



## MEMORANDUM

January 15, 2019

TO: Community Summit Design Team; Bay Area Air Quality Management District

FR: MIG, Inc.

RE: Summary of January 3, 2019 Community Summit Design Team Meeting #2

The Bay Area Air Quality Management District (Air District) is partnering with the Richmond-San Pablo Area to develop a Community Air Monitoring Plan (Monitoring Plan). Community engagement is critical to the development of the Monitoring Plan to ensure a community-driven plan that reflects the community's values, needs and preferences. To launch the community engagement process, the Air District recruited a small group of community stakeholders –the Community Summit Design Team– who live and/or work in the Richmond-San Pablo Area to co-design and co-lead a Community Summit.

The Air District identified and applied criteria to select the Community Summit Design Team (CSDT), with members representing different geographic areas in the Richmond-San Pablo area, diverse age ranges and ethnicities, as well as a range of experiences and skill sets, among other characteristics. The CSDT members are listed in Table 1.

On Thursday, January 3, 2019, the CSDT had its second meeting at the West County First Five Center in Richmond to continue planning the Community Summit, and to discuss membership for the co-leads and the Steering Committee. Kristen Law and Eric Stevenson of the Air District attended the meeting to answer specific questions about AB617 legislative requirements and to provide technical assistance. Jamillah Jordan of MIG provided meeting facilitation and ensured that key agreements and discussion topics were documented. The meeting agenda and presentation materials are available in Appendix A.

**Table 1: CSDT Membership**

CSDT Member Name	Organization
Cesar Zepeda	Hilltop District NC/Sierra Club
Dr. Henry Clark	West County Toxics Coalition
Janet S. Johnson	Sunflower Alliance
Janis Hashe	No Coal in Richmond
Jen Fong	Groundwork Richmond
Linda Whitmore	Santa Fe Neighborhood Council
Nain V. Lopez	West County First 5
Randy Joseph	RYSE
Roxanne Carrillo Garza	Healthy Richmond
Tania Pulido	Community Housing Development Corporation
Willie J. Robinson	NAACP Richmond



## I. Key Milestones for the Richmond-San Pablo Community Air Monitoring Plan

Kristen Law and Eric Stevenson of the Air District provided an overview of AB617, which established the legislative framework and timeline for the development of the Community Air Monitoring Plan. Kristen explained that many of the Monitoring Plan's key milestones are legislatively mandated, resulting in limited flexibility with regards to the planning and implementation schedules. To meet these milestones, the CSDT will begin the process of defining the selection criteria and roles for the Monitoring Plan's co-lead(s) and Steering Committee membership.

Next, Eric described the commitment of the Air District to use the results as data become available that are actionable, the Air District will either involve agencies that have regulatory authority (if they don't) and that the Air District will take action if it's within their authorities (either through director enforcement or rule development). He noted that the Air District will coordinate with key agencies that have jurisdiction over geographies and entities that are outside of the Air District's purview. Eric also shared that the Air District will act upon the monitoring results in real time to enforce the legislation and ensure compliance. The Air District will investigate and take action based on data we receive. The Air District's full presentation is available in Appendix A.

CSDT members asked questions to clarify the enforcement and regulatory impacts of the Monitoring Plan. These questions and the associated responses are paraphrased below.

- **Question 1:** We are developing a Monitoring Plan, as is the City of Richmond. Are we going to coordinate with the City?
  - **Response:** The first step of the plan will be to compile any information or data from past and ongoing air quality measurement or modeling efforts and bring that information to the Steering Committee to help them determine their objectives and develop their monitoring plan. The Steering Committee can also decide how to coordinate with any ongoing monitoring efforts that will help achieve the objectives they identify. We would like to coordinate with the CARB monitoring grants to the extent possible, however, we will need to work with CARB and the grantees to identify roles and responsibilities for those projects.
  
- **Question 2:** What kind of "teeth" does AB617 have in terms of enforcement?
  - **Response:** In general, AB 617 doesn't give any new enforcement authority, we and CARB only have the authority to enforce laws, state or local rules, or permit conditions that are already on the books. If the monitoring identifies a problem that is already covered under a rule or permit condition, the Air District is committing to include that in our investigation and enforcement and compliance

activities (or ongoing rulemaking) that the agency does outside of the AB617 program, and bring information back to the Steering Committee (as appropriate given legal considerations). Also, the Community Emission Reduction Plan (CERP) portion of AB617 (that comes after monitoring) requires an enforcement plan that can help identify gaps in current enforcement in addition to the other parts of the CERP that identify new strategies for emission reductions or exposure reductions, and for tracking progress.

