



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 A. Burke, Chair
Council Member Ben Benoit, Vice Chair
Council Member Michael Cacciotti
Council Member Judith Mitchell

September 11, 2020 ♦ 10:00 a.m.

Pursuant to Governor Newsom's Executive Orders N-25-20 (March 12, 2020) and N-29-20 (March 17, 2020), the South Coast AQMD Administrative Committee meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

Join Zoom Webinar Meeting - from PC or Laptop

<https://scaqmd.zoom.us/j/92255904416>

Zoom Webinar ID: 922 5590 4416 (applies to all)

Teleconference Dial In

+1 669 900 6833

One tap mobile

+16699006833,92255904416#

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

PUBLIC COMMENT WILL STILL BE TAKEN

AGENDA

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

CALL TO ORDER

DISCUSSION ITEMS – Items 1 through 9:

1. Board Members' Concerns (**No Motion Required**)
Any member of the Governing Board, on his or her own initiative may raise a concern to the Administrative Committee regarding any South Coast AQMD items or activities. Dr. William A. Burke
Committee Chair
2. Chairman's Report of Approved Travel (**No Motion Required**) Dr. Burke
3. Report of Approved Out-of-Country Travel
(**No Motion Required**) Wayne Nastri
Executive Officer
4. Review October 2, 2020 Governing Board Agenda Wayne Nastri pgs. 1-10
5. Approval of Compensation for Board Member Assistant(s)/
Consultant(s) (Any material, if submitted, will be distributed at the
meeting.) (**Motion Requested if Proposal Made**) Dr. Burke
6. Update on South Coast AQMD Inclusion, Diversity and Equity
Efforts (**No Motion Required**) Wayne Nastri pgs. 11-14
*Staff will provide an update on current and future efforts for our internal
processes and programs, and to improve how we work with communities.*
7. Budget and Economic Outlook Update (No Written Material)
(**No Motion Required**) Jill Whynot
Chief Operating
Officer
*Staff will provide an update on economic indicators and key South Coast
AQMD metrics.*
8. South Coast AQMD 2019-2020 Why Healthy Air Matters Program
End-of-Year Report (**No Motion Required**) Derrick J. Alatorre pgs. 15-97
DEO, Legislative,
Public Affairs &
Media
*The Why Healthy Air Matters (WHAM) Program is South Coast AQMD's
high school air quality education program. The report summarizes
activities and accomplishments of the WHAM Program for the 2019-2020
school year. These actions are to receive and file the 2019-2020 WHAM
Program End-of-Year Report.*
9. Status Report on Major Ongoing and Upcoming Projects for
Information Management (**No Motion Required**) Ron Moskowitz pgs. 98-107
Chief Information
Officer, Information
Management
*Information Management is responsible for data systems management
services in support of all South Coast AQMD operations. This action is to
provide the monthly status report on major automation contracts and
planned projects.*

ACTION ITEMS – Items 10 through 13:

OCTOBER ITEMS

10. Appoint Alternate Public Member to Hearing Board
(**Motion Requested**) Faye Thomas pgs.
Clerk of the Boards 108-109
In February 2020, one of the two Alternate Public Member positions on

the South Coast AQMD Hearing Board became vacant. A Hearing Board Advisory Committee reviewed the applications and resumes of 22 candidates and recommended that the Administrative Committee interview the top three candidates. The Administrative Committee will interview the candidates at its meeting on September 11, 2020 for a final recommendation to the full Governing Board in October.

11. Issue Purchase Order for Ingres Relational Database Management System Software Support (**Motion Requested**) Ron Moskowitz pgs. 110-111
The Ingres Relational Database Management System is used for the implementation of the Central Information Repository database. This database is used at the South Coast AQMD to support a suite of client/server and web-based applications known collectively as the Clean Air Support System (CLASS). CLASS applications support all of South Coast AQMD's core activities. Licensing, maintenance and support for this software expire on November 29, 2020. This action is to issue a purchase order to Actian Corporation for a total amount not to exceed \$265,000. Funds for this expense are included in the FY 2020-21 Budget.
12. Execute Lease Contract for Mailing Equipment (**Motion Requested**) John Olvera pgs. 112-114
DEO, Administrative & Human Resources
On June 6, 2020, the Board approved the release of an RFQ to solicit lease proposals to replace the mailroom's United States Postal Service-compliant mailing system and to lease additional equipment for folding, inserting, and addressing mail. This action is to execute a five-year lease agreement with Pitney Bowes, Inc. for the proposed mailing equipment in an amount not to exceed \$156,851.
13. Transfer and Appropriate Funds for Rule 1180 Program, Execute Purchase Orders and/or Contracts and Issue Solicitation Jason Low pgs. 115-121
ADEO, Science & Technology Advancement
(Motion Requested)
In June 2018, the Board recognized over \$7.0 million in revenue from refineries into the Rule 1180 Special Revenue Fund (78) to establish community air monitoring near refineries. Also, the FY 2020-21 budget includes annual fees for community air monitoring totaling over \$4.5 million. These actions are to: 1) transfer and appropriate funds of up to \$861,000 from the Rule 1180 Special Revenue Fund (78) to Science & Technology Advancement's FY 2020-21 Budget for Rule 1180; 2) execute purchase orders and/or contracts for air quality monitoring equipment and vehicles for the community air monitoring network; and 3) issue a solicitation for an independent audit of the Rule 1180 refinery fence line and community air monitoring network.

WRITTEN REPORTS:

14. Local Government & Small Business Assistance Advisory Group Minutes for the June 12, 2020 Meeting Derrick J. Alatorre pgs. 122-125
(No Motion Required)
Attached for information only are the Local Government & Small Business Assistance Advisory Group minutes for the June 12, 2020 meeting

15. Environmental Justice Advisory Group Minutes for the January 24, 2020 Meeting (***No Motion Required***) Derrick J. Alatorre pgs. 126-138
Attached for information only are the Environmental Justice Advisory Group minutes for the January 24, 2020 meeting.

OTHER MATTERS:

16. Other Business Dr. Burke
Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter, or may take action to direct staff to place a matter of business on a future agenda. (Govt Code Section 54954.2)
17. Public Comment
At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Committee's authority that is not on the agenda. Speakers may be limited to three (3) minutes each.
18. **Next Meeting Date:** October 9, 2020 at 10:00 a.m.

ADJOURNMENT

Americans with Disabilities Act and Language Accessibility

Disabilities and language-related accommodations can be requested to allow participation in the Administrative Committee meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the District. Please contact Nancy Velasquez at (909) 396-2557 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to nvelasquez@aqmd.gov.

Document Availability

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the agenda is posted, are available by contacting Nancy Velasquez at (909) 396-2557, or send the request to nvelasquez@aqmd.gov.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

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

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

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

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Directions for TELEPHONE line only:

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



9/4/20 5:15 PM

DRAFT AGENDA

MEETING, OCTOBER 2, 2020

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 AM.

Pursuant to Governor Newsom’s Executive Orders N-25-20 (March 12, 2020) and N-29-20 (March 17, 2020), the Governing Board meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

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

Join Zoom Meeting - from PC, Laptop or Phone

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

Meeting ID: 931 2860 5044 (applies to all)

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

One tap mobile +16699006833,,97364562763# or +12532158782,,93128605044#

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PUBLIC COMMENT WILL STILL BE TAKEN

Questions About an Agenda Item	<ul style="list-style-type: none"> The name and telephone number of the appropriate staff person to call for additional information or to resolve concerns is listed for each agenda item. In preparation for the meeting, you are encouraged to obtain whatever clarifying information may be needed to allow the Board to move expeditiously in its deliberations.
Meeting Procedures	<ul style="list-style-type: none"> The public meeting of the South Coast AQMD Governing Board begins at 9:00 a.m. The Governing Board generally will consider items in the order listed on the agenda. However, <u>any item</u> may be considered in <u>any order</u>. After taking action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

All documents (i) constituting non-exempt public records, (ii) relating to an item on the agenda, and (iii) having been distributed to at least a majority of the Governing Board after the agenda is posted, are available prior to the meeting at South Coast AQMD’s web page (www.aqmd.gov).

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A webcast of the meeting is available for viewing at:

<http://www.aqmd.gov/home/news-events/webcast>

CALL TO ORDER

- Pledge of Allegiance
- 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

- | | | |
|--------|---|----------------------|
| 11020. | Approve Minutes of September 4, 2020 Board Meeting | Thomas/3268 |
| 11047. | Set Public Hearing November 6, 2020 to Consider Adoption of and/or Amendments to South Coast AQMD Rules and Regulations | Nastri/3131 |
| 11045. | Set Public Hearing November 6, 2020 to Determine That Proposed Amendments to Rule 1178 – Further Reductions of VOC Emissions from Storage Tanks at Petroleum Facilities, Are Exempt from CEQA and Amend Rule 1178 | Nakamura/3105 |
- Rule 1178 establishes requirements to control VOC emissions from storage tanks at petroleum facilities. Amendments to Rule 1178 are needed to address safety concerns related to the enclosure of external floating roof tanks that store sour water. Proposed Amended Rule 1178 will reinstate an expired provision that allows operators to accept a permit condition to limit the vapor pressure of organic liquid stored with additional notification provisions. This action is to adopt the Resolution: 1) Determining that the proposed amendments to Rule 1178 – Further Reductions of VOC Emissions from Storage Tanks at Petroleum Facilities, are exempt from the requirements of the California Environmental Quality Act, and 2) Amending Rule 1178 – Further Reductions of VOC Emissions from Storage Tanks at Petroleum Facilities. (Reviewed: Stationary Source Committee, September 18, 2020)

Budget/Fiscal Impact

11038. **Execute Contract to Design Connected Network of Microgrids** **Miyasato/3249**
- The development of microgrids is gaining attention as a means of increasing the resiliency and reliability of the electricity system to support alternative fuel transportation. The University of California Irvine Advanced Power and Energy Program (UCI APEP) proposes a study to assess air quality impacts of connected microgrids by evaluating the fueling and charging options of alternative transportation under microgrid control. This action is to execute a contract with UCI APEP to develop a model for a connected network of microgrids for zero-emission transportation in an amount not to exceed \$290,000 from the Clean Fuels Program Fund (31). (Reviewed: Technology Committee, September 18, 2020; Recommended for Approval)
11050. **Execute Contract to Develop and Demonstrate Natural Gas and Propane Conversion Systems for Medium-Duty Vehicles** **Miyasato/3249**
- In 2019, South Coast AQMD Board approved three projects to develop natural gas and propane conversion systems for the new Ford 7.3-liter gasoline engine with Ford Qualified Vehicle Modifiers, including a \$607,825 award to Agility Fuel Solutions (Agility). CARB recently adopted a new lower level Optional Low NOx Standard (OLNS) of 0.01 g/bhp-hr under the Heavy-Duty On-Road Low NOx "Omnibus" regulation. Subsequently, Agility submitted a revised proposal to further optimize the engine to achieve the adopted OLNS level. This action is to execute a contract with Agility Fuel Solutions in an amount not to exceed \$607,825 to develop, demonstrate and commercialize the Ford 7.3-liter medium-duty natural gas and propane conversions systems from the Clean Fuels Program Fund (31). (Reviewed: Technology Committee, September 18, 2020; Recommended for Approval)
11014. **Transfer and Appropriate Funds for Rule 1180 Program, Execute Purchase Orders and/or Contracts and Issue Solicitation** **Low/2269**
- In June 2018, the Board recognized over \$7.0 million in revenue from refineries into the Rule 1180 Special Revenue Fund (78) to establish community air monitoring near refineries. Also, the FY 2020-21 budget includes annual fees for community air monitoring totaling over \$4.5 million. These actions are to: 1) transfer and appropriate funds of up to \$861,000 from the Rule 1180 Special Revenue Fund (78) to Science & Technology Advancement's FY 2020-21 Budget for Rule 1180; 2) execute purchase orders and/or contracts for air quality monitoring equipment and vehicles for the community air monitoring network; and 3) issue a solicitation for an independent audit of the Rule 1180 refinery fence line and community air monitoring network. (Reviewed: Administrative Committee, September 11, 2020; Recommended for Approval)

11042. **Issue Program Announcement for Lower Emission School Bus Program** **Berry/2363**
- Since 2001, South Coast AQMD has funded the replacement of over 1,800 pre-1994 publicly owned diesel school buses and retrofitted nearly 3,400 diesel school buses as part of the Lower Emission School Bus Program. In February 2020, CARB issued a guideline update for the Lower Emission School Bus Program allowing the replacement of diesel buses that are more than 20 years old. This action is to issue a Program Announcement to replace pre-2001 model year diesel school buses owned by public school districts with new alternative fuel or zero emission buses. (Reviewed: Technology Committee, September 18, 2020; Recommended for Approval)
11034. **Execute Lease Contract for Mailing Equipment** **Olvera/2309**
- On June 6, 2020, the Board approved the release of an RFQ to solicit lease proposals to replace the mailroom's United States Postal Service-compliant mailing system and to lease additional equipment for folding, inserting, and addressing mail. This action is to execute a five-year lease agreement with Pitney Bowes Inc., for the proposed mailing equipment in an amount not to exceed \$156,851. (Reviewed: Administrative Committee, September 11, 2020; Recommended for Approval)
11039. **Issue Purchase Order for Ingres Relational Database Management System Software Support** **Moskowitz/3329**
- The Ingres Relational Database Management System is used for the implementation of the Central Information Repository database. This database is used at the South Coast AQMD to support a suite of client/server and web-based applications known collectively as the Clean Air Support System (CLASS). CLASS applications support all of South Coast AQMD's core activities. Licensing, maintenance and support for this software expire on November 29, 2020. This action is to issue a purchase order to Actian Corporation for a total amount not to exceed \$265,000. Funds for this expense are included in the FY 2020-21 Budget. (Reviewed: Administrative Committee, September 11, 2020; Recommended for Approval)
11046. **Appoint Alternate Public Member to Hearing Board** **Thomas/3268**
- In February 2020, one of the two Alternate Public Member positions on the South Coast AQMD Hearing Board became vacant. A Hearing Board Advisory Committee reviewed the applications and resumes of 22 candidates and recommended that the Administrative Committee interview the top three candidates. The Administrative Committee will interview the candidates at its meeting on September 11, 2020 for a final recommendation to the full Governing Board in October. (Reviewed: Administrative Committee, September 11, 2020; Recommended for Approval)

10893. Approve Contract Modifications as Approved by MSRC

McCallon

Items XX through XX - Information Only/Receive and File

10852. Legislative, Public Affairs and Media Report

Alatorre/3122

This report highlights the August 2020 outreach activities of the Legislative, Public Affairs and Media Office, which includes: Major Events, Community Events/Public Meetings, Environmental Justice Update, Speakers Bureau/Visitor Services, Communications Center, Public Information Center, Business Assistance, Media Relations and Outreach to Business and Federal, State and Local Government. (No Committee Review)

10998. Hearing Board Report

Prussack/2500

This reports the actions taken by the Hearing Board during the period of August 1 through August 31, 2020. (No Committee Review)

10982. Civil Filings and Civil Penalties Report

Gilchrist/3459

This reports the monthly penalties from August 1, 2020 through August 31, 2020, and legal actions filed by the General Counsel's Office from August 1 through August 31, 2020. An Index of South Coast AQMD Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, September 18, 2020)

10807. Lead Agency Projects and Environmental Documents Received

Nakamura/3105

This report provides a listing of CEQA documents received by the South Coast AQMD between August 1, 2020 and August 31, 2020, and those projects for which the South Coast AQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, September 18, 2020)

10778. Rule and Control Measure Forecast **Fine/2239**
- This report highlights South Coast AQMD rulemaking activities and public hearings scheduled for 2020. (No Committee Review)
11040. Status Report on Major Ongoing and Upcoming Projects for Information Management **Moskowitz/3329**
- Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, September 11, 2020)
11048. South Coast AQMD 2019-2020 Why Healthy Air Matters Program End-of-Year Report **Alatorre/3122**
- The Why Healthy Air Matters (WHAM) Program is South Coast AQMD's high school air quality education program. The report summarizes activities and accomplishments of the WHAM Program for the 2019-2020 school year. This action is to receive and file the 2019-2020 WHAM Program End-of-Year Report. (Reviewed: Administrative Committee, September 11, 2020)
11029. Annual Progress Report for AB 617 Community Emissions Reduction Plans **Ghosh/2582**
- This report summarizes the results and actions taken from September 2019 to June 2020 to further reduce emissions in AB 617 communities designated in 2018. (Reviewed: Stationary Source Committee, September 18, 2020)

XX. Items Deferred from Consent Calendar

BOARD CALENDAR

Note: The September meeting of the Legislative Committee was canceled. The next meeting of the Legislative Committee is scheduled for October 9, 2020.

11008. Administrative Committee (Receive & File) **Chair: Burke Nastri/3131**
10760. Mobile Source Committee (Receive & File) **Chair: Burke Fine/2239**
10913. Stationary Source Committee (Receive & File) **Chair: Benoit Dejbakhsh/2618**
10833. Technology Committee (Receive & File) **Chair: Buscaino Miyasato/3249**

10794. Mobile Source Air Pollution Reduction Board Liaison: Benoit Berry/2363
Review Committee (Receive & File)

10950. California Air Resources Board Monthly Board Rep: Mitchell Thomas/2500
Report (Receive & File)

Staff Presentation/Board Discussion

XXXX. Budget and Economic Outlook Update (*Presentation In Lieu of Board Letter*) Whynot/3104

Staff will provide an update on economic indicators and key South Coast AQMD metrics. (Reviewed: Administrative Committee, September 11, 2020)

11049. Recommendation for Year 3 Implementation of Assembly Bill 617 Ghosh/2582

Assembly Bill (AB) 617 requires CARB, in consultation with air districts, to annually select communities for community air monitoring and the preparation of community emissions reduction programs as appropriate. AB 617 specifies that the highest priority locations shall be disadvantaged communities with a high exposure burdens for criteria pollutants and toxic air contaminants. Staff built on the technical evaluation and public process from the first two years of AB 617 implementation and outreach to develop a recommendation for Year 3. In August 2020, staff conducted a public outreach meeting to gather community input for Year 3 implementation. Staff recommends the South Los Angeles community for consideration in the AB 617 program. These actions are to: (1) approve the recommendation of the South Los Angeles community to CARB for their consideration in selecting communities for the AB 617 program; and (2) direct staff to seek funding from the Legislature, in the amount of \$4-\$6 million per year for at least six years, to support the development and implementation of the community plans in the South Los Angeles community. (Reviewed: Stationary Source Committee, September 18, 2020)

PUBLIC HEARINGS

11043. Certify Final Environmental Assessment and Adopt Rule 1179.1 – NOx Emission Reductions from Combustion Equipment at Publicly Owned Treatment Works Facilities Nakamura/3105

Proposed Rule (PR) 1179.1 was developed to establish BARCT requirements for combustion equipment located at Publicly Owned Treatment Works facilities. PR 1179.1 establishes NOx, CO, and VOC emission limits for boilers, turbines, and engines. PR 1179.1 also includes provisions for emissions monitoring, reporting, and recordkeeping. This action is to adopt the Resolution: 1) Certifying the Final Environmental Assessment for Proposed Rule 1179.1 – NOx Emission Reductions from Combustion Equipment at Publicly Owned Treatment Works Facilities; and 2) Adopting Rule 1179.1 – NOx Reductions from Combustion Equipment at Publicly Owned Treatment Works Facilities. (Review: Stationary Source Committee, August 21, 2020)

11005. Receive and File 2019 Annual Report on AB 2588 Program and Approve Updates to Facility Prioritization Procedure for AB 2588 Program, Public Notification Procedures, and AB 2588 and Rule 1402 Supplemental Guidelines **Rees/2856**

The Air Toxics "Hot Spots" Information and Assessment Act of 1987 (AB 2588) requires local air pollution control districts to prepare an annual report. The report provides the public with information regarding South Coast AQMD programs to reduce emissions of toxic air contaminants. This annual update describes the various activities in 2019 to satisfy the requirements of AB 2588 and Rule 1402, such as quadrennial emissions reporting and prioritization, the preparation and review of Air Toxics Inventory Reports, Health Risk Assessments, Voluntary Risk Reduction Plans, Risk Reduction Plans, and additional South Coast AQMD activities related to air toxics. Staff is also updating the Facility Prioritization Procedure for the AB 2588 Program, AB 2588 and Rule 1402 Supplemental Guidelines, and Public Notification Procedures to correct typographical errors and to provide additional information and clarification. These actions are to receive and file the 2019 Annual Report on the AB 2588 Air Toxics "Hot Spots" Program and approve revisions to the Facility Prioritization Procedure, AB 2588 and Rule 1402 Supplemental Guidelines, and Public Notification Procedures. (Reviewed: Stationary Source Committee, September 18, 2020)

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)

Gilchrist/3459

ADJOURNMENT

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

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

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

ACRONYMS

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

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

Directions for TELEPHONE line only:

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

Update on South Coast AQMD Inclusion, Diversity and Equity Efforts

**Administrative Committee
September 11, 2020**

Recent Actions

- Inclusion, Diversity and Equity Advisory (IDEA) panel has met twice
 - Working on data request re additional work force and recruitment statistics
- Latinx employee group met

Future Actions

- Looking forward to recommendations from IDEA committee
- Begin GARE program
- Kori Carew, a well-known advocate for racial equity confirmed for September 9
 - Other speakers in progress

Summary

- This will be a sustained, long-term effort
- Monthly updates to Administrative Committee - Board member suggestions welcome
- We have a great organization and every employee is valued
- We can, and will, improve inclusion, diversity and equity within our organization and in how we work with our community partners

DRAFT

BOARD MEETING DATE: October 2, 2020

AGENDA NO.

REPORT: South Coast AQMD 2019-2020 Why Healthy Air Matters Program End-of-Year Report

SYNOPSIS: The Why Healthy Air Matters (WHAM) Program is South Coast AQMD's high school air quality education program. The report summarizes activities and accomplishments of the WHAM Program for the 2019-2020 school year. These actions are to receive and file the 2019-2020 WHAM Program End-of-Year Report.

COMMITTEE: No Committee Review

RECOMMENDED ACTION:

Receive and File the attached 2019-2020 WHAM Program End-of-Year Report.

Wayne Natri
Executive Officer

DJA:LTO:mjk

Background

South Coast AQMD has a long history of educational outreach to teachers and students in the South Coast Air Basin through programs and events, especially within environmental justice communities. These activities have been effective in raising awareness about South Coast AQMD and air quality issues among teachers and students, reaching several thousand program and event participants. Additionally, South Coast AQMD's outreach efforts to high school students has yielded exponential benefits as participants in programs have shared information with their families, communities and peers.

In 2019, per Board direction, South Coast AQMD sought to implement an air quality educational program at 100 high schools in environmental justice communities within its jurisdiction. The program initially targeted 40 schools in Los Angeles County, and 20 schools each in Orange, Riverside, and San Bernardino Counties.

At the April 2019 meeting, the Board approved a one-year contract for consultant services with the Lee Andrews Group, with an option for two one-year contract renewals contingent on satisfactory performance and Board approval. The program now known as “Why Healthy Air Quality Matters” (WHAM) was successfully launched in school districts resulting in the confirmation of 100 schools to participate in the program.

The report summarizes activities and accomplishments of the WHAM Program for the 2019-2020 school year, as well as program adaptations and impacts due to the COVID-19 pandemic. Staff has also attached a list of schools with agreements to implement the WHAM program. This list includes information about the status of implementation.

Attachments

2019-2020 WHAM Program End-of-Year Report

List of Schools with Signed WHAM agreements 2019-20

WHAM

Why Healthy Air Matters

Air Quality Education by South Coast AQMD

YEAR 1 REPORT

Prepared by:
Lee Andrews Group



2019-2020



June 29, 2020

Mr. Derrick Alatorre
Deputy Executive Officer - Office of Legislative, Public Affairs & Media
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765

RE: Why Healthy Air Matters (WHAM) - South Coast AQMD High School Air Quality Educational Program

Dear Mr. Alatorre:

Lee Andrews Group is pleased to submit the attached program evaluation report for the 2019/2020 school year (Year One) of the Why Healthy Air Matters (WHAM) Program. This comprehensive report profiles the outreach plan developed to address all elements of the WHAM Program (Program) including: the planning and implementation process, procedures, tracking, evaluation, and recommendations for the future of the Program.

After being awarded the contract for consulting services in April 2019, Lee Andrews Group assisted South Coast AQMD with developing an outreach plan for the WHAM Program. We worked diligently to successfully introduce the Program to high schools in Los Angeles, Orange, Riverside, and San Bernardino counties.

Our firm's successful outreach and program development has paved the way for the establishment and cultivation of countless invaluable relationships with school district administrators, faculty, and teachers, which are critical to successful implementation. Lee Andrews Group is excited to continue to build from the momentum we have created by moving forward into the second year of program implementation, by expanding the Program's reach to even more high schools in environmental justice communities.

Within the following document, we have detailed the steps taken and the strategies developed to introduce and implement the WHAM Program throughout one hundred high schools. Due to the COVID-19 pandemic in recent months, there is an extreme need to extend flexibility and empathy to the circumstances of the teachers and students whom we are trying to reach. To address this, we have developed a plan for year two which features increased distance learning opportunities and resources for teachers to access. While this plan will continue to evolve based on the overall environment, we have ensured that the goals for the WHAM Program will be equally met.

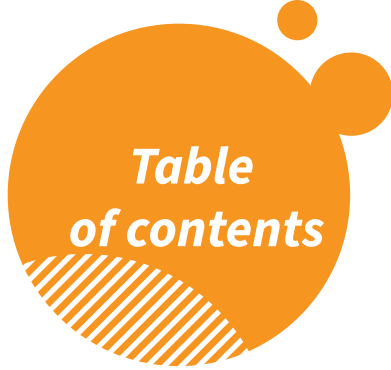
Thank you for the opportunity to take on this important project. We look forward to supporting South Coast AQMD's mission to educate the youth to promote air quality awareness and protect the health of our region's residents.

Sincerely,



Stephanie Graves
President & CEO
sgraves@leeandrewsgroup.com

 **Lee Andrews GROUP**
Moving your ideas forward



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/// INTRODUCTION & BACKGROUND

The South Coast Air Quality Management District's (South Coast AQMD) high school air quality education program known as "Why Healthy Air Matters" (WHAM) aims to increase awareness of air quality issues within the South Coast and Coachella Air Basins, empowering youth to drive positive change during a time when they are developing and forming their own habits. The WHAM program utilizes Kids Making Sense®--a science, technology, engineering and math (STEM)-based educational curriculum that teaches students about air quality issues. The curriculum, which was created by Sonoma Technology, Inc., meets Next Generation Science Standards (NGSS) and was developed by air quality scientists and educators.

The South Coast AQMD brought the WHAM Program to environmental justice communities, within the urban portions of Los Angeles, San Bernardino and Riverside counties, and all of Orange County. These communities are disproportionately impacted by air pollution from freeways, goods movement corridors, industrial facilities, and other sources.



Figure 1: South Coast AQMD map of jurisdiction

On February 1, 2019, the South Coast AQMD Governing Board approved the release of a Request for Proposals (RFP) to solicit proposals from individuals and organizations to provide assistance to conceptualize, develop and implement an air quality educational program for high schools in environmental justice communities throughout the agency's jurisdiction. Subsequently, after completion of the RFP process including an in-person interview before the South Coast AQMD Administrative Committee, the Lee Andrews Group was ranked as the most qualified firm. On April 5, 2019, the South Coast AQMD Governing Board approved the Administrative Committee's recommendation to select Lee Andrews Group as the firm to assist with the WHAM Program.

