



# 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**  
**June 9, 2017 ♦ 10:00 a.m. ♦ Conference Room CC-8**

## Teleconference Locations

11461 West Sunset Boulevard  
Brentwood 1  
Los Angeles, CA 90049

Kenneth Hahn Hall of Administration  
500 W. Temple St., Room 493  
Los Angeles, CA 90012

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

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| 4. | Report of Approved Out-of-Country Travel ( <i>no motion required</i> )   | Wayne Nastri<br>Executive Officer                                       |
| 5. | Pre-Audit Conference (Presenter: Michael J. de Castro, Managing Partner)<br><i>SCAQMD's auditing firm, BCA Watson Rice LLP, will present an outline of the financial statement audit for Fiscal Year 2016-17</i> | Michael B. O'Kelly pgs. 2-10<br>DEO, Chief<br>Administrative<br>Officer |

**JULY AGENDA ITEMS**

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|----|---|--|
| 6. | Status Report on Major Ongoing and Upcoming Projects for Information Management<br><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>   | Michael B. O'Kelly pgs. 11-15  |
| 7. | Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services<br><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 three contracts approved by the Board to add additional funding for needed development and maintenance work.</i>  | Michael B. O'Kelly pgs. 16-18  |
| 8. | Amend Meal Reimbursements Provisions of SCAQMD's Administrative Code<br><i>The United States General Services Administration (GSA) establishes per diem rates, which vary by locality, for meal reimbursements. This item proposes amendments to provisions of SCAQMD's Administrative Code regarding meal reimbursements for SCAQMD employees, Board Members, Board Member Consultants, Board Member Assistants, and Hearing Board Members in order to conform to the per diem rates prescribed by the GSA.</i>  | Michael B. O'Kelly pgs. 19-29  |
| 9. | Recognize Revenue and Transfer and Appropriate Funds for Air Monitoring and Emergency Response Programs, and Issue Solicitations and Purchase Orders for Air Monitoring and Laboratory Equipment and Vehicles<br><i>SCAQMD is expected to receive up to \$2,900,000 in U.S. Government Enhanced Particulate Monitoring Program funds for FY 2017-18. In addition, U.S. EPA is expected to award up to \$246,288 for the National Air Toxics Trends Station (NATTS) Program for FY 2017-18. These actions are to: 1) recognize revenue and appropriate funds for the Enhanced Particulate Monitoring and NATTS Programs; 2) recognize revenue and appropriate funding for remaining balances of the NATTS, Photochemical Assessment Monitoring Stations (PAMS), PM2.5 and Near-Road NO2 Programs; 3) transfer and appropriate funds for the Emergency Response Program; and 4) issue solicitations</i> | Jason Low pgs. 30-44<br>ADEO, Science &<br>Technology<br>Advancement |

*and purchase orders for air monitoring and laboratory equipment and vehicles.*

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|-----|--|--|------------|
| 10. | <p>Establish Lists of Prequalified Counsel to Represent and Advise SCAQMD on Legal Matters Related to Environmental Law, and to Represent and Advise SCAQMD Hearing Board</p> <p><i>On March 3, 2017, the Board approved issuance of an RFP to pre-qualify outside counsel having expertise in the California Environmental Quality Act, SCAQMD rulemaking and planning procedures, administrative law and related issues for both SCAQMD and SCAQMD Hearing Board. The RFP was issued jointly to limit costs. The evaluation of responding firms has been completed. This action is to establish two lists of prequalified counsel—one to represent SCAQMD in environmental law matters and one to represent SCAQMD Hearing Board.</i></p>  | Kurt Wiese<br>General Counsel                                  | pgs. 45-48 |
| 11. | <p>Transfer Funds, Appropriate Funding, Execute Purchase Orders, Execute Contract and Authorize Release of RFQs for the Fifth Multiple Air Toxics Exposure Study</p> <p><i>Since 1987, SCAQMD has conducted four Multiple Air Toxics Exposure Studies to evaluate air toxics health risks in the South Coast Air District. This project is to conduct the fifth Multiple Air Toxics Exposure Study (MATES V) beginning as early as January 2018 to monitor air toxics for a one year period, conduct air toxics modeling, and quantify the health impacts. These actions are to: 1) transfer \$1,815,800 from the Clean Fuels Program Fund (31) to the General Fund (01) for the MATES V program; 2) appropriate funding to the Science &amp; Technology Advancement and the Planning, Rule Development, and Area Sources budgets over FY 2017-18, 2018-19, and 2019-20 on an as needed basis; 3) execute sole source purchase orders for air toxics monitoring equipment; 4) execute a sole source contract for meteorological network support services; and 5) issue RFQs for the purchase of air toxics samplers, additional laboratory and ambient monitoring instruments, and a vehicle. Additional expenditures include the purchase of laboratory and field supplies, adding temporary staff services to support the additional workload, contract costs for support for study design, data analysis and review, and mileage and administrative expenses related to the Technical Advisory Group.</i></p> | Philip Fine<br>DEO/Planning, Rule Development and Area Sources |            |
| 12. | <p>Amend Contract for Targeted Outreach for The Right to Breathe Video Utilizing YouTube Videos and Banner Ads</p> <p><i>This action is to amend an existing contract with Google for an additional \$250,000 to continue the outreach effort for “The Right to Breathe” video until July 14, 2018. Funding for this effort will come from the BP/ARCO Settlement Project Fund (46).</i></p>   | Derrick J. Alatorre<br>DEO/Legislative & Public Affairs        | pgs. 49-50 |
| 13. | <p>Local Government &amp; Small Business Assistance Advisory Group Minutes for the April 14, 2017 Meeting (written report)</p> <p><i>Attached for information only are the Local Government &amp; Small</i></p>  | Derrick J. Alatorre  | pgs. 51-55 |

*Business Assistance Advisory Group minutes for the April 14, 2017 meeting.*

14. Environmental Justice Advisory Group Draft Minutes for the April 28, 2017 Meeting (written report) Derrick J. Alatorre pgs. 56-62  
*Attached for information only are the Draft Environmental Justice Advisory Group minutes for the April 28, 2017 meeting.*
15. Review July 7, 2017 Governing Board Agenda Wayne Nastri pgs. 63-74
16. 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)*
17. 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, July 14, 2017 in CC-8.**



# South Coast Air Quality Management District

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Item 2

BOARD MEETING DATE: July 7, 2017

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met Friday, June 9, 2017 and reviewed the proposed agenda for the July 7, 2017 Board meeting. The Committee also discussed various issues detailed in the Committee report. The next Administrative Committee meeting is July 14, 2017, at 10:00 a.m., in CC-8.

RECOMMENDED ACTION:

Approve this report.

Dr. William A. Burke, Chair  
Administrative Committee

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## Attendance:

[Will be inserted subsequent to the June 9, 2017 Administrative Committee meeting.]

## Administrative Committee Discussion Items:

[Will be inserted subsequent to the June 9, 2017 Administrative Committee meeting.]

## Report on Board Member Travel Authorized by the Chairman at the June 9, 2017

### Administrative Committee meeting:

DATE	TRAVELER	DESTINATION	PURPOSE
June 21-22, 2017	Councilmember Judith Mitchell	Sacramento, CA	Councilmember Mitchell will attend the monthly CARB Board Meeting as the SCAQMD Board Representative.
June 28-29, 2017	Councilmember Judith Mitchell	Sacramento, CA	Councilmember Mitchell will attend the monthly CARB Board Meeting as the SCAQMD Board Representative.

## Item 5

May 23, 2017

William A. Burke, Ed.D  
Chairman, Governing Board of the  
South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765

Dear Dr. Burke:

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the blended component unit, each major fund, and the aggregate remaining fund information of the South Coast Air Quality Management District (SCAQMD), as of June 30, 2017, and for the year then ended, and the related notes to the financial statements, which collectively comprise the SCAQMD's basic financial statements as listed in the table of contents. In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2017. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs.

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- General Fund – Budget and Actual (Non-GAAP Budgetary Basis)
- Schedule of SCAQMD's Proportionate Share of Net Pension Liability – Last 10 Fiscal Years
- Schedule of SCAQMD's Contributions – Last 10 Fiscal Years
- Notes to Required Supplementary Information

Supplementary information other than RSI will accompany the SCAQMD's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Non-major Governmental Funds
- Combining Balance Sheet – Non-Major Governmental Funds
- Combining Statement of Revenues, Expenditures, and Changes in Fund Balance – Non-Major Governmental Funds
- Combining Statement of Changes in Assets and Liabilities All Agency Funds

### **Schedule of Expenditures of Federal Awards**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- 1) Introductory Section
- 2) Statistical Section

### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

## Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the SCAQMD's basic financial statements. Our report will be addressed to the governing body of the SCAMQD. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.



In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

### **Audit of Major Program Compliance**

Our audit of the SCAQMD's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material

misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;

3. For safeguarding assets;
4. For identifying all federal awards expended during the period including federal awards and funding increments received prior to December 26, 2014, and those received in accordance with the Uniform Guidance generally received after December 26, 2014;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance requirements;
6. For the design, implementation, and maintenance of internal control over compliance;
7. For identifying and ensuring that the entity complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities and its federal award programs;
8. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
9. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
10. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
11. For submitting the reporting package and data collection form to the appropriate parties;
12. For making the auditor aware of any significant vendor / contractor relationships where the vendor / contractor is responsible for program compliance;
13. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
14. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
15. For maintaining adequate records, selecting, and applying accounting principles, and safeguarding assets; and
16. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any

document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

### **Fees and Timing**

The timing of our audit will be scheduled for performance and completion as follows:

	<i>Begin</i>	<i>Complete</i>
Document internal control and preliminary tests	8/9/2017	8/18/2017
Mail confirmations	8/10/2017	8/14/2017
Perform year-end audit procedures	8/22/2017	10/2/2017
Issue audit reports	10/23/2017	11/10/2017

Helen Chu is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising BCA Watson Rice LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Our fixed price to conduct the fiscal year 2016-17 financial audit is \$52,340. Invoices will be submitted monthly and based on progress made. The final ten (10%) of our fixed price or \$5,234 will be invoiced at completion and acceptance of our final audit report. We will notify you immediately of any circumstances we encounter that could significantly affect our fixed price contract amount. Whenever possible, we will attempt to use the SCAQMD's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

### **Other Matters**

The audit documentation for this engagement is the property of BCA Watson Rice LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to Grantors and federal agencies and the U.S. Government Accountability

Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of BCA Watson Rice LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the SCAQMD Administrative Committee the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

***BCA Watson Rice LLP***

By:



Helen Chu, C.P.A.  
Assurance Partner – Western Region  
BCA Watson Rice LLP  
21250 Hawthorne Blvd., Suite 150  
Torrance, CA 90503

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RESPONSE:

This letter correctly sets forth the understanding of the South Coast Air Quality Management District.

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William A. Burke, Ed.D  
Chairman, Governing Board of the SCAQMD

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Date

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Mr. Michael O’Kelly, C.P.A.  
Chief Administrative Officer

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Date

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT  
FY 2016-2017 Financial and Single Audit**

**Proposed Audit Schedule**

June 9, 2017                      Entrance Conference w/ Admin. Committee

Week of:

August 8, 2017	Start Audit Fieldwork: Planning / Interim Audit / Internal Controls Review
August 21, 2017	Single Audit
August 28, 2017	Asset Management / Procurement / Building Corporation
September 4, 2017	Payroll
September 11, 2017	Accounting
September 18, 2017	Cash Management / Billing and Financial Services
October 2, 2017	Complete Audit Fieldwork

November 10, 2017            Exit Conference – Presentation of Draft Audit Report

## DRAFT

## Item 6

BOARD MEETING DATE: July 7, 2017

AGENDA NO.

**PROPOSAL:** 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 SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

**COMMITTEE:** Administrative, June 9, 2017; Recommended for Approval

**RECOMMENDED ACTION:**  
Receive and file.

Wayne Nastri  
Executive Officer

JCM:MAH:OSM:agg

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### Background

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

### Summary of Report

The attached report identifies each of 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**  
**July 7, 2017 Board Meeting**  
**Information Management Status Report On Major Ongoing and**  
**Upcoming Projects During the Next Six Months**

<b>Project</b>	<b>Brief Description</b>	<b>Budget</b>	<b>Completed Actions</b>	<b>Upcoming Milestones</b>
Website Evaluation & Improvements	Conduct a detailed review of the SCAQMD website to identify improvements/enhancements that can further site usability and implement items approved by Administrative Committee; improvements include new custom calendar and changes to navigation and content organization	\$117,475	<ul style="list-style-type: none"> <li>• Calendar development done</li> <li>• Home page development done</li> <li>• Development of master pages and widgets done</li> <li>• Beta site set up on SCAQMD server</li> </ul>	<ul style="list-style-type: none"> <li>• Content migration and page updates with new widgets on beta site</li> <li>• Final testing and performance tuning of new site in late July 2017</li> <li>• Expect to deploy July/August 2017</li> </ul>
Consolidation of Mapping Functions on SCAQMD's Website	Conduct assessment of Geographic Information System (GIS) needs across the agency and develop implementation plan for consolidating GIS functionality across the agency with road map of projects to reach that goal	\$49,936	<ul style="list-style-type: none"> <li>• Needs assessment completed</li> <li>• Final system design document completed</li> <li>• Software quote received from ESRI</li> <li>• Received Final Implementation Plan with staff comments incorporated</li> <li>• Contract close-out meeting held with Psomas</li> </ul>	<ul style="list-style-type: none"> <li>• Post-contract, IM will begin implementing recommendations and incorporating into improved website</li> <li>• June Board letter to purchase recommended hardware and software</li> </ul>
Permitting Systems Automation	<ul style="list-style-type: none"> <li>• New Web Application Development project to automate 400A Form Filing process</li> </ul>	\$200,000	<ul style="list-style-type: none"> <li>• Business process model, requirements, and initial application (400A Release 1) work complete</li> <li>• 400 A Release 2 delivered end of May</li> </ul>	<ul style="list-style-type: none"> <li>• 400 A Release 3 development in progress</li> <li>• 400 A Release 2 testing in progress</li> </ul>



Permitting Systems Automation (continued)	<ul style="list-style-type: none"> <li>New Web Application Development project to automate processing of Dry Cleaner, Gas Station, and Spray Booth applications</li> <li>Bay Area Software Evaluation - Assist Permitting Systems staff in assessment of Bay Area software solution for use by SCAQMD and public</li> </ul>	<p>\$250,000</p> <p>To Be Determined</p>	<ul style="list-style-type: none"> <li>Business process model, requirements, design work and Release 1 of Dry Cleaner, Gas Station, and Spray Booth modules complete</li> <li>Release 2 of Dry Cleaners and Gas Stations delivered end of May</li> </ul> <p>Received test account from Bay Area to access demo site and experiment with BAAQMD online permit processing tools</p>	<ul style="list-style-type: none"> <li>Code development work in progress for all modules</li> <li>Testing in progress for Release 2 of Dry Cleaners and Gas Station modules</li> </ul> <p>Complete initial review of Internal Dashboard and Customer Service Portals; need test facility to move forward</p>
Information Technology Review	RFP for Information Technology review to help determine opportunities for hardware, system, and software modernization	\$75,000	<ul style="list-style-type: none"> <li>Released RFP December 2, 2016</li> <li>Contract awarded March 3, 2017 and executed in May</li> </ul>	Task 1: Develop review scope, deliver work plan, and start implementation
Permit Dashboard Statistics	<ul style="list-style-type: none"> <li>High level: New dashboard displaying monthly count of pending applications by type</li> </ul>	Costs unbudgeted, developed internally; cost of software \$1,320	<ul style="list-style-type: none"> <li>Dashboard developed internally and submitted for review and approval October 2016</li> <li>Initial version completed and went live online on January 20, 2017</li> </ul>	Not applicable

