

DRAFT Stockton Community Steering Committee Charter
Updated August 2, 2021

1. Committee Objectives

The Stockton AB 617 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 617¹.

Committee objectives include identifying areas of concern regarding air pollution sources within and outside of the Community that impact the Community 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. 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 **and implementation** 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.

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.

Government official committee members serve as ex-officio full participants in the committee, except that they serve in an advisory role, not a voting role, in final consensus building and

¹ 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.

decision making processes.

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, including any action needed during decision-making agenda items (see Section 3). The primary member is responsible for working with the District to ensure that the alternate is kept informed of the committee's process, including ensuring they participate in the onboarding process (see "New CSC Members").

To encourage active participation, if a primary member or their alternate has not attended three consecutive steering committee meetings without explanation or notice, their membership may be revoked. If CSC member(s) resigns or membership is revoked due to lack of attendance, at the recommendation of the CSC Co-Leads and CSC, the District will work with the community Co-Leads and CSC members to recruit new members to replace the departed CSC member(s). The new member(s) must qualify for CSC membership under the same role on the committee as the previous member (i.e. resident).

New CSC Members

It will be very important for new CSC members, including new alternates, to complete an onboarding process to ensure they begin their role on the CSC with an understanding of the past events that have taken place prior to their involvement. By doing so, the new members will be prepared them to fully engage in the process and limit any interruptions to the implementation development as a result of a lack of background knowledge by the new members. The District will work with Co-Leads and interested CSC members for the onboarding process, which will include an overview of prior CSC meetings, CERP and CAMP documents, as well as any other pertinent information necessary to facilitate the new member transition into their new role.

Co-Leads and Co-Hosts

Catholic Charities Diocese of Stockton Environmental Justice Program, Little Manila Rising, Environmental Justice Coalition for Water, and San Joaquin Valley Air Pollution Control District serve as partnering co-leads for the development of the Stockton AB 617 Community Steering Committee meetings. As co-leads, they will be responsible for providing necessary background materials for committee members, developing meeting agendas, identifying appropriate meeting locations, and coordinating with the meeting facilitator. The Valley Air District will be responsible for providing the technical support and other relevant technical assessment information to the Committee. To the maximum extent possible, the week after the monthly CSC meeting, co-leads and interested Community Steering Committee members will meet with the Valley Air District and meeting facilitator to discuss action items and prepare the agenda for the following CSC meeting(s) (hereby known as "agenda-setting meetings").

As requested, interested Community Steering Committee members may serve as a meeting cohost on a meeting-by-meeting basis. For each Community Steering Committee meeting, the cohost will be responsible for running the meeting in coordination with the facilitator and community co-leads, and coordinating with the co-leads in preparation for hosting duties.

Facilitator

A professional and impartial facilitator 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.

3. 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 generally shared by all CSC members in attendance**. 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 majority (50% + 1) of current members of the CSC (not including members on a leave of absence) shall constitute a quorum. Vacant seats shall not count as “current members.” Each member of the CSC shall be entitled to one (1) vote. A vote of the majority of the CSC with at least a quorum in attendance shall be required to take action and/or make a committee-wide recommendation. CSC members shall be present for voting on all agenda issues. No proxy or absentee voting shall be permitted. Committee members may not vote on, and must recuse themselves from any 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 finances or other financial interests.

Agenda items possibly requiring action to be taken will be clearly identified on the CSC meeting agendas and shall be discussed and considered by the CSC **only** during the scheduled meeting times listed in the 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 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 at the monthly agenda-setting meetings, developed with the co-leads and all CSC members in attendance during the agenda-setting meeting, and will include the time, date, duration, location and topics to be discussed, topics for discussion not included in a meeting agenda will be retained for discussion at the next agenda setting meeting

Subcommittees

Members who wish to be further involved may choose to participate in ad-hoc subcommittees 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. Should the subcommittee request to bring an action before the CSC, the District will work with the co-leads to ensure that the recommendation and proposed action is on the next CSC meeting agenda as appropriate. Subcommittee meeting agendas, summaries, and action items will be posted to the District website.

A full list of subcommittee roles, responsibilities, and procedures may be found in Attachment C. A list of subcommittees and their participants shall be made available on the District website.

4. 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 and other languages/accommodations as needed with a minimum 48-hour advance request.

