



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
COMMUNITY ADVISORY COUNCIL

COMMITTEE MEMBERS

DR. JUAN AGUILERA  
FERNANDO CAMPOS  
WILLIAM GOODWIN  
MS. MARGARET GORDON  
ARIEANN HARRISON  
JOHN JEFFERSON  
JOY MASSEY  
CECILIA MEJIA

HANA MENDOZA  
RIO MOLINA  
MAYRA PELAGIO  
CHARLES REED  
DR. JEFF RITTERMAN  
KEVIN RUANO HERNANDEZ  
FAGAMALAMA VIOLET SAENA  
KEN SZUTU  
LATASHA WASHINGTON

**THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY  
ASSEMBLY BILL 361**

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# COMMUNITY ADVISORY COUNCIL MEETING AGENDA

WEDNESDAY, MARCH 30, 2022

6:00 PM

1. **Call to Order - Roll Call**
2. **Pledge of Allegiance**
3. **Public Meeting Procedure**

*The Facilitator shall call the meeting to order and take roll of the Council members.*

***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 for the meeting, will have three minutes each to address the Council. No speaker who has already spoken on that item will be entitled to speak to that item again.*

## **CONSENT CALENDAR (Item 4)**

4. Approval of the Minutes of January 13, 2022

*The Council will consider approving the draft minutes of the Community Advisory Council meeting of January 13, 2022.*

## **PRESENTATIONS (Items 5 - 7)**

5. Presentation on Biomonitoring from the Office of Environmental Health Hazard Assessment

*This is a presentation on biomonitoring from the Office of Environmental Health Hazard Assessment.*

6. Vote on Structure, Governance, and Workplan

*This is an action item for the Council to vote on its structure, governance, and workplan.*

7. Election of Community Advisory Council Leadership

*This is an action item for the Council to elect its leadership.*

### **OTHER BUSINESS**

8. Report of the Executive Officer/APCO

9. 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 for the meeting, will have three minutes each to address the Council.*

10. Council Member Comments / Other Business

*Council members may make a brief announcement, provide a reference to staff about factual information, or ask questions about subsequent meetings.*

11. Time and Place of Next Meeting

*At the Call of the Council.*

12. Adjournment

*The Council meeting shall be adjourned by the Facilitator.*

**CONTACT:**

**MANAGER, EXECUTIVE OPERATIONS**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**  
[vjohnson@baaqmd.gov](mailto:vjohnson@baaqmd.gov)

**(415) 749-4941**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
[www.baaqmd.gov](http://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 Quality Management 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](http://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, Suma Peesapati, at (415) 749-4967 or by email at [speesapati@baaqmd.gov](mailto:speesapati@baaqmd.gov).

# BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 BEALE STREET, SAN FRANCISCO, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

## EXECUTIVE OFFICE:

### MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

#### MARCH 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget and Finance Committee	Wednesday	23	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	24	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Community Advisory Council Committee	Wednesday	30	6:00 p.m.	Webcast only pursuant to Assembly Bill 361

#### APRIL 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	6	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Community Equity, Health and Justice Committee	Thursday	7	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Advisory Council Meeting	Monday	11	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Monday	11	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	18	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	20	9:00 a.m.	1 <sup>st</sup> Floor, Board Room (In person option available) <u>and REMOTE</u> pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	20	11:00 a.m.	Webcast only pursuant to Assembly Bill 361

## APRIL 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Path to Clean Air Community Emissions Reduction Plan Steering Committee</b>	<b>Monday</b>	<b>25</b>	<b>5:30 p.m.</b>	<b>Webcast only pursuant to Assembly Bill 361</b>
<b>Board of Directors Budget and Finance Committee</b>	<b>Wednesday</b>	<b>27</b>	<b>9:30 a.m.</b>	<b>Webcast only pursuant to Assembly Bill 361</b>
<b>Board of Directors Mobile Source and Climate Impacts Committee</b>	<b>Thursday</b>	<b>28</b>	<b>9:30 a.m.</b>	<b>Webcast only pursuant to Assembly Bill 361</b>

MV 3/22/2022 – 11:27 A.M.

