



Steering Committee

Meeting #1: April 3, 2019

List of Appendices:

- Meeting Agenda
- Sign-In Sheet
- PowerPoint Presentation

Richmond-San Pablo Area Community Air Monitoring Plan Steering Committee Meeting

April 3, 2019 ~ 6:00 pm - 8:00 pm
Richmond Memorial Auditorium (403 Civic Center Plaza, Richmond)

A G E N D A

- 5:30 pm *Registration and Light Refreshments*
- 6:00 **I. Welcome and Introductions**
- 6:10 **II. Agenda Review**
- 6:15 **III. Richmond-San Pablo Community Air
Monitoring Plan: Process Overview**
- Key Objectives and Discussion Topics
- 6:35 **IV. Brief Recap of Community Engagement**
- 6:45 **V. Steering Committee Orientation**
- Selection Criteria and Membership Composition
 - Member Roles and Responsibilities
 - Charter Review and Amendments
 - Deliberation and Consensus
- 7:25 **VI. Discussion of Co-Lead Team**
- Roles, Eligibility and Nominations
- 7:40 **VII. Next Steps**
- Next Steering Committee Meeting: April 11,
2019, 6:00 - 8:00 pm; RSVP Link:
<https://forms.gle/kbB1JS51w3i9S4gg8>

7:45 **VIII. Public Comments**

8:00 pm Close...



Welcome to the Steering Committee Meeting

Please Sign-In

April 2019

Name	Alternate	Affiliation	Sector	Telephone	Email	Meeting: April 3	Meeting: April 11
Adam Oliver		Chevron	Industry/Business	510-619-6738	adamoliver@chevron.com	✓ <i>Admiral</i>	
Annie M. King-Meredith		Resident	Resident/Neighborhood Group	510 932-9312	akingmeredith@yahoo.com	✓ <i>Annie King-Meredith</i>	
Arnon Oren		Anaviv Catering	Industry/Business	510-932-4095	arnon@anaviv.com	✓ <i>Arnon Oren</i>	
Boris Lukanov	Lee Ann Hill	PSE Healthy Energy	CBO/Nonprofit	510-330-5557	blukanov@psehealthyenergy.org	✓ <i>Boris Lukanov</i>	
Cesar Zepeda		Hill Top Neighborhood	Resident/Neighborhood Group	510-290-3299	cesarz13@hotmail.com	✓ <i>Cesar Zepeda</i>	
Demnlus Johnson	<i>Gabino</i> Adam Lenz	City of Richmond	Government	510-375-1942	johnsondemnlus@yahoo.com	✓ <i>Gabino Arredondo</i>	
Don Lau		Resident	Resident/Neighborhood Group	510-813-5170	dlau1969@gmail.com	✓	
Elizabeth Dunn		City of San Pablo	Government	510-215-3036	elizabethd@sanpabloca.gov		
Dr. Henry Clark		West County Toxics Coalition	CBO/Nonprofit	925-978-4129	henryC11@prodigy.net	✓	
James Holland		Levin Terminal	Industry/Business	510-307-4076	jimh@levinterminal.com	✓ <i>James Holland</i>	
James Lee		Richmond Chamber of Commerce	Industry/Business	510-717-2285	james@rcoc.com	✓ <i>James Lee</i>	
Janet Johnson		Sunflower Alliance	CBO/Nonprofit	510-331-3985	sunflowerjsj@gmail.com	✓ <i>Janet Johnson</i>	
Jessica Range		Resident	Resident/Neighborhood Group	510-541-3465	jrange@gmail.com		
Jill Rodby		Sims Metal	Industry/Business	510-412-5336	jill.rodby@simsmm.com	✓ <i>Jill Rodby</i>	
Joe L. Fisher		Coronado Neighborhood	Resident/Neighborhood Group	510-253-8712	jlfisher180@yahoo.com		



Welcome to the Steering Committee Meeting

Please Sign-In

April 2019

Name	Alternate	Affiliation	Sector	Telephone	Email	Meeting: April 3	Meeting: April 11
John Anderson		Bay Area Rescue Mission	CBO/Nonprofit	510-215-4878	johna@bayarearescue.org		
Julia Walsh		No Coal in Richmond	CBO/Nonprofit	510-595-1745	jwalshorama@gmail.com	<i>JW</i>	
Kate Hoag	Kristen Law	BAAQMD	Government	415-749-4619	khoag@baaqmd.gov	<i>KH</i>	
Katrinka Ruk	Fred Glueck	Council of Industries	Industry/Business	510-260-4820	kpruk@sbcglobal.net	<i>KR/FG</i>	
Linda Whitmore	Gilda Harrell	Santa Fe Neighborhood	Resident/Neighborhood Group	510-236-8386	lindajwhitmore@aol.com	<i>LW</i>	
Maria Martínez Resendiz		Resident	Resident/Neighborhood Group	510-701-0054	mariaazucenam7@gmail.com	<i>MAR</i>	
Marin Trujillo		WCCUSD	Education	510-307-4526	mtrujillo@wccusd.net		
Matt Holmes		Groundwork Richmond	CBO/Nonprofit	415-254-3546	matt@groundworkrichmond.org	<i>MH</i>	
Melvin Siegel		Resident	Resident/Neighborhood Group	510-223-2202	anitasiegel@comcast.net		
Mirna Cervantes		Multicultural Institute	CBO/Nonprofit	510-849-7580	mirna@mionline.org	<i>Mirna</i>	
Monique Davis	<i>AMVA SCODEL</i>	<i>CARB</i>	Government	916-802-9063	monique.davis@arb.ca.gov	<i>M/D</i>	
Dr. Naama Raz-Yaseef		<i>Richmond Heights Neighborhood</i>	Resident/Neighborhood Group	510-501-5913	rynaama@gmail.com	<i>Naama</i>	
Nain Villanueva de Lopez	<i>N</i>	First Five	CBO/Nonprofit	510-232-5654	nlopez@bacr.org	<i>N</i>	
Oscar Garcia		Iron Triangle Neighborhood	Resident/Neighborhood Group	510-798-9082	oscarg2@gmail.com	<i>Oscar</i>	
Paul Ehara		Idle No More / Rich City Rides	CBO/Nonprofit	510-932-4095	paul.ehara@gmail.com	<i>Paul Ehara</i>	



Welcome to the Steering Committee Meeting

Please Sign-In

April 2019

Name	Alternate	Affiliation	Sector	Telephone	Email	Meeting: April 3	Meeting: April 11
Randy Joseph		RYSE Youth Center	CBO/Nonprofit	510-241-7274	rfjoseph23@gmail.com		
Dr. Rohan Radhakrishna		CC Health Services	Government		Rohan.Radhakrishna@cchealth.org		
Roxanne Carrillo Garza	Pierre Thompson	Healthy Richmond	CBO/Nonprofit	510-680-3133	rcgarza@lisc.org		
Siew Weng Lee		South East Asian Community	Resident/Neighborhood Group	415-949-9818	siew.weng.lee@gmail.com		
Willie Robinson		NAACP: Richmond Branch	CBO/Nonprofit	415-722-9167	williejrobinson@gmail.com		
JOHN GIOIA		BAAQMD/ CCC/CARB					
Duyen Kauffman		DEHHA	state govt	510-301-0638	duyen.kauffman@dehha.ca.gov		



Bay Area Air Quality Management District Steering Committee Meeting #1



BAY AREA
AIR QUALITY
MANAGEMENT

Summary of April 3, 2019 Steering Committee Meeting #1
Appendix A

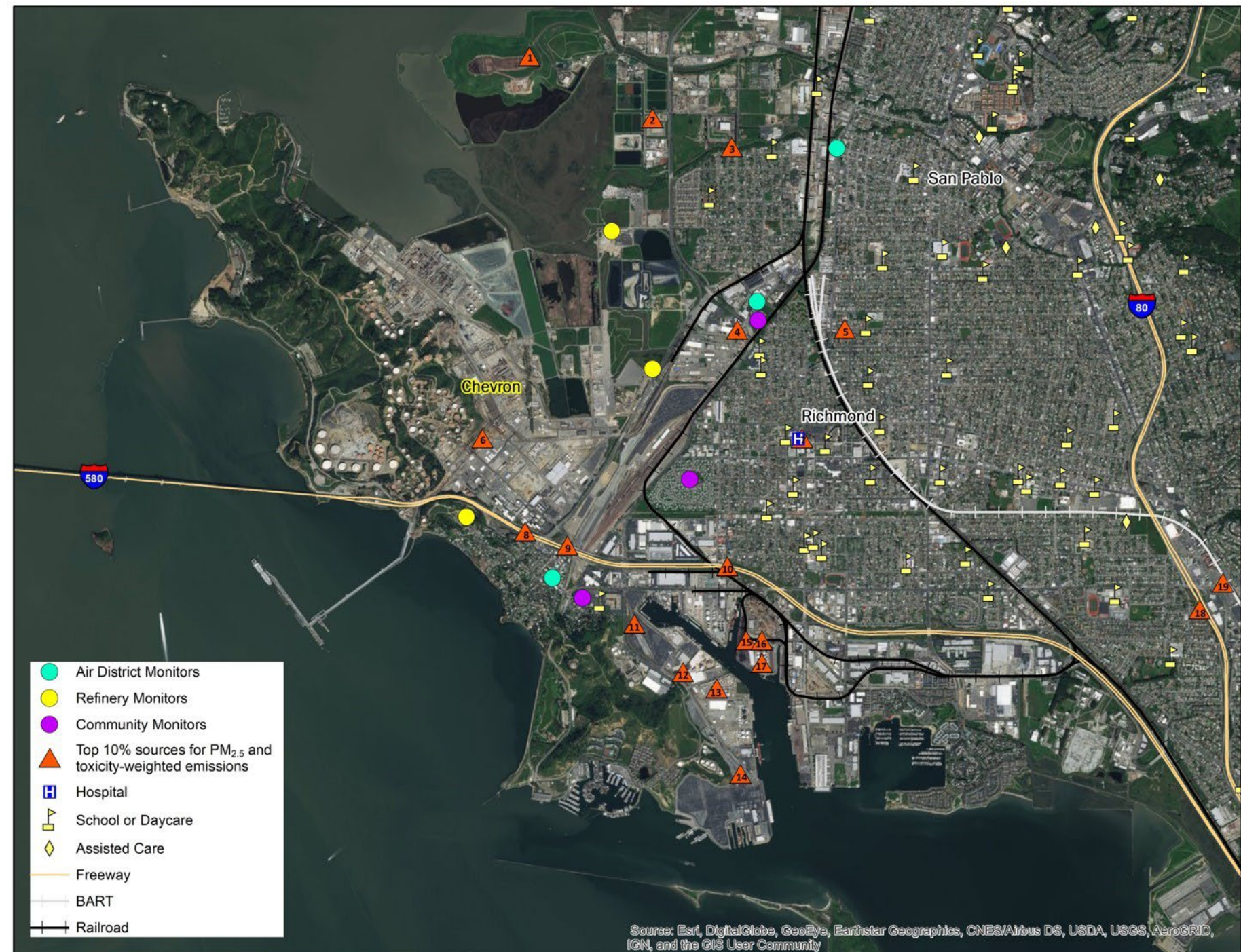
April 3, 2019

Today's Agenda

- I. Welcome and Introductions
- II. Agenda Review
- III. Richmond-San Pablo Community Air Monitoring Plan: Process Overview
- IV. Brief Recap of Community Engagement
- V. Steering Committee Orientation
- VI. Discussion of Co-Lead Team
- VII. Next Steps
- VIII. Public Comments

