

REVISED



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

**September 14, 2018 ♦ 10:00 a.m. ♦ Conference Room CC-8
21865 Copley Drive, Diamond Bar, CA 91765**

Teleconference Locations

11461 West Sunset Boulevard
The Malibu Room
Los Angeles, CA 90049

Rolling Hills Estates City Hall
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

(The public may attend at any location listed above.)

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

Toll Free: 866-244-8528

Listen Only Passcode: 5821432

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

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

AGENDA

Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't. Code Section 54854.3(a)). Please provide a Request to Address the Committee card to the Committee Secretary if you wish to address the Committee on an agenda item. If no cards are available, please notify SCAQMD staff or a Board Member of your desire to speak. All agendas for regular meetings are posted at District 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

Dr. William A. Burke
Committee Chair

raise a concern to the Administrative Committee regarding any SCAQMD items or activities.

- | | | | |
|----|---|---|------------|
| 2. | Chairman’s Report of Approved Travel (No Motion Required) | Dr. Burke | pgs. 1-2 |
| 3. | Report of Approved Out-of-Country Travel (No Motion Required) | Wayne Nastri
Executive Officer | pgs. 3-4 |
| 4. | Review October 5, 2018 Governing Board Agenda | Wayne Nastri | pgs. 5-16 |
| 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. | SCAQMD’s Restricted Special Funds Update (No Motion Required)
<i>Staff will provide an overview of restricted special funds, types of restricted funds and their balances.</i> | Sujata Jain
ADEO, Finance | pgs. 17-26 |
| 7. | SCAQMD’s FY 2017-18 Budget vs. Actual (Unaudited) (No Motion Required)
<i>Staff will provide a comparison of budget vs. actual results for revenues and expenditures for the fiscal year which ended June 30, 2018.</i> | Sujata Jain | pgs. 27-33 |
| 8. | Report of RFPs/RFQs Scheduled for Release in October (No Motion Required)
<i>This report summarizes the RFPs/RFQs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of October.</i> | Sujata Jain | pgs. 34-37 |
| 9. | Status Report on Major Ongoing and Upcoming Projects for Information Management (No Motion Required)
<i>Information Management is responsible for data systems management services in support of all SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.</i> | Ron Moskowitz
ADEO, Information Management | pgs. 38-43 |

ACTION ITEMS - Items 10 through 14:

OCTOBER AGENDA ITEMS

- | | | | |
|-----|--|---------------|------------|
| 10. | Transfer and Appropriate Funds and Authorize Purchase of Microsoft Office 365 (Motion Requested)
<i>SCAQMD currently uses the Microsoft Office 2013 Suite. This software needs to be upgraded and replaced with Microsoft Office 365 for word processing, spreadsheets, email, and collaboration. This action is to transfer and appropriate funds from the General Fund Undesignated (Unassigned) Fund Balance to Information Management’s FY 2018-19 Budget and authorize the purchase of Microsoft Office 365 licenses for a period of three years in an amount not to exceed \$350,000 per year.</i> | Ron Moskowitz | pgs. 44-45 |
| 11. | Transfer and Appropriate Funds and Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and | Ron Moskowitz | pgs. 46-49 |

Support Services (**Motion Requested**)

SCAQMD currently has contracts with several companies for short- and long-term systems development, maintenance and support services. These contracts are periodically amended as additional needs are defined. This action is to transfer and appropriate funds and amend three contracts previously approved by the Board to add funding for needed development and maintenance work.

12. Recognize Revenue and Appropriate Funds for U.S. EPA PAMS and NASA Citizen Science Programs, Transfer Funds for AQ-SPEC, Issue Solicitations and Purchase Orders and/or Contracts for Services, Air Monitoring and Analysis Equipment and One Vehicle (**Motion Requested**)
- SCAQMD will receive U.S. EPA Section 105 Grant funds in the amount of \$794,261 for the FY 2018 (26th Year) PAMS Program, with a similar amount estimated for the FY 2019 (27th Year) PAMS Program. SCAQMD will also receive grant funds up to \$452,776 from NASA (National Aeronautics and Space Administration) through its Research Opportunities in Earth and Space Sciences Citizen Science Program. In addition, staff is collaborating on test methods and development of a standard for low-cost indoor air quality sensors, which requires various equipment for testing and analysis. These actions are to: 1) recognize revenue and appropriate funds when they become available in Science & Technology Advancement's FYs 2018-19 and/or 2019-20 Budgets for the PAMS Program and FYs 2018-19, 2019-20 and 2020-21 for the NASA Citizen Science Program; 2) transfer funds between Major Objects in support of AQ-SPEC; and 3) issue solicitations and purchase orders and/or contracts for services, air monitoring and laboratory equipment and one vehicle.*
- Jason Low pgs. 50-60
ADEO, Science &
Technology Advancement
13. Execute Contract for Security Guard Services at Diamond Bar Headquarters (**Motion Requested**)
- The current contract for security guard services will expire November 30, 2018. On May 4, 2018, the Board approved release of an RFP to solicit bids from interested parties to secure a new three-year contract for this service. This action is to execute a contract with General Security Service, Inc. from December 1, 2018 through November 30, 2021 for an amount not to exceed \$1,692,356. Funding for the first year of this contract has been included in the FY 2018-19 Budget and will be requested in successive fiscal years.*
- John Olvera pgs. 61-64
ADEO, Administrative
& Human Resources
14. Adopt New Class Specification and Amend Salary Resolution for Information Technology Manager and Reclassify Two Existing Manager Positions in Information Management (**Motion Requested**)
- These actions are to adopt the new classification of Information Technology Manager and amend the Salary Resolution to establish the salary; and reclassify two existing manager positions in the Information Management division to this new manager classification. These actions have no fiscal impact on the FY 2018-19 Budget.*
- John Olvera pgs. 65-70