G/Board/Executive Office/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Members of the Community Advisory Council

From: Alexander Crockett  
Interim Acting Executive Officer/APCO

Date: March 30, 2022

Re: Approval of the Minutes of January 13, 2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Community Advisory Council meeting of January 13, 2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Community Advisory Council meeting of January 13, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander Crockett  
Interim Acting Executive Officer/APCO

Prepared by: InterEthnica  
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Community Advisory Council Meeting of January 13, 2022



Bay Area Air Quality Management District  
375 Beale Street, Suite 600  
San Francisco, California 94105  
(415) 749-5073

**DRAFT MINUTES**

Community Advisory Council  
Thursday, January 13, 2022

**This meeting was conducted pursuant to procedures in accordance with Assembly Bill 361. Members of the Council participated by teleconference.**

**1. CALL TO ORDER - ROLL CALL**

Air District Community Engagement, Senior Air Quality Engineer, Brian Butler, called the first meeting of the Community Advisory Council to order at 6:00 pm.

Present: Dr. Juan Aguilera, Fernando Campos, William Goodwin, Ms. Margaret Gordon, Arieann Harrison, John Jefferson, Joy Massey, Cecilia Mejia, Hana Mendoza, Rio Molina, Mayra Pelagio, Charles Reed, Dr. Jeff Ritterman, Kevin G. Ruano Hernandez, Violet Saena, Ken Szutu, and Latasha Washington.

Absent: None.

Council Comments:

Council members expressed concern regarding the facilitation of the meeting by Staff. Council member Ms. Margaret Gordon questioned why staff was facilitating the meeting without permission from the Council.

All Council members were provided the opportunity to state if they were comfortable with staff facilitating this meeting until a Chair is selected. The majority of Council members who responded stated they would accept the meeting move forward in this format, for this first meeting.

**2. WELCOME FROM THE CHAIR OF THE BOARD OF DIRECTORS AND EXECUTIVE STAFF**

The Board of Directors Chairperson, Karen Mitchoff, Executive Officer/Air Pollution Control Officer, Jack Broadbent, and Senior Deputy Executive Officer of Policy & Equity, Veronica Eady, provided introductions and opening remarks.

Chair Mitchoff introduced herself, thanked members for attending, stated the election of a Chair and Co-Chair will be the first item on the agenda of the next Council Meeting, and noted the Council will need to adopt the Robert Rules of Order. Chair Mitchoff shared that the first gathering

of this Council was a historic moment; that the Council will be instrumental in shaping the Air District's work around equity and environmental justice issues; and thanked Council members for their time and commitment to the Council.

Mr. Broadbent introduced himself; echoed Chair Mitchoff's comments; restated the significance of this Council; and that the wisdom provided by members is invaluable to the Air District. Mr. Broadbent thanked community advocates and members.

Senior Deputy Executive Officer of Policy & Equity, Veronica Eady, thanked everyone for coming to the meeting; welcomed the Council members; introduced herself; and shared that over the last two years the Air District's has made steps leading to this moment, including forming the Community Equity, Health, and Justice Committee, hiring an Environmental Justice Officer, and the leadership of the Board in the space of racial equity. Ms. Eady highlighted that the Air District is working on issues like strengthen permitting rules and increasing funding to community organizations and will be looking to the Council for guidance on supporting community members, organizations, and mitigating air pollution in their communities. Ms. Eady thanked members for their commitment and invited members to reach out to her personally.

#### Public Comments

Public Comment was given by Mr. Shankar, a resident from Milpitas, who shared concerns regarding the smell from the nearby Newby Island landfill, disproportionate effects on the Asian population, and discriminatory comments.

#### Council Comments

Chair Mitchoff shared that the Board of Directors is familiar with the issue raised in public comment and noted it is an agenda item for the Stationary Source & Climate Impacts Committee.

The Council and staff discussed clarification regarding the Council's role, tasks, and jurisdiction; a scoping plan; the method for selecting agenda items; connection and communication with the Board and California Air Resources Board (CARB); communication protocols with staff; how to process community complaints brought up during public comment to the Council; and the request that information about staff divisions and responsibilities be shared with Council members.