Lee Andrews Group worked with the South Coast AQMD to create and implement a process and outreach plan to place the WHAM Program into one hundred (100) high school classrooms within environmental justice communities by the end of the academic school year. With less than five months to complete the goal, Lee Andrews Group developed an aggressive plan to ensure success. The project remained on track to be implemented in 100 schools; but in March 2020, the State of California implemented a stay-at-home order due to COVID-19, which affected all schools. South Coast AQMD with assistance from Lee Andrews Group, quickly pivoted to offer WHAM via distance learning options.

/// LEE ANDREWS GROUP ///

Lee Andrews Group, Inc. is a Public Affairs firm specializing in communications, crisis communications, community engagement, local and state government relations and media relations for public and private agencies. Founded in 1993 with over 35 employees, Lee Andrews Group's mission integrates equity into all aspects of its business to become a more diverse and inclusive community partner. We believe businesses compete on trust, on responsibility, and on creating and maintaining deep relationships with their stakeholders rooted in shared truths and values.

The Lee Andrews Group team has extensive experience developing, managing and implementing community participation programs for environmental projects, and leading multifaceted projects related to infrastructure, transportation, planning, and land use. Our team members have direct experience in positions in local, state and federal government, in addition to the nonprofit, education and business sectors. We have expertise in assessing what is most important toward meeting goals and objectives for projects and moving them forward. Lee Andrews Group utilizes the latest strategies and techniques to successfully implement the WHAM Program.



Stephanie Graves

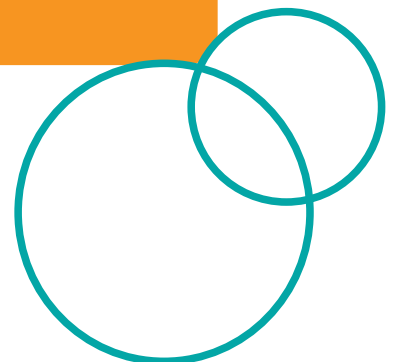
Lee Andrews Group has assembled an expert team of professionals to execute the South Coast AQMD High School Program. Our team features:

Stephanie Graves, Principal in Charge —

Stephanie lends her personal network and leadership expertise to the project. Stephanie serves as the direct liaison to the South Coast AQMD Board of Directors and Executive staff, as well as many Superintendents and School Board Members in all four counties.

Stephanie Graves is the CEO and President of the Lee Andrews Group. Since 2013, Stephanie has helped guide the growth and direction of the firm. In addition to her management responsibilities, she personally consults and strategizes with clients on public affairs, public relations, media strategy, crisis communication, outreach & engagement, and government relations. Stephanie has consulted for government officials for many years and is well versed in working with the California government at the local, regional, state and federal levels. Stephanie has led the company's major transportation, planning, strategic government relations, as well as, media and community relations strategy activities.

Stephanie holds a Bachelor of Science in Business Administration and a Juris Doctorate from the University of Southern California.



Eloy Morales, Strategic Advisor – Eloy provides leadership and strategic support to the project team. He has overseen the project as strategic advisor from the project start.



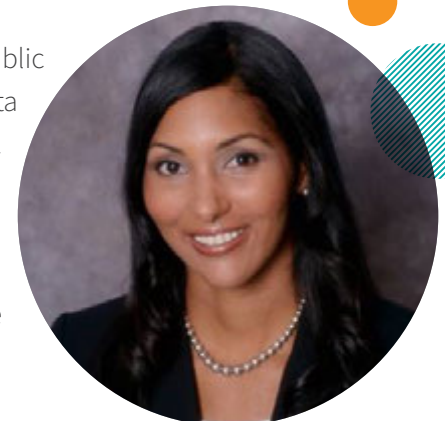
Eloy has over 20 years of experience working with government agencies and private companies within various positions. Mr. Morales has served at the executive level by working as Project Manager in Government Relations, and as Senior Strategic Advisor for environmental agencies and real estate development projects at Lee Andrews Group. He is accustomed to taking complex projects and developing a strategic plan that can be easily managed, while reaching a firm timeline. Mr. Morales specializes in understanding the perspective of elected and corporate leadership, allowing him the ability to establish the client’s position without disturbing relationships.

Eloy received his Bachelor of Arts in History from Cal State, Northridge and holds a Juris Doctorate from Cal Western School of Law. He has served Inglewood City Council, 3rd District since 2003. Eloy is bilingual and biliterate in Spanish and English.



Krista Phipps, Project Manager – Krista brings management, economic development, and local government experience to the project. She offers expertise in staff development and project facilitation.

Krista has more than 18 years of experience in economic development, public policy, and public relations working within and around local governments. Krista has honed her experience by serving in local government elected offices, local government economic development agencies and the utility industry. She is a skilled professional specializing in community engagement, strategic visioning, economic development practices and leading project teams. She’s adept in understanding core business objectives and processes, and translating those needs into clearly defined and easily implemented systems.



Krista holds a Master of Planning, Community & Economic Development Finance degree from the University of Southern California (USC) and a Bachelor of Art degree in Political Science from Rosemont College. She has served on several boards and has completed various continuing education leadership programs.



Chloe Lee, Assistant Project Manager – Chloe delivers superb research, analytical and data mining skills to the project.

Chloe is experienced in administering and executing communication and outreach programs for transportation agencies, environmental agencies and affordable housing developers for projects across the city and county of Los Angeles. She also works closely with school districts to secure participation and implementation for environmental education programs throughout Los Angeles, Orange, Riverside and San Bernardino Counties.

Ms. Lee is a skilled social media manager having developed and deployed social media and digital communication campaigns on behalf of several clients. She excels in Adobe Creative Suite programs and creates both digital and print collateral materials such as PowerPoint presentations, marketing and branding materials. She also produces communications pieces using the web, audio, video, and other digital media, which involve content creation, designing, production and programming.

Ms. Lee earned her Bachelor of Arts in Communications from California State University, Fullerton.

Melanie Wong, Outreach Specialist – Melanie brings community relations, marketing, outreach and project management experience to the project. She is skilled in identifying the appropriate contacts at the districts/schools to reach out to and in presenting the program in a way that resonates with teachers and results in participation and program implementation.

Melanie has nearly 10 years of project management, strategic communications and community relations experience. She has managed a diversity of multi-faceted projects and has executed integrated marketing, communications, and social media plans for public agencies in the transportation and environmental industries. Melanie is seasoned in leading multi-disciplinary teams and meeting project deadlines by managing schedules with comprehensive work plans and progress reports, budgets and other quality control measures to ensure services meet overall project goals. Melanie has worked extensively with environmental justice communities, and is proficient in meeting facilitation, strategic planning, digital marketing, strategic content development and meaningful public outreach.

Melanie studied public relations at Boston University and earned her Bachelor of Arts in Communication Studies from San Francisco State University. She fluently speaks Mandarin Chinese, Spanish and English.



Rosalba Gonzalez, Outreach Specialist – Rosalba brings political and community outreach experience to the project. She takes a hands-on approach to engaging teachers to ensure that they are prepared with what is needed to implement the WHAM Program.

Rosalba has 10 + years of experience in government relations, outreach and communications in the San Fernando Valley and in the greater Los Angeles County region. She has organized and managed programs and initiatives that promote community wellness, as well as coalition building and public policy development. Rosalba has worked in coalition with allied organizations, including the Los Angeles County Federation of Labor and other unions.



Ms. González studied Cultural Studies at Indiana University-Bloomington and graduated with a Bachelor of Arts from Mount Holyoke College. Rosalba has studied Labor Studies at the Los Angeles Labor Center. She is bilingual and biliterate in Spanish and English.




Joey Legaspi, Senior Account Associate – Joey has over 14 years of experience in government relations, strategic communications, and stakeholder engagement in Southern California. He is driven by a passion to serve and improve the quality of life for residents in our communities through engagement with elected officials, community leaders and the media. Joey has been responsible for the design and implementation of strategic stakeholder engagement initiatives, development of communications materials, and effective advocacy campaigns. This background will be key towards serving the goals of the WHAM Program.

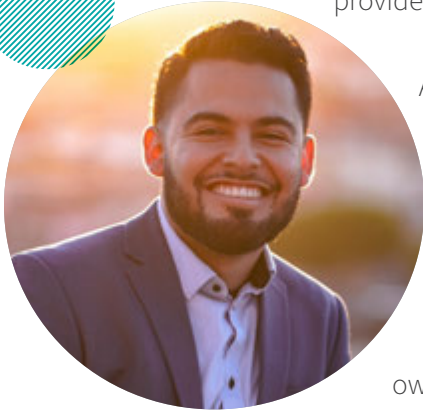


Prior to joining the Lee Andrews Group, he served one of Southern California's largest water agencies working on key environmental issues such as water quality and water supply. This tenure included managing a team that was responsible for the agency's conservation and environmental education programs, which were designed to engage constituents on the importance of environmental stewardship. His tenure also included serving as the agency's representative to local, state and federal elected officials, where he worked to build awareness of water issues as well as seek support for the agency's programs and projects.

Mr. Legaspi holds a Bachelor of Science degree in Business Administration from California State University Los Angeles and a Master of Communication Management from the University of Southern California (USC). Joey is bilingual.



Andres Rodriguez, Outreach Support – Andres brings community outreach and engagement experience to the project. He meets with teachers one-on-one to train them on the Kids Making Sense® materials and provides support to the entire project team.



Andres is an Outreach Assistant at Lee Andrews Group. He specializes in Spanish-speaking communication strategy and community outreach for transportation agencies, environmental agencies, affordable housing developers, and projects. He utilizes engagement to empower stakeholders to increase their participation in local and regional planning processes. Andres works in environmental justice communities and with a range of community members and community leaders, including educators, seniors, non-profit organizations, religious groups, business owners, and youth. Andres is bilingual in English and Spanish both verbally and written.

Andres received his Bachelor of Arts degree in Urban Studies and Planning with an emphasis in Environmental Planning at California State University, Northridge.

/// ORGANIZATIONAL CHART ///



STEPHANIE GRAVES

Principal in Charge



ELOY MORALES

Strategic Advisor



KRISTA PHIPPS

Project Manager



CHLOE LEE

Asst. Project Manager



MELANIE WONG

Outreach Specialist



ROSALBA GONZALEZ

Outreach Specialist



JOEY LEGASPI

Sr. Account Associate



ANDRES RODRIGUEZ

Outreach Support



Year 1

/// APPROACH ///

In order to reach at least 100 schools across four counties, Lee Andrews Group developed a comprehensive outreach plan to make contact with the appropriate school district leadership, administrators, faculty and teachers, introducing them to the program as an added resource, and ultimately generate their agreement for implementing the Program in their schools.

Team Model

Based on experience, research and discussions with school district administrators, Lee Andrews Group determined that approaching leadership was the most appropriate method to initiate outreach. Each member of the Lee Andrews Group team focused on a geographic region to maximize outreach and maintain consistency. This strategy proved successful, by allowing our team to provide individualized support to each school district and classroom teacher. Our team is trained and empowered to utilize the tactics that they deem most effective when implementing outreach measures and ultimately securing relationships. The team leverage these relationships to educate their audience about the benefits of the WHAM Program to students and their communities.

The Lee Andrews Group team met regularly with South Coast AQMD to provide recommendations and gather feedback and approvals for the Program. The South Coast AQMD team, led by Monika Kim, has been integral to our success. Monika ensured that we were given appropriate direction in order to carry out the South Coast AQMD's vision. We utilized our weekly opportunity to meet with South Coast AQMD to discuss goals, deliverables, key performance indicators and milestones to ensure that the project remained on track toward timely completion. Additionally, these weekly meetings allowed our team to have our questions addressed and present our recommendations for approval. We also held consistent internal meetings to discuss the progress of strategic and efficient planning, to further develop the internal infrastructure needed to implement the outreach plan, and to divide tasks as needed. Additionally, we regularly reported to our senior leadership on the status of the Program, and informed them of any elevated matters requiring their attention.

Research Based; Data Driven

As a leading environmental advocacy organization, South Coast AQMD is committed to research-based, data-driven strategies to inform the high school educational WHAM Program. Accordingly, when developing the outreach plan to implement the WHAM Program, Lee Andrews Group relied heavily on South Coast AQMD's data recommendations, and adapted when additional research was needed to find the best approaches. We conducted our own research when needed, both empirical and anecdotal, with the specific goal to use factual outcomes to improve our process. Quantifying our outcomes provided a better sense of the efficiency and effectiveness of the strategies that we employed, allowing improvement changes to be made where necessary. An example of this approach can be seen in section "K" below in our work with LAUSD.



/// DELIVERABLES ///

Per the scope of work, Lee Andrews Group was responsible for executing deliverables including: development, implementation, program evaluation and reporting. The following are specific deliverables during Year One:

Development

1. Developed an overall project tracking system to:
 - a. Monitor tasks;
 - b. Track all stakeholders (organizations and schools) contacted (including entities that decided not to participate), their contact information and the process for gaining participation by school;
 - c. Track waitlisted schools interested in participating in the program; and
 - d. Track Kids Making Sense® educational kits that list each item and establish a system to distribute, collect and replenish materials on an on-going basis.
2. Learned how the Kids Making Sense® curriculum by Sonoma Technology Inc. could be best utilized to achieve South Coast AQMD's goals.
3. Developed presentation materials, fact sheets and other outreach materials needed to present the Program.
4. Developed a detailed Program Implementation Plan that included:
 - a. Overall outreach program description and guidelines;
 - b. The best outreach approach including any requirements, limitations and/or restrictions;
 - c. Outreach strategy;
 - d. South Coast AQMD's air quality educational message (AB 617, AQ-SPEC, and other environmental justice related issues) and agency awareness;
 - e. Criteria to identify and select 100 schools within environmental justice communities;
 - f. Prioritization of a target list of high schools with a brief description of justification for selection;
 - g. Scheduling based on academic and administrative calendars; and
 - h. Methodology and materials to share with schools that were not participating in the Program and schools that would like to contact Sonoma Technology Inc. to purchase their own Kids Making Sense® educational kits.



Implementation

1. Implemented and executed outreach program at each school site;
2. Coordinated with the appropriate school contact and South Coast AQMD staff person;
3. Assisted with scheduling teacher training at schools;
4. Facilitated any other needed details for successful implementation; and
5. Provided support to teachers with regard to the kits, educational materials, and Program inquires.

Program Evaluation & Reporting

1

Created a program evaluation methodology, which includes a questionnaire and mechanism to collect data from school administrators, teachers and students;

2

Prepared report summarizing all elements of the High School Air Quality Education Program including:

- a. Planning process*
- b. Implementation*
- c. Procedures including any customization for particular schools*
- d. Full evaluation of the Program from administrators, teachers and students*
- e. Summary of reasons why schools did not participate*
- f. Recommendations for the future of the Program*

3

Regularly updated South Coast AQMD through project meetings.

/// PROGRAM ELEMENTS ///

In addressing the deliverables of the scope of work, in order to implement the WHAM Program, Lee Andrews Group determined that the following were key elements to be addressed:

Outreach

In coordination with South Coast AQMD, Lee Andrews Group developed an outreach plan with set deadlines, as well as specific messaging strategies to be used when introducing the Program. The levels of outreach included:

1. Initial engagement at the district level with superintendents and elected school board members;
2. School site engagement with principals and vice principals; and
3. Classroom teacher engagement.

Success at one level was necessary to move to the next level. The outreach plan served as a key for guiding the engagement strategies at each level. For example, after successfully garnering interest and agreement to participate at the school district level, our team was able to move on to individual school site engagement. Within this step it was important to turn to school principals and curriculum specialists at each high school to select the most appropriate classroom teacher to participate in the Program. This collaboration with the administrators at the school site level, ensured successful implementation in classrooms that were most receptive to the Program due to:

1. Teacher willingness to implement the Program in their classroom;
2. Classroom time and availability;
3. Classroom size (number of students); and,
4. Existing curriculum topics (i.e. air pollution unit in AP Environmental Science classes).

Although this sequential methodology was successful in most cases, Lee Andrews Group remained flexible when it became necessary to adjust. For example, after receiving approval from the school district, teachers were immediately engaged and Principals followed suit after teacher engagement.

Tracking System

South Coast AQMD provided Lee Andrews Group with a project tracking sheet template in order to log all accomplished deliverables throughout Year One of the Program. This allowed our team to track all aspects of the project from overall Program inception to the completion of weekly tasks. Lee Andrews Group found it best to assign one team member to serve as the Point of Information (POI) to oversee the accuracy and updating of the tracking sheet. This system ensured that all information could be tracked and accessed in one place, in order to avoid any confusion or misinformation amongst each Outreach Specialist. The Excel tracking sheet specified each task, who was assigned to complete the task, and the anticipated due date. This specified the responsible party for each deliverable in the beginning of the project. Please see attachment 4 for the Year One Project Tracking Checklist.

Program Evaluation & Reporting

MONTHLY REPORT TEMPLATE

During the first two months of the Program, Lee Andrews Group and the South Coast AQMD team worked together to develop a mutually agreed upon monthly report format that effectively communicates the activities and outcomes for that month. Each monthly report included narrative regarding the goals met and how our team handled any hurdles that we faced in outreach and/or implementation. The reports also included data and statistics on deliverables, allowing us to continuously track progress throughout the Program and adjust strategies whenever necessary. Overall, it was important to Lee Andrews Group to provide a report each month that would be accurately informative, demonstrating the success of the Program and its process, equally highlighting any needs or concerns.



A key deliverable of the scope of work required Lee Andrews Group to provide a comprehensive year end closing report which documents the key elements of the Program, the process required to implement the Program, key outcomes, and lessons learned. This report memorializes the experience of Year One's implementation and serves as a reference to support future Program improvements.

YEAR ONE CLOSING REPORT

STANDARDIZED PROGRESS REPORTING

At the inception of the Program, South Coast AQMD and Lee Andrews Group determined that it would be efficient to conduct weekly conference calls for both teams to report on the progress of deliverables and time-sensitive tasks. In order to track progress and topics covered on weekly calls and in daily correspondence, agendas were created beforehand to guide discussions and track pending deliverables with respective deadlines. Additionally, minutes were completed and provided to both teams via email after each weekly call to track assigned tasks and responsibilities. South Coast AQMD and Lee Andrews group maintained daily correspondence by email and phone when necessary and if there was a project update that needed immediate attention.

Waitlist and Non-participant List

Lee Andrews Group developed a robust project database that tracked all progress throughout the outreach process and Program implementation. While the majority of the targeted schools were eager to participate in the Program, not all school districts were able to participate in year one for various reasons. For example, some high schools had rigorous onboarding requirements that could not be accommodate. Likewise, waitlisted and non-participant data was tracked in the outreach tracking database.

Lessons Learned

Lee Andrews Group established a variety of databases and systems to track the Program. This allowed our team to track the lessons learned for the 2019-2020 academic school year, and identify recommendations that would improve the Program for the future years. The lessons learned and recommendations were presented to South Coast AQMD at an in-person mid-program evaluation meeting. At this meeting, both teams reviewed the pros and cons of the program at that point and worked collaboratively to put new strategies and plans in place for the remainder of the program.

/// METHODOLOGY ///

The initial focus for Lee Andrews Group's work consisted of working with the South Coast AQMD team to determine primary objectives for the Program. The three primary objectives of South Coast AQMD were identified as: 1) Implementing the WHAM program in 100 high schools; 2) Engaging and developing relationships with school leadership, faculty and teachers; and 3) Promoting the South Coast AQMD's message.

Once the South Coast AQMD's objectives were clearly defined, Lee Andrews Group determined how to accomplish the objectives. We identified the following steps:

1. Identify high schools within the four regions and then narrow that list to a target list of high schools meeting the criteria established by the South Coast AQMD;
2. Identify high school administrators to reach out to in order to initiate relationships and collect contact information;
3. Determine the requirements needed in order for South Coast AQMD staff to enter schools, and how to meet those requirements;
4. Develop a process for scheduling and distributing materials; and
5. Determine reporting infrastructure, including KPIs, to track and report incremental results.

High School Standard Curriculum

The primary goal of the Why Healthy Air Matters Program is to reach students by using a leading scientifically-based educational curriculum, to expose students to the study of air quality and why it's important. The Kids Making Sense® curriculum aligns with many of the existing high school standards. Below are the eight units featured in the curriculum with the associated California state educational standards that are met within each unit.

WHAM Topic

Relevant High School Standards

<i>Our Air and Pollution</i>	<i>HS-ESS3-4, CCSS ELA</i>
<i>Particle Pollution</i>	<i>CCSS ELA and Math</i>
<i>Particle Sources</i>	<i>HS-ESS2-2, HS-ESS3-4, CCSS ELA and Math</i>
<i>Health Effects of Particles</i>	<i>HS-LS2-7, CCSS ELA and Math</i>
<i>Measuring Particles</i>	<i>CCSS ELA and Math</i>
<i>Field Measurements</i>	<i>HS-PS4-2, HS-PS4-5</i>
<i>Interpret Your Data</i>	<i>--</i>
<i>Be Part of the Solution</i>	<i>HS-ETS1-1, HS-ESS2-2, HS-ESS3-4, CCSS ELA & Math</i>

Participating in WHAM provides students with an additional option to learn about air quality which will help them not only with learning the curriculum, but with developing healthy environmental habits.

/// PROCESS ///

Implementation of the program was successful because it was based on a comprehensive process. After defining the primary objectives and developing an outreach framework, Lee Andrews Group developed a step-by-step process that outlined the actions necessary to achieve the project's goals. This process was devised and approved after multiple iterations. Figure 2 on the following page depicts the 10-step process for implementing the WHAM Program.

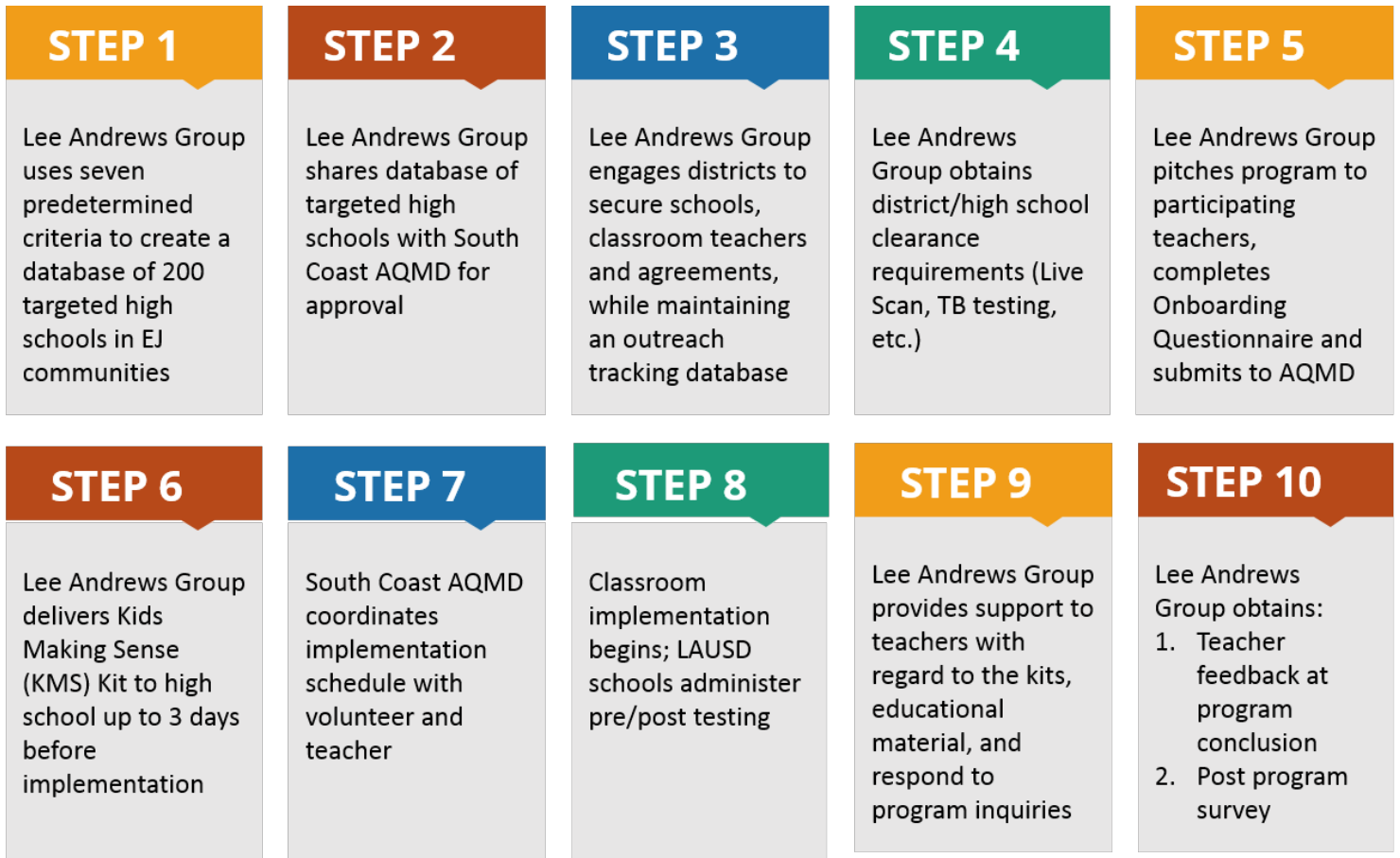


Figure 2: WHAM Implementation Process

Below are the additional areas of focus that Lee Andrews Group addressed in order to move toward implementation.

Familiarization & Training on the WHAM Program

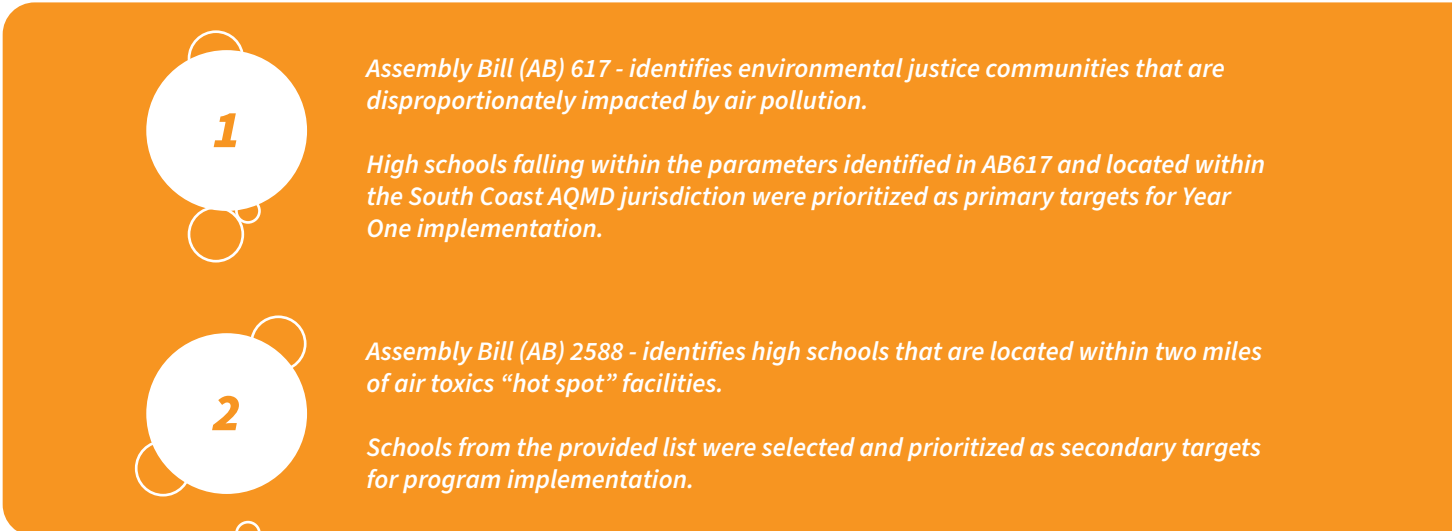
In order to successfully introduce the WHAM Program and the Kids Making Sense® (KMS) curriculum to school districts and teachers, it was important for the Lee Andrews Group team to know and understand the curriculum thoroughly. Through partnership with Sonoma Technology Inc., South Coast AQMD coordinated a one-day curriculum training for the Lee Andrews Group team and South Coast AQMD volunteers. This training took place in July 2019. All attendees had the opportunity to go through each unit and activity for the entire curriculum. Attending this training session provided Lee Andrews Group with:

1. The ability to successfully introduce the Program at the district level and relay the importance of implementing the air quality curriculum in the classroom;
2. The ability to assist the teacher in selecting the most appropriate and relevant lessons to implement based on the structure and dynamics of the classroom; and
3. The ability to support the teacher with planning out each lesson, as well as using and troubleshooting the KMS kit materials

Research

When initially approaching this work, Lee Andrews Group was met with the need to conduct an abundance of research before any outreach planning or implementation could begin. Much of this research is outlined in the process that we developed. This included identifying all high schools within the four counties, gathering contact information for school district leadership, familiarizing ourselves with school requirements, and bringing volunteers on campus, the Kids Making Sense® curriculum and the selection criteria, which is enumerated below.

