



South Coast Air Quality Management District

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

ADMINISTRATIVE COMMITTEE MEETING

Committee Members

Dr. William Burke, Chair
Mayor Pro Tem Ben Benoit, Vice Chair
Dr. Clark E. Parker, Sr.
Councilmember Judith Mitchell

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

TELECONFERENCE LOCATION

11461 West Sunset Boulevard
Brentwood 1
Los Angeles, CA 90049

(The public may attend 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

CALL TO ORDER

DISCUSSION ITEMS – Items 1 through 6:

- | | | | |
|----|--|---|------------|
| 1. | Board Members' Concerns (<i>No Motion Required</i>)
<i>Any member of the Governing Board, on his or her own initiative may raise a concern to the Administrative Committee regarding any SCAQMD items or activities.</i> | Dr. William A. Burke
Committee Chair | |
| 2. | Chairman's Report of Approved Travel (<i>No Motion Required</i>) | Dr. Burke | pgs. 1-2 |
| 3. | Report of Approved Out-of-Country Travel (<i>No Motion Required</i>) | Wayne Nastri
Executive Officer | |
| 4. | Review September 1, 2017 Governing Board Agenda | Wayne Nastri | pgs. 3-11 |
| 5. | Status Report on Major Ongoing and Upcoming Projects for Information Management (<i>No Motion Required</i>) | Michael B. O'Kelly
DEO, Chief | pgs. 12-16 |

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.

Administrative Officer

6. Update on Board & Committee Package Improvements (**No Motion Required**)

Staff has been working to update an internal system used for the previous 20+ years to prepare the monthly Board Agenda, and Board and Committee packages. This new tracking system will result in some minor changes to the Board Agenda, and Board and Committee packages once deployed, which we anticipate for the October Board meeting. This update will result in significant operational efficiencies.

Chris Marlia
ADEO, Information
Management

ACTION ITEMS - Items 7 through 13:

7. Approval of Compensation for Board Member Assistant(s)/ Consultant(s) (Any material, if submitted, will be distributed at the meeting.) (**Motion Requested**)

Dr. Burke

8. Board and Committee Meeting Schedule (**Motion Requested**)

At the July Board meeting, the Board directed that this item be discussed at the Administrative Committee meeting.

Dr. Burke

9. Authorize the Executive Officer to Execute an Indemnification Agreement with Tesoro Refinery and Marketing LLC (“Tesoro”) (**Motion Requested**)

On June 14, 2017, Communities for a Better Environment (“CBE”) and Safe Fuel and Energy Resources California, et al. (“SAFER”) filed separate lawsuits under the California Environmental Quality Act challenging the approval by the SCAQMD of the Final Environmental Impact Report for the Los Angeles Refinery Integration and Compliance Project. In addition, the City of Carson has served the SCAQMD with a Notice of Intent to Sue and there is a current tolling agreement with the City of Carson which expires on July 10, 2017. Under SCAQMD Rule 301(aa), the SCAQMD may seek indemnification from the permit applicant for all legal fees and costs associated with defending the issuance of a permit. However, execution of the agreement must be approved by the Administrative Committee. This action is to seek authorization from the Administrative Committee for the Executive Officer or designee to execute an indemnification agreement with Tesoro for reimbursement of legal fees and costs associated with litigation from CBE, SAFER, and the City of Carson, should the City ultimately file a lawsuit.

Kurt Wiese
General Counsel

SEPTEMBER BOARD AGENDA ITEMS

10. Execute Contract for Insurance Brokerage Services (**Motion Requested**)

The current contract for insurance brokerage services expires September 30, 2017. On May 5, 2017, the Board approved release of an

Michael B. O’Kelly

pgs.
17-18

RFP to solicit proposals from firms interested in providing these services for the next three-year period. This action is to execute a contract with Alliant Insurance Services, Inc. from October 1, 2017 through September 30, 2020 for an amount not to exceed \$149,960 for the three-year period. Funding for the first year of this contract has been included in the FY 2017-18 Budget, and will be requested in successive fiscal years for subsequent annual payments.

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|-----|---|--|----------------|
| 11. | <p>Approve Position Reclassification in Information Management and Compliance & Enforcement (<i>Motion Requested</i>)</p> <p><i>The Technical & Enforcement and Office, Clerical and Maintenance MOU provides for employee-initiated classification studies, as well as determinations by management to reclassify employees. An outside consultant, Koff & Associates, has completed evaluations of requests for classification studies, for positions in Information Management and Compliance & Enforcement. Based on the analysis of the studies, and in consultation with union representatives for the bargaining units, staff recommends Board approval for the following reclassifications: positions in the Computer Operator and Telecommunications series in Information Management, and one Office Assistant in Compliance & Enforcement. This action will result in an annual cost increase of approximately \$169,188. Sufficient funding for this annual cost increase exists in the FY 2017-18 Budget. This action is also to amend the Salary Resolution for a Director of Communications position, which was previously approved by the Board.</i></p> | Michael B. O’Kelly | pgs.
19-69 |
| 12. | <p>Close and Transfer Residual Balances from Five Special Revenue Funds and One Enterprise Fund (<i>Motion Requested</i>)</p> <p><i>SCAQMD maintains multiple funds as a means of accounting for revenues that have restricted or designated purposes. As discussed during the FY 2017-18 General Fund Budget Hearing process, staff is performing a review of all funds to determine the appropriate disposition of monies. This action is to recommend the close and transfer of five special revenue funds and one enterprise fund as part of the first step of the review process.</i></p> | Michael B. O’Kelly | pgs.
70-79 |
| 13. | <p>Issue RFP for Legislative Representation in Sacramento, California (<i>Motion Requested</i>)</p> <p><i>The current contracts for legislative representation in Sacramento, California expire on December 31, 2017. This action calls for the issuance of an RFP for legislative consulting services for SCAQMD in Sacramento for 2018. The RFP will also indicate that the services contract(s) may be extended for up to two additional one-year terms. Total expenditures for the contract(s) shall not exceed \$350,000 for the initial one-year period.</i></p> | Derrick J. Alatorre
DEO/Legislative &
Public Affairs | pgs.
80-117 |

WRITTEN REPORTS:

- | | | | |
|-----|---|---------------------|-----------------|
| 14. | Local Government & Small Business Assistance Advisory Group Minutes for the May 12, 2017 Meeting (<i>No Motion Required</i>)
<i>Attached for information only are the Local Government & Small Business Assistance Advisory Group minutes for the May 12, 2017 meeting.</i> | Derrick J. Alatorre | pgs.
118-121 |
|-----|---|---------------------|-----------------|

OTHER MATTERS:

- | | | |
|-----|---|-----------|
| 15. | Other Business
<i>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)</i> | Dr. Burke |
| 16. | Public Comment
<i>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.</i> | |
| 17. | Next Meeting Date: September 8, 2017 at 10:00 a.m. | |

ADJOURNMENT

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.



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Item 2

BOARD MEETING DATE: September 1, 2017

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met Friday, July 14, 2017 and reviewed the proposed agenda for the September 1, 2017 Board meeting. The Committee also discussed various issues detailed in the Committee report. The next Administrative Committee meeting is September 8, 2017, at 10:00 a.m., in CC-8.

RECOMMENDED ACTION:

Approve this report.

Dr. William A. Burke, Chair
Administrative Committee

NV

Attendance:

[Will be inserted subsequent to the July 14, 2017 Administrative Committee meeting.]

Administrative Committee Discussion Items:

[Will be inserted subsequent to the July 14, 2017 Administrative Committee meeting.]

Report on Board Member Travel Authorized by the Chairman at the July 14, 2017

Administrative Committee meeting:

DATE	TRAVELER	DESTINATION	PURPOSE
July 16-19, 2017	Vice Chair Ben Benoit	Squaw Valley, CA	As a Board Member, Vice Chair Benoit will present at the CCEEB Summer Issues Seminar regarding air quality issues on behalf of SCAQMD.
July 16-19, 2017	Dr. Joe Lyou	Squaw Valley, CA	As a Board Member, Vice Chair Benoit will present at the CCEEB Summer Issues Seminar regarding air quality issues on behalf of SCAQMD.

July 19-20, 2017	Councilmember Dwight Robinson	Squaw Valley, CA	As a Board Member, Vice Chair Benoit will present at the CCEEB Summer Issues Seminar regarding air quality issues on behalf of SCAQMD.
August 22-25, 2017	Dr. Joseph Lyou	Pacific Grove, CA	As a Board Member, Dr. Lyou will attend the Asilomar Conference on Transportation & Energy Policy on behalf of SCAQMD.
August 22-25, 2017	Councilmember Judith Mitchell	Pacific Grove, CA	As a Board Member, Councilmember Mitchell will attend the Asilomar Conference on Transportation & Energy Policy on behalf of SCAQMD.

7/6/2017 4:36 PM

Item 4

DRAFT

MEETING, SEPTEMBER 1, 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

Staff/Phone (909) 396-

CONSENT CALENDAR (Items 1 through XX)

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

9835. Approve Minutes of July 7, 2017 Board Meeting **Garzaro/2500**

9887. Set Public Hearing October 6, 2017 to Consider Adoption of
and/or Amendments to SCAQMD Rules and Regulations **Nastri/3131**

9858 Set Public Hearing October 6, 2017 to Certify Final
Environmental Assessment and Amend Rule 1168 –
Adhesive and Sealant Applications **Fine/2239**

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 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; and prohibition of Group II exempt compounds as defined in Rule 102. This action is to adopt the resolution: 1) Certifying the Final Environmental Assessment for Proposed Amended Rule 1168 – Adhesive and Sealant Applications; and 2) Amending Rule 1168 – Adhesive and Sealant Applications. (Review: Stationary Source Committee, September 15, 2017)

Budget/Fiscal Impact

9878. Execute Contract to Cosponsor Versatile Plug-In Auxiliary Power System Demonstration **Miyasato/3249**

In December 2015, the Board awarded a contract to the Electric Power Research Institute (EPRI) to cosponsor development and demonstration of a Versatile Plug-In Auxiliary (VAP) System. EPRI is requesting cost-share for the second phase of the VAP System demonstration to evaluate the benefits and impacts of electric auxiliary power on emissions and fuel usage in various on-board and stationary applications. Up to three units will undergo baseline tests at Southern California Edison's EV Technical Center prior to field demonstration within SCAQMD. This action is to execute a contract with EPRI to demonstrate up to three VAP systems in various applications in an amount not to exceed \$125,000 from the Clean Fuels Fund (31). (Reviewed: Technology Committee, July 21, 2017; Recommended for Approval)

9876. Execute Contract to Demonstrate Low NOx Combustion Technology on Refinery Boiler **Miyasato/3249**

The 2016 AQMP identifies development and implementation of new technologies to further reduce NOx emissions from stationary combustion sources as a key strategy. It is also equally important to assess new technologies to prevent or mitigate any negative impact on air quality and public health. ClearSign Combustion Corporation (ClearSign) recently submitted an unsolicited proposal that addresses these needs using a low NOx, non-SCR combustion technology. Staff recommends cost-sharing the proposed project to demonstrate retrofitting the Duplex Low NOx combustion technology, without the use of reagents such as ammonia or urea, on a refinery boiler. This action is to execute a contract with ClearSign to cost-share this project in an amount not to exceed \$320,000 from the Rule 1118 Mitigation Fund (54). (Reviewed: Technology Committee, July 21, 2017; Recommended for Approval)

9885. Recognize and Transfer Funds, Execute Agreements for Installation of Air Filtration Systems, and Reimburse General Fund for Administrative Costs **Miyasato/3249**

U.S. EPA Region 9 and Wal-Mart, Inc., are executing a Supplemental Environmental Project (SEP) agreement to install air filtration systems at one or more schools in an Environmental Justice community in the South Coast region. Both parties have requested that SCAQMD act as the SEP implementer for this project. These actions are to recognize up to \$300,000 from Wal-Mart 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 Wal-Mart for SCAQMD to act as the SEP Implementer for installation of air filtration systems. These actions are also to execute a contract with IQAir North America for installation of air filtration systems in an amount not to exceed \$285,000 and reimburse the General Fund for administrative costs up to \$15,000 from the Air Filtration Fund (75). (Reviewed: Technology Committee, July 21, 2017; Recommended for Approval)

9874. Approve Additional Funds for Replacement of Onboard CNG Fuel Tanks on School Buses **Minassian/2641**

Since 2001, the SCAQMD has replaced over 1,600 pre-1994 diesel school buses primarily with CNG school buses. In April 2012, the Board issued a Program Announcement using \$3 million from the Carl Moyer Program AB 923 Fund (80) to replace onboard CNG fuel tanks on a first-come, first-served basis for public school buses older than 14 years. In November 2016, the Board approved an additional \$2 million to continue the Program, and these funds are now exhausted. This action is to approve an additional \$3 million from the Carl Moyer Program AB 923 Fund (80) to continue on a first-come, first-served basis the replacement of onboard CNG fuel tanks for public school buses. (Reviewed: Technology Committee, July 21, 2017; Recommended for Approval)

9889. Amend or Execute Contracts to Continue Implementation of Enhanced Fleet Modernization Program **Minassian/2641**

In February 2017, the Board recognized an additional \$5 million from CARB to continue implementation of the Enhanced Fleet Modernization Program (EFMP). The Board also approved contracts with consulting firms to provide assistance with implementation of the EFMP including case management, outreach and vehicle emissions testing. The Program has been highly successful. Consequently, this action is to amend or execute contracts with the consulting firms in an amount not to exceed \$500,000 from the HEROS II Special Revenue Fund (56) to continue program implementation, including the addition of vehicle emissions monitoring in disadvantaged communities for the purpose of identifying high-emitting vehicles for potential voluntary replacement with cleaner, more fuel-efficient vehicles. (Reviewed: Technology Committee, July 21, 2017; Recommended for Approval)

9831. Issue RFP for Legislative Representation in Sacramento, California **Alatorre/3122**

Placeholder. (Reviewed: Administrative or Legislative Committee, July 14, 2017; Recommended for Approval)

9882. Execute Contract for Insurance Brokerage Services

O'Kelly/2828

The current contract for insurance brokerage services expires September 30, 2017. On May 5, 2017, the Board approved release of an RFP to solicit proposals from firms interested in providing these services for the next three-year period. This action is to execute a contract with Alliant Insurance Services, Inc. from October 1, 2017 through September 30, 2020 for an amount not to exceed \$149,960 for the three-year period. Funding for the first year of this contract has been included in the FY 2017-18 Budget, and will be requested in successive fiscal years for subsequent annual payments. (Reviewed: Administrative Committee, July 14, 2017; Recommended for Approval)

9883. Approve Position Reclassifications in Information Management and Compliance & Enforcement

O'Kelly/2828

The Technical & Enforcement and Office, Clerical and Maintenance MOU provides for employee-initiated classification studies, as well as determinations by management to reclassify employees. An outside consultant, Koff & Associates, has completed evaluations of requests for classification studies, for positions in Information Management and Compliance & Enforcement. Based on the analysis of the studies, and in consultation with union representatives for the bargaining units, Human Resources staff recommends Board approval for the following reclassifications: positions in the Computer Operator and Telecommunications series in Information Management, and one Office Assistant in Compliance & Enforcement. This action will result in an annual cost increase of approximately \$_____. Sufficient funding for this annual cost increase exists in the FY 2017-18 Budget. (Reviewed: Administrative Committee, July 14, 2017; Recommended for Approval)

9891. Close and Transfer Residual Balances from Five Special Revenue Funds and One Enterprise Fund

O'Kelly/2828

SCAQMD maintains multiple funds as a means of accounting for revenues that have restricted or designated purposes. As discussed during the FY 2017-18 General Fund Budget Hearing process, staff is performing a review of all funds to determine the appropriate disposition of monies. This action is to recommend the close and transfer of five special revenue funds and one enterprise fund as part of the first step of the review process. (Reviewed: Administrative Committee, July 14, 2017; Recommended for Approval)

9816. Approve Contract Awards and Modifications Approved by MSRC

Pettis

Items XX through XX - Information Only/Receive and File

9826. Legislative, Public Affairs and Media Report **Alatorre/3122**
- This report highlights the June and July 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)
9843. Hearing Board Report **Camarena/2500**
- This reports the actions taken by the Hearing Board during the period of June 1 through July 31, 2017. (No Committee Review)
9867. Civil Filings and Civil Penalties Report **Wiese/3460**
- This reports the monthly penalties from June 1 through June 30, 2017, and legal action filed by the General Counsel's Office from June 1 through June 30, 2017. An Index of District Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, July 21, 2017)
9801. 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)
9881. 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, July 14, 2017)

9884. FY 2016-17 Contract Activity

O'Kelly/2828

This report lists the number of contracts let during FY 2016-17, the respective dollar amounts, award type, and the authorized contract signatory for SCAQMD. This report includes the data provided in the March 2017 Report covering contract activity for the first six months of FY 2016-17. (No Committee Review)

XX. Items Deferred from Consent Calendar

BOARD CALENDAR

9649. Administrative Committee (Receive & File)

Chair: Burke Nastri/3131

9821. Legislative Committee

Chair: Mitchell Alatorre/3122

9775. Mobile Source Committee (Receive & File)

Chair: Parker Fine/2239

9847. Stationary Source Committee (Receive & File)

Chair: Benoit Tisopulos/3123

9588. Technology Committee (Receive & File)

Chair: Buscaino Miyasato/3249

9836. Mobile Source Air Pollution Reduction
Review Committee (Receive & File)

Board Liaison: Benoit Minassian/2641

9841. California Air Resources Board Monthly
Report (Receive & File)

Board Rep: Mitchell Garzaro/2500

9877. Status Report on Regulation XIII – New Source Review

Tisopulos/3123

This report presents the federal Final Determination of Equivalency for January 2015 through December 2015. As such, it provides information regarding the status of Regulation XIII – New Source Review in meeting federal NSR requirements and shows that SCAQMD's NSR program is in final compliance with applicable federal requirements from January 2015 through December 2015. (Reviewed: Stationary Source Committee, July 21, 2017)

PUBLIC HEARING

9888. Determine That Proposed Amendments to Rule 1401 – New Source Review of Toxic Air Contaminants are Exempt from CEQA and Amend Rule 1401

Nakamura/3105

In June 2015, Rule 1401 was amended to incorporate the 2015 Revised OEHHA Health Risk Assessment Guidelines (2015 Revised Guidelines). The amendments allowed spray booths and retail gasoline dispensing facilities to use the previous guidelines to allow staff additional time to better understand potential permitting impacts. Implementation of the 2015 Revised Guidelines will have minimal permitting impacts for these sources, and staff recommends that these two source categories begin using the most recent version of the SCAQMD Risk Assessment Procedures, which incorporates the 2015 Revised Guidelines. The proposed changes will also update the list of toxic air contaminants. This action is to adopt the resolution: 1) Determining that the proposed amendments to Rule 1401 - New Source Review of Toxic Air Contaminants are exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rule 1401 - New Source Review of Toxic Air Contaminants. (Reviewed: Stationary Source Committee, July 21, 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@aqmd.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

AQIP = Air Quality Investment Program

AQMP = Air Quality Management Plan

AVR = Average Vehicle Ridership

BACT = Best Available Control Technology

Cal/EPA = California Environmental Protection Agency

CARB = California Air Resources Board

CEMS = Continuous Emissions Monitoring Systems

CEC = California Energy Commission

CEQA = California Environmental Quality Act

CE-CERT = College of Engineering-Center for Environmental
Research and Technology

CNG = Compressed Natural Gas

CO = Carbon Monoxide

CTG = Control Techniques Guideline

DOE = Department of Energy

EV = Electric Vehicle

FY = Fiscal Year

GHG = Greenhouse Gas

HRA = Health Risk Assessment

LEV = Low Emission Vehicle

LNG = Liquefied Natural Gas

MATES = Multiple Air Toxics Exposure Study

MOU = Memorandum of Understanding

MSERCs = Mobile Source Emission Reduction Credits

MSRC = Mobile Source (Air Pollution Reduction) Review
Committee

NATTS = National Air Toxics Trends Station

NESHAPS = National Emission Standards for
Hazardous Air Pollutants

NGV = Natural Gas Vehicle

NOx = Oxides of Nitrogen

NSPS = New Source Performance Standards

NSR = New Source Review

OEHHA = Office of Environmental Health Hazard
Assessment

PAMS = Photochemical Assessment Monitoring
Stations

PAR = Proposed Amended Rule

PEV = Plug-In Electric Vehicle

PHEV = Plug-In Hybrid Electric Vehicle

PM10 = Particulate Matter \leq 10 microns

PM2.5 = Particulate Matter \leq 2.5 microns

PR = Proposed Rule

RECLAIM = Regional Clean Air Incentives Market

RFP = Request for Proposals

RFQ = Request for Quotations

SCAG = Southern California Association of Governments

SIP = State Implementation Plan

SOx = Oxides of Sulfur

SOON = Surplus Off-Road Opt-In for NOx

SULEV = Super Ultra Low Emission Vehicle

TCM = Transportation Control Measure

ULEV = Ultra Low Emission Vehicle

U.S. EPA = United States Environmental Protection
Agency

VOC = Volatile Organic Compound

ZEV = Zero Emission Vehicle

DRAFT

Item 5

BOARD MEETING DATE: September 1, 2017

AGENDA NO.

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

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

COMMITTEE: Administrative, July 14, 2017, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

JCM:MAH:OSM:agg

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
September 1, 2017 Board Meeting
Information Management Status Report On Major Ongoing and
Upcoming Projects During the Next Six Months

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
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"> • Calendar development done • Home page development done • Development of master pages and widgets done • Beta site set up on SCAQMD server • Content migration completed • Improved site deployed 	<ul style="list-style-type: none"> • Three months of site maintenance
Implementation of Enterprise Geographic Information System (EGIS)	Support accomplishment of the agency's mission through the effective and cost efficient implementation of Enterprise GIS and related technologies	\$173,255	<ul style="list-style-type: none"> • Board approved purchase of recommended hardware and software • Formed SCAQMD EGIS Governance/Working Group • Created EGIS Governance/Working Group Charter 	<ul style="list-style-type: none"> • Develop prioritized project list and schedule based on the EGIS Implementation Plan • Create agency-wide catalog of GIS software and staff resources • Develop an Enterprise GIS education and training program

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permitting Systems Automation	<ul style="list-style-type: none"> New Web Application Development project to automate 400A Form Filing process 	\$300,000	<ul style="list-style-type: none"> 400A Filing System application development complete. Application staged and ready for deployment Board approved \$100,000 additional funding for Phase 1 modifications and Phase 2 startup 	<ul style="list-style-type: none"> Phase 1 post deployment modifications and enhancements. Phase 2 detailed planning and business process model development
	<ul style="list-style-type: none"> New Web Application Development project to automate processing of Dry Cleaner, Gas Station, and Spray Booth applications 	\$350,000	<ul style="list-style-type: none"> Dry Cleaner, Gas Station and Automotive Spray Booth module development complete. Application staged and ready for deployment Board approved \$100,000 additional funding for Phase 1 modifications and Phase 2 startup 	<ul style="list-style-type: none"> Phase 1 post deployment modifications and enhancements Phase 2 detailed planning and business model development
	<ul style="list-style-type: none"> Bay Area Software Evaluation - Assist Permitting Systems staff in assessment of Bay Area software solution for use by SCAQMD and public 	To be determined	Received test account from Bay Area to access demo site and experiment with BAAQMD online permit processing tools	Complete initial review of Internal Dashboard and Customer Service Portals; need test facility from BAAQMD to continue testing
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"> Released RFP December 2, 2016 Contract awarded March 3, 2017 and executed in June 	Task 1: Develop review scope, deliver work plan, and start implementation

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permit Dashboard Statistics	<ul style="list-style-type: none"> 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 	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
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"> Released RFP December 4, 2015 Awarded contract April 1, 2016 	Complete implementation October 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"> Phase 1 development complete. Application fully deployed and in production 	<ul style="list-style-type: none"> Phase 2 Administrator Module development in progress
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"> Detailed planning and architecture sessions completed Approved by Board March 3, 2017 	Modified scope of work pending RECLAIM dismantling planning
Air Quality Index Rewrite and Migration	Develop new Web Service and/or Web API to migrate Air Quality Index function from FORTRAN computer	\$65,000	<ul style="list-style-type: none"> AQI Calculation Web Service and Hourly Update development work complete, staged and ready for deployment 	<ul style="list-style-type: none"> Deployment pending final user buyoff

	to STA's data management system			
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DRAFT

BOARD MEETING DATE: September 1, 2017

AGENDA NO.

