

MEMORANDUM

October 15, 2019

TO: Bay Area Air Quality Management District

FR: MIG, Inc.

RE: Summary of October 9, 2019 Richmond-San Pablo Area Community Air Monitoring Plan Steering Committee Meeting #8

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 (AB 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. Initial monitoring efforts began in July 2019. Steering Committee members are listed in Table 1.

On September 11, 2019, the Steering Committee (or Committee) held its eighth meeting at the Richmond Memorial Auditorium. Twenty-five (25) Steering Committee members out of 35 were in attendance. A breakdown of the number of representatives by sector is available in Table 2. The meeting agenda 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.

Table 1: Steering Committee Membership

Steering Committee Member Name	Alternate	Organization	Attendance
Adam Oliver	Todd Osterberg	Chevron	Present
Amanda Booth		City of San Pablo	Present
Annie M. King-Meredith		Resident	Present
Arnon Oren		Anaviv Catering	Absent
Boris Lukanov	Lee Ann Hill	PSE Healthy Energy	Present
Bryana Gastelum		Resident	Present
Cesar Zepeda		Hill Top Neighborhood	Present
Demnlus Johnson	Adam Lenz	City of Richmond	Absent
Don Lau	Larry Lewis	Resident	Absent
Dr. Henry Clark		West County Toxics Coalition	Present
James Holland		Levin Terminal	Present
James Lee		Richmond Chamber of Commerce	Absent
Janet Johnson		Sunflower Alliance	Absent
Jessica Range		Resident	Absent
Jill Rodby		Sims Metal	Present
Joe L. Fisher		Coronado Neighborhood	Present
John Anderson		Bay Area Rescue Mission	Absent
Julia Walsh		No Coal in Richmond	Present
Kate Hoag	Kristen Law	BAAQMD	Present
Katrinka Ruk	Fred Glueck	Council of Industries	Present
Linda Whitmore		Santa Fe Neighborhood	Present
Maria Martínez Resendiz		Resident	Absent
Martine Blake	Marin Trujillo	WCCCUUSD	Present
Matt Holmes		Groundwork Richmond	Present
Melvin Siegel		Resident	Present
Monique Davis	Anna Scodel	CARB	Present
Dr. Naama Raz-Yaseef		Richmond Heights Neighborhood	Present
Nain Villanueva de Lopez	Laydi Maldonado	First Five	Present

Steering Committee Member Name	Alternate	Organization	Attendance
Oscar Garcia		Iron Triangle Neighborhood	Present
Paul Ehara		Idle No More / Rich City Rides	Absent
Randy Joseph		RYSE Youth Center	Present
Dr. Rohan Radhakrishna	Dan Peddycord	Contra Costa Health Services	Present
Roxanne Carrillo Garza	Pierre Thompson	Healthy Richmond	Absent
Rudy Lara	Mirna Cervantes	Multicultural Institute	Present
Willie Robinson		NAACP: Richmond Branch	Present

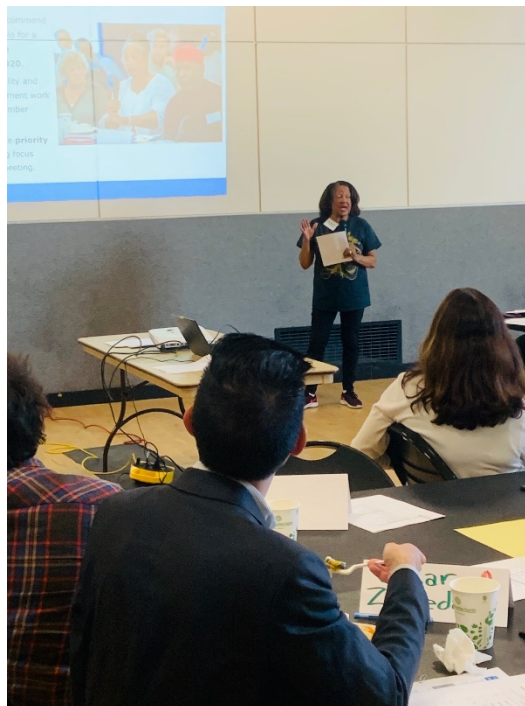
Table 2: Steering Committee Membership by Sector

Sector	Representatives in Attendance	Total Representatives
Community-Based Organization/Nonprofit	8	12
Education	1	1
Government	4	5
Industry/Business	4	6
Resident/Neighborhood Group	8	11
Total	25	35

I. Welcome, Introductions and Roll Call

The Steering Committee meeting initiated with a roll call to establish whether the Steering Committee members in attendance constituted a quorum. A quorum allows the Committee to vote on key decisions. According to the Steering Committee Charter, a quorum requires more than 50% of members in attendance to represent residents and organizations that represent residents; this does not include members who are residents but represent other sectors during Steering Committee meetings.

