



MEMORANDUM

April 9, 2019

TO: Bay Area Air Quality Management District

FR: MIG, Inc.

RE: Summary of April 3, 2019 Richmond-San Pablo Area Community Air Monitoring Plan Steering Committee Meeting #1

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) through the state of California's [Community Air Protection Program](#), also known as Assembly Bill 617. 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.

The Air District recently formed a Steering Committee to advise the development of the Monitoring Plan and act as liaisons between the community stakeholders they represent by disseminating information and transmitting input as appropriate. The Steering Committee will: identify the monitoring plan boundary; identify areas of concern for air pollution; potential contributing sources; and vulnerable populations; review existing studies on air quality to provide input towards Plan development; and disseminate information and consider input from the broader community. Key elements of the Monitoring Plan will be completed by early 2019 for monitoring to begin in July 2019.

On Wednesday, April 3, 2019, the Steering Committee had a kickoff orientation at the Richmond Memorial Auditorium. The meeting agenda, sign-in-sheet and presentation materials are available in Appendix A. Jamillah Jordan of MIG provided meeting facilitation and ensured that key agreements and discussion topics were documented.

I. Richmond-San Pablo Area Community Air Monitoring Plan: Process Overview

An overview of the Monitoring Plan process was provided by Kate Hoag of the Air District to orient Steering Committee members. The presentation described the purpose of community air monitoring, which include:

- Identify areas with elevated levels of pollutants;
- Understand what sources contribute to these “hotspots” of cumulative impacts; and,
- Provide information to develop better strategies to reduce emissions and exposure.

The timeline for the Monitoring Plan process was also highlighted. Please see Appendix A for the full presentation.

II. Brief Recap of Community Engagement

Co-lead team members Kristen Law of the Air District and Willie Robinson of the Richmond Branch NAACP presented a summary of the initial community engagement process conducted for the Monitoring Plan. The process was designed by community members to build trusting relationships and authentic participation. A Community Summit Design Team (CSDT) was formed to plan a Community Summit, held in February 2019, to get input on the CSDT’s design for the Steering Committee process including membership, charter development and decision making.

Comments and questions from Steering Committee members included:

- What is the meeting happening tomorrow in Sacramento?
 - **Response:** This regular meeting involves a statewide consultation of CBOs, industry, and Air Districts, meeting to discuss, assist and advise the California Air Resources Board (CARB) on the AB 617 process. Tomorrow’s meeting will focus on discussing best practices and lessons learned. The online information for Steering Committee participants to attend remotely was shared with the Steering Committee. <https://ww2.arb.ca.gov/sites/default/files/2019-03/capp-consultation-group-april-2019-agenda.pdf>

III. Steering Committee Orientation

The Community Summit Design Team and the Air District identified and applied criteria to select the Steering Committee. Members represent residents of the Richmond-San Pablo area and other area stakeholders affiliated with various sectors, including community-based

organizations (CBOs), youth organizations, non-profits, faith leaders, education, government, health and business. The Steering Committee members are listed in Table 1.

Table 1: Steering Committee Membership

Steering Committee Member Name	Alternate	Organization
Adam Oliver		Chevron
Annie M. King-Meredith		Resident
Arnon Oren		Anaviv Catering
Boris Lukanov	Lee Ann Hill	PSE Healthy Energy
Cesar Zepeda		Hill Top Neighborhood
Demnlus Johnson	Adam Lenz	City of Richmond
Don Lau		Resident
Dr. Henry Clark		West County Toxics Coalition
Dr. Naama Raz-Yaseef		Richmond Heights Neighborhood
Dr. Rohan Radhakrishna		CC Health Services
Elizabeth Dunn		City of San Pablo
James Holland		Levin Terminal
James Lee		Richmond Chamber of Commerce
Janet Johnson		Sunflower Alliance
Jessica Range		Resident
Jill Rodby		Sims Metal
Joe L. Fisher		Coronado Neighborhood
John Anderson		Bay Area Rescue Mission
Julia Walsh		No Coal in Richmond
Kate Hoag	Kristen Law	BAAQMD
Katrinka Ruk	Fred Glueck	Council of Industries
Linda Whitmore		Santa Fe Neighborhood
Maria Martínez Resendiz		Resident
Marin Trujillo		WCCUSD
Matt Holmes		Groundwork Richmond
Melvin Siegel		Resident
Mirna Cervantes		Multicultural Institute
Monique Davis		CARB
Nain Villanueva de Lopez		First Five
Oscar Garcia		Iron Triangle Neighborhood
Paul Ehara		Idle No More / Rich City Rides
Randy Joseph		RYSE Youth Center

Steering Committee Member Name	Alternate	Organization
Roxanne Carrillo Garza	Pierre Thompson	Healthy Richmond
Siew Weng Lee		South East Asian Community
Willie Robinson		NAACP: Richmond Branch

MIG provided an orientation on the Steering Committee, including its membership selection criteria and composition; objectives; member roles and responsibilities; operating principles; a review of the charter and amendments; the requirement for members to sign and submit the Charter Participation Agreement; and details of how deliberation and consensus will function, including six levels of agreement to be used to clarify consensus.