Meeting summaries posted to the District's website (see Section 5) will be translated and available in additional languages upon request.

5. 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.

6. 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. District will be the primary party responsible for dissemination of materials to the entire CSC to ensure that the most up-to-date roster and contact information is used.

All materials shall adhere to section 4 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.

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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 the 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. The 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
CSC Member Participation Agreement

By signing below, I agree to abide by all conditions of the Stockton AB 617 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 Stockton AB 617 Community:

- Adopt and support the principles of ensuring improved air quality in Stockton 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 Stockton AB 617 Community. 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 Stockton AB 617 Community
 - 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 Stockton AB 617 Community
- 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. Attending occasional community town hall meetings to share the work of the Steering Committee.

Printed Name: _____ Date: _____

Signature: _____

Attachment C

Subcommittee Roles & Responsibilities

Below is a description of the various participants of subcommittees, and what responsibilities they hold within the group. This section is intended to describe the core functions of the group, so it may not be comprehensive for all subcommittee meeting participants.

San Joaquin Valley Air Pollution Control District (SJVAPCD)

SJVAPCD acts as the administrative convener of this group, meaning they have the responsibilities of supporting CSC members to author agendas according to members' priorities, send out calendar invites, provide any accessibility services, and provide virtual meeting details (eg, Zoom links).

Community Steering Committee Members

Expectations of CSC members include:

- Provide questions and solicit feedback from meeting participants (eg, implementation partners, external technical advisors, SJVAPCD, etc.), as they pertain to the implementation of the Stockton CERP
- Arrive at meetings having reviewed the agendas for meetings and prepared with any questions - having shared questions in advance, where possible
- Following implementation partners' and technical advisors' reports on CERP measures and overall implementation efforts, CSC members are encouraged to ask clarifying questions and provide insights and expertise from a community-level perspective.

Responsibilities of CSC members include:

- Volunteering to facilitate future meetings
 - The facilitator prepares and shares agendas at least 72 hours in advance of meetings
 - The facilitator may appoint another CSC member to be note-taker for the next meeting. Notes will be shared with meeting participants following the meeting.
 - If no volunteer presents themselves, the meeting facilitator may reach out to SJVAPCD to fill in as facilitator and/or note-taker for the following meeting
 - Meeting facilitator prepares reports to the CSC. Reports should include key takeaways from the subcommittee discussion, relevant documents provided by subcommittee members and/or external partners, and any recommendations produced by the subcommittee.
- Decide on the frequency at which each subcommittee meets (eg, monthly, quarterly, etc)

If not otherwise identified in this section, subcommittee member participation roles and responsibilities, including the role of alternates as applicable, adhere to section 2 of this charter.

Technical Advisors & Recruitment

In addition to SJVAPCD staff and members of the CSC, the subcommittees may include external technical advisors who provide scientific input and technically rigorous advice to inform the ongoing implementation and rolling oversight of Stockton's CERP and CAMP. Technical advisors may have various backgrounds and expertise, including representatives and staff from government agencies, academia, engineering fields, technology industries, national nonprofit organizations, community based organizations, and others as appropriate.

Technical advisors' objective will be to

- provide analysis on individual incentive and implementation measures identified in the CERP as they pertain to the focus of the subcommittee; and
- holistic recommendations for CERP implementation to members of the CSC to better inform their understanding of measures and votes on overall implementation decisions.

These objectives may be supported by emissions inventories from various sources (including the Community Air Monitoring Plan), information on various levels of alternative public funding sources, recommendations for implementation partners, input on various CSC documents, and any other relevant technical expertise to address CSC members' questions.

Upon request, the SJVAPCD may compile a list of potential technical advisors, based on CSC member recommendations, to regularly attend and support meetings. While technical advisors may only be requested for occasional meetings, they may also serve as members of the subcommittee. If for any reason there is not consensus among CSC members that a potential technical advisor should join a subcommittee, the subcommittee may vote on the addition, following the voting procedures described in section 3 of this charter.

At any point in the CERP and/or CAMP implementation process, subcommittee members may propose new technical advisors to join subcommittee meetings. In proposing a technical advisor, the member shall identify what organization and field of expertise they represent, what specific incentive/implementation measure they will seek to support or address, and which subcommittee they plan to join.