenda.

Definitions:

- Environmental justice: The State of California defines **environmental justice** as “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies.” (California Government Code §65040.12(e).) According to the U.S. Environmental Protection Agency “**fair treatment**” means “no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies.” (Guidance on Considering Environmental Justice During the Development of a Regulatory Action).
- Overburdened community: an area located within a census tract identified by the California Communities Environmental Health Screening Tool (CalEnviroScreen), Version 4.0, as having an overall CalEnviroScreen score at or above the 70th percentile, or within 1,000 feet of any such census tract.¹

¹ Bay Area Air Quality Management District, *Regulation 2, Permits, Rule 1, Section 2-1-243*.
[https://www.baaqmd.gov/~media/dotgov/files/rules/reg-2-permits/2021-](https://www.baaqmd.gov/~/media/dotgov/files/rules/reg-2-permits/2021-)

- Meaningfully engage: Meaningfully involving impacted communities is essential to addressing environmental justice. According to the U.S. Environmental Protection Agency, *meaningful involvement* means “(1) people have an opportunity to participate in decisions about activities that may affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) community concerns will be considered in the decision-making process; and (4) decision makers will seek out and facilitate the involvement of those potentially affected.” (Guidance on Considering Environmental Justice During the Development of a Regulatory Action).

The CAC will utilize the [17 Principles of Environmental Justice](#) and [Jemez Principles for Democratic Organizing](#), which are both available on the Air District website and hereinafter incorporated by reference in Appendix A.

1.2 Mission Statement

The CAC believes in protecting the fundamental right to clean air for all communities. We aim to provide access to meaningful community engagement and bring community priorities into focus at the Air District. We are committed to democratic decision making and achieving equitable solutions to the impacts of air pollution and the polluting economy. We prioritize solutions that can be applied to more than one community. We are dedicated to eliminating pollution threats both upstream and downstream, standing in solidarity, sharing power and resources, and listening to and amplifying voices from communities that are the most impacted and overburdened.

1.2.1 Goals

The goals of the CAC are as follows:

- To provide representation on behalf of all communities, including overburdened communities to the Air District Board of Directors.
- To serve as a liaison between the community and the Air District Board of Directors and staff to influence decisions, policies, procedures, and processes to ensure equity, inclusion, civil rights, and environmental justice.

1.2.2 Guiding Principles

CAC members will provide independent and objective advice and be committed to the following principles:

- a. Laying a solid foundation for successful, future CAC members and ensuring long-term sustainability of the CAC's commitment to environmental justice.

- b. Elevating voices and advocating for communities who are not currently being represented or heard.
- c. Building a deep, authentic, and mutually accountable relationship among CAC members.
- d. Helping CAC members value, actualize, and institutionalize environmental justice principles throughout all CAC practices.
- e. Being recognized as partners in the fight to define how we mitigate the impacts of climate change and air pollution exposure to reduce health risks and inequities associated with poor air quality.
- f. Using influence, expertise, and privilege to protect our communities.
- g. Identifying gaps in underrepresented, community-led² decision making, and avenues for well-compensated opportunities for people in the Black, Indigenous, and People of Color (BIPOC) communities.
- h. Striving to include cultural competence.
- i. Acknowledging that one methodology does not apply to all communities and seeking to address the conditions in each community as needed. Utilizing and applying resources and tools based on those differences.
- j. Maintaining impartiality, fairness, and respect for all CAC members and the communities we represent.

1.2.3 Civility

The members of the CAC promote authentic respect for others and strive to see common ground in order to produce our best work for the CAC and the communities that we represent. We are committed to a conscious demonstration of mutual respect — for people, their roles, and their knowledge and expertise. We seek to create a safe environment where diverse viewpoints will be heard and considered. To that end, members of the CAC will act with respect and civility when interacting with each other, the Air District Board of Directors, staff, and members of the public.

Behavior which violates the CAC’s commitment to respect and civility includes, but is not limited to, yelling, cursing, interrupting, humiliating, threatening, and all forms of harassment.

Any violations of this provision will be handled as stated in the Conflict Resolution section below.

1.2.4 Conflict Resolution

In the event that a conflict or behavior arises that violates the CAC’s commitment to respect and civility between CAC members and/or between CAC members and Air District staff, regarding CAC matters:

² Underrepresented community-led: *Underrepresented community* is used to describe those who have been historically and are still systematically excluded from political and policy-making processes, which includes many disadvantaged and vulnerable communities.

Step 1: CAC members agree to work in a collaborative fashion and strive for consensus on the issues before they are brought to the CAC.

Step 2: In the event of an impasse or conflict that continues or becomes an official complaint (sent via email to the Co-Chairs and CAC team staff serving as the in-house mediators), the Co-Chairs and CAC Team Staff shall work with the members in conflict first as in-house mediators.

