

# APPENDIX B

## **Steering Committee Charter**

Arvin/Lamont CERP

San Joaquin Valley Air Pollution Control District

## **Arvin/Lamont AB 617 Community Steering Committee Charter**

### **1. Background**

Assembly Bill 617 (AB 617) is a law that addresses the disproportionate impact of air pollution exposure in the most heavily burdened communities throughout the State of California. AB 617 requires local air districts to take specific actions to monitor air quality and to reduce air pollution emissions from commercial, industrial, and mobile sources that cause or significantly contribute to air quality issues in selected communities.

Each year, air districts make recommendations to the California Air Resources Board (CARB) with a list of disadvantaged communities, based on air monitoring information, existing public health data, and other relevant information. In the year 2021, CARB designated the Arvin/Lamont community for the development and implementation of a Community Air Monitoring Plan (CAMP) and Community Emissions Reduction Plan (CERP).

The CARB Community Air Protection Blueprint (Blueprint) specifies that air districts are responsible for convening a Community Steering Committee (CSC), which includes community members who live, work, own businesses, and/or attend school within the community. Members who serve on the committee should have an established relationship within the community that they represent and should demonstrate leadership by providing updates and outreach to their local community members. The San Joaquin Valley Air Pollution Control District (District) will convene a Community Steering Committee in the designated Arvin/Lamont community to discuss and inform emission reduction targets and strategies in order to create a tailored community air monitoring and emission reduction plan that address the community's highest priority air pollution-related concerns.

### **2. Community Steering Committee Purpose and Objectives**

The purpose of the Arvin/Lamont CSC is to support active community involvement and collaboration in the development of AB 617 activities and processes by providing a forum for identifying air pollution issues in the community and potential solutions.

The CSC will advise and provide input and recommendations to District staff regarding the development and implementation of the CAMP and CERP to ensure that the plan and program reflect and address the community's highest priority air pollution emissions-related concerns.

The CSC will work collaboratively to fulfill the following objectives:

- Finalize the Arvin/Lamont community boundary for the purpose of the AB 617 program;
- Identify and discuss community concerns about air pollution, sources of concerns within and outside of the community, and the most impacted community groups and sites.
- Develop a shared understanding of the community's air pollution challenges and potential solutions;

- Review air quality data and the issues and sources that are contributing to the community's air pollution challenges;
- Discuss, provide input, and decide on CSC recommendations for emission reduction targets and strategies that address identified air quality challenges and reduce air pollution emissions and exposures;
- Suggest and inform final strategies to be incorporated into the CAMP and/or CERP, including specific measures, enforcement strategies, and clear metrics to track progress;
- Provide support and guidance on CAMP and CERP implementation including, but not limited to:
  - Identifying approaches for community outreach and education
  - Collaborating with community stakeholders
  - Identifying reporting and enforcement mechanisms
- Disseminate to and solicit information from community stakeholders that committee members represent;
- Work collaboratively and transparently with District staff, fellow committee members, and other stakeholders to fulfill the objectives of Arvin/Lamont CSC and the purpose of AB 617 and its corresponding Community Air Protection Program.
- Recuse themselves from voting on any matter if it is foreseeable that the outcome of the decision will have a direct financial impact on the member's personal finance or other financial interests

### **3. Roles and Responsibilities**

District staff will be responsible for:

- Convening a Community Steering Committee (CSC);
- Establishing an open and transparent membership recruitment and selection process;
- Providing language access and additional resources, such as webinars or other training and technical resources, to ensure informed and equitable participation;
- Providing necessary background materials for committee members, developing meeting agendas in coordination with community co-hosts, identifying appropriate meeting logistics, and coordinating with the meeting facilitator;
- Writing draft and final versions of the CAMP and CERP documents based on CSC final recommendations;
- Providing subject matter expertise, technical support and other relevant technical information to the committee members, including pertinent emissions, permit, and enforcement information used to develop the technical assessment and enforcement plan for the CERP;
- Should the CSC request information from the District, provide information at least two weeks ahead of CSC meeting where data is to be used in a CSC decision or action, as feasible

Community Steering Committee members will be responsible for:

- Actively participating in CSC meetings and engaging in meaningful and respectful discussion on topics relevant to air quality, community engagement and outreach, and the development and implementation of the CAMP and CERP;

- Reviewing meeting materials, background information, and additional resources (including CARB educational materials); and
- Providing informed comments and written and verbal feedback on the draft CAMP, draft CERP, and other documents, including final vote to recommend CERP adoption to District Governing Board

### *Membership*

The CSC will consist of community stakeholders, the majority of which must be community residents. Government official committee members may serve as ex-officio participants in the committee, except that they serve in an advisory role, not a voting role, in final consensus building and decision-making processes. See Attachment A, *AB 617 Community Steering Committee Selection Criteria*, for more details on Steering Committee membership requirements.