Richmond-San Pablo Community Air Monitoring Plan: Process Overview

- High emissions from many types of sources.
- High health and socio-economic vulnerabilities
- Measured air quality does not fully explain observed health issues
- Monitoring data is needed to build successful emission reduction plan



How does AB 617 fit in how we improve air quality?

Community

Bridges gap

Focus on cumulative impacts and community health

CARE program (2008)

AB 617 (2017)



Facility

Focus on individual sources

Toxics

Health risk assessments



Regional population exposure

Criteria pollutants

NAAQS



Why Community Air Monitoring?



Identify areas with elevated levels of pollutants



Understand what sources contribute to these “hotspots” of cumulative impacts



Provide information to develop a better strategies to reduce emissions and exposure

Types of Steering Committee Decisions

Confirm boundaries

Community specific purpose

Scope of actions

Specific monitoring objectives

Logistics of monitoring



General topics

What are the different parts of an AB 617 Monitoring Plan?

What types of things affect levels of air pollution?

What are the different types of air monitoring and how do you match a monitoring approach to a specific objective?



Area-specific Information

What types of things affect levels of air pollution?

What do we know about sources of air pollution and their emissions?

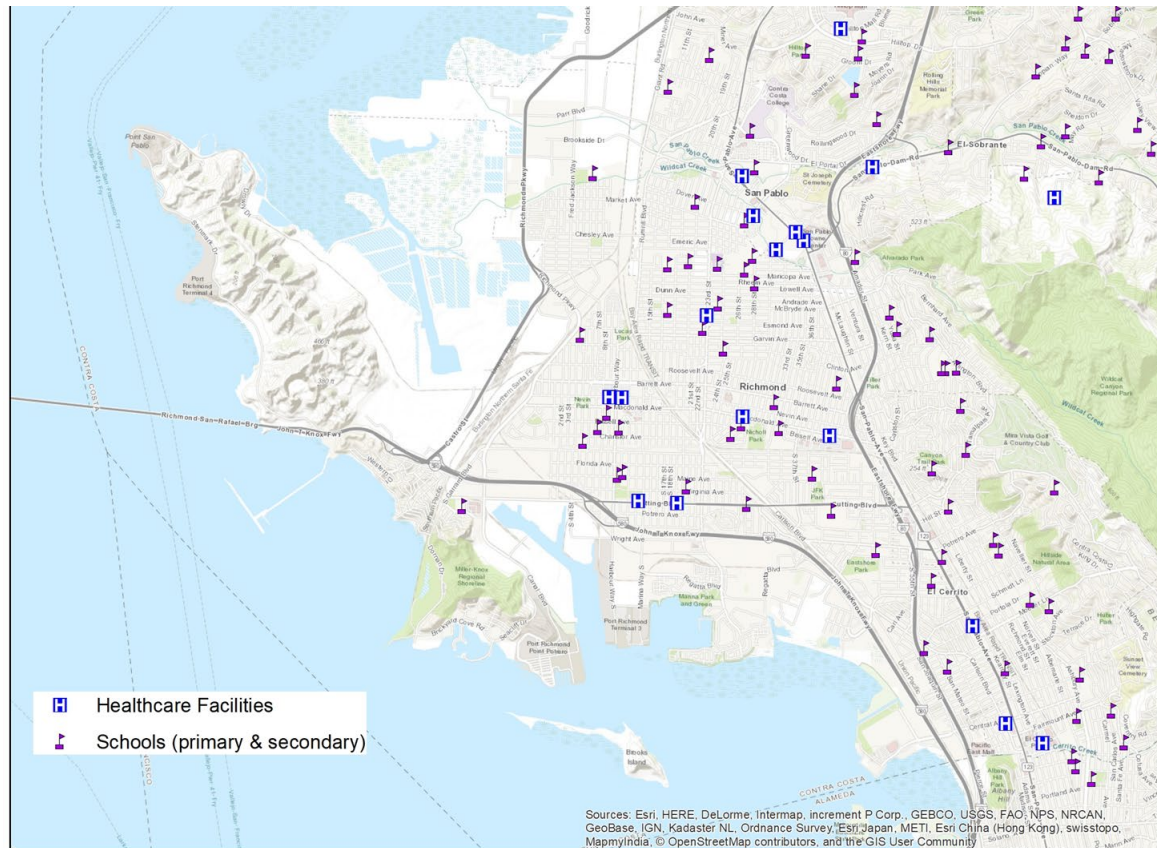
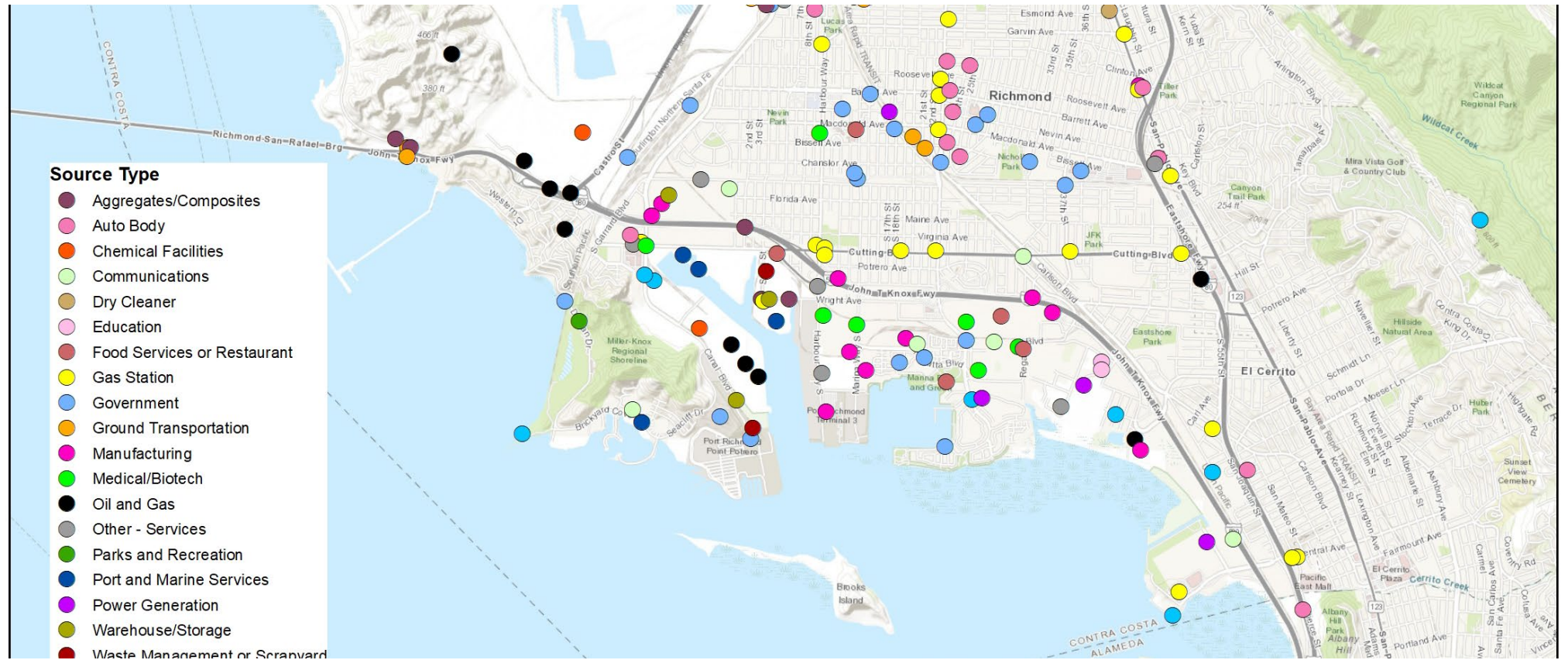
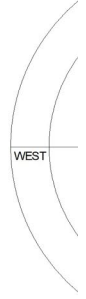
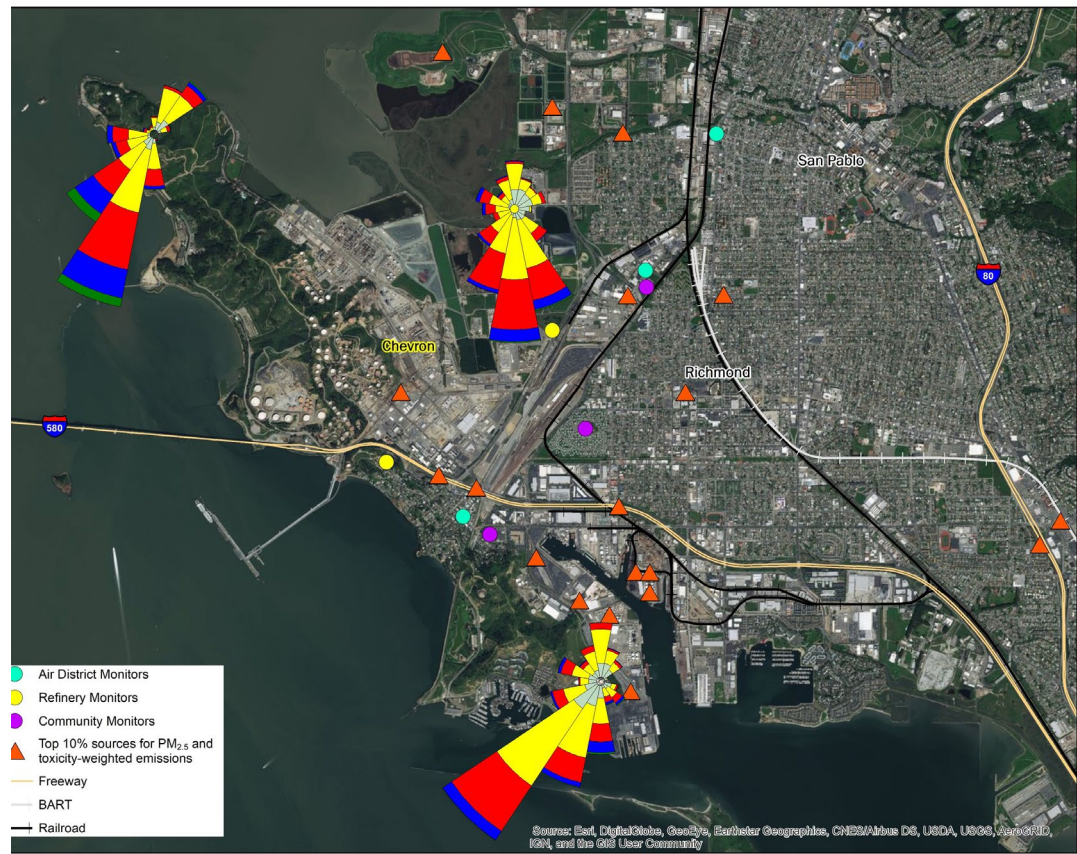
Location