Permit Dashboard Statistics (continued)	<ul style="list-style-type: none"> <li>Detailed: New Web Application to allow engineers to update intermediate status of applications, and modification of FIND or other GIS application to display updated status to applicant</li> </ul>	Costs unbudgeted, to be determined after requirements are known	Initial requirements meeting Aug. 2016; staff identifying and finalizing intermediate statuses, method of data capture, and other user requirements	Continued biweekly follow-up to obtain user requirements needed for design and development work
Network Core Switch and Router Replacement	Replace existing voice and data network core switch and router, which is no longer fully supported by manufacturer; new core switch and router will deliver enhanced functionality with additional bandwidth and speed	\$225,000	<ul style="list-style-type: none"> <li>Released RFP October 7, 2016</li> <li>Awarded contract January 6, 2017 and equipment ordered</li> <li>Router installed, configured and tested</li> </ul>	Not applicable
Agenda Tracking System Replacement	Replace aging custom agenda tracking system with state-of-the-art, cost-effective Enterprise Content Management (ECM) system, which is fully integrated with OnBase, SCAQMD's agency-wide ECM system	\$86,600	<ul style="list-style-type: none"> <li>Released RFP December 4, 2015</li> <li>Awarded contract April 1, 2016</li> </ul>	Complete implementation August 2017
Replace Your Ride	New Web Application to allow residents to apply for incentives to purchase newer, less-polluting vehicles	\$175,000	<ul style="list-style-type: none"> <li>Task order issued and awarded October 2016</li> <li>Development work initiated December 2016</li> <li>Release 1- application filing module delivered for testing</li> <li>Release 1 for outward-facing system deployed in June 2017</li> </ul>	<ul style="list-style-type: none"> <li>Development work in progress for Release 2 administrator functions</li> </ul>

Emission Reporting System	Upgrade outdated modem-based emission reporting system to allow internet-based reporting with up-to-date tools and methodology	\$242,000	<ul style="list-style-type: none"> <li>• Detailed planning and architecture sessions completed</li> <li>• Approved by Board March 3, 2017</li> </ul>	Task order set to start
Web Application and CLASS Systems Maintenance and Support	On-demand support for minor enhancements, upgrades, and maintenance of SCAQMD suite of CLASS systems and Web Applications, Web Services, and Web Application Program Interfaces (APIs)	\$103,000	<ul style="list-style-type: none"> <li>• Planning sessions in progress to finalize and prioritize work items for upcoming period</li> <li>• Approved by Board March 3, 2017</li> </ul>	Task order set to start
Air Quality Index Rewrite and Migration	Develop new Web Service and/or Web API to migrate Air Quality Index function from FORTRAN computer to STA's data management system	\$65,000	<ul style="list-style-type: none"> <li>• Task order issued and awarded, work started in April</li> <li>• Release 1 (AQI Calculation) requirements and design completed in June</li> <li>• Release 2 (Hourly Update DMS to DBDSS) requirements and design completed in July</li> </ul>	<ul style="list-style-type: none"> <li>• Development work in progress for Releases 1 and 2 of 4</li> <li>• Release 1 build scheduled for delivery end of July</li> <li>Release 2 build scheduled for delivery mid-August</li> </ul>
Renewal of HP Server Maintenance & Support	Purchase of maintenance and support services for servers and storage devices	\$110,000	<ul style="list-style-type: none"> <li>• Approved by Board April 7, 2017</li> <li>• Contract executed</li> </ul>	Not applicable

## DRAFT

## Item 7

BOARD MEETING DATE: July 7, 2017

AGENDA NO.

**PROPOSAL:** Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services

**SYNOPSIS:** 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 three contracts previously approved by the Board to add additional funding for needed development and maintenance work.

**COMMITTEE:** Administrative, June 9, 2017; Recommended for Approval

### RECOMMENDED ACTIONS:

1. Transfer \$200,000 from the Designation for Permit Streamlining (Assigned Fund Balance) to Information Management's FY 2017-18 Budget, Capital Outlays Major Object, Capital Outlays Account, for continuation of permitting systems automation projects listed in the Attachment.
2. Authorize the Executive Officer to execute amendments to the contracts for systems development services in the amount of \$145,000 to Prelude Systems, \$220,000 to Sierra Cybernetics and \$350,000 to Varsun eTechnologies from the FY 2017-18 budget for the specific task orders listed in the Attachment.

Wayne Nastri  
Executive Officer

JCM:OSM:jga

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### Background

At the October 3, 2014 meeting, the Board authorized staff to initiate level-of-effort contracts with several vendors, for systems development, maintenance and support services. At the time these contracts were executed, it was expected that they would be modified in the future to add funding from approved budgets as system development

requirements were identified and sufficiently defined so that task orders could be prepared.

At the November 4, 2016 meeting, the Board approved \$450,000 to develop and implement Online Permit Processing and Online Application Form Filing modules on the SCAQMD website. It is anticipated that the initial modules 400A Form Filing; and Dry Cleaner, Gas Station and Automotive Spray Booth Permit Processing will be deployed 3rd Quarter 2017. Additional funding is needed for post deployment enhancements and modifications and as well startup funding for the Phase 2 effort to automate Certification/Registration Equipment Processing and creation of an Electronic Folder for internal application processing and workflow.

System development and maintenance efforts are currently needed (see Attachment) to enhance system functionality and to provide SCAQMD staff with additional automation for improving productivity. The estimated cost to complete the work on these additional tasks exceeds the amount of funding in the existing contracts. The contracts are for one year with the option to renew for two one-year periods.

This item is listed on the “Status Report on Major Projects for Information Management.”

### **Proposal**

Staff proposes the contracts be amended to add \$145,000 to Prelude Systems, \$220,000 to Sierra Cybernetics and \$350,000 to Varsun eTechnologies for the specific task orders listed in the Attachment.

In addition, staff proposes a transfer of \$200,000 from the Designation for Permit Streamlining (Assigned Fund Balance) into Information Management’s FY 2017-18 Budget to the Capital Outlays Major Object, Capital Outlays Account to fund additional system requirements beyond the original scope of work for the permitting systems automation project.

### **Resource Impacts**

Upon Board approval, sufficient funding will be available in the FY 2017-18 Budget.

### **Attachment**

Attachment: Task Order Summary

## Attachment

### Task Order Summary

#### Section A – Funding Totals for All Systems Development Contracts\*

CONTRACTOR	PREVIOUS FUNDING	PROPOSED ADDITION	TOTAL FUNDING
AgreeYa Solutions	\$519,340	\$0	\$519,340
Prelude Systems	\$606,500	\$145,000	\$751,500
Sierra Cybernetics	\$1,155,500	\$220,000	\$1,375,500
Varsun eTechnologies	\$1,320,370	\$350,000	\$1,670,370
<b>TOTAL</b>	<b>\$3,601,710</b>	<b>\$715,000</b>	<b>\$4,316,710</b>

\*These are one-year contracts with the option to renew for two one-year periods. Third-year renewal options have recently been executed and IM will be recompleting these contracts in 2018.

#### Section B – Task Orders Proposed for Award

TASK	DESCRIPTION	ESTIMATE	AWARDTO
PeopleSoft Financials 9.2 Upgrade	Mandatory upgrade of PeopleSoft Financials from version 9.1 to 9.2 to make use of enhanced functionality and maintain regulatory compliance and support.	\$250,000	Varsun
On Line Permit Processing Phase 1 Follow on Enhancements	Continue On-Line Permit Processing system automation work. Phase 1 modifications and enhancements and Phase 2 initiation work	\$100,000	Prelude
On Line Permit Application Filing Phase 1 Follow on Enhancements	Continue On-Line Permit Application Filing automation work. Phase 1 modifications and enhancements and Phase 2 initiation work	\$100,000	Varsun
Title V Fee Increase Permitting, Billing and Web Application System Enhancements	Modifications to six (6) CLASS systems to support Title V Fee Increases: PAATS, PPS, Finance Batch Billing, Finance Custom Billing, iCafé and NAICS	\$115,000	Prelude and Sierra
CLASS Systems Maintenance	Minor enhancements, upgrades and support for CLASS Web Applications, Web Services and Database and Business Intelligence modules	\$150,000	Sierra
<b>TOTAL</b>		<b>\$715,000</b>	

## DRAFT

## Item 8

BOARD MEETING DATE: July 7, 2017

AGENDA NO.

**PROPOSAL:** Amend Meal Reimbursement Provisions of SCAQMD's Administrative Code

**SYNOPSIS:** The United States General Services Administration (GSA) establishes per diem rates, which vary by locality, for meal reimbursements. This item proposes amendments to provisions of SCAQMD's Administrative Code regarding meal reimbursements for SCAQMD employees, Board Members, Board Member Consultants, Board Member Assistants, and Hearing Board Members in order to conform to the per diem rates prescribed by the GSA.

**COMMITTEE:** Administrative, June 9, 2017; Recommended for Approval

**RECOMMENDED ACTION:**

Adopt amendments to Administrative Code Sections 111, 112, and 120, as set forth in Exhibit A.

Wayne Nastri  
Executive Officer

MBO:SJ:lg

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### **Background**

The SCAQMD's Administrative Code was amended in 2006 to comply with the limitations set forth in AB 1234. Among other things, AB 1234 requires Board Members to produce receipts documenting reimbursable expenses. Additional significant changes to the Administrative Code included requirements to secure government or group rates for lodging and transportation as well as to provide Board Member travel reports at Board meetings.

### **Proposal**

This action is to approve amendments to provisions of SCAQMD's Administrative Code regarding meal reimbursements for SCAQMD employees, Board Members, Board Member Consultants, Board Member Assistants, and Hearing Board Members

in order to comport with the per diem rates prescribed by the GSA. This action is also to forgo the requirement to evidence meal expense claims with receipts for SCAQMD employees, Board Member Consultants, and Board Members Assistants. However, pursuant to the requirements set forth in AB 1234, receipts will still be required to document Governing Board Member and Hearing Board Member meal and travel expense claims. An underline/strike-out version of the policy showing the proposed changes to the Administrative Code is attached as Exhibit A.

Proposed changes to Administrative Code Sections 111 (SCAQMD Board Members' Expenses), 112 (Board Member Assistant and Board Member Consultant Policy), and 120 (Travel Expenses) are as follows:

- Change meal expense limits for Board Members to conform to the per diem rates in effect at the time of travel for the Board Member's city of destination, as promulgated by the GSA. Meal expenses for Board Members must still be evidenced by receipts.
- Change employee, Board Member Assistant, and Board Member Consultant meal expense limits to conform to the per diem rates in effect at the time of travel, as promulgated by the GSA for the employee, Board Member Assistant, or Consultant's city of destination. It will no longer be necessary to evidence meal expense limits with receipts.
- Incorporate meal and travel reimbursement provisions for Hearing Board Members, which include adherence to the lunchtime per diem rates prescribed by the GSA. Expense claims must be evidenced by receipt.

### **Fiscal Impact**

The current fixed meal reimbursement rate of \$50 per day (\$10 – Breakfast, \$15 – Lunch, and \$25 – Dinner) was established in 2006 and is being replaced with the GSA established per diem rates (including Incidental Expenses) for the specific location of travel. Those GSA per diem rates range from \$54 to \$74 depending on location. Additionally, employee per diem rates for meals and incidental expenses will be limited to 75% on partial days of travel. While the GSA per diem rates are higher than the current meal limits, they include incidental expenses such as baggage carriers, porters, cab tips, etc. It is anticipated that any additional costs will be more than offset by the reduction in recordkeeping and review of actual receipts from employees.

### **Attachment**

Exhibit A, Draft Amended Administrative Code Sections 111, 112, and 120 (underline/strikeout)



## **Exhibit A**

### **Section 111 - SCAQMD Board Members' Expenses**

1. **INTRODUCTION.** Health & Safety Code Section 40426 provides that: "Each member of the South Coast District Board shall receive compensation of one hundred dollars (\$100) for each day, or portion thereof, but not to exceed one thousand dollars (\$1,000) per month, while attending meetings of the South Coast District Board or any committee thereof or, upon authorization of the South Coast District Board, while on official business of the South Coast District, and the actual and necessary expenses incurred in performing the member's official duties."
2. **COMPENSATION.** SCAQMD Board Members shall be compensated as follows:
  - a. For each meeting of SCAQMD's Board or a committee of the Board to which the member is appointed, \$100 per day or portion thereof shall be paid. Committee meetings attended in person or via teleconferencing qualify a Board Member for the compensation.
  - b. While on official business of SCAQMD, \$100 per day or portion thereof shall be paid. Official business includes, but is not limited to:
    - (1) Scheduled meetings with the Executive Officer, SCAQMD staff, Board Assistants, public officials, staff at public agencies, other Board Members, members of the public regarding any pending or proposed matter within SCAQMD's purview, or with an air quality related group. An air quality related group is one that has as a primary purpose, participation in dialogue regarding air quality policy.
    - (2) Tours of facilities within SCAQMD, participation in radio, television, newspaper, or other mass media primarily concerning SCAQMD air quality issues, or presentation of an air-quality related speech.
    - (3) Meetings or conferences on air pollution-related matters, when attendance at the meetings or conferences is approved by the Board Chair.
  - c. When conducting official business of SCAQMD requiring out-of-basin travel, a Board Member must obtain advance approval by SCAQMD Board or advance written approval by its Chair in order to qualify for the \$100-per-day compensation. In the interests of equity, up to \$500 per Board Member per fiscal year may be approved by SCAQMD Board or by the Chair if, through oversight or in the event of unanticipated travel, a Board Member does not obtain advance approval. Such approval by the Chair shall be reported to the next regular meeting of the Governing Board as part of the monthly travel report. Examples of official business for which approval is required include, but are not limited to:

## **Exhibit A**

- (1) Meetings taking place outside of the geographical limits of the four counties that make up SCAQMD.
- (2) The travel day immediately preceding and immediately following the meetings specified in (c)(1) above.
- d. Total compensation to a single Board Member pursuant to subparagraphs 2.a., 2.b., and 2.c. shall not exceed the limits set forth in state law.
- 3. **EXPENSES.** Each member of SCAQMD's Board shall be entitled to the actual and necessary expenses incurred in performing the member's official duties:
  - a. The actual cost of transportation when by public carrier.
  - b. Mileage as specified in Section 110 of the Administrative Code.
  - c. Actual and necessary expenses associated with trips taken outside of the geographical limits of the four counties which make up SCAQMD while on official business of SCAQMD, when such trips are requested or approved *in advance* by action of SCAQMD Board or are approved *in advance* in writing by its Chair. In the interests of equity, expenses, subject to the total dollar limit specified in Section 2.c., may be approved by SCAQMD's Board or by the Chair if, through oversight or in the event of unanticipated travel, a Board Member does not obtain advance approval. Such approval by the Chair shall be reported to the next regular meeting of the Governing Board as part of the monthly travel report.
  - d. Board Member meal expense limits and claims, which must be evidenced by receipts, shall conform to the per diem rates as shall be currently in effect at the time of travel, as promulgated by the United States General Services Administration (GSA), [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), for the Board Member's city of destination. However, meal expenses will be allowed within SCAQMD boundaries.
  - e. Government or group rates offered by transportation or lodging providers must be used when available. Lodging that exceeds the limits described in Section 120 of this Code will only be reimbursed up to the government rate, or if not available, up to the corporate rate, or if neither a government nor corporate rate is available, the actual rate, as evidenced by receipts.
- (1) In addition, if only the convention/conference rate for the event the Board Member is attending is available at the convention/conference hotel and such rate is greater than government or corporate rate, the convention/conference rate is reimbursable.

## **Exhibit A**

- (2) If a rate greater than that permitted or authorized elsewhere in this section is the only rate available, or if there are overriding reasons why the mission of SCAQMD cannot be accomplished at the rates permitted or authorized elsewhere in this section, such rate may be approved by the Board upon written justification submitted by the requesting Board Member in advance of the proposed travel. (The Board Member Travel Request and Report form contains a section for justification and may be used to comply with this requirement.)

Any upgrades or costs that exceed those allowed by this paragraph are the sole responsibility of the Board Member.

- f. Board Members must provide a brief report on meetings attended at SCAQMD's expense at the Board's next regular meeting. The reports may be made in writing. Report forms are available from the Clerk of the Board's office. Travel reports are required when a Board Member receives expense reimbursement. They are not required when a Board Member only receives compensation for attending an event.