PROPOSAL: Execute Contract for Insurance Brokerage Services

SYNOPSIS: The current contract for insurance brokerage services expires September 30, 2017. On May 5, 2017, the Board approved release of an RFP to solicit proposals from firms interested in providing these services for the next three-year period. This action is to execute a contract with Alliant Insurance Services, Inc. from October 1, 2017 through September 30, 2020 for an amount not to exceed \$149,960 for the three-year period. Funding for the first year of this contract has been included in the FY 2017-18 Budget, and will be requested in successive fiscal years for subsequent annual payments.

COMMITTEE: Administrative, July 14, 2017; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a three-year contract with Alliant Insurance Services, Inc. to perform insurance brokerage services for the period from October 1, 2017 through September 30, 2020, for a total amount not to exceed \$149,960.

Wayne Nastri
Executive Officer

MO:AJO:GT:LM

Background

SCAQMD currently contracts with Alliant Insurance Services, Inc. to provide insurance brokerage services. These services include marketing SCAQMD's property and liability insurance needs and representing SCAQMD's interest in the negotiation and placement of various insurance instruments for loss exposures. Brokerage services also include data collection and analysis of properties subject to loss and their values (property valuation), preparation of insurance proposal submissions, and the development of strategies for obtaining cost-effective coverage based on existing market conditions.

The current contract expires September 30, 2017. On May 5, 2017, the Board approved release of RFP #P2017-14 to solicit proposals from insurance brokerage firms interested in providing these services for the next three-year period.

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.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been 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>).

Proposal Evaluation

A total of fourteen copies of the RFP were mailed to insurance brokerage firms. There were two proposals received by the submittal deadline of 3:00 p.m. on Wednesday, June 7, 2017. The panel scored the two proposals based on criteria set forth in the RFP, which included firms' understanding of the scope of work, technical insurance brokerage expertise, relevant public-sector experience, and cost.

The panel evaluating the proposals included a Senior Deputy District Counsel, the Acting Risk Manager, and the Business Services Manager. Of these, two are Caucasian and one is Hispanic; one is male and two are female. The evaluation results are as follows:

Bidder	3-Year Cost	Cost Points	Technical Points	Additional Points	Total Points
Alliant Insurance Services, Inc.	\$149,960	23	69	5	97
Epic Insurance Brokers & Consultants	\$120,000	30	55	2	87

Alliant Insurance Services, Inc. received the panel's higher rating. The firm submitted the higher-rated qualified bid, which included excellent references for comparable public sectors. The firm demonstrated expertise in obtaining advantageous insurance coverage from national and international insurers at cost-effective rates based on current market conditions, which would result in cost savings to SCAQMD. As part of Alliant's proposal, they also included 50 hours per contract year of professional loss control and/or personal property valuation service.

Resource Impacts

Funds for insurance premiums are included in SCAQMD's budget each fiscal year under the District General – Insurance account. Funding of \$49,000 is available in the FY 2017-18 Budget for the first year of the contract; funding of \$49,980 and \$50,980 for the second and third years, respectively, will be requested in successive budget years. The total contract amount will not exceed \$149,960 for the three-year period.

DRAFT

Item 11

BOARD MEETING DATE: September 1, 2017

AGENDA NO.

PROPOSAL: Approve Position Reclassifications in Information Management and Compliance & Enforcement

SYNOPSIS: The Technical & Enforcement and Office, Clerical and Maintenance MOU provides for employee-initiated classification studies, as well as determinations by management to reclassify employees. An outside consultant, Koff & Associates, has completed evaluations of requests for classification studies, for positions in Information Management and Compliance & Enforcement. Based on the analysis of the studies, and in consultation with union representatives for the bargaining units, staff recommends Board approval for the following reclassifications: positions in the Computer Operator and Telecommunications series in Information Management, and one Office Assistant in Compliance & Enforcement. This action will result in an annual cost increase of approximately \$169,188. Sufficient funding for this annual cost increase exists in the FY 2017-18 Budget. This action is also to amend the Salary Resolution for a Director of Communications position, which was previously approved by the Board.

COMMITTEE: Administrative, July 14, 2017; Recommended for Approval

RECOMMENDED ACTIONS:

- 1) Approve 5 new class specifications to be assigned in the Information Management unit, delete 8 existing class specifications in the Computer Operator and Telecommunications class series, and allocate existing positions to the new class series, as set forth in Exhibit A;
- 2) Reclassify one Office Assistant position in Compliance & Enforcement to a Staff Assistant position;
- 3) Amend Sections 53 and 54 of the Salary Resolution to establish the salaries for the new class specifications and to delete existing class specifications; and
- 4) Amend the Salary Resolution for a Director of Communications position, which was previously approved by the Board.

Wayne Nastri
Executive Officer

Background

In March 2016, the Board approved the reclassification of a Computer Operator position in the Information Management division to an Assistant Telecommunication Technician position. These job descriptions were established in 1989 and 1999, respectively.

Similarly, other job functions in these highly technical class specifications were written before the interim advances in computing, networking, and communications. Therefore, a reclassification study of all the positions in the Computer Operator class series and Telecommunications Technician class series was initiated last year, conducted by an outside consultant, Koff & Associates. The purpose of the study was to evaluate the current technology and methods used by Information Management staff, and to revise the job descriptions to meet existing and future needs in those positions. In addition, the study included a survey of similar positions and functions in other jurisdictions to ensure that SCAQMD can continue to recruit and retain the highest quality employees for Information Management. The reclassification study has been completed. The proposed reclassifications, and the impacts on incumbent employees, have been discussed, and agreed upon, with representatives of the bargaining unit.

The reclassification study of the Office Assistant in Compliance & Enforcement followed the process in Article 45 of the Teamsters MOU, providing an employee the opportunity to request reclassification if the employee believes that they are performing duties outside of their current class specification. Koff & Associates conducted a study of the employee's duties, through questionnaires, interviews, and consultation with supervisors and managers. The reclassification study found that the job duties, as determined by the function of the organizational unit, of this specific Office Assistant were more consistent with the class specification for Staff Assistant. The proposed reclassification has been discussed, and agreed upon, with representatives of the bargaining unit.

In the 2017-18 budget, the Board added a new Director of Communications position, to be assigned in the Legislative, Public Affairs & Media Office. An amendment to the Salary Resolution is necessary to identify the salary for the new position.

Proposal

Based on the reclassification study by Koff & Associates, and in consultation with union representatives, staff recommends the approval of the Information Technology Specialist class series. These new class specifications will merge and update the existing Computer Operator and Telecommunications Technician class series. SCAQMD's current information and communications infrastructure, and the work of the Information Management unit, have expanded beyond the use of "general purpose computers" and radio and telephone communications systems. The new Information Technology Specialist class specifications also take into account the need for knowledge and experience dealing with data servers, networking systems, software applications, and multiple media for communications. The merging of class series also allows for more cross-training and flexible assignments for staff. In terms of the salaries for the new class specifications, they were matched with existing Information Management salary schedules, based on the level of technical expertise required. The Information

Technology Specialist class specifications and salary will be a benefit in the recruitment and retention of these positions. New class specifications for the Information Technology Specialist class series are being proposed, as provided in Attachment A. Proposed amendments to the Salary Resolution complement this action by establishing the salaries and bargaining unit for the new positions, and deleting existing class specifications. (Existing class specifications are available on the SCAQMD website.) Positions in the existing class specifications will be re-allocated to the new class specifications, in accordance with the Koff & Associates study, as set forth in Exhibit A.

An Office Assistant position in the Compliance & Enforcement unit has significant duties relating to the administration of the Portable Equipment Registration Program (PERP), providing assistance to Compliance staff. The reclassification study found that these duties were distinguished from the clerical class series, due to the necessity to evaluate information and apply/modify work processes. It was also determined that there was no lead worker or supervisory functions involved. Therefore, a reclassification of an Office Assistant position to a Staff Assistant position is being proposed.

In the 2017-18 budget, a Director of Communications position with a base salary of \$153,218 was added. The Salary Resolution is also proposed to be amended to reflect this previously approved change to the Designated Deputy classifications.

Resource Impacts

Table A provides the proposed salaries for the new class specifications, in comparison to existing class specifications. The net increase for the reclassification in the Information Management unit is \$156,779, which includes the full costs for 13 budgeted positions. The reclassification of the Office Assistant position (Position No. 0449) to the Staff Assistant position in Compliance & Enforcement will add \$12,408. Sufficient funding exists in the FY 2017-18 Budget, due to vacancy rate savings, and ongoing costs will be included in future year budgets. The Director of Communications position was approved as part of the FY 2017-18 budget.

Attachments

Exhibit A – Proposed New Class Specifications

Exhibit B – Proposed Amendments to the Salary Resolution

Table A

INFORMATION MANAGEMENT

RECLASSIFICATION AND SALARY RECOMMENDATIONS

Current Title ¹ [Position numbers]	Current Salary Range	Current Salary Code	Current Unit	Proposed Title ² [Position numbers]	Proposed Salary Range	Proposed Salary Code	Proposed Unit
Telecommunications Supervisor [0264, 1343]	\$7,464.45 - \$9,075.56	14	Conf.	Information Technology Supervisor [0264, 1343]	\$7,464.45 - \$9,075.56	14	T&E
Computer Operations Supervisor [0262]	\$4,366.43 - \$5,411.11	39L	T&E	Information Technology Supervisor [0262]	\$7,464.45 - \$9,075.56	14	T&E
Telecommunications Analyst [unbudgeted]	\$6,661.39 - \$8,250.06	13	Conf.	DELETE	-	-	-
Telecommunications Technician II [0175, 0258, 0260, 0275]	\$5,401.23 - \$6,690.41	47H	T&E	Senior Information Technology Specialist [0175, 0258, 0260, 0275]	\$6,273.04 - \$7,772.14	53B ³	T&E
Telecommunications Technician I [0644]	\$5,060.41 - \$6,268.10	45D	T&E	Information Technology Specialist II [0644]	\$5,401.23 - \$6,690.41	47H	T&E
Audio-Visual Specialist [1142]	\$4,850.49 - \$6,008.78	43J	T&E	Information Technology Specialist II [1142]	\$5,401.23 - \$6,690.41	47H	T&E
Assistant Telecommunications Technician [0994]	\$4,136.74 - \$5,124.62	37L	T&E	Information Technology Specialist I [0263, 0994] ⁴	\$5,060.41 - \$6,268.10	45D	T&E
Computer Operator [0261, 0263, 0265]	\$3,887.31 - \$4,815.91	35H	T&E	Assistant Information Technology Specialist [0261, 0265]	\$4,136.74 - \$5,124.62	37L	T&E

Conf. – Confidential unit; T&E – Technical & Enforcement bargaining unit

Notes:

- (1) Proposed titles to be deleted from SCAQMD's classification plan, with existing positions
- (2) Proposed titles to be added to SCAQMD's classification plan, with re-allocated positions
- (3) Aligns with Programmer Analyst salary code
- (4) Position No. 0263 is a Computer Operator being reclassified to the Specialist I position, per the study

EXHIBIT A

PROPOSED NEW CLASS SPECIFICATIONS

1. Information Technology Supervisor
2. Senior Information Technology Specialist
3. Information Technology Specialist I/II
4. Assistant Information Technology Specialist



SEPTEMBER 2017
FLSA: NON-EXEMPT

INFORMATION TECHNOLOGY SUPERVISOR

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for the analysis, evaluation, enhancement, development, design, programming, testing, implementation, documentation, and maintenance of a variety of information technology systems and programs for the District; ensures work quality and adherence to established policies and procedures; performs the most technical and complex tasks relative to assigned area of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct and general supervision over assigned professional and technical information technology staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Information Technology division that exercises independent judgment on diverse and specialized information technology functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day information technology administration activities, projects, and programs for a major section within the division and is responsible for providing professional-level support to the Systems and Programming Supervisor and Technology Implementation Manager in a variety of areas. This class is distinguished from the Systems and Programming Supervisor in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of information technology operations within the division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for the analysis, evaluation, enhancement, development, design, programming, testing, implementation, documentation, and maintenance of the data and voice communications systems for the District.
- Establishes schedules and methods for providing information systems services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Supervises the programming of committee meeting webcasting and web conferencing.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Participates in the selection of information technology staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

- Participates in the preparation and administration of the information technology program budget; submits budget recommendations; monitors expenditures
- Participates in developing and administering security strategy, policies, and procedures for network availability, security, and related services; ensures compliance with District standards.
- Oversees and participates in performing comprehensive systems analysis to design and develop new systems and enhancements to current systems; consults, confers, and coordinates activities with users, staff from various departments, outside agencies, and vendors to resolve program, system, operational, and procedural problems; analyzes problems and recommends corrective action.
- Prepares analytical and statistical reports on operations and activities.
- Project management.
- Prepare feasibility studies.
- Prepare system improvement recommendations with the associated plan and implementation.
- Prepare RFP and RFQ.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information technology.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of administering and coordinating a comprehensive information systems and telecommunications program.
- Principles and practices of budget development, administration, and accountability.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Information technology systems and database management, including hardware equipment, software applications, security systems, computer networks, telecommunications, and other electronic office automation systems.
- Principles and practices of information technology and telecommunications systems analysis and design.
- Network and server infrastructure, storage, and security design, analysis, installation, and management methods and techniques.
- Fundamental understanding of network, security and internet concepts (firewalls, traffic filtering, load balances, web browsers, TCP/IP, SSL, and HTTP).
- Fundamental understanding of cloud base computing and server, storage, and network virtualizations.
- SAN products and technologies.
- Audio and Visual products and technologies for local and remote conference centers.
- Wired and Wireless LAN and WAN technologies with multi-media contents.
- Microsoft Windows Client and Servers software technologies.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Variety of HP storage systems, Windows Operating Systems; Linux Operating Systems; Cisco Communications systems; Cisco routers/switches set- up and configuration for VoIP connectivity.
- Web and video conferencing coordination, configuration, set-up, operation, and support.
- Industry standards for the backup and recovery of network and server infrastructure and data.
- Recent and on-going developments, current literature, and sources of information related to information systems, cloud based computing, and telecommunications programs.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research techniques, methods, and procedures and technical report writing practices and procedures.
- Modern office practices, and methods.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Analyze department procedures and data to develop logical solutions to complex systems problems.
- Recommend, evaluate, design, develop, test and install complex operating systems, applications and supporting hardware and software.
- Provide advanced-level technical support for the implementation and maintenance of Information Technologies and telecommunications systems.
- Provide account, billing support and administration related to mobility carriers and devices.
- Coordinate, direct, and implement a comprehensive information systems program suited to meet the needs of the District.
- Operate, install, maintain, configure, and troubleshoot a variety of highly technical telecommunications equipment including mobile devices, e-mail, VPN, and WiFi configurations.
- Perform specialized and technical support functions in the design, analysis, engineering, implementation, and management of telecommunications systems, storage, and security.
- Perform analyses of network and server requirements and needs; identify, evaluate, and solve systems problems; design and implement new or revised systems and procedures; provide technical advice and consultation, and ensure efficient network and server system utilization.
- Participate in design sessions and process improvement sessions to identify business and user needs and discuss network and server capabilities and modifications needed for improvement.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws and regulations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Stay abreast of new trends and innovations in the field of information technologies, telecommunications and audio-visual systems.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the following education and experience may demonstrate the required knowledge, skills, and abilities for the position:

A Bachelor's degree from an accredited college or university with major coursework in information systems, computer science, or a related field; or five (5) years of increasingly responsible information technology experience including two years of lead or project management responsibility.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform repetitive movements of hands or wrists, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



SENIOR INFORMATION TECHNOLOGY SPECIALIST

DEFINITION

Under general supervision and depending on assignment, performs a variety of highly skilled technical duties involved in the configuration, installation and maintenance of the District's Network, Clients, Servers, Software, Telecommunications Systems, AV system and IT Infrastructure; identifies end user requirements, evaluates and tests new and existing system and infrastructure capabilities, and recommends upgrades and enhancement; performs systems administration and monitoring, troubleshoots and analyzes problems, and ensures data integrity; provide technical document and procedure manual; work with multiple discipline technology groups; acts in a lead capacity; trains and assists end users and technical staff in using new and existing applications and systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Provide lead work direction to Information Technology Specialist I/II and Assistant Information Technology Specialist as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Information Technology Specialist classification series. Employees at this level require demonstrated ability to perform advanced work and are highly responsible for supporting various Information Technology functions within the department. Employees at this level are distinguished from the Information Technology Specialist I and II classes by their ability to lead teams, manage projects, and find technology solutions. Employees have both the technical skills and leadership qualities to mentor and lead groups projects. This classification is distinguished from the Information Technology Supervisor in that the latter serves as the full supervisory level in this series.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Performs full range of repair and maintenance of departmental and District-wide enterprise software application(s); documents end user work processes and systems requirements; conducts systems walk-throughs and technical reviews; develops or refines system specifications, including evaluating and testing vendor software packages for conformance with user requirements and priorities.
- Installs, configures, tests, maintains, troubleshoots, and monitors physical and virtual network and server infrastructure including hardware, software, real-time monitoring tools, peripherals, and devices ensuring effective performance and proper integration of components and systems with existing architecture; assists in infrastructure changes and upgrades to limit interrupted services.
- Administers automated deployment of software and updates over the network.
- Monitors and maintains security control of District network and server infrastructure; configures and monitors security features and firewall rules; verifies and ensures proper user accessibility; identifies and addresses vulnerabilities; researches, recommends, and applies security updates as needed.
- Plans, manages, and maintains all components of the local area and wide area networks.
- Plans, designs and tests the implementation of network infrastructure including hardware and software recommendations.
- Oversees technical support and help functions that relate to networks, redundancy and connectivity.

- Researches, determines, defines, proposes, and itemizes costs for changes and upgrades to network infrastructure, operating systems, and applications to ensure continuous operations, desired performance, and services.
- Performs system and software backup and recovery and systems monitoring.
- Manages and monitors usage of the Information Technology resources including the network, servers, clients and software.
- Research hardware and software products to meet technical networking and/or security needs.
- Ensures database security by preparing access and control policies and procedures and reviewing permissions on a regular basis.
- Provides assistance to information system for network security by monitoring, installing software updates and staying abreast of security technology trends and innovations.
- Web and video conferencing coordination, configuration, set-up, operation, and support.
- Installs, configures, tests, maintains, troubleshoots, and monitors District-wide telecommunications systems including voice and data communications infrastructure and equipment; sets up and maintains user accounts, access groups, extensions, and voicemail boxes; troubleshoots system-wide outages.
- Prepares and maintains system documentation required for telecommunications networks, including the updating of building/floor blueprints, network data base, procedures manual, and Private Area Branch Exchange configuration.
- Operates telecommunications network management consoles and monitors network performance; diagnoses network malfunctions and takes corrective action; assesses network performance and allocates resources, as needed.
- Assists in evaluating telecommunications system design and capabilities, and recommends cost-effective designs and equipment alternatives to enhance the communications network.
- Implements telecommunications modifications and the relocation of equipment; lays out hardware configurations; determines wiring specifications for cables; maintains telephone data lease lines and interfaces to ensure uninterrupted data communications service; uses testing equipment to identify and correct system malfunctions.
- Prepares reports on telecommunications system performance, breakdowns, relocations, usage, and problems; maintains inventory of data communication hardware and equipment; assists users with telephone, computer hardware, data network capabilities and system specifications; assists in training users on hardware and communication system functions.
- Operates telecommunications network management consoles and monitors network performance; diagnoses network malfunctions and takes corrective action; assesses network performance and allocates resources, as required.
- Assists in conducting special studies and projects involving communications systems; conducts system tests and verification of system controls; evaluates telecommunications equipment; confers with vendors regarding equipment applications; recommends the purchase of new or replacement communications equipment and devices.
- Performs on-line video and voice recordings of the District's monthly Board meetings, contracted City meetings, and other meetings as needed.
- Operates the audio mixer, video cameras, audio recorders, video recorders, teleconferencing system, and duplicating rack, as required, to provide special effects, sound, and pictures of high technical quality. Provides feeds to various monitors throughout the District, local cable network, and various broadcasting stations.
- Coordinates the activities of District staff assigned to operate related audio-visual equipment, controlling equipment through the video-switcher, to correct problems in picture and sound.
- Trains District staff in the use of video production equipment.
- Sets up, adjusts, and diagnoses problems in broadcast-quality video production equipment, and makes minor emergency repairs by using test instruments, diagnostic routines, and electronic tools to prepare equipment for immediate use.

- Sets up and operates audio-visual equipment such as laptops, projectors, and web conferencing software. Operates the video-switcher to coordinate the equipment according to instructions.
- May coordinate and assist with outside audio and video vendors to provide audio and/or video system to meet deadlines.
- Conducts special studies and projects involving administrative, organizational management analysis related to telecommunications systems; prepares and presents recommendations and reports on system use, user requests, and system designs and procedures
- Conducts system analyses and prepares flow charts related to the data and voice communications systems Districtwide; prepares documents describing the Local and Wide Area Network, as well as the functions within a particular division.
- Provides information to users requesting technical data concerning the use of telecommunications systems; assists users with telecommunications system and recommends solutions to system problems, as necessary.
- Assists and consults in the installation of District telecommunications equipment; facilitates the maintenance of quality service to District users during installation.
- Evaluates, selects and implements the installation and testing of new computer hardware, software and telecommunications equipment and recommends the purchase of data and voice telecommunications equipment; confers with vendors regarding equipment and current systems
- Analyzes current systems and develops short- and long-range goals for system development and implementation. Designs, plans, tests and implements new telecommunications systems, multi-user systems, desktop environments, networks and upgrades to meet District and user requirements and needs.
- Administers network, file servers, web servers, multi-user systems, PBX, voicemail, e-mail, and relational database management systems.
- Participates in network planning, implementation, and special projects.
- Maintains information on scheduled systems maintenance, including upgrades and outages; informs customers as needed.
- Responds to and resolves users' inquiries and complaints and escalates problems or issues to vendor representatives as needed.
- Provides lead direction, scheduling, training and work review to staff at the I/II level; organizes and assigns work, sets priorities and follows up as required to ensure the completion of production work schedules.
- May assign and monitor staff assignments and special projects; schedules and monitors overtime and standby assignments.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Writes and maintains user and technical operating instructions and documentation; prepares training materials and conducts formal and informal training programs and advises on best practices.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Research, configure and test new and current Information Technologies Systems.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Considerable knowledge of the principles and practices of installing, configuring, maintaining, troubleshooting, and monitoring application, network, server, and telecommunications systems and infrastructure.

- Considerable knowledge of the principles and practices used in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computer hardware, software, and other related technologies and equipment.
- Techniques and methods of writing and maintaining user and technical operating instructions and documentation.
- Linux and Windows server administration and support, including applying patches, installations, and upgrades.
- Database administration including MS SQL, Oracle and Ingres.
- Cisco technologies including voice and data.
- Cisco IOS command lines.
- Cisco ASA Firewall
- Operational characteristics of local, wireless, and wide area network systems.
- Operational characteristics of a variety of communication equipment and devices.
- Computer logic and mathematics.
- Computer scripting languages.
- Principle languages used in information systems programs.
- SAN products and technologies.
- Audio and Visual products and technologies for local and remote conference centers.
- Wired and Wireless LAN and WAN technologies.
- Principles of electricity, electronics and computer hardware/software design as they relate to installation and maintenance of voice communications systems, facilities and equipment.
- Components and equipment used in telecommunication systems.
- Methods of telecommunication system design and implementation.
- Test equipment, tools and materials used in installation, troubleshooting, maintenance and repair of voice communication systems.
- Common sources of trouble in and methods of servicing and repair of communications equipment and related network hardware and software.
- Current voice communication technologies and related scripting and programming practices and procedures.
- Current and recent Microsoft Windows Operating Systems, Exchange, IIS, Linux Operating Systems, SQL Servers, Active Directory and other servers.
- Hyper-V Virtualization configuration, maintenance.
- Client/Server Antivirus installation and maintenance.
- Backup and disaster recovery software.
- Fundamental understanding of network and internet concepts (e.g., Cisco firewalls, load balancers, Web browsers, TCP/IP, SSL, HTTP, etc.)
- Virtual Private Network set-up and maintenance.
- Windows Powershell; Visual Basic and Batch file scripting; Unix Shell scripting.
- Window Client and Server Software technologies including storage space and scale out file server, Fail-over Clustering and MPIO.
- Microsoft Azure.
- HP SAN technology including Fiber channel, InfiniBand, SAS/SATA and iSCSI Ground Policy creation and troubleshooting.
- Desktop and Server installation, maintenance, and troubleshooting.
- Cisco Unified Communications Manager, Cisco Unity Connection, Cisco Contact Center, K&E Express, Cisco IM Presence, Cisco Unified Intelligence Center, Cisco Telepresence Management Suite and Cisco Prime Collaboration; Cisco Routers/Switch setup and configuration for VoIP connectivity.
- Voicemail setup, configuration and troubleshooting.
- CTI route point setup, Call handler's setup, configuration, testing and troubleshooting.
- Contact Center setup, configuration and testing. Agent, resource and Skill setup.
- Installation, termination and testing of network cabling {Cat5, Cat6 and Fiber}.
- Web and Video conferencing coordination, configuration, set-up and support.