WRITTEN REPORT:

15. Local Government & Small Business Assistance Advisory Group Minutes for the June 8, 2018 Meeting (***No Motion Required***) Attached for information only are the Local Government & Small Business Assistance Advisory Group minutes for the June 8, 2018 meeting.
- Derrick J. Alatorre DEO, Legislative, Public Affairs & Media pgs. 71-74

OTHER MATTERS:

16. Other Business
- 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)*
- Dr. Burke
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 12, 2018 at 10:00 a.m.

ADJOURNMENT

Document Availability

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the agenda is posted, are available prior to the meeting for public review at the South Coast Air Quality Management District, Public Information Center, 21865 Copley Drive, Diamond Bar, CA 91765.

Americans with Disabilities Act

The agenda and documents in the agenda packet will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Govt. Code Section 54954.2(a)). Disability-related accommodations will also be made available to allow participation in the Administrative Committee meeting. Any accommodations must be requested as soon as practicable. Requests will be accommodated to the extent feasible. Please contact Nancy Velasquez at 909-396-2557 from 7 a.m. to 5:30 p.m. Tuesday through Friday, or send the request to nvelasquez@aqmd.gov.



South Coast Air Quality Management District

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

Item 2

BOARD MEETING DATE: October 5, 2018

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met September 14, 2018 and reviewed the proposed agenda for the October 5, 2018 Board meeting. The Committee also discussed various issues detailed in the Committee report. The next Administrative Committee meeting is October 12, 2018, at 10:00 a.m., in CC-8.

RECOMMENDED ACTION:
Approve this report.

Dr. William A. Burke, Chair
Administrative Committee

NV

Attendance:

[Will be inserted subsequent to the September 14, 2018 Administrative Committee meeting.]

Administrative Committee Discussion Items:

[Will be inserted subsequent to the September 14, 2018 Administrative Committee meeting.]

Report on Board Member Travel Authorized by the Chairman subsequent to the July 13, 2018 Administrative Committee meeting:

DATE	TRAVELER	DESTINATION	PURPOSE
August 23, 2018	Dr. Clark E. Parker, Sr.	Sacramento, CA	Dr. Parker met with legislators on behalf of the SCAQMD.

Report on Board Member Travel Authorized by the Chairman at the September 14, 2018 Administrative Committee meeting:

DATE	TRAVELER	DESTINATION	PURPOSE
September 26-28, 2018	Mayor Pro Tem Judith Mitchell	Sacramento, CA	Mayor Pro Tem Mitchell will attend the monthly CARB Board Meeting as the SCAQMD Board Representative.

October 14-16, 2018	Mayor Pro Tem Judith Mitchell	Lake Arrowhead, CA	Mayor Pro Tem Mitchell will attend the 2018 UCLA Lake Arrowhead Symposium on “From Public Transit to Public Mobility” on behalf of the SCAQMD.
------------------------	----------------------------------	--------------------	--



South Coast Air Quality Management District

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

Item 3

BOARD MEETING DATE: October 5, 2018

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met September 14, 2018 and reviewed the proposed agenda for the October 5, 2018 Board meeting. The Committee also discussed various issues detailed in the Committee report. The next Administrative Committee meeting is October 12, 2018, at 10:00 a.m., in CC-8.

RECOMMENDED ACTION:
Approve this report.

Dr. William A. Burke, Chair
Administrative Committee

NV

Attendance:

[Will be inserted subsequent to the September 14, 2018 Administrative Committee meeting.]