South Coast AQMD utilized GIS mapping systems to identify which criteria each high school met. They prioritized school districts and high schools based on geographic location using key indicators such as environmental justice factors, exposure to harmful air pollutants, proximity to toxic release facilities, and more. South Coast AQMD utilized several resources including legislative, the California Air Resources Board (CARB) and the California Office of Environmental Health Hazard Assessments (OEHHA), in addition to developing their own standards, and established the following six criteria as a basis for the high school selection process:



1

Assembly Bill (AB) 617 - identifies environmental justice communities that are disproportionately impacted by air pollution.

High schools falling within the parameters identified in AB617 and located within the South Coast AQMD jurisdiction were prioritized as primary targets for Year One implementation.

2

Assembly Bill (AB) 2588 - identifies high schools that are located within two miles of air toxics “hot spot” facilities.

Schools from the provided list were selected and prioritized as secondary targets for program implementation.

The two criteria mentioned above make up tier one of the selection process, while the following criteria make up tier two.

3. Senate Bill (SB) 535 - identifies disadvantaged and low-income communities that are “disproportionately affected by environmental pollution and other hazards that can lead to negative public health effects, exposure, or environmental degradation.”
4. Multiple Air Toxics Exposure Study IV (MATES IV) - interactive map that estimates carcinogenic risk from exposure to air toxics by geographic location.
5. Goods-Movement - high schools near rail yards, intermodal facilities, and the Ports of Los Angeles and Long Beach.

6. California Communities Environmental Health Screening Tool (CalEnviroScreen 3.0) - identifies communities that are disproportionately burdened by, and vulnerable to, multiple sources of pollution. Only data for air pollution is considered for the criteria category. The tool offers data for air, soil and water, but for the sake of the South Coast AQMD’s High School Air Quality Educational program, we will focus only on air pollutants. Of the various indicator maps that are offered, the following will be used to select high schools that fall within the 50% and above percentile for the following:
 - a. Exposure Indicators - Ozone, PM2.5, Diesel Particulate Matter, Pesticide use, toxic releases from facilities, traffic density
 - b. Environmental Effect Indicator - cleanup sites, hazardous waste generators and facilities, solid waste sites and facilities

All six criteria categories were used to prioritize targeted high schools for implementation during Year One.

Contact Identification & Management

Using the list of over 100 targeted high schools and their respective districts, our team created a system for identifying the appropriate contacts. Initial research was conducted by school district and logging Superintendent and any additional relevant staff for each Superintendent’ office. Lee Andrews Group established a database specifically for district contacts, allowing us to easily track and update contact information.

Figure 3 below displays an example of the contacts established for one high school district within the database, which was referred to as the “Outreach Contact List.”

District	Name	Contact Title	Phone Number	Email Address	Responsible
Pomona Unified School District	Paul Knopf	Service Learning Coordinator	[REDACTED]	[REDACTED]	C. Antonelli
	Cindy Green	Assistant Principal at Garey High School	[REDACTED]	[REDACTED]	C. Antonelli
	Jennifer Francev	Principal at Ganesha High School	[REDACTED]	[REDACTED]	C. Antonelli
	Elizabeth Harper	Principal at Pomona High School	[REDACTED]	[REDACTED]	C. Antonelli
	Stacey Wilkins	Administrative Director, Innovation and Improvement Officer	[REDACTED]	[REDACTED]	J. Williams/D. Williams/C. Antonelli

Figure 3: Pomona Unified School District contacts taken from Outreach Contact List



Upon identifying the most appropriate high schools to target for outreach, Lee Andrews Group worked to secure approval from South Coast AQMD to target those schools. The next step was to identify the best contacts at the administrative and leadership level for outreach to begin. This allowed us to garner program participation and select the most appropriate classes and teachers to implement the program. Moreover, Lee Andrews Group senior staff reviewed the list and called Superintendents or School Board Members directly based on their prior relationships. Securing this support from school leadership was an essential first step in moving the Program forward as generating interest in the Program, and support from the top is more likely to encourage teachers to participate. Lee Andrews Group approached this task by conducting intense internet and telephone research, contacting each school district and working the phones until we got to the right contact.

High School Academic Year Schedule

After finalizing the list of 100 participating high schools for the Year One Program, our team located the 2019-2020 academic calendars for each district within the four counties. By visiting each district website, we tracked the important semester start and end dates. Our team also conducted phone outreach to each high school, to confirm when high school administrative staff would be on break, and when they would return throughout the school year. This was necessary for determining the best times to reach out to principals and teachers, as well as setting outreach deadlines before we would no longer be able to reach school staff due to recesses. Attachment 6 displays one database in which we tracked who would be available on campus in order to effectively plan outreach after the summer break.

School Policies & Procedures

One of the main features of the WHAM program is offering classroom teachers the option to have a South Coast AQMD volunteer conduct the desired lesson plans in the classroom. With this, it was our responsibility to work with districts and school sites to determine the requirements for South Coast AQMD representatives to visit each campus. Lee Andrews Group conducted initial research to determine the requirements and prepare accordingly. The research showed that at a minimum, South Coast AQMD volunteers would most likely be required to complete Live Scan fingerprinting and TB testing.

Upon working with the school districts and individual school sites, our team learned that there were more rigorous requirements in some cases. Below are a few requirements that were requested, but could not be accommodated by South Coast AQMD:

1

Sexual Abuse and Molestation (SAM) insurance coverage;

2

Subsequent arrest notifications; and

3

Live Scan fingerprinting through the school district rather than a third-party vendor.

In the cases where requested requirements could not be met, our team worked with the school district to have the requirements waived or loosened. If there was no way to lift the requirements, our team encouraged the participating teacher to implement the curriculum independently, and we served the teacher with support every step of the way.

Implementation

After completing all clearance requirements for volunteers to visit participating classrooms, Lee Andrews Group assisted South Coast AQMD with the scheduling process. Our team worked with each teacher to match up their classroom schedule with the availability of the South Coast AQMD volunteer. It was our team's responsibility to maintain communication with teachers and obtain the following details:

1. Specific course (i.e. AP Environmental Science, Earth Science, Biology, etc.);
2. Class period details, such as the days of the week and time of the day for implementation; and
3. Desired implementation frequency (i.e. twice a week on Mondays and Wednesdays).

This information allowed South Coast AQMD to select the most appropriate volunteer for each classroom, based on availability and expertise. Through the process of confirming scheduling details, our team assisted South Coast AQMD with maintaining a calendar, known as the WHAM Staff Assignment Calendar. Lee Andrews Group notified South Coast AQMD of any scheduling or availability changes on the teacher's side, in order to keep the calendar up to date. See a snapshot of implementations for the month of January 2020 on the next page.

January 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
						4
5				8	9	10
		6 Danielle Soto - Cabrillo HS - 7:50 am (1)	7			11
12				15	16	17
		13 -Danielle Soto - Cabrillo HS - 7:50 am (2) -Victor Yip - South El Monte HS - 8 am (3)	14 -Marvin Ignacio - Redlands East Valley HS - 7:30 am (1)			18 -Hannea Cox - Beaumont HS - 8:55 am (1) -Kevin Chiu - Jordan HS - 7:45 am (5)
19				22	23	24
		20 -Jeanette Short - Edgewood HS - 10:01 am (1) -Jimmy Li - Theodore Roosevelt HS - 9:15 am (1)	21 -Kathryn Higgins - Washington Prep HS - 2:15 pm (1) -Marvin Ignacio - Redlands East Valley HS - 7:30 am (2&3)	22 -Steve Tsumura - Boyle Heights STEM - 7:50 am (1) -Alberto Jasso - Bell Gardens HS - 10:23 am (2) -Derrick Alatorre - Garfield HS - 8 am (2)	23 -Monika Kim - Downtown Business Magnet HS - 8:35 am (1) -Rezvan Ramezani - Science Academy STEM - 10:30 am (1) -Jimmy Li - Theodore Roosevelt HS - 9:15 am (2&3)	24
26				29	30	31
		27 Victor Yip - South El Monte HS - 8 am (4)	28 -Alberto Jasso - Bell Gardens HS - 10:23 am (3) -Marvin Ignacio - Redlands East Valley HS - 7:30 am (4)	29 -Debra Ashby - Cypress HS - 10:20 am (1) -Jimmy Li - Theodore Roosevelt HS - 9:15 am (5) -Steve Tsumura - Boyle Heights STEM - 7:50 am (2)	30 -Stephano Padilla - Downtown Business Magnet HS - 8:35 am (2)	31

Figure 4: WHAM Staff Assignment Calendar

PROGRAM DEVELOPMENT

Key elements led by Lee Andrews Group to support implementation of the WHAM program included:

1. Development of marketing materials to present program to school districts and schools;
2. Development of classroom etiquette and school procedures guide for South Coast AQMD staff;
3. Recruiting and hands-on training for South Coast AQMD staff and volunteers
 - a. One-day comprehensive training session;
 - b. Teacher meetings prior to South Coast AQMD staff visiting each campus;
4. Evaluation and modifications to Kids Making Sense® curriculum to align with air quality issues and programs important to South Coast AQMD;
 - a. Work with Sonoma Technology Inc. to modify and print teacher and student workbooks;
5. Development of South Coast AQMD WHAM web page;
6. Drafting and facilitation of execution of Agreements with schools;
7. Creation and administration of onboarding questionnaires;
8. Creation of tracking and monitoring database that allows for viewing of an immediate snapshot of each participating school status and place within the process. Other variables monitored in the tracking system included:
 - a. relationship management information -including emails, memos, phone calls, etc.
 - b. kit delivery/collection
 - c. South Coast AQMD volunteer assignments
 - d. onboarding questionnaire/survey distribution/collection;
9. Creation of a waitlist for schools interested in future participation in the program; and
10. Tracking of schools that expressed interest in purchasing their own Kids Making Sense® kit.

School	County	District	School Address	Criteria
Benjamin Franklin High School	LA	LAUSD	820 N Ave 54, Los Angeles, CA	2, 4, 6

Teacher	Onboarding Questionnaire	Desire AQMD Volunteer in Clas	Kit Delivered	Student Workbooks
Name: Jemel Villamil Email: jxv0362@lausd.net	✓	Yes	#50	Received 10

Assigned AQMD Volunteer	First Implementation	Kit Retrieved	Program Survey Received
Ryan Banuelos	10/30/2019	2/14/2020	✓

Figure 5: Benjamin Franklin High School program tracking, taken from WHAM "Activity Database"

/// OUTREACH ///

In its first year of implementation, this Program required an intense system to introduce the goals, objectives, and benefits of the Program to each school district, school administrator, and teacher. The primary components of the outreach strategy included: relationship management, messaging, tracking, monitoring and evaluation.

Relationship Management

From the outset of this project, Lee Andrews Group team members availed their existing personal relationships with key decision makers in many of the targeted school districts and high schools. We leveraged our relationships to develop and foster new personal relationships where existing personal relationships did not yet exist. These relationships helped us become more familiar with school cultures and procedures which paved the way for Lee Andrews Group to cultivate meaningful relationships with decision makers possessing the authority to approve the Program participation.

Lee Andrews Group team members developed and executed a plan which consisted of the following steps:

1. Recommended 33 school districts for participation in the Program;
2. Secured in-person meetings with school district superintendents whose schools met South Coast AQMD criteria for Program implementation;
3. Created a presentation and talking points for South Coast AQMD staff to introduce the Kids Making Sense® Program; and
4. Developed a package of South Coast AQMD branded outreach materials.

These first meetings generated enough interest in the Program for further conversations with key school district staff and administrators to garner support and district buy-in. This process set a path to school administrators and teachers.

Once the school district superintendent approved South Coast AQMD’s WHAM Program, Lee Andrews Group moved on to the second stage in its outreach strategy.

Lee Andrews Group obtained approval from administrators to work with principals and vice principals to identify classroom teachers best suited for participation in the Program. Our team then commenced direct outreach to recommended teachers to introduce the Program goals, expectations and Sonoma Technology Inc. Kids Making Sense® materials.

Our team engaged in regular communication with participating teachers that helped build a trusting working relationship. Our check-ins encouraged teachers to reach out with any questions or concerns before, during, and after they implemented their first lessons. We wanted to ensure that participating teachers felt support throughout the Program.

Our Lee Andrews Group team solicited and captured teacher feedback by following up with the teacher after the initial lesson and by distributing a survey to those who completed the Program.

Messaging

Just as it is important to the South Coast AQMD that the WHAM Program curriculum is absorbed by students, branding and messaging is also critically important. Lee Andrews Group worked with South Coast AQMD to develop collateral outreach materials designed to introduce potential participants to and evoke interest in the Program. Key messaging was designed to explain:

1 South Coast AQMD’s mission involving environmental justice and why the school sites were chosen for potential participation, as well as the specific environmental justice issues pertaining to each school site;

2 How the Program reinforces a Science, Technology, Engineering and Math (STEM)-based educational curriculum that offers specific examples introducing disciplinary core ideas (DCIs), specific experiments that reinforce science and engineering practices (SEPs) and crosscutting concepts (CCCs) that reinforce DCIs when linked together;

3 The accessibility of the Program to students of all learning modalities (visual, auditory, kinesthetic and tactile), and that each lesson in the Program is designed with multiple access points for learning by using a diversity of experiments and activities; and

4 The use of applied science and Bloom’s Taxonomy of cognitive skills for students to draw larger social justice implications surrounding the issue of clean air.

Collateral materials served individual purposes throughout the outreach process, starting from the district level and working down to the classroom teacher. The following is a list of outreach materials that were prepared by our team with South Coast AQMD's guidance and approval every step of the way:

- Program brochure
- Program introduction PowerPoint presentation
- Agreement template
- Volunteer etiquette guide
- Welcome packet
- Onboarding questionnaire
- Program exit survey

See attachment 2 for collateral material samples.

Upon securing classroom teacher participation, onboarding materials were distributed including a KMS Teacher's Guide and an onboarding questionnaire. Based on responses to the onboarding questionnaire, our team set a schedule and record of tentative dates for the first classroom implementation. Lee Andrews Group worked closely with South Coast AQMD to schedule the staff volunteer classroom sessions.

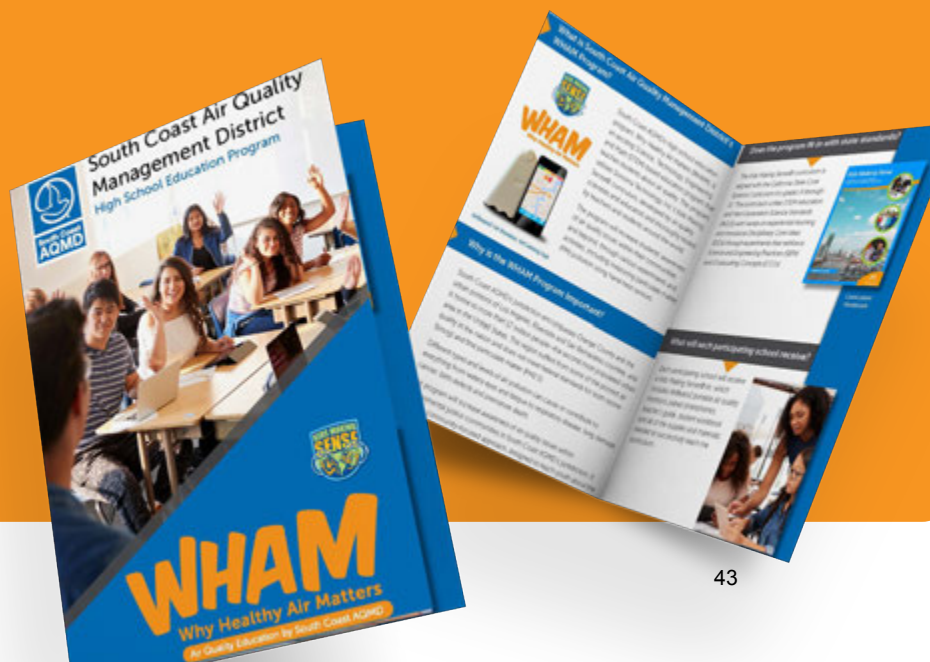
Tracking, Monitoring and Evaluation

Over the course of the first year, Lee Andrews Group developed an in-depth database that tracked all engagement data and activities with all stakeholders including administrators, faculty, teachers and South Coast AQMD staff.

Lee Andrews Group worked with South Coast AQMD staff to develop the following tracking mechanisms to assist with monitoring progress and recording data:

- An onboarding questionnaire to gain a better understanding of the teacher's needs, what topics they were interested in teaching, when they wanted to implement the Program and whether they were interested in working with a South Coast AQMD volunteer.
- A teacher evaluation form after completion of the Program to assess the teacher's reaction to the Program and to collect any suggestions for improvement.
- Records were kept of all communication, regardless of school participation.

Attachment 5 illustrates the data tracked throughout the process.



OUTCOMES

South Coast AQMD's key objective for the WHAM Program was to introduce the air quality curriculum to 100 high schools in Los Angeles, Orange, Riverside and San Bernardino counties. In order to help South Coast AQMD achieve this goal, Lee Andrews Group developed and carried out an outreach plan that led to the implementation of the program in 44 classrooms during the first year.

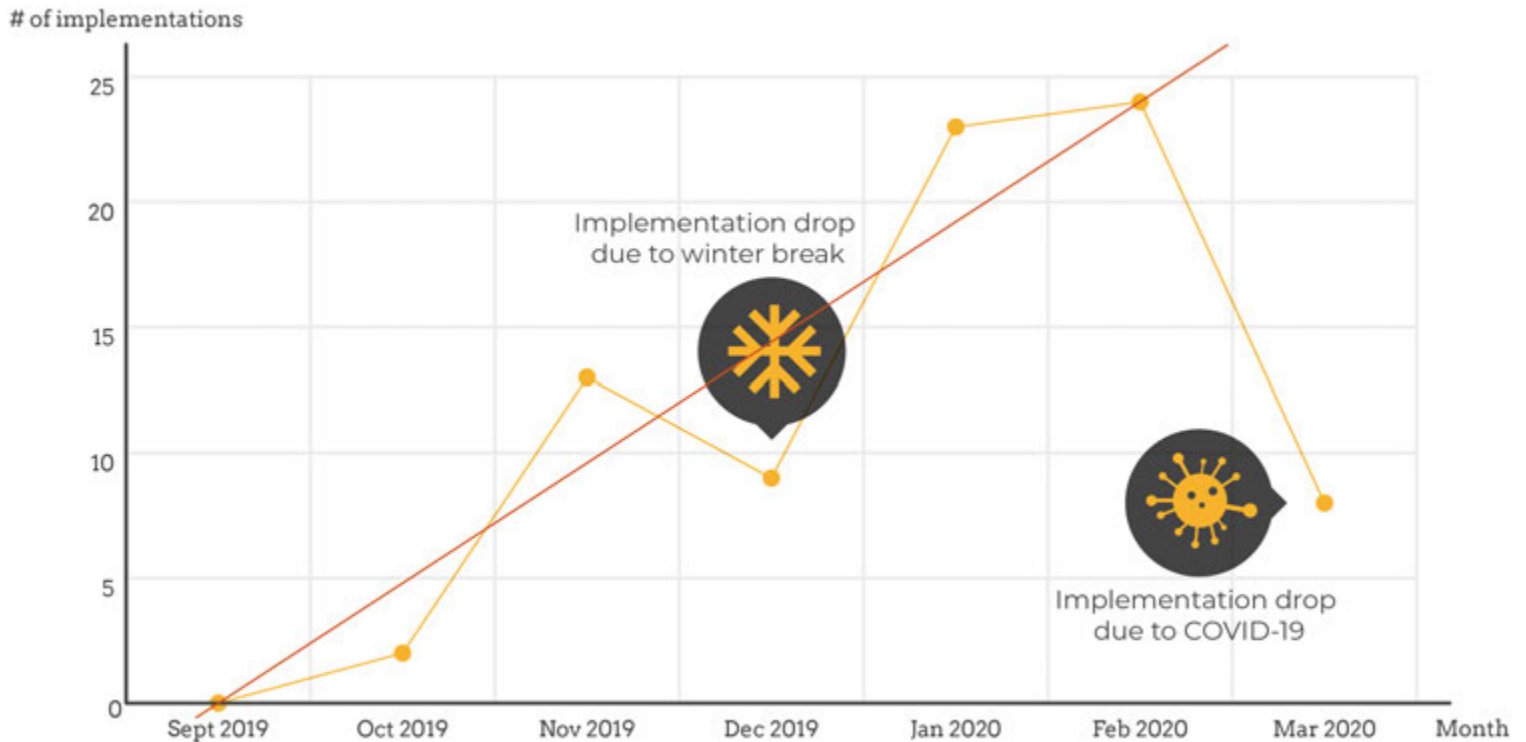


Figure 6: Implementations trending over Year 1

The line graph displayed above reflects the number of implementations that took place between September 2019 - March 2020. There was a consistent increase in the number of implementations each month during this 7-month time period. There was a decrease in implementations in the month of December due to losing 3 weeks during Winter Break, as well as a decrease beginning in March due to the COVID-19 pandemic. Aside from these two exceptions, implementations were on a consistent rise. See the data that makes up the line graph below:

- September 2019 – 0 implementations
- October 2019 – 2 implementations
- November 2019 – 13 implementations
- December 2019 – 9 implementations
- January 2020 – 23 implementations
- February 2020 – 24 implementations
- March 2020 – 8 implementations

For tracking purposes, our team has aggregated a number of Program outcomes into the following categories.

Outreach

Lee Andrews Group accomplished the following objectives during the outreach phase:

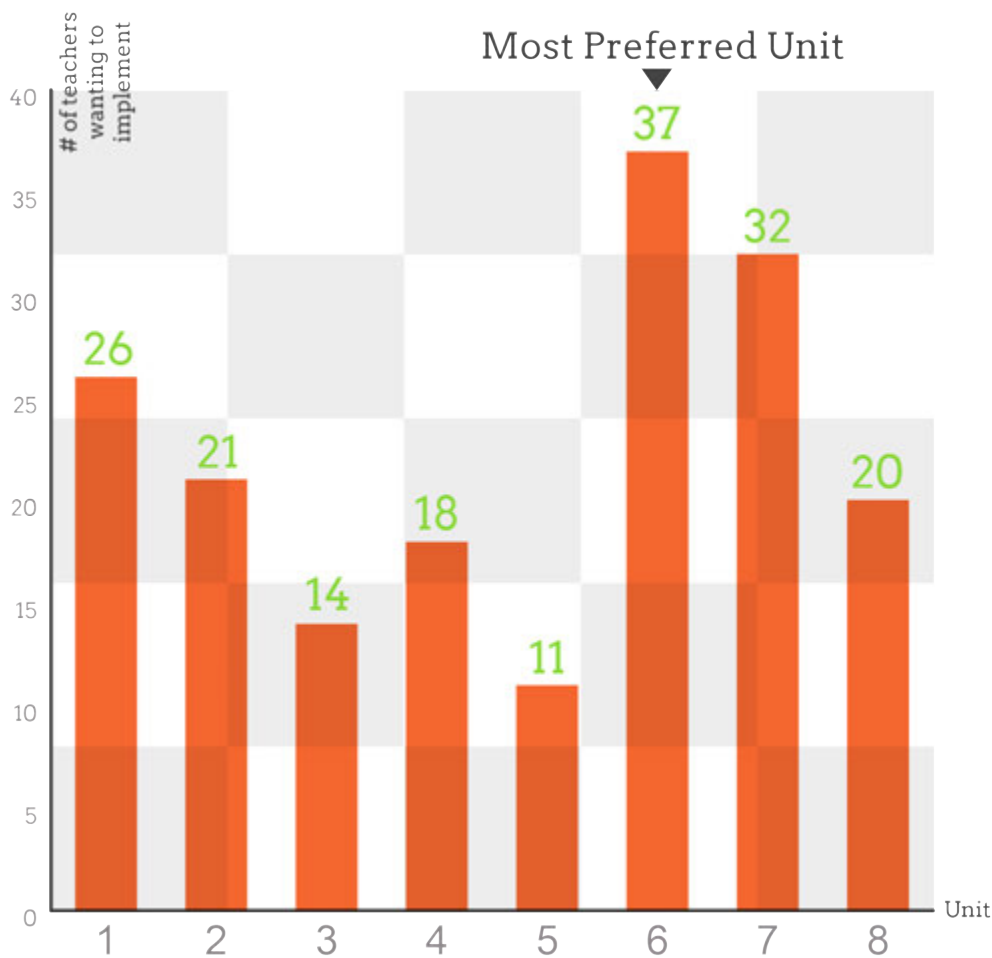
- Conducted approximately 166 meetings with district administrators and school site staff
- Executed 32 program Agreements
- Received 84 Onboarding Questionnaires

Implementation

Lee Andrews Group accomplished the following objectives during the implementation phase:

- Delivered approximately 74 KMS kits to participating classrooms
- Provided implementation support to 34 classroom teachers
- Maintained consistent communication with 100 classroom teachers

There was a large tip in the scale for desired implementations in the second semester. Of the 84 onboarding questionnaires received, 73 classroom teachers requested to begin the program in the second semester (86%). Many of these anticipated implementations were scheduled, or in the process of being scheduled, before the unexpected COVID-19 pandemic.



As mentioned in section G above, part of the outreach process included obtaining an onboarding questionnaire from each participating teacher. In this questionnaire, teachers were asked which units of the curriculum they wanted to implement in their classroom. In many cases, teachers were not able to implement all eight units of the curriculum. With that in mind, our team felt it was important to track which units were chosen when teachers had to be more selective, showing us which units they found most valuable. The bar graph to the left depicts each unit and how many teachers desired to implement that unit in their classroom.

Figure 7: Teacher preferred units

Using the data displayed on the bar graph, our team ranked the eight units from most desired to least desired:

- Unit 6 - Field Measurements – 37
- Unit 7 - Interpret Your Data – 32
- Unit 1 - Our Air and Pollution – 26
- Unit 2 - Particle Pollution – 21
- Unit 8 - Be Part of the Solution – 20
- Unit 4 - Health Effects of Particles – 18
- Unit 3 - Particle Sources – 14
- Unit 5 - Measuring Particles – 11

These numbers show us that teachers felt the most valuable unit was the hands-on activity of collecting air quality samples in their community. Lee Andrews Group can use this information to better guide new potential participants in the future. For example, if a teacher was only able to implement three lessons, we can recommend units 1, 6 and 7 which have proven popular with previous participating teachers.

Evaluation

Lee Andrews Group accomplished the following objectives during the evaluation phase:

- Reached over 1,300 students (44 classrooms multiplied by an assumed 30 students in each classroom)
- Obtained 6 post-implementation teacher surveys
- Conducted approximately 4,000 hours of outreach and project work collectively

Testimonials

Lee Andrews Group received an overwhelming amount of positive feedback from teachers who participated in the program. This feedback allowed our team to evaluate the successful components of the Program and focus on furthering those efforts for others participating in the Program to have similar experiences. Not only do testimonials allow us to learn the successful aspects of the Program, they also help us promote the Program by giving us something to share with potential participants in the future. See Attachment 3 for the testimonials table.