Step 3: If there continues to be an impasse between CAC Members and/or between CAC Members and Air District staff, those concerned will work with the APCO to reach an agreement.

Step 4: If agreement or resolution cannot be reached with staff or the APCO, a mutually agreed upon third-party mediator will be utilized to resolve the conflict and provide a recommended action to the Board.

In the event of a conflict on agenda items, CAC members can agree to postpone the action or agenda item for discussion until the next meeting, from the date the issue arises, to allow for the Co-Chairs and CAC team staff to help resolve the issue. If during the meeting the facilitator cannot help the CAC reach an agreement, then the action or agenda item in question will not proceed.

Individual members cannot be compelled to participate in any action to which they do not agree. Individual members may abstain from participation in a decision when they believe it would be inappropriate for them to participate in that action or decision.

1.3 Leadership

In 2022, the CAC approved a three Co-Chair model. The leadership model may be amended based on needs expressed by the CAC and approved by the Board, but shall be no more than three Co-Chairs at a time.

1.3.1 Duties of Leadership

- a. The Co-Chairs shall preside over bi-monthly meetings of the CAC in rotation.
 - I. Presiding over a meeting requires a Co-Chair to open, manage, and adjourn meetings, and to adjust the set order of speakers in collaboration with the facilitator and Air District staff.
 - II. In the event the Co-Chair scheduled to preside over the meeting is absent or unable to perform their duties, the Co-Chair scheduled to preside next shall preside over the meeting and perform all chair duties.

- b. The Co-Chairs shall oversee the preparation and distribution of the agenda and materials for the CAC meetings.
- c. The Co-Chairs shall work with Air District staff and the CAC meeting facilitator to plan, structure, and coordinate CAC meetings.
- d. The Co-Chairs shall attend and provide updates to the Air District Board of Directors as needed and/or requested and interact with the Air District Board of Directors in representation of overburdened communities within the nine Bay Area counties, and on behalf of the CAC members.
- e. The Co-Chairs shall oversee activities of the ad hoc committees.
- f. The Co-Chairs shall perform all other necessary and incidental duties as prescribed by the CAC Charter.
- g. The Co-Chairs shall communicate with each other, divide work, and share information and updates in a timely manner.
- h. The Co-Chairs shall address conflict within the CAC membership and leadership.
- i. The Co-Chairs shall ensure that CAC decisions are made in a democratic, equitable, and timely manner.
- j. The Co-Chairs shall represent the CAC at the Budget Committee and provide feedback on the Air District's budget.
- k. The Co-Chairs shall work with Air District staff to define and oversee the CAC's annual budget.
- l. The Co-Chairs shall understand and adhere to the Brown Act and Robert's Rules of Order.

1.3.2 Terms of Leadership

Leadership is appointed for a two (2) year term and no member may serve for more than two, 2-year terms consecutively.

1.3.3 Election of Leadership (Co-Chairs)

The inaugural leadership of three (3) Co-Chairs was elected at the second meeting of the CAC.

If a leadership position becomes vacant, that position must be filled within two meetings after the vacancy occurs. The leadership position shall be filled through a nomination, selection, and voting process. The process will be as follows:

- Members seeking a vacant leadership position shall submit an essay, which provides a summary of their background and outlines the reasons they seek the position. The full CAC shall be presented with the essays 72 hours in advance of the meeting in which the CAC will vote on each prospective candidate. The candidate receiving the majority of the votes will be selected to fill the vacant leadership position.

1.4 CAC Members

1.4.1 Composition of the CAC

The initial membership of the CAC, including Co-Chairs, shall be composed of seventeen (17) members who live or work in overburdened communities in California, as follows:

- Four (4), Alameda County
- Four (4), Contra Costa County
- One (1), San Francisco County
- One (1), San Mateo County
- Two (2), Santa Clara County
- One (1), Solano County
- Two (2), at-large
- Two (2), youth

Youth are considered to be individuals between the ages of 14 and 24 at the beginning of their term.

Regarding at-large member seats, priority should be given to individuals living or working in Marin, Napa, or Sonoma counties or individuals with special expertise, such as wildfire management.

Also, diversity, equity, and inclusion on the CAC are highly valued.

1.4.2 Duties of Members

CAC members shall fully participate in bi-monthly meetings and be fully engaged during discussion. The CAC members shall also review materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue. Meeting preparation includes attending required trainings defined below and other trainings as planned by the Co-Chairs or suggested by the CAC. Further, CAC members shall perform all other duties as prescribed by this Charter.