Administrative Committee Discussion Items:

[Will be inserted subsequent to the September 14, 2018 Administrative Committee meeting.]

Report on Board Member and Staff Out-of-Country Travel Authorized by the Chairman subsequent to the July 13, 2018 Administrative Committee meeting:

DATE	TRAVELER	DESTINATION	PURPOSE
July 25, 2018	Council Member Joe Buscaino	Tokyo, Japan	As a Board Member, Council Member Buscaino will travel to Tokyo, Japan to meet with Green Mark Energy Co. regarding air quality issues on behalf of SCAQMD.
August 10-17, 2018	Wayne Nastri, Philip Fine, and Sarah Rees	China (Hong Kong, Shanghai, and Beijing)	Executive Officer Wayne Nastri, Deputy Executive Officer Philip Fine, and Assistant Deputy Executive Officer Sarah Rees are planning a visit to China in

			<p>order to explore opportunities for collaborating with Chinese agencies on incentive programs for cleaner vessels. The first part of the visit will be a meeting with the Hong Kong Environmental Protection Bureau and the Hong Kong Maritime Department, followed by a tour of the Port of Hong Kong. The team will then meet with local environmental officials in Shanghai and tour the Port of Shanghai. Finally, the team will meet central government and regional environmental officials in Beijing for a workshop to discuss a conceptual approach for vessel incentive programs that can benefit both China and South Coast.</p>
--	--	--	---

9/7/18 4:36 PM

Item 4

SCAQMD SPECIAL MEETING IN LOS ANGELES

DRAFT

MEETING, OCTOBER 5, 2018

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m., in the Pacific Ballroom at The L.A. Grand Hotel Downtown, 333 S. Figueroa Street, Los Angeles, California.

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

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

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

CALL TO ORDER

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

Staff/Phone (909) 396-

CONSENT CALENDAR (Items 1 through XX)

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

- | | | |
|--------|---|----------------------|
| 10278. | Approve Minutes of September 7, 2018 Board Meeting | Garzaro/2500 |
| 10279. | Set Public Hearings November 2, 2018 to Consider Adoption of and/or Amendments to SCAQMD Rules and Regulations | Nastri/3131 |
| 10281. | Set Public Hearing November 2, 2018 to Certify Final Subsequent Environmental Assessment and Amend Rule 1135 - Emissions Of Oxides Of Nitrogen From Electricity Generating Facilities | Nakamura/3105 |

The adoption Resolution of the Final 2016 AQMP directed staff to achieve additional NOx emission reductions and to transition the RECLAIM program to a command-and-control regulatory structure as soon as practicable. Rule 1135, adopted in 1989 and last amended in 1991, reduces emissions of oxides of nitrogen from electricity generating facilities. PAR 1135 is being amended to update NOx emission limits to reflect current Best Available Retrofit Control Technology, establish an ammonia emission limit, and provide implementation timeframes to facilitate the transition of the NOx RECLAIM program to a command-and-control regulatory structure. The provisions in the proposed amended rule apply to RECLAIM and non-RECLAIM electricity generating facilities. Other provisions are incorporated to remove obsolete provisions, update provisions for monitoring, reporting, and recordkeeping, and clarifications. This action is to adopt the Resolution: 1) Certifying the Final Subsequent Environmental Assessment for Proposed Amended Rule 1135 – Emissions of Oxides of Nitrogen from Electricity Generating Facilities, and 2) Amending Rule 1135 – Emissions of Oxides of Nitrogen from Electricity Generating Facilities. (Reviewed: Stationary Source Committee, August 17, 2018)

10262. Set Public Hearing November 2, 2018 to Determine that Proposed Rule 1407.1 – Control of Emissions of Toxic Air Contaminants from Chromium Alloy Melting Operations Is Exempt from CEQA and Adopt Rule 1407.1 **Fine/2239**

Proposed Rule 1407.1 is being established to gather toxic air contaminant emissions information from chromium melting operations. Proposed Rule 1407.1 will require emissions testing and collection of information to identify and quantify toxic air contaminants from these operations. Information obtained will be used to assess the need to establish emission control requirements and other provisions. PR 1407.1 requires an equipment inventory, emissions and metal composition testing, recordkeeping, and reporting. This action is to adopt the Resolution: 1) Determining that Proposed Rule 1407.1 – Control of Toxic Air Contaminants from Chromium Alloy Melting Operations is exempt from the requirements of the California Environmental Quality Act; and 2) Adopting Rule 1407.1 – Control of Toxic Air Contaminants from Chromium Alloy Melting Operations. (Reviewed: Stationary Source Committee, July 20, 2018)