#### **4. FILING A CLAIM FOR COMPENSATION AND/OR EXPENSES**

- a. Claims for compensation shall specify the applicable subparagraph 2 of this section.
- b. Claims for expenses shall include full justification for expenses incurred, including receipts, when required.
- c. Claims shall be made on SCAQMD expense claim forms and submitted to SCAQMD Executive Office staff who will process for payment expeditiously.
- d. Claims for compensation and/or expenses incurred in connection with travel outside the geographical boundaries of SCAQMD shall include a copy of the approved Board Member Travel Request and Report form and the Travel Report that includes:
  - (1) an assessment of the benefit to SCAQMD derived from the trip,
  - (2) individuals contacted, affiliations, addresses/phones,
  - (3) key information learned/points of interest/issues,
  - (4) items for staff follow-up, and
  - (5) description of materials (if any) received and a copy thereof, if feasible.
- e. All air travel is restricted to regularly-scheduled commercial carriers. Reservations can be made electronically and should be made for the lowest class attainable at the time of reservation (e.g. economy). Whenever possible, reservations for air travel should be made in advance in order to take advantage of available discounts. Any

## **Exhibit A**

upgrades or costs that exceed those allowed by this paragraph are the responsibility of the Board Member.

### **Section 112 – Board Member Assistant and Board Member Consultant Policy**

1. That an employee classification of Board Member Assistant be established, with the following scope of duties, minimum requirements, and compensation rates:

Scope of Duties: performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and SCAQMD 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, SCAQMD Board Members, the public, and SCAQMD staff.

Minimum requirements: evidence of the required training and experience shall be demonstrated by coursework in business administration or a related field, and/or sufficient experience performing data analysis and adjunct clerical functions for which familiarity with personal computers is desirable.

Maximum compensation rate: up to \$31.05 per hour effective January 1, 2015; \$31.51 per hour effective January 1, 2016; and \$31.99 per hour effective January 1, 2017, and as revised by the Governing Board.

2. That an employee classification of Board Member Consultant be established, with the following scope of duties, minimum requirements, and compensation rates:

Scope of Duties: 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 SCAQMD 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.

Minimum requirements: evidence of the required training and experience shall be demonstrated by graduation from an accredited college or university preferably with a major in an academic discipline related to the assignment and/or sufficient experience involving technical or analytical work at a professional level which would demonstrate the required knowledge, skills, and abilities related to the assignment.

## **Exhibit A**

Maximum compensation rate: up to \$55.90 per hour effective January 1, 2015; \$56.73 per hour effective January 1, 2016; and \$57.59 per hour effective January 1, 2017, and as revised by the Governing Board, except for the Board Chair's Assistant/Consultant.

3. That class specifications of Board Member Assistant and Board Member Consultant be added to SCAQMD's Classification Plan at that maximum compensation rate and with the scope of duties and minimum requirements specified above.
4. That Board Member Consultants may be engaged as either independent contractors or exempt SCAQMD contract employees and that Board Member Assistants may only be employed as SCAQMD contract employees.
5. That the Contracts for Board Member Consultants engaged as independent contractors shall specify that they shall not, during the term of their employment, engage in any performance of work that is in direct or indirect conflict with duties and responsibilities for SCAQMD, and that their contracts shall contain a provision so stating. Contracts for Board Consultants and Assistants engaged as contract employees shall be subject to Section 40 of SCAQMD's Administrative Code—Code of Ethics, except that they shall adhere to the work rules and performance standards established by the Board Member to whom they report.
6. That a Board Member wishing to engage the services of a person to provide assistance shall submit to the Administrative Committee a Proposal identifying the person and setting forth his or her qualifications, scope of duties, and proposed compensation. The proposal shall include a listing of other employment and/or clients sufficient to determine whether the person has existing work that conflicts directly or indirectly with his or her duties and responsibilities for SCAQMD. The Administrative Committee shall review the Proposal and determine if the proposed compensation rate is consistent with the required qualifications described above and shall, with advice of General Counsel, make a case-by-case determination of whether a person proposed to provide assistance complies with the conflict-of-interest requirements of this Policy and is a Board Member Assistant or a Board Member Consultant. If the determination is made that the person is a Board Member Consultant, the Administrative Committee also shall determine whether the Board Member consultant be classified as an employee or an independent contractor. All Board Member Assistants shall be contract employees. Board Member Assistants, and Board Member Consultants who are SCAQMD employees, are exempt from SCAQMD's Salary Resolution, Personnel Rules, and Administrative Code, except as specifically referenced in the said documents, this policy, or in his/her contract with SCAQMD.
7. That the position of Board Member Consultant (whether SCAQMD employee or independent contractor) and Board Member Assistant be noticed for designation in SCAQMD's Conflict of Interest Code listing classifications subject to the Code and the incumbent must disclose economic interests and comply with the Conflict of Interest provisions of the Political Reform Act.

## **Exhibit A**

8. That Board Member Assistants and Board Member Consultants serve at the pleasure of the Board Member to whom support services are provided and pursuant to the provisions of the contract executed between the Board Member Assistant or Board Member Consultant and SCAQMD. The Board Member served may determine whether his/her Board Member Consultant is to be paid on an hourly or a monthly basis. Board Member Assistants must be paid on an hourly basis. Board Member Assistants and Board Member Consultants who are contract SCAQMD employees and who are paid on an hourly basis shall receive overtime pay at the rate of 1.5 times the hourly rate specified in his or her contract for hours worked in excess of ten per day or forty per week provided the Board Member approves in advance in writing the working of any overtime by the Board Member Assistant or Board Member Consultant. Board Member Consultants paid on a monthly basis will be paid a pro rata share of their annual contract amount each month, provided the Board Member approves in writing, which will also cover all expense reimbursements authorized under the contract.
9. That the maximum support service-related expenditure SCAQMD may make for the Chair and Vice-Chair is \$116,250 for FY 2015-16; \$117,993 for FY 2015-16; and \$118,872 for FY 2016-17, and as revised by the Governing Board, not including business-related expenses. That the maximum support service-related expenditure SCAQMD may make for all other Board Members, not including business-related expenses shall be calculated prior to the beginning of each fiscal year based upon the Committee/Advisory/Other Group Assignment Points Methodology and Calculation, as described in Exhibit I. That the minimum support service-related expenditure SCAQMD may make for all other Board Members, is \$38,750 for FY 2015-16; \$39,331 for FY 2016-17; and \$39,624 for FY 2017-18, and as revise by the Governing Board, not including business-related expenses. Effective May 1, 2009, expenses approved in advance that are associated with Board Member-approved attendance at mobile Board meetings and Board retreats will be reimbursed by SCAQMD upon presentation of expense receipts. Effective May 1, 2009, expenses approved in advance that are associated with Board Chair-approved attendance at mobile Board meetings and Board retreats will be reimbursed by SCAQMD upon presentation of expense receipts.
  - a. Board Member Assistants and Board Member Consultants will be provided vehicle mileage reimbursement, at the rate set forth in Administrative Code section 110.4, for travel within the geographical boundaries of SCAQMD for travel directly related to their duties as a Board Member Assistant or Board Member Consultant.
  - b. A Board Member Assistant or Board Member Consultant to the Board Member(s) serving as SCAQMD's CARB representative or as SCAQMD's representative to the California Fuel Cell Partnership (CaFCP) will be provided reimbursement for necessary expenses related to attending CARB or CaFCP workshops, hearings, meetings, or related events, subject to advance approval by the Board Chair.

## **Exhibit A**

- c. Board Member Assistant and Board Member Consultant meal and travel expenses shall follow the reimbursement procedures described in Section 120 of the Administrative Code.
  - d. The Board Chairman may also approve other Board Member Assistant/Consultant travel for SCAQMD-related activities provided such travel is requested by their supervising Board Member and is reported to the Administrative Committee.
- 10. That Board Member Assistants and Board Member Consultants who are contract SCAQMD employees and who work on average a minimum of 13 hours per week may elect, from among SCAQMD-sponsored health, dental, and vision insurance plans available to SCAQMD employees, SCAQMD-paid single-party coverage up to the dollar amount of the benefits cap approved by the Board for professional employees. Board Member Consultants who are independent contractors are not eligible for any SCAQMD benefits.
  - 11. That Board Member Assistants and Board Member Consultants who are contract SCAQMD employees may elect to participate in the deferred compensation plan SCAQMD sponsors for employees, as covered under section 457 of the Federal Internal Revenue Code.
  - 12. The total compensation provided under a contract between the Board Member Assistant or Board Member Consultant and SCAQMD for any Board Member shall not exceed the amounts specified in paragraph 9 above. At such time as the compensation for services reaches said amounts, the contract for services shall be terminated and the employment relationship between the Board Member Assistant or Board Member Consultant and SCAQMD shall be terminated.
  - 13. That all present and future assistants to a Board Member (whether Board Member Assistant or Board Member Consultant and whether or not an independent contractor) shall be subject to this policy.

## **EXHIBIT I**

### **Committee/Advisory/Other Group Assignment Points Methodology and Calculation**

- 1.) Utilizes the Board Committee/Advisory Group/Other Group Assignment spreadsheet as maintained by the Executive Officer or his designee.
- 2.) Assumes various levels of effort per assignment, based on agenda size and routine/non-routine nature of agenda items (Board Meetings/CARB/CACFP - 3 points, Admin/Leg/etc. - 2 points, LGSBA/IOC/BLTAP - 1 point)
- 3.) Assumes the following points based on assignment/role:

## **Exhibit A**

- a. Governing Board Meetings (12 mtgs/Yr): 4 points per meeting for Chair, 2 points for Vice-Chair, 1 point per meeting for all other Governing Board Members
  - b. Committee/Advisory Group/Other Group Meetings (1-12 mtgs/Yr, depending on Comm/Advisory/Other): 2 points per meeting for Chair, 1.5 points per meeting for Vice Chair, 1 point for all other Governing Board Members
  - c. CARB Meetings (12 mtgs/Yr): 2 points per meeting for CARB representative
  - d. CA Fuel Cell partnership (2 mtgs/Yr): 2 points per meeting for CAFCP representative
- 4.) For Committee/Advisory Group/Other Group assignments that may not have any actual meetings scheduled, it is assumed they will meet one time per year to reflect the possibility of a meeting (Refinery, Marine Port Committees, etc.)

### **Section 120 - Travel Expenses**

#### **Section 120.1 - Expenses for travel shall not exceed:**

- a. The actual cost of transportation when by public carrier.
- b. Government or group rates must be used whenever possible. If no lodging is available or practicable at government or group rates, the Executive Officer, or designee, can approve reimbursement up to the reasonable actual cost of lodging, as evidenced by receipt.
- c. Employees will be reimbursed for business meal and incidental expenses (M&IE) according to the per diem rates in effect at the time of travel, as promulgated by the GSA, [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), for the employee's city of destination. The per diem is 75% of the applicable M&IE rate, if travel is less than 24 hours. If travel is 24 hours or more, then the per diem is 75% of applicable M&IE rate on the day of departure, 100% of the applicable M&IE rate for the full day/days of travel, and 75% of the applicable M&IE on last day of travel, as set forth in Federal Travel Regulation Section 301-11.101(a). The per diem rate includes incidental expenses such as tips for meals, porters, baggage carriers, hotel staff, and cab drivers. These per diem rates shall also apply to business M&IE purchased on District Cal-Cards. Employees shall reimburse the District for any charges exceeding limits specified in this section.
- d. Employee meal expenses within the geographical boundaries of SCAQMD shall be reimbursed only when approved by the Executive Officer or designee subject to 120.1(b) and 120.1 (c) of this Code.
- e. Meals and travel expenses for other than SCAQMD employees shall be reimbursed only when approved by the Executive Officer or designee. Reimbursement will be made for the cost of travel and meal subject to the limitations presented in Section 120.1(b) and 120.1(c) of this Code.



## **Exhibit A**

- f. Meals and travel for other than SCAQMD employees asked to sit on oral boards used for interviewing prospective employees of SCAQMD will be reimbursed for the cost of the meal and travel, subject to the limitations presented in Sections 120.1(b) and 120.1(c) of this Code. The Executive Officer, or designee, must approve a request in advance.
- g. Hearing Board Members will be reimbursed for meal expenses incurred within the geographical boundaries of the SCAQMD according to the per diem rates applicable to lunch expenses for the Los Angeles area, as set forth by the GSA, [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Meal expense claims must be evidenced by receipts. When traveling outside the geographical boundaries of the SCAQMD, Hearing Board Members will be reimbursed in accordance with Sections 120.1(b) and 120.1(c) of this Code, except that receipts will still be required.

### **Section 120.2 - Requests for Travel Expenses and Required Receipts**

All requests for travel expenses shall be filed on forms and at times prescribed by the Assistant Deputy Executive Officer of Finance. Requests must be submitted within 120 days after incurring the expense.

Receipts must be presented for all expenses, with the exception that the Assistant Deputy Executive Officer of Finance may waive the receipt requirement for SCAQMD employees when they use public transportation on SCAQMD business where a receipt is not provided by the public agency. To qualify for this exception, the employee must provide sufficient information regarding the date, mode of travel, and the public agency providing the service.

## Item 9

## DRAFT

BOARD MEETING DATE: July 7, 2017

AGENDA NO.

**PROPOSAL:** Recognize Revenue and Transfer and Appropriate Funds for Air Monitoring and Emergency Response Programs, and Issue Solicitations and Purchase Orders for Air Monitoring and Laboratory Equipment and Vehicles

**SYNOPSIS:** SCAQMD is expected to receive up to \$2,900,000 in U.S. Government Enhanced Particulate Monitoring Program funds for FY 2017-18. In addition, U.S. EPA is expected to award up to \$246,288 for the National Air Toxics Trends Station (NATTS) Program for FY 2017-18. These actions are to: 1) recognize revenue and appropriate funds for the Enhanced Particulate Monitoring and NATTS Programs; 2) recognize revenue and appropriate funding for remaining balances of the NATTS, Photochemical Assessment Monitoring Stations (PAMS), PM2.5 and Near-Road NO2 Programs; 3) transfer and appropriate funds for the Emergency Response Program; and 4) issue solicitations and purchase orders for air monitoring and laboratory equipment and vehicles.

**COMMITTEE:** Administrative Committee, June 9, 2017; Recommended for Approval

**RECOMMENDED ACTIONS:**

1. Recognize revenue and appropriate funds up to \$1,683,272, upon receipt, into the FY 2017-18 Budget as set forth in Attachment 1 (and further detailed in Attachments 2-8).
2. Transfer and appropriate funds in an amount not to exceed \$270,000 from the Rule 1173 Mitigation Fee Special Revenue Fund (44) to Science and Technology Advancement's FY 2017-18 Budget (Org 44), Capital Outlays Major Object, for equipment in support of the Emergency Response Program.
3. Issue solicitation(s), in accordance with SCAQMD Procurement Policy and Procedure, for four vehicles as listed in Table 1.
4. Authorize the Executive Officer or Procurement Manager, in accordance with SCAQMD Procurement Policy and Procedure, to issue:

- a) Purchase order(s) based on the results of solicitation(s) for four vehicles in an amount not to exceed \$200,000 as listed in Table 1; and
- b) Sole source purchase order to Inficon in an amount not to exceed \$270,000 for laboratory equipment as listed in Table 2.

Wayne Nastri  
Executive Officer

MMM:JCL:AP:AK

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## **Background**

### Enhanced Particulate Monitoring Program

SCAQMD has been providing enhanced particulate monitoring support as part of a national monitoring program since 2003. Sample collection began in early February 2003 and will continue for the foreseeable future.

### NATTS Program

There are currently 188 hazardous air pollutants (HAPs) or air toxics regulated under the Clean Air Act that are associated with a wide variety of adverse health effects, including cancer and neurological effects. U.S. EPA Government Performance Results Act commitments specify a goal of reducing air toxics emissions by 75% from 1993 levels to significantly reduce health risks. The NATTS Program was developed to fulfill the need for long-term national HAP monitoring data. In 2007, U.S. EPA expanded the NATTS Program and awarded Section 103 funds to conduct monitoring for toxic air contaminants at two existing SCAQMD monitoring sites, Central Los Angeles and Rubidoux. The air toxics data serves as a continuum between past and future air toxic measurement programs, such as MATES, and allows for more accurate evaluation of toxic trends on a regional basis.

### PAMS Program

In February 1993, the U.S. EPA promulgated the PAMS regulations for areas classified as serious, severe or extreme non-attainment for ozone. These regulations require SCAQMD to conduct monitoring for ozone precursors with enhanced monitoring equipment at multiple sites. The PAMS Program is also funding the meteorological upper air profilers sited at LAX and Ontario airports, Moreno Valley in Riverside County, Irvine in Orange County and Whiteman Airport in the San Fernando Valley. Since the onset of the PAMS Program, U.S. EPA has annually allocated Section 105 supplemental grant funds in support of this requirement.