Emissions of PM_{2.5} and toxics

Enforcement history

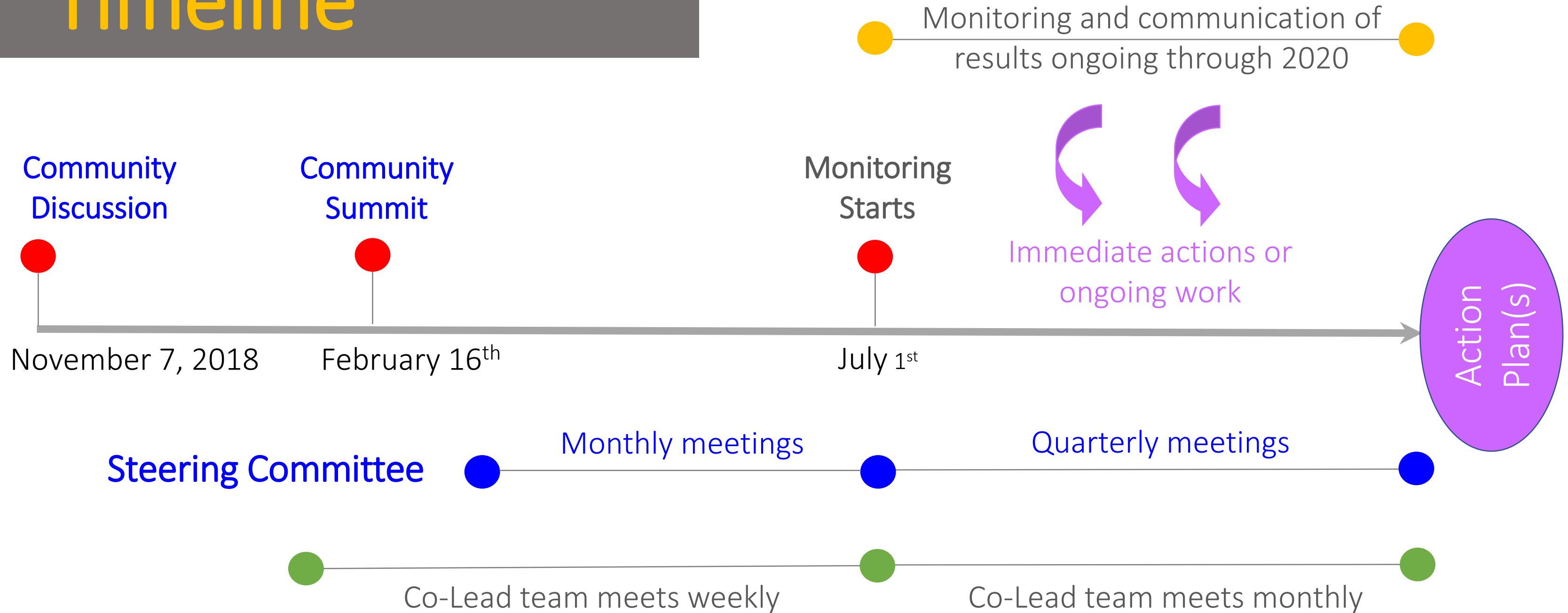
What do we know about air quality in the Richmond San Pablo Area?

Where are people that are vulnerable to air pollution?



Examples

Timeline



Questions?

Brief Recap of Community Engagement

COMMUNITY-LED IN RICHMOND-SAN PABLO

CARRY SUCCESS FORWARD

Co-lead team and Steering Committee will ensure an inclusive, transparent process with shared goals, creating a greater impact.



COMMUNITY SUMMIT

Community shaped process, including steering committee membership and decision-making.



DESIGNED BY COMMUNITY

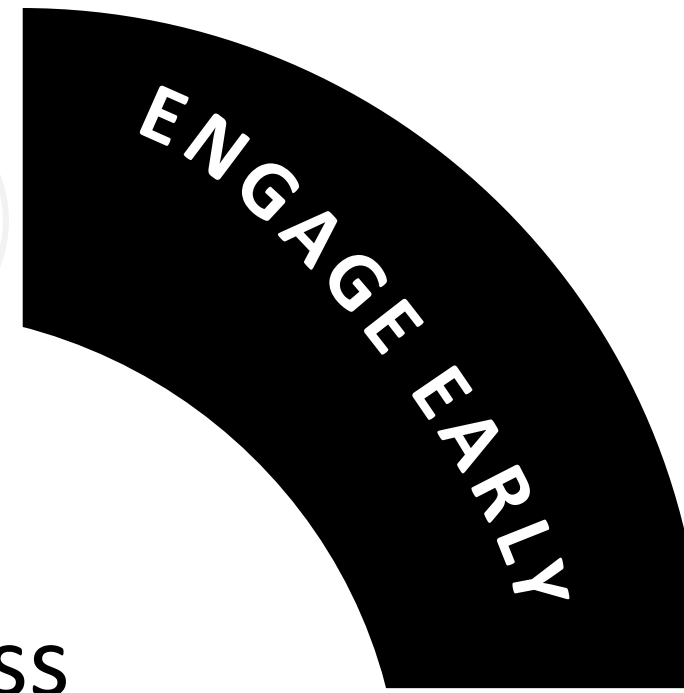
Community members designed process to build trusting relationships and authentic participation.

DESIGN TEAM

Community planned summit to get input on their design for steering committee process



COMMUNITY-LED IN RICHMOND-SAN PABLO



DESIGNED BY COMMUNITY

Community members designed process to build trusting relationships and authentic participation.

Community shaped process including steering committee membership and decision-

1 meeting
85 participants



DESIGN TEAM

Community planned summit to get input on their design for steering committee process



Nov. 2018 Community Discussion



Values & Guiding Principles



- **Inclusive** of and representative of the full community's diversity
- Focused on public **health**
- Transparency to build community **trust**
- **Action-oriented** and results-driven
- Meet people **where they are**
- Committed to building the **community's capacity** through education
- Science-based, data-driven approach
- **Open** to creative solutions



COMMUNITY-LED IN RICHMOND-SAN PABLO

CARRY SUCCESS FORWARD

Co-leads and Steering Committee will ensure an inclusive, transparent process with the community, creating a greater impact.



DESIGN TEAM

COMMUNITY SUMMIT

Community planned summit to get input on their design for steering committee process



Designed By Community

Community members designed process to build trusting relationships and authentic participation.



6 meetings
11 participants

Community Summit Design Team

- Small group of individuals who will **co-lead the design, outreach and implementation** of the Community Summit
- **Diverse team** of participants (age, neighborhood, ethnicity)
- Representatives from **community-based organizations** and neighborhood groups



Roles of the Community Summit Design Team

- Collaborate with process facilitator
- Co-design and co-facilitate the Community Summit
- Co-develop the Steering Committee charter and selection criteria
- Conduct community outreach