- Camera and video switcher control.
- Provide live webcast streaming, monitoring, and support.
- The organization, operation, and functions of the department as necessary to assume assigned responsibilities.
- Recent and on-going developments, current literature, and sources of information related to assigned programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform and/or coordinate a variety of technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance computer hardware, software, servers, network and data communication, mobile, audiovisual, web based applications, and other related technologies and equipment.
- Understand, interpret, and explain hardware and software application solutions to users; research technical materials to provide solutions to problems.
- Coordinate and prioritize problems calls and work station support.
- Install, diagnose, and repair telecommunication systems and equipment.
- Program IP based telephone system software.
- Train users on use of equipment.
- Run custom queries against various data sources to generate reports.
- Design and update network diagrams with Visio.
- Designing and implementing network infrastructure throughout the District
- Provide account, billing support and administration related to mobile carriers and devices.
- Recommend new equipment, software, and services for purchase.
- Perform feasibility studies.
- Keep up with the current information technology.
- Perform preventative maintenance.
- Interpret and explain hardware and equipment manuals.
- Lead and participate in component-level troubleshooting and repair work.
- Identify issues and opportunities, analyze complex problems and alternatives and develop sound conclusions and recommendations.
- Participate in design sessions or process improvement sessions and provide sound recommendations and technical input.
- Develop and maintain technical operating instructions and documentation; train staff on software applications and hardware usage.
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise technical documentation, user procedures, reports of work performed, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Perform configure and test new system.
- Participate in technical and administration meeting discussions.
- Plan, assign, direct and review the work of others.
- Staying abreast with new trends and innovations in the field of information technologies, telecommunications and audio-visual system.
- Train others in work procedures.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from high school, and an Associate degree or completion of a certificate program that is equivalent to the major coursework for an Associate degree in information systems, computer science, electronics, electronic engineering technology or a related field; and five (5) years of increasingly responsible experience in network and server infrastructure management, and systems administration, installation, troubleshooting, maintenance and repair of voice communications systems and equipment similar to that of an Information Technology Specialist II with the District. Experience working with Intel-based servers (Linux and Windows Server OS) and network peripherals supporting a datacenter is preferred. In addition, possession of a Bachelor's or Master's degree in a related field listed above may be substitute for a maximum of one year of the required experience listed above.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform repetitive movements of hands or wrists, as well as push and pull drawers open and closed to retrieve and file information; climb stairs and ladders; and work in confined spaces using applicable safety requirements. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office and field environment with moderate to loud noise levels, various temperature conditions, on ladders/scaffolding or in high, precarious places, and near moving mechanical parts. The employee periodically works in confined spaces and is exposed to dirt, dust, solvents, toxic agents, and loud or prolonged noise. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



SEPTEMBER 2017
FLSA: NON-EXEMPT

INFORMATION TECHNOLOGY SPECIALIST I/II

DEFINITION

Under supervision (Information Technology Specialist I), and general supervision (Information Technology Specialist II), and depending on assignment, performs a variety of technical duties in support of the District's technology system including desktop, telecommunications, software, audio visual, and network program services; serves as a first level responder by receiving and responding to computer related problems; troubleshoots hardware and software problems associated with the District's computers, telecommunication and related equipment; installs hardware equipment and software applications; makes recommendations regarding hardware and software acquisitions; trains and assists end users in using new applications and systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Information Technology Specialist I: this is the entry-level class in the Information Technology Specialist series. Employees in this class perform the more routine tasks and duties assigned to positions within the series including setting up and configuring desktop computers and performing routine maintenance on the network system. Employees in this class diagnose and resolve Help Desk problem calls and work station support duties. Employees at this level are not expected to function with the same amount of program knowledge or skill level as employees allocated to the Information Technology Specialist II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Employees in this class typically report to an Information Technology Supervisor and receive lead work direction and guidance from a Senior Information Technology Specialist.

Information Technology Specialist II: this is the full journey-level class in the Information Technology Specialist series. Employees at this level perform a variety of skilled and technical work supporting various Information Technology functions within the department. Employees at this level are distinguished from the Information Technology Specialist I class by the performance of the full range of duties, as assigned. This classification is distinguished from the Senior Information Technology Specialist class in that the latter performs advanced journey level work and acts as a lead worker.

The positions in the Information Technology Specialist class series are flexibly staffed and positions at the Information Technology Specialist II level are normally filled by advancement from the Information Technology Specialist I level. Progression to the Information Technology Specialist II level requires (i)

the incumbent meeting the minimum qualifications for the classification including any required certifications; and (ii) a rating of satisfactory or better in the most recent performance appraisal.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Installs, configures, maintains, and upgrades operating systems and software packages across disparate platforms, servers, network and data communication systems, personal and mobile computing systems and equipment, audiovisual equipment, web based applications, and related technologies; performs basic system administration functions.
- Repairs and maintains departmental and District-wide enterprise software application(s); documents end user work processes and systems requirements; conducts systems walk-throughs and technical reviews; develops or refines system specifications, including evaluating and testing vendor software packages for conformance with user requirements and priorities.
- Assists in installing, configuring, maintaining, troubleshooting, and monitoring physical and virtual network and server infrastructure including hardware, software, real-time monitoring tools, peripherals, and devices ensuring effective performance and proper integration of components and systems with existing architecture; assists in infrastructure changes and upgrades to limit interrupted services.
- Assists in monitoring and maintaining security control of District network and server infrastructure; configuring and monitoring security features and firewall rules; verifying and ensuring proper user accessibility; identifying and addressing vulnerabilities; researches, recommends, and applies security updates as needed.
- Assists programming staff and system users in resolving hardware, software, and operational problems.
- Receives and evaluates requests for service; diagnoses problems; troubleshoots and implements remedial actions, researches documentation and determines solution, and resolves problems with hardware, software, security and access controls, and systems issues; escalates issues to higher-level staff and/or vendor for resolution as appropriate.
- Performs technical help desk support including handling a high volume of customer inquiries and complaints and resolving tier one requests by remote session, telephone, or email.
- Conducts system and database back-ups as needed; follows back up procedures.
- Monitors computer systems, networks and applications for response time, problem prevention, performance and resource utilization.
- Performs network administration duties such as monitoring or adding applications, users and devices, modifying user profiles, re-setting passwords and file maintenance; monitors storage utilization; documents all network changes and revisions.
- Prepares and maintains system documentation required for telecommunication networks.
- Writes and maintains user and technical operating instructions and documentation; assists users in implementing new or modified programs and applications.
- Provides information and assistance to District users regarding telephone, computer hardware, and data network use and functions; participates in the development of alternative computer and equipment applications and functions to achieve user product requirements.
- Installs, maintains, troubleshoots, and monitors District-wide telecommunications systems including voice and data communications infrastructure and equipment; sets up and maintains user accounts, access groups, extensions, and voicemail boxes; troubleshoots system-wide outages.
- Assist in the preparation and maintenance of system documentation required for telecommunications networks, including the updating of building/floor blueprints, network

- database, procedures manual, and Private Area Branch Exchange configuration.
- Operates telecommunications network management consoles and monitors network performance; diagnoses network malfunctions and takes corrective action; assesses network performance and allocates resources, as needed.
 - Implements telecommunications modifications and the relocation of equipment; lays out hardware configurations; determines wiring specifications for cables; maintains telephone data lease lines and interfaces to ensure uninterrupted data communications service; uses testing equipment to identify and correct system malfunctions.
 - Prepares reports on telecommunications system performance, breakdowns, relocations, usage, and problems; maintains inventory of data communication hardware and equipment; assists users with telephone, computer hardware, data network capabilities and system specifications; assists in training users on hardware and communication system functions.
 - Assists and participates in the installation, modification, and maintenance of wireless communications systems; participates in the determination of user needs.
 - Installs, modifies, and maintains wireless, data, and voice communications systems; performs hardware maintenance and repair; analyzes telecommunications user needs, and recommends and installs system equipment to meet user requirements.
 - Performs on-line video and voice recordings of the District's monthly Board meetings, contracted City meetings, and other meetings as needed.
 - Operates the audio mixer, video cameras, audio recorders, video recorders, teleconferencing system, and duplicating rack, as required, to provide special effects, sound, and pictures of high technical quality. Provides feeds to various monitors throughout the District, local cable network, and various broadcasting stations.
 - Edits and assembles segments from different audio and video tapes and recorders; locates and transfers segments into precise sequences to create master tapes.
 - Installs and operates lighting and sound equipment such as microphones, speakers, flood lamps, spotlights, and reflectors, as needed.
 - May train District staff in the use of video production equipment.
 - Sets up and operates audio-visual equipment such as camcorders, tape recorders, film projectors, and slide projectors. Operates the video-switcher to coordinate the equipment according to instructions to perform such tasks as switching from one picture to another, superimposing multiple pictures onto one screen, and adding special effects.
 - May coordinate and assist with outside audio and video vendors to provide audio and/or video system to meet deadlines.
 - Researches, evaluates, and recommends purchases of computer equipment and supplies; maintains inventory; tracks and receives a variety of computer systems and telecommunications equipment, software applications supplies, training materials, and related needs adhering to established purchasing policies.
 - Stays abreast of new information technology trends and innovations; reads appropriate literature and attends training as necessary.
 - Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
 - Maintains accurate records and files; develops storage of records and retention schedules.
 - Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices used in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computer hardware, software, servers, network and data communication, mobile, audiovisual, web based applications, and other related technologies and equipment.
- Techniques and methods of writing and maintaining user and technical operating instructions and documentation.
- Understanding of system design, configuration and database application concepts.
- Linux and Windows server administration and support, including applying patches, installations, and upgrades.
- Database administration including MS SQL, Oracle and Ingres.
- Operational characteristics of local, wireless, and wide area network systems.
- Operational characteristics of a variety of communication equipment and devices.
- Computer logic and mathematics.
- Computer scripting language.
- Cisco IOS command lines.
- HP SAN products and technologies.
- Microsoft Client Server technologies.
- Video conferencing technologies.
- LAN-WAN technologies.
- Methods of telecommunication system design and implementation.
- Current voice communication technologies and related scripting and programming practices and procedures.
- Current and recent Microsoft Windows Operating Systems, SQL Servers, other servers and Active Directory.
- Hyper-V Virtualization configuration, maintenance.
- Client/Server Antivirus installation and maintenance.
- Backup and disaster recovery software.
- Fundamental understanding of network and internet concepts (e.g., firewalls, load balancers, Web browsers, TCP/IP, SSL, HTTP, etc.
- Virtual Private Network set-up and maintenance.
- Windows Fail-over Clustering and MPIO.
- Windows PowerShell; Visual Basic and Batch file scripting, Unix shell scripting.
- Group Policy creation and troubleshooting.
- Cisco Unified Communications Manager, Cisco Unity Connection, Cisco Contact Center, K&E Express, Cisco IM Presence, Cisco Unified Intelligence Center, Cisco Telepresence Management Suite and Cisco Prime Collaboration; Cisco Routers/Switch setup and configuration for VoIP connectivity.
- Voicemail setup, configuration and troubleshooting.
- Cisco technologies including voice and data.
- CTI route point setup, Call handler's setup, configuration, testing and troubleshooting.
- Contact Center setup, configuration and testing. Agent, resource and Skill setup.
- Installation, termination and testing of network cabling {Cat5, Cat6 and Fiber}.
- Camera and video switcher control.
- Provide live webcast streaming, monitoring, and support.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- The organization, operation, and functions of the department as necessary to assume assigned responsibilities.
- Recent and on-going developments, current literature, and sources of information related to assigned programs.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform and/or coordinate a variety of technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computer hardware, software, servers, network and data communication, mobile, audiovisual, web based applications, and other related technologies and equipment.
- Coordinate and prioritize problems calls and work station support.
- Participate in design sessions or process improvement sessions and provide sound recommendations and technical input.
- Develop and maintain technical operating instructions and documentation; train staff on software applications and hardware usage.
- Program IP based telephone system software.
- Train users on use of equipment.
- Run custom queries against various data sources to generate reports.
- Design and update network diagrams with Visio.
- Designing and implementing network infrastructure throughout the District
- Provide account, billing support and administration related to mobile carriers and devices.
- Interpret and explain hardware and equipment manuals.
- Assist in the design of new telephone system networks.
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Identify issues and opportunities, analyze complex problems and alternatives and develop sound conclusions and recommendations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- As assigned, plan, assign, direct and review the work of others.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Stays abreast of current trends, innovations and developments in the technology field.

- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Education: Equivalent to graduation from high school supplemented by completion of at least 15 semester or 22.5 quarter units from an accredited college or university and training in information systems, computer science, electronics, electronic engineering technology, computer technology, or a related field.

Experience:

Information Technology Specialist I: Two (2) years of experience providing technical support in the installation, maintenance, and repair of information systems and infrastructure similar to that of an Assistant Information Technology Specialist with the District. Experience working with Intel-based servers (Linux and Windows Server OS) and network peripherals supporting a datacenter is preferred.

Information Technology Specialist II: Three (3) years of experience in network and server infrastructure management, and systems administration, installation, troubleshooting, maintenance and repair of voice communications systems and equipment similar to that of an Information Technology Specialist I with the District. Experience working with Intel-based servers (Linux and Windows Server OS) and network peripherals supporting a datacenter is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform repetitive movements of hands or wrists, as well as push and pull drawers open and closed to retrieve and file information; climb stairs and ladders; work in confined spaces using applicable safety requirements. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office and field environment with moderate to loud noise levels, various temperature conditions, on ladders/scaffolding or in high, precarious places, and near moving mechanical parts. The employee periodically works in confined spaces and is exposed to dirt, dust, solvents, toxic agents, and loud or prolonged noise. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work rotating shifts, nights, weekends, and holidays depending on assignment.



ASSISTANT INFORMATION TECHNOLOGY SPECIALIST

DEFINITION

Under close supervision, in a training capacity, and depending on assignment, learns to provide technical support on use of computers, hardware, software, network, mobile, and related technologies and equipment; learns to install, configure, and maintain software, hardware, and phone systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from assigned lead, supervisory or management personnel. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is the trainee level class in the Information Technology Specialist series, intended to provide employees with the skills and the knowledge required to perform the duties of the Information Technology Specialist I position. Employees in this class perform the more routine tasks and duties assigned to positions within the series, including setting up and configuring desktop computers and performing routine maintenance on the network system. Employees in this class learn to diagnose and resolve Help Desk problem calls and work station support duties, and perform those duties as assigned. Employees at this level are not expected to function with the same amount of program knowledge or skill level as employees allocated to the Information Technology Specialist I level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Employees in this class typically report to an Information Technology Supervisor and receive lead work direction and guidance from a Senior Information Technology Specialist and/or an Information Technology Specialist I or II.

The positions in the Information Technology Specialist class series are flexibly staffed and positions at the Information Technology Specialist I level may be filled by advancement from the Assistant Information Technology Specialist level. Progression to the Information Technology Specialist I level requires: (i) the incumbent meeting the minimum qualifications for the classification including any required certifications; and (ii) a rating of satisfactory or better in the most recent performance appraisal.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Learns how to install, configure, maintain, and upgrade operating systems and software packages across disparate platforms, servers, network and data communication systems, personal and mobile computing systems and equipment, audiovisual equipment, web based applications, and related technologies; learns how to perform basic system administration functions.
- Learns how to receive and evaluate requests for service; learns how to diagnose problems; learns how to troubleshoot and implement remedial actions, researches documentation and determines solution, and resolves problems with hardware, software, security and access controls, and systems issues; learns how to escalate issues to higher-level staff and/or vendor for resolution as appropriate.
- Learns how to perform technical help desk support including handling a high volume of customer inquiries and complaints and resolving tier one requests by remote session, telephone, or email.
- Learns how to track equipment and hardware inventory throughout the District; may recommend equipment and supplies for purchase and budget preparation.
- Learns how to conduct system and database back-ups as needed; files back up procedures.

- Learns how to monitor computer systems, networks and applications for response time, problem prevention, performance and resource utilization.
- Learns how to perform network administration duties such as monitoring or adding applications, users and devices, modifying user profiles, re-setting passwords and file maintenance; learns to monitor storage utilization; documents all network changes and revisions.
- Learns how to prepare and maintain system documentation required for telecommunication networks.
- Learns how to provide assistance to information system users for network security by monitoring, installing software updates and staying abreast of security technology trends and innovations.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the department to which assigned.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Learns how to prepare and maintain system documentation required for telecommunications networks, including the updating of building/floor blueprints, network database, procedures manual, and Private Area Branch Exchange configuration.
- Assists and participates in the installation, modification, and maintenance of wireless communication systems; participates in the determination of user needs.
- Learns how to order and install computer boards, parts, and supplies for telephones, wireless systems, computers, and auxiliary equipment, according to design specifications and program requirements.
- Learns how to operate telecommunications network management consoles and monitors network performance; diagnoses network malfunctions and takes corrective action; assesses network performance and allocates resources, as needed.
- Utilizes the knowledge and skills received in training to perform related tasks, and other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices used in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computer hardware, software, servers, network and data communication, mobile, audiovisual, web based applications, and other related technologies and equipment.
- Basic techniques and methods of writing and maintaining user and technical operating instructions and documentation.
- Basic Linux and Windows server administration and support, including applying patches, installations, and upgrades.
- Basic database administration including MS SQL, Oracle and Ingres.
- Basic operational characteristics of local and wide area network systems.
- Basic operational characteristics of a variety of communication equipment and devices.
- Basic computer logic and mathematics.
- Basic LAN-WAN technologies.
- Basic Client-Server technologies.
- Basic backup and restore software technologies.
- Basic network cabling system and installation.
- Basic OS system and installation.
- Basic Computer hardware and software installation.
- Basic principles and practices of electronic telecommunication system maintenance and repair.
- Basic components and equipment used in telecommunication systems.
- Basic methods of computer and telecommunication system design and implementation.
- Principle languages used in information systems programs.

- Basic record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Learn how to perform a variety of technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance computer hardware, software, servers, network and data communication, mobile, audiovisual, web based applications, and other related technologies and equipment.
- Learn how to understand, interpret, and explain hardware and software application solutions to users; learn how to research technical materials to provide solutions to problems.
- Participate in design sessions or process improvement sessions and provide sound recommendations and technical input.
- Learn how to develop and maintain technical operating instructions and documentation; learn how to train staff on software applications and hardware usage.
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Learn how to interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Install basic computer hardware and software of information technologies and telecommunication system.
- Learn how to install, diagnose, and repair computer and telecommunication systems and equipment.
- Learn how to program telephone system software.
- Learn how to train users on use of equipment.
- Assist in the design of new IP based telephone system networks.
- Learn how to perform preventative maintenance.
- Learn how to interpret and explain hardware and equipment manuals.
- Learn and participate in component-level troubleshooting and repair work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from high school, supplemented by completion of at least 15 semester or 22.5 quarter units from an accredited college or university and training in information systems, computer science, or a related field; or six (6) months of experience providing technical support in the installation, maintenance, and repair of information systems and infrastructure, and telecommunications equipment operation, installation, and repair. Experience working with Intel-based servers (Linux and Windows Server OS) and network peripherals supporting a datacenter is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform repetitive movements of hands or wrists, as well as push and pull drawers open and closed to retrieve and file information; climb stairs and ladders; work in confined spaces using applicable safety requirements. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office and field environment with moderate to loud noise levels, various temperature conditions, on ladders/scaffolding or in high, precarious places, and near moving mechanical parts. The employee periodically works in confined spaces and is exposed to dirt, dust, solvents, toxic agents, and loud or prolonged noise. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work rotating shifts, nights, weekends, and holidays depending on assignment.

EXHIBIT B

PROPOSED AMENDMENTS TO SALARY RESOLUTION

Chapter II, Article 1

Section 53 – Table of Classes

Section 54 – Management and Confidential Classification Salaries

Chapter III, Article 7

Designated Deputy Annual Salaries

CHAPTER II

ARTICLE I

TABLE OF CLASSES

Section 51. GENERAL PROVISIONS

- a. The Table of Classes (Section 53) lists all the classes in the service of SCAQMD that are provided for by this *Resolution*.

Section 52. SCHEDULE NUMBERS

- a. The schedule numbers listed in Section 53 below for classes refers to SCAQMD's *Salary Schedule*. Salary amounts for represented classes are listed in the appendices to the *MOUs*.

Salary amounts for management and confidential classes are listed in Section 54.

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Section 53. TABLE OF CLASSES

Accountant	**
Accounting Technician	37E
Administrative Assistant	**
Administrative Secretary	**
Administrative Secretary/Legal	**
Affirmative Action Officer	**
AQ Analysis & Compliance Supervisor	62F
AQ Chemist	53D
AQ Engineer I	53D
AQ Engineer II	55E
AQ Inspector	37E
AQ Inspector I	39C
AQ Inspector II	47H
AQ Inspector III	50L
AQ Instrument Specialist I	44G
AQ Instrument Specialist II	47H
AQ Specialist	55E
Asst. AQ Chemist	46F
Asst. AQ Engineer	49E
Asst. AQ Instrument Specialist	37E
Asst. AQ Specialist	49E
Asst. Computer Operator	32C
Asst. Database Administrator	**
<u>Asst. Information Technology Specialist</u>	<u>37L</u>
Asst. Programmer	40H
Atmospheric Measurements Manager	**
Audio Visual Specialist	43J
Building Maintenance Manager	**
Building Supervisor	45K
Business Services Manager	**
Career Development Intern	**
Clean Fuels Officer	**
Clerk of the Boards	**
Community Relations Manager	**
Computer Operations Supervisor	39L
Computer Operator	35H
Controller	**
Data Technician	35F
Database Administrator	**
Deputy Clerk	34C
Deputy Clerk/Transcriber	37H
Deputy District Counsel I	**
Deputy District Counsel II	**
Designated Deputy	**
District Storekeeper	36B
Engineering Technician	45B

Executive Secretary	**
Facilities Services Specialist	37L
Facilities Services Technician	41C
Financial Analyst	**
Financial Services Manager	**
Fiscal Assistant	29J
Fleet Services Supervisor	38J
Fleet Services Worker I	28D
Fleet Services Worker II	33B
General Maintenance Helper	28J
General Maintenance Worker	43A
Graphic Arts Illustrator I	34J
Graphic Arts Illustrator II	38J
Graphic Arts Manager	**
Health Effects Officer	**
Human Resources Analyst	**
Human Resources Manager	**
Human Resources Technician	**
<u>Information Technology Supervisor</u>	<u>14</u>
<u>Information Technology Specialist I</u>	<u>45D</u>
<u>Information Technology Specialist II</u>	<u>47H</u>
Investigations Manager	**
Investigator I	
Investigator II	53D
Laboratory Technician	39E
Legal Secretary	**
Legislative Analyst	**
Legislative Assistant	**
Mail/Subscription Services Clerk	28D
Mail/Subscription Services Supervisor	36A
Meteorologist	54K
Meteorologist Technician	50D
Office Assistant	28D
Offset Press Operator	34J
Paralegal	45B
Payroll Technician	34F
Planning & Rules Manager	**
Principal AQ Chemist	62F
Principal AQ Instrument Specialist	54J
Principal Deputy District Counsel	**
Principal Office Assistant	39G
Print Shop Duplicator	29J
Print Shop Supervisor	40L
Procurement Manager	**
Program Supervisor	62F
Programmer	47B
Programmer Analyst	53B
Public Affairs Manager	**

Public Affairs Specialist	44H
Purchasing Assistant	38K
Purchasing Supervisor	48B
Quality Assurance Manager	**
Radiotelephone Operator	28H
Risk Manager	**
Secretary	33G
Secretary (Confidential)	**
Sr. Accountant	**
Sr. Administrative Secretary	**
Sr. AQ Chemist	56D
Sr. AQ Engineer	58D
Sr. AQ Engineering Manager	**
Sr. AQ Instrument Specialist	50L
Sr. Deputy Clerk	41A
Sr. Deputy District Counsel	**
Sr. Enforcement Manager	**
Sr. Fiscal Assistant	33G
<u>Sr. Information Technology Specialist</u>	<u>53B</u>
Sr. Meteorologist	58B
Sr. Office Assistant	32C
Sr. Paralegal	48B
Sr. Public Affairs Manager	**
Sr. Public Information Specialist	**
Sr. Staff Specialist	58B
Sr. Transportation Specialist	58B
Staff Assistant	34K
Staff Specialist	55E
Stenographer	23D
Stock Clerk	28D
Supervising AQ Engineer	62F
Supervising AQ Inspector	54J
Supervising Investigator	55G
Supervising Office Assistant	36A
Supervising Payroll Technician	**
Supervising Radiotelephone Operator	36A
Systems Analyst	**
Systems & Programming Manager	**
Systems & Programming Supervisor	**
Technical Information Center Librarian	46G
Technical Writer	43J
Technology Implementation Manager	**
<u>Telecommunications Analyst</u>	<u>**</u>
<u>Telecommunications Supervisor</u>	<u>**</u>
<u>Telecommunications Technician I</u>	<u>45D</u>
<u>Telecommunications Technician II</u>	<u>47H</u>
Transportation Plan Reviewer	42F
Workers' Compensation & Safety Analyst	**

Section 54. MANAGEMENT AND CONFIDENTIAL CLASSIFICATION SALARIES

Effective April 5, 2013

Effective with pay period 1310, or as soon as practicable, each management or confidential employee shall receive a one-time payment equal to one percent (1%) of their annual base salary.