### PM2.5 Program

Since 1998, U.S. EPA has provided funds under a Section 103 Grant for a comprehensive PM2.5 Air Monitoring Program. To date, there are 26 ambient

SCAQMD monitoring stations operating 21 Federal Reference Method (FRM) PM2.5 monitors under U.S. EPA funding and 17 Federal Equivalent Method (FEM) PM2.5 continuous monitors. In addition, U.S. EPA has supported the expansion of the network to collect ongoing PM2.5 mass and chemical speciation at several sites within the South Coast Air Basin. This augmentation substantially adds to the fine particulate data which will help in the characterization of PM2.5 sources, current air quality conditions and health impacts.

#### Near-Road NO2 Monitoring Program

On February 9, 2010, U.S. EPA promulgated new monitoring requirements for the nitrogen dioxide (NO2) monitoring network in support of newly revised 1-hour NO2 National Ambient Air Quality Standards (NAAQS) and the retained annual NAAQS. The new monitoring requirements stipulated that state and local air monitoring agencies were required to install near-road NO2 monitoring stations at locations where peak hourly NO2 concentrations are expected to occur as well as to consider traffic volumes, fleet mix, roadway design, traffic congestion patterns, local terrain or topography and meteorology in determining where a required near-road NO2 monitor should be placed. In addition to those required considerations, there are other factors that impact the selection and implementation of a near-road monitoring station including satisfying siting criteria, site logistics and population exposure.

#### Emergency Response Program

At the request of local police, fire and health departments, SCAQMD staff responds to emergencies such as fires, explosions, toxic spills and toxic gas releases at industrial and commercial facilities and other sources. Staff have been supporting the fire and police department and other public safety agencies in responding to emergency response situations by conducting measurements of air toxics and collecting air samples for laboratory analysis. SCAQMD also dispatches its Emergency Response Team to events with significant public air quality impacts. The SCAQMD's laboratory can test for a wide range of air pollutants such as hydrocarbons, particulates, asbestos, metals and specific carcinogens (i.e., benzene). In 2003, as part of a Department of Defense contract, the SCAQMD purchased four portable gas chromatograph-mass spectrometers along with their associated equipment, and these instruments have proven to be a valuable component in SCAQMD's Emergency Response Program. Unfortunately, the instruments are no longer supported by the manufacturer, and parts are not available. Replacement units are needed to maintain field operations and data integration capabilities with SCAQMD software platforms. This item was previously approved by the Board in July 2015 for purchase through an RFQ process, but the initial RFQ did not receive any viable responses. The RFQ was re-released, two responses were received and staff moved forward with the lowest cost bid. Regrettably, the units failed to meet the technical specifications listed in the RFQ requirements and had to be returned to the vendor.

## **Proposal**

The revenue to be recognized, funds to be transferred and FY 2017-18 appropriations are summarized in Attachment 1. Specific details are below (and in Attachments 2-8).

### Enhanced Particulate Monitoring Program (FY 2017-18)

The SCAQMD is expected to receive funding from the U.S. Government for the ongoing Enhanced Particulate Monitoring Program for FY 2017-18 in an amount up to \$2,900,000. Revenue for this grant in the amount of \$2,267,325 has already been included in the FY 2017-18 Budget. This action is to recognize, upon receipt, the remaining revenue up to \$632,675 into the FY 2017-18 Budget and appropriate up to \$632,675 to Science and Technology Advancement's FY 2017-18 Budget, as set forth in Attachment 2.

### NATTS Program (FY 2017-18)

The U.S. EPA is expected to provide Section 103 Grant funding in an amount up to \$246,288 to continue the NATTS Program for the July 1, 2017 to June 30, 2018 period. Revenue for this grant in the amount of \$83,000 has already been included in the FY 2017-18 Budget. This action is to recognize, upon receipt, the remaining revenue up to \$163,288 into the FY 2017-18 Budget and appropriate up to \$163,288 to Science and Technology Advancement's FY 2017-18 Budget, as set forth in Attachment 3. The U.S. EPA concurs with staff's proposed allocation.

### NATTS Program (FY 2016-17)

Any remaining balance of FY 2016-17 NATTS funding must be reallocated in FY 2017-18. This action is to recognize the estimated remaining balance up to \$8,956 into the FY 2017-18 Budget and appropriate up to \$8,956 to Science and Technology Advancement's FY 2017-18 Budget, as set forth in Attachment 4. The U.S. EPA concurs with staff's proposed allocation.

### PM2.5 Program (FY 2017-18)

The U.S. EPA is expected to provide Section 103 Grant funding in an amount up to \$692,165 to continue the PM2.5 Program for the April 1, 2017 to March 31, 2018 period. (A partial grant of \$415,299 has already been received by the U.S. EPA.) Revenue for this grant in the amount of \$461,000 has already been included in the FY 2017-18 Budget. This action is to recognize, upon receipt, the remaining revenue up to \$231,165 into the FY 2017-18 Budget and appropriate up to \$231,165 to Science and Technology Advancement's FY 2017-18 Budget, as set forth in Attachment 5. The U.S. EPA concurs with staff's proposed allocation.

### PM2.5 Program (FY 2016-17)

The remaining balance of FY 2016-17 PM2.5 funding must be reallocated in FY 2017-18. This action is to recognize the remaining balance up to \$17,680 into the FY 2017-18 Budget and appropriate up to \$17,680 to Science and Technology Advancement's

FY 2017-18 Budget as set forth in Attachment 6. The U.S. EPA concurs with staff's proposed allocation.

#### PAMS Program (FY 2016-17)

As in previous years, there is a need to reallocate PAMS funding in the final quarter of the federal fiscal year ending September 30, 2017. This action is to recognize the remaining balance up to \$598,813 into the FY 2017-18 Budget and appropriate up to \$598,813 to Science and Technology Advancement's FY 2017-18 Budget, as set forth in Attachment 7. The U.S. EPA concurs with staff's proposed reallocation.

#### Near-Road NO2 Monitoring Program (FY 2016-17)

U.S. EPA has provided funding in Section 103 Grant funds for the implementation of the Near-Road NO2 Monitoring Program. There is a need to reallocate the estimated remaining balance of Section 103 Grant funding in FY 2017-18. This action is to recognize the remaining balance up to \$30,695 into the FY 2017-18 Budget and appropriate up to \$30,695 to Science and Technology Advancement's FY 2017-18 Budget, as set forth in Attachment 8. The U.S. EPA concurs with staff's proposed allocation.

#### Emergency Response Program

Because the previously approved procurement process spanned multiple fiscal years and the funding appropriation was authorized in FY 2015-16, the authorized funding was returned to the General Fund. This action is to transfer and appropriate funding in an amount not to exceed \$270,000 from the Rule 1173 Mitigation Fee Special Revenue Fund (44) to Science and Technology Advancement's FY 2017-18 Budget (Org 44), Capital Outlays Major Object, for the sole source purchase of two Hapsite portable gas chromatograph-mass spectrometers and associated equipment in support of SCAQMD's Emergency Response Program.

#### Proposed Purchase Order(s) through Solicitation Process

At the outset of the Enhanced Particulate Monitoring Program over eight years ago, several dedicated vehicles were purchased to meet the mileage-intensive needs of the Program. Several of these original vehicles now have over 140,000 miles, and the U.S. Department of Homeland Security, which is the funding agency, concurs with SCAQMD staff that replacing one or more of these vehicles is appropriate.

With an aging fleet of vehicles, staff has identified the need to replace the older high-mileage vehicles with new low-emission vehicles. These vehicles are essential for staff to operate, maintain, calibrate and repair air monitoring equipment for air monitoring stations supporting the NATTS and PAMS programs.

The Procurement Manager shall pursue the purchase of four vehicles with the lowest possible emissions that will satisfy the operational needs of the monitoring programs for

which they are intended (see Table 1). Quotes will be solicited through formal bids, in accordance with SCAQMD Procurement Policy and Procedure, then purchase orders will be issued accordingly. The cost of each vehicle is not expected to exceed \$50,000.

#### Proposed Purchase through Sole Source Purchase Order

Because of the previously mentioned inability to purchase equipment through a solicitation process that meets the technical specifications of the Emergency Response Program, it has been determined that the equipment can only be purchased through a single source. The Procurement Manager will issue a sole source purchase order to Inficon in an amount not to exceed \$270,000 to purchase two Hapsite portable gas chromatograph-mass spectrometers and their associated equipment (see Table 2).

#### **Outreach**

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

Additionally, potential bidders may be notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the solicitations will be emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>) where it can be viewed by making the selection "Grants & Bids."

#### **Sole Source Justification**

Section VIII, B.2 of the Procurement Policy and Procedure identifies four major provisions under which a sole source award may be justified for procurement. The request for sole source purchase of the two Hapsite portable gas chromatograph-mass spectrometers and their associated equipment is made under Sections B.2.c of the Procurement Policy and Procedure: The items are only available from a single source and there is currently only one vendor, Inficon, which can provide this specific portable instrument.

#### **Resource Impacts**

U.S. Government funding will fully support the Enhanced Particulate Monitoring Program.

U.S. EPA Section 103 Grant funding will support the continuation of the NATTS, Near-Road NO<sub>2</sub> and PM<sub>2.5</sub> monitoring programs, including equipment, contracts, and supplies necessary to meet the objectives of the Program.

U.S. EPA Section 105 Grant funding supports the continuation of the PAMS Program, including vehicles, contracts, temporary services and supplies necessary to meet the objectives of the Program.

The Rule 1173 Mitigation Fee Special Revenue Fund (44) has sufficient funds to support SCAQMD's Emergency Response Program, providing for the purchase of equipment to meet the objectives of the program.

In summary, up to \$1,683,272 in revenue will be recognized into the FY 2017-18 Budget and appropriated to Science and Technology Advancement's FY 2017-18 Budget, as set forth in Attachment 1 (and further detailed in Attachments 2-8).

**Table 1**  
**Proposed Purchase Order(s) through Solicitation Process**

<b>Description</b>	<b>Qty</b>	<b>Funding Source</b>	<b>Estimated Cost</b>
Vehicle	1	U.S. Government 2017-18	\$50,000
Vehicle	1	NATTS FY 2017-18	\$50,000
Vehicle	2	PAMS FY 2016-17	\$100,000
<b>Total Proposed Purchase Order(s) through Solicitation Process</b>			<b>Not to Exceed \$200,000</b>

**Table 2**  
**Proposed Purchase through Sole Source Purchase Order**

<b>Description</b>	<b>Qty</b>	<b>Funding Source</b>	<b>Estimated Cost</b>
Hapsite portable gas chromatograph-mass spectrometers and associated equipment	2	Fund 44 (Rule 1173 Mitigation Fees)	\$270,000
<b>Total Proposed Purchase through Sole Source Purchase Order</b>			<b>Not to Exceed \$270,000</b>

#### **Attachments**

1. Proposed Revenues and Expenditures for FY 2017-18
2. Proposed Enhanced Particulate Monitoring Program Expenditures for FY 2017-18
3. Proposed NATTS Expenditures for FY 2017-18
4. Proposed NATTS Expenditures for FY 2017-18 (Remaining FY 2016-17 Balance)
5. Proposed PM2.5 Expenditures for FY 2017-18
6. Proposed PM2.5 Expenditures for FY 2017-18 (Remaining FY 2016-17 Balance)
7. Proposed 25th Year PAMS Expenditures for FY 2017-18 (Remaining FY 2016-17 Balance)
8. Proposed Near-Road NO2 Monitoring Expenditures for FY 2017-18 (Remaining FY 2016-17 Balance)



**Attachment 1**  
**Proposed Revenues and Expenditures for FY 2017-18**

<b>Program Year</b>	<b>Funding Agency</b>	<b>Program Name</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Detailed Appropriations</b>
FY 2017-18	U.S. Govt.	Enhanced Particulate Monitoring	632,675	632,675	Attachment 2
FY 2017-18	EPA-Section 103	National Air Toxics Trends Stations (NATTS)	163,288	163,288	Attachment 3
FY 2016-17*	EPA-Section 103	National Air Toxics Trends Stations (NATTS)	8,956	8,956	Attachment 4
FY 2017-18	EPA-Section 103	PM 2.5 Monitoring Network	231,165	231,165	Attachment 5
FY 2016-17*	EPA-Section 103	PM 2.5 Monitoring Network	17,680	17,680	Attachment 6
FY 2016-17*	EPA-Section 105	Photochemical Assessment Monitoring Stations (PAMS)	598,813	598,813	Attachment 7
FY 2016-17*	EPA-Section 103	Near-Road NO2 Monitoring	30,695	30,695	Attachment 8
			1,683,272	1,683,272	

\* Recognize revenue and appropriate funds representing the remaining balance from FY 2016-17.

**Attachment 2**  
**Proposed Enhanced Particulate Monitoring Expenditures for FY 2017-18**

<b>Account Description</b>	<b>Account Number</b>	<b>Program Code</b>	<b>Appropriation not to Exceed</b>
<b>*Salaries &amp; Employee Benefits Major Object:</b>			
Overtime	52000	44505	\$ 106,136
<b>Total Salaries &amp; Employee Benefits Major Object</b>			<b>\$ 106,136</b>
<b>Services &amp; Supplies Major Object:</b>			
Professional and Specialized Services	67450	47505	\$ 105,000
Temp Agency Services	67460	47505	96,912
Maintenance of Equipment	67600	47505	500
Building Maintenance	67650	47505	106,000
Auto Mileage	67700	47505	91,972
Travel	67800	47505	3,000
Communications	67900	47505	3,960
Clothing	68000	47505	875
Office Expense	68100	47505	1,820
Small Tools	68300	47505	45,500
Taxes, License, Fees	69600	47505	21,000
<b>Total Services &amp; Supplies</b>			<b>\$ 476,539</b>
<b>Capital Outlay Major Object:</b>			
Vehicle (1)	77000	47505	\$ 50,000
<b>Total Capital Outlay Major Object:</b>			<b>\$ 50,000</b>
<b>FY 2017-18 Appropriations</b>			<b>\$ 632,675</b>

\* Salaries, Benefits and Indirect Costs (excluding Overtime) are already included in the adopted FY 2017-18 Budget; this revenue/appropriation is for the excluded overtime.

**Attachment 3**  
**Proposed NATTS Expenditures for FY 2017-18**

<b>Account Description</b>	<b>Account Number</b>	<b>Program Code</b>	<b>Estimated Expenditures</b>
<b>Services &amp; Supplies Major Object:</b>			
Professional and Specialized Services	67450	47468	\$ 1,000
Maintenance of Equipment	67600	47468	45,000
Travel	67800	47468	6,000
Laboratory Supplies	68050	47468	54,288
Office Expense	68100	47468	1,000
Small Tools	68300	47468	6,000
<b>Total Services &amp; Supplies</b>			<b>\$ 113,288</b>
<b>Capital Outlay Major Object:</b>			
Vehicle (1)	77000	47468	\$ 50,000
<b>Total Capital Outlay Major Object:</b>			<b>\$ 50,000</b>
<b>FY 2017-18 Appropriations</b>			<b>\$ 163,288</b>

Note: Salaries, Benefits and Indirect Costs are already included in the adopted FY 2017-18 Budget.

**Attachment 4**

**Proposed NATTS Expenditures for FY 2017-18 (Remaining FY 2016-17 Balance)**

<b>Account Description</b>	<b>Account Number</b>	<b>Program Code</b>	<b>Initial Appropriation (a)</b>	<b>Appropriations not to Exceed</b>
<b>Services &amp; Supplies Major Object:</b>				
Maintenance of Equipment	67600	47468	\$ 4,500	\$ 4,500
Laboratory Supplies	68050	47468	4,456	4,456
<b>Total Services &amp; Supplies</b>			<b>\$ 8,956</b>	<b>\$ 8,956</b>
<b>FY 2017-18 Appropriations</b>			<b>\$ 8,956</b>	<b>\$ 8,956</b>

(a) This is the estimated amount for the first quarter of FY 2017-18. The remaining amount will be appropriated upon reconciliation of FY 2016-17 expenditures.