All Members, except CAC leadership, are expected to join at least one ad hoc committee every year to ensure a balance of work for what the CAC has to accomplish, if their schedule allows. Council Members will vote during the first meeting on a time and day for a meeting that works best for the majority. Staff will provide an orientation of the expectations related to the CAC membership requirements.

1.4.2.1 Mandatory Trainings

CAC members and leadership shall attend and participate in four (4) mandatory trainings as follows:

- Brown Act Training: The Brown Act is a California law that guarantees the public's right to attend and participate in meetings of local legislative bodies.
- Robert's Rules of Order Training: Robert's Rules, widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic, and orderly.
- Civility Training: Civility is an essential aspect of every work environment to create and maintain a fair and professional culture. This civility training is designed to teach CAC members the norms of acceptable conduct and how to identify, prevent, and respond professionally to situations of incivility.
- Team building and conflict resolution training.

Additionally, CAC members shall complete an ethics training course within the first year of their term and are required to take follow-up training.

1.4.2.2 Virtual, Hybrid, and In-Person Meetings

In 2022, the CAC attended meetings virtually. As of March 2023, the CAC will meet in person at a location within the nine-county Bay Area with a required quorum of 9 out of 17 members. CAC members may attend remotely under specific circumstances outlined in the Brown Act and AB 2449 and in the Attendance section of this document.

CAC members, and members of the public with disabilities, who need accommodations consistent with Section 504 of the Rehabilitation Act to have equal opportunities to participate in CAC meetings should contact Air District staff.

Reimbursements for travel are outlined in the CAC's Compensation Policy and Procedures.

1.4.3 Members Terms of Office

CAC Members apply or reapply for either a two-year term or a four-year term. CAC Members are limited to serving a total of eight (8) years. This will ensure that others have the opportunity to participate in the CAC and that there is continuity of County or institutional knowledge. The inaugural CAC will serve for four (4) years with the ability to reapply.

1.4.3.1 Appointment of Members

The CAC members are appointed by the Board of Directors. Vacancies are to be filled by the Board of Directors as described in the following process. The CEHJ shall provide guidance on selection criteria and on prospective CAC members. The CAC shall create a CAC Selection Ad Hoc Committee, which may include at least one CEHJ member or other Board member chosen by the Board Chair, to recommend a candidate or slate of candidates to the Community Equity, Health, and Justice Committee, according to the guidance provided by the CEHJ. The candidates approved by the CEHJ Committee will be recommended to the Board of Directors for final approval.

The CAC Selection Ad Hoc will be tasked with developing criteria for the selection of candidates, according to the guidance developed by CEHJ. Priority should be given to individuals from Bay Area communities overburdened by air pollution, environmental justice communities, and/or those with a history of partnering with environmental justice communities.

1.5 Standing Committees and Ad Hoc Committees

Upon approval by a majority of its members, the CAC may form committees to advise the CAC on its ongoing functions. The committees shall be composed of members of the CAC. Committee members shall vote on committee leadership during the first meeting.

1.5.1 Standing Committees

A standing committee is considered a legislative body and is subject to Brown Act requirements of staffing support, if budget allows. A committee is considered “standing,” irrespective of its composition, if it has a continuing subject-matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body.

1.5.2 Ad Hoc Committees

An ad hoc committee is an advisory committee composed of less than a quorum of members, which will serve for a limited term or single purpose. After the duties of the ad hoc committee are accomplished, and presented to and approved by the CAC, the ad hoc committee will be dissolved. The ad hoc committees will aim to complete their task(s) within six months of assignment.

Furthermore, ad hoc and standing committees shall follow the following guidelines:

1. Limitations: A CAC member cannot simultaneously participate on more than two ad hoc committees, although they can be placed as an alternate on a third

committee. This will ensure that all CAC members have an equal opportunity to make their voices heard and exercise their skills and expertise.

2. Commitment: Once selected, CAC members must serve their full term on an ad hoc and/or standing committee. A CAC member cannot abandon their commitment to an ad hoc or standing committee to join another committee.
3. Accountability: Council Members with a track record that matches the attendance requirement set forth above for Ad Hocs or Standing Committees, will be placed as alternates if they wish to participate in another committee.
4. Priority: CAC members not participating on an ad hoc or standing committee will be given priority to serve on newly formed committees (e.g., ad hoc or standing). After which, CAC members currently participating in one (1) committee will be given preference. Lastly, CAC members serving on two (2) committees will be placed as alternates until one of their current ad hoc committees completes its assigned task and is dissolved.
5. Exceptions: The CAC may create an Ad Hoc Committee if an emergent topic or situation demands it, which may require exceptions that supersedes the limitations and commitments outlined above. The emergency Ad Hoc Committee will remain active until the mission or task is accomplished.

