



South Coast Air Quality Management District

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

ADMINISTRATIVE COMMITTEE MEETING

Committee Members

Chair Ben Benoit, Committee Chair
Senator (Ret.) Vanessa Delgado, Vice Chair
Mayor Michael Cacciotti
Board Member Gideon Kracov
Supervisor Janice Rutherford

December 9, 2022 ♦ 10:00 a.m.

Pursuant to Assembly Bill 361, the South Coast Air Quality Management District Administrative Committee meeting will only be conducted via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

Join Zoom Webinar Meeting - from PC or Laptop

<https://scaqmd.zoom.us/j/93760468442>

Zoom Webinar ID: 937 6046 8442 (applies to all)

Teleconference Dial In

+1 669 900 6833

One tap mobile

+16699006833,93760468442#

Audience will be able to provide public comment through telephone or Zoom connection during public comment periods.

PUBLIC COMMENT WILL STILL BE TAKEN

AGENDA

Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't. Code Section 54954.3(a)). If you wish to speak, raise your hand on Zoom or press Star 9 if participating by telephone. All agendas for regular meetings are posted at South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the regular meeting. Speakers may be limited to three (3) minutes total for all items on the agenda.

CALL TO ORDER

- Roll Call

DISCUSSION ITEMS – Items 1 through 7:

1. Board Members' Concerns (***No Motion Required***)
Any member of the Governing Board, on his or her own initiative may raise a concern to the Administrative Committee regarding any South Coast AQMD items or activities. Chair Ben Benoit
Committee Chair
2. Chair's Report of Approved Travel (***No Motion Required***) Chair Benoit
3. Report of Approved Out-of-Country Travel (***No Motion Required***) Wayne Nastri pg. 5
Executive Officer
4. Review January 6, 2023 Governing Board Agenda Wayne Nastri pgs. 6-13
5. Approval of Compensation for Board Member Assistant(s)/
Consultant(s) (Any material, if submitted, will be distributed at the
meeting.) (***Motion Requested if Proposal Made***) Chair Benoit pgs. 14-15
6. Update on South Coast AQMD Inclusion, Diversity and Equity
Efforts (***No Motion Required***)
*Staff will provide an update on current and future efforts for our
internal processes and programs.* Cessa Heard-Johnson, pgs. 16-23
PhD, Diversity, Equity
and Inclusion Officer
7. Status Report on Major Ongoing and Upcoming Projects for
Information Management (***No Motion Required***)
*Information Management is responsible for data systems
management services in support of all South Coast AQMD
operations. This action is to provide the monthly status report on
major automation contracts and planned projects.* Ron Moskowitz pgs. 24-29
Chief Information Officer,
Information Management

ACTION ITEMS – Items 8 through 9:

8. Execute Contract for Biennial Audit of Motor Vehicle Registration
Revenues for FYs 2019-20 and 2020-21 (***Motion Requested***)
*Health and Safety Code Section 44244.1 requires any agency
receiving fee revenues pursuant to Section 44243 or 44244 to be
subject to an audit of each program or project funded at least once
every two years. On September 2, 2022, the Board approved the
release of an RFP to select an auditor to perform the biennial audit
for FYs 2019-20 and 2020-21. This action is to award a contract to
Simpson & Simpson, Certified Public Accountants.* Sujata Jain pgs. 30-32
Chief Financial Officer,
Finance
9. Amend FY 22-23 Budget by Adding and Deleting Positions
Throughout the Agency to Address Operational Needs, and Adopt a
New Class Specification (***Motion Requested***)
*This item is to amend the FY 2022-23 Budget to add and delete
positions throughout the agency in order to address operational
needs. This action will result in an increased annual cost of
\$137,250. Sufficient funding is available in the FY 2022-23 Budget* John Olvera pgs. 33-39
Deputy Executive Officer,
Administrative & Human
Resources

and will be requested in future budgets. This item is also to adopt a new Supervising Graphic Arts Illustrator class specification. Funding for this position is in the current budget.

WRITTEN REPORT:

None.

OTHER MATTERS:

10. Other Business Chair Benoit
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)
11. Public Comment
At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Committee's authority that is not on the agenda. Speakers may be limited to three (3) minutes total.
12. **Next Meeting Date:** Friday, January 13, 2023 at 10:00 a.m.

ADJOURNMENT

Americans with Disabilities Act and Language Accessibility

Disabilities and language-related accommodations can be requested to allow participation in the Administrative Committee meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the South Coast AQMD. Please contact Cindy Bustillos at (909) 396-2377 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to cbustillos@aqmd.gov.

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 by contacting Cindy Bustillos at (909) 396-2377, or send the request to cbustillos@aqmd.gov.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Instructions for Participating in a Virtual Meeting as an Attendee

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment.

Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

Please note: During the meeting, all participants will be placed on Mute by the host. You will not be able to mute or unmute your lines manually.

After each agenda item, the Chair will announce public comment.

Speakers will be limited to a total of three (3) minutes for the Consent Calendar and Board Calendar, and three (3) minutes or **less** for other agenda items.

A countdown timer will be displayed on the screen for each public comment.

If interpretation is needed, more time will be allotted.

Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to comment. The host will then unmute your line.

Directions for Video ZOOM on a DESKTOP/LAPTOP:

- If you would like to make a public comment, please click on the “**Raise Hand**” button on the bottom of the screen.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for Video Zoom on a SMARTPHONE:

- If you would like to make a public comment, please click on the “**Raise Hand**” button on the bottom of your screen.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for TELEPHONE line only:

- If you would like to make public comment, please **dial *9** on your keypad to signal that you would like to comment.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**EXECUTIVE OFFICE****MEMORANDUM**

DATE: December 9, 2022

TO: Administrative Committee

FROM: Wayne Nastri, Executive Officer

SUBJECT: Report of Travel

The following is a report of Chair approved travel:

DATE	TRAVELER	DESTINATION	PURPOSE
December 11-12, 2022	Board Member Gideon Kracov	Sacramento, CA	Board Member Kracov attended a CARB SB 1383 workshop as the South Coast AQMD Board representative.
December 14-16, 2022	Board Member Gideon Kracov	Sacramento, CA	Board Member Kracov attended a CARB meeting as the South Coast AQMD Board representative.

The following is a report of upcoming staff out-country travel that must be approved by the Chair and the Administrative Committee:

None.



South Coast Air Quality Management District

South Coast
AQMD

21865 Copley Drive, Diamond Bar, CA 91765-4178
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12/2/22 –2:00 p.m.

DRAFT A G E N D A

MEETING, JANUARY 6, 2023 HYBRID GOVERNING BOARD MEETING

Pursuant to Assembly Bill 361, a meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m. on Friday, January 6, 2023 through a hybrid format of in-person attendance in the Dr. William A. Burke Auditorium at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and/or virtual attendance via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.

Given health and safety concerns, seating availability may be limited, and the meeting format may be changed to full remote via webcast. Please refer to South Coast AQMD's website for information regarding the format of the meeting, updates if the meeting is changed to a full remote via webcast format, and details on how to participate:

<http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>

Face coverings: In accordance with state and local public health department guidelines, masks are strongly recommended for people attending the meeting at South Coast AQMD Headquarters.