**Attachment 5**  
**Proposed PM 2.5 Expenditures for FY 2017-18**

<b>Account Description</b>	<b>Account Number</b>	<b>Program Code</b>	<b>Estimated Expenditures</b>
<b>Services &amp; Supplies Major Object:</b>			
Rents and Leases Structure	67350	47500	\$ 4,500
Professional and Specialized Services	67450	47500	11,000
Maintenance of Equipment	67600	47500	55,405
Building Maintenance	67650	47500	5,000
Travel	67800	47500	2,000
Laboratory Supplies	68050	47500	32,010
Office Expense	68100	47500	5,000
Small Tools	68300	47500	4,000
<b>Total Services &amp; Supplies</b>			<b>\$ 118,915</b>
<b>Capital Outlay Major Object:</b>			
Teledyne T640 PM 2.5 Monitors (2)	77000	47500	\$ 50,000
Thermo FRM 2025i Particulate Sampler (3)	77000	47500	62,250
<b>Total Capital Outlay Major Object:</b>			<b>\$ 112,250</b>
<b>FY 2017-18 Appropriations</b>			<b>\$ 231,165</b>

Note: Salaries and Benefits are already included in the adopted FY 2017-18 Budget.

**Attachment 6**

**Proposed PM 2.5 Expenditures for FY 2017-18 (Remaining FY 2016-17 Balance)**

<b>Account Description</b>	<b>Account Number</b>	<b>Program Code</b>	<b>Initial Appropriation (a)</b>	<b>Appropriations not to Exceed</b>
<b>Services &amp; Supplies Major Object:</b>				
Maintenance of Equipment	67600	47500	\$ -	\$ 7,000
Travel	67800	47500	6,000	10,680
<b>Total Services &amp; Supplies</b>			<b>\$ 6,000</b>	<b>\$ 17,680</b>
<b>FY 2017-18 Appropriations</b>			<b>\$ 6,000</b>	<b>\$ 17,680</b>

(a) This is the estimated amount for the first quarter of FY 2016-17. The remaining amount will be appropriated upon reconciliation of FY 2015-16 expenditures.



**Attachment 7**

**Proposed 25th Year PAMS Expenditures for FY 2017-18 (Remaining FY 2016-17 Balance)**

<b>Account Description</b>	<b>Account Number</b>	<b>Program Code</b>	<b>Initial Appropriation (a)</b>	<b>Appropriations not to Exceed</b>
<b>Services &amp; Supplies Major Object:</b>				
Rents & Leases Structure	67350	26350	\$ 9,000	\$ 20,000
Professional and Specialized Services: Station Upgrades	67450	47530	105,000	140,000
Temp Agency Services	67460	47530	8,000	25,000
Maintenance of Equipment	67600	47530	16,000	110,000
Maintenance of Equipment	67600	26530	9,000	35,000
Building Maintenance	67650	47530	9,000	50,000
Building Maintenance	67650	26530	9,000	10,000
Communications	67900	26530	9,000	9,000
Laboratory Supplies	68050	47530	13,000	57,813
Office Expense	68100	47530	2,000	9,000
Office Expense	68100	26530	2,000	4,000
Small Tools	68300	47530	10,000	20,000
Small Tools	68300	26530	4,000	9,000
Miscellaneous	69500	26530	-	-
<b>Total Services &amp; Supplies</b>			<b>\$ 205,000</b>	<b>\$ 498,813</b>
<b>Capital Outlay Major Object:</b>				
Vehicle (2)	77000	47530	100,000	100,000
<b>Total Capital Outlay Major Object:</b>			<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>FY 2017-18 Appropriations</b>			<b>\$ 305,000</b>	<b>\$ 598,813</b>

(a) This is the estimated amount for the first quarter of FY 2017-18. The remaining amount will be appropriated upon reconciliation of FY 2016-17 expenditures.

**Attachment 8**

**Proposed Near-Road NO2 Monitoring Expenditures for FY 2017-18 (Remaining FY 2016-17 Balance)**

<b>Account Description</b>	<b>Account Number</b>	<b>Program Code</b>	<b>Initial Appropriation (a)</b>	<b>Appropriations not to Exceed</b>
<b>Services &amp; Supplies Major Object:</b>				
Professional and Specialized Services	67450	47469	\$ 4,500	\$ 18,000
Maintenance of Equipment	67600	47469	1,500	7,695
Travel	67800	47469		500
Utilities	67850	47469		500
Laboratory Supplies	68050	47469	500	1,000
Small Tools	68300	47469	-	3,000
<b>Total Services &amp; Supplies</b>			<b>\$ 6,500</b>	<b>\$ 30,695</b>
<b>FY 2017-18 Appropriations</b>			<b>\$ 6,500</b>	<b>\$ 30,695</b>

(a) This is the estimated amount for the first quarter of FY 2017-18. The remaining amount will be appropriated upon reconciliation of FY 2016-17 expenditures.



# DRAFT

## Item 10

BOARD MEETING DATE: July 7, 2017

AGENDA NO.

**PROPOSAL:** Establish Lists of Prequalified Counsel to Represent and Advise SCAQMD on Legal Matters Related to Environmental Law, and to Represent and Advise the SCAQMD Hearing Board

**SYNOPSIS:** On March 3, 2017, the Board approved issuance of an RFP to pre-qualify outside counsel having expertise in the California Environmental Quality Act, SCAQMD rulemaking and planning procedures, administrative law and related issues for both SCAQMD and SCAQMD Hearing Board. The RFP was issued jointly to limit costs. The evaluation of responding firms has been completed. This action is to establish two lists of prequalified counsel—one to represent SCAQMD in environmental law matters and one to represent SCAQMD Hearing Board.

**COMMITTEE:** Administrative, June 9, 2017; Recommended for Approval

### RECOMMENDED ACTIONS:

1. Approve the firms Ayres Law Group, Best Best & Krieger, Shute Mihaly & Weinberger, and Woodruff Spradlin & Smart, as prequalified law firms having expertise in the California Environmental Quality Act, SCAQMD rulemaking and planning procedures, issues relating to statute and rule interpretation, air quality laws, administrative law, representation of government agencies, constitutional issues, the Brown Act, and complex environmental litigation, that General Counsel may use to represent the SCAQMD in future litigation and for advice.
2. Authorize the Chairman of the Board or the Executive Officer, depending on whether the amount exceeds \$75,000, to execute contracts with any of the above-named firms, as the need arises, for a total not to exceed \$250,000 annually for up to three years.
3. Approve the firm Strumwasser & Woocher as a prequalified law firm having expertise in the above-referenced areas to provide representation and advice as required by the SCAQMD Hearing Board.
4. Authorize the Executive Officer to execute contracts with Strumwasser & Woocher to provide representation to the Hearing Board as the need arises for a total not to exceed \$15,000 annually for up to three years.

Wayne Nastri  
Executive Officer

## **Background**

On March 3, 2017, the Board approved issuance of an RFP for an amount up to \$250,000 for the SCAQMD General Counsel and \$15,000 for the SCAQMD Hearing Board to solicit proposals from outside litigation counsel having particular expertise and experience in the California Environmental Quality Act, SCAQMD rulemaking and planning procedures, issues relating to statute and rule interpretation, air quality laws, administrative law, representation of government agencies, constitutional issues, the Brown Act, and complex environmental litigation. The RFP was issued jointly to limit costs. General Counsel and the SCAQMD Hearing Board will utilize different firms to avoid conflicts of interest. In the past, the SCAQMD and the SCAQMD Hearing Board have faced, and likely will face in the future, litigation and other matters requiring such specialized expertise. A rapid response is needed in such situations, and it is not possible to go through the RFP process as new cases arise. Establishing prequalified lists ensures that SCAQMD and SCAQMD Hearing Board can quickly select counsel for representation as needed. It is also important to have a sufficient variety of firms (large as well as small) to be able to handle the variety of types of lawsuits and related legal advice involving SCAQMD.

## **Outreach**

In accordance with SCAQMD'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's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin. Also, potential bidders were notified by sending notification to various individual law firms and bar associations.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

## **Evaluation**

Bid responses for the Environmental Law RFP were received from nine (9) law firms. Of the nine bid responses, only two qualified bid responses addressed the needs of the Hearing Board. A summary of the responses is provided in the Attachment. An evaluation panel was convened to evaluate proposals for the General Counsel and one to evaluate the proposals for the Hearing Board. The Hearing Board requires different counsel than the firms hired by SCAQMD because its interest may not coincide with SCAQMD's. The SCAQMD panel consisted of three SCAQMD employees: three General Counsel attorneys; all female; two Caucasian and one Asian. The Hearing Board panel consisted of one Hearing Board member—female; Caucasian.

**Proposal**

Establish two lists, one for the SCAQMD and one for the SCAQMD Hearing Board, valid from June 2, 2017, through July 31, 2020, of prequalified outside counsel for advice and representation in areas related to environmental law, governmental law, and constitutional issues.

**For the SCAQMD:**

Shute Mihaly & Weinberger  
Best Best & Krieger  
Woodruff Spradlin & Smart  
Ayres Law Group

**For the SCAQMD Hearing Board:**

Strumwasser & Woocher

**Resource Impacts**

The recommended total annual budget for environmental outside counsel is \$250,000 for General Counsel and \$15,000 for the SCAQMD Hearing Board, all of which may be allocated to one or more selected contractors as the need arises based on future litigation, the availability of counsel, and the needs of the SCAQMD and SCAQMD Hearing Board. Selection may also be made for occasional assignments in subject areas of the firms' expertise that do not involve litigation.

**Attachment**

Summary of Responses to RFP #2017-13

**ATTACHMENT**

**RFP #2017-13**  
**(Environmental Law)**

BIDDER	LOCAL FIRM	BID AMOUNT per hour	TOTAL POINTS
Shute Mihaly & Weinberger	No	\$375	99*
Best Best & Krieger	Yes	\$365	87.6
Woodruff Spradlin & Smart	Yes	\$425	84.6
Ayres Law Group	No	\$615	82.3

\* Includes an additional 10 points for Small Business Certification submitted with Bid Proposal, pursuant to SCAQMD Procurement Policy & Procedure, Section VIII.D.2.b.

## Item 12

## DRAFT

BOARD MEETING DATE: July 7, 2017

AGENDA NO.

PROPOSAL: Amend Contract with Google for Targeted Outreach for “The Right to Breathe” Video Utilizing YouTube Videos and Banner Ads

SYNOPSIS: This action is to amend an existing contract with Google for an additional \$250,000 to continue the outreach effort for “The Right to Breathe” video until July 14, 2018. Funding for this effort will come from the BP/ARCO Settlement Project Fund (46)

COMMITTEE: Administrative, June 9, 2017; Recommended for Approval

## RECOMMENDED ACTION:

Authorize the Executive Officer to amend the contract with Google, Inc. for targeted outreach in the amount of \$250,000 from the BP/ARCO Settlement Project Fund.

Wayne Nastri  
Executive Officer

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**Background**

In December 2015, the Board approved a one year, \$800,000 contract with Google for targeted outreach utilizing YouTube videos and banner ads to promote various SCAQMD programs including “The Right to Breathe” video. The award was based on a highly successful pilot program with Google in the fall of 2015. In December 2016, the Board approved an additional \$250,000 to continue targeted outreach for six months for The Right to Breathe video. The targeted outreach utilized a 45-second pre-roll video. Such outreach is highly targeted by Google using search words, ZIP codes and other demographics. Similar techniques are utilized for banner ads. Results from previous SCAQMD promotions with Google show this outreach approach to be highly successful. As of mid-May, the current Google campaign promoting “The Right to Breathe” had achieved more than 31.4 million impressions.

The current promotion ends on July 15, 2017. There is a desire to continue to promote SCAQMD's signature film "The Right to Breathe" with Google for an additional twelve months, ending on July 14, 2018. The additional outreach will continue to be highly

targeted by using search words, ZIP codes and other demographics through a 45-second pre-roll video and banner ads.

Staff recommends amending the current contract with Google Inc. using appropriate funds in the amount of \$250,000 for continued targeted outreach to promote “The Right to Breathe” film.

### **Sole Source Justification**

Section VIII.B.2 of the Procurement Policy and Procedure identifies four major provisions under which a sole source award may be justified. This request for sole source award is made under provision B.2.c.: The desired services are available from only the sole source. Specifically, B.2.c.(1): The unique experience and capabilities of the proposed contractor or contractor team.

Consumers are increasingly turning to digital media for their news and information. In turn, companies are making increasing use of digital advertising to promote their brand and services. Google is a leader in assisting companies with online advertising and its ownership of YouTube positions the company as a leader in online video messaging. For these reasons, Google remains uniquely qualified to assist SCAQMD with outreach for the “The Right to Breathe” campaign, utilizing online digital advertising using video pre-roll ads and website image ads. In addition, a Google digital strategist who is up-to-date on the latest digital advertising trends will assist SCAQMD to craft a strategy to reach its target audience; set goals to measure progress; launch the online advertising campaign and provide hands-on personalized support throughout the process.

### **Proposed Budget**

The overall budget for the proposed is \$250,000 for a sole-source contract with Google, Inc.

### **Resource Impacts**

Sufficient funds are available from the BP/ ARCO Settlement Project Fund (46).



# South Coast Air Quality Management District

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Item 13

## LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY APRIL 14, 2017 MEETING MINUTES

### MEMBERS PRESENT:

Ben Benoit, Mayor Pro Tem, City of Wildomar and LGSBA Chairman  
Janice Rutherford, Supervisor, Second District, San Bernardino County  
Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre  
Paul Avila, P.B.A. & Associates  
Geoffrey Blake, Metal Finishers of Southern California/All Metals  
Todd Campbell, Clean Energy  
LaVaughn Daniel, DancoEN  
John DeWitt, JE DeWitt, Inc.  
Bill LaMarr, California Small Business Alliance  
Rita Loof, RadTech International  
David Rothbart, Los Angeles County Sanitation District

### MEMBERS ABSENT:

Felipe Aguirre  
Maria Elena Kennedy, Kennedy Communications  
Cynthia Moran, Council Member, City of Chino Hills

### OTHERS PRESENT:

Mark Abramowitz, Board Member Assistant (*Lyou*)  
Ruthanne Taylor-Berger, Board Member Assistant (*Benoit*)  
Andrew Silva, Board Member Assistant (*Rutherford*)  
Mark Taylor, Board Member Consultant (*Rutherford*)

### SCAQMD STAFF:

Derrick Alatorre, Deputy Executive Officer  
Laki Tisopulos, Deputy Executive Officer  
Fabian Wesson, Assistant Deputy Executive Officer/Public Advisor  
Nancy Feldman, Principal Deputy District Counsel  
Vasken Yardemian, Sr. Staff Specialist  
Kevin Orellana, Air Quality Specialist, NOx  
Elaine-Joy Hills, AQ Inspector II  
Lori Langrell, Secretary  
Jessica Chavez, Senior Office Assistant

### **Agenda Item #1 - Call to Order/Opening Remarks**

Chair Ben Benoit called the meeting to order at 11:30 a.m.

Chair Benoit introduced new member, Rachelle Arizmendi, and welcomed her to the advisory group.

### **Agenda Item #2 – Approval of February 10, 2017 Meeting Minutes/Review of Follow-Up/Action Items**

Chair Benoit called for approval of the February 10, 2017 meeting minutes. The Minutes were approved unanimously.

### **Agenda Item #3 – Follow Up/Action Items**

Mr. Derrick Alatorre indicated there were no follow-up items arising out of the February 10, 2017 meeting.

### **Agenda Item #4 – Annual RECLAIM Audit Report for Compliance Year 2015**

Dr. Laki Tisopulos presented on the annual report of the NOx and SOx RECLAIM program for compliance year 2015.

Mr. David Rothbart asked regarding the RECLAIM Trading Credits (RTCs) and the proposed phase out of RECLAIM, whether it is an asset that will go back to the facility or will it be converted to Emission Reduction Credits (ERCs). Dr. Tisopulos indicated that the challenging task is going to be transitioning to this new command and control program, and he believes that staff from planning and rule development have initiated the working group process. Mr. Rothbart further inquired if the RTCs are assets that go to the property or were they given to the facility by the SCAQMD. Dr. Tisopulos replied that the agency and our attorneys try to put something in red indicating that RTCs or ERCs are not properties, which allows the governing board to alter the programs based on the needs of the region. Mr. Rothbart asked if the ERCs were developed in parallel with the ERC program, and if, hypothetically, a facility does not have their credits and have to offset their emissions, if this facility would have to start from scratch. Dr. Tisopulos replied that this is one of the most difficult area of the transition because under our New Source Review program, you are required to offset all of your emissions, regardless of whether you are under a command and control structure or under a market-based structure. With respect to certain pollutants, there are very few credits out there. Therefore, we cannot just eliminate all the RTCs and a mechanism must be created where you can transition back those annual credits to some type of ERCs.