1.5.2.1 Work Plan Ad Hoc Committee

The CAC will form a CAC Work Plan Ad Hoc Committee annually to set the CAC's work plan and schedule each year. The CAC Work Plan Ad Hoc Committee will identify several priority areas to adhere to and will establish appropriate criteria measures. CAC Members, Community Members, and Air District Staff will have the opportunity to recommend agenda items of potential relevance to the CAC for inclusion in the work plan. The Air District Board can provide agenda items for inclusion in the CAC work plan. Once dissolved, CAC Co-Chairs are responsible for implementing the work plan and reserve the right to amend the work plan in an emergency or emergent situation, as defined in the *Setting Agendas* section on page 13.

1.5.2.2 Governance Ad Hoc Committee

In 2022, the CAC formed a CAC Governance Ad Hoc Committee to develop the CAC's governance agreement. The CAC hereby presents the CAC's Charter, which sets forth the mission, goals, scope, rules, and actions applicable to the CAC and CAC membership. Once the mission is accomplished, presented to and adopted by a quorum of the CAC, and approved by the Board of Directors, the Governance Ad Hoc Committee will be dissolved.

The CAC Governance Ad Hoc Committee may be reestablished with a new slate of CAC members to review, revise, and/or propose amendments. Any revisions to the existing charter shall be presented and discussed by the CAC and recommended for approval by the Air District Board of Directors.

1.6 Community Engagement

The CAC will aim to engage the community in the following ways:

- Bi-annual newsletter, which includes items that have been addressed, future meeting dates and agendas, success stories, and ways to engage with the CAC
- CAC web page
- CAC meetings
- Outreach events or workshops hosted by CAC members or the Air District
- Bi-monthly community meetings led by the Compliance and Enforcement Division of the Air District

1.7 Meetings

1.7.1 Facilitation of Meetings

An external professional meeting facilitator will be hired to assist the CAC with bimonthly CAC meetings, if budget allows. For 2022-2023, a facilitator was hired through a competitive process with participation of CAC members. The external facilitator works directly with the CAC leadership to plan and execute the meeting plan in consultation with Air District staff. The facilitator will keep the meetings on track with guidance from the Co-Chairs and will enforce the following meeting expectations and ground rules for CAC members:

- *The first expectation is **preparation**: Come prepared for meetings and review all documents that the CAC will discuss.*
- *Second, is **communication and language**: Communicate with respect and be mindful of individual speaking time so that everyone has the opportunity to speak in meetings. Zoom meetings are publicly accessible, so CAC members are expected to conduct themselves accordingly.*
- *Third, is **distractions**: Avoid distractions and stay present. Active listening is imperative to ensure that members understand other people's viewpoints.*
- *Fourth, is **timing**: Respect time agreements and stay on topic.*
- *Finally, **facilitation**: The facilitator will intervene to keep the conversation on track and on time and will remind members of these ground rules as necessary.*

The facilitator will have limited authority to open the meetings, convey the agenda item(s), confirm the meeting has quorum after the clerk takes roll call, facilitate the flow of meetings in accordance with the Brown Act and Robert's Rules of Order, maintain order, and defer to the Air District legal representative or staff if needed.

Air District staff will facilitate ad hoc committee meetings, Co-Chair meetings, and other meetings as needed. CAC members, staff, or the Co-Chairs may identify the need for facilitator or contractor support for any CAC meeting, if budget allows.

1.7.2 Regular Meetings

Regular meetings of the CAC are held on the third Thursday of every other month at 6:00 p.m. PT. All meetings will be held in accordance with the Brown Act. Meeting schedule is subject to change, if necessary.

1.7.3 Special Meetings

A majority of Co-Chairs or a majority of the CAC members may call special meetings, following the noticing guidelines set forth in the Brown Act.

1.7.4 Notice of Meetings

Meeting agendas and notices must be posted at the meeting site and on the Air District website in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act. (Government Code Section 54950 et seq.)

Agendas and notices shall be emailed to each CAC member and any person who submits a written request to the Air District for such notice.

1.7.5 Adjournment or Cancellation of Meetings

The presiding Co-Chair or Air District staff may adjourn or cancel a meeting if a quorum will not be present or if the meeting date conflicts with a holiday. Notices of adjournment or cancellation shall be emailed to CAC members and posted at the meeting site and on the Air District [website](#).

1.7.6 Meetings of CAC Members with the Air District

CAC members that meet with Air District staff or Board of Directors, on behalf of the CAC, should inform the CAC Co-Chairs of the discussion within 72 hours of the date the meeting is held.

Action items directed to CAC leadership from the CEHJ Committee or Board leadership, the CEHJ Committee, or the Board of Directors should be communicated to CAC leadership within 72 hours via memo.