The Council requested the following: the presence of relevant staff at Council meetings to address community complaints relevant to their divisions; an update on Air District Regulation 6-5; the Air District's considerations for electrification energy use; and for the Air District to deliberate and include the Human Rights Commission's stance on clean air as a human right.

#### Council Action

None; receive and file.

### **3. COUNCIL INTRODUCTIONS**

Mr. Butler introduced Environment Justice and Community Engagement Officer, Suma Peesapati. Ms. Peesapati introduced herself and welcomed Community Advisory Council members.

The Council members present gave short introductions about themselves, sharing their organizational affiliation, and experience.

#### Public Comments

No requests received.

#### Council Comments

None.

#### Council Action

None; receive and file.

### **4. OVERVIEW OF THE RALPH M. BROWN ACT**

Mr. Butler, introduced, Adan Schwartz, Acting District Counsel, who gave the presentation *Overview of the Ralph M. Brown Act*, including Brown Act Fundamentals; Relationship to Parliamentary Procedure; Legislative Bodies Under the Brown Act; Brown Act Meetings; Virtual Meeting Under the Brown Act; Voting; and Public Comment.

#### Council Comments

The Council requested a meeting of the members to become more familiarized with one another; a binder with printed information on the Council members and Brown Act; and the extension of meeting(s) to provide space for members to interact, with staff support. Staff noted they will provide the requested binder and will present a ideas to the Council with options to accommodate the requests that allow for members to interact with one another without violating the Brown Act.

Staff provided clarification that a quorum of the Council is 9 members; the Brown Act does not prohibit social gatherings so long as the business of the committee is not discussed if a quorum is present.

The Council and staff discussed the Council's requests for smaller social meetings and budget for such; Staff confirmed there is budget to support the Council's request and staff will propose ideas for social gatherings for the Council to consider.

### Public Comments

Tonia Randell of the Marie Harrison Community Foundation provided public comment asking if there has been money allocated for community individual testing of members of different communities as to the health impacts and reporting to gauge how communities have been affected; shared that finding this information online is difficult; and asked for specific tests for individuals to use that pertain to the toxins and air quality in their areas.

### Council Action

None; receive and file.

## **5. INTRODUCTION OF THE AIR DISTRICT**

Mr. Butler, introduced, Ms. Eady who gave the presentation *Introduction to the Air District* including Mission Statement; Air District Background; Air District Overview; Bay Area Air Quality Management District Organizational Chart; Executive Officers, Deputy Air Pollution Control Officers (DAPCOs); Accessing Community Advisory Council Materials; and Next Meeting.

### Council Comments

Council members asked for clarification and an update on the Enforcement, Policy, and Permitting Divisions' performance and enforcement plans to control the smells that community members are experiencing. The Council requested that this topic be an agenda item for the next meeting.

Council members asked to hear from staff directly about their programs and existing work.

Council members and staff discussed the Community Equity and Health Committee's (Committee) connection or relationship to the Council. Staff noted the Council is encouraged to interact with the Committee; staff will invite the Chair or Co-Chairs of the Committee to the next Council meeting; staff or a Committee member will give a presentation about the Committee at the next Council Meeting; and the Committee Meeting agendas will be shared with the Council going forward.

Council members requested clarification on how to select agenda items for upcoming meetings; the methods for communication amongst members, staff, and the board.

Council members requested that reports from other committees and boards be provided to the Council prior to their next meeting.

Council members shared that the Bay Area Air Quality Management District (BAAQMD) Network meetings and reports may be helpful resources for Council members.

Public Comments

No requests received.

Council Action

None; receive and file.

**6. REPORT OF THE EXECUTIVE OFFICER/APCO**

Mr. Broadbent reported included a welcome to the Council members; he shared that the Air District is looking forward to working with the Council.

**7. PUBLIC COMMENT ON NON-AGENDA MATTERS**

Tonia Randell of the Marie Harrison Community Foundation provided public comment asking if there will be an allocation of funds to communities for individual testing of health impacts on community and reporting of health impacts to be able to track and document health trends in areas affected by poor air quality.