Featured Testimonial

STEM Academy of Boyle Heights High School – LAUSD

Classroom teacher – Leo Magallon

South Coast AQMD volunteer – Steve Tsumura

“STEVE HAS BEEN GREAT SO FAR. HE HAS A CONNECTION TO THE NEIGHBORHOOD, SO THE STUDENTS APPRECIATE WHEN HE BRINGS UP LOCAL LANDMARKS AND PLACES OF INTEREST...AFTER SESSION 1, STUDENTS WERE ASKING ME QUESTIONS ABOUT THE WORKSHOP, SO THEY WERE VERY INTERESTED.”



Mr. Leo Magallon

/// YEAR ONE LESSONS LEARNED ///

The first year for the implementation of the WHAM Program was fast paced and shortened by the school year. While the year was an overall success in terms of remaining on trend to meet South Coast AQMD's objectives, there were several lessons learned that if addressed during future iterations, will improve the Program. The following lists the key lessons learned that Lee Andrews Group will address during Year Two (2020/2021):



Secure buy-in for WHAM Program at the Superintendent and School Board (decision makers) levels, first.

During the first year of the Program, Lee Andrews Group found that initially introducing the Program to the district at the leadership level proved beneficial. This allowed our team to more efficiently reach school site administrators and staff through personal referrals. Receiving a referral from a Superintendent or School Board member made individual school sites more open to the program, and allowed our team to reach them in a faster and more efficient manner.



Learn if high schools require securing special onboarding preconditions, such as Sexual Abuse and Molestation (SAM) insurance, School District facilitated Live Scan fingerprinting, and subsequent arrest notification.

There were a number of districts that requested onboarding requirements that could not be accommodated. Our team tracked the various requirements throughout the first year of the Program, in order to better address them moving forward. Lee Andrews Group is prepared to offer alternatives, such as support for independent implementation, if a school district requests the South Coast AQMD volunteers to undergo rigorous screening processes, or requires insurance coverages that cannot be obtained.



Complete Live Scan and TB assessments at least 60 days before anticipated implementation. Outcomes for testing must also be provided to each school district in a timely manner to avoid expiration of documentation such as clearances; Plan adequate timing for testing scheduling and results return.

Our team learned that the Live Scan and TB testing processes were more time intensive than originally anticipated. For example, it took longer than expected to schedule testing and receive results. We also learned that specific documentation needs to be provided to school districts in a timely manner for consideration at the time of submission. For example, districts require that a confirmed negative TB test be submitted no later than 30 days after it is received.



Provide adequate supplies to participating classrooms.

There were a number of participating teachers who expressed challenges due to lack of adequate supplies, such as student workbooks. Lee Andrews Group worked with South Coast AQMD to accommodate teachers, on a case by case basis, who requested additional supplies. We learned that it is important to provide participants with the supplies and support they need up-front, in order to successfully implement the Program. This increases the likelihood that they will have a positive experience and share that experience with their colleagues, thereby promoting South Coast AQMD's brand, the WHAM Program and encouraging more participation.



Frame the Program as having South Coast AQMD “volunteers” instead of “co-teachers” to limit the number of requirements placed upon agency staff to allow for easier participation.

Lee Andrews Group learned that referring to the South Coast AQMD staff as “co-teachers” is what prompted the onset of strict onboarding requirements in many cases. In order to mitigate this issue, we recommend that South Coast AQMD staff be referred to as “volunteers” to allow more flexibility in the onboarding process.



Provide a South Coast AQMD volunteer to each participating classroom when requested.

Within the outreach process, our team works to obtain an onboarding questionnaire from each participating teacher. This questionnaire asks if the teacher desires a South Coast AQMD staff member to co-teach the curriculum. We hope to remain consistent in offering volunteers to benefit each classroom's participation, however, if a volunteer cannot be provided, our team will accommodate each teacher with alternative resources.



/// NON-PARTICIPANT & WAITLISTED SCHOOLS ///

Lee Andrews Group tracked school districts and high schools that met the criteria, but did not participate in the Program during the Year One due to many factors. The following is a list of those school districts and high schools:

1. Centinela Valley Union High School District - This district preferred to review the outcomes of the first year of the Program by evaluating feedback from participants before committing to participation. Lee Andrews Group will work to share that feedback with the Centinela Valley for Year Two.
2. Capistrano Unified School District - Capistrano had no dedicated ESS course model at the time the Program was introduced, and therefore no place to insert the WHAM Curriculum.
3. Huntington Beach Union High School District - This district prioritized NGSS for the 2019-2020 school year.
4. Hacienda La Puente Unified School District – The district was interested in the program, but did not have the capacity to implement in a timely manner. They are interested in having the program proceed in year two.
5. Santa Margarita Catholic High School - There were no teachers that expressed interest in participating during the 2019-2020 school year. There is a possibility that an environmental/earth science teacher will participate in the 2020-2021 school year.
6. Rialto Unified School District - Rialto already has a robust air quality education program that began at the middle school level. The district is also participating in South Coast AQMD's AQ-SPEC sensor library program.

Lee Andrews Group recommends re-engaging these schools during Year Two of the Program as the Program has great outcomes to share. We will consult with South Coast AQMD regarding approval and next steps.

/// LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD) ///

The Los Angeles Unified School District is the second largest school district in the nation. As such, there are several unique factors that were necessary to consider when introducing the WHAM program that significantly differed from many of the smaller districts in the region. Some of these considerations included but were not limited to: volume, requirements, bureaucracy, diagnostics, demographics, language and other variables.

Our CEO's relationship with the LAUSD Superintendent allowed Lee Andrews Group to bring them in early and engage in the Program. Securing LAUSD could have taken months with meetings, calls and wait time due to the size of district. A meeting with LAUSD's Superintendent was set within one week of initial outreach.

From there, in collaboration with the Superintendent's office, we planned a lunch at LAUSD for all six local district superintendents on May 23, 2019. Along with South Coast AQMD, we arranged for a representative of Sonoma Technology, Inc. to fly down from Northern California and present the Program along with Lee Andrews Group and South Coast AQMD. Monika Kim and Lisa Tanaka-O'Malley were very helpful and key players at this luncheon, which was a huge success allowing us to implement the Program at LAUSD.

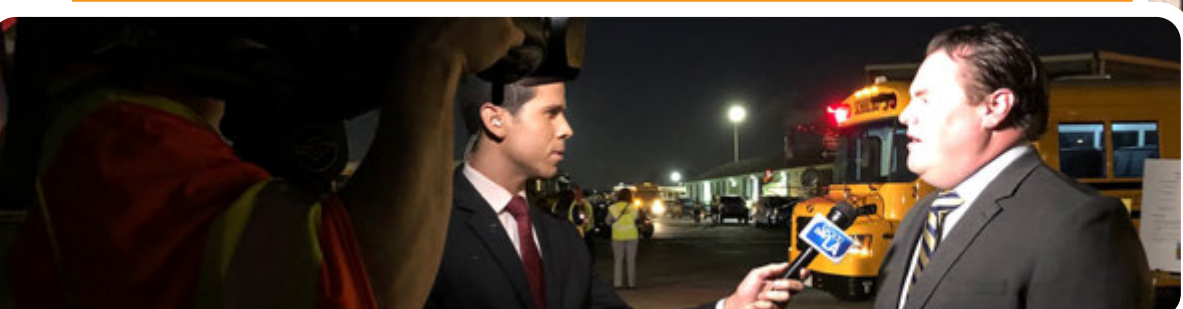
Due to targets of 40 schools to implement the Program in Los Angeles County, 20 schools in Riverside County, 20 schools in San Bernardino County and 20 schools in Orange County, we could only give LAUSD 20 schools to implement, but they requested and wanted more schools in the Program. Additionally they remain committed to accept the WHAM Program in their schools throughout year two.

Once LAUSD agreed to the Program, the mammoth project of getting an Agreement signed between LAUSD and South AQMD began. After back and forth with both agency's legal departments, an Agreement was signed. After which, our team worked with each school's administration and faculty to educate them about the benefits of the Program to students, and begin implementation of the WHAM Program into LAUSD's earth sciences curriculum. Below are key highlights from LAUSD's participation in the WHAM program.

Key Highlights:

- *Championed program with LAUSD Superintendent*
- *Hosted luncheon to pitch Local District Superintendents*
- *Secured school site referrals from Local District Superintendents*
- *Planned and executed opening day presser at Gardena Bus Yard*
 - » **Other Media Events** - *Lee Andrews Group assisted in planning the press event at Carson High (ESET) Academy featuring Wayne Nastri, Executive Officer, South Coast AQMD at the start of the implementation of the Program. The event was scheduled to take place on February 6, 2019 but was cancelled due to timing constraints. Lee Andrews Group is prepared to assist when the event is to be rescheduled for Mr. Nastri's alma mater.*

LAUSD included the WHAM Program as part of the first day of school with a press release that included Superintendent Austin Beutner and school board members at the Gardena Bus Yard. Lee Andrews Group arranged for Vice Chair Ben Benoit to attend and be interviewed by Good Day LA. Later, Chair Benoit was photographed and took a tour alongside the Superintendent. Deputy Executive Officer Derrick Alatorre was also in attendance, and was instrumental in arranging the event.





Of the 40 high schools targeted within Los Angeles County, the following 19 schools fall within the Los Angeles Unified School District (LAUSD):

Scheduled or Implemented (13 or 68%)

Not Scheduled or Implemented (6 or 32%)

- Benjamin Franklin High School*
- Carson High School ESET Academy*
- Downtown Magnets High School*
- Helen Bernstein High School*
- Hilda L. Solis Learning Academy*
- James A. Garfield High School*
- James Monroe High School*
- Manual Arts Senior High*
- MSTMA at Roosevelt High School*
- San Pedro High School*
- Science Academy STEM Magnet*
- STEM Academy of Boyle Heights High School*
- Washington Preparatory High School*

- Bravo Medical Magnet High School*
- Cesar E. Chavez Learning Academies*
- Edward Roybal Learning Center*
- Phineas Banning High School*
- Rancho Dominguez Preparatory School*
- South East Senior High*

Sixty-eight percent of those schools implemented the WHAM Program. While significantly more than 50% of the LAUSD schools targeted successfully participated in the Program, Lee Andrews Group will continue to work with LAUSD to determine how to increase implementation rates within LAUSD to 100%.

IN-PERSON IMPLEMENTATION TRANSITION TO DISTANCE LEARNING



/// COVID-19 RESPONSE ///

In March 2020, the COVID-19 pandemic presented unprecedented challenges to our local communities and counties at large. This presented the team with unexpected and extraordinary changes with distance and on-line learning. On March 16, 2020 schools in all four counties closed their doors to students. During this time, teachers and families were forced to create distance learning lesson plans and simultaneously make arrangements for teachers to work remotely.

Lee Andrews Group worked with South Coast AQMD to develop and offer distance learning options to participate in the WHAM Program that included online resources such as PowerPoint presentations and videos, Live Zoom lectures, and technical support.

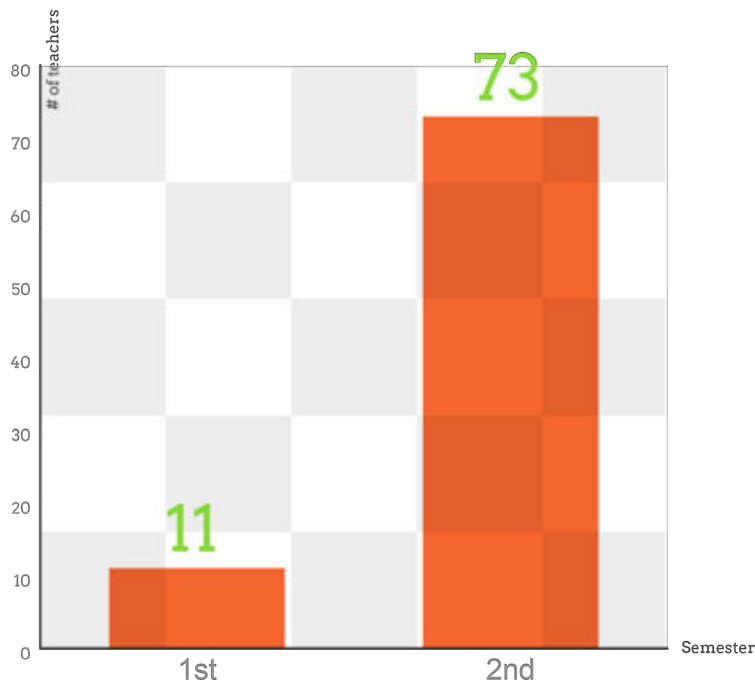
While the world was adapting to this new normal, schools lost students due to non-equitable matters (i.e. no internet at home, at-home problems, moving). Lee Andrews Group immediately adjusted to the circumstances and worked with and informed teachers of the suspension of South Coast AQMD volunteers, due to stay at home orders throughout the State of California. Teachers were encouraged to implement the WHAM Program independently. Lee Andrews Group also conveyed the message to schools that we remain available and ready to assist them with their questions, concerns, and technical support.

Lee Andrews Group proactively designed distance learning options and presented them to South Coast AQMD in an effort to keep teachers and students engaged, taking into account those students who do not have digital access. This resulted in South Coast AQMD developing a robust distance learning program by offering volunteers for lectures via Zoom, updating their website with PowerPoint presentations, video lectures, and other useful resources that can be accessed at the teacher's leisure. Lee Andrews Group was pivotal in delivering this information to teachers through our personal relationships.

Prior to COVID-19, there were a number of teachers who elected to begin implementation during the second semester. We received a total of 84 onboarding questionnaires. At the time of the program shift, 16 questionnaires were outstanding. Of the 84 onboarding questionnaires received, 73 or 86% of classroom teachers requested to begin the Program during the second semester. This is commonly the time of year when most air quality lessons are taught. Below illustrates the results of the 73 implementations planned to take place during the second semester:

- Twenty-four were completed with at least one lesson conducted.
- Six were scheduled and posted on the WHAM calendar, but were cancelled due to the suspension of volunteers in response to COVID-19.
- Ten were in the process of being scheduled, but were impacted by COVID-19 pandemic.

Before the Program was adjusted due to COVID-19, 40 of the 73 second semester implementations were either completed, scheduled, or in the process of being scheduled.



The Lee Andrews Group team views the opportunity of distance learning as an added benefit, allowing the South Coast AQMD to reach even more students. With this in mind, Lee Andrews Group will remain flexible and will continue to maintain open lines of communication with the teachers who had intended to implement the Program this school year.

Figure 9: Illustration of teacher semester preference

/// YEAR ONE CONCLUSION ///

Overall, the first year of the Program introduced South Coast AQMD’s healthy air message to over 30 school districts’ leadership within 4 counties across the southern California region. Whether implementations occurred or not, school administration and teachers received the WHAM message through the outreach and engagement process.

Ultimately, first year efforts resulted in the development of an implementation infrastructure and a process, including outreach, tracking, monitoring and evaluation. These efforts culminated with 44 classrooms successfully participating in the Program, and teachers and students learning about air quality and the South Coast AQMD’s message regarding the importance of healthy air, and the community’s role in it.

Importantly, students were also exposed to air quality professionals and career paths in environmental fields. South Coast AQMD can utilize this model to continue to build upon the success of the Program’s first year, and continue its reach throughout the South Coast AQMD’s territory and southern California region. The WHAM program opened opportunities for South Coast AQMD to further develop relationships with local environmental justice communities, and has allowed students to learn more about air quality awareness and its impacts to their communities.

It is undeniable that the inaugural year of South Coast AQMD's High School Air Quality Educational Program produced useful benefits to the southern California region's high school student body. The program exposed them not only to fun ways of learning the curriculum, but also to new career paths in the sciences, healthy habits to promote better air quality, an introduction to regulatory climate control and the tools to become environmental stewards within their communities. Lee Andrews Group assisted South Coast AQMD with transforming a well-intentioned idea and operationalizing it into a comprehensive program to meet intended objectives complete with metrics.

The first year of the WHAM program engaged a large number of students across the four counties and provided additional opportunities to expand the program with the school districts that participated. Overall, the WHAM program led to an increased understanding of the importance of good air quality for the participating schools. As we learned from participant feedback, it is understood that air can only improve if significant changes occur not just with static pollutants, but with mobile sources of pollution. The measured progress of the Program in all four counties can be found further in figure 10.

2019-2020 Objectives

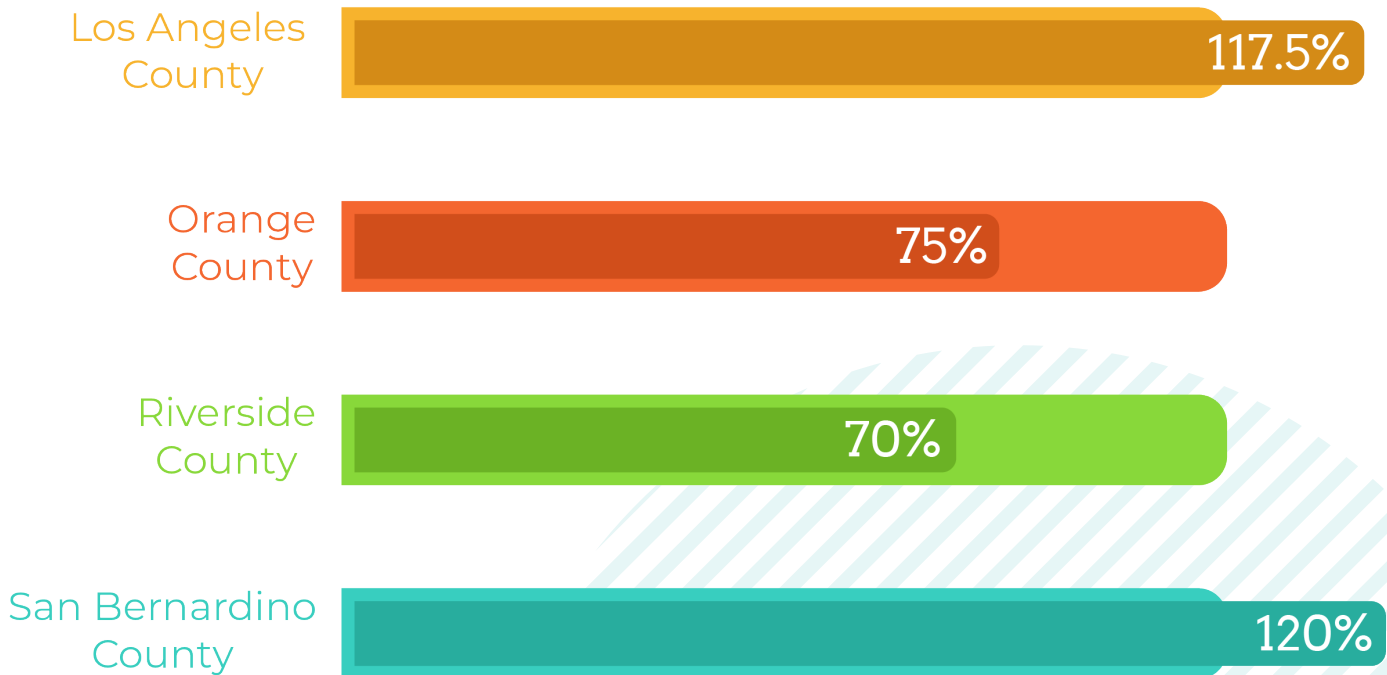


Figure 10: 2019-2020 Objectives



Year 2

/// APPROACH ///

As we move into a second year (2020/2021) of the WHAM Program, Lee Andrews Group intends to continue improving the Program by leveraging successful tools and accomplishments to encourage positive growth, and we intend on expanding South Coast AQMD's message. The team continues to develop their relationships with teachers, principals and staff to make implementation of the Program a smooth transition.

In Year Two, the Lee Andrews Group team will implement a similar outreach strategy as in Year One to engage districts and schools as we work toward securing participation in the WHAM program. With our massive tracking sheet, we will begin with schools that fit the criteria. Equipped with efficient process modeling and informed by lessons learned during the pilot program, our team will make modifications to our strategy to improve program effectiveness. Key recommended modifications include: eliminate board approved participation Agreements, revise program talking points and collateral materials, implement distance learning, and develop more tailored approaches when presenting the Program to teachers for the first time.

While these modifications are important, we aim to continue developing what we have successfully designed, because it is working. Teachers know and trust us, they have become better aware of South Coast AQMD's mission, and many, along with their students, are now partners in disseminating the agency's message.

Board Approved Agreements

At the beginning of Year One, there was little infrastructure in place to guide the process. We now have the model in place along with relationships. Lee Andrews Group was entrusted to develop the requisite infrastructure, while keeping South Coast AQMD's mission and message top of mind. Lee Andrews Group was careful to ensure that anything we recommended for implementation received the express approval of South Coast AQMD. Therefore, a bilateral process for documenting school district participation in the Program was developed, which included an Agreement among participating school districts and the South Coast AQMD Board. In all, Lee Andrews Group secured 100 percent participation from each of the 32 targeted school districts. However, drafting, editing, obtaining legal, administrative and board approval for these Agreements proved to be a laborious and gratuitous undertaking. After careful analysis, Lee Andrews Group recommended to the agency that the agreement process be deformed and addressed at the teacher level. Moving forward, Lee Andrews Group will work directly with teachers to negotiate the terms of their participation and will memorialize those Agreements via email. We anticipate that eliminating the formal Agreements will increase the participation rate during the second year of the Program.

Marketing Materials

As experts in the field of outreach and engagement, Lee Andrews Group has an acute appreciation for the value of a strong marketing campaign. In order to convey South Coast AQMD's key messages, we recognized the need to create marketing materials that promoted the Program and its importance. That is how we introduced, encouraged, and ultimately secured program implementation.

During Year One, Lee Andrews Group worked closely with the South Coast AQMD to determine and design the collateral materials that would best help schools administrators, faculty and teachers understand and accept the WHAM Program. Continuing with the proven strategy of building upon what works, in Year Two, Lee Andrews Group will either update or create the following collateral materials to aid in disseminating key information about the WHAM Program, ultimately generating support for and participation in the Program:

- Welcome letter to existing school districts and teachers;
- Welcome letter for new school districts/high schools;
- Introductory leadership PowerPoint presentation;
- WHAM brochure;
- Frequently Asked Questions (FAQs);
- WHAM web page;
- Onboarding questionnaire;
- Teacher post implementation evaluation survey;
- Student post participation evaluation survey; and
- AQMD volunteer guide.

In addition to improving collateral, we also recommend increasing WHAM's digital presence on popular platforms and currently trending applications. This approach will bookend our engagement efforts toward teachers with students' colloquial interests in the Program. Students won't only be introduced to the Program through their class curriculum, but they will also be exposed within their preferred communication environment.

Tailored Approaches

Through our engagements with teachers during Year One, we learned that understanding our audience is paramount; and that while a standardized process can be helpful, a one-size-fits-all approach does not lend itself to maximum positive outcomes. The best approach is one that is flexible, yet tailored to the specific teacher to whom we are presenting the Program. We learned that we must be agile enough in our approach to accommodate teachers' preferred communication methods. For example, not all teachers had time or wanted to meet in person for the initial presentations, for a number of reasons, such as school starting, parent teacher conferences, and other priorities. Some teachers preferred receiving information through phone calls and via emails. By accommodating teacher schedules and communication preferences, our team members secured participation of teachers that would not have agreed to participate if we required the meeting to be conducted in person.

The following illustration depicts the updated recommended engagement process for Year Two:



Figure 11: 2020-2021 Step-by-step Outreach Process

Flexible Program Options

The COVID-19 pandemic necessitated the implementation of additional virtual options through which the program may be consumed. This opened a new outreach mechanism to promulgate South Coast AQMD's message through the WHAM Program. In Year Two, Lee Andrews Group will focus efforts on maximizing virtual options. For those schools and students with the resources, virtual group meetings, prepared and/or recorded lessons and technical support, extend a whole new channel through which students may access the WHAM experience. Lee Andrews Group anticipates that this added benefit will increase student participation in the Program by a significant margin. Lee Andrews Group will monitor enhancements and new developments in the virtual arena and continue to adapt to changing environments and resources.

//// GOALS ////

In Year Two, the South Coast AQMD's primary objectives for the WHAM Program will remain to implement in high schools across four counties within the region; engage with and develop relationships with school leadership, faculty and teachers; and promote the South Coast AQMD's message. During Year Two, Lee Andrews Group has identified the following specific goals to help accomplish the primary objectives:

- Implement the WHAM Program within 100 additional high schools (200 total);
- Increase social media presence of the WHAM Program;
- Continue offering distance learning options; and
- Promote air quality awareness to participating students.

//// METHODOLOGY ////

Lee Andrews Group will facilitate the expansion of the Why Healthy Air Matters Program from 100 schools to 200 schools in the South Coast Air Basin. We will achieve this by incorporating additional school districts that have not yet taken part in the implementation of the Program. Lee Andrews Group proposes an outreach engagement strategy that dovetails the new school districts with the returning participating school districts. We will approach the new school district administrators with the same three-tier approach we created for the initial year. Our presentations to superintendents, district staff, and school site administrators will highlight the pilot program's successes and outcomes, and our team will continue to create working relationships with the teachers to ensure that the Program is implemented. For returning school districts and schools, we will work with South Coast AQMD WHAM staff to schedule meetings with each district to highlight the program's first year achievements.

We will work with South Coast AQMD WHAM staff to create a toolkit for new and returning participating schools that will introduce the WHAM Program. We envision the toolkit to contain an introductory video to South Coast AQMD and the Kids Making Sense® kit, training materials, technical assistance and direct support resources that would be readily available online. This toolkit would be in addition to the Welcome Letter, Onboarding Questionnaire and other collateral materials that are presented to school district administrators, principals, and teachers.

From the implementation of the program in its initial year, we want to ensure that school principals and teachers understand the significance of the WHAM program and the benefits for the students. Our team will work with South Coast AQMD WHAM staff to incorporate the feedback received by the first year teachers to develop and update existing diagnostic tests.

Additionally, these uncertain times lead us to propose an outreach plan that takes into account the possibility that not all school districts will return to a normal academic schedule in the Fall of 2020. We want to take a proactive role with South Coast AQMD WHAM staff to develop additional distance learning tools that would be easily adopted by participating teachers, as well as continue to provide teachers with support and new resources as they become available.

New Tactics

Lee Andrews Group finds value in leveraging the successful aspects of the Program that were created during the first year of the program. We also understand the importance of making adjustments where necessary, to account for the lessons learned. Keeping in mind primary objectives and specific goals for the Program, Lee Andrews Group recommends employing the following new tactics during Year Two:

- Remove Agreement requirement;
- Update collateral materials and develop new materials as needed;
- Update AQMD website and app;
- Monitor Sonoma Technology Inc. for new developments;
- Research school district clearance requirements (i.e. eliminate requirement of TB testing and Live Scan for South Coast AQMD volunteers, when possible);
- Develop and update diagnostic tests for all schools;
- Create a toolkit for participating schools that will introduce the WHAM Program to initiate engagement (i.e. introductory video, training materials, technical assistance and direct support resources);
- Develop innovative engagement strategies that reflect best practices identified in Year One and feedback from teachers;
- Incorporate enhanced digital learning options (i.e. live video conference and recorded lectures, PowerPoint presentations, videos);
- Use social media to promote and generate buzz for the Program;
- Reach out to media outlets and secure press coverage of WHAM Program; and
- Add new resources as they become available.