A member may serve on the CSC for the duration of the program, including both the CAMP and CERP development and implementation phases. A member may request a leave of absence that shall not exceed three months. A member may resign by giving written notice to the designated District community liaison. Resignation will not bar or limit a member from applying to be a committee member in the future.

Vacant positions created by the resignation of a CSC member must be filled immediately if the membership ratios are not in accordance with the charter (i.e. residents < non-residents.) If ratios are intact, the District may consider new applications once per year from the collected application pool and share recommendations for new members with the CSC. As an advisory committee to the District, the District's Executive Officer will have the responsibility of officially adding new CSC members to the CSC..

### *Member Attendance and Participation*

CSC members are expected to attend all regularly scheduled CSC meetings, in their entirety. In-person meeting sign-in sheets or virtual meeting log-in and log-out times will be used to verify attendance.

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. Each CSC member reserves the right to invite their alternate to attend a meeting in their place and deliberate on their behalf. The primary CSC member is responsible for ensuring that the alternate is kept informed of the Committee's work. Alternate members attending when the primary members are present will be given the same opportunity to participate as a member of the public.

To encourage active participation, if a primary member or their alternate has not attended three consecutive Steering Committee meetings without communicating with the District the reason for their absence, their membership may be revoked. Prior to making this decision, District staff

will follow up with that CSC member and their alternate, via their preferred method of communication, to check on participation status prior to determining whether to remove the CSC member and their alternate. The District will continue to provide resources and support to encourage participation.

Please note that if both the primary and alternate member are in attendance at a CSC meeting, the primary member, may sit at the CSC member table during an in-person meeting, or participate as a CSC member during a virtual meeting. The alternate, if in attendance with the primary member, would act as a member of the public. If the primary member would like or needs their alternate to serve as the primary member for a meeting, it is the responsibility of the primary member to notify the District community liaison prior to the meeting and must announce or identify themselves as serving as the alternate before taking a vote. The alternate, when acting in the primary member's stead, will have the same privileges as the primary CSC member.

A CSC member may request a leave of absence. A request for a leave of absence shall be made in writing to the CSC and the District community liaison at any point during a Committee member's term for reasons of health, work, or other temporary circumstance. A leave of absence shall not exceed three (3) months. Requesting a leave of absence shall not limit the member from participating in full in the future.

#### Resignation

A member may resign by giving written notice to the CSC and District community liaison. The effective date of the resignation must be specified in the resignation letter. District staff shall enter the notice in the proceedings of the next committee meeting. Members should make every reasonable attempt to provide their resignation notice at least two weeks prior to the next committee meeting, so that alternative arrangements can be made for any tasks which the resigned member agreed to perform on behalf of the CSC. Resignation will not bar or limit a member from applying to be a committee member in the future.

#### Co-Leads and Co-Hosts

The Arvin/Lamont CSC will rely on a co-lead model. Co-leads, will be responsible for assisting in the development of necessary background materials for committee members and sharing of the materials, assisting in the development of meeting agendas, identifying appropriate meeting locations, and coordinating with the District and the meeting facilitator on meeting logistics. The District, working with the co-leads, will be responsible for providing the technical support and other relevant technical assessment information to the CSC. To the maximum extent possible, the week after the monthly CSC meeting, co-leads will meet with District staff, the meeting facilitator, and interested CSC members to discuss new and outstanding action items and will draft the agenda for the following CSC meeting(s).

In addition to co-leads, interested CSC members will be encouraged to serve as meeting co-hosts on a meeting-by-meeting, rotational basis, depending on the desire and interest of the

CSC members to participate as co-hosts. For each CSC meeting, the co-host will be responsible for meeting with the co-leads, District, and facilitator to help prepare the agenda and discuss their desired role in the upcoming meeting. The co-host assists in running the meeting in coordination with the facilitator and helps provide the CSC with their unique perspective on the CERP and CAMP development.

Should the CSC desire to change who is serving as a co-lead, the District would work with the facilitator to walk the CSC through a process of identifying and selecting an alternative option(s).