Council Comments

Staff suggested that Air District's community grants, awards, and solicitation cycle be a topic for a future Council meeting; and that some grantees who are members of the Council may want to talk about their work under their grant funding.

Council members requested an update on the state of community monitoring and would like this to be an agenda item in a future meeting.

**8. COUNCIL MEMBER COMMENTS / OTHER BUSINESS**

Council Comments

Council members thanked staff; and shared objectives to connect with community on topics for future meetings.

Council members requested clarification on the previous public comment regarding community testing and health monitoring, and the staff-suggested solution to share information about the allocation of grant funds; the Council members would like to understand the follow-up or process for the public comment(s) that are not on the agenda.

Council members noted that the Air District does not provide biomonitoring as an operational or administrative service; the Air District may grant community to do such monitoring; and in a recent news article about a doctor in Bayview Hunters Point who is doing biomonitoring based on the chemical contaminations, there was no clarification that the Air District gave funding for biomonitoring.

Council members requested that staff provides clarification on community health monitoring, including the actions and activities the Air District is doing for tracking of the health and funding allocations, and about the grant funds and their approved uses.

Staff shared their contact information with the public, should they want more information about the Air District’s community grant programs.

Council members requested agenda items be added for Council member deliberation and that staff should not provide quick solutions; Council members requested the following topic to be added to the agenda for the next meeting: clarification on the actions and activities the Air District is using to track health and information about Air District grants.

Council members requested further clarification on their role; and would like to know if the Council be solving individual problems or is the Council deliberating over processes wherein an individual problem could be used as a case for the Council as a whole to find a system-wide process or solution to benefit all community members.

#### Committee Action

Council member Arieann Harrison made a motion, seconded by Council member John Jefferson to add an agenda item to the next meeting regarding the public comment that requested a presentation on community health monitoring, including the Air District’s actions and activities for tracking community health, funding allocations for the tracking of such, and about Air District community grants, awards, and solicitation cycle. Council member Ms. Margaret Gordon called for the question, and the motion carried by the following vote of the Council:

AYES: Dr. Juan Aguilera, Fernando Campos, William Goodwin, Ms. Margaret, Gordon, Arieann Harrison, John Jefferson, Cecilia Mejia, Hana Mendoza, Rio Molina, Mayra Pelagio, Charles Reed, Dr. Jeff Ritterman, Violet Saena, Ken Szutu, Latasha Washington.

NOES: None.

ABSTAIN: None.

ABSENT: Joy Massey, Kevin G. Ruano Hernandez.

#### **9. TIME AND PLACE OF NEXT MEETING**

At the time of the meeting, with no current Chair, Mr. Butler announced that the next meeting was not yet calendared.

The next meeting has been scheduled for Wednesday, March 30, 2022, at 6:00 p.m. via webcast, pursuant to procedures authorized in accordance with Assembly Bill 361.

**10. ADJOURNMENT**

The meeting was adjourned at 8:41 p.m.

Mona Abboud  
InterEthnica

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Members of the Community Advisory Council

From: Alexander Crockett  
Interim Acting Executive Officer/APCO

Date: March 30, 2022

Re: Presentation on Biomonitoring from the Office of Environmental Health Hazard Assessment

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Office of Environmental Health Hazard Assessment (OEHHA) conducts biomonitoring in California to measure chemicals in a person's body. Biomonitoring provides information about chemical exposures from many different sources, including air, water, dust, food, and consumer products.

DISCUSSION

Staff from the Office of Environmental Health Hazard Assessment (OEHHA) will provide an overview of biomonitoring, sample biomonitoring projects, and how to assist OEHHA in identifying locations for biomonitoring projects.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander Crockett  
Interim Acting Executive Officer/APCO

Prepared by: Brian Butler  
Reviewed by: Veronica Eady



ATTACHMENTS:

None

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Members of the Community Advisory Council

From: Alexander Crockett  
Interim Acting Executive Officer/APCO

Date: March 30, 2022

Re: Vote on Structure, Governance, and Workplan

RECOMMENDED ACTION

The Council will vote on the Community Advisory Council structure, type of governance document, and the creation of an ad hoc committee to develop a workplan and governance document.