10307. Set Public Hearing November 2, 2018 to Adopt Updated 1-Hour Ozone Attainment Demonstration **Fine/2239**

The SCAQMD has updated the attainment demonstration of the federal 1979 1-hour ozone standard that was presented in the 2016 AQMP. The emissions inventory in the updated attainment demonstration is based on the final emissions inventory in the 2016 AQMP in order to be consistent with the attainment demonstrations of the 8-hour ozone and PM 2.5 standards. The updated attainment demonstration also includes revised air quality modeling and an updated attainment strategy for meeting the 1-hour ozone standard. The updated attainment strategy relies only on SCAQMD's proposed control measures in the 2016 AQMP, based on the expectation that progress in emission reductions targeted toward attainment of the 1997 8-hour ozone standard by 2023 will ensure attainment of the 1-hour ozone standard by 2022. As such, emission reductions from CARB's State Implementation Plan strategies, including 182(e)5 measures ("black box" measures) are no longer needed to attain the 1-hour standard. The updated attainment strategy successfully demonstrates attainment of the 1-hour ozone standard by 2022. This action is to adopt the updated 1-hour ozone attainment demonstration. (Reviewed: Mobile Source Committee, October 19, 2018)

Budget/Fiscal Impact

10294. **Execute Agreements to Accept Donation of and Disburse Electric Vehicle Chargers** **Miyasato/3249**

In August 2017, Mercedes-Benz USA LLC approached SCAQMD to receive a donation of 977 Level 2 electric vehicle chargers and work with partner organizations to identify residents and sites in disadvantaged and low-income communities to host the chargers. Staff worked with Los Angeles County and the Los Angeles Economic Development Corporation to identify partner organizations to assist in disbursing the electric vehicle chargers throughout the four counties. Partner organizations include the Southern California Public Power Authority, California Courts and other municipal, local and county agencies. This action is to execute an agreement with Mercedes-Benz USA LLC to receive the donation as well as execute agreements with partner organizations to disburse the donated electric vehicle chargers. (Reviewed: Technology Committee, September 21, 2018; Recommended for Approval)

10286. **Approve Assignment of and Execute Contract for CNG Station at SCAQMD** **Miyasato/3249**

In May 2015, the Board declared the existing CNG fueling station equipment at SCAQMD Headquarters as surplus and authorized execution of a property usage agreement and contract with FirstCNG, LLC, (Titan Diamond Bar) to upgrade the fast-fill CNG fueling station at SCAQMD and operate and maintain the station for five years. Over the past three years there has been a series of company name changes to the CNG station and now American CNG Energy proposes to assume ownership of the station under an assignment provision in the contract. This action is to approve assignment to and execute a contract with American CNG Energy to continue upgrading the fast-fill CNG fueling station at SCAQMD Headquarters and operate and maintain the station for five years. (Reviewed: Technology Committee, September 21, 2018; Recommended for Approval)

10258. **Develop and Demonstrate Zero Emissions Battery-Operated Switcher Locomotive** **Miyasato/3249**

The City of Los Angeles Harbor Department was awarded \$2,768,830 by CARB for the Zero Emissions Track-Miles Demonstration Project and has subsequently contracted with Pacific Harbor Lines Inc. and VeRail Technologies, Inc., to develop and demonstrate a battery-operated switcher locomotive in the San Pedro Bay Ports. This action is to execute a contract with the City of Los Angeles Harbor Department to cost-share development and demonstration of a battery-operated switcher locomotive in an amount not to exceed \$300,000 from the Clean Fuels Program Fund (31). (Reviewed: Technology Committee, September 21, 2018; Recommended for Approval)

10291. **Amend Agreements and Transfer Funds to Develop and Demonstrate Zero Emission Capable Drayage Trucks** **Miyasato/3249**

In March 2016, the Board recognized CARB Greenhouse Gas (GHG) Reduction Fund revenue, including administrative and program funds to demonstrate zero emission capable drayage trucks. Contracts with our partners have been executed and projects commenced, but some costs have exceeded the original estimates because of fleet location changes and installation of data loggers. Additionally, payments to contractors have been delayed due to CARB's protracted reimbursement process. This action is to amend agreements using up to \$234,000 of SCAQMD's recognized administrative funds from the GHG Reduction Projects Special Revenue Fund (67) to cover the higher project costs and transfer funds to another participating air district, contingent upon execution of an amended CARB revenue agreement. These actions are to also authorize redistribution of project funds amongst the participating original equipment manufacturers, on an as-needed basis and contingent upon CARB approval if necessary, and transfer up to \$5,000,000 as a temporary loan from the Clean Fuels Program Fund (31) to the GHG Reduction Projects Special Revenue Fund (67). (Reviewed: Technology Committee, September 21, 2018; Recommended for Approval)