1.7.7 Meetings of the Ad Hoc

Ad Hoc Committee Chairs are expected to provide a monthly verbal report-out on the progress of the Ad Hoc Committees to CAC leadership. Report-outs should be a brief summary.

1.7.8 Quorum Requirements

Effective March 1, 2023, 50% plus one of CAC members (or 9 out of 17 members in 2022-2023) must be present in person to constitute a quorum and for voting to be conducted.

1.7.8.1 Action at a Meeting; Quorum and Required Vote

A quorum is required to take any official action beyond roll call and adjournment. The affirmative vote of a majority of the members of the CAC shall be required for the approval of all substantive matters. Agenda items that require no action may still be presented and discussed without a quorum.

1.7.8.2 Voting and Abstention

CAC meetings will be conducted in compliance with the Brown Act (Government Code Section 54950 et seq.), Robert's Rules of Order, CAC Charter, and state and local laws. Participation and voting are based on Brown Act requirements and current legislation. Staff will provide an updated summary of any changes as required by law.

1.7.8.3 Conduct of Meetings

(a) All meetings shall be governed by the Ralph M. Brown Act (Government Code Section 54950 et seq.), the CAC Charter, and Robert's Rules of Order for decorum and parliamentary procedure.

(b) Cell phones shall be turned off during all CAC meetings.

(c) The Co-Chairs may issue a warning to any member of the public who is disruptive during CAC meetings. In the event of repeated disruption of any kind, the Co-Chairs shall direct the offending member of the public to leave the meeting. If the meeting is disrupted by *any* member of the public, we hold the right to remove the individual from the meeting with the assistance of security or by muting and turning off the camera of that individual.

(d) The chat feature will be unavailable for the full duration of Zoom meetings due to accessibility limitations.

1.8 Agenda Items

1.8.1 Public Comment on Agenda Items

The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on matters on the agenda will have three minutes each to address the CAC. Members of the public who wish to speak on non-agenda items, will have three minutes to address the CAC. Members of the public who are speaking through an interpreter will have six minutes to address the CAC. All meetings will have a rebuttal period that allows an additional one (1) minute to any member of the public who would like to provide a rebuttal.

1.8.2 Setting Agendas

Air District staff, at the direction of the Co-Chairs, will prepare and distribute the agenda and materials for CAC meetings.

1.8.2.1 Current Agenda Setting Process:

1. A CAC member and/or member of the public may propose agenda item(s) during a CAC meeting or via email to staff.
2. Staff will track proposed agenda items and bring them to the Work Plan Ad Hoc Committee (when constituted) and the Co-Chairs.
3. The Co-Chairs will work from the work plan developed by the Work Plan Ad Hoc Committee once adopted by the CAC membership for the upcoming agenda.
4. Staff will identify presenters and draft presentation and memo (materials).
5. Staff will work with the CAC member(s) who requested the agenda item(s) to create materials as needed.
6. Staff will finalize materials.
7. Staff will send materials to Co-Chairs and the CAC member(s) who requested the agenda item for final approval.
8. Staff will update materials with final edits.
9. Executive staff will review materials.
10. Executive staff will provide edits, if needed.
11. Executive staff will route the materials for public distribution.

The Co-Chairs will work from the work plan developed by the Work Plan Ad Hoc once adopted by the CAC membership. The Co-Chairs, Staff, CAC Members or the public can make requests for new topics not included in the work plan. The Public can make requests for agenda items at CAC meetings during the Public Comment on Non-Agenda Items or by emailing staff at communityadvisorycouncil@baaqmd.gov. New additions to the work plan must be approved by majority vote of the CAC.

The Co-Chairs and the Board of Directors can amend the work plan, as needed when an emergency or emergent issue requires it. An emergency is defined as an event that impacts the health and safety of the community (e.g., flaring). An emergent issue is considered emergent if it is new and immediate action from the CAC is required (i.e.,

funding opportunity, legislative issue). The current work plan must be included in the materials of every CAC meeting. Changes must be noted when made.

Also, the CEHJ or Board may require advice or recommendations of the CAC on a particular matter or issue (refer to the process outlined in 1.7.6).

1.9 Conflict of Interest Policy

Conflict of interest laws prohibit CAC members or immediate family from benefiting financially from their relationship with the Air District by way of the CAC. Any CAC member, or immediate family members of CAC members, who would directly benefit financially from a contract, must recuse themselves and not be present during a vote to avoid influencing other CAC members.

1.10 Meeting Minutes

Minutes shall be taken at all regular and special CAC meetings and shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et seq.) and the CAC Charter. Minutes shall be approved by the majority vote of CAC members in accordance with applicable statutes.