BACKGROUND

The Community Advisory Council (CAC), established in November 2021, is a newly formed advisory body to the Board of Directors.

DISCUSSION

Councilmembers to vote on the following items:

- Leadership structure (for example, two Co-Chairs, a Chair and Vice-Chair, or some other structure).
- Type of governance document (e.g. charter, bylaws, etc.)
- Creation of an ad-hoc committee to develop work plan and governance document

To support CAC members in the discussion, staff will present information on leadership structures, types of governance documents, and work plans. Council members will have the opportunity to vote on their leadership structure and type of governance document. Additionally, the CAC will have the opportunity to vote to establish an *ad hoc* committee to develop a workplan and governance document.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander Crockett  
Interim Acting Executive Officer/APCO

Prepared by: Brian Butler  
Reviewed by: Veronica Eady

ATTACHMENTS:

1. Sample Work Plan from Air District Stationary Source and Climate Impacts Committee
2. Sample Charter from the Richmond-North Richmond-San Pablo Steering Committee
3. Sample By-Laws from the San Joaquin Valley Unified Air Pollution Control District Environmental Justice Advisory Group

## Proposed 2022 Stationary Source and Climate Impacts Committee Meeting Workplan

Meeting Schedule	Topics
February	<ul style="list-style-type: none"> <li>• Introduction to the SSCI Committee and 2022 Workplan</li> <li>• Rule 11-18 Update</li> <li>• Rule 13-5 Update</li> </ul>
March	<ul style="list-style-type: none"> <li>• <i>NOx Appliance Rules (9-4 and 9-6) update (if no EIR)</i></li> <li>• Fenceline Community Air Monitoring Program (Schedule X)</li> <li>• Update on Bay Area Refinery Conversion Projects                             <ul style="list-style-type: none"> <li>○ Rule 9-14: Petroleum Coke Calcining Operations</li> </ul> </li> </ul>
April	<ul style="list-style-type: none"> <li>• <i>NOx Appliance Rules (9-4 and 9-6) update (if EIR)</i></li> <li>• South Bay Odor Study</li> <li>• Rule 8-8: Refinery Wastewater</li> <li>• Wildfire Response Program Update</li> </ul>
May	<ul style="list-style-type: none"> <li>• Rule 9-13: Portland Cement Manufacturing</li> <li>• Air Filtration Health Benefits (Possible Guest Speaker)</li> </ul>
June	<ul style="list-style-type: none"> <li>• Rule 11-18 Update</li> <li>• AB 32 Scoping Plan Update</li> </ul>
July	<ul style="list-style-type: none"> <li>• Rule 8-5: Tanks</li> <li>• Rule 8-18: Equipment Leaks</li> <li>• Bay View Hunters Point Cement and Material Handling Facilities</li> </ul>
<b><i>August – No Meeting</i></b>	
September	<ul style="list-style-type: none"> <li>• Health Impacts of Wood Smoke</li> </ul>
October	<ul style="list-style-type: none"> <li>• Source Prioritization</li> <li>• Particulate Matter Methodology</li> </ul>
November	<ul style="list-style-type: none"> <li>• Green and Healthy Homes Update</li> </ul>
December	<ul style="list-style-type: none"> <li>• Source Apportionment in Overburdened Communities Update</li> </ul>



# The Path to Clean Air in the Richmond-North Richmond-San Pablo Area Community Steering Committee Charter and Participation Agreement

## Statement of Purpose

The purpose/goal of The Path to Clean Air Community Steering Committee in the Richmond-San Pablo-North Richmond Area is to remedy persistent air pollution exposures and reduce health risks and inequities associated with poor air quality for people who live, work, and play in and around the Richmond-San Pablo-North Richmond study area. This purpose/goal will be accomplished by identifying community priorities, specific improvements, and by working with BAAQMD staff to determine effective implementation strategies to reduce air pollution exposures in this study area.