10288. **Amend Contract to Implement DC Fast Charging Network** **Miyasato/3249**

In September 2013 and November 2014, the Board recognized CEC grant revenue for the South Coast Air Basin's DC fast charging network and awarded a contract to Clean Fuel Connection, Inc., (CFCI) to install the fast chargers. This project has experienced numerous delays due to changes in the partners and the number and locations of the chargers. While the installation of the ten chargers was scheduled to be completed by July 1, 2018, CEC issued a stop work order on June 19, 2018, and reversed a previous agreement to fund installation costs. This action is to amend the contract with CFCI to make up for the CEC shortfall in an amount up to \$350,000 from the Clean Fuels Program Fund (31). (Reviewed: Technology Committee, September 21, 2018; Recommended for Approval)

10289. **Approve Endowment to University of California Irvine to Support Graduate Student Scholarship Fund and Execute Contract to Develop Fuel Cell-Gas Turbine Hybrid Technology** **Miyasato/3249**

The University of California Irvine (UCI) is seeking endowment funding that will support the research and education of one graduate student to be designated a Samuelsen Energy Visionary Scholar. The graduate student will lead and promote important and impactful research for air quality and emissions reductions. Additionally, UCI through its Advanced Power and Energy Program is working on developing solid oxide fuel cell-gas turbine (SOFC-GT) hybrid technology. This project will focus on the modeling of a SOFC-GT integrated system using biogas, natural gas and renewable hydrogen fuels for applications in the 1-10 megawatt range. These actions are to approve a one-time \$1 million endowment to UCI from interest accrued in the BP ARCO Settlement Projects Fund (46) and to execute a contract with UCI in an amount not to exceed \$200,000 from the Clean Fuels Fund Program (31). (Reviewed: Technology Committee, September 21, 2018; Recommended for Approval)

10289. Approve Endowment to University of California Irvine to Support Scholarship Fund for Graduate Student Mobile Source Emissions Reduction Research Projects **Miyasato/3249**

The University of California, Irvine (UCI) is seeking endowment funding that will support the research and education of one graduate student to be designated a Samuelsen Energy Visionary Scholar. The graduate student will lead and promote important and impactful research for air quality and emissions reductions. The endowment will enhance the SCAQMD's long-standing relationship with UCI and provide opportunities for enhanced candidate pools for mobile source related positions at SCAQMD as well as opportunities to partner on mobile source issues related to emissions characterization and control and strategy implementation. This action is to approve a one-time \$1 million endowment to UCI from interest accrued in the BP ARCO Settlement Projects Fund (46). (Reviewed: Technology Committee, September 21, 2018; Recommended for Approval)

10261. Recognize Revenue and Appropriate Funds for U.S. EPA PAMS and NASA Citizen Science Programs, Transfer Funds for AQ-SPEC, Issue Solicitations and Purchase Orders and/or Contracts for Services, Air Monitoring and Analysis Equipment and One Vehicle **Low/2269**

SCAQMD will receive U.S. EPA Section 105 Grant funds in the amount of \$794,261 for the FY 2018 (26th Year) PAMS Program, with a similar amount estimated for the FY 2019 (27th Year) PAMS Program. SCAQMD will also receive grant funds up to \$452,776 from NASA (National Aeronautics and Space Administration) through its Research Opportunities in Earth and Space Sciences Citizen Science Program. In addition, SCAQMD's AQ-SPEC is collaborating on test methods and development of a standard for low-cost indoor air quality sensors, which requires various equipment for testing and analysis. These actions are to: 1) recognize revenue and appropriate funds when they become available in Science & Technology Advancement's FYs 2018-19 and/or 2019-20 Budgets for the PAMS Program and FYs 2018-19, 2019-20 and 2020-21 for the NASA Citizen Science Program; 2) transfer funds between Major Objects in support of AQ-SPEC; and 3) issue solicitations and purchase orders and/or contracts for services, air monitoring and laboratory equipment and one vehicle. (Reviewed: Administrative Committee, September 14, 2018; Recommended for Approval)

10287. **Recognize Revenue and Execute Contracts to Replace Heavy-Duty Diesel Trucks** **Minassian/2641**