Effective December 6, 2013

Effective as soon as practicable after December 6, 2013, each management and confidential employee shall receive a one-time payment equal to 0.5% of their annual base salary.

Effective with the start of the pay period encompassing January 1, 2015.

<u>Classification</u>	<u>Step 1</u>	<u>Step 5</u>
Accountant	\$62,515	\$77,359
Administrative Assistant	\$78,464	\$97,200
Administrative Secretary	\$52,957	\$65,565
Administrative Secretary/Legal	\$57,286	\$70,910
Affirmative Action Officer	\$84,157	\$102,312
Assistant Database Administrator	\$73,068	\$90,529
Atmospheric Measurements Manager	\$112,015	\$136,214
Building Maintenance Manager	\$84,157	\$102,312
Business Services Manager	\$84,157	\$102,312
Clean Fuels Officer	\$101,848	\$123,810
Clerk of the Boards	\$84,157	\$102,312
Community Relations Manager	\$84,157	\$102,312
Controller	\$112,015	\$136,214
Database Administrator	\$95,079	\$117,738
Deputy District Counsel I	\$75,442	\$93,512
Deputy District Counsel II	\$101,848	\$123,810
Executive Secretary	\$63,939	\$79,335
Financial Analyst	\$78,464	\$97,200
Financial Services Manager	\$112,015	\$136,214
Graphic Arts Manager	\$84,157	\$102,312
Human Resources Analyst	\$78,464	\$97,200
Human Resources Manager	\$112,015	\$136,214
Human Resources Technician	\$51,272	\$63,474

Investigations Manager	\$84,157	\$102,312
Legal Secretary	\$52,957	\$65,565
Legislative Analyst	\$66,611	\$82,530
Legislative Assistant	\$57,286	\$70,910
Planning & Rules Manager	\$112,015	\$136,214
Principal Deputy District Counsel	\$120,768	\$146,859
Procurement Manager	\$112,015	\$136,214
Public Affairs Manager	\$92,610	\$112,596
Quality Assurance Manager	\$101,848	\$123,810
Risk Manager	\$92,610	\$112,596
Secretary (Confidential)	\$43,167	\$53,481
Senior Accountant	\$68,906	\$85,174
Senior Administrative Secretary	\$57,286	\$70,910
Senior AQ Engineering Manager	\$112,015	\$136,214
Senior Deputy District Counsel	\$115,375	\$140,300
Senior Enforcement Manager	\$112,015	\$136,214
Senior Public Affairs Manager	\$112,015	\$136,214
Senior Public Information Specialist	\$70,503	\$87,294
Supervising Payroll Technician	\$52,550	\$64,984
Systems Analyst	\$85,668	\$106,061
Systems & Programming Supervisor	\$95,079	\$117,738
Technology Implementation Manager	\$112,015	\$136,214
Telecommunications Analyst	\$77,591	\$96,096
Telecommunications Supervisor	\$86,946	\$105,712
Workers Comp. & Safety Analyst	\$62,515	\$77,359

Effective with the start of the pay period encompassing January 1, 2016.

<u>Classification</u>		
Accountant	\$63,453	\$78,519
Administrative Assistant	\$79,640	\$98,658
Administrative Secretary	\$53,752	\$66,548
Administrative Secretary/Legal	\$58,146	\$71,974
Affirmative Action Officer	\$85,419	\$103,847
Assistant Database Administrator	\$74,164	\$91,887
Atmospheric Measurements Manager	\$113,696	\$138,257

<u>Classification</u>		
Building Maintenance Manager	\$85,419	\$103,847
Business Services Manager	\$85,419	\$103,847
Clean Fuels Officer	\$103,376	\$125,667
Clerk of the Boards	\$85,419	\$103,847
Community Relations Manager	\$85,419	\$103,847
Controller	\$113,696	\$138,257
Database Administrator	\$96,505	\$119,504
Deputy District Counsel I	\$76,574	\$94,914
Deputy District Counsel II	\$103,376	\$125,667
Executive Secretary	\$64,898	\$80,525
Financial Analyst	\$79,640	\$98,658
Financial Services Manager	\$113,696	\$138,257
Graphic Arts Manager	\$85,419	\$103,847
Human Resources Analyst	\$79,640	\$98,658
Human Resources Manager	\$113,696	\$138,257
Human Resources Technician	\$52,041	\$64,426
Investigations Manager	\$85,419	\$103,847
Legal Secretary	\$53,752	\$66,548
Legislative Analyst	\$67,610	\$83,768
Legislative Assistant	\$58,146	\$71,974
Planning & Rules Manager	\$113,696	\$138,257
Principal Deputy District Counsel	\$122,580	\$149,061
Procurement Manager	\$113,696	\$138,257
Public Affairs Manager	\$93,999	\$114,285
Quality Assurance Manager	\$103,376	\$125,667
Risk Manager	\$93,999	\$114,285
Secretary (Confidential)	\$43,815	\$54,283
Senior Accountant	\$69,940	\$86,452
Senior Administrative Secretary	\$58,146	\$71,974
Senior AQ Engineering Manager	\$113,696	\$138,257
Senior Deputy District Counsel	\$117,106	\$142,404
Senior Enforcement Manager	\$113,696	\$138,257
Senior Public Affairs Manager	\$113,696	\$138,257
Senior Public Information Specialist	\$71,561	\$88,603
Supervising Payroll Technician	\$53,339	\$65,959
Systems Analyst	\$86,953	\$107,652

<u>Classification</u>		
Systems & Programming Supervisor	\$96,505	\$119,504
Technology Implementation Manager	\$113,696	\$138,257
Telecommunications Analyst	\$78,755	\$97,538
Telecommunications Supervisor	\$88,250	\$107,297
Workers Comp. & Safety Analyst	\$63,453	\$78,519

Effective with the start of the pay period encompassing January 1, 2017.

<u>Classification</u>		
Accountant	\$64,404	\$79,697
Administrative Assistant	\$80,835	\$100,138
Administrative Secretary	\$54,558	\$67,546
Administrative Secretary/Legal	\$59,018	\$73,054
Affirmative Action Officer	\$86,701	\$105,405
Assistant Database Administrator	\$75,276	\$93,265
Atmospheric Measurements Manager	\$115,401	\$140,331
Building Maintenance Manager	\$86,701	\$105,405
Business Services Manager	\$86,701	\$105,405
Clean Fuels Officer	\$104,926	\$127,552
Clerk of the Boards	\$86,701	\$105,405
Community Relations Manager	\$86,701	\$105,405
Controller	\$115,401	\$140,331
Database Administrator	\$97,953	\$121,296
Deputy District Counsel I	\$77,723	\$96,338
Deputy District Counsel II	\$104,926	\$127,552
Executive Secretary	\$65,871	\$81,732
Financial Analyst	\$80,835	\$100,138
Financial Services Manager	\$115,401	\$140,331
Graphic Arts Manager	\$86,701	\$105,405
Human Resources Analyst	\$80,835	\$100,138
Human Resources Manager	\$115,401	\$140,331
Human Resources Technician	\$52,822	\$65,392
Investigations Manager	\$86,701	\$105,405
Legal Secretary	\$54,558	\$67,546
Legislative Analyst	\$68,624	\$85,025
Legislative Assistant	\$59,018	\$73,054

<u>Classification</u>		
Planning & Rules Manager	\$115,401	\$140,331
Principal Deputy District Counsel	\$124,418	\$151,297
Procurement Manager	\$115,401	\$140,331
Public Affairs Manager	\$95,409	\$115,999
Quality Assurance Manager	\$104,926	\$127,552
Risk Manager	\$95,409	\$115,999
Secretary (Confidential)	\$44,472	\$55,097
Senior Accountant	\$70,989	\$87,748
Senior Administrative Secretary	\$59,018	\$73,054
Senior AQ Engineering Manager	\$115,401	\$140,331
Senior Deputy District Counsel	\$118,862	\$144,541
Senior Enforcement Manager	\$115,401	\$140,331
Senior Public Affairs Manager	\$115,401	\$140,331
Senior Public Information Specialist	\$72,634	\$89,932
Supervising Payroll Technician	\$54,139	\$66,948
Systems Analyst	\$88,257	\$109,266
Systems & Programming Supervisor	\$97,953	\$121,296
Technology Implementation Manager	\$115,401	\$140,331
Telecommunications Analyst	\$79,937	\$99,001
Telecommunications Supervisor	\$89,574	\$108,907
Workers Comp. & Safety Analyst	\$64,404	\$79,697

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ARTICLE 7

DESIGNATED DEPUTY ANNUAL SALARIES

(Effective with the start of the pay period encompassing January 1, 2015)

Assistant Chief Deputy Counsel, Major Prosecutions	\$158,049
Assistant Deputy Executive Officer	\$155,669
Chief Deputy Counsel	\$178,398
Deputy Executive Officer, including Chief Financial Officer	\$166,615
Director of Strategic Initiatives	\$148,723
Health Effects Officer	\$148,723
Intergovernmental Affairs Officer	Vacant
Senior Policy Advisor	\$151,614

(Effective with the start of the pay period encompassing January 1, 2016)

Assistant Chief Deputy Counsel, Major Prosecutions	\$160,420
Assistant Deputy Executive Officer	\$158,004
Chief Deputy Counsel	\$181,074
Deputy Executive Officer, including Chief Financial Officer	\$169,114
Director of Strategic Initiatives	\$150,954
Health Effects Officer	\$150,954
Intergovernmental Affairs Officer	Vacant
Senior Policy Advisor	\$153,888

(Effective with the start of the pay period encompassing January 1, 2017)

Assistant Chief Deputy Counsel, Major Prosecutions	\$162,826
Assistant Deputy Executive Officer	\$160,374
Chief Deputy Counsel	\$183,790
Deputy Executive Officer, including Chief Operating Officer and Chief Administrative Officer	\$171,651
Director of Strategic Initiatives	\$153,218
<u>Director of Communications</u>	<u>\$153,218</u>
Health Effects Officer	\$153,218
Intergovernmental Affairs Officer	Vacant
Senior Policy Advisor	\$156,196

EXHIBIT B

PROPOSED AMENDMENTS TO SALARY RESOLUTION

Chapter II, Article 1

Section 53 – Table of Classes

Section 54 – Management and Confidential Classification Salaries

Chapter III, Article 7

Designated Deputy Annual Salaries

CHAPTER II

ARTICLE I

TABLE OF CLASSES

Section 51. GENERAL PROVISIONS

- a. The Table of Classes (Section 53) lists all the classes in the service of SCAQMD that are provided for by this *Resolution*.

Section 52. SCHEDULE NUMBERS

- a. The schedule numbers listed in Section 53 below for classes refers to SCAQMD's *Salary Schedule*. Salary amounts for represented classes are listed in the appendices to the *MOUs*.

Salary amounts for management and confidential classes are listed in Section 54.

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Section 53. TABLE OF CLASSES

Accountant	**
Accounting Technician	37E
Administrative Assistant	**
Administrative Secretary	**
Administrative Secretary/Legal	**
Affirmative Action Officer	**
AQ Analysis & Compliance Supervisor	62F
AQ Chemist	53D
AQ Engineer I	53D
AQ Engineer II	55E
AQ Inspector	37E
AQ Inspector I	39C
AQ Inspector II	47H
AQ Inspector III	50L
AQ Instrument Specialist I	44G
AQ Instrument Specialist II	47H
AQ Specialist	55E
Asst. AQ Chemist	46F
Asst. AQ Engineer	49E
Asst. AQ Instrument Specialist	37E
Asst. AQ Specialist	49E
Asst. Computer Operator	32C
Asst. Database Administrator	**
<u>Asst. Information Technology Specialist</u>	<u>37L</u>
Asst. Programmer	40H
Atmospheric Measurements Manager	**
Audio Visual Specialist	43J
Building Maintenance Manager	**
Building Supervisor	45K
Business Services Manager	**
Career Development Intern	**
Clean Fuels Officer	**
Clerk of the Boards	**
Community Relations Manager	**
Computer Operations Supervisor	39L
Computer Operator	35H
Controller	**
Data Technician	35F
Database Administrator	**
Deputy Clerk	34C
Deputy Clerk/Transcriber	37H
Deputy District Counsel I	**
Deputy District Counsel II	**
Designated Deputy	**
District Storekeeper	36B
Engineering Technician	45B

Executive Secretary	**
Facilities Services Specialist	37L
Facilities Services Technician	41C
Financial Analyst	**
Financial Services Manager	**
Fiscal Assistant	29J
Fleet Services Supervisor	38J
Fleet Services Worker I	28D
Fleet Services Worker II	33B
General Maintenance Helper	28J
General Maintenance Worker	43A
Graphic Arts Illustrator I	34J
Graphic Arts Illustrator II	38J
Graphic Arts Manager	**
Health Effects Officer	**
Human Resources Analyst	**
Human Resources Manager	**
Human Resources Technician	**
<u>Information Technology Supervisor</u>	<u>14</u>
<u>Information Technology Specialist I</u>	<u>45D</u>
<u>Information Technology Specialist II</u>	<u>47H</u>
Investigations Manager	**
Investigator I	
Investigator II	53D
Laboratory Technician	39E
Legal Secretary	**
Legislative Analyst	**
Legislative Assistant	**
Mail/Subscription Services Clerk	28D
Mail/Subscription Services Supervisor	36A
Meteorologist	54K
Meteorologist Technician	50D
Office Assistant	28D
Offset Press Operator	34J
Paralegal	45B
Payroll Technician	34F
Planning & Rules Manager	**
Principal AQ Chemist	62F
Principal AQ Instrument Specialist	54J
Principal Deputy District Counsel	**
Principal Office Assistant	39G
Print Shop Duplicator	29J
Print Shop Supervisor	40L
Procurement Manager	**
Program Supervisor	62F
Programmer	47B
Programmer Analyst	53B
Public Affairs Manager	**

Public Affairs Specialist	44H
Purchasing Assistant	38K
Purchasing Supervisor	48B
Quality Assurance Manager	**
Radiotelephone Operator	28H
Risk Manager	**
Secretary	33G
Secretary (Confidential)	**
Sr. Accountant	**
Sr. Administrative Secretary	**
Sr. AQ Chemist	56D
Sr. AQ Engineer	58D
Sr. AQ Engineering Manager	**
Sr. AQ Instrument Specialist	50L
Sr. Deputy Clerk	41A
Sr. Deputy District Counsel	**
Sr. Enforcement Manager	**
Sr. Fiscal Assistant	33G
<u>Sr. Information Technology Specialist</u>	<u>53B</u>
Sr. Meteorologist	58B
Sr. Office Assistant	32C
Sr. Paralegal	48B
Sr. Public Affairs Manager	**
Sr. Public Information Specialist	**
Sr. Staff Specialist	58B
Sr. Transportation Specialist	58B
Staff Assistant	34K
Staff Specialist	55E
Stenographer	23D
Stock Clerk	28D
Supervising AQ Engineer	62F
Supervising AQ Inspector	54J
Supervising Investigator	55G
Supervising Office Assistant	36A
Supervising Payroll Technician	**
Supervising Radiotelephone Operator	36A
Systems Analyst	**
Systems & Programming Manager	**
Systems & Programming Supervisor	**
Technical Information Center Librarian	46G
Technical Writer	43J
Technology Implementation Manager	**
<u>Telecommunications Analyst</u>	<u>**</u>
<u>Telecommunications Supervisor</u>	<u>**</u>
<u>Telecommunications Technician I</u>	<u>45D</u>
<u>Telecommunications Technician II</u>	<u>47H</u>
Transportation Plan Reviewer	42F
Workers' Compensation & Safety Analyst	**

Section 54. MANAGEMENT AND CONFIDENTIAL CLASSIFICATION SALARIES

Effective April 5, 2013

Effective with pay period 1310, or as soon as practicable, each management or confidential employee shall receive a one-time payment equal to one percent (1%) of their annual base salary.

Effective December 6, 2013

Effective as soon as practicable after December 6, 2013, each management and confidential employee shall receive a one-time payment equal to 0.5% of their annual base salary.

Effective with the start of the pay period encompassing January 1, 2015.

<u>Classification</u>	<u>Step 1</u>	<u>Step 5</u>
Accountant	\$62,515	\$77,359
Administrative Assistant	\$78,464	\$97,200
Administrative Secretary	\$52,957	\$65,565
Administrative Secretary/Legal	\$57,286	\$70,910
Affirmative Action Officer	\$84,157	\$102,312
Assistant Database Administrator	\$73,068	\$90,529
Atmospheric Measurements Manager	\$112,015	\$136,214
Building Maintenance Manager	\$84,157	\$102,312
Business Services Manager	\$84,157	\$102,312
Clean Fuels Officer	\$101,848	\$123,810
Clerk of the Boards	\$84,157	\$102,312
Community Relations Manager	\$84,157	\$102,312
Controller	\$112,015	\$136,214
Database Administrator	\$95,079	\$117,738
Deputy District Counsel I	\$75,442	\$93,512
Deputy District Counsel II	\$101,848	\$123,810
Executive Secretary	\$63,939	\$79,335
Financial Analyst	\$78,464	\$97,200
Financial Services Manager	\$112,015	\$136,214
Graphic Arts Manager	\$84,157	\$102,312
Human Resources Analyst	\$78,464	\$97,200
Human Resources Manager	\$112,015	\$136,214
Human Resources Technician	\$51,272	\$63,474

Investigations Manager	\$84,157	\$102,312
Legal Secretary	\$52,957	\$65,565
Legislative Analyst	\$66,611	\$82,530
Legislative Assistant	\$57,286	\$70,910
Planning & Rules Manager	\$112,015	\$136,214
Principal Deputy District Counsel	\$120,768	\$146,859
Procurement Manager	\$112,015	\$136,214
Public Affairs Manager	\$92,610	\$112,596
Quality Assurance Manager	\$101,848	\$123,810
Risk Manager	\$92,610	\$112,596
Secretary (Confidential)	\$43,167	\$53,481
Senior Accountant	\$68,906	\$85,174
Senior Administrative Secretary	\$57,286	\$70,910
Senior AQ Engineering Manager	\$112,015	\$136,214
Senior Deputy District Counsel	\$115,375	\$140,300
Senior Enforcement Manager	\$112,015	\$136,214
Senior Public Affairs Manager	\$112,015	\$136,214
Senior Public Information Specialist	\$70,503	\$87,294
Supervising Payroll Technician	\$52,550	\$64,984
Systems Analyst	\$85,668	\$106,061
Systems & Programming Supervisor	\$95,079	\$117,738
Technology Implementation Manager	\$112,015	\$136,214
Telecommunications Analyst	\$77,591	\$96,096
Telecommunications Supervisor	\$86,946	\$105,712
Workers Comp. & Safety Analyst	\$62,515	\$77,359

Effective with the start of the pay period encompassing January 1, 2016.

<u>Classification</u>		
Accountant	\$63,453	\$78,519
Administrative Assistant	\$79,640	\$98,658
Administrative Secretary	\$53,752	\$66,548
Administrative Secretary/Legal	\$58,146	\$71,974
Affirmative Action Officer	\$85,419	\$103,847
Assistant Database Administrator	\$74,164	\$91,887
Atmospheric Measurements Manager	\$113,696	\$138,257

<u>Classification</u>		
Building Maintenance Manager	\$85,419	\$103,847
Business Services Manager	\$85,419	\$103,847
Clean Fuels Officer	\$103,376	\$125,667
Clerk of the Boards	\$85,419	\$103,847
Community Relations Manager	\$85,419	\$103,847
Controller	\$113,696	\$138,257
Database Administrator	\$96,505	\$119,504
Deputy District Counsel I	\$76,574	\$94,914
Deputy District Counsel II	\$103,376	\$125,667
Executive Secretary	\$64,898	\$80,525
Financial Analyst	\$79,640	\$98,658
Financial Services Manager	\$113,696	\$138,257
Graphic Arts Manager	\$85,419	\$103,847
Human Resources Analyst	\$79,640	\$98,658
Human Resources Manager	\$113,696	\$138,257
Human Resources Technician	\$52,041	\$64,426
Investigations Manager	\$85,419	\$103,847
Legal Secretary	\$53,752	\$66,548
Legislative Analyst	\$67,610	\$83,768
Legislative Assistant	\$58,146	\$71,974
Planning & Rules Manager	\$113,696	\$138,257
Principal Deputy District Counsel	\$122,580	\$149,061
Procurement Manager	\$113,696	\$138,257
Public Affairs Manager	\$93,999	\$114,285
Quality Assurance Manager	\$103,376	\$125,667
Risk Manager	\$93,999	\$114,285
Secretary (Confidential)	\$43,815	\$54,283
Senior Accountant	\$69,940	\$86,452
Senior Administrative Secretary	\$58,146	\$71,974
Senior AQ Engineering Manager	\$113,696	\$138,257
Senior Deputy District Counsel	\$117,106	\$142,404
Senior Enforcement Manager	\$113,696	\$138,257
Senior Public Affairs Manager	\$113,696	\$138,257
Senior Public Information Specialist	\$71,561	\$88,603
Supervising Payroll Technician	\$53,339	\$65,959
Systems Analyst	\$86,953	\$107,652

<u>Classification</u>		
Systems & Programming Supervisor	\$96,505	\$119,504
Technology Implementation Manager	\$113,696	\$138,257
Telecommunications Analyst	\$78,755	\$97,538
Telecommunications Supervisor	\$88,250	\$107,297
Workers Comp. & Safety Analyst	\$63,453	\$78,519

Effective with the start of the pay period encompassing January 1, 2017.