/// CONCLUSION ///

The creation of the WHAM Program presented an opportunity for South Coast AQMD to create a link between our youth and the well-being of their environment. Through the WHAM Program, South AQMD was able to help increase students' awareness of air quality issues within their communities and beyond, ultimately empowering the youth to become changemakers and take matters into their own hands for a future with clean air. The South Coast AQMD is to be commended for delivering additional resources to communities experiencing environmental justice challenges. The Program educates the students, allowing them to bring the conversation home, making a greater impact throughout all communities.

South Coast AQMD is shining a light on those communities experiencing environmental justice issues by investing in the delivery of resources to students, schools, and the community through education. South Coast AQMD aims to inform students about the importance of doing one's part, and developing healthy habits to contribute to clean air. The Kids Making Sense® curriculum, which is the main feature of the Program, allows students to learn aspects of air quality and how it ties into the environment and overall health. The schools targeted for outreach through the WHAM Program have been identified as being acutely impacted by dirty air, lower income and educational attainment, higher instances of health disparities and other environmental justice factors. The WHAM Program offers these students:

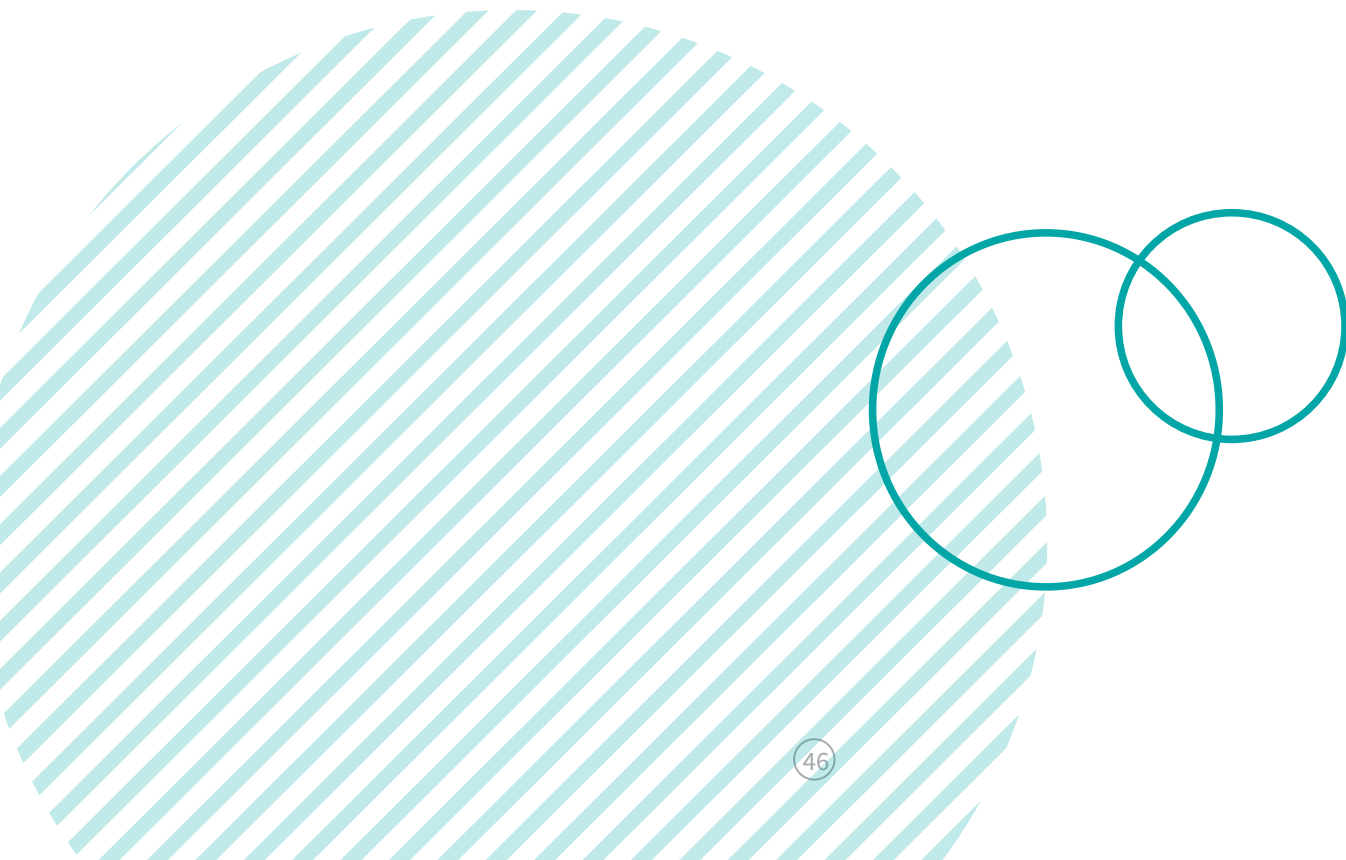
- ✓ ***Exciting environmental education curriculum that teaches students about air quality;***
- ✓ ***Unique experience for students to measure air pollution using hand-held sensors and mobile phones;***
- ✓ ***Engaging and fun science experiments that teach students about healthy air; and***
- ✓ ***Empowers students to drive positive change in their homes and communities.***

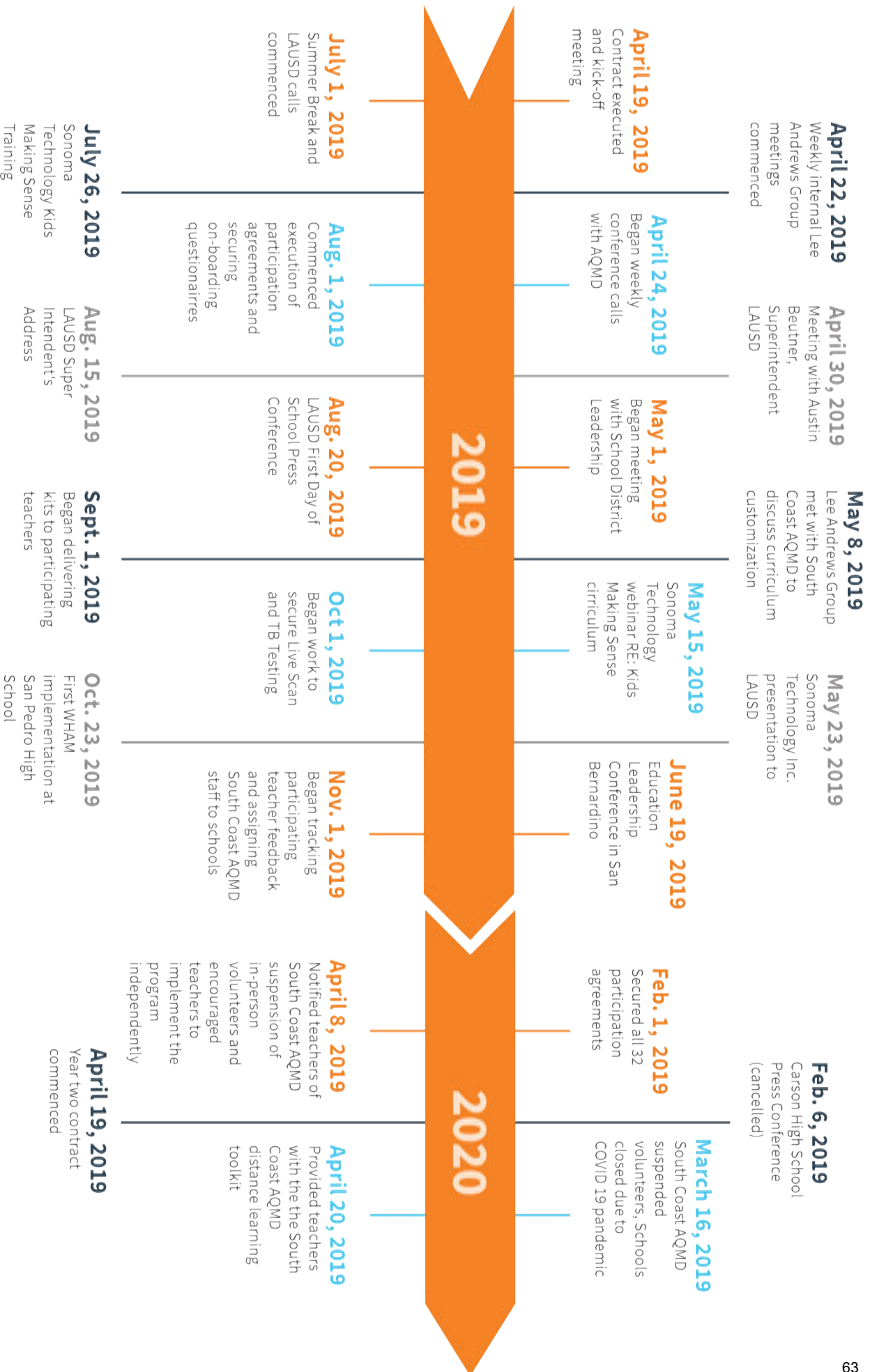
Lee Andrews Group will continue to work alongside South Coast AQMD to reach every goal. Thank you for the opportunity to be your partners in educating the youth of our communities. We look forward to the future of the WHAM Program.



Attachment 1

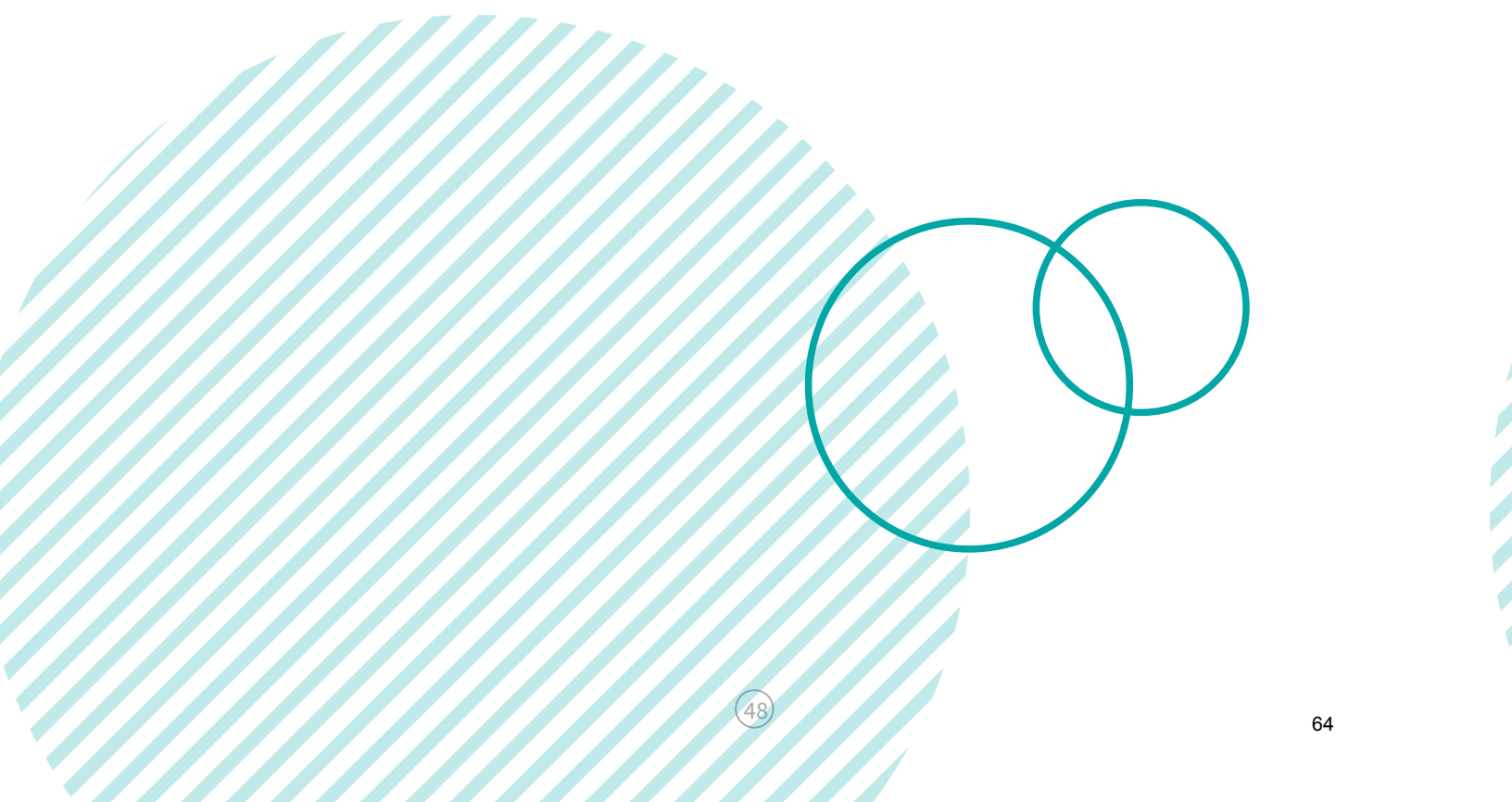
2019-2020 TIMELINE





Attachment 2

COLLATERAL MATERIALS



1. Our Air and
Pollution
(50-100min.)

3. Particle Sources
(50min. or more)

5. Measuring Particles
(50min.)

7. Interpret Your Data
(50min.)

2. Particle Pollution
(50-100min.)

4. Health Effects of
Particles
(50-100min.)

6. Field
Measurements
(100min. or more)

8. Be Part of the
Solution
(50min. or more)



Kids Making
Sense® Kit

For more information
about the program or to refer
a school for potential participation,
please contact:

Monika Kim
Phone: (909) 396-2342
Email: mkim@aqmd.gov



South Coast Air Quality
Management District
www.aqmd.gov
1-800-CUT-SMOG

Stay connected with us

@SouthCoastAQMD



South Coast Air Quality Management District

High School Education Program



WHAM

Why Healthy Air Matters

Air Quality Education by South Coast AQMD

What is South Coast Air Quality Management District's WHAM Program?



WHAM
Why Healthy Air Matters



AirBeam2 Air Monitor, AirCasting App

South Coast AQMD's high school education program, Why Healthy Air Matters (WHAM), is an exciting Science, Technology, Engineering and Math (STEM)-based education program that teaches students about air quality. The program utilizes Sonoma Technology, Inc.'s Kids Making Sense® curriculum, developed by air quality scientists and educators and thoroughly tested by teachers and students around the world.

The program will increase students' awareness of air quality issues within their communities and beyond, through various experiments and activities, including measuring particulate matter (PM) pollution using hand-held sensors.

Does the program fit in with state standards?

The Kids Making Sense® curriculum is aligned with the California State Core Science Curriculum for grades 9 through 12. The curriculum unites STEM education and Next Generation Science Standards (NGSS) with hands-on experiential learning and introduces Disciplinary Core Ideas (DCIs) through experiments that reinforce Science and Engineering Practices (SEPs) and Crosscutting Concepts (CCCs).



Curriculum Workbook

Why is the WHAM Program Important?

South Coast AQMD's jurisdiction encompasses Orange County and the urban portions of Los Angeles, Riverside and San Bernardino counties, and is home to more than 17 million people—the second most populated urban area in the United States. This region suffers from some of the poorest air quality in the nation and does not meet federal standards for both ozone (smog) and fine particulate matter (PM2.5).

Different types and levels of air pollution can cause or contribute to everything from watery eyes and fatigue to respiratory disease, lung damage, cancer, birth defects and premature death.

This program will increase awareness of air quality issues within environmental justice communities in South Coast AQMD's jurisdiction. It utilizes a community-focused approach, designed to teach youth about the science of air quality, public policy and technology-based solutions.

What will each participating school receive?

Each participating school will receive a Kids Making Sense® kit, which includes AirBeam2 portable air quality monitors, paired smartphones, teacher's guide, student workbook and all of the supplies and materials needed to successfully teach the curriculum.



South Coast Air Quality Management District High School Air Quality Education Program

*Presented by Lee Andrews Group in partnership with South Coast AQMD
818 W. 7th Street, Ste. 880, Los Angeles, CA 90017 | (213) 891-2965
SBE, DBE, MBE and VSBE Certified.*





- Air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino Counties.
- South Coast AQMD has a long history of educational outreach to teachers and students in the South Coast Air Basin through programs and events.
- These activities have been effective in raising awareness about South Coast AQMD and air quality issues among teachers and students reaching several thousand program and event participants.

Kids Making Sense® developed by Sonoma Technologies, Inc.

Exciting environmental education curriculum that teaches students about air quality.

Opportunity for students to measure air pollution using hand-held sensors and mobile phones.

Empowers students to drive positive change in their communities.





Kids Making Sense®

Aligns with California State Core Science Curriculum for Grades 9-12.

Unites STEM (Science, Technology, Engineering, and Math) education and NGSS (Next Generation Science Standards) with an air sensing system.

Introduces Disciplinary Core Ideas (DCIs) through specific air sensing experiments that reinforce Science and Engineering Practices (SEPs) and Crosscutting Concepts (CCCs).



Kids Making Sense® incorporates different learning modalities: Visual, Auditory, Kinesthetic and Tactile Learners.

Each participating school will receive a Kids Making Sense® Kit, including Airbeam2 portable air quality monitors, five paired smartphones, a teacher's guide, student workbook and all of the supplies and materials needed to successfully teach the curriculum.

In-Person classroom instruction from South Coast AQMD staff during each session.

Students will learn practical and occupational uses for science which may inspire potential environmental science careers.

Why is this program important to high schools?

South Coast AQMD's High School Air Quality Educational Program will help increase students' awareness of air quality issues within their communities and beyond through hands-on experiential learning that will reinforce essential concepts in alignment with the California State Core Science Curriculum Framework.

This program will empower youth to become changemakers and take matters into their own hands for the future of their air.



Next Steps...

- Receive a Memorandum of Understanding to secure participation;
- Identify school sites where this Program is most appropriate;
- Coordinate Fall/Spring rollout schedule and deliver Kids Making Sense® kits for August/September.

For more information and questions please contact:
Monika Kim
South Coast Air Quality Management District
(909) 396-2342
mkim@aqmd.gov



AGREEMENT BETWEEN SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT AND [SCHOOL/SCHOOL DISTRICT]

BACKGROUND:

South Coast Air Quality Management District (South Coast AQMD) is the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino Counties. South Coast AQMD engages in a number of community-based approaches to educate residents on air quality issues in the South Coast and Coachella Air Basins. In 2019, South Coast AQMD established the Why Healthy Air Matters (WHAM) High School Air Quality Education program.

PROGRAM GOAL:

South Coast AQMD seeks to partner with school district officials and administrators by providing high schools with the opportunity to participate in the WHAM program to provide teachers and students information on local air quality issues through a hands-on curriculum developed by Sonoma Technology Inc., called Kids Making Sense®. South Coast AQMD will provide the air quality curriculum as deemed appropriate by South Coast AQMD, through the WHAM Program, to inform and educate students on topics related to air pollution including technology, data analysis and analytical thinking. The program will achieve its goals by partnering with schools and school districts in each county within South Coast AQMD's jurisdiction (Los Angeles, Orange, Riverside and San Bernardino) to implement the WHAM Program in selected classroom(s) within participating schools,

South Coast AQMD will provide [School/School District] (“**Partnering School/School District**”) with one South Coast AQMD staff volunteer to assist in the teaching of one class period per unit at each participating school. **Partnering School/School District** may choose to teach the Kids Making Sense® curriculum in additional classrooms at each participating school without the assistance of a South Coast AQMD staff volunteer, if desired. The curriculum contains several units to provide educational information to instructors and students, as deemed appropriate by South Coast AQMD, on air pollution, air monitoring technology, data analysis, how pollution affects public health, discussion on solutions and on South Coast AQMD's responsibilities as the air pollution control agency for the South Coast and Coachella Air Basins.

This Agreement between South Coast AQMD and **Partnering School** outlines the common goals for this partnership, which is to provide an educational opportunity for students of [School District]. This Agreement is intended to provide for the coordination of South Coast AQMD to implement the WHAM Program within schools at [School District]. South Coast AQMD and Partner agrees to the following details:

TERMS OF AGREEMENT:

The Partnering School District will support South Coast AQMD's efforts by completing the following:

- Allowing South Coast AQMD to approach high schools in their district;
- Participate in conference calls with South Coast AQMD and/or South Coast AQMD contractor to assist in the implementation of the WHAM Program at schools within the school district, as requested by South Coast AQMD.

The Partnering School will support South Coast AQMD's efforts by completing the following:

- Select instructor and class to host the WHAM program;
- Require that a credentialed classroom teacher remain in the classroom at all times when the South Coast AQMD staff volunteer is present;
- Allow instructor to view the WHAM training video on Kids Making Sense® , for up to six hours, to be completed before the start of the program;
- Upon conclusion of the program, require instructor to complete a written evaluation of the program;
- Upon conclusion of the program, facilitate the return of the Kids Making Sense® Kit to South Coast AQMD; and
- Participate in conference calls with South Coast AQMD and/or South Coast AQMD contractor to assist in the implementation of the WHAM Program at schools within the school district, as requested by South Coast AQMD.

In Case Partnering Schools are affected by COVID-19 restrictions, Partnering School agrees to:

- Participate in live Zoom lecture with a South Coast AQMD staff volunteer to present to your students on air quality.
- Incorporated online resources including lesson plans, PowerPoint presentations and videos to class curriculum.

As consideration for these efforts, South Coast AQMD agrees to:

- Provide one South Coast AQMD staff volunteer to assist in the teaching of one class period per unit at each selected school, not to exceed 10 hours total of classroom time over a period of one academic year;
- Not collect, access or use students' personal data during the course of the WHAM program;
- Provide school instructors with a training video on the WHAM program on Kids Making Sense®;
- Lend each participating school one Kids Making Sense® Kit; and
- Provide the supplies and materials needed to successfully implement the program, as determined by South Coast AQMD.

In Case Partnering Schools are affected by COVID-19 restrictions, South Coast AQMD agrees to:

- Provide live Zoom lecture with a South Coast AQMD staff volunteer to present to your students on air quality.
- Provide online resources including lesson plans, PowerPoint presentations and videos.
- Provide technical support with online resources.

This Agreement may be terminated upon 10-days written notice without cause or penalty, by either party. Upon termination by either party, the Kids Making Sense® Kit should be returned to South Coast AQMD by means agreeable to both parties within 10-days.

As agreement to these terms, Partnering School/School District will complete this form by email it to Monika Kim at mkim@aqmd.gov or by mail to Attn: Monika Kim, South Coast Air Quality Management District, 21865 Copley Drive, Diamond Bar, CA, 91765. Should you have any questions, please contact Monika Kim, Senior Public Information Specialist, at 909-396-2342.

Name: _____ Title: _____

School: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____



CLASSROOM ETIQUETTE GUIDE



Questions?
Please Contact:
Monika Kim
Phone: 909-396-2342
Email: mkim@aqmd.gov





This Guide Will...

Provide tips on how to successfully navigate campuses and classrooms as you begin co-teaching the Kids Making Sense® curriculum. Throughout the program, you will always be accompanied by a classroom teacher who will handle all classroom management and disciplinary activities. Remember: you are representing South Coast AQMD. Your actions are a reflection of the agency.

Prior to Arriving onto Campus

Be sure to confirm the date, time, class period and lesson plan that will be taking place when you are expected to co-teach.

Day of Lesson Plan

Arrive early and come prepared by knowing the day's lesson in its entirety. Have all necessary supplies for the activity ready. Always check in with administration at the front office before reporting to the classroom, and wait outside if the previous class has not yet been dismissed.

Before Beginning the First Lesson

After the classroom teacher introduces you to the class, please provide the students with a brief introduction that includes your purpose for being there, your brief professional background, and your role at South Coast AQMD.

Quick Tips

Below are a few tips to keep in mind as you directly engage with students at each classroom visit.



1. Be Respectful

Always treat the students in each classroom with respect in order to successfully deliver the curriculum in a positive environment.

2. Ask, Don't Order

Approach goes a long way. Students will be more willing to participate if they are asked in a polite manner. "Do you want to try solving the problem?" can be more effective than "Tell me the answer."

3. Keep Your Cool

Remember that the teacher will handle all classroom management and disciplinary actions, so refer to the teacher if a student misbehaves.

Do's and Don'ts

- Do recommend that students address you by your last name.
- Do be friendly, but firm.
- Do wear your South Coast AQMD shirt.
- Do follow all school site rules and directives.
- Do shake hands if a student offers, and **DON'T** hug or touch students in any other fashion.
- Do ask the teacher if there are adult restroom facilities and avoid student restroom facilities.
- Do use positive and appropriate language at all times when addressing students.
- Do educate students on the curriculum and related topics.
- Do be courteous and respectful toward all school site staff and administration.
- Do enjoy yourself! Positivity is contagious.

- Do not use profanity under any circumstances.
- Do not provide students with personal contact information or add them on social media networks.
- Do not engage in discussion about students' personal information.
- Do not interject in any student altercations.
- Do not bring or sell tobacco products, prescription drugs, alcohol, illicit drugs or weapons on campus.
- Do not harass students, teachers, administrators or other volunteers.



South Coast Air Quality Management District

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

Office of the Executive Officer

Wayne Nastri

909.396.2100, fax 909.396.3340

Dear Educator:

The South Coast Air Quality Management District (South Coast AQMD) would like to thank you for your participation in the Why Healthy Air Matters (WHAM) Program.

The WHAM program seeks to increase students' awareness and knowledge of air quality issues and empower them to make positive changes in their communities. The program also strives to inspire students' interest in air quality and science.

The South Coast AQMD's mission is to clean the air and protect the health of all residents living in the region. We have a long history of educational outreach to residents through programs and events, all of which have been effective in raising awareness about air quality issues within the region.

Please complete the attached questionnaire and return it to Monika Kim at mkim@aqmd.gov at least 30 days prior to your anticipated program start date or as soon as possible. Once we receive your documents, a staff member will reach out to coordinate next steps.

If you have any questions or concerns, please contact Monika Kim at 909-396-2342 or mkim@aqmd.gov.

Thank you again for participating in the WHAM Program.

Sincerely,

Wayne Nastri
Executive Officer

DJA:MJK-072019

Onboarding Questionnaire

Thank you for your participation in the South Coast Air Quality Management District's **Why Healthy Air Matters (WHAM) Program**. The questionnaire below will help us match a South Coast AQMD staff member with your classroom. Please complete and return this form to Monika Kim at mkim@aqmd.gov at least 30 days prior to your anticipated start date or as soon as possible.

Instructor Name: _____

School: _____

E-mail Address: _____

Phone Number: _____

Which grade(s) and class(es) are participating in the WHAM program?

Do you have a computer with internet access in your classroom? Yes No

If you have a computer in your classroom, does the computer have a firewall? Yes No

Do you have Wi-Fi in your classroom? Yes No

Do you want a South Coast AQMD staff member to co-teach the curriculum in your classroom? *Please note that the staff member will be available for one class period per unit only.* Yes No

The WHAM program consists of eight units. Teachers may select the units they wish to teach based on best fit with their classroom objectives and time availability. Please indicate which units you are most likely to teach and the most important aspect of the unit for your classroom (for example: math, chemistry, civic duty, etc.)

1. Our Air and Pollution

This section provides background information on air pollution.

What aspect of this unit is most important? _____

2. Particle Pollution

This section gives students the opportunity to look at particles under a microscope or a hand lens.

What aspect of this unit is most important? _____

3. Particle Sources

This section covers sources of particle pollution and identification of particle sources. Students look at particles under a microscope or a hand lens and identify the sources of the pollution.

What aspect of this unit is most important? _____

4. Health Effects of Particles

This section covers how particles can affect human health. Students measure their FEV1 and FVC ranges to determine their lung capacity.

What aspect of this unit is most important? _____

5. Measuring Particles

This section covers how particles are measured. Students use a vacuum cleaner to collect and measure particles.

What aspect of this unit is most important? _____

6. Field Measurements

This section gives students the opportunity to measure particles using the AirBeam2 monitor.