In May 2018, CEC awarded SCAQMD \$8 million in grant funds to replace 140 heavy-duty diesel trucks with near-zero emission natural gas trucks. The CEC grant will be leveraged with \$6 million in local match funds including \$2 million each from the Ports of Los Angeles and Long Beach and \$2 million from the Community Air Protection AB 134 Fund (77). Staff also proposes to replace 148 heavy-duty diesel trucks with zero and near-zero emission trucks under SCAQMD's Community Air Protection AB 134 Program. These actions are to recognize up to \$8 million from CEC and \$2 million from each of the Ports into the Community Air Protection AB 134 Fund (77) as well as execute an MOU with the Ports to implement this Program. This action is to also execute contracts for replacement of 140 diesel trucks with near-zero emission natural gas trucks and replacement of 148 diesel trucks with zero and near-zero emission trucks in an amount not to exceed \$33,390,000 from the Community Air Protection AB 134 Fund (77). (Reviewed: Technology Committee, September 21, 2018; Recommended for Approval)

10274. **Transfer and Appropriate Funds and Authorize Purchase of Microsoft Office 365** **Moskowitz/3329**

SCAQMD currently uses the Microsoft Office 2013 Suite. This software needs to be upgraded and replaced with Microsoft Office 365 for word processing, spreadsheets, email, and collaboration. This action is to transfer and appropriate funds from the General Fund Undesignated (Unassigned) Fund Balance to Information Management's FY 2018-19 Budget and authorize the purchase of Microsoft Office 365 licenses for a period of three years in an amount not to exceed \$350,000 per year. (Reviewed: Administrative Committee, September 14, 2018; Recommended for Approval)

10274. **Transfer and Appropriate Funds and Authorize Purchase of Microsoft Office 365** **Moskowitz/3329**

SCAQMD currently uses the Microsoft Office 2013 Suite. This software needs to be upgraded and replaced with Microsoft Office 365 for word processing, spreadsheets, email, and collaboration. This action is to transfer and appropriate funds from the General Fund Undesignated (Unassigned) Fund Balance to Information Management's FY 2018-19 Budget and authorize the purchase of Microsoft Office 365 licenses for a period of three years in an amount not to exceed \$350,000 per year. (Reviewed: Administrative Committee, September 14, 2018; Recommended for Approval)

10296. **Transfer and Appropriate Funds and Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services** **Moskowitz/3329**

SCAQMD currently has contracts with several companies for short- and long-term systems development, maintenance and support services. These contracts are periodically amended as additional needs are defined. This action is to transfer and appropriate funds and amend three contracts previously approved by the Board to add funding for needed development and maintenance work. (Reviewed: Administrative Committee, September 14, 2018; Recommended for Approval)

10308. **Execute Contract for Security Guard Services at Diamond Bar Headquarters** **Olvera/2309**

The current contract for security guard services will expire November 30, 2018. On May 4, 2018, the Board approved release of an RFP to solicit bids from interested parties to secure a new three-year contract for this service. This action is to execute a contract with General Security Service, Inc. (GSSi) from December 1, 2018 through November 30, 2021 for an amount not to exceed \$1,692,356. Funding for the first year of this contract has been included in the FY 2018-19 Budget and will be requested in successive fiscal years. (Reviewed: Administrative Committee, September 14, 2018; Recommended for Approval)

10306. **Adopt New Class Specification and Amend Salary Resolution for Information Technology Manager and Reclassify Two Existing Manager Positions in Information Management** **Olvera/2309**

These actions are to adopt the new classification of Information Technology Manager and amend the Salary Resolution to establish the salary; and reclassify two existing manager positions in the Information Management division to this new manager classification. These actions have no fiscal impact on the FY 2018-19 Budget. (Reviewed: Administrative Committee, September 14, 2018; Recommended for Approval)

10195. **Approve Contract Awards and Modifications Approved by MSRC** **McCallon**

Action Item/No Fiscal Impact

10305. **Approve Test Method Guidance Document for Rule 1168 – Adhesive and Sealant Applications** **Nakamura/3105**

During the 2017 Rule 1168 amendment, the Board directed staff to work with stakeholders, manufacturers, and other regulatory agencies to develop a Test Method Guidance Document to clarify which test method is used to measure the volatile organic compound content of adhesives and sealants subject to Rule 1168. This action is to seek Board approval of the proposed Test Method Guidance Document for Rule 1168. (Reviewed: Stationary Source Committee, September 21, 2018)

