

**\*\*\* A DRAFT starting point \*\*\***

**Shafter Community  
Steering Committee Charter**

**1. Committee Objectives**

The Shafter Community Steering Committee is a special committee that will be responsible for advising the San Joaquin Valley Air District's development of the Community Air Monitoring Plan (Monitoring Plan) and Community Emission Reduction Program (CERP) under AB 617<sup>1</sup>.

Committee objectives include identifying areas of concern for air pollution sources and sensitive receptor sites, and reviewing existing available information on air quality to provide strategic input towards Monitoring Plan and CERP development. Committee objectives also include disseminating and soliciting information to and from community stakeholders that each committee member represents. The goal is for the Monitoring Plan to be implemented by the San Joaquin Valley Air District before July 2019 and the CERP to be adopted by the Air District Governing Board before October 2019. Upon adoption of the CERP, the steering committee may continue to meet as needed to support and provide guidance on implementation, and develop progress reports.

**2. Roles and Responsibilities**

*Community Steering Committee Members*

The Steering Committee will consist of community stakeholders, the majority of which must be community residents. See Attachment A, *AB 617 Community Steering Committee Selection Criteria*, for more details on Steering Committee membership requirements.

To inform their role of advising the District in its development of the CERP, the Committee members will be responsible for discussing a variety of topics including:

- community issues and contributing sources to develop a shared understanding of the community's air pollution challenge;
- who has responsibility and authority to address those issues;
- proposed strategies for the community emissions reduction programs;
- mechanisms for engaging with other agencies;
- approaches for additional community outreach;
- other topics of interest to the committee.

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<sup>1</sup> Assembly Bill 617 (Chapter 136, Statutes of 2017) is a state-mandated program that uses a community-based approach to monitor and reduce local air pollution in communities around the state that continue to experience disproportionate impacts from air pollution.

The committee will discuss the major elements of the CERP as they are developed, including:

- community engagement;
- the community profile and technical assessment;
- targets and strategies; the enforcement plan; and metrics to track progress.

#### Member Participation

Steering committee members (or designated alternates) are expected to attend all committee meetings, in their entirety, throughout the course of the year prior to the CERP adoption.

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. The primary member is responsible for working with the District ensuring that the alternate is kept informed of the committee's process.

To encourage active participation, if a primary member or their alternate has not attended three consecutive steering committee meetings, their membership may be revoked.

#### Facilitator

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

### **3. Standard Committee Meeting Procedures**

#### Deliberation and Consensus

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. However, reasonable efforts will be made to capture all of the perspectives that were expressed in meeting minutes, committee documents, and related reports, including the final CERP.

#### Open Meetings

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

#### Meeting Schedule and Agendas

Upon consensus agreement of the committee, meeting schedules may be adjusted with adequate advance notice. Agendas and agenda topics will be informed by committee input, developed by the Air District, and will include the time, date, duration, location and topics to be discussed.

### Subcommittees

Members who wish to be further involved may choose to participate in ad-hoc sub-committees when and if they are needed and established, to discuss topics that can subsequently feed the full committee's discussions. Subcommittees will meet as necessary, and report back their findings and/or recommendations at the next full steering committee.

**4. Code of Conduct? Participation Agreement? (see Attachment B)**

**5. Accessibility/Accommodation**

The steering committee meetings and other events associated with the committee must be held at facilities that can accommodate members covered by the Americans with Disabilities Act. Language interpretation services will be provided in Spanish at all meetings, and as needed in other languages with a minimum 48-hour advance request.

**6. Website**

A website will be developed and maintained by the Air District, with input by the committee, to provide information to the community on the Steering Committee actions and development of the Monitoring Plan and CERP.

## Attachment A

### AB 617 Community Steering Committee Selection Criteria San Joaquin Valley Air Pollution Control District

The District is seeking to provide opportunity for AB 617 Steering Committee participation to all applicants as feasible. With that in mind, a large committee is preferable to eliminating applicants while continuing to seek the balanced perspectives provided by the following criteria:

1. The majority of committee membership must be residents of the defined community.
2. The core of the steering committee should directly represent the residents and businesses in the community.
3. Additional committee members may include representatives from local community-based environmental justice organizations, city and county planning agencies, transportation agencies, health departments, and schools.
4. Only one steering committee member will be allowed from each organization address, to avoid loading the committee with a single perspective. The District will make an effort to select the first application received from a given affiliation. The selected steering committee member can speak for all applicants with same affiliation.
  - a. Applicants with same affiliation may volunteer a specific committee member from amongst themselves, and the District will make the adjustment to the committee membership list.
  - b. For continuity purposes, this committee member substitution may only occur once for a given affiliation.
5. Members may assign one alternate member that can sit in their place on the committee, if, for some reason, the main member cannot attend a meeting.
  - a. The alternate must be officially assigned as the member's sole alternate on the District's committee membership list.
  - b. The alternate must meet the same membership criteria as the main member, and must submit a committee membership application.
  - c. Main member will be responsible for keeping the alternate informed of committee activities and discussions so that continuous progress is possible without significant rehashing of previously discussed topics.
6. Applicants without valid affiliation are excluded from committee membership consideration, but will be invited to attend the committee meetings to provide input as members of the public:
  - a. Applicants who claimed residence affiliation only, but whose residence is not within community boundaries.
  - b. Business entities or associations without office address within community boundaries.
7. Government officials/agencies are entities that can take action, and are encouraged to participate. Government officials serve as full participants in the committee, except that they serve in an advisory role in final consensus building and decision making processes.

## Attachment B

### Potential Participation Agreement

By signing below, I agree to abide by all conditions of the Shafter Community 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 air quality in the Shafter Community:

- **Adopt and support the principles of ensuring improved air quality in Shafter:**
  - Our goal is to identify and remedy local air pollution impacts and associated health risk exposures to people who live, work and play in and around Shafter. We are committed to working collectively and cooperatively with all stakeholders within the community—local residents, businesses and organizations, youth groups, schools, local, regional and State governments, health agencies and faith-based organizations—to ensure all represented parties and interested members of the public are heard.
- **Provide strategic guidance, vision, and oversight** including:
  - Informing the development of the Monitoring Plan and CERP for the community of Shafter
  - Using data to inform strategy development analysis
  - Tracking progress of the work using agreed-upon indicators at Steering Committee and subcommittee levels
  - Identifying fair, effective and feasible goals to bring about reduced health risk in Shafter
- **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 effort in the Steering Committee
  - To work towards consensus while recognizing that not everyone will agree on every issue and to resolve conflicts in a positive, swift and constructive manner
- **Play an active role** by:
  - Actively participating in the regularly scheduled meetings
  - Reviewing available materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue
  - Committing to monthly Steering Committee meetings and a few hours of preparation in between

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_