What aspect of this unit is most important? _____

7. Interpret Your Data

This section covers finding trends in collected data to reach conclusions on how to clean up the air.

What aspect of this unit is most important? _____

8. Be Part of the Solution

This section covers how students can get involved, what they can do to help reduce emissions and how they can effect positive change.

What aspect of this unit is most important? _____

When do you expect to teach the WHAM program in your classroom? Over what period of time, and how frequently will you be teaching the WHAM program? (For example: once a week in the month of May.)



Why Healthy Air Matters (WHAM) Program Teacher Survey

The following questions will ask you about your overall experience with South Coast AQMD's WHAM Program.

1. How many classes participated in the WHAM Program?
2. How many students participated in the WHAM Program?
3. What grade(s) participated in the WHAM Program?
4. How many units did you teach?
5. Which unit was most beneficial to your students?
6. Which unit was least beneficial to your students?
7. Any additional comments/concerns?

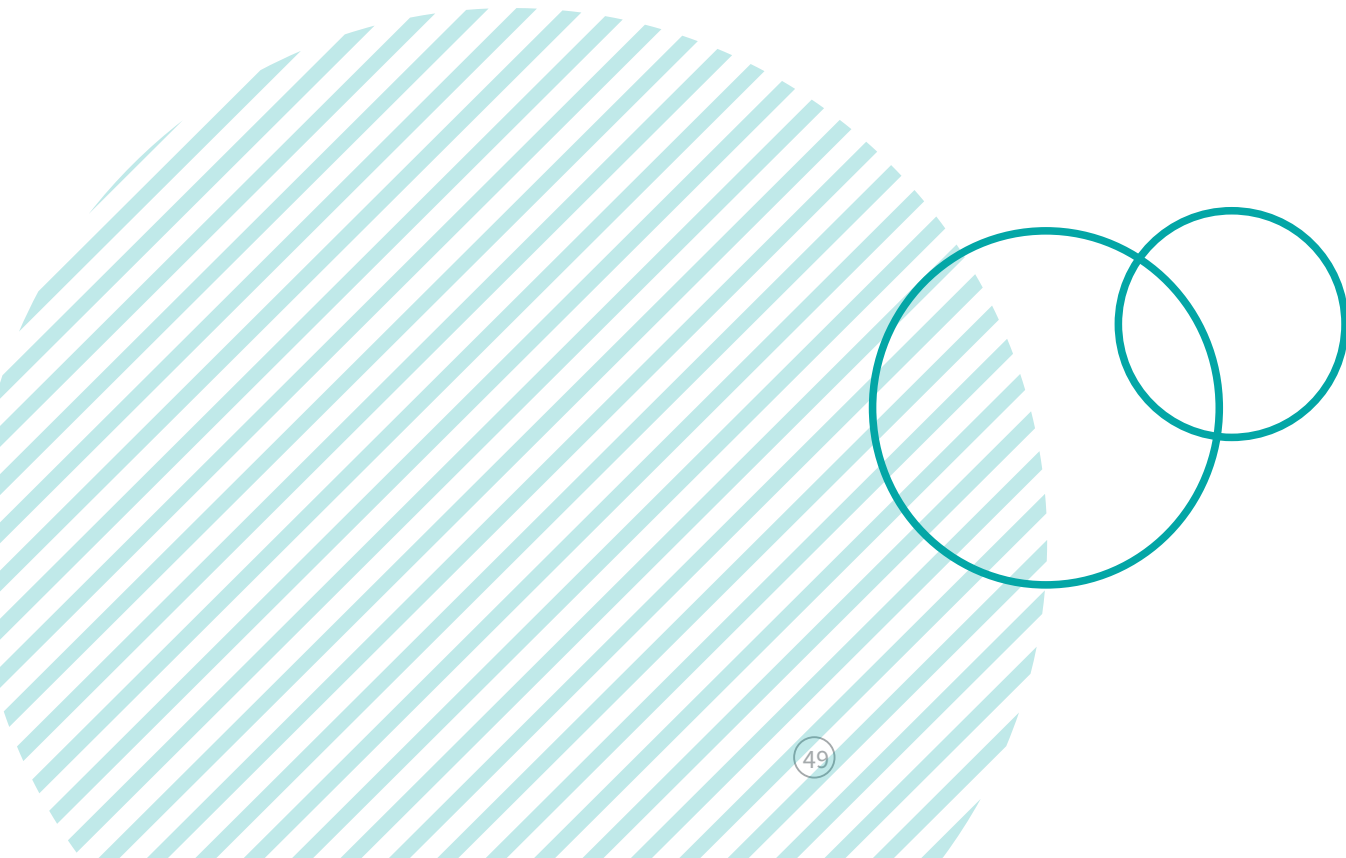
Please select the number that most closely reflects your opinion on the statements below.

1 = Strongly Disagree 2 = Disagree 3 = Neutral
4 = Agree 5 = Strongly Agree 6 = Does not apply/I don't know

8. The WHAM Program meets high school science standards.
1 2 3 4 5 6
9. The Kids Making Sense® Kits and accompanying tools were functional and reliable.
1 2 3 4 5 6
10. The coursework was appropriate for my students' grade level.
1 2 3 4 5 6
11. The program increased my students' awareness of air quality, environmental justice, and/or other related issues.
1 2 3 4 5 6
12. The program increased my students' awareness of the South Coast AQMD.
1 2 3 4 5 6
13. I would like to participate in this program again.
1 2 3 4 5 6

Attachment 3

TESTIMONIALS

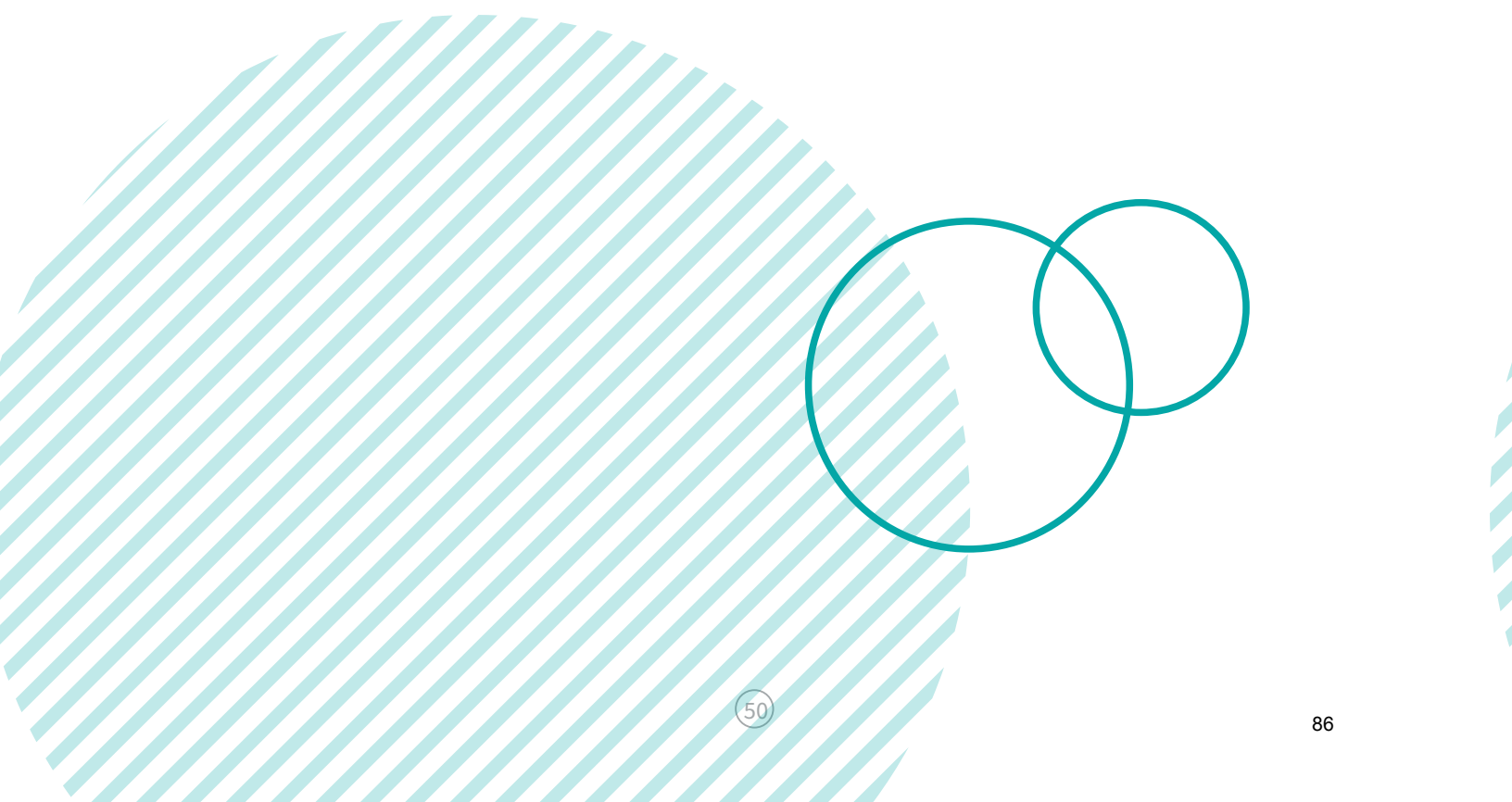


<u>Teacher Name</u>	<u>High School</u>	<u>Feedback</u>
Jennifer Cheng	San Pedro High School	"Hi All, I would like to acknowledge Britney's flexibility[2] and helpfulness today... our class was not able to do the walking activity so Britney just improvised and did what she can do. Our class time was extended as well for 25 minutes, in high school that's forever but she saw it through by opening Q and A about getting into college... am just grateful."
Jomel Villamil	Benjamin Franklin High School	"Ryan has been great to work with and he is awesome with the students. Love the program!"
Kelly Meade	Jordan High School	"The lesson went well, the students were engaged, working, and contributing to the discussion."
Dolores Bravo	South El Monte High School	"The students were happy to have a fresh face at the front of the class."
Andrea Contreras	Manual Arts Senior High	"All was great! Thank you for the experience."
Armando Ponce	Colton High School	"It went great. I really like the program."
Ted Ducey	Redlands East Valley High School	"Very happy with the first lesson."
Vance Thompson	Washington Preparatory High School	"It [the first lesson] went well, looking forward to the rest of the program."
Leo Magallon	STEM Academy of Boyle Heights High School	"Steve has been great so far... He has a connection to neighborhood, so the students appreciate when he brings up local landmarks and places of interest... After session 1,

		students were asking me questions about the workshop, so they were very interested.”
Erin Doherty	Cypress High School	“[The first lesson was] Awesome! She [AQMD volunteer] had great energy and shared specific information which my students didn’t previously know.”

Attachment 4

PROJECT TRACKING CHECKLIST



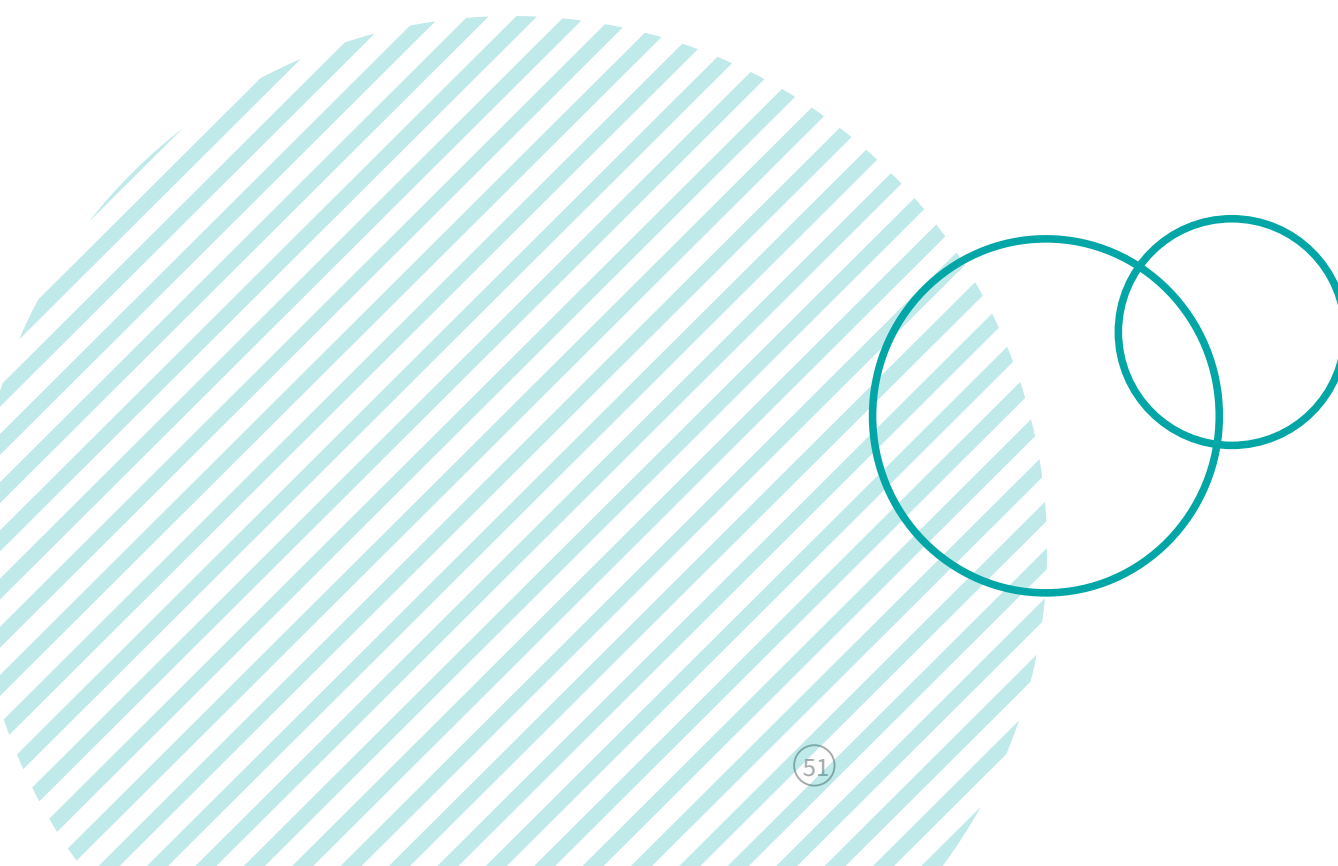
High School Education Program Checklist					
Task	Assigned To	Due By	Completion Date	Completed By	Notes
Develop project tracking system to monitor tasks				AQMD	
Attend Kids Making Sense® training sessions	AQMD/LAG	7/26/2019	7/26/2019	AQMD/LAG	
Develop outreach materials	LAG	Ongoing	4/16/2020	LAG with AQMD approvals	
Develop Program Implementation Plan	LAG	N/A	6/10/2019	LAG	
Confirm approvals to implement program at school sites					
Distribute Kids Making Sense® kits	LAG	Ongoing	3/10/2020	LAG	
Retrieve and inventory kits	LAG/AQMD	Ongoing	TBD		Covid-19 restrictions
Prepare summary and final report of program	LAG	4/30/2020		LAG	

Program Implementation Plan Checklist					
Task	Assigned To	Due By	Completion Date	Completed By	Notes
Develop program description	AQMD	N/A	6/12/2019	AQMD	
Develop program guidelines	AQMD	Ongoing	Ongoing	AQMD	
Conduct research & verify the best approach to working with schools	LAG	Ongoing	6/19/2019	LAG	
Develop recommended strategy	LAG	4/26/2019	6/10/2019	LAG	
Develop specific recommendations on promoting AQMD's air quality message	LAG	4/26/2019	6/10/2019	LAG	
Develop criteria for school identification and selection	LAG	4/26/2019	6/10/2019	LAG	
Create prioritization and target list of schools	LAG	Ongoing	N/A	LAG	Additional schools were added to targeted list throughout the school year
Develop implementation schedule	AQMD	Ongoing	4/10/2020	AQMD	Implementations ceased on 3/10/2020 due to Covid-19
Create system to track all stakeholders contacted	LAG	Ongoing	4/16/2020	LAG	
Create waitlist for schools interested in participating in program	LAG	Ongoing	4/16/2020	LAG	
Create materials to share with nonparticipating schools/schools that want to purchase their own kits	N/A	N/A	N/A	N/A	
Create tracking system for Kids Making Sense® kits	LAG	7/17/2019	7/17/2019	LAG	
Establish system to distribute, collect & replenish materials in Kids Making Sense® kits	N/A	N/A	N/A	N/A	
Create methodology to evaluate program/collect data from school admins, teachers & students	LAG/AQMD	N/A	12/17/2019		

Weekly Tasks					
Task	Assigned To	Due By	Completion Date	Completed By	Notes
Update project tracking system	LAG	Ongoing	4/16/2020	LAG	
Weekly update call	LAG/AQMD	Every Wednesday	Ongoing	LAG/AQMD	
Send AQMD Meeting Minutes after weekly calls	LAG	ay after Wednesday Call		LAG	
Update implementation schedule	AQMD	Ongoing	3/10/2020	AQMD	Implementations ceased on 3/10/2020 due to Covid-19
Inspect, maintain and replenish Kids Making Sense kits®	AQMD	N/A	N/A		LAG stopped retrieving kits due to Covid-19
Update contacted stakeholder list	LAG	Ongoing	Ongoing	N/A	
Update school waitlist	LAG	Ongoing	4/16/2020	LAG	

Attachment 5

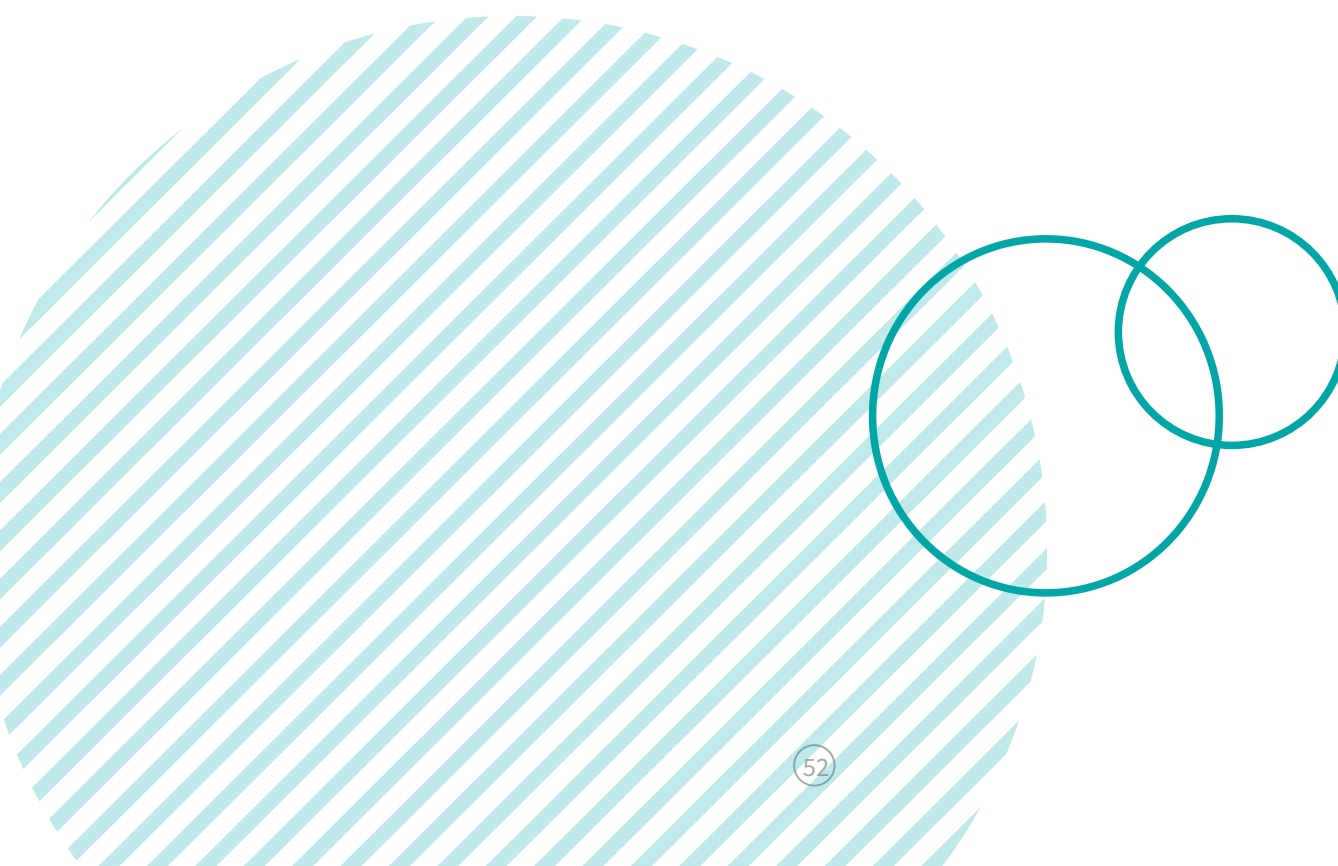
PROGRAM “ACTIVITY DATABASE”



School	County	District	School Address	City	Zip Code	Criteria	Assigned Consultant	Reached Out	Made Contact	Participation (YES, NO or WAITLIST)	Agreement STATUS	Teacher	Onboarding Questionnaire	Desire AQMD Volunteer in Class?	Kit Delivered	Student Workbooks	Assigned AQMD Volunteer	First Implementation	Kit Retrieved	Program Survey Received	Notes
Benjamin Franklin High School	LA	LAUSD	820 N Ave 54, Los Angeles, CA	Los Angeles	90042	2, 4, 6	A. Rodriguez	✓	✓	Yes	Complete	Name: Jemel Villamil Email: jvw0362@lausd.net	✓	Yes	#50	Received 10	Ryan Banuelos	10/30/2019	2/14/2020	✓	
Bravo Medical Magnet High School	LA	LAUSD	1417, 1200 Cornwell St, Los Angeles, CA	Los Angeles	90033	1, 2, 3, 4, 5, 6	C. Lee	✓	✓	Yes	Complete	Name: Deidre Ericksen Email: deidre.ericksen@lausd.net	✓	Yes	#27	Received 10					
Carson High School - Environmental Science, Engineering and Technology (ESET) Academy	LA	LAUSD	22328 S Main St, Carson, CA	Carson	90745	1, 2, 3, 4, 5, 6	R. Gonzalez	✓	✓	Yes	Complete	Name: Tammy Bird Phone: 310.707.6277 Email: tbirdbea@lausd.net	✓	Yes	#96	Received 10	Ryan Stromar	2/6/2020			
Cesar E. Chavez Learning Academies-Academy of Scientific Exploration	LA	LAUSD	1001 Arroyo Ave, San Fernando, CA	San Fernando	91340	2, 6	R. Gonzalez	✓	✓	Yes	Complete	Name: Christopher Moon (Previously Melissa Portillo) Email: christopher.moon@explorese.org	✓	Yes	#46	Received 10					
Downtown Magnets High School	LA	LAUSD	1081 W Temple St, Los Angeles, CA	Los Angeles	90012	2, 3, 4, 5, 6	C. Lee	✓	✓	Yes	Complete	Name: Kara Gordon Email: kara.e.montgomery@gmail.com	✓	Yes	#84	Received 10	Monika Kim	1/24/2020			
Edward Roybal Learning Center	LA	LAUSD	1200 Colton St, Los Angeles, CA	Los Angeles	90026	2, 3, 4, 5, 6	R. Gonzalez	✓	✓	Yes	Complete	Name: Kuo-yu Ho Phone: 213.580.6400 Email: kuo-yu.ho@lausd.net	✓	No	#75	Received 10	None				
James Monroe High School	LA	LAUSD	9229 Haskell Ave, North Hills, CA	North Hills	91343	2, 3, 4, 6	R. Gonzalez	✓	✓	Yes	Complete	Name: Lourdes Quevedo (Science Teacher) Email: ljr2340@lausd.net	✓	Yes	#41	Received 10		3/24/2020			
Manual Arts Senior High	LA	LAUSD	4131 S Vermont Ave, Los Angeles, CA	Los Angeles	90037	2, 3, 4, 5, 6	A. Rodriguez	✓	✓	Yes	Complete	Name: Andrea Contreras Phone: 323.846.7301 Email: yogi_1000@yahoo.com or axc9563@lausd.net	✓	Yes	#18	Received 10	None	11/15/2019		✓	
Rancho Dominguez Preparatory School	LA	LAUSD	4110 Santa Fe Ave, Long Beach, CA	Long Beach	90810	1, 2, 3, 4, 5, 6	R. Gonzalez	✓	✓	Yes	Complete	Name: Michelle Moulton Email: michelle.moulton@lausd.net	✓	No	#66	Received 10	None	TBD			
San Pedro High School	LA	LAUSD	1001 W 15th St, San Pedro, CA	San Pedro	90731	2, 3, 4, 5, 6	R. Gonzalez	✓	✓	Yes	Complete	Name: Jennifer Cheng Email: jsc9980@lausd.net	✓	Yes	#39	Received 10	None	10/23/2019			

Attachment 6

“WHO IS ON CAMPUS” DOCUMENT



	<u>School Site Administrators Back</u>	<u>Teachers Back</u>	<u>First Day of School</u>
Compton USD-	August 8 th	August 14 th	August 15 th
Pomona USD-	Back	August 6 th	August 12 th
Redlands USD-	Back	August 5 th	August 7 th
San Bernardino City USD-	Back	Back	August 5 th
Colton Joint USD-	Back	Back	August 7 th
Moreno Valley USD-	Back	August 12 th	August 14 th
Corona Norco USD-	Back	August 7 th	August 12 th
Coachella Valley USD-	Back	August 13 th	August 15 th
Desert Sands USD-			August 22 nd
Riverside USD-	Back	August 8 th	August 12 th
Garden Grove USD-	August 12 th	August 23 rd	August 28 th
LAUSD-	Back	August 19 th	August 20 th
Long Beach USD-	August 19 th	August 27 th	August 28 th
Alhambra USD		August 8 th	August 9 th
Azusa USD	August 19 th	August 20 th	August 22 nd
Baldwin Park USD		August 8 th /12 th (new/returning)	August 15 th
Charter Oak USD			August 15 th
School of Arts (Charter)	Back	Back	August 12 th
El Monte USD	Back	August 15 th	August 20 th
West Covina USD	August 14 th	August 14 th	August 20 th
Montebello USD	August 15 th	August 15 th	August 19 th
Bassett USD		August 12 th	August 13 th
Whittier USD		August 9 th	August 12 th
St. Mary's (Parochial)			
Pacific Harbor (Parochial)		August 28 th	September 4 th
Bishop Mora (Parochial)	August 14 th	August 14 th	August 14 th

Cantwell-Sacred Heart (Parochial)	August 9 th	August 9 th	August 13 th
Garden Grove USD		August 26 th	August 28 th
Placentia – Yorba Linda USD			August 27 th
Tustin USD	Back	August 12 th	August 13 th
Adv. Learning (Charter – Santa Ana USD)	August 7 th	August 7 th	August 12 th
Nova Academy (Charter)	August 7 th	August 7 th	August 7 th
Magnolia Science Academy (Charter)			August 20 th
Beaumont USD	August 7 th	August 7 th	August 7 th
Santa Ana USD	Back	Back	August 12 th
Fullerton Joint Union HSD	Back	Back	August 12 th
Anaheim Union HSD	Back	Back	August 08 th
Alliance Morgan McKinzie	Back	Back	August 12 th
Alliance Alice M. Baxter	Back	Back	August 12 th