<u>Classification</u>		
Accountant	\$64,404	\$79,697
Administrative Assistant	\$80,835	\$100,138
Administrative Secretary	\$54,558	\$67,546
Administrative Secretary/Legal	\$59,018	\$73,054
Affirmative Action Officer	\$86,701	\$105,405
Assistant Database Administrator	\$75,276	\$93,265
Atmospheric Measurements Manager	\$115,401	\$140,331
Building Maintenance Manager	\$86,701	\$105,405
Business Services Manager	\$86,701	\$105,405
Clean Fuels Officer	\$104,926	\$127,552
Clerk of the Boards	\$86,701	\$105,405
Community Relations Manager	\$86,701	\$105,405
Controller	\$115,401	\$140,331
Database Administrator	\$97,953	\$121,296
Deputy District Counsel I	\$77,723	\$96,338
Deputy District Counsel II	\$104,926	\$127,552
Executive Secretary	\$65,871	\$81,732
Financial Analyst	\$80,835	\$100,138
Financial Services Manager	\$115,401	\$140,331
Graphic Arts Manager	\$86,701	\$105,405
Human Resources Analyst	\$80,835	\$100,138
Human Resources Manager	\$115,401	\$140,331
Human Resources Technician	\$52,822	\$65,392
Investigations Manager	\$86,701	\$105,405
Legal Secretary	\$54,558	\$67,546
Legislative Analyst	\$68,624	\$85,025
Legislative Assistant	\$59,018	\$73,054

<u>Classification</u>		
Planning & Rules Manager	\$115,401	\$140,331
Principal Deputy District Counsel	\$124,418	\$151,297
Procurement Manager	\$115,401	\$140,331
Public Affairs Manager	\$95,409	\$115,999
Quality Assurance Manager	\$104,926	\$127,552
Risk Manager	\$95,409	\$115,999
Secretary (Confidential)	\$44,472	\$55,097
Senior Accountant	\$70,989	\$87,748
Senior Administrative Secretary	\$59,018	\$73,054
Senior AQ Engineering Manager	\$115,401	\$140,331
Senior Deputy District Counsel	\$118,862	\$144,541
Senior Enforcement Manager	\$115,401	\$140,331
Senior Public Affairs Manager	\$115,401	\$140,331
Senior Public Information Specialist	\$72,634	\$89,932
Supervising Payroll Technician	\$54,139	\$66,948
Systems Analyst	\$88,257	\$109,266
Systems & Programming Supervisor	\$97,953	\$121,296
Technology Implementation Manager	\$115,401	\$140,331
Telecommunications Analyst	\$79,937	\$99,001
Telecommunications Supervisor	\$89,574	\$108,907
Workers Comp. & Safety Analyst	\$64,404	\$79,697

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ARTICLE 7

DESIGNATED DEPUTY ANNUAL SALARIES

(Effective with the start of the pay period encompassing January 1, 2015)

Assistant Chief Deputy Counsel, Major Prosecutions	\$158,049
Assistant Deputy Executive Officer	\$155,669
Chief Deputy Counsel	\$178,398
Deputy Executive Officer, including Chief Financial Officer	\$166,615
Director of Strategic Initiatives	\$148,723
Health Effects Officer	\$148,723
Intergovernmental Affairs Officer	Vacant
Senior Policy Advisor	\$151,614

(Effective with the start of the pay period encompassing January 1, 2016)

Assistant Chief Deputy Counsel, Major Prosecutions	\$160,420
Assistant Deputy Executive Officer	\$158,004
Chief Deputy Counsel	\$181,074
Deputy Executive Officer, including Chief Financial Officer	\$169,114
Director of Strategic Initiatives	\$150,954
Health Effects Officer	\$150,954
Intergovernmental Affairs Officer	Vacant
Senior Policy Advisor	\$153,888

(Effective with the start of the pay period encompassing January 1, 2017)

Assistant Chief Deputy Counsel, Major Prosecutions	\$162,826
Assistant Deputy Executive Officer	\$160,374
Chief Deputy Counsel	\$183,790
Deputy Executive Officer, including Chief Operating Officer and Chief Administrative Officer	\$171,651
Director of Strategic Initiatives	\$153,218
<u>Director of Communications</u>	<u>\$153,218</u>
Health Effects Officer	\$153,218
Intergovernmental Affairs Officer	Vacant
Senior Policy Advisor	\$156,196

Item 12

DRAFT

BOARD MEETING DATE: September 1, 2017

AGENDA NO.

PROPOSAL: Close and Transfer Residual Balances from Five Special Revenue Funds and One Enterprise Fund

SYNOPSIS: SCAQMD maintains multiple funds as a means of accounting for revenues that have restricted or designated purposes. As discussed during the FY 2017-18 General Fund Budget Hearing process, staff is performing a review of all funds to determine the appropriate disposition of monies. This action is to recommend the close and transfer of five special revenue funds and one enterprise fund as part of the first step of the review process.

COMMITTEE: Administrative, July 14, 2017; Recommended for approval

RECOMMENDED ACTIONS:

Authorize the close and transfer of residual balances including any additional interest from the following funds, and as described in the Proposal section of this Board Letter.

- Air Quality Studies Fund
- Asthma and Brain Cancer Research Fund
- Clean Fuels Conference Fund
- Hydrogen Fueling Station Fund
- Prop 1B Funding – Lower Emission School Bus
- Compressed Natural Gas (CNG) Fueling Station Fund

Wayne Nastri
Executive Officer

MBO:SJ:tam

Background

SCAQMD maintains multiple funds as a means of accounting for revenues that have restricted or designated purposes. These funds include the General Fund, Special Revenue Funds, Trust and Agency Funds, Debt Service Funds, an Enterprise Fund, and a Capital Improvement Fund. There are a total of fifty-five funds maintained by

SCAQMD. The General Fund is the primary operating fund of SCAQMD and is used to record transactions relating to general business operations. Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted to expenditures for specific purpose other than debt service and infrastructure/capital type projects. There are forty-eight Special Revenue Funds. In addition, SCAQMD maintains one Enterprise Fund, one Debt Service Fund, one Capital Improvement Fund, and three Trust and Agency Funds.

The following table is a summary of SCAQMD's fund types and balances as of June 30, 2017:

Fund Type	Cash Balance	Encumbrance/Board Approved Obligations	Remaining Balance
General Fund	\$ 53,697,862.76	\$ (10,423,165.78)	\$ 43,274,696.98
Special Revenue Funds	\$ 616,229,564.17	\$ (294,373,616.29)	\$ 321,855,947.88
Debt Service Fund	\$ 3,082,913.95	\$ -	\$ 3,082,913.95
Infrastructure Improvement Fund	\$ 2,402,709.48	\$ (87,613.00)	\$ 2,315,096.48
Enterprise Fund	\$ 1,244,350.01	\$ -	\$ 1,244,350.01
Trust and Agency Funds	\$ 134,670.71	\$ -	\$ 134,670.71
Total	\$ 676,792,071.08	\$ (304,884,395.07)	\$ 371,907,676.01

Additionally, a list of all funds along with the cash balance, encumbrances/Board approved obligations, remaining balance, and note/descriptions is attached to the Board Letter.

During the Fiscal Year 2017-18 General Fund Budget Hearings, staff committed to performing a review of all of the various funds to determine which funds should be closed and/or which funds are available for projects. As staff continues to work through these funds, several have been identified where the monies can be transferred to other similar funds due to inactivity or obsolescence.

The following funds have been identified as those that should be closed and their balances transferred to other funds:

Air Quality Studies Fund

This fund was set up to account for contributions made by outside organizations to fund various air quality studies. Other than residual interest, the fund has had no revenue since 1992 and has a balance of \$16,388.38. These projects are now generally funded through the Health Effects Research Fund.

Asthma and Brain Cancer Research Fund

This fund was set up to assist in funding research projects relating to asthma and outdoor air quality and the potential link between air pollution and brain cancer. Other than

residual interest, the fund has had no activity since 2012 and has a balance of \$100,070.40. These projects are now generally funded through the Health Effects Research Fund.

Clean Fuels Conference Fund

This fund was set up to account for monies received to fund all Clean Fuels related conferences. These conferences were held to facilitate the development of hydrogen-powered technologies, including motor vehicles, refueling infrastructure, and stationary applications. Other than residual interest, the fund has had no activity since 2013 and has a balance of \$103,776.91. Future conferences can be funded directly through the Clean Fuels Fund.

Hydrogen Fueling Station Fund

This fund was set up to recognize co-funding from the Department of Energy-National Renewable Energy Laboratory, CARB and CEC, for the maintenance and operation of the City of Burbank hydrogen fueling station and for maintenance and data management services for the hydrogen fueling station at SCAQMD headquarters. The fund has a residual interest balance of \$8,126.49 and the project has been completed.

Prop 1B Funding – Lower Emission School Bus

This fund was set up to recognize Proposition 1B monies for the replacement and retrofitting of public school buses. The fund has a residual interest balance of \$207.00 and no additional Prop 1B Lower Emission School Bus funding is forthcoming.

Compressed Natural Gas (CNG) Fueling Station Fund

This fund was set up to administer and account all activities, transactions, and funding relating to the public and SCAQMD's use of CNG fueling facilities at SCAQMD's headquarters. In Fiscal Year 2015-16, the CNG Station was sold to a third-party operator who owns the equipment and leases the CNG station space at the SCAQMD Headquarters Building. The fund has a residual balance of \$1,244,350.01 that was originally intended to be used to fund any necessary CNG station infrastructure upgrades. The responsibility for the replacement and upgrade of the CNG station infrastructure now resides with the third party operator, not SCAQMD. SCAQMD Headquarters Building infrastructure projects are generally funded from the Infrastructure Improvement Fund.

Proposal

Staff is requesting Board approval to close the following funds and transfer the remaining residual balance to the proposed funds as described in the table below:

Proposed Fund To Be Closed	Remaining Residual Balance To Be Transferred	Proposed Fund To Receive Residual Balance*
Air Quality Studies Fund	\$ 16,388.38	Health Effects Research Fund
Asthma and Brain Cancer Research Fund	\$ 100,070.40	Health Effects Research Fund
Clean Fuels Conference Fund	\$ 103,776.91	Clean Fuels Fund
Hydrogen Fueling Station Fund	\$ 8,126.49	Clean Fuels Fund
Prop 1B Funding – Lower Emission School Bus	\$ 207.00	General Fund
Compressed Natural Gas (CNG) Fueling Station Fund	\$ 1,244,350.01	Infrastructure Improvement Fund
Total	\$ 1,472,919.19	

* Including any further residual interest credited to the closed fund.

In addition, staff is requesting that any further residual interest credited to the closed funds be recognized in the proposed receiving funds.

Resource Impacts

All funds transferred will require future Board approval before being spent from the proposed receiving funds, therefore there is no net resource impact to SCAQMD.

Attachment

List - SCAQMD Fund Balances as of June 30, 2017

SCAQMD Fund Balances (As of June 30, 2017)

Fund #	Fund Title	Cash Balance	Encumbrance/Board Approved Obligations	Remaining Spendable Balance	Description/Notes
1	GENERAL FUND	\$53,697,862.76	(\$10,423,165.78)	\$43,274,696.98	Primary Operating Fund of SCAQMD and is used to record transactions relating to its general business operations.
2	INFRASTRUCTURE IMPROVEMENT FUND	\$2,402,709.48	(\$87,613.00)	\$2,315,096.48	Established in fiscal year 2013 to separately account for large-scale and/or multi-year infrastructure improvement projects.
4	457 PLAN ADMINISTRATION REVENUE SHARING FUND	\$15,025.53	-	\$15,025.53	Used to account for funds that, the 457 plan administrator, transfers to SCAQMD as part of a revenue-sharing agreement. After applicable expenses are paid, residual funds are returned to the 457 plan administrator to be distributed among participants based on an approved formula.
5	RETIREMENT BENEFIT TRUST FUND	\$13,236.07	-	\$13,236.07	Used to account for funds contributed by SCAQMD and interest earned on its principal for the payment of medical, dental and burial costs upon retirement of SCAQMD employees who are members of the Los Angeles County Employees Retirement Association (LACERA). It operates as a cost-sharing multi-employer defined benefit Other Post Employment Benefit plan.
7	DEBT SERVICE FUND	\$3,082,913.95	-	\$3,082,913.95	Established in 2009 to replace the terminated Guaranteed Investment Contract with the Municipal Bond Insurance Association (MBIA, Inc.) due to changes in financial markets. This is used for the defeasance of a portion of SCAQMD's debt service on Pension Obligation Bonds.
10	AIR QUALITY STUDIES	\$16,388.38	-	\$16,388.38	Used to account for contributions made by outside organizations to fund various air quality studies. An independent Planning Review Panel recommends the types of studies to be undertaken and the Executive Officer approves all studies prior to funding. The purpose of the studies is to quantify the cost effectiveness of air pollution control measures.
11	ACCOUNTING AGENCY FUND	\$106,409.11	-	\$106,409.11	Used to account for unidentified payments that require additional research before final disposition.
15	AIR TOXICS	\$5,683,204.27	-	\$5,683,204.27	Used to account for fees received from industrial toxic air emitters. These funds are spent on planning and performing health risk evaluations for the purpose of developing a toxic emissions inventory for the South Coast Air Basin.
17	ADVANCED TECHNOLOGY , OUTREACH, EDUCATION	\$949,050.03	(\$165,194.84)	\$783,855.19	Contributed amounts must be used to pay costs associated with SCAQMD-sponsored research and development in cleaner burning fuels and other advanced technologies and public outreach and education related to advanced technology and air pollution and its impacts.
20	AIR QUALITY ASSISTANCE	\$1,583,279.41	-	\$1,583,279.41	Used to account for funds set aside for the purpose of underwriting, guaranteeing, or otherwise participating in the provision of financial assistance to small businesses as required by Section 40448.7 of the California Health and Safety Code. (This legislation was repealed by its own terms January 1, 1999). In June 2000, the Governing Board authorized staff to revise the program to increase participation of small businesses. Certain revisions, including participation in the California Capital Access Program (CalCAP) to assist small businesses, were implemented in June 2001.
22	AIR QUALITY IMPROVEMENT	\$1,775,275.88	(\$93,790.00)	\$1,681,485.88	Used to account for 40% of the revenue received by the SCAQMD from motor vehicle registration fees under the provisions of Sections 44243 and 44244 of the California Health and Safety Code. This money is distributed on a quarterly basis to cities and counties within the South Coast Air Basin to implement programs to reduce air pollution from motor vehicles.

Fund #	Fund Title	Cash Balance	Encumbrance/Board Approved Obligations	Remaining Spendable Balance	Description/Notes
23	MOBILE SOURCES AIR POLLUTION REDUCTION	\$86,948,610.74	(\$52,470,097.65)	\$34,478,513.09	Used to account for 30% of the revenue received by SCAQMD from the motor vehicle registration fees under the provisions of Sections 44243 and 44244 of the California Health and Safety Code. This money is used to provide grants to fund projects for the purpose of reducing air pollution from motor vehicles within the South Coast Air Basin. Total projects to date amount to over \$406 million and over 13,000 tons of emissions reduced. This special fund was established in fiscal year 1992.
26	CLEAN FUELS CONFERENCE	\$103,776.91	-	\$103,776.91	Used to account for monies received to fund all Clean Fuels related conferences. These conferences are held to facilitate the development of hydrogen-powered technologies, including motor vehicles, refueling infrastructure, and stationary applications.
27	AIR QUALITY INVESTMENT	\$35,546,176.19	(\$903,597.50)	\$34,642,578.69	Used to account for multiple for special revenues from various sources, including Rule 1110.2, Rule 1111, Rule 1121, Rule 1147, Rule 2202, AB 118, and EO Mitigation.
31	CLEAN FUELS	\$48,774,318.72	(\$17,975,915.73)	\$30,798,402.99	Established as a special revenue fund in fiscal year 2000 to account for contract activities and revenues of the Clean Fuels Program. These are activities associated with implementing Clean Fuels stationary source and mobile source research, development, demonstration and deployment projects approved by the Governing Board. Since 1988, the Clean Fuels Program has provided funds for 1,259 projects totaling \$202.2 million.
32	CARL MOYER PROGRAM	\$38,768,932.71	(\$25,707,651.25)	\$13,061,281.46	Established in fiscal year 1999 to account for activities related to the administration of state funds set aside for the replacement of diesel-powered vehicles with cleaner-technology vehicles. It has funded over 10,000 vehicles and about 30 infrastructure/charging stations, totaling over \$400 million. It provides incentive funds for the replacement of diesel-fueled on- and off-road vehicles such as refuse haulers, heavy duty trucks, transit and school buses, construction equipment, and marine vessels.
33	LOWER - EMISSION SCHOOL BUS	\$8,892,455.59	(\$1,691,116.41)	\$7,201,339.18	Established in fiscal year 2001 to administer state funds set aside in the South Coast Air Basin for the replacement and retrofit of high-emitting diesel-fueled school buses. Between fiscal years 2000 and 2008, \$85 million of Lower Emissions School Bus funds were spent on the replacement of school buses, and the retrofit of newer diesel buses with PM traps. In total, nearly 500 old buses were replaced by brand new, primarily CNG school buses, and nearly 2,700 newer diesel school buses were retrofitted with PM traps. In addition, Lower Emissions School Bus Program provided funds to help school districts to install retrofit trap devices on 11 stationary back-up generators on or near school property.
34	ZERO EMISSION VEHICLE INCENTIVE	\$666,565.74	-	\$666,565.74	Established in fiscal year 2001 to administer the State funds set aside for the implementation of the Zero Emission Vehicle (ZEV) Incentive Program.
35	AES SETTLEMENT	\$1,028,737.55	(\$1,200.00)	\$1,027,537.55	Established in fiscal year 2001 for the purpose of accounting for the one-time penalty settlement with AES Corporation for air pollution violations.
36	RULE 1309.1 PRIORITY RESERVE	\$7,746,296.80	(\$2,873,802.52)	\$4,872,494.28	Established in fiscal year 2001 to account for mitigation fees paid for Particulate Matter ≤ 10 microns (PM ₁₀) credits. Due to the state energy crisis in 2001, Rule 1309.1 was amended to allow new electric generating facilities temporary access to SCAQMD's Priority Reserve Account to offset their PM ₁₀ emission increases provided that they meet specific criteria and pay appropriate mitigation fees.

Fund #	Fund Title	Cash Balance	Encumbrance/Board Approved Obligations	Remaining Spendable Balance	Description/Notes
37	CARB ERC BANK	\$593,806.50	-	\$593,806.50	Established in fiscal year 2001 to account for the proceeds from the issuance of the Emission Reduction Credits (ERCs) to natural gas turbine power plant peaker units. CARB established the ERC Bank for peaker power plants that need emission offsets to add new or expanded capacity. Proceeds from the issuance of these ERCs will fund emission reduction programs where the new or expanded facility is located.
38	LADWP SETTLEMENT	\$395,709.80	-	\$395,709.80	Established in fiscal year 2001 for the purpose of accounting for the monies received from the Los Angeles Department of Water and Power as part of the settlement agreement.
39	STATE EMISSIONS MITIGATION	\$4,448,017.88	-	\$4,448,017.88	Established during fiscal year 2002 to account for the funds received from California Air Resources Board (CARB) to fund CARB selected projects on emission reductions within the South Coast Air Basin. This is in response to the Governor's statewide program to mitigate excess emissions from peaker power generation units to alleviate the power crisis in California.
40	NATURAL GAS VEHICLE PARTNERSHIP	\$473,179.09	(\$215,940.00)	\$257,239.09	Established during fiscal year 2002 for creation of the Natural Gas Vehicle Partnership to facilitate the advancement of natural gas vehicle technology and deployment. The contributions received from participating members are accounted for in this fund as well as the expenditures for activities and projects selected by the Partnership.
41	STATE BUG PROGRAM	\$353,201.61	-	\$353,201.61	Established in fiscal year 2003 to account for the funds received from CARB's Diesel-Fueled Electrical Backup Generator Emissions Mitigation Program. This program funds emission related projects as part of an ongoing effort to expeditiously reduce public exposure to air toxics and other pollutants.
42	ASTHMA & BRAIN CANCER RESEARCH	\$100,070.40	-	\$100,070.40	Established in fiscal year 2003 to assist in funding research projects relating to asthma and outdoor air quality and the potential link between air pollution and brain cancer.
43	DRY CLEANERS FINANCIAL INCENTIVE GRANT	\$575,555.63	-	\$575,555.63	Established in fiscal year 2003 to provide financial incentives to dry cleaners to purchase non-toxic alternative dry cleaning equipment.
44	RULE 1173 MITIGATION FEE	\$3,016,401.04	-	\$3,016,401.04	Established in fiscal year 2004 to account for Rule 1173 mitigation fee payments to be used in funding air quality projects which directly benefit the community surrounding the facility. Amendments in December 2002 to Rule 1173 for Refineries and Chemical Plants established a mitigation fee payment provision relating to the release of Volatile Organic Compound (VOC) from an atmospheric Pressure Relief Device (PRD).
45	CBE / OCE SETTLEMENT	\$223,320.40	-	\$223,320.40	Established in FY 2004 as part of the settlement agreement to fund P _{M10} (Particulate Matter ≤ 10 microns) and/or N _{OX} (Oxides of Nitrogen) reduction projects in disproportionately impacted areas.
46	BP ARCO SETTLEMENT	\$12,644,739.88	(\$38,444.92)	\$12,606,294.96	Established in fiscal year 2005 to account for the \$25 million civil penalties received in 2005 as part of the settlement with BP ARCO for air pollution violations.
48	HEALTH EFFECTS RESEARCH	\$784,344.53	-	\$784,344.53	The Health Effects Research Fund was established in fiscal year 2008 to receive 20% of all penalty/settlement monies in excess of \$4 million recognized annually in SCAQMD's General Fund beginning in fiscal year 2009, subject to annual Board approval.
49	CEQA GREEN HOUSE MITIGATION	\$187,007.47	(\$65,029.07)	\$121,978.40	This fund was established in fiscal year 2009 under Rule 2702 for Green House Gas (GHG) emission reductions. It received \$1.5 million from Chevron Products Company to offset Green House Gas emission as part of its Product Reliability and Optimization (PRO+) Project Mitigation Monitoring Plan.