#### Facilitator

A professional and impartial facilitator, as recommended for selection by the CSC, will be used for moderating the steering committee meetings and for helping the committee reach consensus on issues. To further develop transparency and accountability, the facilitator will display a written summary of action items at end of each meeting, either on the screen in a virtual environment or on written notes clearly visible during in-person meetings.

CSC members should direct concerns about facilitation to the District at any point in the process.

#### **4. Standard Committee Meeting Procedures**

##### Deliberation, Consensus, and Voting

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. Consensus for the purpose of the Charter is achieved when it is apparent to all that the stated position is shared by the mass majority of the committee. Achieving consensus of the steering committee may not always be possible. In the absence of consensus, a majority vote (50%+1) of all community steering committee members present at the time of the vote (or designated alternates in attendance in the absence of the primary member), will be taken (excluding ex-officio members). A committee member may not vote on any matter if it is foreseeable that the outcome of the decision will have a direct financial impact on the member's personal finance or other financial interests. Prior to the vote, the facilitator will remind CSC members to opt out if a financial interest is foreseeable. Eligible, voting members must vote as an individual, either by voice or official voting mechanism used for action (i.e. poll, survey, etc). Each member attending together using one device must vote for themselves.

Any meeting agenda item that may require action taken by the CSC will be clearly identified as such on the agenda. No action by the CSC shall occur outside the scheduled meeting time listed in the final meeting agenda.

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 CSC 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 CAMP and CERP. Stakeholder input is welcome and encouraged. Public comment will be taken at the end of each meeting. In addition to verbal comments, members of the public can submit their written comments via social media platforms that stream CSC meetings live (Facebook, YouTube) and email. Meetings should not be scheduled with CSC members without District and public involvement.

#### Meeting Schedule and Agendas

Agendas and agenda topics will be informed by committee input, developed by the co-leads and participants of the Agenda-setting meetings, and will include the time, date, duration, location and topics to be discussed. Agendas will be posted on the website up to one week prior to the meetings.

#### Subcommittees

CSC members may decide that an ad-hoc sub-committee is necessary to discuss topics that can be used to subsequently inform the full committee's discussions. The District will work with the CSC to select members to be included in a subcommittee and will work with the CSC and any other needed attendees (city/county, agencies, organizations). Subcommittees will meet as necessary, and report back their findings and/or recommendations at the next appropriate Steering Committee meeting.

### **5. Accessibility/Accommodation**

In-person CSC meetings and other events associated with the committee must be held at facilities that can accommodate members covered by the Americans with Disabilities Act and language interpretation services will be provided in Spanish and other languages/accommodations as needed with a minimum 48-hour advance request. For virtual meetings, the District will ensure that necessary services are provided to ensure that CSC members requiring accommodations under the Americans with Disabilities Act are being met.

All regularly scheduled CSC meetings are open to the public and provide an opportunity for members of the public to offer their perspective on the CAMP and CERP development and implementation. When necessary, such as during times of community emergencies and COVID-19 pandemic where public assembly is restricted, meetings may take place online via a platform that is freely accessible to public participants, and that includes a teleconference option.

Spanish language interpretation services will be provided at all meetings. Additional language interpretation may be requested by the CSC members if deemed necessary; a minimum 7-business day advance request is needed for additional language interpretation services.

### **6. 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 CAMP and CERP. The Air

District will update the website regularly to include the CSC roster, Air District contact information, meeting minutes, agendas, and all other background and meeting materials.

**7. 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 sent to the co-leads prior to release to the Community Steering Committee. The District will be the primary party responsible for dissemination of materials to the entire Community Steering Committee to ensure that the most up-to-date roster and contact information is used.

All materials shall adhere to section 5 of this Charter, Accessibility/Accommodation, including availability in other languages, if requested. If translation is requested, the generator or disseminator of the materials shall be the primary party responsible for translation.

Upon written or verbal request by a CSC member at least 3 business days in advance, District staff shall mail any meeting materials to that member at no cost to the CSC member.