3 Wise Men



DR HENRY CLARK
West County Texas
Coalition

JANIS HASHE
ND COALITION
RICHMOND

Linda Whitmore
Santa Fe
Neighborhood Council

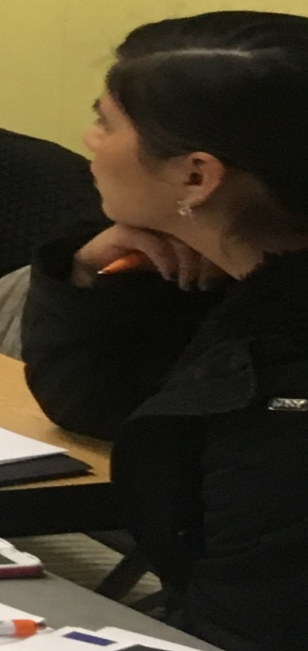
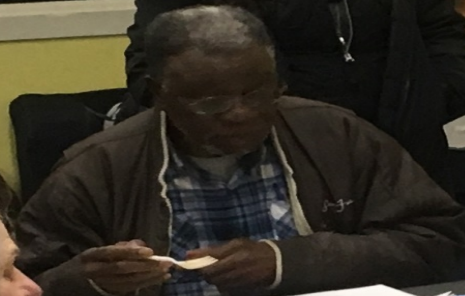
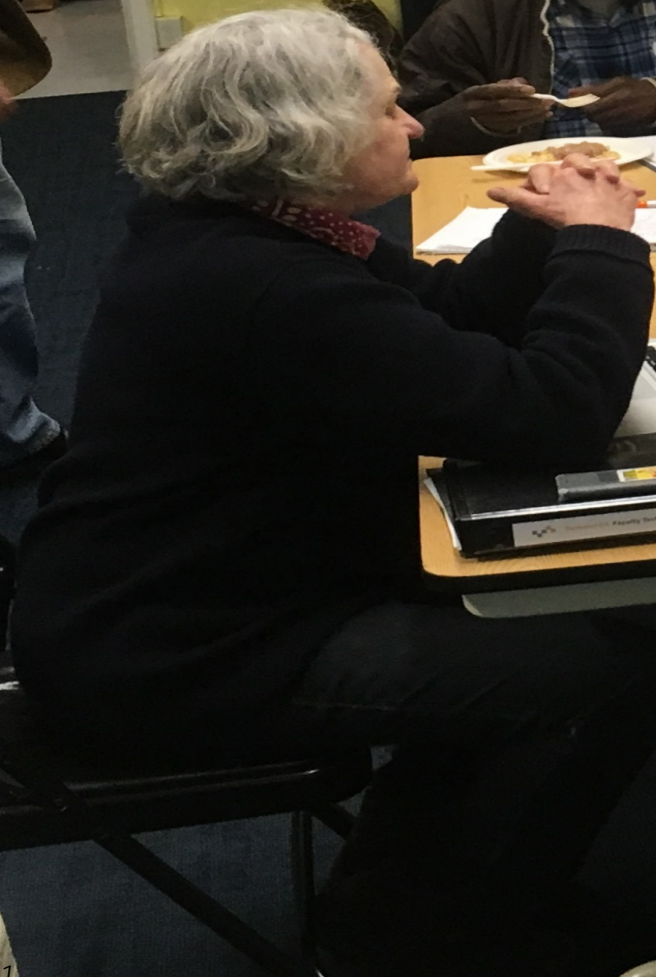
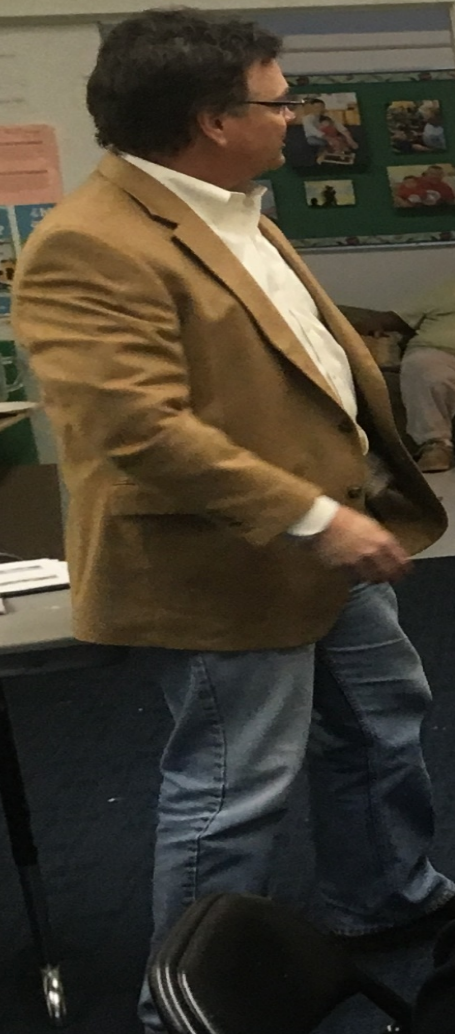
JEN
Groundwork
Richmond

Kate
BAAGMD

Willie
NAACP

Nain Lopez
West County First 5
Center

EXIT



CO-LEADS

- ▷ LISTENS
- ▷ A LEADER
- ▷ UNDERSTANDS COMMUNITY, HAS RAPPORT
- ▷ SOMEONE WHO WILL LISTEN TO FOLLOW

- ▷ DIVERSE SKILL-SETS
- ▷ CONTRA COSTA COLLEGE
- ▷ MARGINALIZED ARE REPRESENTED
- ▷ SCIENCE/TECHNICAL ASSISTANT

- ▷ LIMITED INDUSTRY, REPRESENTATIVE W/ SHAY
- ▷ DIVERSITY - ETHNIC & RACIAL (NATIVE AMERICAN HEALTH CENTER, NAACP)
- ▷ WELL-BALANCED, REPRESENTATIVE (RACE, GENDER, LGBTQ)

- ▷ PEOPLE WHO REPRESENT LARGER COMMUNITIES (OUR POWER)
- ▷ THE SOUNDTEST
- ▷ HEALTH PROFESSIONAL REPRESENTING THE HEALTH ISSUE
- ▷ HOW REPRESENTATIVE ARE WE?

- ▷ STEERING COMMITTEE CLTER
- ▷ ACTIVELY INVOLVED
- ▷ GEOGRAPHICAL REPRESENTATION
- ▷ YOUTH REPRESENTATION
- ▷ HOW REPRESENTATIVE ARE WE?

Randy Joseph
RYSE Center

Roxanne Corrallo
Hos...

Design Team



COMMUNITY-LED IN RICHMOND-SAN PABLO

CARRY SUCCESS FORWARD
Co-leads and Steering Committee will ensure an inclusive, transparent process with shared goals, creating a greater impact.



COMMUNITY SUMMIT

Community shaped process, including steering committee membership and decision-making.

- ~12 meetings
- 35 participants
- 1 meeting
- 85 participants
- 4 meetings
- 11 participants



Designed Community meeting design process to build trusting relationship authentic participation.

DESIGN TEAM

Community planned summit to get input on their design for steering committee process

1 meeting
~ 85 participants



Community Summit

Your Community. Your Voice.

We Want to Hear From You!

Join Your Community and the Bay Area Air Quality Management District for a Community Summit! Improve Air Quality in the Richmond - San Pablo Area!



Do you have concerns about health in Richmond - San Pablo?

- Inform a new community initiative to improve health and air quality in our neighborhoods
- Engage with community members and contribute to the development of a community air monitoring plan

***RSVP Today!**
RSVP by clicking here:
bit.ly/2RdP70U

RICHMOND - SAN PABLO COMMUNITY SUMMIT

Saturday
February 16, 2019
**10:00 AM to 1:30 PM

Richmond City Recreation Complex
3230 Macdonald Ave
Richmond, CA 94804

*Lunch and light refreshments will be served.
Child care for children 3 years and up will be provided too!*

***RSVP's are optional but will help us plan for lunch, refreshments and child care.*

***Registration, light refreshments and networking will take place from 10:00 to 10:30 AM. Opening remarks will begin at 10:30 AM.*

***Spanish interpretation will be provided. For interpretation in other languages, contact Kristen Law by February 13.*

Visit our website to learn more at bit.ly/2ABBLKJ or contact Kristen Law at (415) 749-4653 or klaw@baaqmd.gov



EXIT

Summary of Small Group Discussion

Please summarize your group's discussion.

1. Recommendations

- Communities for...
- Ms. Margaret...
- APEN - appropriate...
- Marina Bay...

2. Other...

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welcome

to the community meeting

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Community Summit Goals



- Review **AB 617 goals and timeline** for the Monitoring Plan
- Audience **reflects diversity** of community and strong attendance by local residents
- Confirm co-lead and **steering committee selection criteria**, membership and charter
- Provides **information/ education** on existing sources and monitoring methods
- Results in **achievable** goals, outcomes and actions



COMMUNITY-LED IN RICHMOND-SAN PABLO



Designed By Community
Community members designed process to build trusting relationships and authentic participation.



CARRY SUCCESS FORWARD

Co-lead team and Steering Committee will ensure an inclusive, transparent process with shared goals, creating a greater impact.

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~12 meetings

35 participants

DESIGN TEAM
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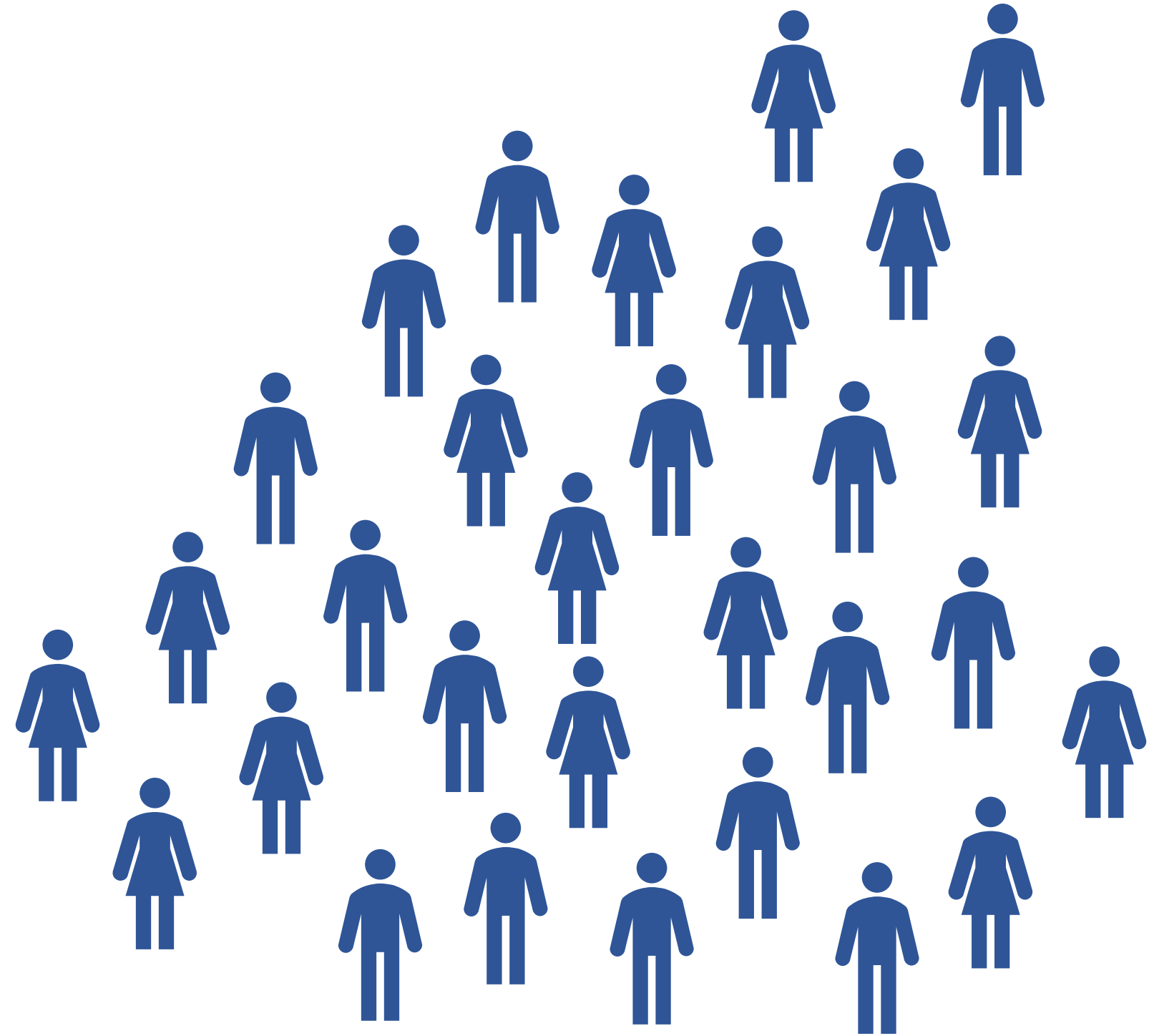
Mar. 2019
Legislative
Hearing