Items XX through XX - Information Only/Receive and File

10168. Legislative, Public Affairs, and Media Report **Alatorre/3122**
- This report highlights the August 2018 outreach activities of the Legislative, Public Affairs and Media Office, which includes: Major Events, Community Events/Public Meetings, Environmental Justice Update, Business Assistance, Media Relations and Outreach to Business and Federal, State, and Local Government. (No Committee Review)
10299. Hearing Board Report **Prussack/2500**
- This reports the actions taken by the Hearing Board during the period of August 1 through August 31, 2018. (No Committee Review)
10260. Civil Filings and Civil Penalties Report **Gilchrist/3459**
- This reports the monthly penalties from July 1 through August 31, 2018, and legal action filed by the General Counsel's Office from July 1 through August 31, 2018. An Index of District Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, September 21, 2018)
10246. Lead Agency Projects and Environmental Documents Received by SCAQMD **Nakamura/3105**
- This report provides, for the Board's consideration, a listing of CEQA documents received by the SCAQMD between August 1, 2018 and August 31, 2018, and those projects for which the SCAQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, September 21, 2018)
10297. Report of RFPs/RFQs Scheduled for Release in October **Jain/2804**
- This report summarizes the RFPs/RFQs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of October. (Reviewed: Administrative Committee, September 14, 2018)
10146. Rule and Control Measure Forecast **Fine/2239**
- This report highlights SCAQMD rulemaking activities and public workshops potentially scheduled for 2018 and portions of 2019. (No Committee Review)
10295. 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 SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, September 14, 2018)
- XX. **Items Deferred from Consent Calendar**

BOARD CALENDAR

10249.	Administrative Committee (Receive & File)	Chair: Burke	Nastri/3131
10165.	Legislative Committee (Receive & File)	Chair: Mitchell	Alatorre/3122
10254.	Mobile Source Committee (Receive & File)	Chair: Parker	Fine/2239
10179.	Stationary Source Committee (Receive & File)	Chair: Benoit	Tisopulos/3123
10190.	Technology Committee (Receive & File)	Chair: Buscaino	Miyasato/3249
10204.	Mobile Source Air Pollution Reduction Review Committee (Receive & File)	Board Liaison: Benoit	Minassian/2641
10280.	California Air Resources Board Monthly Report (Receive & File)	Board Rep: Mitchell	Garzaro/2500

PUBLIC HEARING

10283. Certify Final Subsequent Environmental Assessment and Amend Rule 2001 – Applicability and Rule 2002 – Allocations for Oxides of Nitrogen (NOx) and Oxides of Sulfur (SOx) **Nakamura/3105**

On January 5, 2018, the Board adopted amendments to Rules 2001 and 2002 to initiate the transition of NOx RECLAIM to a command-and-control regulatory structure. To support ongoing efforts for transitioning RECLAIM facilities, PAR 2001 would add a provision to allow facilities to opt-out of RECLAIM if certain criteria are met. PAR 2002 would provide an option, for facilities that receive an initial determination notification, to stay in RECLAIM for a limited time while complying with applicable command-and-control requirements. PAR 2002 would also establish a provision that precludes any former RECLAIM facility from obtaining offsets from the SCAQMD internal bank. PAR 2002 also clarifies existing language and removes obsolete provisions, including requirements to report infinite year block (IYB) NOx RTC prices to the Board when the price falls below the minimum threshold. This action is to adopt the Resolution: 1) Certifying the Final Subsequent Environmental Assessment for Proposed Amended Rule 2001 – Applicability and Proposed Amended Rule 2002 – Allocations for Oxides of Nitrogen (NOx) and Oxides of Sulfur (SOx); and 2) Amending Rule 2001 – Applicability and Rule 2002 – Allocations for Oxides of Nitrogen (NOx) and Oxides of Sulfur (SOx). (Reviewed: Stationary Source Committee, July 20, 2018)

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.

CONFLICT OF INTEREST DISCLOSURES – (*No Written Material*)

CLOSED SESSION - (*No Written Material*)

Gilchrist/3460

ADJOURNMENT

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

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

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

ACRONYMS

AQ-SPEC = Air Quality Sensor Performance Evaluation Center	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
Cal/EPA = California Environmental Protection Agency	OEHHA = Office of Environmental Health Hazard Assessment
CARB = California Air Resources Board	PAMS = Photochemical Assessment Monitoring Stations
CEMS = Continuous Emissions Monitoring Systems	PAR = Proposed Amended Rule
CEC = California Energy Commission	PEV = Plug-In Electric Vehicle
CEQA = California Environmental Quality Act	PHEV = Plug-In Hybrid Electric Vehicle
CE-CERT =College of Engineering-Center for Environmental Research and Technology	PM10 = Particulate Matter \leq 10 microns
CNG = Compressed Natural Gas	PM2.5 = Particulate Matter \leq 2.5 microns
CO = Carbon Monoxide	PR = Proposed Rule
CTG = Control Techniques Guideline	RECLAIM=Regional Clean Air Incentives Market
DOE = Department of Energy	RFP = Request for Proposals
EV = Electric Vehicle	RFQ = Request for Quotations
FY = Fiscal Year	SCAG = Southern California Association of Governments
GHG = Greenhouse Gas	SIP = State Implementation Plan
HRA = Health Risk Assessment	SOx = Oxides of Sulfur
LEV = Low Emission Vehicle	SOON = Surplus Off-Road Opt-In for NOx
LNG = Liquefied Natural Gas	SULEV = Super Ultra Low Emission Vehicle
MATES = Multiple Air Toxics Exposure Study	TCM = Transportation Control Measure
MOU = Memorandum of Understanding	ULEV = Ultra Low Emission Vehicle
MSERCs = Mobile Source Emission Reduction Credits	U.S. EPA = United States Environmental Protection Agency
MSRC = Mobile Source (Air Pollution Reduction) Review Committee	VOC = Volatile Organic Compound
NATTS =National Air Toxics Trends Station	ZEV = Zero Emission Vehicle