Mr. Bill LaMarr asked of the RECLAIM facilities presently subject to an aggregated emissions cap, if there is a plan to de-aggregate these facilities under the program. Dr. Tisopulos requested, to be respectful to the advisory group's time constraints, if the members of the group can make a list of questions, and bring them to the working group presentation.

### **Agenda Item #5 – Best Available Control Technology (BARCT)**

Mr. Kevin Orellana provided an overview of the process taken to determine and require Best Available Control Retrofit Technology (BARCT).

Ms. Rita Loof inquired, specifically with regard to TAO projects, if there are any of the projects in the printing and coating sector. Mr. Orellana indicated he was not aware of any as his group primarily deals with combustion sources.



Mr. John DeWitt asked if staff validate and measure the actual results against the projections. Mr. Orellana responded that in the past, in terms of RECLAIM, the cost-effectiveness for controls, especially for the same source such as boilers and heaters, BARCT analyses have been done in the past, which resulted in reduction, and other controls we layer on top of that to get further reductions.

Mr. Rothbart commented in regards to Rule 1110.2, for Orange County and others, he thought structural retrofits that were necessary were not included in cost-effectiveness. Mr. Orellana indicated they were included, and further provided background regarding Orange County. Mr. Orellana stated that their engines were inside the building and were not able to tear down the wall forcing them to build an outside metal platform and run the duct work outside and back inside the building. This construction work was factored into the costs.

Mr. Rothbart stated that, in general with the costs, when vendors are marketing something and put a positive spin on it, it seems that staff is under pressure to move the technology forward, and needs to have a leap of faith and just believe the vendor at face value. The person buying it cannot have that leap of faith, we really need to make sure it really works. The vendors don't always have the same guarantees; therefore, the consumers are stuck. When someone comes in with a product, how much time kicking do you do to make sure it will work? Mr. Orellana replied that there was an attempt when Rule 1146 was amended, the emission level for natural gas was about 5 ppm to 9 ppm, depending on the technology, but for biogas the emission level is little higher. We do take those considerations into account, as we did for Rule 1110.2. Mr. Orellana further stated that it has taken a long time to get biogas amendments done to get to the same level as natural gas. When a potential vendor approaches us, we absolutely cannot just take the claims at face value, we need to see proof and sometimes they are achieved in practice. In other instances, if it is model technology, a vendor may approach us for co-funding. We aren't going to believe everyone when they say it will achieve 1 ppm, we need to see a demonstration, whether it can be done feasibly and cost-effectively.

Mr. Rothbart asked, when studies are done, if someone comes in after the fact to verify costs. Mr. Orellana indicated we are completely open to that, they are validated periodically, but it is challenging to go into a facility and request costs because most companies want to keep it confidential.

Mr. Paul Avila inquired, in terms of technology and cost analysis, if employment has been factored into the variable. For example, if the product is so good, they don't need the employees anymore. Mr. Orellana indicated that the costs include primarily the equipment, materials and installation. In parallel to our rule making, our socioeconomic staff conduct their own assessment where they account for job creation and skilled labor. For example, if a very complex emission system is installed, it needs some level of high-skilled worker to operate it. Mr. Orellana further indicated that with any rule making, a socioeconomic report is included.

#### **Agenda Item #6 – Electric Lawn Mower Rebate Program**

Mr. Vasken Yardemian presented an overview of the year-round Electric Lawn Mower Rebate Program.

Mr. Avila asked if air quality improvement has been measured, how many gas mowers have been taken out of service, and is the decline due to the drought, saturation or both. Mr. Yardemian indicated the program has been implemented for the last 14 years as an exchange event; therefore, we do not have any cost-effective numbers for the program. It is our impression that the drought was the cause of the decline for this program and there are currently 23 companies that manufacture electric lawnmowers.

Mr. LaMarr stated that there has not been much progress made in extending this program out to commercial gardeners, which could possibly be due to the duty cycle and cost. Mr. LaMarr recalled that there was talk about doing beta sites with battery packs and inquired what happened to the beta sites and testing. Mr. Yardemian replied there is currently a demonstration project for commercial lawnmowers, and an exchange program for commercial leaf blowers. As far as lawn mowers, there is no certification for professional, commercial lawn equipment.

Ms. Rachelle Arizmendi requested that once the leaf blower program comes out, that she receive information on the program. Chair Benoit indicated it is a very successful program, and Mr. Yardemian indicated that the Governing Board has approved the leaf blower program, and it will be out in the summer time. Mr. Alatorre commented that Governing Board Member Cacciotti is very active and demonstrates the program in his area.

***Action Item:** Agendize presentation on the commercial leaf blower program.*

Mr. Todd Campbell asked what happens to the electric lawnmowers after their useful life. Mr. Yardemian indicated the batteries are lithium ion and recycled.

#### **Agenda Item #7 –Monthly Report on Small Business Assistance Activities**

No comments.

#### **Agenda Item #8 - Other Business**

Ms. Loof commented that she wrote an article published in a magazine distributed to members of their organization pertaining to sausage smokers. They are not exempt per Rule 219. This group is aware of issues that act as a barrier to small businesses, specifically in this region. What this group tries to do is provide incentives for the companies that are still in California, to stay here in California, and contribute to the local economy. That appears to be at odds with what the current policies of the District are, and what is not needed are overly restrictive regulations. For purposes of this committee, we need to be aware that there are policies that are a barrier to small businesses, which we are supposed to be concerned with. We have a proposal to exempt facilities that have less than 50 grams per liter. More language in a rule is not comforting to a small business.

Mr. Avila asked about a newspaper article regarding extending SCAQMD authority or jurisdiction, but it was not clear in the newspaper, if staff can elaborate. Mr. Alatorre replied that while he isn't sure what bill the article referred to, Assembly Bill 1132 would grant the Executive Officer authority to issue a temporary abatement order to shut down a business that is emitting pollution that will endanger the environment and communities. This is in response to what happened in Paramount, where an investigation found hexavalent chrome, which is a known carcinogen, was being emitted from two businesses. This was found during the holiday season when our Hearing Board did not meet for two weeks. The District went to court to seek an order as this was a substantial danger to the community. The Judge did not issue the order, indicating that it is out of his jurisdiction. Part of our State Implementation Plan (SIP) submitted to CARB (which is approved by the EPA) requires our Executive Officer to have a similar type of authority as EPA, where federal rules allow their Executive Officer to shut down a company if there is an imminent and specific need. In essence, we would be in violation of the SIP. Assemblymember Garcia wrote the bill, which will be in committee on April 17.

Mr. Campbell asked if anyone had seen the article by The Guardian on diesel. The article indicated this is essentially the death of diesel, which is now being called the new asbestos. The article talks about

numerous cities, which are working to phase out diesel due to the impact on air sheds. Mr. Campbell asked if we can place on a future agenda, Senate Bill 1 (SB1), as it would be good to look at as a body to see what our options are.

***Action Item:** Agendize a presentation on SB 1.*

Mr. Avila requested, since the topic of trucks came up, if in the next meeting or two, staff can place on the agenda, or provide information about driverless trucks.

***Action Item:** Agendize or receive information pertaining to driverless trucks.*

**Agenda Item #9 - Public Comment**

No comments.

**Adjournment**

The meeting adjourned at 12:50 p.m.



# South Coast Air Quality Management District

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Item 14

## ENVIRONMENTAL JUSTICE ADVISORY GROUP FRIDAY, APRIL 28, 2017 MEETING MINUTES

### MEMBERS PRESENT:

Dr. Joseph Lyou, SCAQMD Governing Board, EJAG Chairman  
Rhetta Alexander, Valley Interfaith Council  
Dr. Larry Beeson, Loma Linda University, School of Public Health  
Suzanne Bilodeau, Knott's Berry Farm  
Paul Choe, Korean Drycleaners & Laundry Association  
Mary Figueroa, Riverside Community College  
Myron Hale, SLMQM  
Evelyn Knight, Long Beach Economic Development Commission  
Angelo Logan, Occidental College & East Yard Communities for Environmental Justice  
Daniel Morales, National Alliance for Human Rights

### MEMBERS ABSENT:

Micah Ali, Compton Unified School District  
Manuel Arredondo, Coachella Valley School District, Retiree  
Dr. Afif El-Hasan, American Lung Association  
Dr. Monique Hernandez, California State University, Los Angeles  
Dr. Jill Johnston, University of Southern California  
Maria Elena Kennedy, Quail Valley Task Force  
Rafael Yanez, Member of the Public

### OTHERS PRESENT

Mark Abromowitz, Assistant to Governing Board Member Dr. Joseph Lyou  
Alycia Enciso, EC  
James Flournoy, Citizens for Open and Public Participation  
Eddie Marquez, AltAir Paramount  
Nicole Nishimura, Assistant to Governing Board Member Dr. Joseph Lyou  
Camille Saucier, University of Southern California  
Yvonne Watson, Sierra Club

### SCAQMD STAFF

Daniela Arellano, Senior Public Information Specialist  
Sam Atwood, Media Manager  
Nancy Feldman, Principle Deputy District Counsel  
Tracy Goss, Planning & Rules Manager  
Susan Nakamura, Assistant Deputy Executive Officer  
Fabian Wesson, Assistant Deputy Executive Officer/Public Advisor  
Jillian Wong, Planning & Rules Manager

### **Agenda Item #1: Call to Order/Opening Remarks**

Governing Board Member Dr. Joseph Lyou called the meeting to order at 12:04 PM and welcomed everyone to the meeting.

### **Agenda Item #2: Approval of January 27, 2017 Meeting Minutes**

The meeting minutes for the January 27, 2017 meeting were approved with no objections.

### **Agenda Item #3: Review of Follow-Up/Action Items**

Ms. Fabian Wesson introduced new EJAG Member, Mr. Kerry Doi, President and CEO of the Pacific Asian Consortium in Employment, one of the largest Asian community development organizations in the United States.

Ms. Wesson thanked members who completed their online ethics training and urged other members to complete their training as soon as possible.

**Action Item:** *At the previous meeting, Mr. Yanez was concerned about the permit status of Valmont Coatings. He believed the wording of the rule governing the facility allowed the permit conditions to be grandfathered in. Mr. Yanez requested to meet with staff to review the specific terms of the rule. So Dr. Lyou had asked staff to look into this issue.*

Ms. Wesson reported that SCAQMD inspectors visited Valmont Coatings on March 7, 2017 and issued a notice to comply for their use of new tank ingredients, not related to odors, as inspectors were not able to confirm that odors were indeed emanating from the facility. During the week of April 3<sup>rd</sup>, inspectors visited the facility again and issued a notice to comply for the modification of existing anodizing lines. Mr. Yanez specifically asked that engineers look at the permits and corresponding rule, to determine if information should be added to prevent odors, particularly from plating activities. SCAQMD staff will look into that possibility

**Action Item:** *At the previous meeting, Mr. Daniel Morales asked Dr. Andrea Polidori if SCAQMD is monitoring the air in Moreno Valley and Colton. Dr. Polidori replied that his team is limited in their monitoring capabilities. So Dr. Lyou asked Mr. Morales to follow up with Dr. Polidori to identify how they can collaborate on getting sensors deployed in the area.*

Dr. Lyou reported that he and Mr. Daniel Morales will discuss the possibility of collaborating on the deployment of Coalition for Clean Air sensors in the Moreno Valley and Colton area.

**Action Item:** *At a previous meeting, Dr. Monique Hernandez expressed her desire to be a conduit between SCAQMD and students at her school. Dr. Lyou requested that staff follow up with Dr. Hernandez, and encouraged EJAG members to recommend students for SCAQMD's summer internship program.*

Ms. Wesson reported that staff delivered an environmental justice presentation to Dr. Hernandez's class at California State University Los Angeles, on February 21<sup>st</sup>. Students inquired about the

internship program and were given the information to apply. Staff will be contacting Dr. Hernandez to determine if her class can participate in an environmental justice bus tour.

**Agenda Item #4: Ongoing Air Monitoring in Paramount**

Ms. Susan Nakamura presented on the ongoing efforts to control potential sources of toxic metal emissions in Paramount, including Rule 1430, following recent air monitoring results that showed elevated levels of hexavalent chrome. Monitoring efforts largely focused on Anaplex Corporation and Aerocraft Heat Treating Co. Inc.

Ms. Nakamura detailed SCAQMD's multiagency approach in the investigation of multiple facilities, to determine if they were emitting toxics. Investigating agencies included the U.S. Environmental Protection Agency, California Department of Toxic Substances Control (DTSC), California Air Resources Board, State Water Quality Board, and the local Fire Department CUPA. SCAQMD's communication and outreach efforts included weekly calls in English and Spanish to update community members on the investigation.

Dr. Lyou asked how SCAQMD will identify other impacted communities that may face similar problems and how it will identify facilities that are not properly permitted. Ms. Nakamura explained how SCAQMD will conduct monitoring in the city of Compton, as there are clusters of chrome plating and anodizing facilities that SCAQMD wants to investigate. SCAQMD is also coordinating with other cities so it may identify businesses that require licenses. Dr. Lyou emphasized the importance of using cities' databases to identify facilities that are not in compliance or properly licensed. Ms. Nakamura added that SCAQMD's Legislative, Public Affairs & Media Department is now sending cities lists of facilities that have received Notices of Violation (NOVs) within their jurisdiction.

Ms. Mary Figueroa asked how parents would be notified if there is an air quality issue near a school. Ms. Nakamura responded that information is being shared with school districts in the area. School districts then have the responsibility to inform parents. Depending on the proximity to the schools, facilities are also responsible for informing the local community if there is an issue.

Ms. Evelyn Knight asked where in Compton the investigation would be conducted. Ms. Nakamura indicated it would be in mostly industrial areas. Ms. Knight also asked how residents would find out about the investigation. Ms. Nakamura replied the outreach will be similar to the one conducted in Paramount. Ms. Fabian Wesson added that the Paramount program is the only one of its kind in the nation in terms of the communication, intensive monitoring, and updates with elected officials and school superintendents. Ms. Wesson asked Ms. Knight to recommend organizations that SCAQMD should communicate with.

**Action Item:** Ms. Knight to provide staff a list of organizations she recommends.

Mr. Doi asked if SCAQMD is conducting ground and water testing. Ms. Nakamura explained how DTSC and the Regional Water Quality Board has conducted the testing and all agencies continue to communicate on their findings. Mr. Doi also asked for clarification on how the city of Compton was chosen as the next investigation site. Ms. Nakamura summarized how SCAQMD's counsel looked at a list of facilities provided by government agencies. Mr. Doi indicated he is interested in attending the Compton meeting.

**Action Item:** Share Compton Town Hall flyer with EJAG members.

Ms. Alicia Enciso asked what happens when monitor readings indicate a problem near schools. Ms. Nakamura explained how SCAQMD is coordinating with the Los Angeles County Department of Public Health to seek their guidance on the measures that should be taken in such cases.

**Agenda Item #5: Rule 445 – Wood Burning Devices and the check Before You Burn Program**

Mr. Tracy Goss presented on behalf of Dr. Phil Fine, regarding the “Check Before You Burn Program,” which became mandatory on November 1, 2011 under the provisions of Rule 445 – Wood-Burning Devices. The program issues 24-hour no-burn alerts for residential fireplaces, outdoor fire pits, and wood stoves when stagnant weather raises fine particulate pollution to unhealthy levels. Alerts were issued during winter months for specific areas or the entire South Coast Air Basin, depending on the forecast. Rule 445 exemptions exist for homes that do not have natural gas fireplaces and for low income households.

Mr. Kerry Doi asked why there was no information about South Bay Cities. Mr. Goss explained how information is based on the air monitoring stations that allow SCAQMD to obtain a general representation of the region.