Steering Committee Orientation

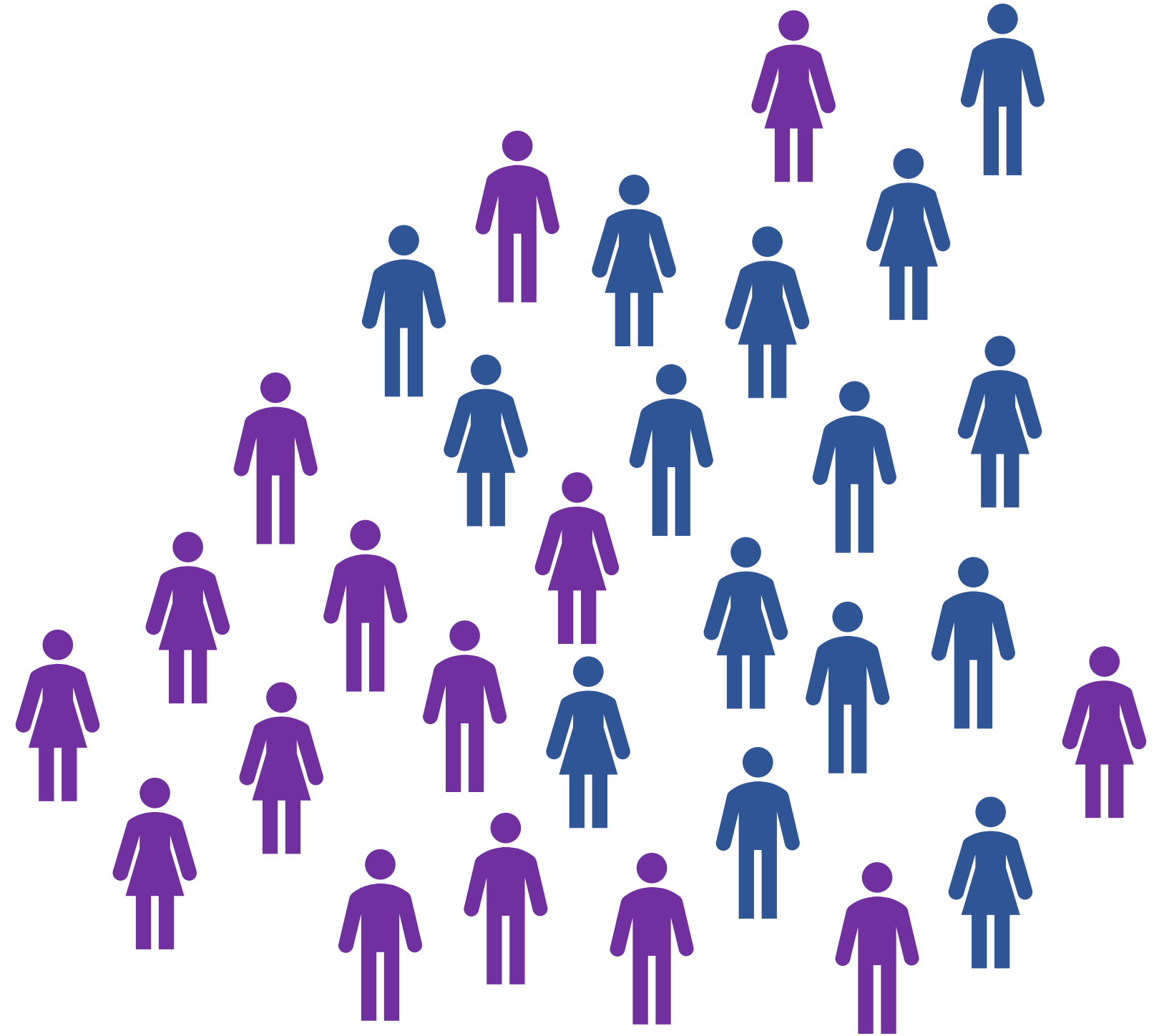
SELECTION CRITERIA & MEMBERSHIP

- Up to 30 people



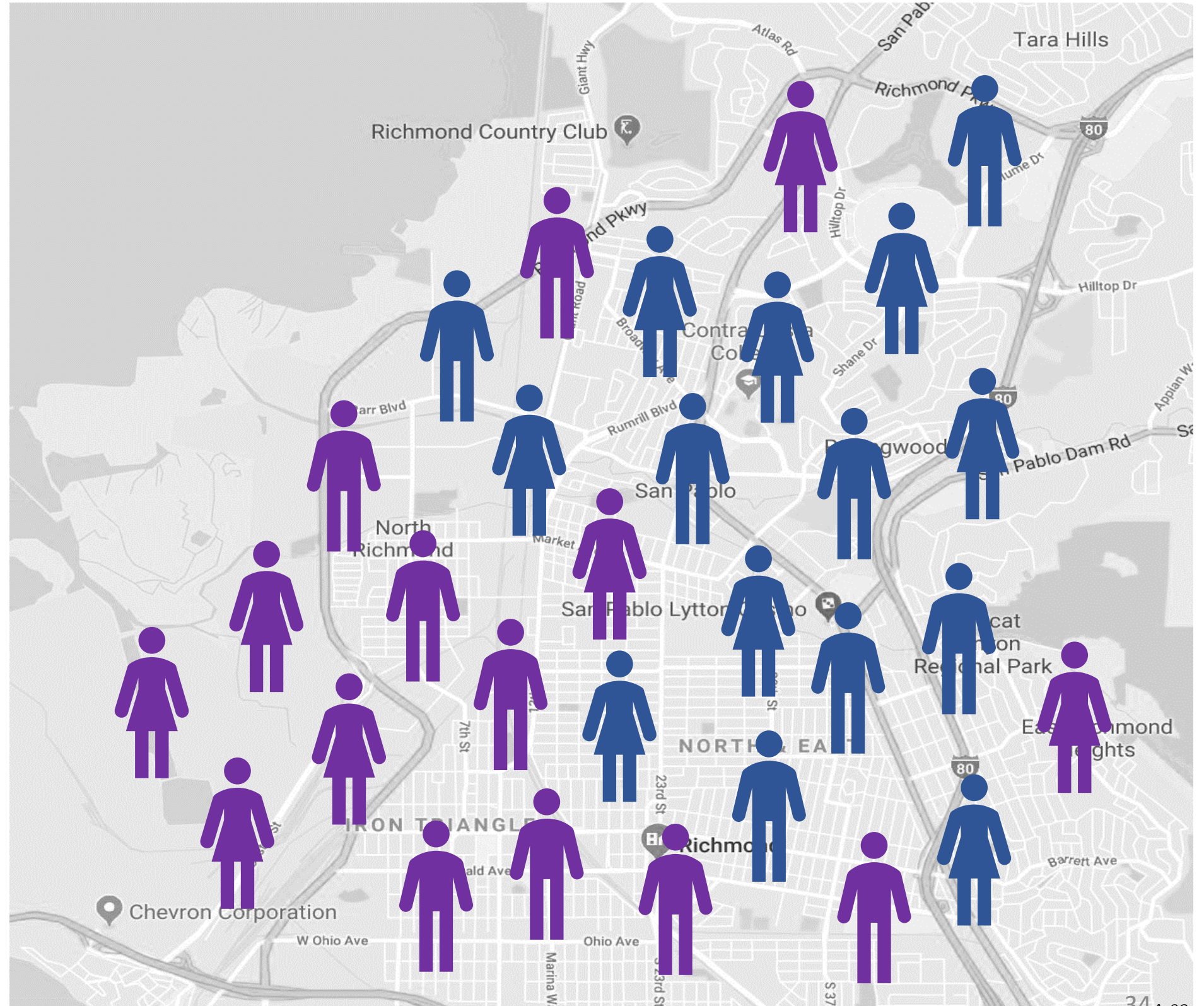
MEMBERSHIP & ROLES

- Up to 30 people
- Half represent people who live in the area



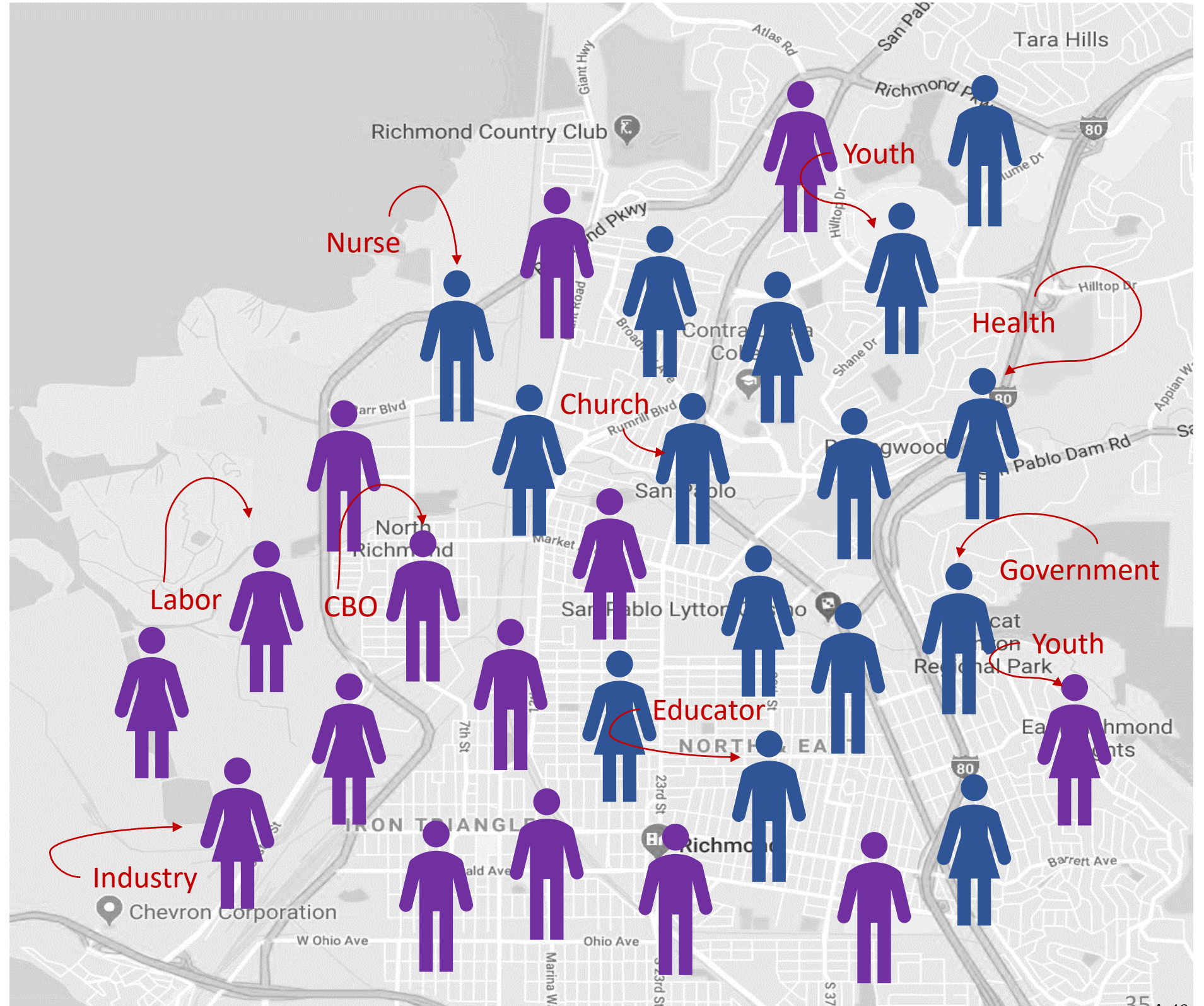
MEMBERSHIP & ROLES

- Up to 30 people
- Half represent people who live in the area
- Geographical representation



