

PORT OF LOS ANGELES COMMUNITY ADVISORY COMMITTEE  
(PCAC) STEERING COMMITTEE  
Port of Los Angeles  
425 S. Palos Verdes Street  
San Pedro, California

Minutes  
December 1, 2009

ATTENDEES

STEERING COMMITTEE MEMBERS:

June Burlingame Smith, PCAC Co-Chair  
Donna Ethington, Chair, Port Master Plan/Quality of Life Subcommittee  
Richard Havenick, Chair, Air Quality Subcommittee  
Kenneth Melendez, Chair, Wilmington Waterfront Development Subcommittee  
John Miller, Chair, EIR Aesthetic Mitigation Subcommittee  
Carrie Scoville, Chair, Light, Aesthetics and Noise Subcommittee  
Kathleen Woodfield, Co-Chair, Air Quality Subcommittee

OTHER PCAC ATTENDEES

Pat Nave

COMMUNITY PARTICIPANTS

Gwen Butterfield  
Leticia Melendez

LOCATION: Banning's Landing, 100 E. Water Street, Wilmington, CA 90744

- A. Call to Order: 6:10 PM – June Burlingame Smith, Chair
- B. Sign-In / Introductions
- C. The Agenda was approved as amended.  
The Steering Committee agreed that the December PCAC meeting would be cancelled. Happy Holidays!
- D. The Minutes of the November 3, 2009 Steering Committee meeting were approved as amended.
- E. Public Comment: None
- F. Discussion:
  - PCAC Structure / Survey / PCAC Attendance / Status on PCAC Motions and Recommendations  
June Burlingame Smith, Chair of PCAC, introduced a letter that she drafted that summarizes the present status of PCAC. As a result, the Steering Committee feels it is a good time to assess the composition and functions of the Committee and its Sub-Committees. In addition, the Port has made many budgetary cuts and support changes that affect the

functions of the PCAC and its committees. The Steering Committee is requesting the input of the PCAC membership on how they feel we should respond to budget constraints and how we can strengthen the work of the Port Community Advisory Committee.

The Committee approved the letter. They revised the survey and directed the PCAC Secretary to distribute it to the PCAC body, via a web browser "survey monkey." The letter and the survey are attached.

- G. Status of Motions Submitted to the Board of Harbor Commission (BHC) by PCAC: The Committee did not address this agenda item.
- H. PCAC Action Item for the December 15, 2009 PCAC Meeting: N/A, Meeting was cancelled.
- I. PCAC Informational Items for the December 15, 2009 PCAC Meeting: N/A, Meeting was cancelled.
- J. Presentational Items for the December 15, 2009: N/A, Meeting was cancelled.
- K. Adjournment: 7:30 PM

Signature on File

\_\_\_\_\_  
June Burlingame Smith, PCAC Co-Chair  
Port of Los Angeles Port Community Advisory Committee

Signature on File

\_\_\_\_\_  
Debra Babcock-Doherty, PCAC Executive Assistant

Attachments:

1. PCAC Letter of Introduction regarding the PCAC Survey
2. PCAC Survey
3. Attendance Record for the Full PCAC Meetings for 2009

Dear PCAC Member:

As we prepare to celebrate the ninth anniversary of the formation of the Port Community Advisory Committee (PCAC), the Steering Committee feels it is a good time to assess the composition and functions of the Committee and its sub-committees.

Formed as an innovative paradigm to bring port and community interests together, the Committee has achieved many milestones and shown that a mutually respectful dialogue between various stakeholders can be productive and energizing. As we close out 2009, the Committee has submitted 102 motions for the Board of Harbor Commissioners to consider, and many of them have been adopted outright or adopted with staff recommended additions or changes.

We have worked hard to make this pioneer governance partnership successful, and we have shown that when there is a will and commitment to communicate with respect, reason, and integrity, the community, business, industry, and government will prosper together. However, in recent years, the attendance at the monthly committee and sub-committee meetings has been falling, and it is clear that a reassessment of our structure and functions needs to be reviewed and revised.