Ms. Alicia Enciso asked why Rubidoux and Mira Loma are not compliant. Mr. Goss shared how the locations are close to distribution centers and truck traffic along the 60 freeway. SCAQMD is encouraging warehouses to use cleaner technologies. Dr. Lyou also explained how emissions from the west tend to blow east, which also affects air quality.

Ms. Suzanne Bilodeau asked if the exemption to Rule 445 also applies to businesses. Mr. Goss answered it does not. He added that wood fire cooking contributes to air pollution so SCAQMD and other agencies are trying to determine how those emissions can be controlled.

Mr. Sam Atwood described how his team worked with a consultant to educate the public about No Burn Days through emails, social media, and advertising on Google and YouTube. Advertising resulted in more than 110 million impressions and almost three million interactions, meaning individuals were directed to the SCAQMD website after clicking on the add. Mr. Atwood’s team conducted research, which revealed people are concerned about air pollution but are also skeptical about the true impact of wood burning. Nonetheless, research participants indicated they are willing to comply with the rule but do not necessarily want to receive emails about it.

Ms. Figueroa recommended that the campaign have a Spanish language component and encouraged SCAQMD to continue using images of firefighters to promote this program, as people in environmental justice communities trust firefighters more than law enforcement and government employees. She then recommended SCAQMD include children in signing the pledge as they can influence their parents’ behavior. Ms. Alicia Enciso agreed the materials should be in English and Spanish.

**Action Item:** Mr. Atwood to look into the possibility of having a Spanish component for next year’s program and how to get youth involved.



Mr. Daniel Morales asked how wood burning and vehicle emissions differ. Mr. Goss explained how both sources contribute to the existing PM 2.5, which SCAQMD aims to reduce.

Ms. Evelyn Knight asked if there is an effort to phase out wood burning fireplaces in homes. Dr. Lyou described how the Governing Board adopted a regulation that requires new home construction projects with fireplaces to use natural gas. Ms. Knight suggested SCAQMD should use utility bills to communicate about the negative health effects of wood burning.

Ms. Suzanne Bilodeau noticed the campaign on television and agreed students should also be educated about this efforts, especially high school AP students.

Dr. Larry Beeson discussed the Environmental Railyard Research Impacting Community Health (ENRRICH) Project, which effectively used “promotoras,” to help educate the community about public health. He encouraged SCAQMD to use promotoras in its outreach efforts.

#### **Agenda Item #6: Replace Your Ride**

Ms. Lori Berard presented on the Replace Your Ride Program, which aims to scrap older, highly polluting vehicles in the South Coast Air Basin. The program helps low and moderate-income residents purchase newer and cleaner vehicles by providing them between \$2,500 and \$9,500 to purchase more fuel-efficient cars, depending on their income level and the type of replacement vehicle they choose. Low-income residents living in an environmentally disadvantaged area who purchase one of the cleanest vehicles available would receive the highest incentive amount. Outreach materials are available in English and Spanish and via the website, ReplaceYourRide.org. To participate, applicants must show proof of ownership, proof of the vehicle’s most recent smog test, and proof of residency within the South Coast Air Basin. The program has been popular, with over 1,700 vouchers awarded, and 600 applications currently in progress.

Mr. Myron Hale asked about the ownership requirements for the program. Ms. Berard explained how the person must have a title to the vehicle, and clarified that the program is not available to businesses or non-profits.

Ms. Alexander asked if the vouchers for the program can be used on top of other discounts. Ms. Berard replied they can, and in fact some applicants have obtained a new vehicle through this program at no cost.

Ms. Alicia Enciso asked if the vehicle can be new or used. Ms. Berard said applicants can purchase new or used vehicles.

Mr. Doi asked for more details on the case managers and program partners. Ms. Berard described how case managers are bilingual contractors and program partners have signed agreements that ensure they meet certain requirements that protect the consumer.

Mr. Morales asked how financially feasible it would be for families to afford battery replacements on these vehicles. Ms. Berard explained they do not need to purchase battery powered vehicles and can in fact purchase a conventional vehicle with high fuel economy.



Dr. Beeson asked for clarification on the income qualifications. Ms. Berard clarified the income data and said she would make the information easier to understand.

### **Agenda Item #7: Member Updates**

*\*This agenda item was moved up to agenda item #4, to accommodate staff schedules.*

Ms. Rhett Alexander reported that the City of Carson plans to sue SCAQMD, regarding the expansion of the Tesoro Refinery. The community organized a march to demonstrate their opposition to their project. Ms. Alexander inquired about the status of the Environmental Impact Report (EIR), and if the public comment period had been extended. She would also like EJAG members to submit a comment to the Governing Board, in support of the communities affected by the Tesoro Refinery. Dr. Jillian Wong reported staff is currently preparing a final EIR for SCAQMD's Executive Officer. The public comment period ended on June 10, 2016.

Mr. Angelo Logan addressed Senate Bill 1 (SB1) which creates the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. Mr. Logan criticized its provision which limits California Air Resources Board authority to adopt new air quality regulations for in-use heavy duty trucks. Mr. Logan requested that SCAQMD present on how this legislation would affect the agency's emission reduction goals. Dr. Lyou asked staff to assess how this would affect our attainment goals. Dr. Lyou also reported that the California Air Resources Board (CARB) is working on a memorandum regarding their interpretation on the bill. He will share the memorandum once it is released.

**Action Item:** SCAQMD staff to present on how this legislation would affect SCAQMD's attainment goals.

**Action Item:** Share CARB's memorandum with EJAG upon its release.

Mr. Logan also announced that Mark Lopez, Executive Director for East yard Communities for Environmental Justice, won the Goldman Environmental Prize, which is the world's largest award honoring grassroots environmental activists. Mr. Logan then asked that members participate in the Moving Forward Network's International Conference, scheduled for October 13-14, 2017 in Carson.

**Action Item:** Distribute information to members regarding the Moving Forward Network International Conference.

Ms. Mary Figueroa addressed the health concerns of the Inland Empire, related to the increased warehouse development. Ms. Figueroa acknowledged the economic benefits that may stem from these facilities, but lamented the way they negatively affect air pollution and health. Ms. Figueroa added she will be having town hall meetings to inform residents about the health impacts of warehouses and freeways. Dr. Lyou asked that Ms. Figueroa speak with Dr. Phil Fine from the Planning, Rules & Area Sources Division, so they may discuss how his office addresses this issue.

**Action Item:** Staff to connect Dr. Fine and Mary Figueroa

Mr. Kerry Doi asked if there is a conflict between SCAQMD and CARB's policies on zero emission vs. near-zero emission technology. Dr. Lyou explained how SCAQMD aims to adopt the

cleanest technology, while not favoring specific manufacturers. In general, the Governing Board endorses a fuel and technology neutral approach that allows the agency to reach attainment.

Ms. Evelyn Knight added to the concerns about the Tesoro Refinery and hopes the group can obtain more information. She believes there needs to be more opportunities for community members to express their concerns about this to SCAQMD.

Mr. Daniel Morales inquired about what SCAQMD will do with the data from personal air quality monitors. Dr. Lyou clarified the information will not be used for enforcement. The data will largely be used to educate people on how to change behaviors or decisions.

#### **Agenda Item #8: Public Comment Period**

Mr. James Flournoy from Citizens for Open and Public Participation is currently suing the City of Montebello regarding some concerns about a housing development on top of an oil field in what is considered an environmental justice area. Mr. Flournoy complained about the lack of community outreach and Spanish translation, and is worried about the project's impact on traffic and public health. Mr. Flournoy requested an amicus brief. Dr. Lyou asked Mr. Flournoy to speak to Ms. Feldman and noted that the District does not usually get involved with an amicus brief involving development projects.

**Action Item:** Mr. Flournoy to speak to Ms. Feldman.

Ms. Yvonne Watson from the Sierra Club provided an update regarding the Montebello underground gas storage facility and complained about the way Southern California Gas Company (So Cal Gas) is handling the closure of its facilities in the area and wants SCAQMD to be aware of So Cal Gas' actions.

The meeting adjourned at 3:17 PM.

**Next Meeting: July 28, 2017.**

## Item 15

6/2/2017 2:32 PM

**DRAFT****MEETING, JULY 7, 2017**

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m., in the Auditorium at SCAQMD Headquarters, 21865 Copley Drive, Diamond Bar, California.

The agenda and documents in the agenda packet will be made available upon request in appropriate alternative formats to assist persons with a disability. Disability-related accommodations will also be made available to allow participation in the Board meeting. Any accommodations must be requested as soon as practicable. Requests will be accommodated to the extent feasible. Please telephone the Clerk of the Boards Office at (909) 396-2500 from 7:00 a.m. to 5:30 p.m. Tuesday through Friday.

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 the South Coast Air Quality Management District Clerk of the Boards Office, 21865 Copley Drive, Diamond Bar, CA 91765.

Please note: This is a draft agenda and is subject to change.

## **CALL TO ORDER**

- Pledge of Allegiance
- Opening Comments: William A. Burke, Ed.D., Chair  
Other Board Members  
Wayne Nastri, Executive Officer

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Staff/Phone (909) 396-

## **CONSENT CALENDAR (Items 1 through XX)**

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

- |  |   |                      |
|--|---|----------------------|
| 9833.  | Approve Minutes of June 2, 2017 Board Meeting   | <b>Garzaro/2500</b>  |
|  |   |                      |
| 9789.  | Set Public Hearings September 1, 2017 to Consider Adoption of and/or Amendments to SCAQMD Rules and Regulations | <b>Nastri/3131</b>   |
|  |   |                      |
| 9858.  | Set Public Hearing September 1, 2017 to Amend Rule 1168 – Adhesive and Sealant Applications                     | <b>Fine/2239</b>     |
|  |   |                      |
| <p>The proposed amendments will implement, in part, the 2016 Air Quality Management Plan Control Measure CTS-01-Further Emission Reductions from Coatings, Solvents, Adhesives, and Sealants, which targets a 1 ton per day VOC emission reduction of 1 ton per day by 2023. The amendments include: revision of VOC content limits for various categories; reporting and labeling requirements; clarification of rule language and applicability; language that distinguishes when products are regulated by the California Air Resources Board Consumer Product Regulation versus Rule 1168; harmonization of language and requirements with regulations (state and national) affecting the same products; removal or restriction of certain exemptions; prohibition of Group II exempt compounds as defined in Rule 102. (Review: Stationary Source Committee, July 21, 2017)</p> |   |                      |
|  |   |                      |
| 9861.  | Set Public Hearing September 1, 2017 to Amend Rule 1401 – New Source Review of Toxic Air Contaminants           | <b>Nakamura/3105</b> |
|  |   |                      |
| <p>In June 2015, Rule 1401 – New Source Review of Toxic Air Contaminants was amended to reference the Revised Office of Environmental Health Hazard Assessment Guidelines. At that time, provisions were included to allow additional time for spray booths and gasoline dispensing facilities to continue to use SCAQMD Risk Assessment Procedures for Rule 1401 and 212 (Version 7.0, July 1, 2005) while staff analyzed the potential impacts. Staff has completed its analysis and is recommending that spray booths and gasoline dispensing stations use the most recent version of the SCAQMD Risk Assessment Procedures. The proposed rule will also update the list of applicable toxic air contaminants. (Review: Stationary Source Committee, July 21, 2017)</p>   |   |                      |

**Budget/Fiscal Impact**

9865. Execute Contract to Develop and Demonstrate Battery Electric Switcher Locomotive **Miyasato/3249**

Emissions from locomotives are projected to increase over the next decade, and development and early commercialization of zero emission locomotive technologies is a critical component for achieving the federal ambient air quality standards. Rail Propulsion Systems is currently developing a zero emission, battery electric switcher locomotive and has partnered with Coast Rail Services, EV Grid, VACON and Tractive Power to demonstrate this technology. Staff proposes to cost-share the project. This action is to execute a contract with Rail Propulsion Systems to develop and demonstrate a zero emission, battery electric switcher locomotive in an amount not to exceed \$210,000 from the Clean Fuels Program Fund (31). (Reviewed: Technology Committee, June 16, 2017; Recommended for Approval)

9845. Recognize and Transfer Funds, Execute Agreements for Installation of Air Filtration Systems and Reimburse General Fund for Administrative Costs **Miyasato/3249**

The California Attorney General's Office and SSA Terminals are executing a Supplemental Environmental Project (SEP) agreement to install air filtration systems at school(s) in Environmental Justice communities near the Port of Long Beach. Both parties have requested that SCAQMD act as the SEP Implementer for this project. These actions are to recognize up to \$1,250,000 from SSA Terminals into the Air Filtration Fund (75), transfer the same amount as a temporary loan from the Clean Fuels Fund (31) to the Air Filtration Fund (75), and execute an agreement with SSA Terminals for SCAQMD to act as the SEP Implementer for installation of air filtration systems. These actions are to also execute a contract with IQAir North America for installation of air filtration systems in an amount not to exceed \$1,187,500 and reimburse the General Fund for administrative costs up to \$62,500 from the Air Filtration Fund (75). (Reviewed: Technology Committee, June 16, 2017; Recommended for Approval)

9857. Recognize Revenue and Transfer and Appropriate Funds for Air Monitoring and Emergency Response Programs, and Issue Solicitations and Purchase Orders for Air Monitoring and Laboratory Equipment and Vehicles **Low/2269**

SCAQMD is expected to receive up to \$2,900,000 in U.S. Government Enhanced Particulate Monitoring Program funds for FY 2017-18. In addition, U.S. EPA is expected to award up to \$246,288 for the NATTS Program for FY 2017-18. These actions are to: 1) recognize revenue and appropriate funds for the Enhanced Particulate Monitoring and NATTS Programs; 2) recognize revenue and appropriate funding for remaining balances of the NATTS, PAMS, PM2.5 and Near-Road NO2 Programs; 3) transfer and appropriate funds for the Emergency Response Program; and 4) issue solicitations and purchase orders for air monitoring and laboratory equipment and vehicles. (Reviewed: Administrative Committee, June 9, 2017; Recommended for Approval)

**9862. Recognize Revenue and Amend Award to Develop and Demonstrate Fuel Cell Heavy-Duty Truck**

**Miyasato/3249**

In October 2016, the Board recognized up to \$283,495 from the Ports' Technology Advancement Program (TAP) to develop and demonstrate a fuel cell heavy-duty truck with Hydrogenics USA Inc. Subsequently, in April 2017, the Port of Los Angeles advised staff that they would be unable to cost-share the project using TAP funding, but the Port of Long Beach (POLB) remains committed to cost-sharing the project. These actions are to recognize revenue up to \$157,500 from the POLB into the Advanced Technology Goods Movement Fund (61) and amend the award to Hydrogenics USA Inc. to substitute the \$283,495 from the Ports' TAP with \$157,500 from the POLB and \$125,995 from the Clean Fuels Program Fund (31). (Reviewed: Technology Committee, June 16, 2017; Recommended for Approval)

**9783. Approve Cargo Handling Equipment Projects Under Proposition 1B-Goods Movement Program**

**Minassian/2641**

On February 3, 2017, the Board approved issuance of a Program Announcement for ships at berth and cargo handling equipment projects under the Proposition 1B-Goods Movement Program. The Program Announcement closed on March 31, 2017. Staff has completed the evaluation of applications and recommends approval of awards for projects involving the replacement of diesel cargo handling equipment with zero emission technology and associated charging infrastructure. This action is to execute contracts for eligible cargo handling equipment projects, subject to CARB's approval, in an amount not to exceed \$2,690,000 from the Proposition 1B-Goods Movement Program Fund (81). (Reviewed: Technology Committee, June 16, 2017; Recommended for Approval)

**9868. Recognize Revenue, Approve Awards for School Bus Replacements and Reimburse General Fund for Administrative Costs**

**Minassian/2641**

As part of the Carl Moyer Program, CARB has set aside Fiscal Year 2016-17 (Year 19) State Reserve funds for replacement of school buses that qualify for particulate matter extension under California's On-Road Heavy-Duty Diesel Vehicle Regulation. Under this program, the SCAQMD has been selected by CARB to receive State Reserve funds to fund the replacement of eight older diesel school buses. These actions are to recognize up to \$1,245,867 in State Reserve funds from CARB into the Carl Moyer Program SB 1107 Multidistrict Fund (32) and to replace eight older diesel school buses, as approved by CARB, with new alternative fuel buses up to \$1,168,000 and reimburse the General Fund for administrative costs up to \$77,867 from the Carl Moyer Program SB 1107 Multidistrict Fund (32). (Reviewed: Technology Committee, June 16, 2017; Recommended for Approval)

