



AB 617 Community Air Plan – Community Steering Committee Charter for San Bernardino, Muscoy

Year: Nov 1, 2018 – Oct 31, 2019

Last Amended: January 10th, 2019

Background

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a law that addresses the disproportionate impacts of air pollution in environmental justice communities throughout the State of California. The measure requires local air districts to take specific actions to monitor air quality in specific communities and to reduce air pollution emissions from commercial, industrial and mobile sources that largely affect residents in selected communities.

Each year, air districts make recommendations to the California Air Resources Board (CARB) with a list of disadvantaged communities as defined by California Health and Safety Code § 39711, based on air monitoring information, existing public health data, and other relevant information.

At the July 2018 SCAQMD Governing Board meeting in Diamond Bar, SCAQMD staff recommended the first year AB 617 communities after comprehensive data analysis, extensive community input and a series of community meetings. These communities were approved by the SCAQMD Governing Board and they were forwarded to CARB for their consideration.

CARB approved 3 of the 4 SCAQMD recommended communities for community air monitoring and emission reduction plans at the September 2018 CARB Governing Board Meeting, where a total of 10 communities were selected statewide. The approved communities in the SCAQMD jurisdiction include the communities of Wilmington / West Long Beach / Carson and East Los Angeles / Boyle Heights / West Commerce in Los Angeles County and the community of San Bernardino / Muscoy in San Bernardino County.

As part of the requirements set the [Community Air Protection Blueprint](#), SCAQMD has convened a Community Steering Committee (CSC) in each of the three communities to discuss emissions reductions targets and strategies to inform a tailored community air plan that addresses the community's highest priority concerns.

Goals of the Community Steering Committee

The purpose of this advisory committee is to support active community involvement and collaboration in the AB 617 implementation process by providing a forum for identifying air pollution issues in the community and potential solutions that go beyond existing state and regional programs to reduce exposure to air pollution into the State and air district's work to improve air quality (CARB Air Protection Blueprint, page 4). Committee members will be responsible for discussing a variety of topics including but not limited to:

- Input to define community boundaries;
- Community concerns about emission sources to develop a shared understanding of the community's air pollution challenge;

- Proposed strategies for the community air monitoring and emissions reduction programs;
- Approaches for additional community outreach; and
- Metrics to track progress.

Membership process and criteria

The AB 617 Community Air Plans will focus on reducing air pollution impacts on those who spend time in the community and it will require the participation of stakeholders that are invested in the wellbeing of the community. As stated in the CARB AB 617 Blueprint, the air districts will be responsible for convening a Community Steering Committee, which will include community members who live, work, own businesses, and/or attend school within the community as defined in [the SCAQMD AB 617 final submittal to CARB](#). The preliminary community boundary was approved by CARB on September 27, 2018. Members who serve on the committee have an established rapport within the community that they represent, and will demonstrate leadership by providing updates and outreach to their local community members.

All individuals who were interested in being members of the CSC were required to submit an interest form, which was provided in English and Spanish. This form was provided at the SCAQMD community kickoff meetings, and on the SCAQMD website. During the community kickoff meetings, SCAQMD staff provided an update on current and upcoming AB 617 efforts in the community and discuss the Community Steering Committee process, membership requirements and expectations. The specific process is described in the Community Steering Committee Selection Process on this webpage:

<http://www.aqmd.gov/nav/about/initiatives/environmental-justice/ab617-134/san-b>

The selected parties were diversified to represent different areas within the community. There was an emphasis on selecting stakeholders with different types of networks, representing different types of organizations and businesses.

The final list of CSC members for San Bernardino, Muscoy for 2018-2019 includes:

- 12 people representing Active Residents
- 6 to 8 people representing Community Organizations
- 6 people representing Businesses, Business Organizations, or Labor Groups
- 7 (or TBD as applicable) Government Agencies and School Representatives

The California Air Resources Board Blueprint specifies that the CSC must be comprised of at least a majority of community residents. The calculation of the majority percentage is provided on the roster.

Final CSC member confirmation and decision

Once the stakeholder has accepted the position and signed the participation agreement he/she was added to the final roster. Each member was allowed to designate one person as their alternate if the primary member cannot attend the meeting. The alternate is also required to submit an interest form and sign the participation agreement.

Steering Committee members who participate in this process are expected to sign the *Community Air Action Plan Committee Participation Agreement* (last page of this charter) which outlines the expected conduct and responsibilities of all Steering Committee members. Confirmed CSC members will be expected to serve on the CSC for a one year period, which, for the first year of AB 617 program implementation is November 1, 2018 to October 31, 2019.

Once the final roster is finalized and approved by SCAQMD executive officer, all modifications will have to be approved by CSC consensus and the SCAQMD executive officer. Additional members may be added to the roster if agreed upon by the Community Steering Committee and SCAQMD executive officer. Memberships will be reevaluated annually.

Roles and Responsibilities

The steering committee will be responsible for advising the development of the community air plan as well as disseminating information to the public and transmitting input from the representative sectors to the committee, as appropriate. This includes input to identify air pollution issues and sources. Committee members may be asked to review other related reports, previous community plans, studies and data to assist during the development of the Plan. Committee members will also be expected to help develop emission reduction targets and metrics to evaluate the success of the plan.

The goal is for the Plan to be adopted by the South Coast Air Quality Management District Governing Board by September 27, 2019. Upon adoption of the Plan by the SCAQMD, the steering committee may elect to continue to meet quarterly to support and provide guidance on implementation, and develop progress reports.