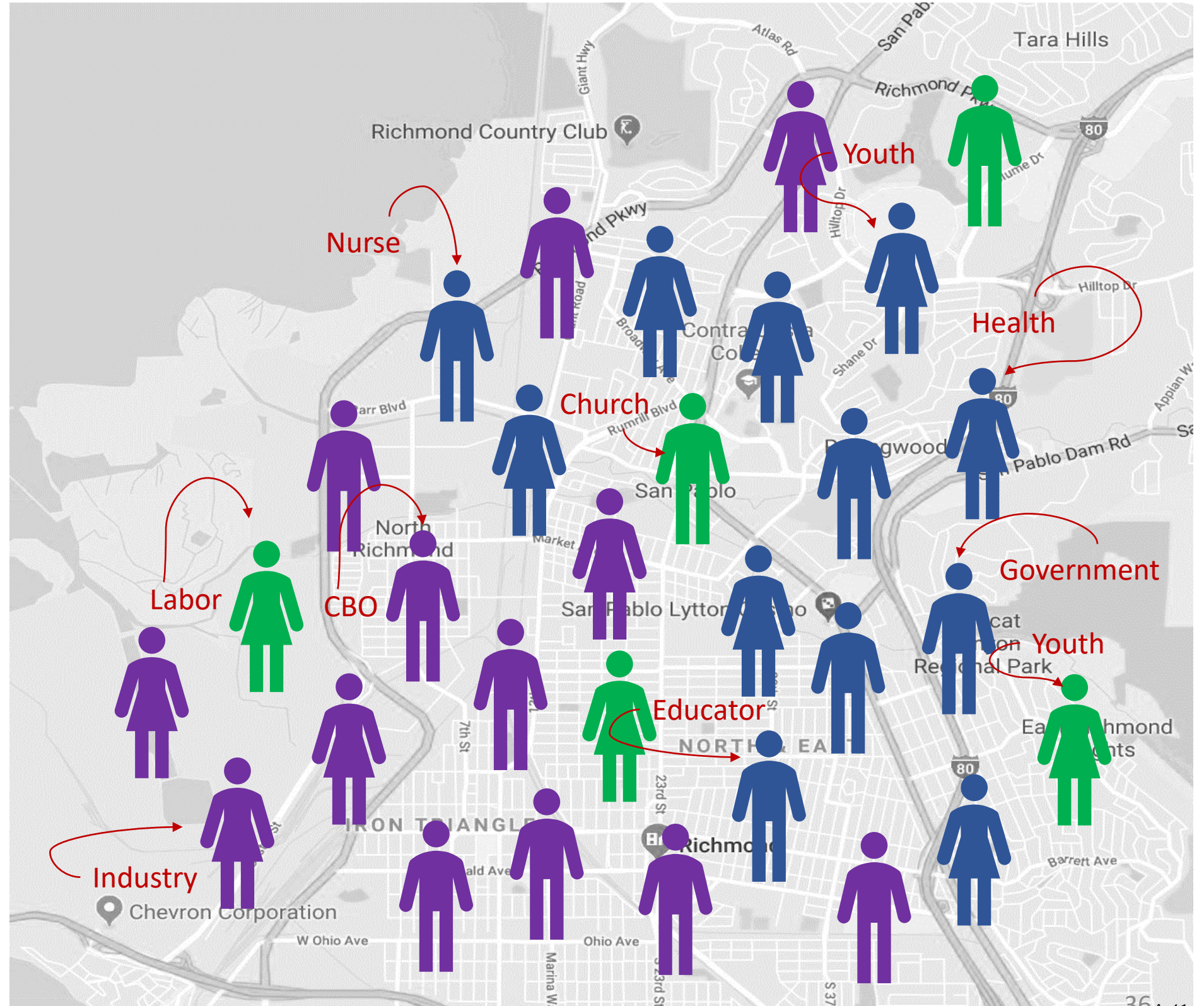
MEMBERSHIP & ROLES

- Up to 30 people
- Half represent people who live in the area
- Geographical representation
- Sector representation



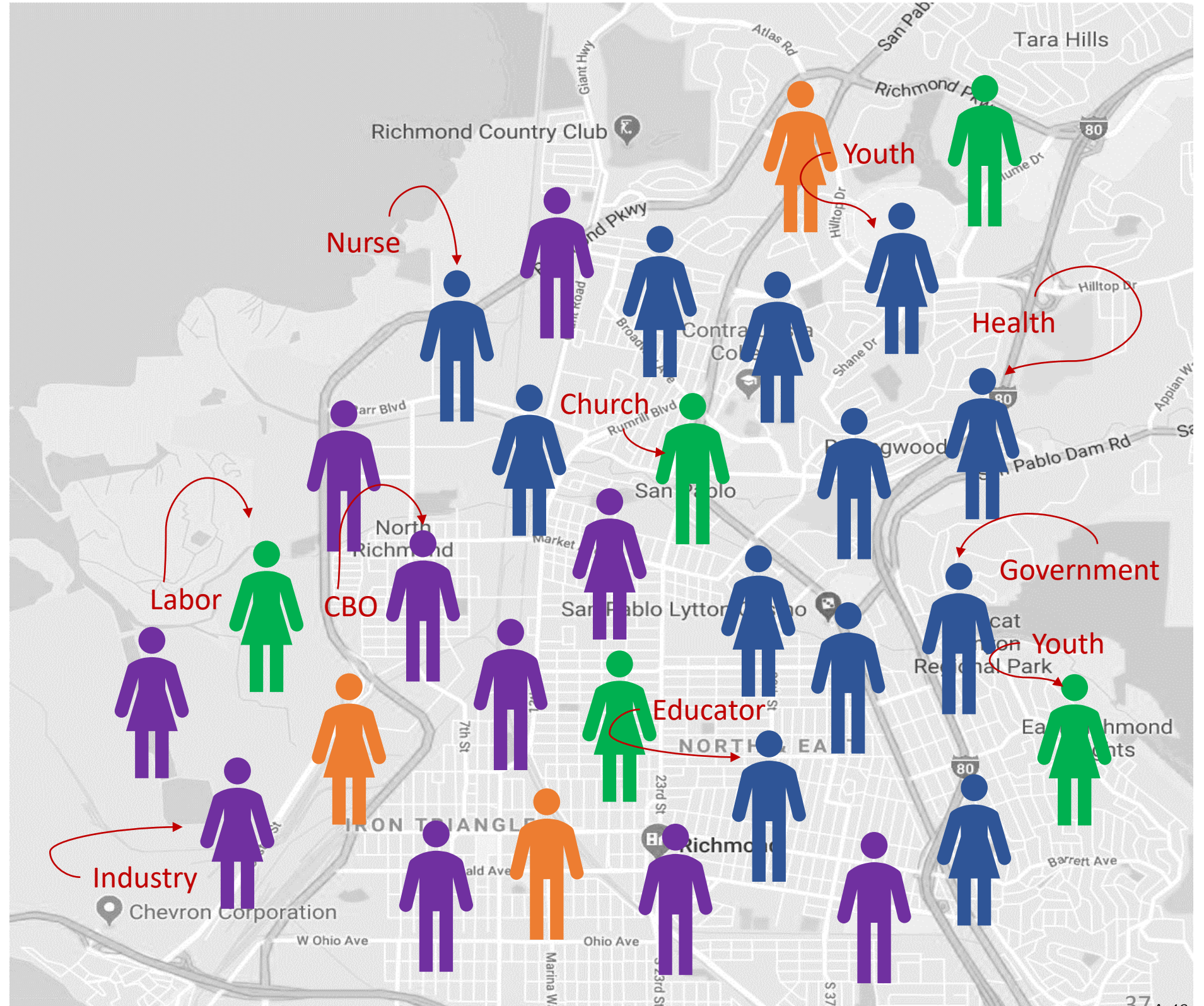
MEMBERSHIP & ROLES

- Up to 30 people
- Half represent people who live in the area
- Geographical representation
- Sector representation
- Decision-influencers