- **Question 3:** What about coal, trains and interstate transport?

**Response:** The District does not have regulatory authority over mobile sources like ships or rail. Understanding the regulatory authority various agencies have to control air pollution or exposure is important, and we can have that be part of the work we do with the steering committee, but is not the first consideration for the monitoring plan effort. The goal of the AB617 monitoring is to identify and understand air pollution impacts in the community from the emissions of sources of concern to the community to support action by the Air District and others through an AB 617 CERP and/or other programs. Some issues that the monitoring identifies may be something that the Air District does not have regulatory authority over, but we will work with the steering committee, throughout the monitoring process and later in a CERP, to identify ways to reduce or mitigate these impacts by using a combination of approaches. This is one of the reasons it is important to have broad representation on the steering committee, so that decision makers from the various agencies from the state level down to the regional, county, and city levels so that feasible strategies can be identified and agreed to by whoever has the appropriate authority.

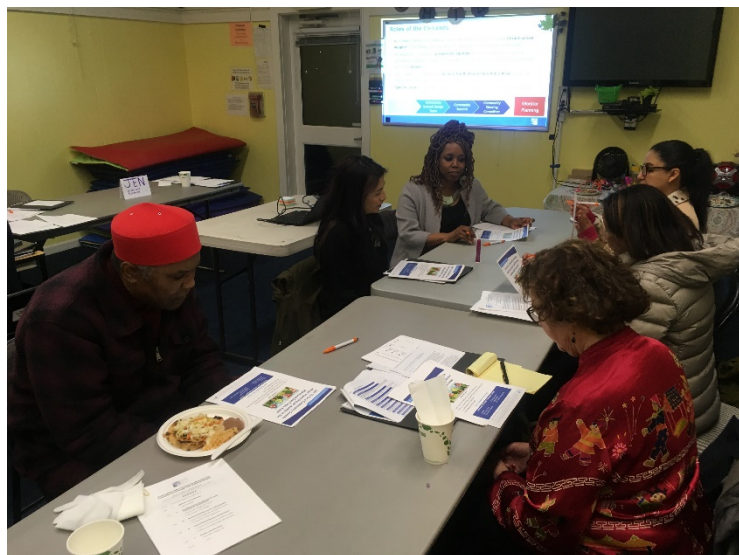
## II. Steering Committee and Co-Leads Discussion

The CSDT engaged in a discussion on the potential membership of the Steering Committee and key characteristics of the co-lead(s). The roles of the Steering Committee include, but are not limited to:

- Assisting with identifying all air pollution issues and sources of air pollution
- Advising the development of the Monitoring Plan
- Disseminating and soliciting information from community stakeholders
- Setting geographic boundaries of the study based on monitoring objectives

The CSDT will help determine the structure of the Steering Committee. This entails confirming the Committee's proposed composition, such as the selection criteria and the proportion of residents, industry groups, and other stakeholders. The CSDT will also co-create the Steering

Committee's draft charter, that will describe how the Steering Committee will operate to draft and implement the Monitoring Plan, including details about how the committee meets, shares information, and makes decisions.



In addition, a co-lead or team of co-leads will work with the Air District to provide infrastructure support to the Steering Committee (SC) and the monitoring plan development. For example, co-leads will work with the Air District to prepare SC agendas and ensure that the SC has the information needed to make important decisions and are following the procedures laid out in the charter.

The co-lead or co-leads will be local to the Richmond-San Pablo Area and can be one trusted organization or a small collective or coalition of individuals who live in the area. Per the AB 617 timeline, the CSDT needs to begin the co-lead selection process now to meet legislatively mandated milestones. Specific roles of co-leads will be determined through our work with the CSDT and at the Summit.

CSDT members agreed that they would like to contact the co-leads of the Community Emission Reduction Plan that is currently being developed in West Oakland to learn from their experiences forming a steering committee. A CSDT member also suggested that it would be helpful for the CSDT and Steering Committee to coordinate with other CARB grantees, as focused coordination could improve the quality of the data.