ELECTRONIC PARTICIPATION INFORMATION **(Instructions provided at bottom of the agenda)**

Join Zoom Meeting - from PC, Laptop or Phone

<https://scaqmd.zoom.us/j/93128605044>

Meeting ID: **931 2860 5044** (applies to all)

Teleconference Dial In +1 669 900 6833 or +1 253 215 8782

One tap mobile +16699006833,,93128605044# or +12532158782,,93128605044#

Spanish Language Only Audience (telephone)

Número Telefónico para la Audiencia que Habla Español
Teleconference Dial In/Numero para llamar: +1 669 900 6833
Meeting ID/Identificación de la reunión: **932 0955 9643**
One tap mobile: +16699006833,,93209559643#

Audience will be allowed to provide public comment in person and through Zoom connection or telephone.

PUBLIC COMMENT WILL STILL BE TAKEN

Phone controls for participants:

The following commands can be used on your phone's dial pad while in meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

Questions About an Agenda Item

- The name and telephone number of the appropriate staff person to call for additional information or to resolve concerns is listed for each agenda item.
- In preparation for the meeting, you are encouraged to obtain whatever clarifying information may be needed to allow the Board to move expeditiously in its deliberations.

Meeting Procedures

- The public meeting of the South Coast AQMD Governing Board begins at 9:00 a.m. The Governing Board generally will consider items in the order listed on the agenda. However, any item may be considered in any order.
- After taking action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

All documents (i) constituting non-exempt public records, (ii) relating to an item on the agenda, and (iii) having been distributed to at least a majority of the Governing Board after the agenda is posted, are available prior to the meeting for public review at South Coast AQMD's Clerk of the Boards Office, 21865 Copley Drive, Diamond Bar, CA 91765 or web page at www.aqmd.gov

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A webcast of the meeting is available for viewing at:
<http://www.aqmd.gov/home/news-events/webcast>

CALL TO ORDER

- Pledge of Allegiance
- Roll Call
- Opening Comments: Ben J. Benoit, Chair
Other Board Members
Wayne Nastri, Executive Officer
- Election of Chair for Term January 2023 – January 2025
- Election of Vice Chair for Term January 2023 – January 2025

Staff/Phone (909) 396-

CONSENT AND BOARD CALENDAR (Items X through X)

Note: Consent and Board Calendar items held for discussion will be moved to Item No. XX

Items 1 through X – Action Items/No Fiscal Impact

- | | | |
|--------|---|-----------------------|
| 11985. | Comply with AB 361 Requirements to Allow South Coast AQMD Board and South Coast AQMD Brown Act Committees to Continue to Meet Remotely | Gilchrist/3459 |
| | This action is to adopt the attached Resolution finding that the Board: 1) has reconsidered the circumstances of the state of emergency; and 2) State or local officials continue to impose or recommend measures to promote social distancing. See California Government Code Section 54953(e)(3). (No Committee Review) | |
| 11919. | Approve Minutes of December 2, 2022 | Thomas/3268 |
| 11920. | Set Public Hearings February 3, 2023 to Consider Adoption of and/or Amendments to South Coast AQMD Rules and Regulations: | Nastri/3131 |
| 11918. | Determine That Proposed Amended Rule 1148.2 – Notification and Reporting Requirements for Oil and Gas Wells and Chemical Suppliers, Is Exempt from CEQA and Amend Rule 1148.2 | Krause/2706 |
| | Rule 1148.2 - Notification and Reporting Requirements for Oil and Gas Wells and Chemical Suppliers is a notification rule for facilities that operate oil and gas wells. Proposed Amended Rule 1148.2 (PAR 1148.2) will address notification and reporting concerns raised by Wilmington, Carson, and West Long | |

Beach and South Los Angeles AB 617 communities. PAR 1148.2 adds notification requirements to include both acidizing work for injection wells and diesel-fueled workover rig operations. PAR 1148.2 also includes annual reporting requirements for chemicals used during well operations. This action is to adopt the Resolution: 1) Determining that the Proposed Amended Rule 1148.2 – Notification and Reporting Requirements for Oil and Gas Wells and Chemical Suppliers, is exempt from the requirements of the California Environmental Quality Act, and 2) Amending Rule 1148.2 – Notification and Reporting Requirements for Oil and Gas Wells and Chemical Suppliers. (Review: Stationary Source Committee, January 20, 2023)

Item X and X – Budget/Fiscal Impact

11963. Amend FY 22-23 Budget by Adding and Deleting Positions Throughout the Agency to Address Operational Needs, and Adopt a New Class Specification **Olvera/2309**

This item is to amend the FY 2022-23 Budget to add and delete positions throughout the agency in order to address operational needs. This action will result in an increased annual cost of \$137,250. Sufficient funding is available in the FY 2022-23 Budget and will be requested in future budgets. This item is also to adopt a new Supervising Graphic Arts Illustrator class specification. Funding for this position is in the current budget

11952. Approve Contract Modification as Approved by MSRC **McCallon**

Items X through X – Information Only/Receive and File

11904. Legislative, Public Affairs and Media Report **Alatorre/3122**

This report highlights the November 2022 outreach activities of the Legislative, Public Affairs and Media Office, which includes: Major Events, Community Events/Public Meetings, Environmental Justice Update, Speakers Bureau/Visitor Services, Communications Center, Public Information Center, Business Assistance, Media Relations and Outreach to Business and Federal, State and Local Government. (No Committee Review)

11871. Hearing Board Report **Verdugo-Peralta**

This reports the actions taken by the Hearing Board during the period of November 1 through November 30, 2022.

11964. Civil Filings and Civil Penalties Report **Gilchrist/3459**
- This report summarizes monthly penalties and legal actions filed by the General Counsel's Office from November 1 through November 30, 2022. An Index of South Coast AQMD Rules is attached with the penalty report. (No Committee Review).
11882. Lead Agency Projects and Environmental Documents Received **Rees/2856**
- This report provides a listing of CEQA documents received by South Coast AQMD between November 1, 2022 and November 30, 2022, and those projects for which South Coast AQMD is acting as lead agency pursuant to CEQA. (No Committee Review)
11836. Rule and Control Measure Forecast **Rees/2856**
- This report highlights South Coast AQMD rulemaking activities and public hearings scheduled for 2023 and provides a summary of implementation of the 2016 AQMP in 2022. (No Committee Review)
11858. Execute Contract for Biennial Audit of Motor Vehicle Registration Revenues for FYs 2019-20 and 2020-21 **Jain/2804**
- Health and Safety Code Section 44244.1 requires any agency receiving fee revenues pursuant to Section 44243 or 44244 to be subject to an audit of each program or project funded at least once every two years. On September 2, 2022, the Board approved the release of an RFP to select an auditor to perform the biennial audit for FYs 2019-20 and 2020-21. This action is to award a contract to Simpson & Simpson, CPAs. (Reviewed: Administrative Committee, December 9, 2022)
11857. Status Report on Major Ongoing and Upcoming Projects for Information Management **Moskowitz/3329**
- Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, December 9, 2022)

Items XX through XX -- Reports for Committees and CARB

Note: The Legislative, Mobile Source, Stationary Source, and Technology Committees did not meet in December 2022. The next regularly scheduled meeting of the Legislative Committee is January 13, 2023, and the Mobile Source, Stationary Source and Technology Committees on January 20, 2023.

