



**AB 617 Portside Community Steering Committee
Meeting Agenda + NOTES**

8/22/2023

5:00 pm - 7:00 pm

**Chicano Park Museum and Cultural Center
([1960 National Ave, San Diego, CA 92113](#))**

[Click here for meeting materials](#)

Meeting Objectives

- Participate in Portside Community Steering Subcommittee working sessions and continue to discuss priorities for the quarter, identify and assign tasks to committee members, and develop a framework for self-directed subcommittees

Meeting Action Items

- [Approval of 7/25/2023 meeting notes and August meeting agenda](#)

Agenda

- I. Welcoming Remarks (Ana Cuevas-Flores and Chuy Flores, Co-Facilitators) 5:00 pm**
- a. Review Meeting Objectives & Agenda
 - b. Roll call Community Steering Committee (CSC) members
 - c. General Updates
 - i. [Dr. Jonathan London](#) and [Peter Nguyen](#) from UC Davis were conducting a statewide study on the AB 617 Community Air Protection program. They extended the deadline to complete the survey to August 25. Resident members of the Community Steering Committee who completed the survey were entered in a raffle for a chance to win one of five prizes (one \$250, one \$100, and three \$50 gift cards).
 - ii. The **San Diego County Air Pollution Control District (District)** will be recognizing non-profit organizations, industry, government agencies, and businesses that developed and/or implemented innovative clean air solutions that go beyond regulatory requirements at its first **Clean Air For All Awards Program**. The District accepted nomination submissions through August 31st.
 - iii. The **San Diego Association of Governments (SANDAG)** conducted community workshops for the 2025 Regional Plan throughout the San Diego region in August and September. The first two workshops were held on August 23 in City Heights and August 29, in Chula Vista.
 - iv. [Lydia Pellecer](#) and [John Alvarado](#) invited members to bayfront clean up events and a community event in Barrio Logan, respectively.
- II. Approval of 7/25/2023 Meeting Notes and tonight's agenda 5:25 pm**
- a. Motion to approve July Meeting Notes and tonight's agenda with no changes by [Silvia Calzado](#).
 - i. Seconded by [Sandy Naranjo](#).
 - b. MOTION PASSED unanimously.
- III. Working Session: Portside CSC Subcommittee 5:30 pm**
- a. Subcommittee notes attached.
 - b. [Monique Lopez from SDPACD](#) provided a high-level recap of the third working group activity that took place at the May 2023 Portside CSC meeting. Each subcommittee then met to continue to discuss priorities for the quarter, identify and assign tasks to committee members, and develop a framework for self-directed subcommittees. Notes from the CERP and



San Diego County
**Air Pollution
Control District**

Community Outreach subcommittee discussions can be found attached.

- c. Please contact **Monique Lopez** (Monique.Lopez@sdapcd.org) for additional questions or comments regarding the Portside CSC subcommittees.

IV. Portside CSC Subcommittee Report Out

6:25 pm

- a. Each subcommittee reported on the progress and next steps for their subcommittee to the entire CSC. Key takeaways for the subcommittees include the following:
- b. Air Monitoring Data
 - i. **Kevin Bradley** reviewed SDAPCD's Air Quality Monitoring presentation for September and members provided comments and suggestions.
- c. CERP Implementation
 - i. The subcommittee is focusing on researching grant opportunities and sources of funding. They may have a manufacturer presentation at their next meeting.
- d. Community Outreach
 - i. **Sergio Hernandez** shared that the subcommittee's next steps include figuring out the brand strategy and the "why" (mission statement) for the group. The subcommittee is also hoping to meet more than quarterly to make progress.

V. Public Comments (Ana Cuevas-Flores, Co-Facilitator)

6:45 pm

- a. **Nick Paul** shared that last week there was a community planning meeting with great community turn out. There will be a hearing at the City of San Diego on the pipeline that Nick will share information.
 - i. **John Alvarado** added that fighting against these organizations should be done "business like."
- b. A committee member suggested adding a standing agenda item for agencies to be able to provide updates on projects that reduce emissions.
 - i. Chuy Flores appreciated the suggestion and offered to include it as part of the General Updates section of the Portside CSC meeting agendas moving forward.
- c. **Paula Forbis** shared that the Air District's first-ever Clean Air for All Awards Program was accepting nominations through August 31st.