All steering committee members are expected to attend a minimum of 7 of the scheduled CSC meetings per year and to participate in 4 community update meetings (e.g. townhall meetings, meetings convened by other groups) throughout the course of the year prior to the Plan adoption. SCAQMD staff reserve the right to remove CSC members from the official roster if the primary and their alternate miss 3 meetings in a row or more. This will give an opportunity for other people, who can regularly attend the meetings, to participate on the CSC.

CSC members who represent an agency, school, elected official's office, organization, business, or other entity other than themselves must be authorized to speak on behalf of that entity.

Meeting procedures, accessibility and accommodation

Steering committee members are expected to attend monthly meetings for 2 hours. All CSC meetings and community update meetings will be held in locations within the community, and are open to the general public. Each of the CSC meetings and community update meetings will include a formal opportunity for all community members to provide public comment on the development of the Plan and on the actions taken by the CSC. Stakeholder input is welcome and encouraged.

Upon consensus agreement of the committee, meeting schedules may be adjusted with adequate advance notice. Agenda topics will be developed by SCAQMD staff and committee members may request relevant items be added to an agenda at least one week prior to the scheduled meeting.

The steering committee meetings and other outreach events associated with the committee will be held at facilities within the community. Spanish language interpretation services will be provided at all meetings. Additional languages can be provided if a majority of the CSC members indicate that this is necessary; a minimum 7-business day advance request is needed for additional language interpretation services.

Meeting facilitation

Meeting facilitation will be provided if needed.

Meeting agendas

Upon consensus agreement of the committee, meeting schedules may be adjusted with at least one week advance notice. Agendas will be distributed in advance of the meeting, and will include the meeting date, time, location, and agenda topics. Agenda topics will be developed by SCAQMD staff and committee members may request relevant items be added to an agenda at least one week prior to the scheduled meeting. Committee members may also request location changes at least 1 month prior to the meeting. Members of the public may also request additional agenda items during public comment, but these are subject to approval by the steering committee.

Meeting documentation and correspondence

All meeting materials, presentations, internal and external documents, correspondence or other written communications generated or disseminated by the CSC, or on behalf of the committee or its members, must be approved by SCAQMD staff prior to release. All documents, including meeting sign-in sheets will be considered public record and may be released in response to a California Public Records Act request.

Community Air Plan Website

A website will be developed and maintained by SCAQMD staff or SCAQMD selected contractor to provide information on latest CSC actions, air monitoring data and updates on the development of the Community Air Plan.

Code of Conduct

To ensure mutual and respectful participation all CSC members must:

1. Be punctual, respect time limits for agenda items, and plan to stay for the entire meeting.
2. Communicate openly and directly.
3. Be courteous, listen attentively, and be respectful of other points of view.
4. Participate fully in the group exchange, and not engage in sideline conversations, cross-talk, or distracting behaviors.
5. Be flexible and open to change and new ideas.
6. Stay on task and not divert attention to other unrelated topics.
7. Assume positive intentions by others, giving them the benefit of the doubt.

8. Be solution-focused, seeing opportunities, challenges, and possibilities and not dwell on past slights, roadblocks or excuses.
9. Strive for consensus in decision making. Respect that decision, even if it is not your preference.
10. Make decisions based on what is best for the children and families in this community, and not on personal agendas or what is expedient or easy.

Agreement of participation

By signing below, I agree to abide by all conditions of the SCAQMD Steering Committee Charter for the 2018-2019 AB 617 program implementation schedule (November 1, 2018 to October 31, 2019) and I confirm that I am authorized to speak on behalf of the entity indicated below in the signature block. I also agree to the following principles, goals and expected conduct to ensure the success of the Community Air Plan for the San Bernardino / Muscoy community.

- **Understand and support the mission statement of the Community Air Plan**
 - The goal of this effort is to address air pollution concerns in the most highly impacted and burdened areas in the community. A community steering committee member must be committed to working collectively, respectfully and cooperatively with all stakeholders within the community to ensure all voices are heard.
- **Provide strategic guidance and oversight** including:
 - **Informing** the development of the Community Air Plan
 - **Using available data** to inform analysis and strategy development
 - **Use agreed-upon metrics** to measure progress
 - **Identifying fair, effective and feasible goals** to address air pollution concerns
- **Provide leadership and accountability** by:
 - **Identifying key steps** to achieve the community air plan
 - **Develop solutions** to overcome obstacles encountered
 - **Engage affiliated business, community organization, agency or elected officials, and/or residents** to work towards the common goals and principles of the Steering Committee
 - **Serving as a vocal champion** of the collective effort in the community
 - **Providing outreach support** within the community
 - **Work towards consensus and resolve conflict** when the discussion isn't productive or constructive.
 - **Faithfully represent** the affiliation category that you indicated you are representing, as shown on the steering committee roster.
- **Play an active role** by:
 - **Participating in-person** at least 7 of the scheduled meetings and 4 community updates (e.g. town hall meetings, meetings hosted by others)
 - This will include **preparing for the meeting** by reading certain documents and materials that are provided before the meeting.
 - The CSC member is expected to come prepared for **respectful discussion and active listening**.
 - **Responding to emails and phone calls** from SCAQMD staff

Printed Name: _____

Representing or speaking on behalf of (check only one):

() Community organization. Please specify: _____

() Agency, school, university or hospital. Please specify: _____

() Business, business organization, or labor organization representative.

Please specify: _____

() Representative from an elected official's office: _____

() Yourself (active resident not representing a community organization, business, or other entity)

Signature: _____

Date: _____