11941. Administrative Committee (Receive & File) Chair: Benoit **Nastri/3131**
11965. Mobile Source Air Pollution Reduction Board Liaison: Benoit **Katzenstein/2219**
Review Committee (Receive & File)

11860. California Air Resources Board Monthly Report (Receive & File)

Board Rep.: Kracov

Thomas/3268

XX. Items Deferred from Consent and Board Calendar

PUBLIC HEARINGS

11916. Determine That Proposed Amended Rule 1106 – Marine and Pleasure Craft Coatings, and Proposed Amended Rule 1107 – Coating of Metal Parts and Products, Are Exempt From CEQA; and Amend Rules 1106 and 1107

Krause/2706

Rule 1106 establishes VOC limits for marine and pleasure craft coatings and Rule 1107 establishes VOC limits for coatings used on metal parts and products. Proposed Amended Rules 1106 and 1107 will remove references to ASTM D7767 “Standard Test Method to Measure Volatiles from Radiation Curable Acrylate Monomers, Oligomers and Blends and Thin Coatings Made from Them” to address U.S. EPA’s proposed limited disapproval. Since ASTM D7767-11 is not approved by U.S. EPA, this test method cannot be used to enforce a SIP approved rule. Proposed Amended Rule 1106 will also remove references to Elastomeric Adhesives and Metallic Heat Resistant Coatings, as recommended by the U.S. EPA to align Rule 1106 with the U.S. EPA 1996 Marine Coatings Control Techniques Guidelines. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1106 – Marine and Pleasure Craft Coatings and Proposed Amended Rule 1107 – Coating of Metal Parts and Products, are exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rules 1106 and 1107. (Reviewed: Stationary Source Committee, November 18, 2022)

11917. Determine That Proposed Amended Rule 1118 – Control of Emissions from Refinery Flares Is Exempt from CEQA; and Amend Rule 1118

Krause/2706

Rule 1118 establishes requirements to monitor and record data on refinery and refinery related flaring operations, and to control and minimize flaring and flare related emissions. To address U.S. EPA’s limited disapproval of Rule 1118, Proposed Amended Rule 1118 will modify an existing requirement, to require with the Executive Officer, ASTM methods must be approved by U.S. EPA and CARB. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1118 – Control of Emissions from Refinery Flares, is exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rule 1118. (Reviewed: Stationary Source Committee, November 18, 2022)

BOARD MEMBER TRAVEL – (No Written Material)

Board member travel reports have been filed with the Clerk of the Boards, and copies are available upon request.

CONFLICT OF INTEREST DISCLOSURE – (No Written Material)

CLOSED SESSION -- (No Written Material)

Gilchrist/3459

ADJOURNMENT

*****PUBLIC COMMENTS*****

Members of the public are afforded an opportunity to speak on any agenda item before consideration of that item. Persons wishing to speak may do so in person or remotely via Zoom or telephone. To provide public comments via a Desktop/Laptop or Smartphone, click on the "Raise Hand" at the bottom of the screen, or if participating via Dial-in/Telephone Press *9. This will signal to the host that you would like to provide a public comment and you will be added to the list.

All agendas are posted at South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and website, <http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>, at least 72 hours in advance of the meeting. At the beginning of the agenda, an opportunity is also provided for the public to speak on any subject within the South Coast AQMD's authority. Speakers may be limited to a total of three (3) minutes for the entirety of the Consent Calendar plus Board Calendar, and three (3) minutes or less for each of the other agenda items.

Note that on items listed on the Consent Calendar and the balance of the agenda any motion, including action, can be taken (consideration is not limited to listed recommended actions). Additional matters can be added and action taken by two-thirds vote, or in the case of an emergency, by a majority vote. Matters raised under the Public Comment Period may not be acted upon at that meeting other than as provided above.

Written comments will be accepted by the Board and made part of the record. Individuals who wish to submit written or electronic comments must submit such comments to the Clerk of the Board, South Coast AQMD, 21865 Copley Drive, Diamond Bar, CA 91765-4178, (909) 396-2500, or to cob@aqmd.gov, on or before 5:00 p.m. on the Tuesday prior to the Board meeting.

ACRONYMS

- | | |
|--|--|
| AQ-SPEC = Air Quality Sensor Performance Evaluation Center | NATTS =National Air Toxics Trends Station |
| AQIP = Air Quality Investment Program | NESHAPS = National Emission Standards for Hazardous Air Pollutants |
| AQMP = Air Quality Management Plan | NGV = Natural Gas Vehicle |
| AVR = Average Vehicle Ridership | NOx = Oxides of Nitrogen |
| BACT = Best Available Control Technology | NSPS = New Source Performance Standards |
| BARCT = Best Available Retrofit Control Technology | NSR = New Source Review |
| Cal/EPA = California Environmental Protection Agency | OEHHA = Office of Environmental Health Hazard Assessment |
| CARB = California Air Resources Board | PAMS = Photochemical Assessment Monitoring Stations |
| CEMS = Continuous Emissions Monitoring Systems | PEV = Plug-In Electric Vehicle |
| CEC = California Energy Commission | PHEV = Plug-In Hybrid Electric Vehicle |
| CEQA = California Environmental Quality Act | PM10 = Particulate Matter ≤ 10 microns |
| CE-CERT =College of Engineering-Center for Environmental Research and Technology | PM2.5 = Particulate Matter ≤ 2.5 microns |
| CNG = Compressed Natural Gas | RECLAIM=Regional Clean Air Incentives Market |
| CO = Carbon Monoxide | RFP = Request for Proposals |
| DOE = Department of Energy | RFQ = Request for Quotations |
| EV = Electric Vehicle | RFQQ=Request for Qualifications and Quotations |
| EV/BEV = Electric Vehicle/Battery Electric Vehicle | SCAG = Southern California Association of Governments |
| FY = Fiscal Year | SIP = State Implementation Plan |
| GHG = Greenhouse Gas | SOx = Oxides of Sulfur |
| HRA = Health Risk Assessment | SOON = Surplus Off-Road Opt-In for NOx |
| LEV = Low Emission Vehicle | SULEV = Super Ultra Low Emission Vehicle |
| LNG = Liquefied Natural Gas | TCM = Transportation Control Measure |
| MATES = Multiple Air Toxics Exposure Study | ULEV = Ultra Low Emission Vehicle |
| MOU = Memorandum of Understanding | |

MSERCs = Mobile Source Emission Reduction Credits
MSRC = Mobile Source (Air Pollution Reduction) Review
Committee

U.S. EPA = United States Environmental Protection
Agency
VOC = Volatile Organic Compound
ZEV = Zero Emission Vehicle

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For language interpretation:

Click the interpretation Globe icon at the bottom of the screen
Select the language you want to hear (either English or Spanish)
Click "Mute Original Audio" if you hear both languages at the same time.

Para interpretación de idiomas:

Haga clic en el icono de interpretación el globo terráqueo en la parte inferior de la pantalla
Seleccione el idioma que desea escuchar (inglés o español)
Haga clic en "Silenciar audio original" si escucha ambos idiomas al mismo tiempo.

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This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions to provide public comment via TELEPHONE:

Dial *9 on your keypad to signal that you would like to comment.

Directions for Spanish Language TELEPHONE line only:

- The call in number is the same (+1 669 900 6833)
- The meeting ID number is 932-0955-9643
- If you would like to make public comment, please dial *9 on your keypad to signal that you would like to comment.

Instrucciones para la línea de TELÉFONO en español únicamente:

- El número de llamada es el mismo (+1 669900 6833 o +1 93209559643)
- El número de identificación de la reunión es 932-0955-9643
- Si desea hacer un comentario público, marque *9 en su teclado para indicar que desea comentar.