1.11 Land Acknowledgement

The CAC recognizes that California Native American and other communities have also faced many environmental injustices and social inequities. These issues are hereby acknowledged as part of the CAC Charter. The following CAC Land Acknowledgement will be included in all CAC meeting agendas and is available on the [CAC web page](#).

We begin by acknowledging that this land is unceded Indigenous land. The territories, or counties we represent, are of the Indigenous people. To acknowledge this history of our country — that this nation was built on genocide, the exclusion and erasure of Indigenous people — grounds our work in truth. We also acknowledge that our modern global economy was founded on the free and forced labor of enslaved Black people. And that exploited labor continuously perpetuates itself in disadvantaged communities of color, as we see in the treatment of farm workers, immigrant workers, prison labor and domestic workers. This practice of land acknowledgment calls on us to recognize our violent history that is the foundation of white supremacy, and to recognize the longstanding and ongoing resistance of People of Color to dehumanization, repression and homicide. And that the brilliance and leadership of People of Color in resistance, vision, wisdom and love be honored and recognized as we work to dismantle ongoing legacies of settler colonialism and anti-blackness.

The [Air District website](#) will be updated in preparation for each CAC meeting with materials for discussion and, after each meeting, with meeting summaries, presentations, background materials, requested information, and meeting recordings.

1.12 Dissemination of Materials

All documents, materials, and correspondence produced by or submitted to the CAC, CAC staff, or facilitator are considered public information and subject to the California Public Records Act regulations and procedures for disclosure and transparency. Information related to the operations of the CAC will be made available to the public as requested.

1.13 Public Meetings

All CAC meetings will be noticed and open to the public in accordance with the Brown Act.

1.14 Attendance

The CAC requires the active participation and attendance by members of at least 75% of all meetings during every year served. This applies to Co-Chair meetings, committee meetings, and attendance at meetings of the full CAC. CAC members will inform staff and CAC leadership of any potential absences. As of March 1, 2023, per AB 2449 teleconferencing requirements, members remotely joining CAC meetings that require a quorum must have a “just cause” or an emergency excuse approved by a majority of the CAC in order to participate and vote. CAC members joining CAC meetings remotely without a just cause or approved emergency excuse will not be able to vote and therefore will not be counted present in the meeting.

1.14.1 Absenteeism: CAC Meetings

CAC members are allowed to miss three (3) meetings in one calendar year. Continued absenteeism from CAC Meetings constitutes voluntary abandonment. After two (2) CAC meetings have been missed, staff will send a courtesy letter reminding the absent member of the attendance requirements of the CAC and warning them that they are at risk of losing their seat. Staff will be responsible for informing the Co-Chairs of absent members. Staff will inform a member that they have lost their seat on the CAC after three meetings are missed. Vacant seats on the CAC will be filled as described in the Appointment section on page 8 of this document.

1.14.2 Absenteeism: Co-Chair Meetings

Co-Chair meetings occur every week up to four hours per month.

Co-Chairs are allowed to miss three (3) meetings every two (2) consecutive months. Continued absenteeism from Co-Chair meetings constitutes voluntary abandonment. After two (2) Co-Chair meetings have been missed, staff will send a courtesy letter reminding the absent Co-Chair of the attendance requirements of the Co-Chairs and warning them that they are at risk of losing their seat. Staff will be responsible for informing the Co-Chairs and the CAC of absent Co-Chairs. Staff will inform a Co-Chair that they have lost their seat on the CAC after three (3) meetings are missed. The Co-Chairs reserve the right to jointly adjust the schedule around the holidays.

Any vacant Co-Chair appointment shall be filled within two (2) meetings after the vacancy occurs through a nomination, selection, and voting process.

1.14.3 Absenteeism: Ad Hoc Meetings

Ad hoc meetings will generally occur every other week (biweekly).

Ad hoc committee members are allowed to miss three (3) meetings every two (2) consecutive months. Continued absenteeism from ad hoc meetings constitutes voluntary abandonment. After two (2) ad hoc meetings have been missed, staff will send a courtesy letter reminding the absent ad hoc member of the attendance requirements of ad hoc members and warning them that they are at risk of losing their seat. Staff will be responsible for informing CAC members of absent members. Staff will inform CAC members that they have lost their seat on the CAC after three (3) meetings are missed. The Co-Chairs reserve the right to jointly adjust the schedule around holidays.

Any vacant appointment of an Ad-Hoc Committee shall be filled within two (2) meetings after the vacancy occurs through a nomination, selection, and voting process.

1.15 Amendment of CAC Charter

The CAC and the Board shall revisit the Charter to make requests for amendments in January of every odd-numbered year following the Board approval of the Charter. The CAC shall provide thirty (30) days' notice for public comment before adopting any amendments to the CAC Charter.