Fund #	Fund Title	Cash Balance	Encumbrance/Board Approved Obligations	Remaining Spendable Balance	Description/Notes
52	TRAPAC SCHOOL AIR FILTRATION	\$1,335,372.77	(\$669,758.12)	\$665,614.65	This fund was established in fiscal year 2011 and received \$6,000,000 from City of Los Angeles towards installation and maintenance of air filtration systems for schools in the Wilmington area that were impacted by the expansion of the TraPac Container Terminal Project.
53	EMISSION REDUCTION AND OUTREACH	\$593.72	(\$7,500.00)	(\$6,906.28)	This fund was established in fiscal year 2010 due to a \$1,000,000 Supplemental Environmental Project Settlement. These funds are used to enhance compliance of emission reduction policies by providing source education and consumer education.
54	RULE 1118 MITIGATION	\$22,622,291.95	(\$17,818.00)	\$22,604,473.95	Established in fiscal year 2010 to account for mitigation fees from petroleum refineries that exceed sulfur dioxide emission thresholds from flares and future Rule 1118 mitigation fees and to track the projects funded through these fees.
55	HYDROGEN FUELING STATION	\$8,126.49	-	\$8,126.49	Established in fiscal year 2011 to recognize co-funding from the Department of Energy-National Renewable Energy Laboratory, CARB and CEC, for the maintenance and operation of the City of Burbank hydrogen fueling station and for maintenance and data management services for the hydrogen fueling station at SCAQMD headquarters.
56	HEROS II	\$3,741,993.68	(\$845,531.13)	\$2,896,462.55	Established in fiscal year 2011, this fund is used to track funds received and expenditures for SCAQMD's vehicle scrap and replacement program. This voluntary program reduces emissions from high-emitting light and medium-duty vehicles in SCAQMD.
57	EL MONTE PARK PROJECT	\$922,962.64	(\$911,664.14)	\$11,298.50	Established in fiscal year 2011 for the purpose of accounting for the monies received from Gregg Industries bankruptcy estate as part of a settlement agreement to finance the construction of park improvements in the City of El Monte.
58	AB 1318 MITIGATION FEES	\$27,921,617.27	(\$25,627,087.94)	\$2,294,529.33	Created in fiscal year 2011 to account for revenue of \$53.3 million from a mitigation fee payment for the transfer of emission credits under AB 1318.
59	VIP	\$861,421.68	-	\$861,421.68	Established in fiscal year 2012 due to transfer of funds from the Carl Moyer Multidistrict funds originally recorded in Carl Moyer Program Fund, to separately administer the On-Road Heavy-Duty Vehicle Voucher Incentive Program.
61	ADVANCED TECHNOLOGY GOODS MOVEMENT	\$11,222,857.47	(\$8,813,977.00)	\$2,408,880.47	Established in fiscal year 2012 to administer funds received through an agreement with Port of Los Angeles and Port of Long Beach to fund projects consistent with the development and demonstration of zero emissions goods movement technologies, including the demonstration of Linear Synchronous Motor (LSM) technology to move cargo containers and the development of two discrete hybrid electric drive systems for heavy-duty vehicles.
62	RULE 1470 RISK REDUCTION FUND	\$2,445,316.05	-	\$2,445,316.05	Established in fiscal year 2012 to help fund control equipment costs for public agencies, such as cities, counties, and schools, required to install control equipment on new emergency standby engines in order to comply with Rule 1470.
63	HYDROGEN FUELING INFRASTRUCTURE	\$13,053,637.50	(\$6,228,390.79)	\$6,825,246.71	Established in fiscal year 2014 to receive state and federal grant revenue earmarked for hydrogen infrastructure upgrades to support the expected role out of fuel cell cars in the next few years. In fiscal year 2014, the SCAQMD received an award for \$6.9 million from the California Energy Commission (CEC) to upgrade and refurbish existing hydrogen stations in the South Coast Air Basin. Three stations in Burbank, LAX, and Torrance have been funded for upgrade through this grant, with these upgrades to be completed by the end of 2017

Fund #	Fund Title	Cash Balance	Encumbrance/Board Approved Obligations	Remaining Spendable Balance	Description/Notes
64	RULE 1420.1 SPECIAL REVENUE FUND	\$89,726.90	-	\$89,726.90	Established in fiscal year 2014 to account for monies received from Exide Technologies and Quemetco to finance the Multi-Metals continuous emission monitoring system (CEMS) and continuous Multi-Metals Ambient Air Monitoring Demonstration Programs.
65	BP/SCAQMD PUBLIC BENEFITS OVERSIGHT	\$185,251.37	(\$43,000.00)	\$142,251.37	Established to receive remaining unspent \$177,802 from the 2005 BP Settlement Agreement public benefits payments. Funds will continue to be expended through the approval of the BP/SCAQMD Public Benefits Oversight Committee.
66	RULE 1304.1 SPECIAL REVENUE FUND	\$7,432,843.77	-	\$7,432,843.77	Established in fiscal year 2016 to track the deposit of fees paid and the withdrawal of funds for approved projects, pursuant to Rule 1304.1 – Electrical Generating Facility Fee for Use of Offset Exemption.
67	GHG REDUCTION PROJECTS	\$6,146,021.73	(\$4,501,148.00)	\$1,644,873.73	Established in fiscal year 2016 to account for the projects funded by CARB's Low Carbon Transportation Green House Gas Reduction Fund Investments.
68	EXXON MOBILE SETTLEMENT PROJECTS	\$2,787,930.81	-	\$2,787,930.81	Established in fiscal year 2016 for the purpose of accounting for the monies received pursuant to a settlement agreement with ExxonMobil for Supplemental Environmental Project (SEP).
69	LADWP VARIANCE SPECIAL REVENUE FUND	\$1,504,014.16	-	\$1,504,014.16	This fund was established in November 2016 to receive environmental fees from LADWP as part of an SCAQMD Hearing Board variance
71	CNG FUELING STATION ENTERPRISE FD.	\$1,244,350.01	-	\$1,244,350.01	<u>Compressed Natural Gas (CNG) Fueling Station Fund</u> - Established during fiscal year 2002 to administer all activities, transactions, and funding relating to the public and SCAQMD's use of CNG fueling facilities at SCAQMD's headquarters. The fueling station helps accommodate the growing number of alternative-fuel vehicle fleets. In fiscal year 2015-16, the CNG Station was sold.
75	AIR FILTRATION FUND	\$625,133.34	-	\$625,133.34	This fund was created in March 2017 to recognize money from BNSF for SEP projects related to air filtration.
76	SOCAL GAS SETTLEMENT FUND	\$1,175,000.00	(\$175,000.00)	\$1,000,000.00	This fund was created in March 2017 to receive settlement money from So Cal Gas to be used for funding a projects to convert biosolids to natural gas.
80	CMP AB923	\$145,641,169.06	(\$102,520,867.46)	\$43,120,301.60	Established in fiscal year 1999 to account for activities related to the administration of state funds set aside for the replacement of diesel-powered vehicles with cleaner-technology vehicles. It has funded over 10,000 vehicles and about 30 infrastructure/charging stations, totaling over \$400 million. It provides incentive funds for the replacement of diesel-fueled on- and off-road vehicles such as refuse haulers, heavy duty trucks, transit and school buses, construction equipment, and marine vessels.
81	PROP 1B FUNDING-GOODS MOVEMENT	\$104,227,651.66	(\$41,810,093.82)	\$62,417,557.84	Established in fiscal year 2008 to provide additional funding for the Carl Moyer Program from an adjustment to the tire fee, and authorizes local air districts to increase motor vehicle registration fees by up to \$2 for programs to reduce air pollution. AB 923 has expanded the Carl Moyer incentive program to include agricultural sources of air pollution as well as buses, cars and on and off-road equipment. The program targets nitrogen oxide hydrocarbon, and particulate matter pollution reductions. About \$4 million per year in AB 923 funds are used to fund projects as match requirement to the Carl Moyer Program

Fund #	Fund Title	Cash Balance	Encumbrance/Board Approved Obligations	Remaining Spendable Balance	Description/Notes
82	PROP 1B FUNDING-LOWER EMISSIONS SCHOOL BUS	\$207.00	-	\$207.00	This fund was established in fiscal year 2008 to account for voter approved transportation bond dollars. A portion of these were allocated to CARB and passed through to SCAQMD to implement programs that reduce emissions from movement of freight or "goods" along California's trade corridors. About 1,500 new diesel and LNG drayage trucks were funded at the Ports of Los Angeles and Long Beach for about \$75 million in Proposition 1B-Goods Movement Program funds and \$27 million in other funds that were only used for the LNG trucks. In addition, about 3,000 non-drayage trucks have been funded for about \$140 million in Proposition 1B-Goods Movement Program funds. In fiscal year 2014-15, over \$70 million was awarded for replacement of more than 1,600 goods movement trucks.
TOTAL SCAQMD FUNDS		\$676,792,071.08	(\$304,884,395.07)	\$371,907,676.01	

Item 13

DRAFT

BOARD MEETING DATE: September 1, 2017

AGENDA NO.

PROPOSAL: Issue RFP for Legislative Representation in Sacramento, California

SYNOPSIS: The current contracts for legislative representation in Sacramento, California expire on December 31, 2017. This action calls for the issuance of an RFP for legislative consulting services for SCAQMD in Sacramento for 2018. The RFP will also indicate that the services contract(s) may be extended for up to two additional one-year terms. Total expenditures for the contract(s) shall not exceed \$350,000 for the initial one-year period.

COMMITTEE: Administrative, July 14, 2017; Recommended for Approval

RECOMMENDED ACTION:

Approve release of RFP #P2018-01 to solicit proposals for legislative representation in Sacramento, California at a cost not to exceed \$350,000 for the initial one-year period.

Wayne Nastri
Executive Officer

DJA:PC:jf

Background

A legislative presence in Sacramento is critical to advancing Governing Board (Board) policies and priorities, including the 2016 Air Quality Management Plan (AQMP), the SCAQMD legislative goals and objectives, and to continue to protect the District's authority. This effort includes providing technical information, assistance and otherwise serving as a resource to legislators and the Governor's Office regarding air quality matters; acting as a liaison between SCAQMD and legislators and the Governor's Office regarding the Board's priorities; seeking funding and program support for technology advancement and emission reduction projects, and advocating SCAQMD's position on air quality-related bills. This effort also includes fostering state support for the SCAQMD's federal initiatives which have synergy at the state level.

Much of the 2018 legislative goals and objectives for SCAQMD will depend on the outcome of the 2017 legislative session. However, many of 2017's program elements and policy priorities are expected to continue and there is a need to build upon them in the coming 2018 legislative year in Sacramento. The legislative priorities are expected to include, at minimum, the following:

- Monitor, analyze, recommend positions, testify, and negotiate on behalf of SCAQMD on legislation affecting the agency, including state budget and subvention funding.
- Increase existing and identify new funding sources for clean air programs that protect public health and ensure attainment of state and federal air quality standards, particularly incentive programs and research and development projects that support the 2016 AQMP and create opportunities to partner with local businesses, communities and residents.
- Ensure adequate SCAQMD authority for implementation of the Board's clean air policies and programs, as required by state and federal law, including the 2016 AQMP.
- Work to ensure that the state does its fair share to reduce air pollution in order for the South Coast Air Basin region to meet national ambient air quality standards, and provide legislative support to SCAQMD to implement the 2016 AQMP and attain federal ozone and particulate matter standards by upcoming federal deadlines.
- Support legislation and funding to promote environmental justice initiatives that: reduce localized health risks resulting from criteria pollutant and toxic air contaminant emissions; develop and expand access to clean air technology that directly benefits disproportionately impacted communities; and enhance community participation in decision-making.
- Seek to influence climate change initiatives and facilitate their implementation consistent with Board policy. In particular, support efforts directing that Greenhouse Gas Reduction Fund investments maximize criteria and toxics emission reduction co-benefits, promote zero and near-zero -emission vehicles, and address air quality and public health impacts.
- Support legislation that advances the Board's Energy Policy which promotes reliable, cost effective and clean energy for all consumers in the District while facilitating attainment of clean air standards and support for a healthy economy. In particular, support policies and funding that promote the development and

deployment of zero and near-zero emission infrastructure, equipment and vehicles.

The legislative priorities for SCAQMD for 2018 will be further refined and presented to the Board's Legislative Committee and the full Board for approval later in the year, as determined, in part, by the outcome of events in 2017.

Proposal

SCAQMD seeks the service(s) of contractor(s) to support the Board's goals and objectives for 2018 in Sacramento. The selected firm(s) will be expected to provide a variety of services, consistent with the Board's direction. Funding for the initial year shall be up to a maximum of \$350,000. The contract(s) may include options for two annual renewals, contingent on satisfactory performance and approval of subsequent budgets, at the Board's discretion.

Bid Evaluation

Proposals received will be initially evaluated by a diverse panel of technically qualified individuals according to the criteria described in the attached RFP #P2018-01. The Legislative Committee of the Board is expected to conduct oral interviews of the most highly qualified bidders and will make a recommendation to the full Board for approval.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids will be published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and the 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 RFP will be emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet on SCAQMD's website (www.aqmd.gov) where it can be viewed by making the selection "Grants & Bids."

Resource Impacts

Sufficient funds are available in the Legislative & Public Affairs FY 2017-18 Budget for the services requested. Funding for fiscal years in the future is contingent upon Board approval of the Budget.

Attachment

RFP #P2018-01 For Legislative Representation in Sacramento, California



South Coast Air Quality Management District

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

REQUEST FOR PROPOSALS

REPRESENTATION IN SACRAMENTO CALIFORNIA

P2018-01

South Coast Air Quality Management District (SCAQMD) requests proposals for the following purpose according to terms and conditions attached. In the preparation of this Request for Proposals (RFP) the words "Proposer," "Contractor," "Consultant," "Bidder" and "Firm" are used interchangeably.

PURPOSE

SCAQMD requires representation in Sacramento, California, to make certain that air quality legislation and other related issues are monitored and SCAQMD viewpoints are presented in an effective and timely manner during the legislative and policy-setting process.

The intent of this RFP is to contract with outside representative(s) knowledgeable in air quality-related issues to provide assistance with and representation of SCAQMD policy positions and funding needs before the California State Legislature, Governor's Office and state agencies. The consultant(s) selected pursuant to this RFP will be reimbursed on a monthly basis for services rendered at an agreed upon flat monthly fee and actual costs incurred for out-of-pocket expenses. The consultant may make use of the services of subcontractors, on an as-needed basis. A list of names of subcontractors along with their qualifications and the total hours of services expected shall be submitted with responses to this RFP. All subcontractors are subject to approval by SCAQMD and pre-approval is required before commencing any work.

The selected firm(s) will be expected to provide a variety of services, to be outlined in the work statement, and consistent with SCAQMD Governing Board ("Board") directions. Funding for the initial year shall be up to a maximum of **\$350,000**. The contract may include options for two, one year annual renewals, contingent on satisfactory performance and approval of subsequent budgets, upon approval of the Board.

INDEX - The following are contained in this RFP:

Section I	Background/Information
Section II	Contact Person
Section III	Schedule of Events
Section IV	Participation in the Procurement Process
Section V	Statement of Work/Schedule of Deliverables
Section VI	Required Qualifications
Section VII	Proposal Submittal Requirements
Section VIII	Proposal Submission
Section IX	Proposal Evaluation/Contractor Selection Criteria
Section X	Funding
Section XI	Sample Contract
Attachment A	- Participation in the Procurement Process
Attachment B	- Certifications and Representations

SECTION I: BACKGROUND/INFORMATION

SCAQMD is the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino counties, the smoggiest region of the U.S. As a regulatory agency, SCAQMD is committed to protect the health of residents of the four-county area from the harmful effects of air pollution, while remaining sensitive to businesses and the economic vitality of the region.

A legislative presence in Sacramento, California is critical to advancing Board policies and priorities, including the 2016 Air Quality Management Plan (AQMP), and the South Coast Air Quality Management District's legislative goals and objectives. This effort includes providing technical information, assistance and otherwise serving as a resource to legislators and the Governor's Office regarding air quality matters; acting as a liaison between SCAQMD and legislators and the Governor's Office regarding Board's priorities; seeking funding and program support for technology advancement and emission reduction projects, and advocating SCAQMD's position on air quality-related bills. This effort also includes fostering state support for the SCAQMD's federal initiatives which have synergy at the state level.

Much of the 2018 legislative goals and objectives for SCAQMD will depend on the outcome of the 2017 legislative session. However, many of 2017's program elements and policy priorities are expected to continue and for there to be a need to build upon them in the coming 2018 legislative year in Sacramento. The legislative priorities are expected to include, at minimum, the following:

- Monitor, analyze, recommend positions, testify, and negotiate on behalf of SCAQMD on legislation affecting the agency, including state budget and subvention funding.
- Increase existing and identify new funding sources for clean air programs that protect public health and ensure attainment of state and federal air quality standards, particularly incentive programs and research and development projects that support the 2016 AQMP and create opportunities to partner with local businesses, communities and residents.
- Ensure adequate SCAQMD authority for implementation of the Board's clean air policies and programs, as required by state and federal law, including the 2016 AQMP.
- Work to ensure that the state government does its fair share to reduce air pollution in order for the South Coast Air Basin region to meet national ambient air quality standards, and provides legislative support to SCAQMD to implement the 2016 AQMP and attain federal ozone and particulate matter standards by upcoming federal deadlines.
- Support legislation and funding to promote environmental justice initiatives that: reduce localized health risks resulting from criteria pollutant and toxic air contaminant emissions; develop and expand access to clean air technology that directly benefits disproportionately impacted communities; and enhance community participation in decision-making.
- Seek to influence climate change initiatives and facilitate their implementation consistent with Board policy. In particular, support efforts directing that Greenhouse Gas Reduction

Fund investments maximize criteria and toxics emission reduction co-benefits; promote near-zero and zero-emission vehicles, and address air quality and public health impacts.

- Support legislation that advances the Board's Energy Policy which promotes reliable, cost effective and clean energy for all consumers in the South Coast Air Basin while facilitating attainment of clean air standards and support for a healthy economy. In particular, support policies and funding that promote the development and deployment of zero and near-zero emission infrastructure, equipment and vehicles.

The legislative priorities for SCAQMD for 2018 will be further refined and presented to the Board's Legislative Committee and the full Board for approval later in the year, as determined by the course of events in 2017.

SECTION II: CONTACT PERSON:

Questions regarding the content or intent of this RFP or on procedural matters should be addressed to:

Philip Crabbe
Legislative, Public Affairs and Media
SCAQMD
21865 Copley Drive
Diamond Bar, CA 91765-4178
(909) 396-2632

SECTION III: SCHEDULE OF EVENTS

Date	Event
September 1, 2017	RFP Released
October 18, 2017	Proposals Due to SCAQMD - No Later Than 1:00 pm
October 18 – 27, 2017	Proposal Evaluations
November 9, 2017 (tentative date)	Legislative Committee Approval/Interviews, if required
December 1, 2017	Governing Board Approval
December 2017	Anticipated Contract Execution

SECTION IV: PARTICIPATION IN THE PROCUREMENT PROCESS

It is the policy of SCAQMD to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in SCAQMD contracts. Attachment A to this RFP contains definitions and further information.

SECTION V: STATEMENT OF WORK/SCHEDULE OF DELIVERABLES

A. Statement of Work

Under the direction of the Executive Officer or Deputy Executive Officer of Legislative, Public Affairs and Media, and in coordination with SCAQMD legislative staff, the consultant(s) shall gather information, provide advice and assistance, and/or advocate positions on legislation in Sacramento as it directly pertains to the ability of the SCAQMD to carry out its statutory responsibilities. The selected Consultant(s) will perform the services listed below on legislative/regulatory matters; however, the responsibilities of the selected Consultant(s) under the contract pursuant to this RFP are not necessarily limited to items listed since there may be other legislative needs that may arise during the course of the legislative process.

1. A written strategic and tactical implementation plan for 2018;
2. Drafting, and or assisting SCAQMD staff, consultants, or other parties in drafting, legislation and other policies and procedures as requested by SCAQMD and coordinating or assisting in their introduction;
3. Reviewing, identifying, tracking, and monitoring both the actions of the administration and related state agencies as well as the California Legislature for legislation and other proposals potentially affecting air quality and SCAQMD's operations, authority, and funding;
4. Advocating as directed by SCAQMD, on all identified and/or drafted legislation and administrative and other proposals, providing testimony at committee and other special hearings, and providing written communications to legislators, key administrative officials, and other staff regarding such bills;
5. Negotiating bill language, policies or other state agency provisions related to air quality issues;
6. Assist in the integration of state legislative agenda with SCAQMD's federal legislative agenda and local efforts;
7. Planning for, and handling unforeseen emergency situations involving legislative staff or legislation, at the direction of SCAQMD;
8. Producing materials destined for strategic distribution or inclusion in Legislative Committee/Board proceedings;
9. Providing regular reports on the status of all legislative and administrative activities in which interest is expressed by SCAQMD or that affect SCAQMD;
10. Identifying the administration's upcoming environmental legislative agenda and providing work plans, analysis, and consultation on strategies to align efforts to secure support for SCAQMD proposals;
11. Securing support of SCAQMD's mission and positions by the decision-makers in the legislative and administrative bodies of the State of California, including the Governor's Office;
12. Gathering information and scheduling appointments on behalf of SCAQMD with key legislators and administration members and appointees;
13. Attending and participating in meetings exclusively on behalf of SCAQMD with legislative representatives and administration members and appointees;
14. Preparing all reports and filings in the matter and form required of SCAQMD pursuant to the Political Reform Act of 1974, as amended and assisting SCAQMD in filing such reports. The contractor will promptly furnish to SCAQMD a copy of all reports

filed with any governmental agency concerning its lobbying activities on behalf of SCAQMD.

*A copy of the 2017 SCAQMD's Governing Board Legislative Goals and Objectives is herein incorporated as reference as Attachment C.

B. Schedule of Deliverables

1. Preparation of a Strategic Plan for the upcoming legislative year by no later than February 9, 2018, maximizing SCAQMD Board and staff participation and involvement in the legislative process;
2. Written drafts of legislative/administrative proposals as requested by SCAQMD. Such drafts are to be submitted for review by SCAQMD prior to being released;
3. Written status of administrative actions pertaining to air quality-related issues of SCAQMD's programs for carrying out its legislative mandates. Such reports are to summarize each proposal/action and its potential impacts, recommend an SCAQMD position as appropriate, and identify any upcoming meetings or hearings to discuss the proposal;
4. Participation in the monthly SCAQMD Legislative Committee meetings, upon SCAQMD staff request, to provide updates and presentations on relevant legislative and administrative issues and legislation recommended for SCAQMD position;
5. Written communications to legislators and key administrative officials conveying SCAQMD positions on various bills and administrative actions.
6. Following adjournment of the legislative session, a year-end report delineating and summarizing the final status/disposition of relevant administrative actions;
7. Legislative/administrative activities and legislative program planning documents and calendars as requested;
8. May include a "Capitol Briefing" or "Clean Air Legislative Action Day" or similar event(s) during the contract period to help establish an ongoing presence in the Capitol to garner support for the agency's mission and maintain the agency's presence as a resource to the Legislature and the Governor's Office;
9. A weekly written report covering pertinent legislative activities during the legislative session, written quarterly reports, a year-end report, and a year-end presentation delineating and summarizing relevant administrative and legislative actions;
10. A monthly written report to accompany invoice outlining contractor's specific activities;
11. An original signed confidentially agreement; and,
12. Maintaining permanent records from which the correctness of all written records and filings can be verified. These records are to be open to inspection by SCAQMD or its representatives during normal business hours.

SECTION VI: REQUIRED QUALIFICATIONS

- A. Persons or firms proposing to bid on this proposal must be qualified and experienced in representing and advising governmental agencies and must submit qualifications demonstrating this ability in cases involving as many as possible of the following areas: legislative representation, SCAQMD Rules and Regulations, air quality law, and other environmental issues.

B. Proposer must submit the following:

1. Resumes or similar statement of qualifications of person or persons who may be designated as the principal and other support and subcontractor qualification demonstrating the ability to represent SCAQMD before the California State Legislature, the Governor's Office and state agencies.
2. List of representative clients.
3. Summary of proposer's general qualifications to meet required qualifications and fulfill statement of work, including additional Firm personnel and resources beyond those of the designated lead attorney.

SECTION VII: PROPOSAL SUBMITTAL REQUIREMENTS

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation. SCAQMD may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates (<http://www.aqmd.gov/grants-bids>). The cost for developing the proposal is the responsibility of the Contractor, and shall not be chargeable to SCAQMD.

Each proposal must be submitted in three separate volumes:

- Volume I - Technical Proposal
- Volume II - Cost Proposal
- Volume III - Certifications and Representations included in Attachment B to this RFP, must be completed and executed by an authorized official of the Contractor.

A separate cover letter including the name, address, and telephone number of the contractor, and signed by the person or persons authorized to represent the Firm should accompany the proposal submission. Firm contact information as follows should also be included in the cover letter:

1. Address and telephone number of office in, or nearest to, Diamond Bar, California.
2. Name and title of Firm's representative designated as contact.

A separate Table of Contents should be provided for Volumes I and II.

VOLUME I - TECHNICAL PROPOSAL

DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL VOLUME

Summary (Section A) - State overall approach to meeting the objectives and satisfying the scope of work to be performed, the sequence of activities, and a description of methodology or techniques to be used.

Program Schedule (Section B) - Provide projected milestones or benchmarks for completing the project (to include reports) within the total time allowed.

Project Organization (Section C) - Describe the proposed management structure, program monitoring procedures, and organization of the proposed team. Provide a statement detailing your approach to the project, specifically address the Firm's ability and willingness to commit and maintain staffing to successfully complete the project on the proposed schedule.

Qualifications (Section D) - Describe the technical capabilities of the Firm. Provide references of other similar studies or projects performed during the last five years demonstrating ability to successfully complete the work. Include contact name, title, and telephone number for any references listed. Provide a statement of your Firm's background and related experience in performing similar services for other governmental organizations.

Assigned Personnel (Section E) - Provide the following information about the staff to be assigned to this project:

1. List all key personnel assigned to the project by level, name and location. Provide a resume or similar statement describing the background, qualifications and experience of the lead person and all persons assigned to the project. Substitution of project manager or lead personnel will not be permitted without prior written approval of SCAQMD.
2. Provide a spreadsheet of the labor hours proposed for each labor category at the task level.
3. Provide a statement indicating whether or not 90% of the work will be performed within the geographical boundaries of SCAQMD.
4. Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project, particularly with reference to management consulting, governmental practices and procedures, and technical matters.
5. Provide a summary of your Firm's general qualifications to meet required qualifications and fulfill statement of work, including additional Firm personnel and resources beyond those who may be assigned to the project.

Subcontractors (Section F) - This project may require expertise in multiple technical areas. List any subcontractors that will be used, identifying functions to be performed by them, their related qualifications and experience and the total number of hours or percentage of time they will spend on the project.

Conflict of Interest (Section G) - Address possible conflicts of interest with other clients affected by actions performed by the Firm on behalf of SCAQMD. SCAQMD recognizes that prospective Contractors may be performing similar projects for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. Although the Proposer will not be automatically disqualified by reason of work performed for such clients, SCAQMD reserves the right to consider the nature and extent of such work in evaluating the proposal.

Additional Data (Section H) - Provide other essential data that may assist in the evaluation of this proposal.

VOLUME II - COST PROPOSAL

Name and Address - The Cost Proposal must list the name and complete address of the Proposer in the upper left-hand corner.