Agenda Item #5

Approval of Compensation for Board Member Assistant(s)/Consultant(s)

**Administrative Committee Meeting
December 9, 2022**

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on December 9, 2022 From: Board Member Janice Rutherford

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective January 1, 2023 and ending June 30, 2023

Candidate Information

Name: Mark Taylor

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.
 Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.
 Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 5,589.08 per month for January 1, 2023 through June 30, 2023, up to a maximum payable during the contract period not to exceed \$ 33,534.48.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 12/2/22

Administrative Committee

Friday, December 9, 2022

Dr. ANISSA CESSA HEARD-JOHNSON
Deputy Executive Officer
Diversity, Equity, and Inclusion
aheard-johnson@aqmd.gov



FABULOUS FEMALE FRIDAY

Patsy Takemoto Mink

December 6, 1927 – September 28, 2002

American Attorney and Politician

- Born in Paia, Hawaii
- Faced discrimination during her time at Wilson College (PA) and the University of Nebraska
 - Transferred to University of Hawaii receiving her bachelors in Zoology and Chemistry
- Turned down by several medical schools, she turned to law
 - Earned a JD from the University of Chicago Law School
- Faced discrimination from large law firms for her interracial marriage with John Mink
 - Started her own practice becoming the first Japanese-American woman to practice law in Hawaii
- She was elected to the Hawaiian state senate in 1958 and became the first woman of color elected to Congress in 1964
- Promoted legislation in support of civil rights, public education, and organized labor
- She was one of the authors of Title IX



Employee Resource Groups (ERG) – November 2022



ERGs are continuing to educate employees about ongoing issues of global and local social injustice

ERGs have expressed ongoing interest in strategic planning through DEI workgroups

ERGs are developing ideas to build community between different ERG groups

ERGs expressed interest in external community outreach and recruitment

Native American Heritage Month Infographics

NATIVE AMERICAN HERITAGE MONTH

Throughout Native American Heritage Month we recognize and honor the significant contributions the first Americans made to the establishment and growth of our country. This week highlights Native American leaders and organizations that strive for environmental justice.



Tribal Leader | Little Traverse Bay Bands of Odawa Indians

As a traditional storyteller and potter, he believes in the importance of being rooted in traditions to prepare for future generations. He has served 14 years as the Chairman of his tribe and was instrumental in the adoption of the Tribal and First Nations Great Lakes Water Accord which helps protect the Great Lakes basin.

Frank Ettawageshik



Environmental, Climate, and Economic Justice Advocate | Dakota and Navajo Nations

Serves as the Executive Director and cofounder of the Indigenous Environmental Network. He emphasized the importance of considering the sacred nature of water, air, land, and fire as humans and the Earth are directly connected when approaching environmental issues.

Tom Goldtooth



Author, Economist, and Environmentalist | Ojibwe Tribe

Founder of the White Earth Land Recovery Project (WELRP) which seeks to buy back reservation land previously purchased by non-native peoples. She combines economic and environmental approaches to create thriving and sustainable WELRP communities and indigenous populations across the country.

Winona LaDuke



Community Organizations

Indigenous Environmental Network

Seeks to build the capacity of Indigenous communities and tribal governments to develop mechanisms to protect sacred sites, land, water, air, natural resources, health of the people, and to build economically sustainable communities.



Native American Environmental Protection Coalition (NAEPC)

Dedicated to providing technical assistance, environmental education, professional training, and prioritizes intertribal cooperation to promote environmental stewardship.

Sources:

- <https://www.indian-affairs.org/frank-ettawageshik.html>
- <https://civcc.usc.edu/from-indian-bar-bouncer-to-humanitarian/>
- <https://www.commonhistory.org/education-resources/biographies/winona-laduke>
- <https://www.ienearth.org/>
- <https://naepc.com/>

Week 1

NATIVE AMERICAN HERITAGE MONTH

Throughout Native American Heritage Month we recognize and honor the significant contributions the first Americans made to the establishment and growth of our country. This week highlights Native American leaders and organizations that advocate for social justice.



Two-Spirit Writer and Activist | Menominee Tribe

Recognized for their poems and works identifying the fight against forced invisibility and the silencing of Native Americans, feminism, and abuses by the dominant culture on native communities.

Chrystos (they/them)



Tribal Attorney and Land Defender | Couchiching First Nation

Advocates on behalf of tribal nations at the local and federal levels on a range of issues impacting Indigenous people. She is the cofounder of the organization Not Your Mascots which is committed to educating the public about the harms of stereotyping and promotes positive representation of Native Americans.

Tara Houska



Political Activist | Omaha Nation

Separated from his mother and thrust into the child welfare system as child, he was raised outside the community where he was never given the opportunity to learn his Native name nor the Omaha language. He participates in numerous rallies and groups for Native American issues such as the protest against the Dakota Access pipeline.

Nathan Phillips



Community Organizations

American Indian Community Council

Serves as a centralized hub for health and wellness resources to the Los Angeles County American Indian/Alaska Native Community.



California Native Vote Project

Seeks to achieve equity and justice for Native American children, families, and communities by increasing Native civic participation and power.



Indigenous Pride LA

Seeks to unite Indigenous people from across Indigenous communities to educate and celebrate Two-Spirit, Indigqueer, Lesbian, Gay, Bisexual, Transgender, Queer, Pansexual, Asexual, Intersex, +(continuum) (LBGTQPAI+) diversity and their allies.

Sources:

- <https://www.makingqueerhistory.com/article/2017/11/11/chrystos>
- <https://www.ind.com/people/tara-houska>
- <https://www.theguardian.com/us-news/2019/feb/04/nathan-phillips-the-story-hate-division-coalition>
- <https://www.nicta.org/>
- <https://indigenouspridelosangeles.org/>
- <https://www.indigenouspridelosangeles.org/>

Week 2

NATIVE AMERICAN HERITAGE MONTH

Throughout Native American Heritage Month we recognize and honor the significant contributions the first Americans made to the establishment and growth of our country. This week highlights Native American leaders and organizations that increase awareness and access to careers within science, technology, engineering, and mathematics (S.T.E.M.).



Software Engineer | Choctaw Nation

With aspirations to become a teacher or social worker, an internship at International Business Machines (IBM) inspired her to become a software engineer. She now has over 75 patents with distinguished work inventing blockchain solutions.

Tara Astigarraga



Nuclear Physicist | Navajo Nation

First Navajo to receive a PhD in physics. His work focused on the alternative use of laser, electron, and ion beams to heat thermonuclear plasmas as an alternative energy source.

Fred Begay



Former NASA Astronaut and U.S. Navy Officer | Chickasaw Nation

First Native American to walk in space. He has logged over 3,800 flight hours with the Navy and was part of the successful mission aboard the Space Shuttle Endeavor while performing three extravehicular activities (EVA) or "spacewalks" totaling nearly 20 hours.

John Bennett Herrington



Community Organizations

American Indian College Fund

Seeks to increase the number of American Indians who hold college degrees through scholarships, funding tribally controlled colleges and universities and contributing to programs such as computer science and environmental stewardship.



Native American Land Conservancy

Protects and restores sacred sites, provides educational programming for Native American youth and the general public, and conducts scientific studies on cultural, biological, and historical resources on sacred lands.



Sacred Places Institute for Indigenous Peoples

Their Indigenous Waters Program encourages Indigenous youth from the Inland Empire to learn about Indigenous maritime cultures, marine science, and coastal advocacy.

Sources:

- <https://vention.si.edu/node/28532/j/716-tara-astigarraga>
- <https://www.naibpartnership.org/sites/default/files/2018-11/2018-11-16-american-indian-college-fund-2018-2020-annual-report.pdf>
- <https://www.naibpartnership.org/sites/default/files/2018-11/2018-11-16-american-indian-college-fund-2018-2020-annual-report.pdf>
- <https://collegefund.org/>
- <https://www.native-land.com/land-conservancy/>
- <https://www.sacredplacesinstitute.org/home>

Week 3

NATIVE AMERICAN HERITAGE MONTH

Throughout Native American Heritage Month we recognize and honor the significant contributions the first Americans made to the establishment and growth of our country. This week highlights Native American leaders and organizations that strive to educate and elevate Native American culture and traditions.