MEMBERSHIP & ROLES

- Up to 30 people
- Half represent people who live in the area
- Geographical representation
- Sector representation
- Decision-influencers
- Supported by a team of co-leads



Steering Committee Membership

Sector	Number of Steering Committee Members
Community-Based Organization / Nonprofit	12
Education	1
Government	5
Industry / Business	6
Resident / Neighborhood Group	11
Total	35

Steering Committee Objectives

- 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
- Disseminate **information** and consider input from the broader community



Roles of the Steering Committee

- Attend **monthly** meetings
- Assist the Air District and community co-leads in **developing** the Monitoring Plan
- Assist in **identifying air pollution issues and sources** of air pollution
- Review **air quality data** and local health impact studies



Steering Committee Operating Principles

- Transparency
- Equal participation
- Inclusivity
- Respectful Engagement
- Facilitated Meetings
- Decision Making



Steering Committee Charter Review & Amendments

- Professional & impartial **facilitation**
- Quorum:
 - Majority (51%) of **active voting members** are present; and
 - At least a majority (51%) of those present **represent people who live** in the Richmond-San Pablo area.
- Full consensus may not always be possible
- In the event of an impasse, the co-leads and the Air District will be **final decision-makers**



Deliberation and Consensus

The Six Levels of Agreement include:

1. I can say an **unqualified “yes”** to the recommendation.
2. I find the recommendation **acceptable**. It appears to be the best of the real options available to us at this time.
3. I can **live with the recommendation**, although I am not especially enthusiastic about it.
4. I do not agree with the recommendation, but I am **willing to live with it** so the process can move forward.
5. I do not agree with the recommendation and I would like the Steering Committee to do more to see if we can **reach a higher level of agreement**.
6. I do not agree with the recommendation and I will **work actively to oppose it**.

Discussion of Co-Lead Team

Characteristics of the Co-Lead(s)

- Good **listener**
- Keeps people focused
- Speaks **truth**
- **Well-organized** and can keep the group on schedule
- Develops agendas and **documents** key discussion points
- Takes the lead on managing/ compiling the information needed for the Steering Committee to **make decisions**
- Coordinates with influential people in community
- Works **side by side** with the Air District and the third-party facilitator



Roles of the Co-Lead Team

- Provide infrastructure support
- Provide background materials for Steering Committee members
- Develop meeting agendas
- Collaborate with meeting facilitator
- Provide technical support to the Steering Committee



Co-Lead Team

- 3 co-leads governed by a partnership agreement
- Co-lead(s) must have a fiscal sponsor for the invoicing process
- Selected process:
 - 1 co-lead already selected; the Steering Committee will select 2 co-leads



Co-Lead Nominations & Voting

- Steering Committee members can **nominate** themself or someone else by **April 5th**:
 - <https://www.surveymonkey.com/r/RD6Y6CK>
- Members will vote for co-leads at the **April 11th** meeting



Next Steps

Next Steps

- **Review** the Steering Committee materials folder
- Next Steering Committee meeting:
 - **April 11, 2019, 6-8 pm**
 - Richmond Memorial Auditorium, Bermuda Room
- **RSVP** for the April 11th meeting by **April 5th** (link will be shared)



Bay Area Air Quality Management District Steering Committee Meeting #1



BAY AREA
AIR QUALITY
MANAGEMENT

Summary of April 3, 2019 Steering Committee Meeting #1
Appendix A

April 3, 2019

A-57
MIG, Inc.

Richmond Community Air Monitoring Plan

Steering Committee Charter and Participation Agreement

1. **Mission Statement**

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a State-mandated program that uses a community-based approach to reduce local air pollution in communities around the State that continue to experience disproportionate impacts from air pollution. The Richmond-San Pablo area is the region's first area under the AB 617 program to develop a community air monitoring plan to look for, identify, and understand areas of elevated air pollution exposure in Richmond and San Pablo communities.

Steering committee members will advise the development of the community air monitoring plan and will act as liaisons between the community stakeholders they represent by disseminating information and transmitting input as appropriate. The key elements of Richmond-San Pablo area Community Air Monitoring Plan (Plan) will need to be completed by early 2019 for monitoring to begin in July 2019.

2. **Steering Committee Objectives**

The Richmond-San Pablo Community Air Monitoring Plan Steering Committee will serve for the designated purpose outlined in the mission statement. The 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. The Steering Committee will disseminate information and consider input from the broader community. The goal is for the monitoring described by the Plan to begin in July 2019. After the monitoring has begun, the Steering Committee co-leads may elect to change the meeting schedule as needed to best support and provide guidance on implementation and develop progress reports.

3. **Membership**

Steering Committee members will represent people who live in the Richmond-San Pablo area and other interested stakeholders affiliated with various sectors. These sectors can include community-based organizations, youth organizations, non-profits, faith leaders, education, government, health, and business representatives from the Richmond-San Pablo area. To ensure the Plan development remains community-driven, at least half (50%) of the membership must include individuals who represent people or groups of people who live in the Richmond-San Pablo area. The official roster will contain one primary name for each affiliation to be represented on the committee. This person should have the authority to make decisions on behalf of their organization, agency, business, etc. One alternate name can substitute for the primary member if the primary member is unable to attend a meeting. However, only one

member from each affiliation will be allowed to deliberate at meetings to reach consensus. The committee meetings are open to the public and additional members may be added to the roster if agreed upon by the community co-leads and the Bay Area Air Quality Management District (Air District) who will serve as co-chairs of the Steering Committee.

4. Roles and Responsibilities

Community Steering Committee Members

Steering committee members will be responsible for assisting Air District and community co-leads in developing the Richmond-San Pablo Community Air Monitoring Plan, in accordance with the California Air Resources Board's Community Air Protection Blueprint¹. Committee members may be asked to assist in identifying air pollution issues and sources of air pollution in the area, and in reviewing air quality data and local health impact studies to assist in developing the Plan.

Co-Leads

The Steering Committee will be supported by a team of co-leads comprised of one to three community leaders and the Air District. The co-lead team will provide infrastructure support to the Steering Committee and the air monitoring plan development. The community leads will be local to the Richmond-San Pablo Area and can be one trusted organization or a small collective or coalition of individuals.

The co-lead team will be responsible for providing necessary background materials for steering committee members, developing meeting agendas, coordination with the meeting facilitator, and for leading Steering Committee activities. The co-lead team will also be responsible for providing technical support and other relevant technical assessment information to the Steering Committee.

Facilitator

A professional and impartial facilitator will be used for moderating the steering committee meetings and for helping the committee reach consensus on issues.

5. Standard Steering Committee Meeting Procedures

Deliberation and Consensus

Decision-making will not proceed without a quorum of active members. A Quorum will be reached when 51% of active members of the Steering Committee are present and of those present, 51% are individuals who represent people or groups of people who live in the Richmond-San Pablo area. A professional and impartial facilitator(s) will be employed to support the steering committee in the overall organization, order and focus of the meeting, resolve conflicts and help reach consensus to ensure the goals and objectives of this charter are met. Achieving full consensus of the steering committee may not always be possible. In the event of

¹ <https://ww2.arb.ca.gov/our-work/programs/community-air-protection-program/community-air-protection-blueprint>

an impasse, the co-lead team will be the final decision-makers, carefully weighing the consequences of any decision where there is a lack of consensus. If the co-lead team cannot agree, then the action in question will not proceed. Community Steering Committee members who do not agree with a majority consensus on a decision may submit a minority position statement.

Member Participation

Only one member from each affiliation may participate as part of the steering committee deliberative process in any individual meeting. If the primary member is unable to attend, the designated alternate on the steering committee roster may attend in their absence and deliberate on the primary member's behalf.

If a primary member or their alternate is not able to attend a scheduled meeting, they may submit written comments for consideration on relevant agenda topics to the Committee chair or the co-lead team prior to the scheduled meeting. Written communications may inform, but not substitute, for being physically present during deliberations of the committee. If a primary member or their alternate has not attended three consecutive steering committee meetings, their membership may be revoked as determined by the co-lead team.

Steering committee members are expected to attend a minimum of eight (8) committee meetings (in their entirety) throughout the course of the Plan development and implementation. Community townhall meetings may also be scheduled at the end of plan development and throughout implementation, which members are also expected to attend.

Steering committee members may choose to recuse themselves from decisions at any time. Members **must** recuse themselves from decisions where there is a conflict of interest. A conflict of interest is any situation in which financial or other business or personal considerations may unduly influence the member's judgment. Steering Committee members who participate in this process are expected to sign the *Richmond-San Pablo Area Steering Committee Participation Agreement* (Page 5 of this Charter) which outlines the expected conduct of all Steering Committee members.

Open Meetings

All meetings are open to the public and will provide a formal opportunity for members of the public to provide their perspective on the development of the Plan. Stakeholder input is welcome and encouraged.

Meeting Schedule and Agendas

Steering committee members are expected to attend monthly meetings. Upon consensus agreement of the committee, meeting schedules and frequency may be adjusted with adequate notice. Agenda topics will be developed by the co-lead team and will include the time, date, duration, location and topics to be discussed. Agendas will be published one week in advance of

a scheduled meeting. Individual committee members may request relevant items be added to an agenda at least two weeks prior to the scheduled meeting.