## A. Characteristics of the Co-Lead(s)

- Lives in the Richmond-San Pablo area
- Good listener
- Keeps people focused
- Speaks truth
- Well-organized and can keep the group on schedule
- Capable of developing agendas and documenting key discussion points
- Takes the lead on managing and compiling the information needed for the Steering Committee to make decisions
- Coordinates with influential people in community to promote buy-in and ownership

- Works side by side with the Air District and the third-party facilitator to co-lead the Monitoring Plan development



## B. Proposed Steering Committee Selection Criteria

After discussing the role of the Monitoring Plan’s co-lead(s), the CSDT brainstormed potential selection criteria for the Steering Committee. CSDT members identified the following preliminary criteria:

- Prioritize residents of the Richmond-San Pablo area, including residents of unincorporated areas
- Individuals with diverse skillsets including science and technical expertise, advocacy, education, community organizing, etc.
- A well-balanced and representative group with regards to race/ethnicity, gender, age and sexual orientation
  - Prioritize members from traditionally marginalized groups
- Individuals who represent larger coalitions (e.g., Our Power)
- Broad geographical representation across the Richmond-San Pablo area

- Individuals who are actively involved in the community
- Youth representatives
- Government officials (state, local, regional, etc.)
- Health professionals (e.g., Kaiser, Public Health departments)
- Organizations that reflect ethnic and racial diversity (e.g., Native American Health Center, NAACP)
- Limited industry representation
- Industry representative with appropriate “sway” and influence to make decisions

### III. Sub-Committee Planning and Report Backs

The CSDT divided into two sub-committees to maximize productivity. The Community Summit Logistics Sub-Committee reviewed the draft flyer, annotated agenda, venue considerations and other logistics regarding the Community Summit. The Steering Committee Design Sub-Committee began to establish the selection process and criteria for selecting co-leads. The sub-committees’ discussions and conclusions are summarized on the following pages.

**Table 2: CSDT Sub-Committee Rosters**

Sub-Committee	CSDT Member Name
Community Summit Logistics Sub-Committee	Dr. Henry Clark
	Jen Fong
	Janet S. Johnson
	Nain V. Lopez
	Linda Whitmore
Steering Committee Design Sub-Committee	Roxanne Carrillo Garza
	Janis Hashe
	Tania Pulido
	Willie J. Robinson
	Cesar Zepeda

#### A. Community Summit Logistics Sub-Committee

- Venue:
  - The Richmond Recreation Center meets many of the CSDT’s venue selection criteria.
  - MIG will continue to look into public schools as a back-up option.

- Annotated Agenda
  - Add a section on the history of the Environmental Justice movement in Richmond
  - Incorporate activities that encourage movement and interactivity
- Flyer Revisions:
  - Add a call to action related to health
  - Add an Eventbrite link for option RSVPs
  - Translate the flyer into Vietnamese, Spanish, Chinese and Tagalog

## B. Steering Committee Design Sub-Committee

- There should potentially be 3 co-leads governed by a co-leadership agreement.
- The Air District will enter into a contract with each co-lead organization. The co-lead must have a fiscal sponsor for the invoicing process.
- Selection process:
- The sub-committee considered three potential processes for selecting co-leads.
  - Selected process: CSDT will select 1 co-lead now; the Steering Committee will select 2 co-leads.
  - CSDT members can self-nominate with the Air District or nominate others.



## IV. Next Steps

The CSDT will conduct its third meeting on January 31, 2019 at the Bridge Storage & Art Space (in the Gallery), 23 Maine Avenue, Richmond CA 94804. finalized. The CSDT will continue work on the following tasks between and during its next meeting:

- Establish Steering Committee selection criteria
- Identify one co-lead at the next CSDT meeting
  - The Air District will facilitate a nominating process with CSDT members.



- The Steering Committee will choose one or two additional co-leads once that body is established.
- Finalize the Community Summit venue
- Finalize the Community Summit flyer
- Plan and assign roles for Community Summit outreach
- Refine the Community Summit agenda
- Discuss the selection of a neutral facilitator to assist with the process after the Community Summit
  - Air District will share a poll to collect input on the current facilitator and preferences for future facilitation
- Invite Ms. Gordon of the West Oakland Steering Committee members to attend the next CSDT meeting and/or the Community Summit