**8. Stipends**

Resident members of Community Steering Committees are not paid and do not have expenses reimbursed to participate in the process or attend these meetings. Providing stipends to help cover some time and expenses associated with attending meetings is an important way to support this critical participation and encourage meaningful community engagement throughout these processes. To receive stipends, residents of the community who serve as Resident members of the Community Steering Committee must complete and submit a voluntary Resident Stipend Enrollment Form. Resident members of the steering committee requesting stipends will receive \$75 per regularly scheduled Community Steering Committee meeting (excluding any subcommittee meetings). Their attendance must be verified on the meeting roll-call list or sign-in sheet and must be present for 75% of the scheduled meeting (equivalent to participating in at least 1 hour and 30 minutes of a scheduled 2 hour meeting). Stipend payments will be issued to Resident members who have requested to receive stipends within 30 days of the scheduled meeting and will be sent to the mailing address provided on the enrollment form. Residents will receive stipends for attending up to fifteen (15) Community Steering Committee meetings in a calendar year, for a total stipend amount of up to \$1,125 per year. Stipend payments are subject to the availability of AB 617 funding on an annual basis.

If a primary CSC member eligible for a stipends has their official resident alternate attend the meeting in their place, the alternate will receive the stipend instead.

## Attachment A

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

The District seeks to provide the opportunity for AB 617 Steering Committee participation to as many applicants as feasible. A large committee is preferable 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 (>50%).
2. Steering committee membership should directly represent the residents and businesses located 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/or schools.
4. Only one Steering Committee member will be allowed from each community-based or other organization to avoid loading the committee with a single perspective. The District will make an effort to select the first application received from a given organization. The selected Steering Committee member will serve as a representative for their organization.
5. Any CSC member 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 complete and submit a completed AB 617 Community Steering Committee Application for Alternates
  - c. The primary member will be responsible for keeping the alternate informed of committee activities and discussions to ensure forward moving progress during CSC meetings.
6. Applicants whose residence is not within community boundaries or businesses or associations not within community boundaries, while unable to serve on the CSC, are encouraged to attend CSC meetings and to provide input as members of the public.
7. Government officials/agencies that have jurisdiction within AB 617 community boundaries are encouraged to participate as *ex-officio* members. Government officials serve as full participants in the committee, except that they serve in an advisory, non-voting role in final consensus building and decision-making processes.

## Attachment B

### Participation Agreement

By signing below, I agree to abide by all conditions of the Arvin/Lamont AB 617 Community Steering Committee Charter. I also agree to abide by the following principles, goals and conduct to demonstrate how agencies, communities and other stakeholders working in concert can achieve meaningful improvements in air quality in the Arvin/Lamont AB 617 Community:

- **Adopt and support the principles of ensuring improved air quality in Arvin/Lamont AB 617 Community:**
  - 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 the Arvin/Lamont AB 617 Community.
  
- **Work collaboratively to fulfill the objectives of Arvin/Lamont CSC and the purpose of AB 617**
  - Working collectively and cooperatively with all stakeholders within the community, including, but not limited to, 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.
  - Adhering to a code of conduct during AB 617 meetings, including communicating openly and directly with all those participating in CSC meetings, being courteous by listening attentively and being respectful of all points of view, participating fully in group exchanges and avoiding sidebar conversations and distracting behaviors, and being willing to listen to and hear new ideas and suggestions. Following this code of conduct will promote collaboration, authentic engagement, and increased trust.
  - Use the CSC meetings as the forum for discussing matters relating to development of the Community Air Monitoring Plan and Community Emissions Reduction Program
  - If a CSC member wishes to distribute materials to the fellow CSC members, submit the materials to the District, who is responsible for maintaining up-to-date contact information for CSC members, to ensure that the entire CSC receives the materials.
  
- **Provide strategic guidance, input, and vision** including:
  - Informing the development of the Community Air Monitoring Plan and Community Emissions Reduction Program for the Arvin/Lamont AB 617 Community
  - Using air quality data and other resources that describe community's air pollution challenges to help inform emission reduction strategies and targets
  - Tracking and communicating progress of Community Emissions Reduction Program implementation

- **Provide leadership and personal accountability by:**
  - Identifying obstacles to achieving the air pollution emissions reduction goals and developing solutions to address them
  - Considering how my own organization and/or those in my personal and professional network can align with and help advance the common goals and principles of the Steering Committee
  - Serving as a vocal champion of the collective efforts of the Steering Committee
  - Work with fellow CSC members towards consensus while recognizing that not everyone will agree on every issue and resolving 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
  - Be punctual and committed to attending regular Steering Committee meetings and spending time reviewing provided documents in preparation for the meeting and discussion.
  - When possible, attend occasional community town hall, CARB, or District meetings to share the work of the Steering Committee.

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

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