Year 1 Report

2019-2020



700 S. Flower Street, Suite
1275, Los Angeles, CA 90017



213-891-2965



info@leeandrewsgroup.com

Schools with Signed WHAM Agreements 2019-20			
School Name	County	Implemented During 2019-20 School Year	Did Not Implement During 2019-20
Arroyo High School	Los Angeles	X	
Beaumont High School	Riverside	X	
Bell Gardens High School	Los Angeles	X	
Benjamin Franklin High School	Los Angeles	X	
Boyle Heights STEM High	Los Angeles	X	
Buena Park High School	Orange County	X	
Cabrillo High School	Los Angeles	X	
Carson High School - Environmental Science, Engineering and Technology (ESET) Academy	Los Angeles	X	
Citrus Hill High	Riverside	X	
Citrus Valley High School	San Bernardino	X	
Coachella Valley High School	Riverside	X	
Colton High School	San Bernardino	X	
Cypress High School	Orange County	X	
Desert Mirage High School	Riverside	X	
Downtown Business Magnet	Los Angeles	X	
Edgewood High School	Los Angeles	X	
Ganesha High School	Los Angeles	X	
Helen Bernstein High School	Los Angeles	X	
James A. Garfield High School	Los Angeles	X	
Jordan High School	Los Angeles	X	
Kennedy High School	Orange County	X	
Manual Arts Senior High	Los Angeles	X	
Montebello High School	Los Angeles	X	
Paramount High (West/Senior) Campus	Los Angeles	X	
Pomona High School	Los Angeles	X	
Redlands East Valley High School	San Bernardino	X	
Roosevelt High School - Math, Science, and Technology Magnet	Los Angeles	X	
Ruben S. Ayala High	San Bernardino	X	
San Pedro High School	Los Angeles	X	

Science Academy STEM Magnet	Los Angeles	X	
South El Monte High School	Los Angeles	X	
St. John Bosco	Los Angeles	X	
Washington Preparatory High School	Los Angeles	X	
A.B. Miller High School	San Bernardino		X
Alliance Alice M. Baxter College-Ready High School	Los Angeles		X
Alliance Morgan McKinzie High School	Los Angeles		X
Alta Loma High School	San Bernardino		X
Applied Technology Center (ATC)	Los Angeles		X
Arroyo Valley High School	San Bernardino		X
Baldwin Park High School	Los Angeles		X
Banning High School	Riverside		X
Bravo Medical Magnet High School	Los Angeles		X
Cajon High School	San Bernardino		X
California High School	Los Angeles		X
Centennial High School	Los Angeles		X
Centennial High School	Riverside		X
Cesar E. Chavez Learning Academies- Academy of Scientific Exploration	Los Angeles		X
Chino High School	San Bernardino		X
Chino Hills High	San Bernardino		X
Compton High School	Los Angeles		X
Corona High School	Riverside		X
Dominguez High School	Los Angeles		X
Don Antonio Lugo High	San Bernardino		X
Edward Roybal Learning Center	Los Angeles		X
El Monte High School	Los Angeles		X
Eleanor Roosevelt High School	Riverside		X
Fontana High School	San Bernardino		X
Garden Grove High School	Orange County		X
Garey High School	Los Angeles		X
Godinez Fundamental High School	Orange County		X
Henry J. Kaiser High School	San Bernardino		X
Hilda L. Solis Learning Academy	Los Angeles		X

Indian Springs High School	San Bernardino		X
Indio High School	Riverside		X
James Monroe High School	Los Angeles		X
John F. Kennedy Middle College High School	Riverside		X
Jurupa Hills High School	San Bernardino		X
Katella High School	Orange County		X
Loara High School	Orange County		X
Lorin Grisct Academy	Orange County		X
Magnolia High School	Orange County		X
Montclair High School	San Bernardino		X
Mountain View High School	Los Angeles		X
Norco High School	Riverside		X
Ontario High School	San Bernardino		X
Orange Vista High School	Riverside		X
Pacific High School	San Bernardino		X
Palomares Academy of Health Sciences	Los Angeles		X
Phineas Banning High School	Los Angeles		X
Rancho Alamitos High School	Orange County		X
Rancho Cucamonga High School	San Bernardino		X
Rancho Dominguez Preparatory School	Los Angeles		X
Rancho Verde High School	Riverside		X
Redlands High School	San Bernardino		X
Rosemead High School	Los Angeles		X
San Bernardino High School	San Bernardino		X
San Geronimo High School	San Bernardino		X
Santa Fe High School	Los Angeles		X
Santiago High School	Orange County		X
Santiago High School	Riverside		X
Savanna High School	Orange County		X
Schurr High School	Los Angeles		X
Seegerstrom High School	Orange County		X
Servite High School	Orange County		X
Sierra Vista High School	Los Angeles		X

South East Senior HS	Los Angeles		X
Summit High School	San Bernardino		X
The School of Arts and Enterprise	Los Angeles		X
Upland High School	San Bernardino		X
Valley High School	Orange County		X

DRAFT

BOARD MEETING DATE: October 2, 2020

AGENDA NO.

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

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

COMMITTEE: Administrative, September 11, 2020, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Natri
Executive Officer

RMM:MAH:XC:agg

Background

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

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

Summary of Report

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

Attachment

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

ATTACHMENT
October 2, 2020 Board Meeting
Status Report on Major Ongoing and Upcoming Projects for Information Management

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Office 365 Implementation	Acquire and implement Office 365 for South Coast AQMD staff	\$350,000	<ul style="list-style-type: none"> • Pre-assessment evaluation and planning completed • Board approved funding on October 5, 2018 • Developed implementation and migration plan • Acquired Office 365 licenses • Implemented Office 365 email (Exchange) and migrated all users • Trained staff in Office 365 Pro Plus desktop software • Implemented Office 365 Pro Plus, Office Web, and OneDrive for Business 	<ul style="list-style-type: none"> • Implement Office 365 internal website (SharePoint) and migrate existing content
Permitting System Automation Phase 1	New Web application to automate the filing of permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations, and Automotive Spray Booths	\$694,705	<ul style="list-style-type: none"> • Automated 400A form filing, application processing, and online permit generation for Dry Cleaner, Automotive Spray Booth, and Gas Station Modules deployed to production • Enhanced processing of school locations with associated parcels • Deployed upgraded GIS Map integration and enhanced sensitive receptor identification and distance measurement work • Deployed new version of On Line Application Filing (OLAF) that includes Rule 212(c)(1) Implementation Guidance 	<ul style="list-style-type: none"> • Continue Phase 1.1 project outreach support

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate filing of permit applications, Rule 222 equipment and registration for IC engines; implement electronic permit folder and workflow for internal South Coast AQMD users	\$525,000	<ul style="list-style-type: none"> • Board approved initial Phase 2 funding December 2017 • Board approved remaining Phase 2 funding October 5, 2018 • Completed report outlining recommendations for automation of Permitting Workflow • Developed application submittals and form filing for first nine of 32 400-E forms • Completed application submittals and form filing for 23 types of equipment under Rule 222 ready for User Testing • Deployed to production top three most frequently used Rule 222 forms: Negative Air Machines, Small Boilers, and Charbroilers 	<ul style="list-style-type: none"> • Complete User Testing for first nine 400-E forms • Complete User Acceptance Testing and Deployment to production of Emergency IC Engines Form (EICE-RE) • Complete User Acceptance Testing and Deployment of remaining 22 Rule 222 forms to production • Complete requirements gathering for Phase II of the project (an additional 10 400-E-XX forms)

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Replace Your Ride (RZR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	\$301,820	<ul style="list-style-type: none"> • Phase 2 and 3 Fund Allocation, Administration, Management Reporting modules, VIN Number, Case Manager, Auto e-mail and document library updates deployed and in production • Implemented following modifications: Electric Vehicle Service Equipment, email templates, call center hours, additional incentive amounts, VIN Number scramble modifications and replacement option choices to allow staff to process application more efficient 	<ul style="list-style-type: none"> • Implementation of RZR and PeopleSoft Financial integration module
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile application from SRA based map to grid map. This grid map will allow users to see AQI at a finer resolution.	\$100,000	<ul style="list-style-type: none"> • Vision and scope completed • Project charter released • Task order issued, evaluated and awarded • Project kick off completed • User Interface design completed 	<ul style="list-style-type: none"> • Code Development • Migrate Gridded Air Quality Calculation to enterprise architecture
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing system	\$500,000	<ul style="list-style-type: none"> • Task order issued, evaluated and awarded • Project charter finalized • Business Process Model completed • User Acceptance Testing completed • User Training completed • Parallel testing completed • Deployed to production 	<ul style="list-style-type: none"> • Phase II requirements

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Flare Event Notification – Rule 1118	Develop new web-based application to comply with Rule 1118 to improve current flare notifications to the public and staff	\$100,000	<ul style="list-style-type: none"> • Project charter released • Task order issued, evaluated and awarded • Requirement gathering and design for Sprint 1, 2 and 3 completed • Sprint 4 and Public Portal implementation completed • Major incident notification deployed • Refinery user training completed • Application demo completed • Deployed to production on December 12, 2019 including major incident reporting on public portal • Phase I Bug fixes deployed to production after initial deployment • Phase II development on administrative and reporting pages completed 	<ul style="list-style-type: none"> • Phase II User Acceptance Testing
PeopleSoft Electronic Requisition	South Coast AQMD is implementing an electronic requisition for PeopleSoft Financials. This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow	\$75,800	<ul style="list-style-type: none"> • Project charter released • Task order issued, evaluated and awarded • Requirement gathering and system design completed • System setup and code development and user testing for Information Management completed • System setup and code development and User Acceptance Testing completed for Administrative and Human Resources completed • System setup for Technology Advancement Office completed 	<ul style="list-style-type: none"> • Deployment to IM and AHR divisions • TAO training Integrated User Testing for other divisions

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors	\$385,500	<ul style="list-style-type: none"> • Project charter released • Task order issued, evaluated and awarded • Business requirements gathering completed • System architecture, data storage, and design data ingestion completed • Data transformations, calculations and averaging completed • Dashboards, microsites and data migration completed • Release 2 User Acceptance Testing completed • Deployment to production completed 	
Cybersecurity Assessment	Perform a cybersecurity risk assessment, maturity assessment, and penetration testing	\$100,000 (not included in FY 2020-21 Budget)		<ul style="list-style-type: none"> • Release RFP December 4, 2020 • Award Contract February 5, 2021 • Complete Cybersecurity assessment May 31, 2021

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
VW Environmental Mitigation Action Plan Project	CARB has assigned South Coast AQMD to develop web applications for two projects: Zero-Emission Class 8 Freight and Port Drayage Truck Project and Combustion Freight and Marine Project. The agency is also responsible for maintaining a database that will be queried for reporting perspectives for CARB	\$355,000	<ul style="list-style-type: none"> • Draft Charter Document issued • Project Initiation completed • Task order issued • Deployed Phase I to production on Dec. 6, 2019 • Initial deployment of Phase II to production – Messaging, Evaluation, and Administration functionalities completed March 3, 2020 • Development of evaluation module and calculation module completed • Deployment of Phase III – ZE Class 8 application submittal completed 	<ul style="list-style-type: none"> • Development of Phase III - Contracting, and Inspection
Rule 1403 Enhancements	The Rule 1403 web application automates the Rule 1403 notification process. Enhancements to the system are now required to streamline the process and meet the new rule requirements	\$68,575	<ul style="list-style-type: none"> • Project charter released • Task order issued, evaluated and awarded • Business requirements gathering completed • Phase 1 Development completed • Phase 2 Development completed • System Integration Testing and User Acceptance Testing in Stage Environment completed • Deployed System to Production Environment 	

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Source Test Tracking System	South Coast AQMD will implement an Online Source Test Tracking System to keep track of timelines, as well as quantify the number of test protocols and reports received. The Source Test Tracking System will provide an external online portal to submit source testing protocols and reports, ability to track the review process, and provide integration to all other business units for all source test protocols and report submitted. It will also provide an external dashboard to review the status of a submittal	\$250,000	<ul style="list-style-type: none"> • Project Charter approved • Project Initiation completed • Task Order issued • Project Kick-off completed • User requirements gathering for Source Testing and Engineering & Permitting Divisions completed • User requirements gathering for Compliance & Enforcement and Planning Divisions completed • Development of Full Business Process Model of the To-Be system completed 	<ul style="list-style-type: none"> • Develop screens mock-ups for the system that will be developed
CLASS Database Software Licensing	Purchase Actian Ingres database software licensing, support and maintenance for the CLASS system for one-year period (November 30, 2020 through November 30, 2021)	\$277,200		<ul style="list-style-type: none"> • Board approval October 2, 2020 • Execute contract November 30, 2020

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

Completed Projects	
Project	Date Completed
Volkswagen Environmental Mitigation Administration Zero Emission Class 8	August 18, 2020
Rule 1403 Enhancement	July 1, 2020
Legal Office System	June 17, 2020
Document Conversion Services	June 30, 2020
Oracle PeopleSoft Software Support	June 5, 2020
Renewal of OnBase Software Support	May 1, 2020
Public Facing Permit Application Status Dashboard	May 1, 2020
Mobile Application Enhancement – Hourly Forecast	April 29, 2020
Renewal of HP Server Maintenance & Support	April 30, 2020
Rule 1180 Fence Line Monitoring Web Site Enhancements	April 3, 2020
Volkswagen Environmental Mitigation Administration and Communication Module	March 3, 2020
Data Cable Infrastructure Installation	February 31, 2020
Prequalify Vendor List for PCs, Network Hardware, etc.	February 7, 2020
Mobile Application Enhancements Including Spanish Language	January 23, 2020
Annual Emissions Reporting System	December 31, 2019
Rule 1180 Fence Line Monitoring Website	December 31, 2019
Online filing of Rule 222 – Negative Air Machines, Small Boilers, and Charbroilers Modules	December 13, 2019
Flare Notification System	December 12, 2019
Volkswagen Environmental Mitigation Application Filing Portal	December 7, 2019
CLASS Database Software Licensing and Support	November 30, 2019
Office 365 Suite Implementation of File Storage (OneDrive for Business)	November 22, 2019
Ingres Database Migration to Version 11	August 23, 2019

DRAFT

BOARD MEETING DATE: October 2, 2020

AGENDA NO.

PROPOSAL: Appoint Alternate Public Member to Hearing Board

SYNOPSIS: In February 2020, one of the two Alternate Public Member positions on the South Coast AQMD Hearing Board became vacant. A Hearing Board Advisory Committee reviewed the applications and resumes of 22 candidates and recommended that the Administrative Committee interview the top three candidates. The Administrative Committee will interview the candidates at its meeting on September 11, 2020 for a final recommendation to the full Governing Board in October.

COMMITTEE: Administrative, September 11, 2020; Recommended for Approval

RECOMMENDED ACTION:

Appoint [Candidate] as an Alternate Public Member to the South Coast AQMD Hearing Board effective October 2, 2020 to fill the unexpired term ending June 30, 2022.

Wayne Natri
Executive Officer

FT

Background

The Hearing Board is a five-member quasi-judicial body appointed by, but acting independently of, the Governing Board that consists of one engineer, one attorney, one medical professional and two public members. An alternate member is appointed for each position to serve in the absence of the regular member.

One of the two Alternate Public Member positions became vacant in February 2020 and a recruitment announcement to fill the vacancy was released on May 12, 2020. At the closing of the recruitment on June 2, 2020, there were 22 qualified candidates.

Health and Safety Code Section 40501.1(b) requires that a Hearing Board Advisory Committee (Advisory Committee) appointed by each of the Governing Board members that represent the Counties of Los Angeles, Orange, Riverside, and San Bernardino, and the City of Los Angeles review Hearing Board candidates and make recommendations to the appropriate Governing Board committee for appointments to the Hearing Board. (The appropriate Governing Board standing committee is the Administrative

Committee which, in turn, will make a final recommendation to the full Board). The Advisory Committee members for this recruitment are:

Representing	Member
County of Riverside Supervisor V. Manuel Perez	Buford Crites Former South Coast AQMD Governing Board Consultant
County of Orange Supervisor Lisa Bartlett	Lucy Dunn President & CEO Orange County Business Council
County of Los Angeles Supervisor Kathryn Barger	Diane Moss Former South Coast AQMD Governing Board Consultant
City of Los Angeles Council Member Buscaino	Ray Regalado Los Angeles County Commission on Human Relations Department of Workforce Development, Aging and Community Services
County of San Bernardino Supervisor Rutherford	Dr. William Sterling President & CEO BCM Group

The Advisory Committee members reviewed the application materials of the 22 applicants and used evaluation criteria, which they had previously approved, to evaluate the candidates qualifications and rank them according to their scores. Per the Advisory Committee’s request, a panel of South Coast AQMD staff also evaluated and ranked the candidates, which the Advisory Committee used to cross reference and compare with their individual evaluations. The South Coast AQMD three-member panel consisted of the Chief Financial Officer, Chief Information Officer and Deputy Executive Officer/Administrative & Human Resources.

On August 4, 2020, the Advisory Committee met to discuss the candidate rankings and decide on a short list of candidates. The Advisory Committee unanimously agreed to waive their interview of the candidates and recommended that the top three candidates be referred to the Administrative Committee for interviews.

Proposal

After interviewing each candidate at their September 11, 2020 meeting, the Administrative Committee will recommend that the Board appoint a candidate to the South Coast AQMD Hearing Board as the Alternate Public Member to fill the term that commenced July 1, 2019 and ending June 30, 2022.

Fiscal Impacts

Sufficient funds are budgeted each year to compensate those who serve on the Hearing Board.

DRAFT

BOARD MEETING DATE: October 2, 2020

AGENDA NO.

PROPOSAL: Issue Purchase Order for Ingres Relational Database Management System Software Support

SYNOPSIS: The Ingres Relational Database Management System is used for the implementation of the Central Information Repository database. This database is used at the South Coast AQMD to support a suite of client/server and web-based applications known collectively as the Clean Air Support System (CLASS). CLASS applications support all of South Coast AQMD's core activities. Licensing, maintenance and support for this software expire on November 29, 2020. This action is to issue a purchase order to Actian Corporation for a total amount not to exceed \$265,000. Funds for this expense are included in the FY 2020-21 Budget.

COMMITTEE: Administrative, September 11, 2020; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Procurement Manager to issue a purchase order to Actian Corporation (formerly Ingres Corporation) for Ingres Relational Database Management System software licensing, maintenance and support, for the period of November 30, 2020 through November 29, 2021, for a total amount not to exceed \$265,000.

Wayne Nastri
Executive Officer

WN:RM:MH:HP:hlp

Background

In December 2017, the South Coast AQMD entered into a one-year licensing, maintenance and support agreement for Ingres Relational Database Management System (RDBMS) software. The RDBMS software runs on three database servers for production, development and ad hoc reporting. The production server hosts the Central Information Repository database. This database supports a collection of more than 30 client/server and web-based applications known as the Clean Air Support System (CLASS). The CLASS application suite supports: permit administration and processing of equipment-based and facility-based permits; emissions offsetting, monitoring and

inventory management for New Source Review; RECLAIM and annual emission reporting operations; compliance-related complaint, inspection, assignment, notification, investigation and settlement operations; and financial accounts receivable operations. The development server supports software development for CLASS and other applications accessing the Central Information Repository. The decision support server supports CLASS system ad-hoc query and reporting and web-based inquiry applications. These applications are an integral component of the South Coast AQMD's day-to-day responsibilities. The RDBMS software licensing, maintenance and support expires on November 29, 2020.

Ingres maintenance and support includes the following services:

Software Maintenance	Licensed product updates, enhancements and repairs.
Software Support	Assistance in resolving online operating difficulties, system failures, Ingres application-related problems, potential system bugs, and installation and upgrade issues.

Sole Source Justification

Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. This request for a sole source award is made under provision VIII.B.2.c.(2) because the project involves the use of proprietary technology, and provision VIII.B.2.c.(3) because the contractor has ownership of key assets required for project performance. Previous quotes indicated it would cost well over \$1 million to convert the CLASS applications to another relational database. Actian Corporation (formerly Ingres Corporation) is the sole manufacturer and provider of this software and therefore the only source for its maintenance and support licensing agreements.

Proposal

Staff recommends the issuance of a one-year purchase order for RDBMS software licensing, maintenance and support to Actian Corporation in an amount not to exceed \$265,000. Actian has performed well in the past providing timely technical support, updates and patches.

Resource Impacts

Sufficient funds are available in Information Management's FY 2020-21 Budget, Services and Supplies Major Object, Professional and Special Services account.

DRAFT

BOARD MEETING DATE: October 2, 2020

AGENDA NO.

PROPOSAL: Execute Lease Contract for Mailing Equipment

SYNOPSIS: On June 6, 2020, the Board approved the release of an RFQ to solicit lease proposals to replace the mailroom's United States Postal Service-compliant mailing system and to lease additional equipment for folding, inserting, and addressing mail. This action is to execute a five-year lease agreement with Pitney Bowes, Inc. for the proposed mailing equipment in an amount not to exceed \$156,851.

COMMITTEE: Administrative, September 11, 2020; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a five-year lease agreement with Pitney Bowes Inc., for mailing and shipping, folding, inserting, and addressing equipment, at a five-year lease and maintenance cost of \$156,851.

Wayne Nastri
Executive Officer

AJO:VMR:KM:vl

Background

South Coast AQMD's current lease for high-volume United States Postal Service (USPS) compliant postage and shipping equipment expires October 31, 2020. The lease also includes equipment that folds, inserts and addresses outgoing mail.

The Mail/Subscription Services staff processes all incoming and outgoing mail, including public hearing and workshop notices, and Title V permit notices. In 2019, staff processed 228,710 pieces of outgoing mail using the postage and shipping machine, and 184,223 pieces of mail utilizing the folding, inserting and/or addressing equipment.

In an effort to continue to save costs and increase flexibility and productivity, South Coast AQMD's RFQ solicitation included replacement of the existing postage and shipping system, including the folding, inserting and addressing equipment. This action is to obtain a new lease agreement for a comprehensive mailing system.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFQ 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 RFQ 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 South Coast AQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Nineteen copies of the RFQ were mailed out and three proposals, responding to one or more of the three categories included in the RFQ, were received by close of bidding at 2:00 p.m., July 8, 2020. Of the three responsive proposals, two self-certified for Most Favored Customer Pricing Status, and one for Local Business for additional percentage points. The Attachment summarizes the costs and scores of the responsive proposals.

Panel Composition

The evaluation panel consisted of a Facilities Services Technician, a Mail/Subscription Services Supervisor, and a Print Shop Supervisor. Of the three panelists, one is African-American and two are Caucasian; all are male.

Proposal

This action is to execute a five-year lease agreement with Pitney Bowes, Inc. for all three categories of mailing equipment solicited in the RFQ: high-production mailing and shipping; folding and inserting; and addressing. Pitney Bowes, Inc. was the bidder with the highest average evaluation score and lowest overall cost proposal for the three categories.

Resource Impacts

The annual lease and maintenance cost for the high-production mailing and shipping system is \$8,306.40 per year, the folding and inserting system is \$16,654.44, and the addressing system is \$6,409.20, for a total annual cost of \$31,370.04. Sufficient funds have been requested in the FY 2020-2021 budget for the first year, and funds will be requested in subsequent budgets for the remaining four years of the lease.

Attachment

Evaluation Summary

ATTACHMENT

EVALUATION SUMMARY

RFQ# 2020-17

Mailing Equipment – Five-Year Lease

Bidder	Total Five-Year Cost	Evaluation Score*
CBE Office Solutions	\$203,796.86	57.4
Neopost/Quadient	\$168,559.61	84.65
Pitney Bowes, Inc.	\$156,850.20	87.77

*Average score for Categories I-III, including preference percentage points.

DRAFT

BOARD MEETING DATE: October 2, 2020

AGENDA NO.

PROPOSAL: Transfer and Appropriate Funds for Rule 1180 Program, Execute Purchase Orders and/or Contracts and Issue Solicitation

SYNOPSIS: In June 2018, the Board recognized over \$7.0 million in revenue from refineries into the Rule 1180 Special Revenue Fund (78) to establish community air monitoring near refineries. Also, the FY 2020-21 budget includes annual fees for community air monitoring totaling over \$4.5 million. These actions are to: 1) transfer and appropriate funds of up to \$861,000 from the Rule 1180 Special Revenue Fund (78) to Science & Technology Advancement's FY 2020-21 Budget for Rule 1180; 2) execute purchase orders and/or contracts for air quality monitoring equipment and vehicles for the community air monitoring network; and 3) issue a solicitation for an independent audit of the Rule 1180 refinery fence line and community air monitoring network.

COMMITTEE: Administrative, September 11, 2020; Recommended for Approval

RECOMMENDED ACTIONS:

1. Transfer and appropriate funds up to \$861,000 from the Rule 1180 Special Revenue Fund (78) to Science & Technology Advancement's (STA's) FY 2020-21 Budget (Org 42), Services & Supplies (\$795,000) and Capital Outlays (\$66,000) Major Objects, as indicated in Tables 1 and 2, and return any unspent funds to Fund 78.
2. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue sole source purchase orders for the following as listed in Table 1:
 - a. Up to two pure air generators with hydrocarbon scrubbers from Teledyne Advanced Pollution Instrumentation (Teledyne) in an amount not to exceed \$25,000; and
 - b. Up to three hydrogen sulfide/sulfur dioxide (H₂S/SO₂) multiple-gas analyzers from Teledyne in an amount not to exceed \$57,000.
3. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue sole source, 'prior bid, last price,' and/or cooperative purchasing purchase orders as listed in Table 1.

4. Authorize the Chairman to issue a solicitation and, based on the results of the solicitation, execute a contract for independent audit of Rule 1180 fenceline and community air monitoring network in an amount not to exceed \$700,000 as listed in Table 2.

Wayne Natri
Executive Officer

MMM:JCL:AP:OP:ld

Background

Rule 1180 Program

Petroleum refineries are among the largest stationary sources of air pollution in the South Coast Air Basin (Basin). Refineries process crude oil into various products, such as gasoline, diesel fuel, aviation fuel and other fuel oils. These and other related activities can result in emissions of greenhouse gases, criteria pollutants, toxic air contaminants and other air pollutants.

Rule 1180 - Refinery Fenceline and Community Air Monitoring was adopted by the Board in December 2017 and requires the major refineries in the Basin to measure levels of various air pollutants at their fenceline. This Rule also established a fee schedule to fund air monitoring stations to provide air quality information to the public about the potential impact of refineries emissions in their communities. In FYs 2017-18 and 2018-19, the Board recognized revenue in two installments of \$2,145,390 and \$5,005,907, into the Rule 1180 Special Revenue Fund (78) for the installation of community air monitoring stations near refineries by January 1, 2020. Beginning January 2020, pursuant to Rule 301–Permitting and Associated Fees, the refineries also started funding annual operating and maintenance costs totaling \$4,507,870 for refinery-related community air monitoring near the following refineries:

- Tesoro Refining & Marketing Company, LLC, Carson;
- Tesoro Refining & Marketing Company, LLC, Wilmington;
- PBF Energy, Torrance Refining Company, Torrance;
- Chevron Products Company, Chevron El Segundo Refinery, El Segundo;
- Phillips 66 Company, Carson;
- Phillips 66 Company, Wilmington; and
- Valero Energy Corporation, Valero Wilmington Refinery, Wilmington.

Annual operating and maintenance fees pursuant to Rule 301 have been accounted for in the FY 2020-21 Budget.

The Rule 1180 refinery fenceline and community air monitoring network began

operations in January 2020. This network consists of the fenceline air monitoring systems that have been installed and operated by each refinery in accordance to their Fenceline Air Monitoring Plans; and community air monitoring stations established and operated by the South Coast AQMD in accordance with the Rule 1180 Community Air Monitoring Plan (see the Rule 1180 webpage for details; www.aqmd.gov/Rule1180). In order to satisfy the strict Rule 1180 air monitoring requirements, novel optical remote sensing (ORS) and traditional analyzers have been deployed at all fenceline and community air monitoring sites, making it the first of its kind in the nation in terms of complexity and technologies deployed.