Poet, Musician, and Teacher | Muscogee (Creek) Nation

The first Native American Poet Laureate in U.S. History. She draws on the First Nation storytelling and histories, as well as feminist and social justice poetic traditions that centers around the need for remembrance and transcendence.

Joy Harjo



Author | Cheyenne and Arapaho Tribes of Oklahoma

A PEN/Hemingway Award and John Leonard Prize winning author who draws upon the stereotyping and dehumanization of Native Americans to focus on modern, urban native communities.

Tommy Orange



Chef and Cookbook Author | Ogalala Lakota Sioux Tribe

Founder of "The Sioux Chef" whose culinary focus has been on bringing indigenous food systems like land stewardship and wild food usage into the modern kitchen to revitalize and reclaim Native American cuisine.

Sean Sherman



Community Organizations

Gabriellino-Tongva Springs Foundation

Seeks to preserve and protect the Kuruvungna Village Springs site in Los Angeles and educate the public about its history.



Pukú Cultural Community Services

Celebrates diverse tribal nations striving for the betterment of all American Indians living in Los Angeles County by investing in sustainable programs that bridge and improve opportunities for its people.



United American Indian Involvement, Inc.

Promotes and supports the physical, behavioral, and spiritual well-being of American Indian/Alaska Natives in the urban Los Angeles area by providing a multitude of services that incorporate native cultures and traditions.

Sources:

- <https://www.poetryfoundation.org/poets/joy-harjo>
- <https://www.nypr.org/2018/06/06/joy-harjo-american-author-history-of-poetry/>
- <https://www.nypr.org/2018/06/06/joy-harjo-american-author-history-of-poetry/>
- <https://gabriellinosprings.com/about/>
- <https://www.puku.org/>
- <https://www.puku.org/>

Week 4

Veteran's Day Holiday Display and Infographic



Veterans Day Hall of Colors Display

★★★ HONORING ALL WHO HAVE SERVED ★★★


VETERANS DAY

★ November 11, 2022 ★

We recognize all those among us who have served our country as part of the United States Military. The United States is estimated to have over 16 million living veterans representing the Army, Navy, Marines, Air Force, Reserve Forces, and Non-Defense Branches (Coast Guard, Public Health Service, National Oceanic and Atmospheric Administration, and Space Force). We offer our heartfelt thanks to every family member, friend, and current and former South Coast AQMD employee who has served in the United States Armed Forces. There will be a week-long "Hall of Colors" (visual flag display) in the Diamond Bar campus lobby beginning Tuesday, November 8th.

Statistics:

- ★ More than **2 million** Black or African American Veterans
- ★ More than **1.2 million** Hispanic/Latinx American Veterans
- ★ Over **300,000** Asian American Veterans
- ★ Over **140,000** American Indian or Alaskan Native American Veterans
- ★ Over **35,000** Native Hawaiian or Pacific Islander American Veterans
- ★ Approximately **1.6 million** female American Veterans



How to Support Veterans

- ★ Find local VA Facilities to Volunteer
<https://www.va.gov/find-locations>
- ★ Craft a Paracord "Survival" Bracelet
<https://www.operationgratitude.com/volunteer>
- ★ Send a Thank You Letter
<https://amillionthanks.org/letter>
- ★ Wounded Warrior Project
<http://www.woundedwarriorproject.org>

Source:
<https://www.statista.com/statistics/616753/us-veterans-by-age-and-ethnicity/>

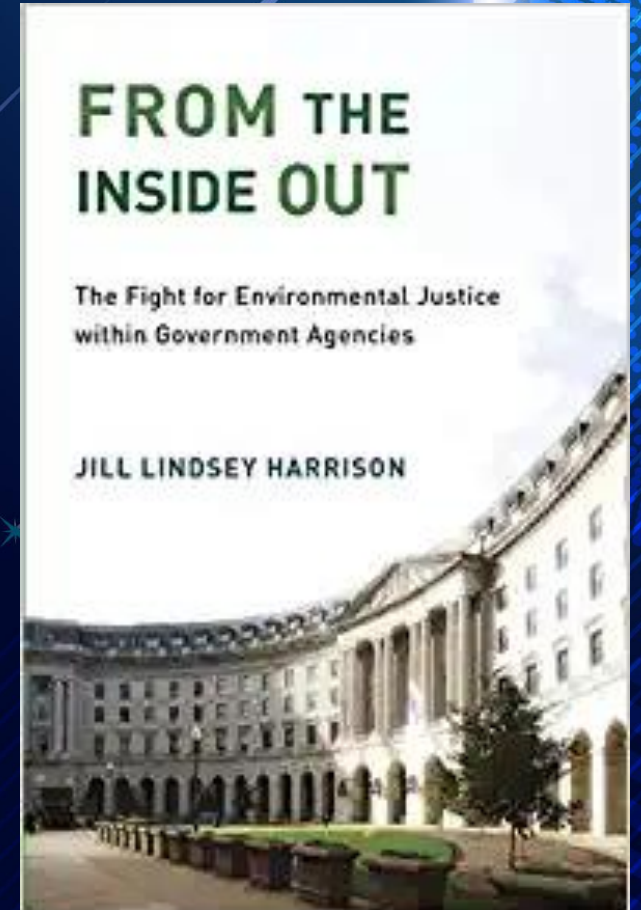
J.E.D.I. Book Club (November-December 2023)

Purpose: To install common language and understanding of DEI issues and concerns relevant to South Coast AQMD

Attendees have described differing definitions and expectations of Environmental Justice (EJ) and the resulting impact on collaborative efforts

Attendees have identified an appreciation for the academic research content on EJ

Attendees have validated experiences noted in the book as real and how the dichotomy around EJ inflects feelings of uncertainty.



GARE Conference



Sessions Attended

- Government and Community Collaborations towards Climate Justice – Oregon
- Cultural Competency Assessment for Employees
- Restorative Justice Approaches to DEI
- Spirituality and Land Sovereignty within the Native Communities



Any
Questions?

BOARD MEETING DATE: January 6, 2023

AGENDA NO.

REPORT: Status Report on Major Ongoing and Upcoming Projects for Information Management

SYNOPSIS: Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, December 9, 2022

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:MAH:XC:dc

Background

Information Management (IM) provides a wide range of information systems and services in support of all South Coast AQMD operations. IM's primary goal is to provide automated tools and systems to implement rules and regulations, and to improve internal efficiencies. The annual Budget and Board-approved amendments to the Budget specify projects planned during the fiscal year to develop, acquire, enhance, or maintain mission-critical information systems.

In light of COVID-19 and the related budget impact, we are evaluating all of our projects and delaying non-critical projects as long as possible.

Summary of Report

The attached report identifies the major projects/contracts or purchases that are ongoing or expected to be initiated within the next six months. Information provided for each project includes a brief project description and the schedule associated with known major milestones (issue RFP/RFQ, execute contract, etc.).