The second need for this letter is that the Port has made many budgetary cuts and support changes that affect the functions of our committees. We need to respond to these budget constraints with thoughtfulness, innovation and resolve in order to assure continued success.

Therefore, the Steering Committee is asking for your help and guidance as to changes you feel will strengthen the work of the Port Community Advisory Committee. Please return the survey to Debbie Babcock-Doherty, the PCAC Secretary, no later than December 31 so that we can make recommendations to the Board about the future composition of PCAC.

Thank you for helping us restructure ourselves as we move into our tenth year of operation.

Yours sincerely,

June Burlingame Smith  
Chair, PCAC

Enc:

1. PCAC Attendance Records
2. PCAC Survey

PCAC SURVEY

December, 2009

I. MEMBERSHIP

A. Organization, or Appointed By: \_\_\_\_\_

B. Your name: \_\_\_\_\_

C. Are you a voting representative \_\_\_\_\_ or an alternate \_\_\_\_\_

II. PURPOSES

A. Currently, the purposes of PCAC are:

- (1) To assess the impacts of Port developments on the harbor area communities and to recommend suitable mitigation measures to the Board for such impacts.
- (2) To review past, present and future environmental documents in an open public process and to make recommendations to the Board that ensure that impacts of the communities are appropriately mitigated in accordance with Federal and State of California law.
- (3) To provide a public forum and to make recommendations to the Board to assist the Port in taking a leadership role in creating balanced communities in Wilmington, Harbor City and San Pedro so that the quality of life is maintained and enhanced by the presence of the Port.

B. Suggested changes in purposes:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

II. COMMITTEE STRUCTURE

A. CURRENT COMMITTEES

1. Designate keeping or eliminating current committees

	<u>KEEP</u>	<u>ELIMINATE</u>
<u>AIR QUALITY</u>	_____	_____
<u>PORT MASTER PLAN/QUALITY OF LIFE</u>	_____	_____
<u>LIGHT, AESTHETICS AND NOISE</u>	_____	_____
<u>WILMINGTON WATERFRONT</u>	_____	_____
<u>SAN PEDRO COORDINATED PLAN</u>	_____	_____
<u>EIR/AESTHETIC MITIGATION</u>	_____	_____
<u>EIR/MITIGATION WORKING GROUP</u>	_____	_____
<u>TRAFFIC</u>	_____	_____
<u>WATER QUALITY</u>	_____	_____

2. Please explain the changes you have marked

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. NEW COMMITTEES OR SUGGESTED COMBINATIONS

Please explain your suggestions:

1. \_\_\_\_\_

2. \_\_\_\_\_

C. ATTENDANCE

1. Which Subcommittees do you regularly attend?

- AIR QUALITY SUBCOMMITTEE
- LIGHT, AESTHETICS AND NOISE SUBCOMMITTEE
- EIR /AESTHETIC MITIGATION SUBCOMMITTEE
- EIR/AESTHETIC MITIGATION WORKING GROUPS for China Shipping Funds
- PCAC STEERING COMMITTEE
- PORT MASTER PLAN / QUALITY OF LIFE SUBCOMMITTEE
- SAN PEDRO COORDINATED PLAN SUBCOMMITTEE
- TRAFFIC SUBCOMMITTEE
- WATER QUALITY SUBCOMMITTEE
- WILMINGTON WATERFRONT DEVELOPMENT SUBCOMMITTEE

3. If you do not attend PCAC subcommittees regularly, please explain:

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3. Do you wish to continue as a member of PCAC? YES \_\_\_\_\_ NO \_\_\_\_\_

III. BUDGET

A. PCAC does not currently have a line item budget. Do you think it should? YES \_\_\_\_\_

NO \_\_\_\_\_

B. In addition to a secretary and port appointed staff for each committee, what activities and services should the Port fund for PCAC? Please be as specific as you can.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### IV. ADDITIONAL COMMENTS

Please feel free to submit as many comments as you wish.

**Please submit no later than December 31, 2009. We will contact you if we do not have your reply by the end of the month so that the Steering Committee can accurately assess your desire to continue to serve on PCAC.**

Thanks. June Burlingame Smith, PCAC Chair