The Community Equity, Health, and Justice Committee must approve a recommendation for changes to the Charter and the Board of Directors must approve the recommendation from the CEHJ Committee on the Charter before any changes can take effect.

1.16 Compensation

Compensation for CAC Members will be subject to attendance and in accordance with the CAC's Compensation Policy and Procedures. The CAC and the Board shall revisit the Compensation Policy and Procedures to make requests for amendments during the first month of the year of every other year. Updates to the Policy shall include a revision based on cost-of-living increase.

Appendix A

Delegates to the First National People of Color Environmental Leadership Summit held on October 24-27, 1991, in Washington, D.C., drafted and adopted these 17 principles of Environmental Justice. Since then, the principles have served as a defining document for the growing grassroots movement for environmental justice.

Environmental Justice Principles³:

- 1) **Environmental Justice** affirms the sacredness of Mother Earth, ecological unity and the interdependence of all species, and the right to be free from ecological destruction.
- 2) **Environmental Justice** demands that public policy be based on mutual respect and justice for all peoples, free from any form of discrimination or bias.
- 3) **Environmental Justice** mandates the right to ethical, balanced and responsible uses of land and renewable resources in the interest of a sustainable planet for humans and other living things.
- 4) **Environmental Justice** calls for universal protection from nuclear testing, extraction, production and disposal of toxic/hazardous wastes and poisons and nuclear testing that threaten the fundamental right to clean air, land, water, and food.
- 5) **Environmental Justice** affirms the fundamental right to political, economic, cultural and environmental self-determination of all peoples.
- 6) **Environmental Justice** demands the cessation of the production of all toxins, hazardous wastes, and radioactive materials, and that all past and current producers be held strictly accountable to the people for detoxification and the containment at the point of production.
- 7) **Environmental Justice** demands the right to participate as equal partners at every level of decision-making, including needs assessment, planning, implementation, enforcement and evaluation.
- 8) **Environmental Justice** affirms the right of all workers to a safe and healthy work environment without being forced to choose between an unsafe livelihood and unemployment. It also affirms the right of those who work at home to be free from environmental hazards.
- 9) **Environmental Justice** protects the right of victims of environmental injustice to receive full compensation and reparations for damages as well as quality health care.

³ Principles of Environmental Justice, <https://www.ejnet.org/ej/principles.html>. Accessed December 19, 2022.

10) **Environmental Justice** considers governmental acts of environmental injustice a violation of international law, the Universal Declaration On Human Rights, and the United Nations Convention on Genocide.

11) **Environmental Justice** must recognize a special legal and natural relationship of Native Peoples to the U.S. government through treaties, agreements, compacts, and covenants affirming sovereignty and self-determination.

12) **Environmental Justice** affirms the need for urban and rural ecological policies to clean up and rebuild our cities and rural areas in balance with nature, honoring the cultural integrity of all our communities, and provided fair access for all to the full range of resources.

13) **Environmental Justice** calls for the strict enforcement of principles of informed consent, and a halt to the testing of experimental reproductive and medical procedures and vaccinations on people of color.

14) **Environmental Justice** opposes the destructive operations of multinational corporations.

15) **Environmental Justice** opposes military occupation, repression and exploitation of lands, peoples and cultures, and other life forms.

16) **Environmental Justice** calls for the education of present and future generations which emphasizes social and environmental issues, based on our experience and an appreciation of our diverse cultural perspectives.

17) **Environmental Justice** requires that we, as individuals, make personal and consumer choices to consume as little of Mother Earth's resources and to produce as little waste as possible; and make the conscious decision to challenge and reprioritize our lifestyles to ensure the health of the natural world for present and future generations.

Jemez Principles⁴:

1. Be Inclusive
2. Emphasis on Bottom-Up Organizing
3. Let People Speak for Themselves
4. Work Together In Solidarity and Mutuality
5. Build Just Relationships Among Ourselves
6. Commitment to Self-Transformation

⁴ Sierra Club. *Jemez Principles*. <https://www.sierraclub.org/sites/www.sierraclub.org/files/sce/grand-canyon-chapter/misc-pdf/Jemez%20Principles%20Poster.pdf>. Accessed December 19, 2022.

Appendix B

The CAC Charter was developed using information from various sources, including:

Bay Area Air Quality Management District. *Regulation 2, Permits, Rule 1, Section 2-1-243.*

California Air Resources Board. *Partnering Agreement-West Oakland Toxic Reduction Collaborative.* (2018, February 14). https://ww2.arb.ca.gov/sites/default/files/2020-04/collaborative_partnering_agreement_west_oakland_acc.pdf. Accessed January 3, 2023.