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-North Richmond-San Pablo area's Path to Clean Air is the region's first effort under the AB 617 program to develop a Community Air Monitoring Plan (CAMP) to look for, identify, and understand areas of elevated air pollution exposure in Richmond, North Richmond, and San Pablo communities. The CAMP Community Steering Committee adopted the branding and name, "Path to Clean Air." With the completion of the Community Air Monitoring Plan the Path to Clean Air is beginning the next phase of the AB 617 Program, developing a Community Emissions and Exposure Reduction Plan (CERP). On March 3, 2021, the Air District Board of Directors voted to appoint a 31- community member Steering Committee to help guide the development of a Community Emissions Reduction Plan for the Richmond-North Richmond-San Pablo area.

## 1. Steering Committee Activities

Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee members will participate in the development of the CERP and will act as liaisons between the community, stakeholders, and BAAQMD staff and Board, by disseminating information, making decisions, and providing input as appropriate. Steering Committee members will also receive regular updates on the implementation of the Community Air Monitoring Plan. The Richmond-North Richmond-San Pablo area CERP will need to be completed in 2022 with plan implementation beginning in 2022. The CSC will be subject to the California Brown Act (California Government Code sections 54950, et seq.) and in conducting its meetings and deliberations, the CSC shall follow Robert's Rules of Order as nearly as possible.

## 2. Steering Committee Objectives

The Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee will serve as outlined in the Statement of Purpose. The Steering Committee will develop a Community Emissions and Exposure Reduction Plan that identifies and

[Community Health Protection Program - Richmond-North Richmond-San Pablo](#)

develops strategies to address areas of elevated air pollution exposure in the Richmond-North Richmond-San Pablo area. The Steering Committee will disseminate information and consider input from the broader community. The goal is for the implementation of the CERP to begin in 2022. After the CERP has been developed, the Steering Committee Co-chairs may elect to change the meeting schedule as needed to best support and provide guidance on implementation and develop progress reports, with the consent of a majority of the CERP Steering Committee.

### 3. Membership

Community Steering Committee (CSC) members will represent people who live in the Richmond-North 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-North Richmond-San Pablo area. The CSC shall be comprised of an odd number of members between 27 and 31, with a minimum of 70% of members residing within the initial study area, and with two non-voting members representing local businesses and industrial companies (not business associations).

### 4. Roles and Responsibilities

*Co-chairs:* The voting members of the Community Steering Committee shall select two Co-chairs from among the CSC members, and the voting members of the CSC shall select a Board Liaison from among the CSC members who shall provide informational reports to the Board of Directors. The Co-chair team will be responsible for developing meeting agendas, and for leading Steering Committee meetings.

*Community Steering Committee Members:* Steering Committee members will be responsible for assisting Air District and Co-chairs in developing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board's Community Air Protection Blueprint<sup>1</sup>. They will identify the scope of issues to be considered; inform technical analyses to understand these issues; co-develop with the Bay Area Air Quality Management District strategies to solve the issues identified; and ensure continued accountability for CERP implementation.

### 5. Standard Steering Committee Meeting Procedures

*Deliberation and Consensus:* Decision-making will not proceed without a quorum (quorum = ½) of voting members. 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. The Political Reform Act requires that, "No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest" (Government Code Section 87100 et seq).

*Open Meetings:* The Community Steering Committee meetings must be open to the public, with materials publicly available in advance. Stakeholder input is welcome and encouraged.

*Meeting Schedule and Agendas:* Co-chairs and BAAQMD staff will develop meeting agenda. Individual Steering Committee members have the right to submit items for placement on the agenda.

Should the co-chairs or BAAQMD staff deny the member's request, the denial and the reasons for the denial must be submitted in writing to the requesting member and the entire Steering Committee no later than 6 business days in advance of the meeting for which the item has been requested. Failure to do so will cause the request to be automatically on the agenda of the meeting requested.

Steering Committee agendas and meeting materials (including Spanish translated) will be posted on the District's website at least 72 calendar hours prior to the meeting. Meeting minutes will also be posted on the District's website.

*Ad-hoc Committees* Members who wish to be further involved may choose to participate in ad-hoc committees.