Attachment

Information Management Status Report on Major Ongoing and Upcoming Projects During the Next Six Months

ATTACHMENT
January 6, 2023 Board Meeting
Status Report on Major Ongoing and Upcoming Projects for
Information Management

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Phone System Upgrade	Upgrade components of the agency Cisco Unified Communications System that are past end of support	\$175,000	<ul style="list-style-type: none"> • RFQ released September 3, 2021 • Awarded January 7, 2022 	<ul style="list-style-type: none"> • Complete upgrade January 31, 2023
AQ-SPEC Cloud Platform Phase 2	Integrate separate data systems into the AQ-SPEC cloud-based platform to manage data and build interactive data visualizations and data dashboards for web-based viewing	\$313,350	<ul style="list-style-type: none"> • Project Charter released • Task Order issued, evaluated, and awarded • Project kickoff completed • Requirements gathering completed • Fit Gap and data storage analysis completed • Architecture and functional design completed • Work Plan development for Phase 2 completed • Dashboard designs approved • Discovery Phase completed • Proposal for implementation phase received 	<ul style="list-style-type: none"> • Begin implementation phase
PeopleSoft Electronic Requisition	This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow	\$75,800	<ul style="list-style-type: none"> • Project Charter released • Task Order issued, evaluated, and awarded • Requirements gathering and system design completed • System setup and code development, and User Acceptance Testing for Information Management completed • System setup and code development, and User Acceptance Testing completed for Administrative and Human Resources, and Technology Advancement Office completed 	<ul style="list-style-type: none"> • Deploy to IM and AHR divisions • Training and Integrated User Testing for other divisions

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate filing of permit applications, Rule 222 equipment and registration for IC engines; implement electronic permit folder and workflow for staff	\$525,000	<ul style="list-style-type: none"> • Board approved initial Phase 2 funding December 2017 • Board approved remaining Phase 2 funding October 5, 2018 • Completed report outlining recommendations for automation of Permitting Workflow • Developed application submittals and form filing for first nine of 32 400-E forms • Completed application submittals and form filing for 23 types of equipment under Rule 222 for User Testing • Deployed production of the top three most frequently used Rule 222 forms: Negative Air Machines, Small Boilers and Charbroilers • Completed requirements gathering for Phase 2 of the project (an additional 10 400-E-XX forms) • Development of Phase 2 additional 12 400-E-XX forms completed • Deployment to stage of all 400-E-XX and Rule 222 forms for User Acceptance Testing completed • User Acceptance Testing and deployment to production of Emergency IC Engines Form completed • Deployed to production 3 additional Rule 222 forms (Tar Pots, Cooling Towers, and Power Washers) 	<ul style="list-style-type: none"> • Requirements gathering for Phase 3 of the project (final twelve 400-E-XX forms) • Complete User Acceptance Testing and deployment to production of Phase 1 of the project (first ten 400-E-XX forms) • Complete User Acceptance Testing and deployment to production of next set of Rule 222 forms • Complete User Acceptance Testing and deployment to production of the EICE module
Agenda Tracking System	Develop new Agenda Tracking System for submittal, review and approval of governing board agenda items	\$250,000	<ul style="list-style-type: none"> • Project initiation completed • Task order issued • Project planning completed • Vision and Scope completed 	<ul style="list-style-type: none"> • Task order issuance

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Warehouse Indirect Source Rule Online Reporting Portal	Development of online reporting portal for Rule 2305 – Warehouse Indirect Source	\$250,000	<ul style="list-style-type: none"> • Draft Charter Document issued • Project initiation completed • Task Order issued • Deployed Phase 1.1 – Warehouse Operations Notification Submittal • Deployed Phase 1.2 – Warehouse Operations Notification Evaluation • Phase 2 Project initiation and planning completed • Phase 2 software requirements completed • Phase 2 architecture and design completed • Phase 2 deployed – Early Annual WAIRE Report (EAWR) , Initial Site Information Report (ISIR), full Annual WAIRE Report (AWR) • Phase 3 Initiated • Phase 3 Development completed 	<ul style="list-style-type: none"> • User Acceptance Testing for Phase 3 • Phase 3 Enhancements
Carl Moyer Program GMS	Development of simplified and streamlined Online Grant Management System (GMS) Portal for Carl Moyer Program	\$116,275	<ul style="list-style-type: none"> • Project initiation completed • Task Order issued • Phase 1 completed and approved by stakeholder • Solicitation for On-Road opened to public • Phase 2 – initiation and kickoff completed • Phase 2 – tasks module enhancement User Acceptance Testing completed • Phase 2 – 30-day Letter User Acceptance Testing for completed • Phase 2 CARL Import for Infrastructure and Marine Development completed • Phase 2 – CARL Import for Off-Road and On-Road User Acceptance Testing completed • Application Status Tracking Development completed 	<ul style="list-style-type: none"> • Phase 2 – Application Status Tracking UAT • Phase 2 – Sprint 3 Development • Phase 2 – sprint 4 requirements gathering

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
PeopleSoft HCM (Human Capital Management) upgrade	Upgrade PeopleSoft HCM product to latest tools and image level to maintain regulatory and functional support	\$180,000	<ul style="list-style-type: none"> • Project initiation completed • Task order issued • System assessment completed • Customization assessment completed • Installation certification completed • Data migration completed 	<ul style="list-style-type: none"> • User Acceptance Testing
Source Test Tracking System (STTS)	Online STSS will keep track of timelines and quantify the number of test protocols and reports received. System will provide an external online portal to submit source testing protocols and reports, track the review process, and provide integration to all other business units. It will also provide an external dashboard to review the status of a submittal.	\$250,000	<ul style="list-style-type: none"> • Project initiation completed • Task Order issued • Project kickoff completed • User requirements gathering for internal users completed • Developed full business process model • Developed screens mock-ups • Reviewed proposed automation with EQUATE Working Group completed • Proposal for system development approved • Completed development of Sprint 1 to 8 • Completed overview of development progress to EQUATE Working Group. • Deploy updated STTS Data Model and move application to stage completed • Internal and external orientation/training for testers completed 	<ul style="list-style-type: none"> • Complete modifications identified by user • Complete User Acceptance Testing of STTS Portal in stage environment • Complete testing of STTS Portal with regulated community volunteers • Deploy STTS Portal to production
Compliance System	Develop new Compliance System to help streamline the compliance business process	\$450,000	<ul style="list-style-type: none"> • Project initiation 	<ul style="list-style-type: none"> • High level requirement gathering

Projects that have been completed within the last 12 months are shown below.

Completed Projects

Project	Date Completed
CLASS Database Software Licensing	November 30, 2022
Upgrade of Ingres Database Software	August 5, 2022
Upgrade of OnBase Software	August 2, 2022
Renewal of OnBase Software Support	July 15, 2022
Replace Your Ride (RYR)/One Stop Shop Integration	July 7, 2022
Warehouse Operations Notification Online Submittal Portal Phase 2.2 Initial Site Information Report (ISIR) and full Annual WAIRE Report (AWR)	June 1, 2022
Alternative Colors for Air Quality Map	May 20, 2022
Permit Application Enhancements for Rule 1109.1 Tracking	May 04, 2022
Mobile Application Enhancements	May 03, 2022
HP Server Maintenance & Support	April 30, 2022
National Weather Service Alert Integration	April 21, 2022
Prop 1B GMS – Locomotive and Cargo	April 19, 2022
AB 2766 Motor Vehicle Subvention Program Report Portal	March 2, 2022
Telecommunications Services	February 28, 2022
Warehouse Operations Notification Online Submittal Portal Phase 2.1 Annual WAIRE Report (AWR)	February 25, 2022
Prequalified Vendors to Provide Computer, Network, Printer, Hardware and Software, and Audio Visual Equipment	February 4, 2022
Three Additional Rule 222 Forms for Online Application Filing	February 1, 2022

BOARD MEETING DATE: January 6, 2023

AGENDA NO.