VI. Closing Remarks

6:55 pm

- a. Committee feedback on meeting, future agenda topics

VII. Adjourn

7:00 pm

Next scheduled meeting is 9/26/2023 tentatively virtually over Zoom

Portside Community Steering Committee Attendance and Vote Sheet

Date: August 22, 2023

Name	Affiliation	Present	Primary/ Alternate	Voting Item: N/A	Voting Item: N/A
1. Keith Corry	City of San Diego				
a. Shelby Buso	City of San Diego				
2. Jack Monger	Industry (IEA)	X	P		
a. Massie Hatch	Industry (Hatch Consulting)	X	A		
3. Sara Giobbi	Industry (NASSCO)	X	P		
a. Lydia Pellecer	Industry (BAE)	X	A		
4. Sandy Naranjo	Port of San Diego	X	P		
a. Phillip Gibbons	Port of San Diego	X	A		
5. Tim Garret	SANDAG	X	P		
a. Mariela Rodriguez	SANDAG				
6. Nick Paul	EHC	X	P		
a. Joy Williams	EHC				
7. Martin Reeder	National City				
a. David Welch	National City				
8. Roman Partida-Lopez	The Greenlining Institute				
9. Stephanie Yoon	Medical Expert				
10. Jose Marquez-Chavez	CALTRANS	X	P		
11. Diane Vermeulen	CALTRANS				
12. Samantha Spidell	U.S. Navy	X	P		
a. Sergio Hernandez	US Navy	X	A		
13. Dinah Willier	SDG&E				
a. Liana Rios	SDG&E				
14. Philomena Marino	Community				
15. Janice Luna Reynoso	Mothers Out Front				
16. John Alvarado	Community	X	P		
17. Hilary Medina	Community				
18. Alicia Sanchez	Community	X	P		
19. Margarita Moreno	Community				

Portside Community Steering Committee Attendance and Vote Sheet

Date: August 22, 2023

Name	Affiliation	Present	Primary/ Alternate	Voting Item: N/A	Voting Item: N/A
20. Nahomi Sanchez	Community				
21. Vanessa Contreras	Community	X	P		
22. Salvador Razo Abrica	Union Representative	X	P		
23. Monserrat Hernandez	Community	X	P		
24. Silvia Calzada	Community	X	P		
25. Ashley Valentin Gonzalez	Community				
26. Josephine Talamantez	Community				
27. Maritza Garcia	Community				
	Total Primary (Total Alternate)	13 (4)			
	Hand Vote Aye				
	Hand Vote Nay				
	Hand Vote Abstain				
	Roll Call Vote Aye				
	Roll Call Vote Nay				
	Roll Call Vote Abstain				

Portside Community Steering Committee: Status Update NOTES

Date: August 22, 2023

Group/Subcommittee: CERP Implementation and Funding

Subcommittee Purpose (include on top of butcher paper)

Track and support CERP implementation. Identify and secure funds to implement CERP strategies and achieve CERP goals.

Meeting Goals:

1. Review progress on priority items and tasks;
2. Refine action plan with assigned leads;
3. Identify challenges and next steps;
4. Brainstorm strategies for self-directed subcommittees.

Progress Update

- Review priority items and tasks identified in the May meeting and list any progress towards carrying out tasks.
- List any challenges the group has had with priority items and activities.

