



# South Coast Air Quality Management District

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

**TO:** SCAQMD Administrative Committee  
Dr. William Burke, Chair  
Ben Benoit, Vice Chair  
Dr. Clark E. Parker, Sr.  
Councilmember Judith Mitchell

**FROM:** Wayne Nastri, Executive Officer

**ADMINISTRATIVE COMMITTEE MEETING**  
**21865 Copley Drive, Diamond Bar CA 91765**  
**April 14, 2017 ♦ 10:00 a.m. ♦ Conference Room CC-8**

**Teleconference Location**

11461 West Sunset Boulevard  
Malibu Room\*  
Los Angeles, CA 90049

***\*Room Change***

***(The public may participate at any location listed above.)***

*Call-in for listening purposes only is available by dialing:*

*Toll Free: 866-244-8528*

*Listen Only Passcode: 5821432*

*In addition, a webcast is available for viewing and listening at:*

<http://www.aqmd.gov/home/library/webcasts>

## **AGENDA**

### **ACTION/DISCUSSION ITEMS:**

- |    |  |   |
|----|--|---|
| 1. | Board Members' Concerns<br><i>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)</i> | Dr. William A. Burke<br>Committee Chair |
| 2. | Chairman's Report of Approved Travel <i>(no motion required)</i>   | Dr. Burke                               |
| 3. | Approval of Compensation for Board Member Assistant(s)/ Consultant(s). <i>(Any material, if submitted, will be distributed at the meeting.)</i>  | Dr. Burke                               |

- |    |   |   |
|----|---|---|
| 4. | Report of Approved Out-of-Country Travel ( <i>no motion required</i> )  | Wayne Nastri<br>Executive Officer                             |
| 5. | <p>GIS Project Status</p> <p><i>The FY 2016-17 Priority Goals and Objectives III-6 is to “Engage in enhanced development of Geographic Information Systems (GIS) mapping capabilities” and includes a statement to continue exploration and development of GIS mapping solutions to provide accessible, user-friendly, and meaningful information for all stakeholders. GIS mapping solutions are expected to provide multi-layer maps containing customizable information related to permits, air monitoring, and public outreach efforts. Staff executed a contract with Psomas, Inc. in Sept. 2016 to review SCAQMD’s current GIS capabilities and recommend a plan for consolidating existing mapping functions. Staff will provide an update to the Administrative Committee regarding the consultants’ findings and recommendations for moving forward to implement an Enterprise GIS system (EGIS) for the agency.</i></p> | Michael B. O’Kelly<br>DEO, Chief<br>Administrative<br>Officer |

**MAY AGENDA ITEMS**

- |     |   |                                   |
|-----|---|-----------------------------------|
| 6.  | <p>Status Report on Major Ongoing and Upcoming Projects for Information Management</p> <p><i>Information Management is responsible for data systems management services in support of all SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.</i></p>  | Michael B. O’Kelly                |
| 7.  | <p>Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services</p> <p><i>SCAQMD currently has contracts with several companies for short- and long-term systems development, maintenance and support services. These contracts are periodically amended as additional needs are defined. This action is to amend two contracts previously approved by the Board to add additional funding for needed development and maintenance work.</i></p>                                | Michael B. O’Kelly                |
| 8.  | <p>Approve Maximum Support Level Expenditures for Board Member Assistants and Board Consultants for FY 2017-18</p> <p><i>The Board Member Assistant and Board Member Consultant compensation is proposed to be amended to adjust the compensation level that the SCAQMD may make per Board Member, per fiscal year, based on the Board-approved assignment-of-points methodology. The points are calculated based on criteria such as the level of complexity, number of meetings, and role (Chair/Vice-Chair).</i></p> | Michael B. O’Kelly                |
| 9.  | <p>Report of RFPs Scheduled for Release in May</p> <p><i>This report summarizes the RFPs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of May.</i></p>   | Michael B. O’Kelly                |
| 10. | Execute Contract to Provide for Real-time Public Alerts of Hydrogen Sulfide Events  | Philip Fine<br>DEO/Planning, Rule |

*In response to natural odor events related to the Salton Sea, SCAQMD began continuous measurements of hydrogen sulfide (H2S) at two Coachella Valley locations in November 2013. In 2016, there were 55 days on which one or more of those stations exceeded the 30 parts-per-billion State 1-hour H2S standard. While SCAQMD's real-time alerts for other pollutants are issued through the U.S. EPA EnviroFlash alert system, which is part of the AirNow program, H2S is not included since there is no federal H2S standard. Staff proposes to replace the current manual notifications for Coachella Valley H2S with an automated real-time email and text alert system, by contracting with Sonoma Technology, Inc. (STI), the consultant that developed and maintains the AirNow program, in order to develop an equivalent capability for H2S. This action is to execute a sole source contract with STI to develop and maintain a real-time alert system for H2S in the Coachella Valley at an initial cost not to exceed \$33,000, with options in each of the next three fiscal years to renew the annual operational support at a cost not to exceed \$15,000 per year, based upon availability of funds and satisfactory performance. Funding for this project has been identified from the Rule 1309.1 Priority Reserve Fund (Fund 36).*

Development and Area Sources

11. Extend Contract for Media, Advertising and Public Outreach; and Execute Contract for Targeted YouTube Videos and Banner Ads for 2017-18 Check Before You Burn Program

*On July 8, 2016, the Board awarded a contract to Westbound Communications for \$246,000 to plan and execute a comprehensive media, advertising and public outreach campaign for the 2016-17 Check Before You Burn program. The existing contract with the firm will expire on June 30, 2017. In addition, on April 1, 2016, the Board directed the Executive Officer to execute a contract with Google for \$250,000 for a targeted outreach program utilizing YouTube videos and banner ads to help promote the 2016-17 Check Before You Burn program. The contract with Google has expired. This action is to extend the contract with Westbound Communications for \$246,000 for one additional year, and authorize the Executive Officer to execute a contract with Google, Inc. for \$250,000, both for the 2017-18 Check Before You Burn program. Both contracts will be executed from the Rule 1309.1 Priority Reserve Fund (36).*

Sam Atwood  
Media Relations  
Manager/Legislative,  
Public Affairs &  
Media

12. Appropriate Funds from Undesignated Fund Balance and Authorize Amending Contract with Consulting Expert

*The Legal Office requires an expert to assist with matters before the Hearing Board regarding the Torrance refinery, developing refinery rules, testimony and presentations related to refineries and rules. Bastleford Engineering and Consultancy Ltd currently has a \$50,000 contract with SCAQMD. This action is to appropriate \$110,000 from the Undesignated (Unassigned) Fund Balance to the Legal budget, Services and Supplies Major Object, Professional and Special Services, and to authorize the Chairman or the Executive Officer to amend the contract in an amount not to exceed \$170,000. The additional \$10,000 will be funded with a budget transfer from the Planning, Rule Development and Area Sources Office.*

Kurt Wiese  
General Counsel

13. Review May 5, 2017 Governing Board Agenda

Wayne Natri

14. 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)*

15. 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](mailto:nvelasquez@aqmd.gov).*

**NOTE: The next Administrative Committee meeting is scheduled for Friday, May 12, 2017 in CC-8.**