PROPOSAL: Execute Contract for Biennial Audit of Motor Vehicle Registration Revenues for FYs 2019-20 and 2020-21

SYNOPSIS: Health and Safety Code Section 44244.1 requires any agency receiving fee revenues pursuant to Section 44243 or 44244 to be subject to an audit of each program or project funded at least once every two years. On September 2, 2022, the Board approved the release of an RFP to select an auditor to perform the biennial audit for FYs 2019-20 and 2020-21. This action is to award a contract to Simpson & Simpson, Certified Public Accountants.

COMMITTEE: Administrative, December 9, 2022; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a contract with Simpson & Simpson, Certified Public Accountants for performance of the biennial audit of Motor Vehicle Registration revenues for FYs 2019-20 and 2020-21 at a total cost not to exceed \$123,250. Sufficient funding is included in FY 2022-23 General Fund budget.

Wayne Natri
Executive Officer

SJ:JK:AP

Background

AB 2766, chaptered into law as Health and Safety Code Sections 44220-44247, was enacted to authorize air pollution control districts to impose fees on motor vehicles. Fees are expended on mobile source air pollution reduction measures pursuant to the California Clean Air Act of 1988 or South Coast AQMD AQMP pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code. Health and Safety Code Section 44244.1(a) states, “any agency receiving fee revenues pursuant to Section 44243 or 44244 shall, at least once every two years, be subject to an audit of each program or project funded. The audit is to be conducted by an independent auditor

selected by South Coast AQMD in accordance with Division 2 (commencing with Section 1100) of the Public Contract Code.” Audit program guidelines for local government recipients of fee revenues under Health and Safety Code Sections 44220-44247 were prepared by South Coast AQMD with input from the Technical Advisory Committee Audit Subcommittee of the Interagency AQMP Implementation Committee (IAIC), representatives of the Finance Committee of the League of California Cities, and Certified Public Accounting (CPA) firms whose clients include local governments. These audit guidelines were approved by IAIC and MSRC. The Board approved the audit guidelines on December 4, 1992, and approved revisions in January 13, 1995 and August 1, 2003. This is the fourteenth biennial audit of these fee revenues and covers FYs 2019-20 and 2020-21.

Proposal

On September 2, 2022, the Board approved an RFP to conduct the biennial audit of recipients of AB 2766 fee revenues. The audit will cover recipients in all three segments of the AB 2766 fee distribution to determine whether the fee revenues collected in FYs 2019-20 and 2020-21 were spent on the reduction of pollution from motor vehicles. The primary purpose of the audit is to set forth an opinion regarding the propriety of the expenditures incurred, not the degree of efficacy in reducing air pollution.

Outreach

In accordance with South Coast AQMD’s Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County Press Enterprise newspapers to leverage the most cost-effective method of outreach to South Coast Basin.

Additionally, potential bidders were notified utilizing South Coast AQMD’s own electronic listing of certified minority vendors. Notice of the RFP was e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations and placed on South Coast AQMD’s website (<http://www.aqmd.gov>) where it could be viewed by making the selection “Grants & Bids.”

Bid Evaluation

South Coast AQMD received two proposals from CPA firms that are qualified to perform audits in the State of California. All the proposals were received by the 3:00 p.m., October 14, 2022 deadline and were evaluated by a technically qualified panel in accordance with criteria contained in the RFP.

Panel Composition

The panel convened to evaluate the proposals consisted of: Riverside County Executive Office Principal Management Analyst (MSRC), City of Murrieta Financial Analyst (Local Governments), South Coast AQMD Financial Services Manager and a South Coast AQMD Financial Analyst. Of the four panelists that scored the proposals one is female and three are male. The panelist consisted of an Asian, Filipino, Asian/Filipino and a Caucasian.

Both of the proposals received were rated technically qualified to perform the audit of the AB 2766 program and were scored for cost. The evaluation results for the two proposals are:

BIDDER	TECHNICAL SCORE	BID AMOUNT	COST	SMALL/ LOCAL BUSINESS	TOTAL POINTS	OVERALL RANK
Simpson & Simpson, Certified Public Accountants	64.8	\$123,250	28.7	15	108.5	1 st
BCA Watson Rice, LLP	60.3	\$118,300	30	15	105.3	2 nd

The selection criteria used to rank the proposals included responsiveness to the RFP; technical expertise; qualifications and experience; past performance; cost; and small business/small business joint venture/disabled veteran business enterprise/disabled veteran business enterprise joint venture/disabled veteran business enterprise/small business subcontractors/local business designation (non-EPA).Based on the panel’s assessment of the criteria, Simpson & Simpson, Certified Public Accountants was selected to be recommended to the Board.

Resource Impacts:

The maximum audit cost is \$123,250. The total audit costs will be borne by the entities being audited as follows:

- The cost of the audit of South Coast AQMD's portion of motor vehicle registration revenues is \$3,950. Sufficient funds are included in the FY 2022-23 Budget;
- The cost of the audit of ten projects of the Mobile Source Air Pollution Reduction Trust Fund is \$8,000 and shall be deducted from the FY 2022-23 revenues subvended to the Mobile Source Air Pollution Reduction Review Committee; and
- The total cost of eighty-three financial audits and thirty compliance audits of local governments is up to a maximum of \$111,300. This cost will be borne by the entities being audited in the manner set forth in the audit program guidelines and will be deducted from quarterly fee revenues prior to distribution.

BOARD MEETING DATE: January 6, 2023

AGENDA NO.

PROPOSAL: Amend FY 22-23 Budget by Adding and Deleting Positions Throughout the Agency to Address Operational Needs, and Adopt a New Class Specification

SYNOPSIS: This item is to amend the FY 2022-23 Budget to add and delete positions throughout the agency in order to address operational needs. This action will result in an increased annual cost of \$137,250. Sufficient funding is available in the FY 2022-23 Budget and will be requested in future budgets. This item is also to adopt a new Supervising Graphic Arts Illustrator class specification. Funding for this position is in the current budget.

COMMITTEE: Administrative Committee, December 9, 2022; Recommended for Approval

RECOMMENDED ACTIONS:

1. Amend the FY 2022-23 Budget to add and delete positions, resulting in the addition of 2 net authorized/funded position(s), as set forth in Attachment A; and
2. Adopt a new Supervising Graphic Arts Illustrator class specification, as set forth in Attachment B, and add it to Section 53 (Table of Classes) of the Salary Resolution.

Wayne Natri
Executive Officer

AJO:mm

Background

Under the direction of the Executive Officer and the Chief Operating Officer, each division continually reviews and assesses staffing resources and functionality to determine whether changes should be made to increase efficiency and effectiveness of South Coast AQMD programs. In addition, current and potential future staff changes are assessed to determine measures to implement management's succession planning

program. The annual budget reflects short- and long-term staffing allocations and changes are being proposed to address operational needs.

Proposal

Staff is recommending changes to the position allocation in the FY 2022-23 Budget. (See Attachment A). These changes include permanent and short-term positions. For succession planning, a short-term supervisor position is being added to the Executive Office, and a short-term senior manager position is being deleted. This action will balance the types of positions available for succession planning purposes. Short-term positions are assigned to divisions as the need arises and are only budgeted for the remainder of FY 2022-23 and for FY 2023-24. The Executive Officer will evaluate whether these or other measures will be necessary in future budgets for succession planning or other workforce development goals.