Use the table below for butcher paper:

Priority Item	Tasks for Priority Item	Progress	Challenges
1. Identify projects for community air grants that support CERP implementation and actions that can immediately improve indoor and outdoor air quality for	1. Identify other potential projects to fund to support CERP implementation (in	1. Nick shared that the worksheet didn't get much traction when shared but he	

<p>residents (i.e., 1) EV infrastructure for 3 businesses, 2) Urban Greening-Trees, 3) air filters (PAIR), 4)air filters in schools, etc.).</p>	<p>addition to the 4 items listed in the priority item) 2. Identify Partners 3. Complete PAIR 4. Expand air quality filters to schools and businesses 5. Tree Planting Program 6. Develop and implement a communication and outreach plan to support these activities</p>	<p>was contacted by folks at SDUSD about electric buses where the subcommittee might be able to be looped in. Can put in contact with Kathy and Nick can send John's information (fleet manager) to coordinate for October application deadline</p>	
<p>2. Develop CERP/MCAS standards for new tenants (part of lease agreements).</p>	<p>1. Research and understand current guidelines and processes 2. Assess current port policies and guidance using the CERP/MCAS 3. Conduct visioning workshop(s) with community and providing pop-ed grounding information so that community can engage in a meaningful conversation 4. "Harvest" - Develop guidelines/policy in conversation with community and Port staff for the Port Commissioners to consider 5. Do a presentation at Port Commission meeting sharing the guidelines/policy for consideration</p>	<p>1. Presentation from the Port (recording available)</p>	<p>1. Tim shared that it feels like this might not be the best use of the group's time 2. Sal suggested more work on leases and renewals 3. Nick shared there is value in creating standards as a committee even if it's not likely to be implemented</p>
<p>3. John proposed adding a priority to pursuing more sophisticated air filtering systems</p>			

Progress Update Discussion

- i. Is there a goal to transition schools to electric?
 - (A) Yes. There might not be for business but there is for schools.
 - (B) It might be helpful to figure out some type of metric.
 - a. Monique to figure out some research element to this.
- ii. Have Shelby or Keith provide an update on urban greening.
- iii. Proposal for more sophisticated air filtering systems
 - (A) Sal asked what the steps are to be able to get to the point of purchasing systems in terms of policies and acquiring funding.
 - (B) Nick asked if there has been progress in regards to reaching out to schools about installing air filtering systems.
 - (C) **Nick suggested the group do an inventory of funding sources.**
 - (D) John suggested facilitating individual funding sources for air filtering and mini splits.
 - (E) Monique asked Phil and Sandy if port funding could potentially support these additional filtering systems.
 - a. Sandy shared that there is *competitive* funding that could potentially be used for this.
 - (F) Research on Port Funding

Action Plan Updates

- Review the action plan identified in the May meeting.
- Identify any new tasks and adjust the timeline and responsible parties as needed.

Use the table below for butcher paper:

Priority Item	Tasks for Priority Item	Lead/Responsible Person(s)	Timeline (Month/Year)
1. Identify projects for community air grants that support CERP implementation and actions that can immediately improve indoor and outdoor air quality for residents	1. Share information about current tree planting program with residents.	1. Janice will provide direction to other committee members on how to accomplish this task 2. John- Coordinate meeting with Perkins Elementary Principle first	1. TBD 2. TBD

<p>(i.e., EV infrastructure, Urban Greening, air filters, home retrofits, etc.).</p>	<p>2. Meet with Perkins Elementary Principal (Fernando) first to coordinate a larger meeting with other principals in the Portside communities to share about air filtration opportunities for the school that are currently available to them under AB 617 Implementation Funds</p>	<p>Monique & Kathy- Develop a fact sheet regarding AB 617 Implementation Funds specific to opportunities available to schools (i.e., air filtration, ev charging, ev busses, etc.)</p>	
<p>2. Develop CERP/MCAS standards for new tenants (part of lease agreements).</p>	<p>1. Presentation and conversation by Port Staff at next CERP Subcommittee meeting (internal) to better understand the process, criteria, environmental standard, current guidelines that inform tenant contract negotiations. 2. The next meeting after the presentation, the subcommittee will meet to debrief, start the process of assessing current guidelines, and discuss next steps 3. Shift to setting expectations and standards to have a cohesive presentation to</p>	<p>1. Phil 2. TBD</p>	<p>1. TBD 2. TBD</p>

	the Board. The people's leasing agreement!		
--	--	--	--

Subcommittee Organizing Brainstorm

Please answer the following questions on the butcher paper provided.