## **6. Amendments**

Amendments to this charter of the Steering Committee of the Path to Clean Air in the Richmond-San Pablo Area Partnership Agreement require approval by a majority of voting members present.

## **7. Accessibility**

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.

## **8. Accommodation**

Language interpretation services will be provided as needed with a minimum of (six) 6 business days in advance of the request.

## **9. Dissemination of Materials**

All documents, materials, and correspondences, produced by or submitted to CERP, Steering Committee, Air District staff, or facilitators, will be considered public information records and subject to the California Public Records Act regulations and procedures for disclosure and transparency.

## **10. Website**

BAAQMD website will be updated twice a month, in preparation for the next Steering Committee meeting (uploaded material for discussion) and after each Steering Committee meeting, to include meeting summaries, notes, and optimally meeting recordings.

## **11. Participation Principles**

[Community Health Protection Program - Richmond-North Richmond-San Pablo](#)

The following are principles, goals, and expectations of conduct for Steering Committee members. Steering Committee members will work collectively and cooperatively with all stakeholders within the community—people who live in the study 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. This will include:

a. **Providing strategic guidance, vision, and oversight, such as:**

- Informing the development of the Richmond-North Richmond-San Pablo Area Community Emissions Reduction Plan.
- Tracking progress of the work using agreed-upon indicators at Steering Committee and subcommittee levels.
- Improving data collection and reporting for community education to inform development of emission and exposure reduction strategies.
- Identifying effective goals to bring about reduced health risk in the Richmond-North Richmond-San Pablo Area study area.

b. **Providing leadership and accountability by:**

- Identifying obstacles to achieving the goal and developing 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 program's collective impact and effort in the communities.
- Working towards consensus while recognizing that not everyone will agree on every issue and to resolve conflicts in a positive, swift, and constructive manner.
- Approaching a committee member that misses more than 4 meetings. The committee co-chairs will meet with the specific member to assess their continuation as a member of the steering committee on a case-by-case basis.

c. **Play an active role by:**

- Attending a minimum of 70% of available Steering Committee meetings (in their entirety) within 12-months of a member's appointment.
- Attending community summits and town hall meetings as they are scheduled through the development of the plan and implementation.
- Participating according to the Charter. Provision will be made for members to participate electronically.
- Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue.



**San Joaquin Valley Unified  
Air Pollution Control District  
Environmental Justice Advisory Group  
AMENDED BYLAWS**

**I. AUTHORITY:** The Environmental Justice Advisory Group (EJAG) was formed, in accordance with the District's Environmental Justice Strategy approved August 2007, to assist the District with the implementation of the Environmental Justice Strategy. The EJAG shall serve as a forum to gather public input and enhance public participation. The EJAG shall not have any regulatory or administrative role in the District's permitting, enforcement, planning or rule making activities. Nothing in these bylaws shall be interpreted as giving EJAG any authority other than those granted by the District Governing Board in the District's Environmental Justice Strategy.

**II. MEMBERSHIP, APPOINTMENT PROCEDURES, AND TERMS OF APPOINTMENT:** EJAG membership, appointment procedures, and terms of appointment shall be as established in the District's Environmental Justice Strategy.

**III. TERMINATION OF EJAG MEMBERSHIP:** EJAG members shall serve at the pleasure of the District's Governing Board. EJAG membership may be terminated by action of the member or formal action of the District Governing Board. Any member of the EJAG may resign from the group at any time by notifying the Chair. The EJAG Chair may recommend removal of a member who fails to attend three consecutive meetings of the group, without excuse.

**IV. MISSION AND SCOPE:** The EJAG's mission is to advise the District on how to integrate environmental justice principles into all programs, policies, and activities. EJAG members shall serve in an advisory role and provide advice, direction, and critique to the District concerning its continuing efforts to advance environmental justice. While EJAG members may assist the District in crafting effective public education and outreach strategies, they shall not be held responsible for direct engagement on public outreach activities on behalf of the District. The EJAG may provide recommendations on how the District can best accomplish the goals outlined in the District's Environmental Justice Strategy and may assist in updating them as needed.