Cost Proposal – SCAQMD anticipates awarding a fixed price contract. Cost information must be provided as listed below:

1. Detail must be provided by the following categories:
 - A. Labor – The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. Costs should be estimated for each of the components of the work plan.
 - B. Subcontractor Costs - List subcontractor costs and identify subcontractors by name. Itemize subcontractor charges per hour or per day.
 - C. Travel Costs - Indicate amount of travel cost and basis of estimate to include trip destination, purpose of trip, length of trip, airline fare or mileage expense, per diem costs, lodging and car rental.
 - D. Other Direct Costs -This category may include such items as postage and mailing expense, printing and reproduction costs, etc. Provide a basis of estimate for these costs.
2. It is the policy of the SCAQMD to receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services. SCAQMD will give preference, where appropriate, to vendors who certify that they will provide “most favored customer” status to the SCAQMD. To receive preference points, Proposer shall certify that SCAQMD is receiving “most favored customer” pricing in the Business Status Certifications page of Volume III, Attachment B – Certifications and Representations.

VOLUME III - CERTIFICATIONS AND REPRESENTATIONS (see Attachment B to this RFP)

SECTION VIII: PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in the section above, and this section. Failure to adhere to these specifications may be cause for rejection of the proposal.

Signature - All proposals must be signed by an authorized representative of the Proposer.

Due Date - **All proposals are due no later than 1:00 p.m., October 18, 2017, and should be directed to:**

Procurement Unit
 South Coast Air Quality Management District
 21865 Copley Drive
 Diamond Bar, CA 91765-4178
 (909) 396-3520

Submittal - Submit eight (8) complete copies of the proposal in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Proposer and the words "Request for Proposals P2018-01."

Late bids/proposals will not be accepted under any circumstances.

Grounds for Rejection - A proposal may be immediately rejected if:

- It is not prepared in the format described, or
- It is signed by an individual not authorized to represent the Firm.

Modification or Withdrawal - Once submitted, proposals cannot be altered without the prior written consent of SCAQMD. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

SECTION IX: PROPOSAL EVALUATION/CONTRACTOR SELECTION CRITERIA

- A. Proposals will be evaluated by a panel of three to five SCAQMD staff members familiar with the subject matter of the project. The panel shall be appointed by the Executive Officer or his designee. In addition, the evaluation panel may include such outside public sector or academic community expertise as deemed desirable by the Executive Officer. The panel will make a recommendation to the Executive Officer and/or the Governing Board of SCAQMD for final selection of a contractor and negotiation of a contract.
- B. Each member of the evaluation panel shall be accorded equal weight in his or her rating of proposals. The evaluation panel members shall evaluate the proposals according to the specified criteria and numerical weightings set forth below.

1. Proposal Evaluation Criteria

- (a) R&D Projects Requiring Technical or Scientific Expertise, or Special Projects Requiring Unique Knowledge or Abilities

Understanding the Problem	20
Technical/Management Approach	20
Contractor Qualifications	20
Previous Experience on Similar Projects	10
Cost	<u>30</u>
TOTAL	100

- (b) Additional Points

Small Business or Small Business Joint Venture	10
DVBE or DVBE Joint Venture	10
Use of DVBE or Small Business Subcontractors	7
Low-Emission Vehicle Business	5
Local Business (Non-Federally Funded Projects Only)	5
Off-Peak Hours Delivery Business	2
Most Favored Customer	2

The cumulative points awarded for small business, DVBE, use of small business or DVBE subcontractors, low-emission vehicle business, local business, and off-peak hours delivery business shall not exceed 15 points.

Self-Certification for Additional Points

The award of these additional points shall be contingent upon Proposer completing the Self-Certification section of Attachment B – Certifications and Representations and/or inclusion of a statement in the proposal self-certifying that Proposer qualifies for additional points as detailed above.

2. To receive additional points in the evaluation process for the categories of Small Business or Small Business Joint Venture, DVBE or DVBE Joint Venture or Local Business (for non-federally funded projects), the proposer must submit a self-certification or certification from the State of California Office of Small Business Certification and Resources at the time of proposal submission certifying that the proposer meets the requirements set forth in Section III. To receive points for the use of DVBE and/or Small Business subcontractors, at least 25 percent of the total contract value must be subcontracted to DVBEs and/or Small Businesses. To receive points as a Low-Emission Vehicle Business, the proposer must demonstrate to the Executive Officer, or designee, that supplies and materials delivered to SCAQMD are delivered in vehicles that operate on either clean-fuels or if powered by diesel fuel, that the vehicles have particulate traps installed. To receive points as an Off-Peak Hours Delivery Business, the proposer must submit, at proposal submission, certification of its commitment to delivering supplies and materials to SCAQMD between the hours of 10:00 a.m. and 3:00 p.m. To receive points for Most Favored Customer status, the proposer must submit, at proposal submission, certification of its commitment to provide most favored customer status to the SCAQMD. The cumulative points awarded for small business, DVBE, use of Small Business or DVBE Subcontractors, Local Business, Low-Emission Vehicle Business and Off-Peak Hour Delivery Business shall not exceed 15 points.

The Procurement Section will be responsible for monitoring compliance of suppliers awarded purchase orders based upon use of low-emission vehicles or off-peak traffic hour delivery commitments through the use of vendor logs which will identify the contractor awarded the incentive. The purchase order shall incorporate terms which obligate the supplier to deliver materials in low-emission vehicles or deliver during off-peak traffic hours. The Receiving department will monitor those qualified supplier deliveries to ensure compliance to the purchase order requirements. Suppliers in non-compliance will be subject to a two percent of total purchase order value penalty. The Procurement Manager will adjudicate any disputes regarding either low-emission vehicle or off-peak hour deliveries.

3. For procurement of Research and Development (R & D) projects or projects requiring technical or scientific expertise or special projects requiring unique knowledge and abilities, technical factors including past experience shall be

weighted at 70 points and cost shall be weighted at 30 points. A proposal must receive at least 56 out of 70 points on R & D projects and projects requiring technical or scientific expertise or special projects requiring unique knowledge and abilities, in order to be deemed qualified for award.

4. The lowest cost proposal will be awarded the maximum cost points available and all other cost proposals will receive points on a prorated basis. For example if the lowest cost proposal is \$1,000 and the maximum points available are 30 points, this proposal would receive the full 30 points. If the next lowest cost proposal is \$1,100 it would receive 27 points reflecting the fact that it is 10% higher than the lowest cost (90% of 30 points = 27 points).
- C. During the selection process the evaluation panel may wish to interview some proposers for clarification purposes only. No new material will be permitted at this time. Additional information provided during the bid review process is limited to clarification by the Proposer of information presented in his/her proposal, upon request by SCAQMD.
 - D. The Executive Officer or Governing Board may award the contract to a Proposer other than the Proposer receiving the highest rating in the event the Governing Board determines that another Proposer from among those technically qualified would provide the best value to SCAQMD considering cost and technical factors. The determination shall be based solely on the Evaluation Criteria contained in the Request for Proposal (RFP), on evidence provided in the proposal and on any other evidence provided during the bid review process.
 - E. Selection will be made based on the above-described criteria and rating factors. The selection will be made by and is subject to Executive Officer or Governing Board approval. Proposers may be notified of the results by letter.
 - F. The Governing Board has approved a Bid Protest Procedure which provides a process for a Bidder or prospective Bidder to submit a written protest to SCAQMD Procurement Manager in recognition of two types of protests: Protest Regarding Solicitation and Protest Regarding Award of a Contract. Copies of the Bid Protest Policy can be secured through a request to SCAQMD Procurement Department.
 - G. The Executive Officer or Governing Board may award contracts to more than one proposer if in (his or their) sole judgment the purposes of the (contract or award) would best be served by selecting multiple proposers.
 - H. If additional funds become available, the Executive Officer or Governing Board may increase the amount awarded. The Executive Officer or Governing Board may also select additional proposers for a grant or contract if additional funds become available.
 - I. Disposition of Proposals – Pursuant to SCAQMD's Procurement Policy and Procedure, SCAQMD reserves the right to reject any or all proposals. All proposals become the property of SCAQMD, and are subject to the California Public Records Act. One copy of the proposal shall be retained for SCAQMD files. Additional copies and materials will be returned only if requested and at the proposer's expense.

SECTION X: FUNDING

The total funding for the work contemplated by this RFP will be a maximum \$350,000 for the base year with an option to renew the contract for a second year provided funding is approved in subsequent year budgets.

SECTION XI: SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on SCAQMD's website at <http://www.aqmd.gov/grants-bids> or upon request from the RFP Contact Person (Section II).

ATTACHMENT A

PARTICIPATION IN THE PROCUREMENT PROCESS

- A. It is the policy of South Coast Air Quality Management District (SCAQMD) to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in SCAQMD contracts.

B. Definitions:

The definition of minority, women or disadvantaged business enterprises set forth below is included for purposes of determining compliance with the affirmative steps requirement described in Paragraph G below on procurements funded in whole or in part with federal grant funds which involve the use of subcontractors. The definition provided for disabled veteran business enterprise, local business, small business enterprise, low-emission vehicle business and off-peak hours delivery business are provided for purposes of determining eligibility for point or cost considerations in the evaluation process.

1. "Women business enterprise" (WBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. a business that is at least 51 percent owned by one or more women, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
 - b. a business whose management and daily business operations are controlled by one or more women.
 - c. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
2. "Disabled veteran" as used in this policy is a United States military, naval, or air service veteran with at least 10 percent service-connected disability who is a resident of California.
3. "Disabled veteran business enterprise" (DVBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. is a sole proprietorship or partnership of which at least 51 percent is owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
 - b. the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.

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- c. is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.
4. "Local business" as used in this policy means a company that has an ongoing business within geographical boundaries of SCAQMD at the time of bid or proposal submittal and performs 90% of the work related to the contract within the geographical boundaries of SCAQMD and satisfies the requirements of subparagraph H below.
5. "Small business" as used in this policy means a business that meets the following criteria:
 - a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or
 - A manufacturer with 100 or fewer employees.
 - b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 and 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.
6. "Joint ventures" as defined in this policy pertaining to certification means that one party to the joint venture is a DVBE or small business and owns at least 51 percent of the joint venture.
7. "Low-Emission Vehicle Business" as used in this policy means a company or contractor that uses low-emission vehicles in conducting deliveries to SCAQMD. Low-emission vehicles include vehicles powered by electric, compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), ethanol, methanol, hydrogen and diesel retrofitted with particulate matter (PM) traps.
8. "Off-Peak Hours Delivery Business" as used in this policy means a company or contractor that commits to conducting deliveries to SCAQMD during off-peak traffic hours defined as between 10:00 a.m. and 3:00 p.m.

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9. "Benefits Incentive Business" as used in this policy means a company or contractor that provides janitorial, security guard or landscaping services to SCAQMD and commits to providing employee health benefits (as defined below in Section VIII.D.2.d) for full time workers with affordable deductible and co-payment terms.
 10. "Minority Business Enterprise" as used in this policy means a business that is at least 51 percent owned by one or more minority person(s), or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more or minority persons.
 - a. a business whose management and daily business operations are controlled by one or more minority persons.
 - b. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
 - c. "Minority person" for purposes of this policy, means a Black American, Hispanic American, Native-American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian (including a person whose origins are from India, Pakistan, and Bangladesh), Asian-Pacific-American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan).
 11. "Most Favored Customer" as used in this policy means that the SCAQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.
 12. "Disadvantaged Business Enterprise" as used in this policy means a business that is an entity owned and/or controlled by a socially and economically disadvantaged individual(s) as described by Title X of the Clean Air Act Amendments of 1990 (42 U.S.C. 7601 note) (10% statute), and Public Law 102-389 (42 U.S.C. 4370d)(8% statute), respectively;
 - a Small Business Enterprise (SBE);
 - a Small Business in a Rural Area (SBRA);
 - a Labor Surplus Area Firm (LSAF); or
 - a Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program.
- C. Under Request for Quotations (RFQ), DVBES, DVBE business joint ventures, small businesses, and small business joint ventures shall be granted a preference in an amount equal to 5% of the lowest cost responsive bid. Low-Emission Vehicle Businesses shall be granted a preference in an amount equal to 5 percent of the lowest cost responsive bid. Off-Peak Hours Delivery Businesses shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid. Local businesses (if the procurement is not

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funded in whole or in part by federal grant funds) shall be granted a preference in an amount equal to 2% of the lowest cost responsive bid. Businesses offering Most Favored Customer status shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid.

- D. Under Request for Proposals, DVBEs, DVBE joint ventures, small businesses, and small business joint ventures shall be awarded ten (10) points in the evaluation process. A non-DVBE or large business shall receive seven (7) points for subcontracting at least twenty-five (25%) of the total contract value to a DVBE and/or small business. Low-Emission Vehicle Businesses shall be awarded five (5) points in the evaluation process. On procurements which are not funded in whole or in part by federal grant funds local businesses shall receive five (5) points. Off-Peak Hours Delivery Businesses shall be awarded two (2) points in the evaluation process. Businesses offering Most Favored Customer status shall be awarded two (2) points in the evaluation process.
- E. SCAQMD will ensure that discrimination in the award and performance of contracts does not occur on the basis of race, color, sex, national origin, marital status, sexual preference, creed, ancestry, medical condition, or retaliation for having filed a discrimination complaint in the performance of SCAQMD contractual obligations.
- F. SCAQMD requires Contractor to be in compliance with all state and federal laws and regulations with respect to its employees throughout the term of any awarded contract, including state minimum wage laws and OSHA requirements.
- G. When contracts are funded in whole or in part by federal funds, and if subcontracts are to be let, the Contractor must comply with the following, evidencing a good faith effort to solicit disadvantaged businesses. Contractor shall submit a certification signed by an authorized official affirming its status as a MBE or WBE, as applicable, at the time of contract execution. SCAQMD reserves the right to request documentation demonstrating compliance with the following good faith efforts prior to contract execution.
 - 1. Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
 - 2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
 - 3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

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4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
 5. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 6. If the prime contractor awards subcontracts, require the prime contractor to take the above steps.
- H. To the extent that any conflict exists between this policy and any requirements imposed by federal and state law relating to participation in a contract by a certified MBE/WBE/DVBE as a condition of receipt of federal or state funds, the federal or state requirements shall prevail.
- I. When contracts are not funded in whole or in part by federal grant funds, a local business preference will be awarded. For such contracts that involve the purchase of commercial off-the-shelf products, local business preference will be given to suppliers or distributors of commercial off-the-shelf products who maintain an ongoing business within the geographical boundaries of SCAQMD. However, if the subject matter of the RFP or RFQ calls for the fabrication or manufacture of custom products, only companies performing 90% of the manufacturing or fabrication effort within the geographical boundaries of SCAQMD shall be entitled to the local business preference.
- J. In compliance with federal fair share requirements set forth in 40 CFR Part 33, SCAQMD shall establish a fair share goal annually for expenditures with federal funds covered by its procurement policy.

ATTACHMENT B

PARTICIPATION IN THE PROCUREMENT PROCESS



South Coast Air Quality Management District

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

Business Information Request

Dear SCAQMD Contractor/Supplier:

South Coast Air Quality Management District (SCAQMD) is committed to ensuring that our contractor/supplier records are current and accurate. If your firm is selected for award of a purchase order or contract, it is imperative that the information requested herein be supplied in a timely manner to facilitate payment of invoices. In order to process your payments, we need the enclosed information regarding your account. **Please review and complete the information identified on the following pages, remember to sign all documents for our files, and return them as soon as possible to the address below:**

**Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178**

If you do not return this information, we will not be able to establish you as a vendor. This will delay any payments and would still necessitate your submittal of the enclosed information to our Accounting department before payment could be initiated. Completion of this document and enclosed forms would ensure that your payments are processed timely and accurately.

If you have any questions or need assistance in completing this information, please contact Accounting at (909) 396-3777. We appreciate your cooperation in completing this necessary information.

Sincerely,

Michael B. O'Kelly
Chief Administrative Officer

DH:tm

Enclosures: Business Information Request
Disadvantaged Business Certification
W-9
Form 590 Withholding Exemption Certificate
Federal Contract Debarment Certification
Campaign Contributions Disclosure
Direct Deposit Authorization

REV 2/17



South Coast Air Quality Management District

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

BUSINESS INFORMATION REQUEST

Business Name	
Division of	
Subsidiary of	
Website Address	
Type of Business <i>Check One:</i>	<input type="checkbox"/> Individual <input type="checkbox"/> DBA, Name _____, County Filed in _____ <input type="checkbox"/> Corporation, ID No. _____ <input type="checkbox"/> LLC/LLP, ID No. _____ <input type="checkbox"/> Other _____

REMITTING ADDRESS INFORMATION

Address			
City/Town			
State/Province		Zip	
Phone	() - Ext	Fax	() -
Contact		Title	
E-mail Address			
Payment Name if Different			

All invoices must reference the corresponding Purchase Order Number(s)/Contract Number(s) if applicable and mailed to:

**Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178**

BUSINESS STATUS CERTIFICATIONS

Federal guidance for utilization of disadvantaged business enterprises allows a vendor to be deemed a small business enterprise (SBE), minority business enterprise (MBE) or women business enterprise (WBE) if it meets the criteria below.

- is certified by the Small Business Administration or
- is certified by a state or federal agency or
- is an independent MBE(s) or WBE(s) business concern which is at least 51 percent owned and controlled by minority group member(s) who are citizens of the United States.

Statements of certification:

As a prime contractor to SCAQMD, (name of business) will engage in good faith efforts to achieve the fair share in accordance with 40 CFR Section 33.301, and will follow the six affirmative steps listed below **for contracts or purchase orders funded in whole or in part by federal grants and contracts.**

1. Place qualified SBEs, MBEs, and WBEs on solicitation lists.
2. Assure that SBEs, MBEs, and WBEs are solicited whenever possible.
3. When economically feasible, divide total requirements into small tasks or quantities to permit greater participation by SBEs, MBEs, and WBEs.
4. Establish delivery schedules, if possible, to encourage participation by SBEs, MBEs, and WBEs.
5. Use services of Small Business Administration, Minority Business Development Agency of the Department of Commerce, and/or any agency authorized as a clearinghouse for SBEs, MBEs, and WBEs.
6. If subcontracts are to be let, take the above affirmative steps.

Self-Certification Verification: Also for use in awarding additional points, as applicable, in accordance with SCAQMD Procurement Policy and Procedure:

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Small Business Enterprise/Small Business Joint Venture | <input type="checkbox"/> Women-owned Business Enterprise |
| <input type="checkbox"/> Local business | <input type="checkbox"/> Disabled Veteran-owned Business Enterprise/DVBE Joint Venture |
| <input type="checkbox"/> Minority-owned Business Enterprise | <input type="checkbox"/> Most Favored Customer Pricing Certification |

Percent of ownership: _____ %

Name of Qualifying Owner(s): _____

State of California Public Works Contractor Registration No. _____ . MUST BE INCLUDED IF BID PROPOSAL IS FOR PUBLIC WORKS PROJECT.

I, the undersigned, hereby declare that to the best of my knowledge the above information is accurate. Upon penalty of perjury, I certify information submitted is factual.

NAME

TITLE

TELEPHONE NUMBER

DATE

Definitions

Disabled Veteran-Owned Business Enterprise means a business that meets all of the following criteria:

- is a sole proprietorship or partnership of which is at least 51 percent owned by one or more disabled veterans, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
- the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
- is a sole proprietorship, corporation, partnership, or joint venture with its primary headquarters office located in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.

Joint Venture means that one party to the joint venture is a DVBE and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that DVBE will receive at least 51 percent of the project dollars.

Local Business means a business that meets all of the following criteria:

- has an ongoing business within the boundary of SCAQMD at the time of bid application.
- performs 90 percent of the work within SCAQMD's jurisdiction.

Minority-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more minority persons or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons.
- is a business whose management and daily business operations are controlled or owned by one or more minority person.
- is a business which is a sole proprietorship, corporation, partnership, joint venture, an association, or a cooperative with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

"Minority" person means a Black American, Hispanic American, Native American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian American (including a person whose origins are from India, Pakistan, or Bangladesh), Asian-Pacific American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, or Taiwan).

Small Business Enterprise means a business that meets the following criteria:

- a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - **A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or**
 - A manufacturer with 100 or fewer employees.
- b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 to 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.

Small Business Joint Venture means that one party to the joint venture is a Small Business and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that the Small Business will receive at least 51 percent of the project dollars.

Women-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more women or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
- is a business whose management and daily business operations are controlled or owned by one or more women.
- is a business which is a sole proprietorship, corporation, partnership, or a joint venture, with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

Most Favored Customer as used in this policy means that the SCAQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
	- -
or	
Employer identification number	
	-

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i) (B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, *Identity Theft Prevention and Victim Assistance*.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

2017 Withholding Exemption Certificate**590**

The payee completes this form and submits it to the withholding agent. The withholding agent keeps this form with their records.

Withholding Agent Information

Name _____

Payee Information

Name _____

☐ SSN or ITIN ☐ FEIN ☐ CA Corp no. ☐ CA SOS file no.

Address (apt./sta., room, PO box, or PMS no.) _____

City (if you have a foreign address, see instructions.) _____

State _____

ZIP code _____

Exemption Reason**Check only one box.**

By checking the appropriate box below, the payee certifies the reason for the exemption from the California income tax withholding requirements on payment(s) made to the entity or individual.

☐ **Individuals — Certification of Residency:**

I am a resident of California and I reside at the address shown above. If I become a nonresident at any time, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.

☐ **Corporations:**

The corporation has a permanent place of business in California at the address shown above or is qualified through the California Secretary of State (SOS) to do business in California. The corporation will file a California tax return. If this corporation ceases to have a permanent place of business in California or ceases to do any of the above, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.

☐ **Partnerships or Limited Liability Companies (LLCs):**

The partnership or LLC has a permanent place of business in California at the address shown above or is registered with the California SOS, and is subject to the laws of California. The partnership or LLC will file a California tax return. If the partnership or LLC ceases to do any of the above, I will promptly inform the withholding agent. For withholding purposes, a limited liability partnership (LLP) is treated like any other partnership.

☐ **Tax-Exempt Entities:**

The entity is exempt from tax under California Revenue and Taxation Code (R&TC) Section 23701 _____ (insert letter) or Internal Revenue Code Section 501(c) _____ (insert number). If this entity ceases to be exempt from tax, I will promptly notify the withholding agent. Individuals cannot be tax-exempt entities.

☐ **Insurance Companies, Individual Retirement Arrangements (IRAs), or Qualified Pension/Profit-Sharing Plans:**

The entity is an insurance company, IRA, or a federally qualified pension or profit-sharing plan.

☐ **California Trusts:**

At least one trustee and one noncontingent beneficiary of the above-named trust is a California resident. The trust will file a California fiduciary tax return. If the trustee or noncontingent beneficiary becomes a nonresident at any time, I will promptly notify the withholding agent.

☐ **Estates — Certification of Residency of Deceased Person:**

I am the executor of the above-named person's estate or trust. The decedent was a California resident at the time of death. The estate will file a California fiduciary tax return.

☐ **Nonmilitary Spouse of a Military Servicemember:**

I am a nonmilitary spouse of a military servicemember and I meet the Military Spouse Residency Relief Act (MSRRA) requirements. See instructions for General Information E, MSRRA.

CERTIFICATE OF PAYEE: Payee must complete and sign below.To learn about your privacy rights, how we may use your information, and the consequences for not providing the requested information, go to ftb.ca.gov and search for **privacy notice**. To request this notice by mail, call 800.852.5711.

Under penalties of perjury, I declare that I have examined the information on this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare under penalties of perjury that if the facts upon which this form are based change, I will promptly notify the withholding agent.

Type or print payee's name and title _____

Telephone (____) _____

Payee's signature ► _____

Date _____

2017 Instructions for Form 590

Withholding Exemption Certificate

References in these instructions are to the California Revenue and Taxation Code (R&TC).

General Information

Registered Domestic Partners (RDP) – For purposes of California income tax, references to a spouse, husband, or wife also refer to a Registered Domestic Partner (RDP) unless otherwise specified. For more information on RDPs, get FTB Pub. 737, Tax Information for Registered Domestic Partners.

A Purpose

Use Form 590, Withholding Exemption Certificate, to certify an exemption from nonresident withholding.

Form 590 does not apply to payments of backup withholding. For more information, go to ftb.ca.gov and search for **backup withholding**.