1. How would you like to communicate with each other in between steering/subcommittee meetings?
 - John: Zoom
 - Beneficial because members get to be present collectively
 - Email / shared roster
 - John suggested point person for communications but also having the opportunity for more free flowing communication
 - Free flow wins
2. How would you like to set agendas, collect notes, and report updates?
 - Agendas: members who can't join consistently shared they're unsure how items get on the agenda but there should be enough time in advance (two weeks?)
 - Agenda setting: Nick asked if there will be an assigned facilitator for subcommittees
 - Monique shared that the goal is for committees to be self facilitation but the district and facilitation team will be available to support
 - John suggested there be an external point person to help with information sharing and item setting
 - Monique shared that we can help with research
 - Monique suggested rolling google doc and/or leaving the last 10 minutes from a meeting to set the agenda for the next meeting
 - Suggestion of rotating chair for agenda setting designated at every meeting
 - Nick and Tim shared support
 - Final suggestion: rolling google doc with 10 minutes at end of meeting
3. Who will facilitate meetings? Do you prefer a single leader, rotating facilitators, or another structure?
 - Same as agenda setting
 - SDAPCD to set up the rolling doc
4. Who will be responsible for scheduling meetings and following up on communication items?
5. What other items are necessary for these subcommittee meetings to run independently?

- Point person to lead funding research?
 - External information sharing
 - Nick asked if rotating facilitator will be responsible for this
 - Monique shared that person with relationship should lead coordinating
6. Agenda for Next Meeting (09/28 @ 9AM):
- Tentative: manufacturer presentation (30 minutes)
 - 1 or 2 manufacturers at most with information on them in advance
 - Grant opportunities
 - Sources of funding
 - Port response on what parameters qualify for funding
 - Community Standards on leases
 - CBA
 - Mitsubishi case study
 - Invite David Alvarez to meeting

Next Steps

What are the **next immediate steps** (*action items that will be completed or worked on before the next meeting*) for the group?
 Fill out the following table on butcher paper.

Priority 1: _____

Action Item	Responsible Parties
Funding inventory	
Research on process	
Schedule manufacturer presentations to subcommittee at next meeting	John

--	--

Priority 2: _____

Action Item	Responsible Parties
Pilot project (John)	
Research on potential community benefit agreement	
Highlighting potential language from MCAS and CERP	
Use Mitsubishi as a case study of what it would take to support an example like this	

Portside Community Steering Committee: Status Update NOTES

Date: August 22, 2023

Group/Subcommittee: Community Outreach

Subcommittee Purpose (include on top of butcher paper)

Inform the broader Portside Community about CERP implementation, grow the CSC membership, and engage additional Portside community members in meaningful opportunities to shape implementation.

Meeting Goals:

1. Review progress on priority items and tasks;
2. Refine action plan with assigned leads;
3. Identify challenges and next steps;
4. Brainstorm strategies for self-directed subcommittees.

Progress Update

- Review priority items and tasks identified in the May meeting and list any progress towards carrying out tasks.
- List any challenges the group has had with priority items and activities.

Use the table below for butcher paper:

Priority Item	Tasks for Priority Item	Progress	Challenges
1. Update onboarding protocols and recruit new members (youth, Portside residents, and indigenous leaders)	<ol style="list-style-type: none"> 1. Gather information package for onboarding 2. Set recruitment goals 3. Identify areas for recruitment 	1. Pending request from APCD on existing onboarding materials for CSC membership	<ol style="list-style-type: none"> 1. Time management 2. Youth liability – under 18 3. Sharing the message, the “why” to join

