

Introduction:

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a State law that prioritizes new efforts to address cumulative air quality impacts in California communities. This law required the California Air Resources Board (CARB) to identify communities that have the highest cumulative burden to air pollution and select communities to deploy community air monitoring and/or develop community emission reduction plans. By October 1, 2018, CARB was required to select communities for the first year implementation. Air Districts and community groups across the State provided community recommendations to CARB for consideration.

At the July 26, 2018, the Sacramento Metropolitan Air Quality Management District's (Sac Metro Air District) Board meeting, the Board of Directors approved Resolution No. 2018-014 to allow the Air Pollution Control Officer to submit a list of 10 communities (for implementation over the next five years) in Sacramento County for CARB's consideration. The first year implementation recommendations were South Sacramento – Florin and the South Natomas area.

On September 27, 2018, the CARB board selected 10 communities across the State to be a part of the first year implementation of community air monitoring and to develop community emission reduction plans. The South Sacramento – Florin community area was selected to be a part of the first year implementation of a community air monitoring plan.

The Steering Committee will be responsible for advising the development of the community air monitoring plan, disseminate information and transmit input from their representative groups and may provide information about preferred community incentive strategies.

Committee Objectives

The Steering Committee is a special Committee that will serve to advise the Sac Metro Air District in the development of a South Sacramento- Florin area community air monitoring plan and may participate in developing community focused incentive strategies to improve air quality.

The Steering Committee objectives include:

- Identifying the final South Sacramento – Florin area community boundary
- Advising the District during the development of the air monitoring strategy to characterize the air pollution burden in the South Sacramento – Florin area
- Identify areas of concern for air pollution sources and sensitive receptor sites
- Soliciting and disseminating information to and from community stakeholders

- Reviewing existing plans, studies and reports on air quality to provide strategic input towards air monitoring development
- Identifying metrics to track progress

Membership

Criteria and Selection

The District solicited interested individuals from the South Sacramento – Florin community to submit an Air Quality Steering Committee application, which was available in both English and in Spanish. This application was available on the District’s website and was mailed out to key stakeholders including but not limited to local elected officials, schools, daycare facilities, hospitals, faith base organizations, local business and community organizations.

The Steering Committee members represent those who live, work or own a business in the South Sacramento – Florin community general area. The Committee consists of a majority of residents with street addresses within the South Sacramento – Florin area. A Steering Committee panel comprised local officials, nonprofit agencies, and agencies with a strong air quality interest vetted the selection roster of Steering Committee members against CARB’s Community Air Protection Blueprint criteria.

The original South Sacramento – Florin Committee consists of members that include:

- 8 community representatives
- 2 individual that work in the community and/or represent community organizations
- 2 business representative

Steering Committee members who participate in this process are expected to sign the Air Quality Steering Committee Participation Agreement, which outlines the expected conduct and responsibilities of all Steering Committee members.

Each primary member will have the option to select one alternative member who can attend the meeting if member is unavailable to attend. The appointed alternative member must meet the live or work in the community and be approved by the District. The alternate is required to submit an application form and sign the participant agreement. If the primary or alternative member is unable to attend a meeting, the primary member must provide a 24-hour notice to the District.

The District’s website will publish the Steering Committee members’ names to ensure public transparency. Committee members will serve on a voluntary basis. The Steering Committee members will serve a minimum **(INSERT TERM)** from the date of the first steering committee meeting, December 11, 2018. Through mutual consent, Steering

Committee members may continue to remain on the Committee for a longer duration. The District reserves the right to remove a primary member and their alternate if members repeatedly miss meetings.

Chair and Vice Chair

The Steering Committee members will select a Chair and Vice Chair to represent the Committee. The Chairperson will be responsible for working with Steering Committee members to reach consensus with the District, disseminate information to the Steering Committee members, and represent the Steering Committee in an official capacity. The Vice-Chair will assist and/or act if the Chair is unable to perform its duty.

Roles and Responsibilities

Steering Committee Members:

Steering Committee members will be responsible for assisting the District in identifying all air pollution issues and sources of air pollution in the South Sacramento - Florin community and the development of the South Sacramento – Florin community air monitoring plan.