As each Steering Committee member in attendance introduced themselves, Kristen Law of the Air District took attendance and kept track of how many members represented residents. Of the 25 Steering Committee members in attendance, 15 (60%) represented residents, which constituted a quorum. Jamillah Jordan reviewed the meeting format, which included presentations and an interactive mapping activity to collect input on focus areas.



II. Process Overview

Following roll call, Linda Whitmore, a member of the Co-Lead Team, reviewed the Community Air Monitoring Plan process schedule, which visualizes the process on a timeline. Linda Whitmore also invited Steering Committee members to join a Pre-Selection Community Emissions Reduction Plan (CERP) work group, and explained that this group will guide early engagement strategies and technical analyses on which the CERP will be based.

III. Community Engagement for the Richmond – San Pablo Community Air Monitoring Plan

Willie Robinson of the Co-Lead Team discussed the Steering Committee’s ongoing outreach and engagement efforts. Jamillah Jordan updated the Steering Committee on the proposal by three UC Berkeley students to support the Steering Committee’s engagement program. Jamillah Jordan then introduced three questions for discussion:

1. How are you engaging your community and constituents?
2. What tools or resources do you need to conduct additional community engagement?
3. How will you conduct outreach for the November 2nd Community Summit?

The Steering Committee members answered these questions in a large group discussion format. Their answers are organized by question and theme, below.

How are you engaging your community and constituents?

- ***Leveraging Existing Channels of Communication*** – Several Committee members shared that they are using established channels of communication, such as newsletters and emails, to inform their community and promote the Richmond – San Pablo Community Air Monitoring Plan process. Melvin Siegel called on the group to better leverage these existing channels, noting that some of the Committee member’s neighborhood organizations were not discussing the Richmond – San Pablo Community Air Monitoring process in their neighborhood newsletters.
- ***Face-to-Face Interactions*** – Steering Committee members explained that they engage their community via one-on-one and small group discussions.
- ***Online Engagement*** – Some Committee members shared how they use social media platforms to share information. Bryana Gastelum noted that social media outreach is particularly important for engaging youth.

What tools or resources do you need to conduct additional community engagement?

- ***Multiple Engagement Opportunities*** – Committee members suggested offering more opportunities for community members to participate as well as more types of activities, including online forms of engagement.
- ***Outreach Materials*** – Steering Committee members would like a variety of outreach materials for in-person and online distribution, including handouts and digital materials of different sizes and formats.
- ***Elevator Pitch*** – Committee members recommended creating a set of talking points and an elevator pitch, which could be used to explain the project concisely and spark interest among community members.
- ***Targeted Messaging for All Ages*** – The Steering Committee would like to create targeted messaging for its outreach materials. One Committee member suggested consulting communications experts who could assist the Steering Committee in crafting



effective messages. The Committee also recommended creating messaging for specific audiences, such as youth.



How will you conduct outreach for the November 2nd Community Summit?

- **Tabling** – One Steering Committee member will distribute flyers and promote the Community Summit at his organization’s tabling activity at the annual North Richmond Shoreline Festival.
- **Video** – The representative of RYSE Youth notified the Steering Committee that RYSE youth are exploring the feasibility of creating a promotional video for the Community Summit, which should be available in the next week or so. The video will be shared with the Steering Committee for distribution.
- **Flyers** – Several Committee members will distribute Community Summit flyers at the organizations they represent on the Committee.

- **Social Media** – Some Steering Committee members will promote the Community Summit online through social media.



IV. Discussion of Priority Focus Areas

Next, the Steering Committee moved into small groups to discuss priority focus areas. Facilitators helped keep each group on topic and a note taker helped to record detailed input using a recording sheet.

After completing the small group discussions, the group reported discussion highlights back to the Steering Committee as a whole. One group identified at-grade railroad crossings as a contributor to vehicle traffic and idling.

V. Public Comment

At the conclusion of the Steering Committee discussion, the floor was opened for public comment. One member of the public requested adjusting the meeting format to allow public comments throughout the meeting. Jamillah Jordan explained that the Co-Lead Team organizes the meeting format to prioritize discussion for the Steering Committee, and that the 2-hour meeting time is a key consideration in designing the meeting format.

VI. Next Steps

The Co-Lead Team and Air District will plan the agenda topics, presentations and activities for the ninth Steering Committee meeting. The Steering Committee will meet for its ninth meeting at the Richmond Memorial Auditorium on November 13, 2019.