City and County of San Francisco: *Power Plan Task Force By Laws.*
https://sfgov.org/sfc/pppcatf/index_162_2134.html?page=162. Accessed January 3, 2023

Metropolitan Transportation Commission. *Metropolitan Transportation Commission Resolution No. 3931.* (2009, November 18). https://mtc.ca.gov/sites/default/files/documents/2022-01/RES-3931_approved.pdf. Accessed January 3, 2023.

Partnering Agreement-West Oakland Toxic Reduction Collaborative “Collaboration on Call.”

San Francisco Bay Conservation and Development Commission. *Environmental Justice Advisors Charter.* Accessed January 3, 2023

San Francisco Bay Conservation and Development Commission. *San Francisco Bay Plan.* Accessed January 3, 2023

The Bay Area Air Quality Management District. *The Path to Clean Air in the Richmond-North Richmond-San Pablo Area Community Steering Committee Charter and Participation Agreement.*
<https://www.baaqmd.gov/~media/files/ab617-community-health/richmond/ptca-charter-agreement-pdf.pdf?la=en>. Accessed January 3, 2023.

United States Environmental Protection Agency. *Guidance on Considering Environmental Justice During the Development of Regulatory Actions.* <https://19january2021snapshot.epa.gov/sites/static/files/2015-06/documents/considering-ej-in-rulemaking-guide-final.pdf>. Accessed January 3, 2023.



Formation of a Governance Ad Hoc Committee to Amend the Community Advisory Council Charter

Community Advisory Council Meeting

March 19, 2026

Amy Smith

Senior Staff Specialist

Environmental Justice Division

Recommended Action

Vote to approve the creation of a Governance Ad Hoc Committee that will develop draft amendments to the Community Advisory Council (CAC) Charter

Purpose and Expectations of the Ad Hoc

- **Purpose:** Review recommended changes to the CAC Charter and incorporate revised and new language into a draft for consideration
- **Expectations of Ad Hoc members:**
 - Attend virtual Ad Hoc meetings every 2 weeks with Air District staff
 - Work with fellow Ad Hoc Members and staff to amend the Charter
 - Track changes for communications with the full Council
 - Within 3 to 6 months, finalize Charter amendments for CAC approval
 - Per Brown Act rules, only discuss Charter changes with Ad Hoc members or at a public meeting

Overview of Proposed Charter Amendments

- **Leadership (Section 1.3) and Membership (Section 1.4)**
 - Revise CAC membership and Co-Chair leadership term limits
 - Revise process for filling vacancies within term limit and via Ad Hoc
 - Replace 1 "at-large" seat with 1 CAC member representing the North Bay (Marin, Napa, or Sonoma)
- **Training Requirements (Section 1.4.2.1)**
 - Revise mandatory trainings to only include Brown Act, Civility, and Anti-Harassment and add consequences if trainings are not completed

Overview of Proposed Charter Amendments (cont.)

- **Attendance (Section 1.14)**
 - Add a "right to waive" to Absenteeism for excused absences
 - Clarify language re: missed CAC meetings and voluntary abandonment
- **Participation outside of CAC Meetings (Sections 1.5 and 1.7)**
 - Revise Ad Hoc participation limitations
 - Add Air District Workgroup participation to Ad Hoc section
- **Revise agenda-setting (Section 1.8)**
- **Remove limitation of Charter amendments to occur only in odd years (Section 1.15)**

Process of Charter Amendments

Governance Ad Hoc Committee will:

- Make draft amendments to the Charter based on staff and Council Member recommendations
- Provide updates at CAC bimonthly meetings on progress
- Present amended Charter to CAC for consideration and a vote
- Bring CAC-approved, amended Charter to the Community Equity, Health, and Justice Committee for them to consider recommending to the Board of Directors for final approval

Selection of Governance Ad Hoc Members

- Limit to 4 members for efficiency in group editing and communications with Co-Chairs
- Will first ask for names of interested members
- Council then votes to approve formation of the Ad Hoc with names listed

Request for Governance Ad Hoc Members

- We will now take names of Council Members who are interested in participating in the Governance Ad Hoc
- List out names of interested Council Members

Public Comment



PUBLIC COMMENT ON AGENDA: 7

Formation of a Governance Ad Hoc Committee

- If you wish to provide public comment, please use the “raise hand” feature or dial *9 and the chair will call upon you at the appropriate time.
- Each person will have two (2) minutes to speak.

Questions & Discussion

Recommended Action

Sample Language for Motion to Form Ad Hoc:

I motion that the Community Advisory Council vote to approve the creation of a Governance Ad Hoc Committee that will develop draft amendments to the Community Advisory Council Charter comprised of the following members:

- *List names of interested CAC Members*

Vote



Contact

For more information:

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