



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

TO: SCAQMD Administrative Committee
Dr. William Burke, Chair
Dennis Yates, Vice Chair
Dr. Clark E. Parker, Sr.
Councilmember Judith Mitchell

FROM: Barry Wallerstein, D.Env., Executive Officer

ADMINISTRATIVE COMMITTEE MEETING
21865 Copley Drive, Diamond Bar CA 91765
January 15, 2016 ♦ 10:00 a.m. ♦ Conference Room CC-8

Teleconference Location

11461 West Sunset Boulevard
Brentwood Room 1
Los Angeles, CA 90049

(Public may attend at the above location.)

AGENDA

ACTION/DISCUSSION ITEMS:

1. Board Members' Concerns Dr. William A. Burke
Committee Chair
Any member of the Governing Board, on his or her own initiative may raise a concern to the Administrative Committee regarding any SCAQMD items or activities. (no motion required)
2. Chairman's Report of Approved Travel *(no motion required)* Dr. Burke
3. Approval of Compensation for Board Member Assistant(s)/ Consultant(s). *(Any material, if submitted, will be distributed at the meeting.)* Dr. Burke
4. Report of Approved Out-of-Country Travel *(no motion required)* Barry Wallerstein
Executive Officer

FEBRUARY AGENDA ITEMS

5. Issue RFP for Deferred Compensation Plan Consultant Services
SCAQMD sponsors a 457 Deferred Compensation Plan for its employees. State law governs the fiduciary requirements for the operation and investment of 457 plans sponsored by governmental entities. This action is to issue an RFP for consultant services focused on assisting staff in maintaining the Deferred Compensation Committee Charter and Investment Policy Statements, providing analysis of plan assets and investment options, and administrative support. These consultant services will be funded by fees paid by plan participants that are returned through an agreement with the Deferred Compensation Plan record-keeper, MassMutual, and result in no cost to SCAQMD.
Bill Johnson
Asst. DEO,
Administrative &
Human Resources
6. Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services
SCAQMD currently has contracts with several companies for short- and long-term systems development, maintenance and support services. These contracts are periodically amended to add budgeted funds as additional needs are defined. This action is to amend the contracts approved by the Board to add additional funding of \$529,900 for needed development and maintenance work.
Chris Marlia
Asst. DEO,
Information
Management
7. Establish List of Prequalified Vendors to Provide Computer, Network, Printer, Hardware and Software
On November 6, 2015, the Board approved the release of a Request for Qualifications and Quotations (RFQQ) to prequalify vendors for computer, network, printer, hardware and software. As a result of successful responses to this RFQQ, nine vendors were identified as capable of providing these products. This action is to approve these nine vendors to provide these products for a two-year period. Funds for these purchases are included in the FY 2015-16 (\$300,000).
Chris Marlia
8. Approve Charter for the SCAQMD's Environmental Justice Community Partnership Advisory Council
This action is to approve the SCAQMD Environmental Justice Community Partnership Advisory Council Charter.
Lisha B. Smith
DEO,
Legislative and
Public Affairs
9. Local Government & Small Business Assistance Advisory Group Minutes for the November 13, 2015 Meeting (written report)
Attached for information only are the Local Government & Small Business Assistance Advisory Group minutes for the November 13, 2015 meeting.
Derrick J. Alatorre
Asst. DEO/Public
Advisor,
Legislative &
Public Affairs
10. Review February 5, 2016 Governing Board Agenda
Barry Wallerstein

11. Other Business

Dr. Burke

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter, or may take action to direct staff to place a matter of business on a future agenda. (Govt Code Section 54954.2)

12. Public Comment

Members of the public may address the Committee concerning any agenda item before or during consideration of that item (Govt. Code Section 54954.3). All agendas for regular meetings are posted at District Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of a regular meeting. At the end of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's authority. Speakers may be limited to three (3) minutes each.

Document Availability

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the agenda is posted, are available prior to the meeting for public review at the South Coast Air Quality Management District, Public Information Center, 21865 Copley Drive, Diamond Bar, CA 91765.

Americans with Disabilities Act

The agenda and documents in the agenda packet will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Govt. Code Section 54954.2(a)). Disability-related accommodations will also be made available to allow participation in the Administrative Committee meeting. Any accommodations must be requested as soon as practicable. Requests will be accommodated to the extent feasible. Please contact Nancy Velasquez at 909-396-2557 from 7 a.m. to 5:30 p.m. Tuesday through Friday, or send the request to nvelasquez@aqmd.gov.

NOTE: The next Administrative Committee meeting is scheduled for Friday, February 12, 2016 in CC-8.