Form 590 does not apply to payments for wages to employees. Wage withholding is administered by the California Employment Development Department (EDD). For more information, go to edd.ca.gov or call 888.745.3886.

Do not use Form 590 to certify an exemption from withholding if you are a **Seller of California real estate**. Sellers of California real estate use Form 593-C, Real Estate Withholding Certificate, to claim an exemption from the real estate withholding requirement.

The following are excluded from withholding and completing this form:

- The United States and any of its agencies or instrumentalities.
- A state, a possession of the United States, the District of Columbia, or any of its political subdivisions or instrumentalities.
- A foreign government or any of its political subdivisions, agencies, or instrumentalities.

B Income Subject to Withholding

California Revenue and Taxation Code (R&TC) Section 18662 requires withholding of income or franchise tax on payments of California source income made to nonresidents of California.

Withholding is required on the following, but is not limited to:

- Payments to nonresidents for services rendered in California.
- Distributions of California source income made to domestic nonresident partners, members, and S corporation shareholders and allocations of California source income made to foreign partners and members.
- Payments to nonresidents for rents if the payments are made in the course of the withholding agent's business.
- Payments to nonresidents for royalties from activities sourced to California.

- Distributions of California source income to nonresident beneficiaries from an estate or trust.
- Endorsement payments received for services performed in California.
- Prizes and winnings received by nonresidents for contests in California.

However, withholding is optional if the total payments of California source income are \$1,500 or less during the calendar year.

For more information on withholding get FTB Pub. 1017, Resident and Nonresident Withholding Guidelines. To get a withholding publication, see Additional Information.

C Who Certifies this Form

Form 590 is certified by the payee. California residents or entities exempt from the withholding requirement should complete Form 590 and submit it to the withholding agent before payment is made. The withholding agent is then relieved of the withholding requirements if the agent relies in good faith on a completed and signed Form 590 unless notified by the Franchise Tax Board (FTB) that the form should not be relied upon.

An incomplete certificate is invalid and the withholding agent should not accept it. If the withholding agent receives an incomplete certificate, the withholding agent is required to withhold tax on payments made to the payee until a valid certificate is received. In lieu of a completed exemption certificate, the withholding agent may accept a letter from the payee as a substitute explaining why they are not subject to withholding. The letter must contain all the information required on the certificate in similar language, including the under penalty of perjury statement and the payee's taxpayer identification number (TIN). The withholding agent must retain a copy of the certificate or substitute for at least five years after the last payment to which the certificate applies, and provide it upon request to the FTB.

If an entertainer (or the entertainer's business entity) is paid for a performance, the entertainer's information must be provided.

Do not submit the entertainer's agent or promoter information.

The grantor of a grantor trust shall be treated as the payee for withholding purposes. Therefore, if the payee is a grantor trust and one or more of the grantors is a nonresident, withholding is required. If all of the grantors on the trust are residents, no withholding is required. Resident grantors can check the box on Form 590 labeled "Individuals — Certification of Residency."

D Definitions

For California nonwage withholding purposes, **nonresident** includes all of the following:

- Individuals who are not residents of California.
- Corporations not qualified through the California Secretary of State (CA SOS) to do business in California or having no permanent place of business in California.
- Partnerships or limited liability companies (LLCs) with no permanent place of business in California.
- Any trust without a resident grantor, beneficiary, or trustee, or estates where the decedent was not a California resident.

Foreign refers to non-U.S.

For more information about determining resident status, get FTB Pub. 1031, Guidelines for Determining Resident Status.

Military servicemembers have special rules for residency. For more information, get FTB Pub. 1032, Tax Information for Military Personnel.

Permanent Place of Business:

A corporation has a permanent place of business in California if it is organized and existing under the laws of California or it has qualified through the CA SOS to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in California only if it maintains a permanent office in California that is permanently staffed by its employees.

E Military Spouse Residency Relief Act (MSRRA)

Generally, for tax purposes you are considered to maintain your existing residence or domicile. If a military servicemember and nonmilitary spouse have the same state of domicile, the MSRRA provides:

- A spouse shall not be deemed to have lost a residence or domicile in any state solely by reason of being absent to be with the servicemember serving in compliance with military orders.
- A spouse shall not be deemed to have acquired a residence or domicile in any other state solely by reason of being there to be with the servicemember serving in compliance with military orders.

Domicile is defined as the one place:

- Where you maintain a true, fixed, and permanent home.
- To which you intend to return whenever you are absent.

A military servicemember's nonmilitary spouse is considered a nonresident for tax purposes if the servicemember and spouse have the same domicile outside of California and the spouse is in California solely to be with the servicemember who is serving in compliance with Permanent Change of Station orders.

California may require nonmilitary spouses of military servicemembers to provide proof that they meet the criteria for California personal income tax exemption as set forth in the MSRRRA.

Income of a military servicemember's nonmilitary spouse for services performed in California is not California source income subject to state tax if the spouse is in California to be with the servicemember serving in compliance with military orders, and the servicemember and spouse have the same domicile in a state other than California.

For additional information or assistance in determining whether the applicant meets the MSRRRA requirements, get FTB Pub. 1032.

Specific Instructions

Payee Instructions

Enter the withholding agent's name.

Enter the payee's information, including the TIN and check the appropriate TIN box.

You must provide a valid TIN as requested on this form. The following are acceptable TINs: social security number (SSN); individual taxpayer identification number (ITIN); federal employer identification number (FEIN); California corporation number (CA Corp no.); or CA SOS file number.

Private Mail Box (PMB) – Include the PMB in the address field. Write "PMB" first, then the box number. Example: 111 Main Street PMB 123.

Foreign Address – Follow the country's practice for entering the city, county, province, state, country, and postal code, as applicable, in the appropriate boxes. Do not abbreviate the country name.

Exemption Reason – Check the box that reflects the reason why the payee is exempt from the California income tax withholding requirement.

Withholding Agent Instructions

Do not send this form to the FTB. The withholding agent retains this form for a minimum of five years or until the payee's status changes, and must provide this form to the FTB upon request.

The payee must notify the withholding agent if any of the following situations occur:

- The individual payee becomes a nonresident.
- The corporation ceases to have a permanent place of business in California or ceases to be qualified to do business in California.

- The partnership ceases to have a permanent place of business in California.
- The LLC ceases to have a permanent place of business in California.
- The tax-exempt entity loses its tax-exempt status.

If any of these situations occur, then withholding may be required. For more information, get Form 592, Resident and Nonresident Withholding Statement, Form 592-B, Resident and Nonresident Withholding Tax Statement, and Form 592-V, Payment Voucher for Resident and Nonresident Withholding.

Additional Information

Website: For more information go to ftb.ca.gov and search for **nonwage**.
MyFTB offers secure online tax account information and services. For more information and to register, go to ftb.ca.gov and search for **myftb**.

Telephone: 888.792.4900 or 916.845.4900, Withholding Services and Compliance phone service

Fax: 916.845.9512

Mail: WITHHOLDING SERVICES AND COMPLIANCE MS F182
FRANCHISE TAX BOARD
PO BOX 942867
SACRAMENTO CA 94267-0651

For questions unrelated to withholding, or to download, view, and print California tax forms and publications, or to access the TTY/TDD numbers, see the information below.

Internet and Telephone Assistance

Website: ftb.ca.gov

Telephone: 800.852.5711 from within the United States
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

Asistencia Por Internet y Teléfono

Sitio web: ftb.ca.gov

Teléfono: 800.852.5711 dentro de los Estados Unidos
916.845.6500 fuera de los Estados Unidos

TTY/TDD: 800.822.6268 para personas con discapacidades auditivas o de habla

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property:
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative Date

☐ I am unable to certify to the above statements. My explanation is attached.



CAMPAIGN CONTRIBUTIONS DISCLOSURE

In accordance with California law, bidders and contracting parties are required to disclose, at the time the application is filed, information relating to any campaign contributions made to South Coast Air Quality Management District (SCAQMD) Board Members or members/alternates of the MSRC, including: the name of the party making the contribution (which includes any parent, subsidiary or otherwise related business entity, as defined below), the amount of the contribution, and the date the contribution was made. 2 C.C.R. §18438.8(b).

California law prohibits a party, or an agent, from making campaign contributions to SCAQMD Governing Board Members or members/alternates of the Mobile Source Air Pollution Reduction Review Committee (MSRC) of more than \$250 while their contract or permit is pending before SCAQMD; and further prohibits a campaign contribution from being made for three (3) months following the date of the final decision by the Governing Board or the MSRC on a donor's contract or permit. Gov't Code §84308(d). For purposes of reaching the \$250 limit, the campaign contributions of the bidder or contractor plus contributions by its parents, affiliates, and related companies of the contractor or bidder are added together. 2 C.C.R. §18438.5.

In addition, SCAQMD Board Members or members/alternates of the MSRC must abstain from voting on a contract or permit if they have received a campaign contribution from a party or participant to the proceeding, or agent, totaling more than \$250 in the 12-month period prior to the consideration of the item by the Governing Board or the MSRC. Gov't Code §84308(c).

The list of current SCAQMD Governing Board Members can be found at SCAQMD website (www.aqmd.gov). The list of current MSRC members/alternates can be found at the MSRC website (<http://www.cleantransportationfunding.org>).

SECTION I.

Contractor (Legal Name): _____

DBA, Name _____, County Filed in _____

Corporation, ID No. _____

LLC/LLP, ID No. _____

List any parent, subsidiaries, or otherwise affiliated business entities of Contractor:
(See definition below).

SECTION II.

Has Contractor and/or any parent, subsidiary, or affiliated company, or agent thereof, made a campaign contribution(s) totaling \$250 or more in the aggregate to a current member of the South Coast Air Quality Management Governing Board or member/alternate of the MSRC in the 12 months preceding the date of execution of this disclosure?

☐ Yes ☐ No **If YES, complete Section II below and then sign and date the form.
If NO, sign and date below. Include this form with your submittal.**

Campaign Contributions Disclosure, *continued*:

Name of Contributor _____

Governing Board Member or MSRC Member/Alternate	Amount of Contribution	Date of Contribution
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Name of Contributor _____

Governing Board Member or MSRC Member/Alternate	Amount of Contribution	Date of Contribution
---	------------------------	----------------------

Name of Contributor _____

Governing Board Member or MSRC Member/Alternate	Amount of Contribution	Date of Contribution
---	------------------------	----------------------

Name of Contributor _____

Governing Board Member or MSRC Member/Alternate	Amount of Contribution	Date of Contribution
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I declare the foregoing disclosures to be true and correct.

By: _____

Title: _____

Date: _____

DEFINITIONS

Parent, Subsidiary, or Otherwise Related Business Entity (2 Cal. Code of Regs., §18703.1(d).)

- (1) Parent subsidiary. A parent subsidiary relationship exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.
- (2) Otherwise related business entity. Business entities, including corporations, partnerships, joint ventures and any other organizations and enterprises operated for profit, which do not have a parent subsidiary relationship are otherwise related if any one of the following three tests is met:
 - (A) One business entity has a controlling ownership interest in the other business entity.
 - (B) There is shared management and control between the entities. In determining whether there is shared management and control, consideration should be given to the following factors:
 - (i) The same person or substantially the same person owns and manages the two entities;
 - (ii) There are common or commingled funds or assets;
 - (iii) The business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis;
 - (iv) There is otherwise a regular and close working relationship between the entities; or
 - (C) A controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178

STEP 1: Please check all the appropriate boxes

- | | |
|--|--|
| <input type="checkbox"/> Individual (Employee, Governing Board Member) | <input type="checkbox"/> New Request |
| <input type="checkbox"/> Vendor/Contractor | <input type="checkbox"/> Cancel Direct Deposit |
| <input type="checkbox"/> Changed Information | |

STEP 2: Payee Information

Last Name		First Name		Middle Initial	Title
Vendor/Contractor Business Name (if applicable)					
Address				Apartment or P.O. Box Number	
City		State	Zip	Country	
Taxpayer ID Number		Telephone Number		Email Address	

Authorization

- I authorize South Coast Air Quality Management District (SCAQMD) to direct deposit funds to my account in the financial institution as indicated below. I understand that the authorization may be rejected or discontinued by SCAQMD at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to SCAQMD for distribution. This will delay my payment.
- This authorization remains in effect until SCAQMD receives written notification of changes or cancellation from you.
- I hereby release and hold harmless SCAQMD for any claims or liability to pay for any losses or costs related to insufficient fund transactions that result from failure within the Automated Clearing House network to correctly and timely deposit monies into my account.

STEP 3:

You must verify that your bank is a member of an Automated Clearing House (ACH). Failure to do so could delay the processing of your payment. You must attach a voided check or have your bank complete the bank information and the account holder must sign below.

To be Completed by your Bank

Staple Voided Check Here	Name of Bank/Institution		
	Account Holder Name(s)		
	<input type="checkbox"/> Saving <input type="checkbox"/> Checking	Account Number	Routing Number
	Bank Representative Printed Name	Bank Representative Signature	Date
	ACCOUNT HOLDER SIGNATURE:		Date

For SCAQMD Use Only

Input By _____

Date _____

ATTACHMENT C

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

SCAQMD's State Legislative Goals & Objectives for 2017

The following goals and objectives are identified to facilitate attainment of clean air standards within the South Coast region by statutory deadlines, while working with and serving as a resource to Sacramento legislators; federal, state, and local agencies; business, environmental and community groups; and other stakeholders:

Air Quality Funding

Increase existing and identify new funding sources for clean air programs that protect public health and ensure attainment of state and federal air quality standards, particularly incentive programs and research and development projects that support the 2016 Air Quality Management Plan (AQMP) and create opportunities to partner with local businesses, communities and residents.

SCAQMD Authority / Policy Implementation

Ensure adequate SCAQMD authority for implementation of the Board's clean air policies and programs, as required by state and federal law, including the 2016 AQMP.

State Support

Work to ensure that the state government does its fair share to reduce air pollution in order for the South Coast Air Basin region to meet national ambient air quality standards, and provides legislative support to SCAQMD to implement the 2016 AQMP and attain federal ozone and particulate matter standards by upcoming federal deadlines.

Environmental Justice

Support legislation and funding to promote environmental justice initiatives that: reduce localized health risks resulting from criteria pollutant and toxic air contaminant emissions, develop and expand access to clean air technology that directly benefits disproportionately impacted communities, and enhance community participation in decision-making.

Climate Change

Seek to influence climate change initiatives and facilitate their implementation consistent with Board policy. In particular, support efforts directing that Greenhouse Gas Reduction Fund investments maximize criteria and toxics emission reduction co-benefits, promote near-zero and zero-emission vehicles, and address air quality and public health impacts.

Clean Energy

Support legislation that advances the Board's Energy Policy which promotes reliable, cost effective and clean energy for all consumers in the District while facilitating attainment of clean air standards and support for a healthy economy. In particular, support policies and funding that promote the development and deployment of zero and near-zero emission infrastructure, equipment and vehicles.

Business/Jobs Climate

Support legislation, policies and/or administrative actions that protect and encourage job retention and creation and promote economic growth, while working toward attainment of clean air standards;

and that support and assist the regulated community in complying with rules and regulations in the most efficient and cost-effective manner.

Surface Transportation & Goods Movement

Support and expand air quality policy and funding considerations regarding the implementation of state and federal surface transportation and goods movement policies and programs, including those relating to the FAST Act.

Salton Sea

In conjunction with the Imperial County Air Pollution Control District and other stakeholders, work on legislation mitigating the Salton Sea's potential for increased emissions as well as its potential to generate renewable energy.



South Coast Air Quality Management District

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

LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY MAY 12, 2017 MEETING MINUTES

MEMBERS PRESENT:

Ben Benoit, Mayor Pro Tem, City of Wildomar and LGSBA Chairman
Janice Rutherford, Supervisor, Second District, San Bernardino County
Felipe Aguirre
Rachelle Arizmendi, Mayor, City of Sierra Madre
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California/All Metals
LaVaughn Daniel, DancoEN
John DeWitt, JE DeWitt, Inc.
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Paramount Petroleum
Cynthia Moran, Council Member, City of Chino Hills
David Rothbart, Los Angeles County Sanitation District

MEMBERS ABSENT:

Todd Campbell, Clean Energy
Maria Elena Kennedy, Kennedy Communications

OTHERS PRESENT:

Mark Abramowitz, Board Member Consultant (*Lyou*)
David Czmanske, Board Member Consultant (*Cacciotti*)
Ruthanne Taylor-Berger, Board Member Consultant (*Benoit*)
Mark Taylor, Board Member Consultant (*Rutherford*)

SCAQMD STAFF:

Derrick Alatorre, Deputy Executive Officer
Laki Tisopulos, Deputy Executive Officer
Jason Low, Assistant Deputy Executive Officer
Fred Minassian, Assistant Deputy Executive Officer
Fabian Wesson, Assistant Deputy Executive Officer/Public Advisor
Andrea Polidori, Atmospheric Measurements Manager, Monitoring
Philip Crabbe, Community Relations Manager
Nancy Feldman, Principal Deputy District Counsel
Elaine-Joy Hills, AQ Inspector II
Lori Langrell, Secretary

Agenda Item #1 - Call to Order/Opening Remarks

Supervisor Janice Rutherford called the meeting to order at 11:30 a.m.

Agenda Item #2 – Approval of April 14, 2017 Meeting Minutes/Review of Follow-Up/Action Items

Supervisor Rutherford called for approval of the April 14, 2017 meeting minutes.

Mr. Bill La Marr inquired regarding his question on RECLAIM facilities subject to an aggregated emissions cap, if there is a plan to de-aggregate these facilities under the program. He doesn't recall any further requests, but merely wanted to know if a phase out is being worked on, and whether or not there is a plan. Dr. Laki Tisopulos suggested the questions be directed to the working group as he is not working on this therefore, cannot provide an answer.

After discussion, the Minutes were approved unanimously.

Agenda Item #3 – Follow Up/Action Items

Mr. Derrick Alatorre indicated there were three action items arising out of the April 14th meeting. The first was to agendize a presentation on the commercial leaf blower program, which will be included in a future meeting. The second was to agendize a presentation on Senate Bill 1, which is being presented today, and lastly to receive information regarding driverless trucks, to which articles are available today as a handout.

Agenda Item #4 – Using Advanced Remote Sensing Technologies to Measure Emissions from Refineries and Other Sources

Dr. Andrea Polidori provided a summary of the results of a two and a half month long measurement campaign aimed at characterizing and qualifying emissions of VOC's, NOx, and SO₂ from refineries, oil wells, treatment facilities, gas stations, and other sources in the South Coast Air Basin.

Mr. John DeWitt asked if refineries were being measured in the South Coast basin only, or all over the world. Dr. Polidori replied the background slide shows refineries all over the world.

Mr. LaMarr inquired, with respect to gas stations and oil wells, if what staff is proposing duplicating what the California Air Resources Board (CARB) has done with vapor recovery or underground storage tanks. Dr. Polidori indicated that the study is about measurements, and the optical remote sensing has been developed throughout the years and is the most commonly used. This was developed by Chevron to measure the actual emissions from these sources.

Mr. LaMarr asked, in the course of measuring, if it impedes with normal operating procedures. Dr. Polidori replied no. Mr. LaMarr further asked if the technology in showing underground leak detection is the same technology used in Aliso Canyon. Dr. Polidori indicated it is not the same but similar.

Mr. DeWitt asked which refinery the presentation referred to. Dr. Polidori replied Tesoro.

Mr. LaMarr inquired regarding VOCs not being created equally, sometimes having abnormalities or being undetected, if these are the same VOCs that end up on mobile sources, and if it would impact rulemaking on stationary sources where VOCs are present. Dr. Tisopulos replied that we are underestimating inventory from seven sectors, we must move forward with our plans, and pay close attention to those higher emissions.

Mr. David Rothbart asked if a problem is found, if it is typical, and how the emissions are estimated. Dr. Tisopulos replied that with oil wells and gas, the vendors get statistical measurements, and extrapolate the rest of the oil wells and gas stations. With respect to the slide comparing refinery emissions from six large refineries, what is being reported to us under conventional methodologies shows a variance, grossly underestimating VOC emissions.

Mr. La Marr inquired if this would change when refineries switch to summer fuel. Dr. Tisopulos replied he does not believe it will vary that much. In 2015, measurements were taken in September, and the measurements taken in 2016 was while refineries were switching fuels.

Mr. Paul Avila asked if the flux sense and camera manufacturers make all the same equipment, and what happens when both companies take measurements with different results. Dr. Polidori indicated it has happened with a difference of about ten points. They all indicated a leak with varying emission rates, but all three were within 20% of each other.

Ms. Rachelle Arizmendi asked what the intent of the data is, and if it is available to the public. Dr. Polidori replied that we are currently building a website, and that the report is about a month old. Dr. Polidori stated that the review period ends Wednesday, May 17, and, for the most part, staff intends to conduct more studies. SCAQMD plans to contract with a flux sense manufacturer who will conduct studies every two weeks for the next two years. The intent is to see if this type of technology can be used as an alarm system for VOC concentration in communities. Dr. Jason Low also commented that we want to get feedback to the facility so they are aware of potential leaks, and they can investigate and make repairs if necessary.

Mr. DeWitt inquired regarding service stations, if there were any sites identified that had installed enhanced vapor recovery equipment. Dr. Polidori indicated measurements were taken at a new Costco station where emissions were minimal, whereas problems were found at older, smaller stations. Dr. Tisopulos also indicated that there is very little correlation between emissions at super large stations, such as Costco, where stations are well-maintained and have minimal emissions. Smaller stations may not have the means to maintain their equipment. Technology like this is fast and allows us and the operator of the source to do repairs on equipment quickly before the leak is out of control.

Mr. La Marr asked if the District is looking at the coatings industry. Dr. Tisopulos indicated that this is not the best technology to measure emissions in this industry.

Agenda Item #5 – FY 2016-17 Carl Moyer Program (CMP) Award

Mr. Fred Minassian provided an overview of the resolution recognizing funds and accepting terms and conditions for FY 2016-17 Carl Moyer Program (CMP) Award and review of Program Announcements for Carl Moyer Program and SOON provision.

Mr. Avila inquired, as most busses have already been upgraded, if the shift is for off-road and tractors. Mr. Minassian replied on-road trucks have converted to CNG, then we went to off-road, marine vessels, tractors, etc. Even with the CNG bus fleet, they can repower or replace engines because the old standard (pre-2010) was at 1.2, which can now be at 0.02. Mr. Avila further asked regarding the upgrade with trains and railroads, what the gray area is. Mr. Minassian r that we have provided \$110 million to replace 40 locomotives from Tier 0 to Tier 4 for the project we are doing with Metrolink, and they are the first commuter rail system in the nation to do that. The remaining money has been provided by

Metrolink bond, and public funds. We are careful with the contract, ensure that the money co-funds what is allowable, and we tailor our contract on a case by case basis.

Mr. LaMarr asked who is in opposition of AB 1274. Mr. Alatorre indicated there is no official opposition, but there are groups with concerns such as car dealers association and smog check stations.

Agenda Item #6 – Senate Bill 1 (Beall) – Transportation Funding

Mr. Philip Crabbe provided an update on the recent passage of Senate Bill 1 (SB 1) the comprehensive statewide infrastructure legislative vehicle, and its potential impacts on South Coast Air Quality Management District.

Mr. Avila asked if there will be a concerned citizen oversight board, or if the money will just go into the general fund. Mr. Crabbe replied it is a constitutional amendment to use for transportation and infrastructure, there is oversight in all, and even local governments must spend money on what it is earmarked for.

Mr. DeWitt inquired whether this includes money for the bullet train. Mr. Crabbe commented he has not seen much regarding the bullet train.

Mr. LaMarr asked pertaining to the retirement of vehicles, if it is commercial or personal. Mr. Crabbe replied commercial.

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

No comments.

Agenda Item #8 - Other Business

Chair Benoit introduced new LGSBA member, Mr. Eddie Marquez, to the advisory group. Mr. Marquez shared the company he is with, and organizations he is involved with.

Ms. Rita Loof inquired about public outreach suggested by staff at the last governing board meeting. Ms. Loof further indicated that the printing industry has requested outreach, and asked what those efforts look like.

***Action Item:** Agendize a presentation on public outreach, and what efforts to the printing industry may look like.*

Chair Benoit commented a presentation on issues with low NOx burners, and outreach to all other people that have those burners, would be good to hear as well.

Agenda Item #9 - Public Comment

No comments.

Adjournment

The meeting adjourned at 12:57 p.m.