

Attachment A

LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP CHARTER Modified March 2023

Synopsis of History:

A Local Government & Small Business Assistance Committee (LGSBA) was established by South Coast Air Quality Management District (South Coast AQMD) in 1996 to enhance outreach to and assist local governments and small businesses on matters relating to air quality. The Interagency Air Quality Management Plan (AQMP) Implementation Committee (IAIC) and its Technical Advisory Committee (TAC) were established by the Governing Board in 1989. The IAIC provided ongoing policy-level coordination between the South Coast AQMD Board and key local government entities that either must implement the AQMP or which may be affected by AQMP implementation. The TAC was comprised of staff representatives from any interested local government, including special districts. In December 2002, the Board received recommendations of the Blue Ribbon Panel Regarding Operations of Advisory Groups and made changes to the South Coast AQMD Advisory Group and the Ethnic Community Advisory Group which has since evolved into the Environmental Justice Advisory Group.

LGSBA Advisory Group Mission:

Provide input on the implementation of the AQMP, public outreach, the role of local government in achieving clean air, and small business issues; review and make recommendations regarding (a) public outreach activities related to the impacts of existing and proposed regulations on small business and local government; (b) source education; (c) small business loan and assistance programs; and (d) proposed draft rules including those most significantly impacting local government and small businesses.

This Group will provide policy level recommendations on issues within the Agency's jurisdiction which impact local governments and small businesses. Specifically, the Group shall:

- a) Review the emissions attributable to small business, local government, and community activities and the AQMP's overall approach to reducing them and make recommendations regarding these;
- b) Review and make recommendations regarding the South Coast AQMD's communication with small businesses, local governments, and community-based organizations;
- c) Review and make recommendations regarding the South Coast AQMD's small business, local government, source education and community outreach programs and materials, enforcement policies and rules; and
- d) Act as a resource to the South Coast AQMD for innovative problem solving, resource leveraging, and partnership building.

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Membership:

The number of standing members shall be no more than 21 individuals consisting of: seven local government representatives, four South Coast AQMD Board Members, five small business representatives, and five members of the general public. Members may serve staggered terms of four years. Members appointed as of December 5, 2003 who were previous members of this Advisory Group shall serve an initial term of two years to facilitate rotation of membership. The group membership shall reflect the geographic, ethnic, and cultural diversity of the region.

Appointment of Members

Upon recommendation by the Advisory Group Chair, and subsequent recommendation for approval by the Administrative Committee:

- a) The Chairman of the Board will appoint/reappoint members, with consideration for Board Member recommendations.
- b) The same process as above applies for re-appointing a member to fill any vacancy.

Chair: Chairman of the Board or designee.

Reporting:

The Governing Board's Administrative Committee shall be the Board's liaison with this Advisory Group. The business of the Group shall be conducted through monthly or quarterly meetings of the committee as whole and monthly meetings of subcommittees established by the committee as a whole. The meeting frequency shall be determined by the Chairman of the Advisory Group. The Group shall report monthly to the Administrative Committee on its activities and results and shall provide the Governing Board with a written annual report outlining its goals and accomplishments and proposing its agenda for the coming year.

The Advisory Group may adopt formal recommendations for action by the Governing Board to be taken to the Administrative Committee. Such recommendations shall be placed on the Advisory Group's agenda and shall become effective upon a vote by no less than a quorum. The recommendation shall be presented to the Administrative Committee via a written memorandum or letter, or by presentation by an agreed upon representative of the Advisory Group.

Compensation:

Effective July 1, 1997 the standing members of this Advisory Group shall be eligible to claim per diem of \$100 and reimbursement of mileage and parking expenses, in accordance with District policy, associated with attendance at meetings of this Advisory Group.