	<ul style="list-style-type: none"> a. Youth b. Portside residents c. Indigenous leaders <p>4. Look at how many CSC community spots are available</p>	<p>2. Goal is to develop a one-pager that outlines: roles, CSC purpose, the “why”, qualifications, and criteria</p> <p>3. Can recruit youth at college events</p> <ul style="list-style-type: none"> a. community events for community recruitment such as parents’ groups b. look into the possibly using public affairs media for recruitment c. Might be worth looking at other NGOs <p>4. Currently there are 6 spots available for community members for the CSC</p>	
<p>2. Draft letters of support and organize an annual community event</p>	<ul style="list-style-type: none"> 1. Create a template for the letters of support 2. Brainstorm ideas for the community event and identify resources needed 3. Create an outline for the community event (funding, resources, location, permitting) 	<ul style="list-style-type: none"> 1. Maritza is working on draft template for letter but was not at the meeting 2. Need to verify the purpose/message of the vent 3. Funding for event: Can AB 617 funds be used to fund the event? 	<ul style="list-style-type: none"> 1. Finding a common purpose for community event 2. One event hosted by CSC or join other smaller events. <ul style="list-style-type: none"> a. There are a lot of events in San Diego 3. Language needs in Barrio Logan/National City/Portside

Action Plan Updates

- Review the action plan identified in the May meeting.
- Identify any new tasks and adjust the timeline and responsible parties as needed.

Use the table below for butcher paper:

Priority Item	Tasks for Priority Item	Lead/Responsible Person(s)	Timeline (Month/Year)
1. Update onboarding protocols and recruit new members (youth, Portside residents, and indigenous leaders)	1. Gather all information relevant to the CSC to include in an onboarding package 2. Share ideas for places where the group can recruit Portside residents 3. Look at how many CSC community spots are available	1. Maritza Garcia will lead this and present a rough draft at the next meeting in August 2. Monserrat, Alicia, Margarita, and Silvia 3. Facilitation team/SDAPCD	1. June 2023 (coordinate information); July-August 2023(onboarding package rough draft) 2. August 2023 3. August 2023
2. Draft letters of support and organize an annual community event	1. Research and present templates for letters of support 2. Share ideas, concerns, and other relevant items for a potential community event	1. TBD 2. All Members	1. TBD 2. TBD

Subcommittee Organizing Brainstorm

Please answer the following questions on the butcher paper provided.

1. How would you like to communicate with each other in between Subcommittee meetings?
 - o Email thread
 - o Can possibly use chat thread if needed (for events)
2. How would you like to set agendas, collect notes, and report updates?
 - o Coordinator should set agendas and report updates.
 - o Vanessa Contreras can be the notetaker.
3. Who will facilitate meetings? Do you prefer a single leader, rotating facilitators, or another structure?
 - o Prefer a single leader who acts as the subcommittee coordinator.
 - o Preferably someone from APCD should be the coordinator.

4. Who will be responsible for scheduling meetings and following up on communication items?
 - Coordinator/leader of subcommittee
5. What other items are necessary for these subcommittee meetings to run independently?
 - Need support from APCD to lead subcommittee.
6. Meeting Frequency
 - Members agreed that the subcommittee should meet more frequently in the beginning stages to move things along.
 - Potentially switch to bimonthly meetings
 - In-person meetings would work better
 - Afternoons work for most folks
 - Meeting schedule TBD
7. Roles/responsibilities
 - Digital/social media (awareness, communications, promotion)
 - David Ramos (Community member) has expertise
 - Marketing/Branding
 - Sergio Hernandez has expertise and can support
 - Notetaking
 - Vanessa Contreras responsible

Next Steps

What are the **next immediate steps** (*action items that will be completed or worked on before the next meeting*) for the group?
 Fill out the following table on butcher paper.

Priority 1: Update onboarding protocols and recruit new members (youth, Portside residents, and indigenous leaders)

Action Item	Responsible Parties
Develop a mission statement or the “why” for the CSC	ALL

--	--

Priority 2: Draft letters of support and organize an annual community event

Action Item	Responsible Parties
Develop purpose of community event: everyone brings ideas for mission	ALL