9855. **Transfer Funds, Appropriate Funding, Execute Purchase Orders, Execute Contract and Authorize Release of RFQs for Fifth Multiple Air Toxic Exposure Study** **Fine/2239**

Since 1987, SCAQMD has conducted four Multiple Air Toxic Exposure Studies to evaluate air toxics health risks in the South Coast Air District. This project is to conduct the fifth Multiple Air Toxic Exposure Study (MATES V) beginning as early as January 2018 to monitor air toxics for a one-year period, conduct air toxics modeling, and quantify the health impacts. These actions are to: 1) transfer \$1,801,200 from the Clean Fuels Program Fund (31) to the General Fund for the MATES V program; 2) appropriate funding to the Science & Technology Advancement and the Planning, Rule Development and Area Sources Budgets over FY 2017-18, 2018-19, and 2019-20 on an as needed basis; 3) execute sole source purchase orders for air toxics monitoring equipment; 4) execute a sole source contract for meteorological network support services; and 5) issue RFQs for the purchase of air toxics samplers and additional laboratory and ambient monitoring and analytical instruments and supplies. Additional expenditures include retaining temporary staff services to support the additional workload. (Reviewed: Administrative Committee, June 9, 2017; Recommended for Approval)

9864. **Issue Request for Information to Evaluate Optical Remote Sensing Instruments to Evaluate Emissions from Refinery Flares** **Fine/2239**

Flaring from refineries typically occurs from elevated stacks that do not allow placement of monitoring instruments above the emission release point. Emissions are currently evaluated by measuring the inputs into the flare stack and calculating the emissions. Emerging optical remote sensing technologies show promise in evaluating the emissions from flares in real time, thus providing better quantification of emissions, and the potential opportunity for facilities to make adjustments to reduce flaring emissions. This Request for Information is to develop a Request for Proposals for a field demonstration pilot study of optical remote sensing technologies. If it is found that commercially available technologies have not been sufficiently validated for a field demonstration, a Request for Proposals for a validation study will be brought at a later date. This action is to issue a Request for Information to evaluate the state of commercially available optical remote sensing instruments that can evaluate emissions from refinery flares. (Reviewed: Stationary Source Committee, June 16, 2017; Recommended for Approval)

9854. **Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services** **O'Kelly/2828**

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 the contracts approved by the Board to add additional funding for needed development and maintenance work. (Reviewed: Administrative Committee, June 9, 2017; Recommended for Approval)

9871. Amend Meal Reimbursements Provisions of SCAQMD's Administrative Code **O'Kelly/2828**

The United States General Services Administration (GSA) establishes per diem rates, which vary by locality, for meal reimbursements. This item proposes amendments to provisions of SCAQMD's Administrative Code regarding meal reimbursements for SCAQMD employees, Board Members, Board Member Consultants, Board Member Assistants, and Hearing Board Members in order to conform to the per diem rates prescribed by the GSA. (Reviewed: Administrative Committee, June 9, 2017; Recommended for Approval)

9869. Amend Contract for Targeted Outreach for The Right to Breathe Video Utilizing YouTube Videos and Banner Ads **Alatorre/3122**

This action is to amend an existing contract with Google for an additional \$250,000 to continue the outreach effort for "The Right to Breathe" video until January 15, 2018. Funding for this effort will come from the BP/ARCO Settlement Project Fund (46). (Reviewed: Administrative Committee, June 9, 2017; Recommended for Approval)

9852. Establish List of Prequalified Counsel to Represent and Advise SCAQMD on Legal Matters Related to Environmental Law and List to Represent and Advise SCAQMD Hearing Board **Wiese/3460**

On March 3, 2017, the Board approved issuance of an RFP to pre-qualify outside counsel having expertise in the California Environmental Quality Act, SCAQMD rulemaking and planning procedures, administrative law and related issues for both the SCAQMD and the SCAQMD Hearing Board. The RFP was issued jointly to limit costs. The evaluation of responding firms has been completed. This action is to establish two lists of prequalified counsel—one to represent the SCAQMD in environmental law matters and one to represent the SCAQMD Hearing Board. (Reviewed: Administrative Committee, June 9, 2017; Recommended for Approval)

9815. Approve Contract Awards and Modifications Approved by MSRC **Pettis**

**Items XX through XX - Information Only/Receive and File**

9825. Legislative, Public Affairs and Media Report **Alatorre/3122**

This report highlights the May 2017 outreach activities of the Legislative, Public Affairs and Media Office, which include: Environmental Justice Update, Community Events/Public Meetings, Business Assistance, Media Relations, and Outreach to Business, Federal, State, and Local Government. (No Committee Review)



9724. Report to Legislature and CARB on SCAQMD's Regulatory Activities for Calendar Year 2016 **Alatorre/3122**

The SCAQMD is required by law to submit a report to the Legislature on its regulatory activities for the preceding calendar year. The report is to include a summary of each rule and rule amendment adopted by SCAQMD, number of permits issued, denied, or cancelled, emission offset transactions, budget and forecast, and an update on the Clean Fuels program. Also included is the Annual RECLAIM Audit Report, as required by RECLAIM Rule 2015: Backstop Provisions. (No Committee Review)

9842. Hearing Board Report **Camarena/2500**

This reports the actions taken by the Hearing Board during the period of May 1 through May 31, 2017. (No Committee Review)

9866. Civil Filings and Civil Penalties Report **Wiese/3460**

This reports the monthly penalties from May 1 through May 31, 2017, and legal action filed by the General Counsel's Office from May 1 through May 31, 2017. An Index of District Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, June 16, 2017)

9800. Rule and Control Measure Forecast **Fine/2239**

This report highlights SCAQMD rulemaking activities and public workshops potentially scheduled for the year 2017. (No Committee Review)

9853. Status Report on Major Ongoing and Upcoming Projects for Information Management **O'Kelly/2828**

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. (Reviewed: Administrative Committee, June 9, 2017; Recommended for Approval)

- XX. Items Deferred from Consent Calendar

## **BOARD CALENDAR**

9648. Administrative Committee (Receive & File) **Chair: Burke Nastri/3131**
9872. Special Administrative Committee (Receive & File) **Chair: Burke Nastri/3131**
9811. Investment Oversight Committee (Receive & File) **Chair: Cacciotti O'Kelly 2828**  
(Continued from June 2, 2017 meeting by operation of procedure)

9820.	Legislative Committee	Chair: Mitchell	Alatorre/3122
9774.	Mobile Source Committee (Receive & File)	Chair: Parker	Fine/2239
9846.	Stationary Source Committee (Receive & File)	Chair: Benoit	Tisopulos/3123
9587.	Technology Committee (Receive & File)	Chair: Buscaino	Miyasato/3249
9834.	Mobile Source Air Pollution Reduction Review Committee (Receive & File)	Board Liaison: Benoit	Minassian/2641
9840.	California Air Resources Board Monthly Report (Receive & File)	Board Rep: Mitchell	Garzaro/2500
9844.	California Fuel Cell Partnership Executive Board Meeting Agenda and Quarterly Updates		Miyasato/3249

This report provides the California Fuel Cell Partnership Executive Board Agenda for the meeting held April 25, 2017, and provides updates for quarters beginning October 2016 and January 2017. (Reviewed: Technology Committee, June 16, 2017)

## **PUBLIC HEARINGS**

9796.	Certify the Final Subsequent Environmental Assessment and Amend Rule 1147 - NOx Reductions from Miscellaneous Sources (Continued from June 2, 2017 meeting by operation of procedure)	Nakamura/3105
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SCAQMD staff is proposing to amend Rule 1147 to reflect the recommendations made in the Final Rule 1147 Technology Assessment. PAR 1147 would allow in-use equipment with NOx emissions less than one pound per day to defer compliance with applicable emission limits until the unit is replaced or the burner is replaced. The proposed amended rule would also increase the NOx emission limit for certain equipment categories that were identified in the Final Rule 1147 Technology Assessment and exempt new and existing equipment rated at less than 325,000 btu per hour from the emissions limits of the rule. The proposed amended rule also provides options to demonstrate compliance and other minor changes to improve clarity. PAR 1147 is expected to result in NOx emission reductions delay of up to 0.9 tons per day. However, the emission reductions will begin to be recaptured starting in 2017 because the existing units will be regularly replaced and upgraded over time, leaving less than 0.03 tons per day NOx emissions reductions foregone associated with the less than 325,000 btu per hour exemption. This action is to adopt the resolution: 1) Certifying the Final Subsequent Environmental Assessment for Proposed Amended Rule 1147 - NOx Reductions from Miscellaneous Sources; and 2) Amending Rule 1147 - NOx Reductions from Miscellaneous Sources. (Reviewed: Stationary Source Committee, April 21, 2017)

9740. **Certify Nonattainment New Source Review Compliance Demonstration for 2008 Ozone Standard** **Fine/2239**  
**(Continued from June 2, 2017 meeting by operation of procedure)**

The District has an existing federally-approved nonattainment New Source Review (NSR) program that covers the South Coast Air Basin and Coachella Valley, which are designated extreme and severe-15 nonattainment, respectively. The District program, which applies to new major stationary sources and major modifications to existing major sources, is at least as stringent as the requirements set forth by the U.S. EPA. States must submit a nonattainment NSR plan or plan revision for the 2008 ozone standard certifying that the current SIP-approved nonattainment NSR program meets the requirements for the implementation of the 2008 ozone NAAQS. This action is to seek Board certification of the nonattainment NSR compliance demonstration for submittal to CARB for its approval and to submit to U.S. EPA for inclusion in the SIP. (Reviewed: Stationary Source Committee, May 19, 2017)

9863. **Determine That Proposed Amendments to Rule 1118 – Control of Emissions from Refinery Flares are Exempt from CEQA and Approve Amended Rule 1118** **Fine/2239**

Refineries are required to minimize their flaring under Rule 1118. Recent significant flaring events at some local refineries have shown that additional actions are needed to further reduce flaring emissions. PAR 1118 will incorporate parts of U.S. EPA's recently updated Refinery Sector Rule that prohibits the frequency of certain flaring events. PAR 1118 will also require facilities to prepare a Scoping Document to evaluate the feasibility of reducing or avoiding flaring events, update emission factors based on recent U.S. EPA guidance, remove the annual cap on mitigation fees paid for flaring, enhance current reporting requirements, and other administrative updates. This action is to adopt the resolution 1) Determining that the proposed amendments to Rule 1118 – Control of Emissions from Refinery Flares are exempt from the requirements of the California Environmental Quality Act; 2) Amending Rule 1118 – Control of Emissions from Refinery Flares; and 3) authorizing the Executive Officer to allocate up to \$100,000 from the Rule 1118 Mitigation Fund (54) to one of the Board-approved software development contractors to update the web notification system. (Reviewed: Stationary Source Committee, May 19 and June 16, 2017)

9807. **Certify the Final Environmental Assessment and Adopt Rule 1466 – Control of Particulate Emissions from Soils with Toxic Air Contaminants** **Nakamura/3105**

Proposed Rule 1466 establishes requirements to minimize fugitive particulate matter emissions from earth-moving activities at sites that the U.S. EPA, California Department of Toxics Substances Control, State Water Resources Control Board, or Regional Water Quality Control Board have determined that the soil contains arsenic, asbestos, cadmium, hexavalent chromium, lead, mercury, nickel, or polychlorinated biphenyl(s) that exceed levels of concern. Proposed Rule 1466 also includes criteria that allows the Executive Officer to identify sites that would be applicable to Proposed Rule 1466. The proposal will require monitoring of PM10 levels, dust control measures, notification to the SCAQMD when these activities are occurring and exceedance of the PM10 levels, and recordkeeping and signage requirements for the sites. This action is to adopt the resolution: 1) Certifying the Final Environmental Assessment for Proposed Rule 1466 - Control of Particulate Emissions from Soils with Toxic Air Contaminants; and 2) Adopting Rule 1466 - Control of Particulate Emissions from Soils with Toxic Air Contaminants. (Reviewed: Stationary Source Committee, May 19 and June 16, 2017)

9809. **Approve Supplemental Reasonably Available Control Measures/Reasonably Available Control Technology Analysis for 2006 24-hour PM2.5 and the 2008 8-hour Ozone Standards** **Fine/2239**

The U.S. EPA disapproved the Reasonably Available Control Measures (RACM)/Reasonably Available Control Technology (RACT) demonstration for the 2006 24-hour PM2.5 standard and proposed to disapprove the RACT demonstration for the 2008 8-hour ozone standard based on a determination that the RECLAIM program does not achieve NOx emission reductions equal to those expected from the direct application of RACT on all major NOx sources in South Coast. A supplemental analysis demonstrates that the NOx allocations in the RECLAIM program are equivalent, in the aggregate, to RACT emission levels imposed on affected sources in the South Coast and Coachella Valley. This action is to seek Board approval of the supplemental RACM/RACT analysis for submittal to CARB for its approval and to submit to U.S. EPA for inclusion in the SIP. (Reviewed: Stationary Source Committee, May 19, 2017)

9856. **2016 Annual Report on AB 2588 Air Toxics Hot Spots Program** **Nakamura/3105**

The Air Toxics "Hot Spots" Information and Assessment Act of 1987 (AB 2588) requires local air pollution control districts to prepare an annual report. The report provides the public with information regarding the SCAQMD's programs to reduce emissions of toxic air contaminants (TACs) and this annual update describes the various activities taken in 2016 to satisfy the requirements of AB 2588 and Rule 1402, such as quadrennial emissions reporting and prioritization, and the preparation and review of Health Risk Assessments, Voluntary Risk Reduction Plans and Risk Reduction Plans. This report also provides a summary of additional SCAQMD activities related to TACs, such as toxics rulemaking, toxics emissions inventory development and auditing, monitoring the MATES IV study, and permitting. (Reviewed: Stationary Source Committee, June 16, 2017)

**PUBLIC COMMENT PERIOD** – (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3)

**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.

**CLOSED SESSION** - (*No Written Material*)

Wiese/3460

**ADJOURNMENT**

**\*\*PUBLIC COMMENTS\*\***

Members of the public are afforded an opportunity to speak on any listed item before or during consideration of that item. Please notify the Clerk of the Board, (909) 396-2500, if you wish to do so. All agendas are posted at SCAQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the meeting. At the end of the agenda, an opportunity is also provided for the public to speak on any subject within the SCAQMD's authority. Speakers may be limited to three (3) minutes each.

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 Public Comments 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, provided 25 copies are presented to the Clerk of the Board. Electronic submittals to [cob@agmd.gov](mailto:cob@agmd.gov) of 10 pages or less including attachment, in MS WORD, plain or HTML format will also be accepted by the Board and made part of the record if received no later than 5:00 p.m., on the Tuesday prior to the Board meeting.

## ACRONYMS

AQ-SPEC = Air Quality Sensor Performance Evaluation Center	NGV = Natural Gas Vehicle
AQIP = Air Quality Investment Program	NOx = Oxides of Nitrogen
AQMP = Air Quality Management Plan	NSPS = New Source Performance Standards
AVR = Average Vehicle Ridership	NSR = New Source Review
BACT = Best Available Control Technology	OEHA = Office of Environmental Health Hazard Assessment
Cal/EPA = California Environmental Protection Agency	PAMS = Photochemical Assessment Monitoring Stations
CARB = California Air Resources Board	PAR = Proposed Amended Rule
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 $\leq$ 10 microns
CE-CERT = College of Engineering-Center for Environmental Research and Technology	PM2.5 = Particulate Matter $\leq$ 2.5 microns
CNG = Compressed Natural Gas	PR = Proposed Rule
CO = Carbon Monoxide	RECLAIM=Regional Clean Air Incentives Market
CTG = Control Techniques Guideline	RFP = Request for Proposals
DOE = Department of Energy	RFQ = Request for Quotations
EV = 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	U.S. EPA = United States Environmental Protection Agency
MSERCs = Mobile Source Emission Reduction Credits	VOC = Volatile Organic Compound
MSRC = Mobile Source (Air Pollution Reduction) Review Committee	ZEV = Zero Emission Vehicle
NATTS = National Air Toxics Trends Station	
NESHAPS = National Emission Standards for Hazardous Air Pollutants	