In addition, there is periodic evaluation of management and executive management functions to ensure programs have appropriate guidance and supervision. In this regard, a Monitoring Operations Manager position is being deleted in the Technology Advancement Office and a Clean Fuels Officer position is being added. The Clean Fuels Officer will be assigned to the MSRC Administration unit.

Other proposed changes will improve the effectiveness and efficiency of agency programs and support functions. A Staff Assistant position is being added to the Office of Diversity, Equity & Inclusion to provide administrative and program support. In addition, Administrative Assistants are being added or deleted in accordance with operational needs in the Finance, Information Management and Monitoring and Analysis divisions.

This item also recommends the approval of a new class specification for a position to be added in the Legislative, Public Affairs & Media Office. The Supervising Graphic Arts Illustrator will supervise and coordinate the activities of the Graphics Department in the Media Office. The position will also facilitate agency communication efforts, by providing technical and artistic advice on standards and procedures.

Resource Impacts

Funding for the net cost of adding and deleting positions is estimated to be \$137,250 annually. Sufficient funding is available in the FY 2022-23 Budget and will be requested in future budgets. Funding for the new Supervising Graphic Arts Illustrator class specification was previously appropriated into the FY 2022-23 Budget.

Attachments

- Attachment A – Amendments to FY 2022-23 Budget, positions added/deleted
- Attachment B – Supervising Graphic Arts Illustrator Class Specification

Attachment A

Amend the FY 2022-23 Budget to add and delete positions.

Division	ADD	DELETE
DEI	1- Staff Assistant	
EO	1- Supervisor (AQ Analysis & Compliance Supervisor or Program Supervisor) (short-term)	1- Senior AQ Engineering Manager (short-term)
Finance	1- Administrative Assistant I	
IM	1- Administrative Assistant I	
MAD		1- Administrative Assistant II (ID # 1617)
TAO	1- Clean Fuels Officer	1 – Monitoring Operations Manager (ID # 1674)

ATTACHMENT B

TITLE: SUPERVISING GRAPHIC ARTS ILLUSTRATOR

\$31.06 - \$42.04 Hourly

\$2,484.73 - \$3,363.59 Biweekly

\$5,383.59 - \$7,287.77 Monthly

\$64,603.08 - \$87,453.24 Annually

DEFINITION: The Supervising Graphic Arts Illustrator directs the production and layout of agency graphics needs, facilitating communication and collaboration across departments to ensure standards are met. Under direction, the Supervising Graphic Arts Illustrator plans, organizes, supervises, and coordinates the activities of agency Graphics Department; provides technical and artistic advice, develops procedures and manages agency equipment and resources; compiles, prepares, and maintains a variety of statistical and production records and reports; and does other work as required.

CLASSIFICATION STANDARDS: This single-position class reports to the Media Manager in Legislative, Public Affairs and Media. Responsibility to plan, organize, and supervise the activities of staff engaged in performing a variety of complex illustrative, graphic arts and video responsibilities produced by the Graphics Department. This class is further characterized by the responsibility to independently establish and ensure work standards, methods, and operation procedures for the unit. The Supervising Graphic Arts Illustrator class is distinguished from the classes of Graphic Arts Illustrator II in that the position performs complex and specialized graphics arts and supervision.

EXAMPLES OF DUTIES:

Plans, organizes, supervises, and coordinates the work of staff engaged in illustrative and graphic arts related activities.

Oversees day-to-day workflow and output of the unit, prioritizing and assigning projects.

Reviews and oversees graphics requests completed by staff to ensure that tasks meet deadlines and are completed consistent with the agency brand, quality, and set standards.

Reviews graphics request for accuracy, completeness, quality, visual effectiveness, and confers with immediate supervisor concerning staff, equipment, and any operational problems.

Ensures district procedures for logo use, design, colors, branding and language used is in line with agency standards.

Provides guidance and leadership on projects; creates and implements additional training and development as needed.

Schedules and leads regular departmental meetings to discuss projects and priorities for team members and to address questions or concerns regarding company policies and procedures.

TITLE: SUPERVISING GRAPHIC ARTS ILLUSTRATOR

Maintains portfolio of completed projects.

Attends design consultation meetings for unusual or large-scale projects and oversees the creation of designs, concepts and layouts.

Assists team members with projects as needed including video, computer graphics, web page graphics, logos, illustrations, advertisements, brochures, and photography.

Serves as liaison to other departments regarding graphic work and works with graphics staff to complete projects.

Stays updated on the latest techniques and procedures used in design and suggest new ways of improving the quality of designs.

Assists the team members to choose the right style, attractive graphics, images, and other visual elements to adept them according to the objectives of the project.

Evaluates current graphic design trends and techniques to ensure that the agency is using the latest styles in its marketing materials.

Evaluates software, equipment, audio/visual and materials needed to complete work; initiates proper procurement procedures.

Plans, develops, and revises unit procedures, controls, work methods, reports, charts, and forms.

Trains and instructs employees on operational procedures, equipment usage, and work priorities; provides technical guidance to staff and responds to difficult or unusual problems, requests and inquiries; resolves problems with unit equipment.

Participates in the selection of staff; arranges work schedules and approves vacations, and time off requests; prepares written documentation for overtime requests and submits for supervisory review; reviews and approves employee timecards.

Maintains performance records and prepares and reviews annual and probationary performance appraisals with staff; initiates and documents corrective or disciplinary actions taken to resolve work performance problems.

Operates color graphics, word processing, phototypesetting, and peripheral equipment as required.

Performs other duties as required.

TITLE: SUPERVISING GRAPHIC ARTS ILLUSTRATOR

MINIMUM REQUIREMENTS:

Education

- Graduation with a bachelor's degree from an accredited college or university, preferably with a major in graphic design, art, business administration, public administration, or a closely related field may substitute for up to one year of the required non-supervisory experience.

And/Or

- Certifications that demonstrate expert knowledge, skill, and abilities in graphic arts

Experience

- Four years of progressively responsible experience in graphic arts, one year of which must have included the formulation and development of original artwork and designs freehand drawing and lettering.
- One year at the lead worker level

SKILLS AND ABILITIES:

- Project management and managerial experience
- Desktop publishing software skills such as Photoshop, InDesign, Microsoft Office Suite, and Video Editing experience.
- Thorough understanding of typography, drawing, and lettering techniques.
- Proficient in Microsoft Office Suite or related software and graphic design software such as Adobe Creative Suite.
- Understanding of, or ability to learn, art and print methods that relate to the organization's product and packaging needs.
- Excellent organizational skills and attention to detail.
- Excellent creative and innovative skills
- Excellent sense of design.
- Strong leadership skills.
- Excellent verbal and written communication skills.

KNOWLEDGE OF: Principles, techniques, and methods to plan, organize, and coordinate complex graphic arts projects; principles of graphic and layout designs, photography, videography, composition and color, and graphic arts equipment, materials, and supplies; lettering styles and methods, and techniques of drawing, charting, and diagraming; modern office practices and procedures; Business English to review and edit finished copy for correct spelling, grammar, and function; arithmetical computations required for recordkeeping purposes.

TITLE: SUPERVISING GRAPHIC ARTS ILLUSTRATOR

ABILITY TO: Plan, organize, and review complex graphic arts projects for accuracy, quality, visual effectiveness, and adherence to instructions and prescribed work methods; develop and revise procedures, forms, controls, and work methods; identify, analyze, and resolve problems related graphic arts projects and equipment; develop and maintain accurate and detailed records; effectively communicate in both verbal and written forms; establish and maintain cooperative relations with staff, District personnel, vendors, and representatives of other agencies.