Subcommittees

Members who wish to be further involved may choose to participate in ad-hoc sub-committees. Subcommittees would meet at times deemed appropriate for most of the members and would occur between full steering committee meetings. Sub-committee members will report back their findings and/or recommendations at the next full steering committee.

6. Amendments

Amendments to this charter of the Steering Committee of the Richmond-San Pablo Community Air Monitoring Plan require approval by two-thirds of the active voting members of the Steering Committee.

7. Accessibility/Accommodation

The steering committee meetings and other outreach events associated with the committee must be held at transit accessible facilities that can accommodate members covered by the Americans with Disabilities Act. Language interpretation services will be provided as needed with a minimum 72-hour (3 days) advance request.

8. Dissemination of Materials

Any materials, presentations, documents, correspondence or other written communications generated or disseminated by the committee, or on behalf of the committee or its members, must be approved by the co-lead team prior to release.

9. Website

A website will be developed and maintained by the Air District to provide information to the community on the Steering Committee actions and development of the Plan. The community co-leads will help determine content for the website and other forms of communication.

Richmond-San Pablo Area Community Air Monitoring Plan Steering Committee Participation Agreement

By signing below, I agree to abide by all conditions of the Richmond-San Pablo Area Community Air Monitoring Plan Steering Committee Charter. I also agree to the following principles, goals and expected conduct to demonstrate how agencies, communities and other stakeholders working in concert can achieve meaningful improvements in public health for the Richmond-San Pablo area:

- **Adopt and support the principles of ensuring healthy air in the Richmond-San Pablo area:**
 - Our goal is to develop a community air monitoring plan that helps identify and understand areas of elevated air pollution exposure in the Richmond-San Pablo area. We are committed to working collectively and cooperatively with all stakeholders within the community—people who live in the area, businesses and organizations, youth groups, schools, local, regional and State governments, health agencies and faith-based organizations—to ensure all represented parties are heard and can agree on an outcome that protects public health.
- **Provide strategic guidance, vision, and oversight** including:
 - **Informing** the development of the Richmond-San Pablo Area Community Air Monitoring Plan
 - **Tracking progress of the work** using agreed-upon indicators at Steering Committee and subcommittee levels.
 - **Using data** and other results to inform future development of emission and exposure reduction strategies.
- **Provide leadership and accountability** by:
 - **Identifying obstacles** to achieving the goal and develop solutions to overcome them.
 - **Considering how my own organization** or those in my network can align to the common goals and principles of the Steering Committee.
 - **Serving as a vocal champion** of the collective impact effort in the community.
 - **Working towards consensus** while recognizing that not everyone will agree on every issue and to resolve conflicts in a positive, swift and constructive manner.
 - **Recusing** oneself from decisions where a conflict of interest occurs.
- **Play an active role** by:
 - **Participating in-person** at the regularly scheduled meetings.
 - **Reviewing materials** prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue.
 - **Committing to scheduled Steering Committee meetings** and a few hours of preparation in between. Attending community town hall meetings to share the work of the Steering Committee.

Printed Name: _____ Date: _____

Signature: _____

Financial Disclosure Form for the Richmond-San Pablo Area Community Air Monitoring Steering Committee

Name: _____
First
Middle Initial
Last

Mailing Address: _____

Phone: _____ Email: _____

Your signature on this document affirms that all information you supply on this form is true and complete to the best of your knowledge.

Financial conflicts of interest can be differentiated between “actual” conflicts of interest and “potential” conflicts of interest. An actual financial conflict exists if an action taken by a member – including voting for or against a recommendation – WILL result in a financial gain (or the avoidance of a financial detriment) to the member or to the member’s Relative or any business/organization in which they have a material interest. A potential financial conflict exists if an action taken by a member MAY result in a financial gain (or avoidance of a financial detriment) to the member or to the member’s Relative or any business/organization in which they have a material interest. Committee members should strive to avoid financial conflicts of interest, and must disclose any actual, potential, or apparent conflicts of interest on an ongoing basis.

List all names under which you or members of your household do any business which may be impacted by Richmond-San Pablo Area Community Air Monitoring Steering Committee decisions and/or recommendations. Include the business address and a brief description of the business: *(add rows as needed)*

Name	Business Name & Address	Description

If you, a member of your household, or the business/organization you own or work for has engaged or intends to engage in any transactions with businesses or organizations that may be impacted by Richmond-San Pablo Area Community Air Monitoring Steering Committee decisions and/or recommendations, please describe the nature of the transactions and the amount of money involved. Include professional or service contracts, grants awarded, and provisions of materials or supplies. *(add rows as needed)*

Name of Business	Type of Transaction	Amount of Transaction

Do you, or a member of your household have, or think you may have, any **potential financial conflicts of interest** relative to your role on the Steering Committee? NO YES

If YES, please describe:

Do you or a member of your household have, or think you may have, any **actual financial conflicts of interest** relative to your role on the Steering Committee? NO YES

If YES, please describe:

Are you aware of any situations that **might give the appearance or impression of a financial conflict of interest** – even if it may not be a potential or actual financial conflict of interest – relative to your role on the Steering Committee? NO YES

If YES, please describe:

My signature on this document affirms that all information I have supplied for this form is true and complete to the best of my knowledge and that I will update this information on an ongoing basis should any relevant situation(s) arise.

Signature: _____ **Date:** _____

Richmond-San Pablo Area Community Air Monitoring Plan Steering Committee Community Co-lead Description & Nomination Process March 2019

Background: The Bay Area Air Quality Management District (Air District) is partnering with stakeholders from 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 ensure a community-driven plan, we are accepting nominations for community co-leads to join our co-lead team. The co-lead team will provide infrastructure support to the Steering Committee and the air monitoring plan development. **The community leads must be local to the Richmond-San Pablo Area and can include one trusted organization or a small collective or coalition of individuals.**

What is a community co-lead? One to three community co-leads will be selected by community members or the Steering Committee to work with the Air District to co-chair and provide support to the Monitoring Plan Steering Committee, the group responsible for developing the Monitoring Plan. For example, the community co-leads will work with the Air District to prepare Steering Committee agendas and will ensure that the Steering Committee has the necessary information to make important decisions and are following the procedures laid out in a charter. The community 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.

Co-lead responsibilities: A co-lead agreement will be developed and signed by the co-leads and the Air District. The responsibilities listed below may change based on the co-developed agreement. As co-chairs of the Steering Committee, the co-lead team will (a) identify, recruit and onboard steering committee members, (b) draft a steering committee charter, (c) co-chair the monthly steering committee meetings, (d) develop steering committee agendas, (e) issue notices for steering committee meetings, (f) review and approve steering committee meeting summaries, and (g) communicate externally regarding the work of the steering committee. In addition to the Steering Committee support described above, the community co-leads will:

- Work with the Air District to review and compile information and data provided by the Air District and the community related to Richmond-San Pablo, air quality, and air monitoring.

- Use the compiled information and data to help the Steering Committee create a Monitoring Plan that will include the fourteen elements identified by the California Air Resources Board:
<https://ww2.arb.ca.gov/our-work/programs/community-air-protection-program/online-resource-center/community-air-monitoring>.
- Review collected data and analyses throughout the implementation of the Monitoring Plan.

What is the time commitment and budget? The Air District has budgeted up to \$75,000 total for community co-lead participation; the amount per community co-lead will be dependent on hours worked. The Air District anticipates weekly co-lead team meetings to complete the work listed above. As a co-chair of the steering committee, attendance at the monthly Steering Committee meetings is also required. Steering Committee meetings may be more frequent at the beginning of the Monitoring Plan development. The Steering Committee's work will begin April 2019 and will continue through the implementation of the Monitoring Plan itself, which may continue to Fall 2020. It is expected that the Steering Committee meetings (and therefore the co-lead commitment) will be less frequent during monitoring and data analysis (Summer 2019 – Fall 2020). Community co-leads may work up to 40 hours a month depending on tasks required.

How do I nominate a community co-lead? Online nominations will be due on **April 5, 2019**. Please use the link below to nominate yourself and/or someone else:

<https://www.surveymonkey.com/r/RD6Y6CK>

What happens next? Nominees will be contacted by April 9, 2019 and will have the opportunity to accept or decline the nomination by April 11. The Steering Committee will vote on who will be added to the co-lead team. The Air District will convene the first co-lead team meeting to finalize a co-lead partnership agreement, budget and contract.

Direct questions or comments to:

Kate Hoag (khoag@baaqmd.gov)

Kristen Law (klaw@baaqmd.gov), or

Willie Robinson (williejrobinson@gmail.com)

Richmond-San Pablo Area Community Air Monitoring Plan Steering Committee Meeting

April 11, 2019 ~ 6:00 pm - 8:00 pm
Richmond Memorial Auditorium (403 Civic Center Plaza, Richmond)

A G E N D A

- 5:30 pm *Registration and Light Refreshments*
- 6:00 **I. Welcome and Introductions**
- 6:10 **II. Agenda Review**
- 6:15 **III. Discussion of Community Co-Leads**
- Nomination Results and Voting Process
- 6:35 **IV. Brief Introduction to Measuring Air Quality**
- Types of Air Pollution Measurements
 - Actionable Data Collection
- 6:45 **V. Capacity-Building on Monitoring Plan Elements**
- 7:05 **VI. Discussion of Plan Area Boundaries**
- Community Purpose of Monitoring
 - Source Locations, Emissions and Sensitive Receptors
- 7:45 **VII. Next Steps**
- Next Steering Committee Meeting: May 15, 2019, 6:00 - 8:00 pm; RSVP Link: <https://forms.gle/aWV3ou4JufEbeMPFA>

7:50 **VIII. Public Comments**

8:00 pm Close...

Richmond-San Pablo Community Air Monitoring Plan: Steering Committee

Comment Form

Thank you for participating in today's Steering Committee meeting. Your comments are important to us. Please use this form to provide your thoughts and ideas on the topics that were discussed today. Turn in your completed form to the project staff.

Name (optional) _____

Organization (if applicable) _____

1. Please share any additional feedback on the **Steering Committee** process, composition, member roles and/or charter.

2. Please share any additional ideas or thoughts about the **Co-Lead Team**, their roles and/or the nomination process.

3. Please share additional ideas or comments on the **Community Air Monitoring Plan** process.

THANK YOU FOR YOUR PARTICIPATION!