The roles and responsibilities of the Committee members include:

- Provide input and feedback in the development of the Community Air Monitoring Plan to help identify potential sources of air pollution in the community and provide recommendations for potential air monitoring locations
- Serve as a liaison between the District and the community
- Assist in the public outreach and education process to help get the public engaged and involved in the development of the Air Monitoring Plan
- Attend Committee meetings
- Sign up for email alerts through the District's Community Air Protection Listserve

District:

- Listen and incorporate input and feedback from Steering Committee members into the Community Air Monitoring Plan, to the extent possible
- Provide follow up responses from Steering Committee Members' questions
- Provide for a meeting space for Steering Committee meetings in or near the community unless otherwise agreed upon by the Steering Committee
- Set date and time for the meeting in consultation with the Steering Committee
- Post agenda and notice of Steering Committee meetings on the District's website

Meetings

Location, Dates and Times

Steering Committee members are expected to attend committee meetings. Committee meetings will be held within or in close proximity to the South Sacramento - Florin community, unless otherwise agreed upon by the Steering Committee and the District. Each meeting will be approximately **(INSERT TIME)** hours. In consultation with the Steering Committee members, the District will set a time for the meeting, which will allow the maximum participation from the Steering Committee members. Meetings will be held **(INSERT FREQUENCY)** or as agreed upon by the District and Steering Committee members.

Open Meetings

All meetings are open to the public. At each meeting, there will be an opportunity for the public to comment on issues related to development of the Community Air Monitoring Plan. The District website will post the location, date, time and agenda of Steering Committee meetings.

Agenda and Meeting Information Dissemination

The District will set meeting agendas in consultation with the Steering Committee members. Discussion of potential topic items for the following meeting will occur at each meeting. Up to seven business days in advance, Committee members may request additional agenda topics for an upcoming meeting. Steering Committee agendas will be posted on the District's website (www.airquality.org) at least 72 hours prior to the meeting. The District will send correspondence to Committee members through email unless a Committee member requests otherwise.

Facilitator and Decision Making

Committee meetings will be facilitated by **(INSERT)**. Steering Committee members will strive to make decisions through reaching consensus with the District. Achieving full consensus of the Steering Committee may not always be possible. In the event that the Steering Committee members does not reach consensus, the Steering Committee Chair will provide the District with the Steering Committee's official position on key subjects. Minority views will be included in the meeting notes.

Note taker (Options to the group)

The Committee's decisions and activities will be captured in meeting notes that briefly summarizes the discussion and outlining key outcomes during the meeting. The

meeting notes will be distributed to the Committee and the District prior to the following the meeting.

Option 1: *The District will take notes at each meeting. Prior to the following meeting, the District will submit the meeting notes to the Steering Committee members for approval. The District and/or Steering Committee members can request additions, deletions, and/or clarifications prior to finalization. Approval of prior meeting notes by Steering Committee members and the District will occur at the beginning of each Steering Committee meeting.*

Option 2: *The Steering Committee will elect to select a “note-taker” for each meeting. Prior to the following meeting, the “note-taker” will submit meeting notes to the District and Steering Committee Chair. The District and/or Steering Committee members can request additions, deletions and/or clarifications. Approval of prior meeting notes by Steering Committee members and the District will occur at the beginning of each Steering Committee meeting.*

Accessibility/Accommodation

The Steering Committee meetings and other outreach 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 as needed with a minimum 48-hour advance request.

Website

The District will maintain a website at www.airquality.org (under Community Air Protection) to provide information and updates regarding development of the Community Air Monitoring Plan. This website will include information for public workshops, Steering Committee agendas and an overview of the project.

Media Inquires

In the event the Press contacts the Steering Committee members, the Steering Committees’ Chairperson will refer the request to the District’s Executive Officer or his/her designee.

Code of Conduct

To ensure mutual and respectful participation all members must:

1. Be punctual, respect time limits for agenda items and plan to stay for the majority of the 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
9. Strive for consensus in decision-making and 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

Agreement of Participation

By signing below, I agree to abide by all conditions of the South Sacramento – Florin Air Quality Steering Committee Charter for the 2018-2019 AB 617 program implementation. I also agree to the following principles, goals and expected conduct to ensure the success of the Community Air Monitoring Plan for the South Sacramento – Florin community.

- Understand and support the goal of the Community Air Monitoring 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:
 - Participate in and provide input in the creation of the Community Air Monitoring Plan
 - Use agreed-upon metrics to measure progress
 - Identify fair, effective and feasible goals to address air pollution concerns
- Provide leadership and accountability by:
 - Identify key steps to achieve the community air plan
 - Develop solutions to overcome obstacles encountered
 - Engage affiliated businesses, community organization, agency or elected officials and/or residents to work towards the common goals and principles of the Steering Committee
 - Serve as a vocal champion of the collective effort in the community
 - Provide 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 the majority of the scheduled meetings
 - This will include preparing for the meeting by reading certain documents and materials that are provided before the meeting
 - The Steering Committee member is expected to come prepared for respectful discussion and active listening.

Responding to emails and phone calls from District 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: _____