**V. REPORTING RELATIONSHIPS:** All communications, including reports and recommendations will be presented directly to members of the District Governing Board. For administrative matters, the EJAG may provide reports or advice directly to the Air Pollution Control Officer (APCO) upon request by the APCO. The CAC shall be copied on any communication between the District Governing Board, the EJAG and the APCO.

**VI. GOALS AND OBJECTIVES:** For each calendar year, EJAG shall establish goals and objectives, and an action plan to achieve those goals and objectives. EJAG may revise its goals and objectives and the action plan throughout the year as necessary. EJAG goals and objectives shall strictly adhere to the District's Environmental Justice Strategy. The Air Pollution Control Officer shall have the final authority on approving or revising the EJAG's goals and objectives and the action plan.

**VII. EJAG MEETINGS AND AGENDA:** EJAG meetings, activities, notices, and agendas are subject to the requirements of the Ralph M. Brown Act. All EJAG meetings and EJAG sub-committee meeting shall be conducted in accordance with Robert's Rules of Order. All EJAG meetings, including all meetings of the standing sub-committees of the EJAG shall be open to the public. The District shall provide public notice of the availability of the EJAG meeting agenda and all associated reports and documents at least 72 hours prior to the public meetings. The District shall provide a copy of the agenda and all supporting documents to the EJAG members at least seven calendar days prior to the public meetings. The EJAG Chair shall have the primary responsibility to prepare a proposed agenda for each EJAG meeting with input from the EJAG members, CAC members, the District staff, and the members of the public. The Air Pollution Control Officer may revise the agenda in accordance with the District's Environmental Justice Strategy, EJAG bylaws, the Brown Act, and other applicable requirements. Any disagreements with the Air Pollution Control Officer concerning the EJAG agenda may be brought to the attention of the Governing Board by the Chair of the EJAG for resolution. EJAG agendas shall be posted in Spanish on the District website and made available in Spanish when needed.

**VIII. EJAG ORGANIZATION:** The EJAG Chair shall be selected by recorded majority vote of the EJAG and serve a term of two (2) years. The EJAG Vice-Chair shall be selected by recorded majority vote of the EJAG and serve a term of one (1) year. Should the EJAG be unable to elect a succeeding Chair or Vice-Chair prior to expiration of their term, the succeeding Chair or Vice-Chair shall be appointed by the Air Pollution Control Officer. The Chair, in consultation with the Air Pollution Control Officer, shall determine the date, time, and place of EJAG meetings, and ensure that EJAG members are properly notified. The Chair will also be responsible for appointing EJAG members to serve on sub-committees and workgroups. Additionally, the Chair shall conduct EJAG meetings under Robert's Rules of Order.

**IX. QUORUM AND VOTING:** The presence of a simple majority of current membership shall constitute a quorum for transaction of business and no vote shall be taken without a quorum present. Actions by EJAG shall require a majority vote of the members present. These quorum and voting rules shall also apply to actions by EJAG's standing sub-committees.

**X. AMENDMENTS OF BYLAWS:** These bylaws can be amended only by formal action by the District's Governing Board.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Members of the Community Advisory Council

From: Alexander Crockett  
Acting Interim Executive Officer/APCO

Date: March 30, 2022

Re: Election of Community Advisory Council Leadership

RECOMMENDED ACTION

The Committee may vote on the election of Community Advisory Council leadership (CAC).

BACKGROUND

The CAC leadership could, among other things, open and adjourn the meetings, manage the meetings, and support the CAC in establishing priorities.

DISCUSSION

In the previous agenda item, the Community Advisory Council (CAC) will have voted on their leadership structure (e.g. two Co-Chairs, a chair and vice chair, or some other leadership structure developed by the CAC). Assuming the CAC has voted on a leadership structure during Agenda Item #6, the Community Advisory Council may now take further action to elect the Community Advisory Council leaders to fill those positions.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Alexander Crockett  
Acting Interim Executive Officer/APCO

Prepared by: Brian Butler  
Reviewed by: Veronica Eady

ATTACHMENTS:

None