Proposal

Rule 1180 Program

This action is to transfer and appropriate up to \$861,000 from the Rule 1180 Special Revenue Fund (78) into STA's FY 2020-21 Budget (Org 42) for expenditures in Capital Outlays (Table 1) in an amount not to exceed \$66,000 and Services and Supplies (Table 2) in an amount not to exceed \$795,000 to support work required under Rule 1180. Along with \$1,650,000 included in the FY 2020-21 Budget for Services and Supplies and Capital Outlays funded with annual fees, these actions are to obtain the resources required to continue implementation and operation of the Rule 1180 community monitoring network. These activities are fully supported by funding received from the refineries subject to Rule 1180 initial and ongoing fees.

Proposed Purchases through Sole Source, 'Prior Bid, Last Price,' and/or Cooperative Purchasing Purchase Orders

This action is to purchase the following equipment as listed in Table 1 using the procurement method noted.

Pure Air Generators with Hydrocarbon (HC) Scrubbers

Pure air generators equipped with enhanced HC scrubbers are currently being used at all Rule 1180 community air monitoring sites. The additional two scrubbers will be used for quality assurance and equipment verification purposes. Teledyne pure air generators are uniquely specialized to provide a complete zero air system to support the Rule 1180 community air monitoring sites set-up by staff. These zero air systems are currently being used at all other South Coast AQMD Rule 1180 air monitoring sites, therefore providing compatibility and continuity between all stations. The cost for up to two Teledyne pure air generators will not exceed \$25,000.

H2S/SO2 Analyzers

H2S/SO2 multi-pollutant analyzers will be used to conduct real-time, high-resolution measurements of these compounds at three community monitoring stations near refineries. Seven of these analyzers are currently installed at other Rule 1180 community air monitoring sites. The proposed addition of three more instruments will ensure continuous monitoring of these compounds at all Rule 1180 community air

monitoring sites. Teledyne H2S/SO2 multi-pollutant analyzers are fully compatible with those used in the existing South Coast AQMD air monitoring network, including Rule 1180 air monitoring. The cost for up to three Teledyne H2S/SO2 analyzers will not exceed \$57,000.

Air Monitoring Equipment

Extractive ultra-violet differential optical adsorption spectrometer (UV-DOAS) and Fourier-transform infrared spectroscopy (FTIR) optical multi-pollutant analyzers, automated field gas chromatographs (Auto-GCs), Teledyne gas dilution systems and other supporting equipment will be used to complete the measurements of all required pollutants at all Rule 1180 community air monitoring stations. One extractive UV-DOAS and FTIR optical multi-pollutant analyzer (FluxSense), up to two automated field Auto-GCs (Tricorntech), and one gas dilution system (Teledyne) will be purchased in an amount not to exceed \$220,000, \$150,000, and \$25,000 respectively, through either sole source or 'prior bid, last price' purchase orders. The technical specifications of these proposed air monitoring instruments are consistent with those of equipment already used within the South Coast AQMD community network for Rule 1180 monitoring.

Vehicles

This action is to authorize the Procurement Manager to purchase up to three vehicles, either BEV, PHEV or SULEV, if available, for field staff, as listed in Table 1. The vehicles will be used by staff to perform calibration, maintenance and repair of air monitoring equipment for all Rule 1180 community air monitoring stations. The purchase will be made through a solicitation process, 'prior bid, last price', or through a Cooperative Purchasing Agreement. Low emission vehicles are available from vendors through cooperative purchasing under the State of California, Department of General Services, Procurement Division, and Alternative Fueled Vehicles Contract 1-18-23-23A through H. Low emission sedans, trucks or vans will be selected from the vendor on the list with the most competitive price for these types of vehicles. The cost of the vehicles will not exceed \$120,000.

Issue Solicitation (Request for Proposals)

Independent Audit of Rule 1180 Fenceline and Community Air Monitoring Network

The Rule 1180 refinery fenceline and community air monitoring network consists of a substantial number of novel ORS and traditional analyzers deployed at fenceline and community air monitoring sites. While similar technologies are deployed at all sites, different contractors are using different instrument make/models for conducting fenceline air monitoring at different refineries. Staff have worked with the refineries to assure that all fenceline instruments, independent of their vendors, standardize their data acquisition and reporting, and maintain data of the highest quality through common calibration, verification, maintenance, and other quality assurance procedures and criteria. The same stringent data quality requirements are in effect for the community air

monitoring sites. However, due to the innovative nature of the Rule 1180 program and ORS equipment, there is a pressing need for a qualified independent entity to conduct a systematic review of the entire Rule 1180 network to ensure that the collected data meets the quality assurance criteria of the program. This action is to issue a request for proposals (RFP) from qualified firms, research labs, or educational institutions to conduct independent technical systematic and performance audits of the Rule 1180 refinery fence line and community air monitoring network; and based on the results of the RFP, execute a contract for an amount not to exceed \$700,000, as listed in Table 2. Table 2 also includes itemized appropriations for other Services and Supplies Major Objects.

Sole Source Justification

Section VIII.B.2 of the Procurement Policy and Procedure identifies four major provisions under which a sole source award may be justified. The request for sole source purchases from Teledyne, FluxSense, and Tricorntech are made under Sections VIII.B.2.c(1): The unique experience and capabilities of the proposed contractor; VIII.B.2.c(2): The project involves the use of proprietary technology; and VIII.B.2.d(6): Projects requiring compatibility with existing specialized equipment. These vendors are uniquely qualified to provide zero air generators with enhanced hydrocarbon scrubbers (Teledyne), H₂S/SO₂ instruments (Teledyne), extractive optical multi-pollutant analyzers (FluxSense), automated field GC (Tricorntech), and gas dilution systems (Teledyne). There are no other vendors who can provide instruments meeting all required specifications. The proposed equipment, which is currently being used at Rule 1180 and other air monitoring stations, will allow for full specialized equipment compatibility throughout the South Coast AQMD air monitoring network.

Benefits to South Coast AQMD

Funding for the implementation of Rule 1180 will allow the South Coast AQMD to fulfill the requirements of Rule 1180 and the legislative directives of AB 1647, which will result in benefits to environmental justice communities and others working and residing in the Basin near refineries.

Resource Impacts

The initial payments received from petroleum refineries under Rule 1180 provide sufficient resources to establish the required community air monitoring program. Rule 301 annual fees will provide sufficient resources for ongoing community air monitoring operation and maintenance.

Attachments

Table 1: FY 2020-21 Proposed Capital Outlays Expenditures for Rule 1180

Table 2: FY 2020-21 Proposed Services and Supplies Expenditures for Rule 1180

**Table 1
FY 2020-21 Proposed Capital Outlays Expenditures for Rule 1180***

Description	Quantity	Appropriated in the Adopted FY 2020-21 Budget (Org 42)	Appropriation from Fund 78	Total Estimated Amount	Action
Pure air generators with HC scrubbers	2	\$25,000	\$0	\$25,000	Sole Source
H2S/SO2 analyzers	3	57,000	0	57,000	Sole Source
Extractive UV-DOAS and FTIR optical multi-pollutant analyzer**	1	174,000	46,000	220,000	Sole Source, 'Prior Bid, Last Price'
Automated field-GC systems	2	150,000	0	150,000	Sole Source, 'Prior Bid, Last Price'
Gas dilution system	1	25,000	0	25,000	Sole Source, 'Prior Bid, Last Price'
Vehicles	3	100,000	20,000	120,000	'Prior Bid, Last Price,' Cooperative Purchasing
FY 2020-21		\$531,000	\$66,000	Up to \$597,000	

* Appropriations approved in the July 12, 2019, Agenda 7, Table 1, Board letter for FYs 2019-20 and/or 2020-21 have been fully appropriated and expended in FY 2019-20.

**Note: During the procurement process, these items may be categorized as Capital Outlays or Services and Supplies depending on whether the item is purchased, leased, or contracted as a service.

Table 2
FY 2020-21 Proposed Services and Supplies Expenditures for Rule 1180*

Description	Account Number	Appropriated in the Adopted FY 2020-21 Budget (Org 42)	Additional Appropriations from Fund 78	Estimated Amount FY 2020-21
Rents and Leases Structure	67350	\$274,000	\$5,000	\$279,000
Professional and Specialized Services**	67450	250,000	85,000	335,000
Independent Audit Contract	67450	0	700,000	700,000
Building Maintenance Operation	67650	30,000	5,000	35,000
Other Services and Supplies Categories**		565,000	0	565,000
FY 2020-21		\$1,119,000	\$795,000	Up to \$1,914,000

*This supersedes FY 2020-21 Services and Supplies Appropriations in Table 2 presented to the Board on July 12, 2019, Agenda 7.

**Note: Expenditures may be appropriated in the Capital Outlays Major Object as warranted.



**LOCAL GOVERNMENT &
SMALL BUSINESS ASSISTANCE ADVISORY GROUP
FRIDAY, JUNE 12, 2020
MEETING MINUTES**

MEMBERS PRESENT:

Council Member Ben Benoit, LGSBA Chairman (Board Member)
Supervisor Janice Rutherford (Board Member)
Felipe Aguirre
Mayor Pro Tempore Rachele Arizmendi, City of Sierra Madre
Paul Avila, P.B.A. & Associates
Todd Campbell, Clean Energy
LaVaughn Daniel, DancoEN
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Roofing Contractors Association
David Rothbart, Los Angeles County Sanitation District

MEMBERS ABSENT:

Supervisor V. Manuel Perez (Board Member)
Geoffrey Blake, Metal Finishers of Southern California
John DeWitt, JE DeWitt, Inc.

OTHERS PRESENT:

Mark Abramowitz
Harvey Eder, Public Solar Power Coalition
Tom Gross, Board Member Consultant (*Benoit*)
Dan McGivney, SoCal Gas
Patty Senecal
Mark Taylor, Board Member Consultant (*Rutherford*)
Ross Zelen

SOUTH COAST AQMD STAFF:

Jill Whynot, Chief Operating Officer
Derrick Alatorre, Deputy Executive Officer
Ron Moskowitz, Chief Information Officer
Sujata Jain, Chief Financial Officer
Sarah Rees, Ph.D., Assistant Deputy Executive Officer
Fabian Wesson, Assistant Deputy Executive Officer
Jo Kay Ghosh, Ph.D., Health Effects Officer
Teresa Barrera, Senior Deputy District Counsel
Victor Yip, Senior Enforcement Manager

Mark Henninger, Information Technology Manager
Anthony Tang, Information Technology Supervisor
Van Doan, Air Quality Specialist
Elaine-Joy Hills, Air Quality Specialist
Paul Wright, Senior Information Technology Specialist

Agenda Item #1 - Call to Order/Opening Remarks

Chair Ben Benoit called the meeting to order at 11:31 a.m.

Mr. Derrick Alatorre provided guidelines and general instructions for participation in the remote meeting for the Local Government & Small Business Assistance Advisory Group (LGSBA) meeting via Zoom webinar and teleconference.

Agenda Item #2 – Approval of May Meeting Minutes/Review of Follow-Up/Action Items

Chair Benoit called for approval of the May 8, 2020 meeting minutes. The minutes were approved unanimously.

Mr. Bill LaMarr referenced Mr. Ian MacMillan’s response to a question on establishing a de minimis level for stationary sources on page three of the May 8, 2020 meeting minutes and commented that the Small Business Administration defines small businesses by the number of employees and annual receipts, ranging from 500-1500 employees and \$7.5-37.5 million; it is not defined by the physical size of a facility. Mr. LaMarr further added that the South Coast Air Quality Management District (South Coast AQMD) also does not define small businesses by the square footage. Mr. Alatorre stated that staff will review the minutes and make corrections if needed. Mr. LaMarr stated the reason for the comment on the definition was to make a point and have it memorialized. Chair Benoit stated that it may be a future action item or discussion, not quite related to the minutes.

Agenda Item #3 – Review of Follow Up/Action Items

Mr. Alatorre stated that there were no follow-up or action items.

Agenda Item #4 – Summary of Recent Studies of Air Pollution & Health Effects

Dr. Jo Kay Ghosh provided a summary of key recent research studies of air pollution and health effects.

Ms. Rita Loof referenced slide #17 and asked for an explanation of exploratory behavior. Dr. Ghosh explained that mice have a natural curiosity and exploratory behavior refers to their desire to explore different spaces.

Mr. David Rothbart stated that the California Air Resources Board (CARB) is working on expanding the list of toxic compounds that are required to be reported to be used for health risk assessments and are not assigning toxicity values. They are using similarities in chemical properties to determine toxicity values. Mr. Rothbart asked how that approach is viewed from a regulatory standpoint. Dr. Ghosh replied that risk assessments rely on having toxicity values in order to calculate risk from a particular pollutant. The ability to develop a toxicity value for use in risk assessment depends on having appropriate studies available to derive those values. In some cases, there could be studies that show a pollutant is toxic, but there may not be enough information to derive a quantitative toxicity value.

Mr. Harvey Eder commented on the severe acute respiratory syndrome (SARS) virus, climate change, economy, oil prices, and various statistics.

Mr. LaMarr commented that the business community is constantly being bombarded by the public with the belief that businesses are the cause of cancer and commented that words like “suggestive” and “could” in the reports indicate that the studies show no definitive answer. Mr. LaMarr stated that cancer is not a single disease, it is a collection of diseases and suggested that staff take the opportunity to address the public’s concern when there is an assumption that a specific facility is the cause of illnesses. Dr. Ghosh replied that it’s generally not possible to pinpoint a particular pollutant or air pollution as the cause of a specific person’s health problem, but studies have shown that there are a number of health conditions linked to air pollution exposure. As more studies are conducted, the air pollution levels associated with a health outcome could be better quantified. Dr. Ghosh stated that this relates to the toxicity levels and risk assessments previously referenced by Mr. Rothbart. Mr. LaMarr referenced a quote from a book by University of Southern California (USC) Professor Thomas Mack indicating that there is no evidence confirming that cancer is caused from an environmental carcinogen and stated that not much has changed. Dr. Ghosh replied that hexavalent chromium (Cr(VI)) is an air toxic, which meets the criteria for a known human carcinogen and clearly linked to cancer risk. Other air pollutants are also classified as known human carcinogens, such as benzene and formaldehyde. Today’s presentation focuses on particulate matter 2.5 (PM_{2.5}) and its linkage to certain types of cancers. The composition of the PM_{2.5} is important as well; for example, it is composed of Cr(VI), then obviously it would be a carcinogen. Mr. LaMarr referenced slide #6 and stated that there are no firm statements linking PM_{2.5} to cancer. Dr. Ghosh commented that when it comes to ascertaining whether a pollutant causes a particular disease, you need more than a single study to come to those conclusions. Therefore, agencies review the entirety of the science that is available on that topic in order to come to a conclusion. For example, the U.S. EPA concluded from their scientific review that the relationship between PM_{2.5} and cancer is “likely to be causal.”

Agenda Item #5 – Fiscal Year (FY) 2020-21 General Fund Budget

Ms. Sujata Jain provided an overview of the General Fund Budget detailing staffing levels, expenditures, and revenues required to maintain current program commitments.

Mr. Paul Avila asked if the South Coast AQMD is eligible for Federal grants and loans available. Ms. Jain replied that South Coast AQMD applied for two grants under the Federal Emergency Management Agency (FEMA) and Coronavirus Aid, Relief and Economic Security (CARES) Act and is awaiting a response.

Mr. LaMarr asked if South Coast AQMD has a \$230 million unfunded pension liability. Ms. Jain replied yes. Mr. LaMarr stated that State and Los Angeles (LA) City employees opted for pay cuts due to budget deficits and asked if South Coast AQMD has considered a similar approach instead of fee increases. Ms. Jain replied that there is no fee increase this year and future increases will be based on how the fiscal year ends and the Governing Board’s (GB) decision. Mr. Alatorre indicated that, currently, there are no plans for pay cuts, layoffs, or furloughs; however, future decisions will depend on the revenues. Mr. LaMarr stated that South Coast AQMD’s revenue sources are dependent on the businesses and the economy and suggested open discussions with businesses with all options being considered. Ms. Jain stated that updates are presented at the Administrative Committee and GB meetings to maintain transparency and provide the GB with ample information to make their decisions. Chair Benoit added that all options are being considered and we will get through this together.

Ms. Loof asked for the funding status of Assembly Bill (AB) 617 and what will happen in upcoming years. Ms. Jain replied that AB 617 funding for FY 2020-21 has been approved. Mr. Alatorre replied that a new bill, which was previously Senate Bill (SB) 808 authored by Senator Mitchell, is in review by the legislature. This new bill is for the appropriation of \$50 million from the air pollution control fund for implementation in FY 2021-22, independent of the Cap-and-Trade Program; however, an additional \$200 million, which is from the Cap-and-Trade Program, may be affected as results from the previous auction were much lower than expected.

Ms. Rachelle Arizmendi asked if there have been any discussions on prepayment of the unfunded liability pension and how to assertively address it. Ms. Jain replied that South Coast AQMD is still paying outstanding pension obligation bonds, which will be completed in three years. The budget includes almost \$7 million in addition to contributions, so when the payments are complete, that fund may be available for prepayment of the liability pension upon the GB's approval. Chair Benoit stated that it is something the GB is considering.

Mr. Eder commented on solar energy and investments.

Ms. Jill Whynot indicated that the AB 617 incentive funding in the proposed budget was \$200 million. It was \$245 million the previous year and \$250 million the year before that, and South Coast AQMD continues working to obtain any possible increase.

Agenda Item #6 –Monthly Report on Small Business Assistance Activities

No comments.

Agenda Item #7 - Other Business

None.

Agenda Item #8- Public Comment

Agenda Item #9 – Next Meeting Date

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, August 14, 2020 at 11:30 a.m.

Adjournment

The meeting adjourned at 12:47 p.m.



**ENVIRONMENTAL JUSTICE ADVISORY GROUP
FRIDAY, JANUARY 24, 2020
MEETING MINUTES**

MEMBERS PRESENT:

Senator Vanessa Delgado (Ret.), EJAG Chair (Board Member)
Rhetta Alexander, Valley Interfaith Council
Manuel Arredondo, Coachella Valley School District, Retiree
Suzanne Bilodeau, Knott's Berry Farm
Paul Choe, Korean Drycleaners & Laundry Association
Dr. Afif El-Hasan, American Lung Association
Mary Figueroa, Riverside Community College
Dr. Monique Hernandez, California State University, Los Angeles
Dr. Jill Johnston, University of Southern California
Humberto Lugo, Community Member
Daniel Morales, National Alliance for Human Rights
Rafael Yanez, Community Member
Donald Smith, 136th Street Block Club

MEMBERS ABSENT:

Council Member Ben Benoit, (Board Member)
Supervisor Janice Rutherford, EJAG Vice Chair (Board Member)
Dr. Lawrence Beeson, Loma Linda University, School of Public Health
Kerry Doi, Pacific Asian Consortium in Employment
Evelyn Knight, Long Beach Economic Development Commission
David McNeill, Baldwin Hills Conservancy

OTHERS PRESENT:

Harvey Eder, Public Solar Power Coalition

SOUTH COAST AQMD STAFF:

Jill Whynot, Chief Operating Officer
Fabian R. Wesson, Assistant Deputy Executive Officer/Public Advisor
Nancy Feldman, Principal Deputy District Counsel
Alicia A. Rodriguez, Senior Public Information Specialist
Jeanette N. Short, Senior Public Information Specialist
Brandee Keith, Secretary
Daniei Brown, Career Development Intern

Agenda Item #1: Call to Order/Opening Remarks

Ms. Fabian Wesson called the meeting to order at 12:05 p.m., and introduced the new Advisory Group Chair, Senator Vanessa Delgado.

Chair Delgado greeted the group, shared information about her professional experience, and the goals she aims to achieve as the Chair for the Environmental Justice Advisory Group (EJAG). Members also introduced themselves and shared their goals in participating in EJAG.

Agenda Item #2: Approval of October 25, 2019 Meeting Minutes

Chair Delgado called for the approval of the October 25, 2019 meeting minutes. Ms. Rhetta Alexander moved to approve the minutes and Ms. Mary Figueroa seconded the motion. The minutes were approved unanimously.

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

Ms. Wesson provided a response to the October 25, 2019 action items:

- **Action Item:** E-mail the Advisory Group a link to the “Estamos Aqui: A Community Documentary” two-minute trailer that was shown at the EJ Conference in 2019. The link was emailed on October 25, 2019.
- **Action Item:** Share with the EJAG members conference break-out session notes from the EJ Conference in 2019. Conference break-out session notes were available as a handout at the meeting.
- **Action Item:** Agendize community science overview. A brief overview was presented by Rafael Yanez at the meeting.

Agenda Item #4: Goals and Objectives for 2020

Ms. Wesson referred members to the Goals and Objectives included in the agenda packet and reported two additional items be added at the request of South Coast AQMD Board Member Janice Rutherford, in absentia: Item 13 – Updates on Implementation of the 2016 AQMP; and Item 14 –Update on the Development of the 2022 AQMP. Mr. Manuel Arrendondo requested to add a goal of Implementing Existing Technology in Communities. Ms. Mary Figueroa moved to approve the Goals and Objectives as amended; Dr. Jill Johnston seconded the motion. Motion passed unanimously.

Agenda Item #5: EJAG Accomplishments 2019

Ms. Wesson reviewed EJAG’s Accomplishments throughout 2019 and asked for comments. None were given.

Agenda Item #6: Environmental Justice Community Partnership Recap of 2019

Ms. Alicia Rodriguez provided a recap of the Environmental Justice Community Partnership (EJCP) in 2019.

Ms. Mary Figueroa asked what kind of information is provided to students in the Clean Air Ranger Education (CARE) program to take home. Ms. Alicia Rodriguez explained all students received a backpack containing a letter to parents, informational pamphlets on South Coast

AQMD programs, and coloring books. Ms. Figueroa asked if the informational pamphlets were available in Spanish, and Ms. Wesson confirmed all were.

Chair Delgado asked if the 2020 dates had been finalized for the various EJCP meetings. Ms. Rodriguez explained some dates have been finalized, however others are still being established and staff will share the dates with the EJAG members as they become available.

ACTION ITEM: Send EJCP meeting schedules as they become available to all EJAG members.

Ms. Rhett Alexander asked if the students visited by the CARE program were given the chance to ask questions, and what they were. Ms. Rodriguez confirmed students were given an opportunity to ask questions, and that many inquired about wildfires, what they as students could do to be aware of air quality, and how to help improve air quality.

Ms. Wesson shared that South Coast AQMD also has a high school program called Why Healthy Air Matters (WHAM). She offered to provide information to the EJAG members.

ACTION ITEM: Provide EJAG members information on WHAM program.

Mr. Daniel Morales asked about the environmental conditions around the schools visited in the CARE program, and if there were a lot of diesel trucks. He explained that research states that students attending school near a high traffic area with diesel trucks have asthma. Ms. Rodriguez shared that most of the schools visited were in areas with significant trucking activity and goods movement. Mr. Morales recommended Wilson Elementary in Colton be considered for the CARE program.

Ms. Suzanne Bilodeau requested an email regarding future scheduled CARE programs. Ms. Rodriguez pointed out that any outside visitors wishing to attend need to confirm with her ahead of time, as school policies would prevent unauthorized visitors without prior notice.

ACTION ITEM: Send CARE program meeting schedule to all EJAG members when available in the Summer of 2020.

Ms. Figueroa asked how the schools were selected for the CARE program. Ms. Wesson explained the schools were predominantly chosen from known environmental justice and AB 617 selected communities. Other outreach was also extended throughout our four county region.

Ms. Nancy Feldman, Principal Deputy District Counsel reiterated comments in regard to attending, as each school district has rigorous requirements on who is allowed on campus. She further explained that South Coast AQMD employees go through a background check to assure the schools that nothing nefarious is in their background.

Ms. Rhett Alexander asked if lesson plans left with teachers were materials they could continue to use after CARE program visits. Ms. Rodriguez explained the lesson plans were still being developed and would include future activities for students and parents to pursue. Ms. Wesson added that the desired outcome would be to keep the students and school staff engaged on air quality by sharing ideas like establishing an environmental justice club. Ms. Alexander asked if the terms “climate change” or “global warming” are linked to the programs. Ms. Rodriguez

stated that it currently was not, and Ms. Alexander suggested it be included so they can learn to use those phrases.

Mr. Harvey Eder, a member of the public, commented in regard to kids getting asthma. He stated there is a real cost and that a health benefit fund should be set-up to reimburse families and schools when medical leave is taken.

Chair Delgado stated that she would like to work with staff to acquire grant funding to expand the CARE program. She further stated if we focused on schools in AB 617 communities, organizations such as Alta Med and Kaiser could contribute to such programs when there is a nexus to health. She asked staff to develop a plan for growing the program with the following information: how many schools could realistically be visited, are more staff needed, and what the timeline would look like through 2021.

ACTION ITEM: Provide information to EJAG Chair on expansion of CARE program.

Mr. Humberto Lugo asked the age group served by the CARE program. Ms. Rodriguez replied that currently it's elementary, 1st through 6th grade. Mr. Lugo suggested including it into the STEM program in AB 617 community schools and through grant funding engage children into monitoring efforts such as mapping.

Mr. Rafael Yanez suggested partnering with the schools and provide Purple Air Monitors with grant funding. Ms. Wesson mentioned that air monitors were being distributed in the high school program (Which are included in the kit until completion of curriculum) and could be extended into the elementary school programs as well (With expansion of the CARE program with funding).

Agenda Item #7: Community Science Overview

Mr. Yanez provided an overview of community science. He noted that Public Lab defined "Community science as a collaboratively lead scientific investigation, exploration and engagement in the entirety of the scientific process". Mr. Yanez stated that we need to understand the issues, learn the science, and ask questions to be more engaged in the community.

Agenda Item #8: Member Updates

Mr. Paul Choe requested information on dry cleaner facilities still in need of replacing equipment, to help outreach to them about Rule 1421 requirements, and the January 1, 2021 deadline to have non-perchloroethylene machines.

ACTION ITEM: Provide a list of dry cleaner facilities needing replacement before deadline and how much grant money is still available.

Dr. Afif El-Hasan shared the high importance of flu vaccines, especially in areas of high pollution, which exacerbates compromised immunities.

Mr. Donald Smith shared an update on his efforts to discuss road repairs, street sweepers, and degraded streets with his local government. He shared a news article regarding federal fracking projects and expressed the importance of keeping informed on such projects as it affects the air.

Dr. Jill Johnston shared that she is working on a project in collaboration with University of Illinois at Chicago and the National Institutes of Health developing a bilingual app for environmental hazard reporting with communities. The prototype is almost in place, they are pilot testing it with organizations to have it deployed within six months at no cost on Androids and iPhones. Then hopeful to work, collaborate, and integrate with South Coast AQMD's complaint system into their app. Mr. Yanez invited Dr. Johnston to present the project at an upcoming AB 617 meeting at which a community action plan is discussed.

Ms. Figueroa read sections of an article regarding environmental violations in the implementation of the World Logistics Center. She shared that the impact of increased trucking on a stretch of freeway unequipped to handle high traffic would result in increased idling of large trucks. She stated that the local elected representatives approved the World Logistics Center as they indicated the need for jobs, but she expressed the need for jobs is putting children at continued risk as they already live in a smoggy area.

Agenda Item #9 - Other Business

There was no other business.

Agenda Item #10- Public Comment

Mr. Eder suggested the South Coast AQMD and other local agencies pursue litigation against the fossil fuel industries and invest in future solar energy.

Agenda Item #11: Next Meeting Date

The next regular EJAG meeting is on Friday, April 24, 2020 at 12:00 pm.

Adjournment

Chair Delgado shared contact information and welcomed members to contact her if they wished to meet individually on environmental justice. The meeting was adjourned at 1:32 pm.