Comments and questions from Steering Committee members included:

- There doesn't appear to be anyone on the Committee representing the faith-based community.
 - **Response:** Current Steering Committee members did not identify as members of the faith-based community during the application process. However, many Steering Committee members "wear multiple hats" and are members of faith-based community, even though they are not identified as such for the purposes of the Steering Committee.
- A website was mentioned; is that available yet?
 - **Response:** Yes, the website has been shared in Steering Committee communications. The link is: <http://www.baaqmd.gov/community-health/community-health-protection-program/richmond-area-community-health-protection-program>
- When are members required to submit the Charter Participation agreement?
 - **Response:** At the April 11, 2019 Steering Committee meeting.
- I live in Richmond but outside of the defined study area; would I count as a resident?
 - **Response:** We have not yet defined the study area.
- Which materials will be translated?
 - **Response:** Key documents will be translated including the charter.
- I have two concerns regarding membership. Firstly, I'm concerned that the Committee lacks sufficient representation from San Pablo. Secondly, 83 non-profits receive funding from Chevron; we should know whether non-profits represented on the Committee do so.
 - **Response:** There is one member from San Pablo present at the Steering Committee meeting. A few Steering Committee members are not present. None of them reside in San Pablo, one is a health professional at the clinics, one works

- with families in San Pablo through First Five and one represents the school district.
- The financial disclosure form included in the participation agreement is an important part of maintaining a transparent process. A few modifications to the form will be incorporated based on Steering Committee input.
 - There are ways to indirectly receive funding from Chevron and other polluters. We should clarify what it means to indicate that we receive funding from polluters.
 - **Response:** The goal is transparency. MIG suggested that members share their feedback regarding the financial disclosure form with the co-lead team via email.
 - Can you provide more detail on the importance of the conflict of interest form for the Steering Committee?
 - **Response:** Transparency related to member's affiliations and interests is essential to ensuring public trust and building strong programs. Committee members should strive to avoid conflicts of interest, and must disclose any actual, potential, or perceived conflicts of interest on an ongoing basis. Disclosing conflicts of interest is needed for transparency and can help Steering Committee members identify areas that they may need to recuse themselves for a vote.
 - Steering Committee members and co-lead team members should disclose whether they receive funding from Chevron. This may impact the way they vote, and the Steering Committee should be aware of these conflicts of interest.
 - **Response:** This information can be disclosed on the conflict of interest form and shared with the Steering Committee.
 - The financial disclosure form should be revised after Steering Committee members have had an opportunity to share edits and comments.
 - **Response:** Steering Committee members can provide proposed edits and additions to the financial disclosure form via email to Kristen Law.
 - Regarding the six levels of agreement used to clarify the degree of consensus among committee members, can you give me a description of how this process plays out?
 - **Response:** The MIG facilitator described an example on the use of this method regarding cannabis policy in Nevada County. The level of agreement usually falls between levels 2 and 6.
 - A committee member noted that this method is used in their organization, and also noted that the agreement generally falls between levels 2 and 6. When they find themselves at level 6, where a majority do not agree with the recommendation and will work actively to oppose it, they share their positions and present cases, which leads to more discussion and a greater level of understanding.

- If someone is stuck on level 6, they can propose an alternative to move the discussion forward.

IV. Discussion of Co-Lead Team

Next, the process for choosing community co-leads was described. To ensure a community-driven plan, Steering Committee members can submit nominations for community co-leads. The co-lead team will provide infrastructure support to the Steering Committee and technical assistance throughout the Monitoring Plan development. The community co-leads must be local to the Richmond-San Pablo Area and can include one trusted organization or a small collective or coalition of individuals.

Comments and questions from Steering Committee members on key themes regarding the co-lead team are summarized below.

Fiscal Sponsorship and Stipends

- Why do members need a fiscal sponsor to be a co-lead?
 - **Response:** Co-leads are provided with stipend, but the District cannot currently sign contracts with individuals. They are limited to signing contracts with organizations with a tax ID. We don't want that to be a barrier, so it's something we can work on.
 - There is a commitment of 20 hours a month, so that needs to be considered. We don't want the fiscal sponsorship requirement to be a barrier. We are exploring options and learning as we go.
- Do you need to accept the stipend or can you just volunteer?
 - **Response:** Members have an option of whether to be compensated by the Air District or not. The Air District strives to compensate all community Steering Committee members and co-leads for the time and contributions to the process.
- Are we seeking organizations or individuals as co-leads?
 - **Response:** There is no strong preference. The assumption was that people who work for community-based organizations may have more bandwidth and capacity.
- Will Steering Committee members receive a stipend?
 - **Response:** Yes, eligible Steering Committee members will be paid if they opt to be paid. Members will provide advice and assistance to develop the Monitoring Plan. Members will attend meetings at two hours of length; it is also acknowledged that participants will spend an estimated one hour travel time

and one hour preparatory time for each meeting. These members will receive a stipend or honorarium based on \$25/hour per meeting.

- Stipends will be pro-rated should a person have attended less than the total number of Steering Committee meetings.

Number and Selection of Co-Leads

- Did the CSDT determine that there will be three co-leads? Could the Steering Committee revisit this if they wish to?
 - **Response:** Yes, the Steering Committee will vote on the number of community co-lead team members at the next meeting.
- It might make sense to expand the number of co-leads to take pressure off of those serving as co-leads. Also, three co-leads may not be able to represent the diversity of the committee.
 - **Response:** The Steering Committee will vote on the number of community co-lead team members at the next meeting.
- Will we get a list of the nominees before the April 11th meeting, and maybe receive a paragraph from nominees before the meeting?
 - **Response:** Yes, the nominees and their description of why they want to serve as co-lead will be shared in advance of the April 11th meeting.

V. Next Steps

MIG summarized the next steps in the process.

- Steering Committee members were asked to review the Steering Committee materials folder.
- The next Steering Committee meeting will take place on Thursday, April 11, 2019 from 6:00-8:00 p.m. in the Richmond Memorial Auditorium Bermuda Room. Members were asked to RSVP by April 5th for the April 11th meeting.
- The third meeting of the Steering Committee is scheduled for Wednesday, May 15, 2019.

VI. Public Comment

At the conclusion of the meeting, the floor was opened for public comment. Comments and questions from the public were as follows:

- Is the next meeting open to the public?
 - **Response:** Yes, all Steering Committee meetings are open to the public.