SCAQMD Restricted Funds

Administrative Committee Meeting
September 14, 2018

Overview

- This is a discussion on SCAQMD's 45 restricted funds (it does not include our General Fund which is our operating fund)
- These funds were set up by the Board for various purposes
- Board approval is needed for all expenses out of these funds
- Presentation summarizes funds in each category and highlights where the Board has discretion
- SCAQMD special restricted funds can be categorized as follows, with a cash balance as of July 2018:

Emission Reduction	\$41.6M
Settlements	\$15.2M
State and Federal	\$169.8M
Other	\$2.5M
Total	\$229.1M*

*Due to State and Federal restrictions on \$169.8M, only \$59.3M is available

Emission Reduction Funds

Receipt	\$320.4M
Expense	(\$192.6)M
Encumbered/BL	(\$86.2)M
Balance	\$41.6M

- These restricted funds were created due to rules or mitigation fees
- These can be spent on:
 - Monitoring projects
 - Reducing emissions such as NO_x, SO_x, PM, VOC
 - Air filtration
 - Rebate programs

Emission Reduction Funds (Cont'd)

(in millions)

Description	Receipt	Expense	BL/Encumbrance	Balance	Funding Restricted to
AIR QUALITY INVESTMENT FUND Rule-based Mitigation	106.2	(48.5)	(33.9)*	23.8	Emission reduction projects
RULE 1304.1 FUND Power Plant Offset Fee	7.5	-	-	7.5	PM, NOx, SOx and VOC emission reduction projects
AIR TOXICS FUND AB 2588	55.1	(52.1)	(1.0)	2.0	To be spent on AB 2588 activity only
AB 1318 MITIGATION FEES FUND Sentinel	56.7	(34.8)	(19.4)	2.5	Emission reduction projects: 30% in vicinity of CPV Sentinel; 30% in EJ areas
TRAPAC SCHOOL AIR FILTRATION FUND Port of LA	6.2	(4.9)	(0.7)	0.7	School air filtration systems in the Wilmington area
DRY CLEANERS FINANCIAL INCENTIVE GRANT PROGRAM FUND	3.5	(3.0)	-	0.5	Dry cleaners for purchase of non-toxic alternative dry cleaning equipment
NATURAL GAS VEHICLE PARTNERSHIP FUND	1.8	(1.3)	(0.3)	0.2	Expenditures approved by NG Vehicle Partnership
RULE 1118 MITIGATION FUND Refinery Flares	22.8	(1.8)	(19.4)	1.6	Offsetting refinery flare emissions
RULE 1309.1 PRIORITY RESERVE FUND	44.9	(38.9)	(5.7)	0.3	PM 10 emission reduction projects
CEQA GREEN HOUSE MITIGATION FUND Tree Planting	3.4	(3.3)	-	0.1	Green house gas emission reduction projects
RULE 1420.1 FUND Metals Monitoring	0.6	(0.5)	-	0.1	Financing Multi-Metals CEMS and Ambient Air Monitoring Demo Programs
RULE 1470 RISK REDUCTION FUND Back-up Generators	2.6	(0.1)	(2.5)*	0.0	Public agencies for purchase of control equipment to comply with Rule 1470
RULE 1173 MITIGATION FEE FUND VOC Fugitives	5.9	(3.1)	(2.8)*	0.0	VOC emission reductions in proximity of refineries & chemical plants
RULE 1180 SP.FD	2.1	-	-	2.1	Installing air monitoring stations at petroleum refineries
CARB ERC BANK FUND	1.0	(0.4)	(0.6)*	0.0	Emission reduction projects in vicinity of new or expanded peaker plants
TOTAL	320.4	(192.6)	(86.2)	41.6	

*Includes funds identified in RFP released in January 2018 Board letter for emission reduction projects from Stationary and Mobile Sources. Proposal evaluation underway.

Settlement Funds

Receipt	\$76.0M
Expense	(\$51.8)M
Encumbered/BL	(\$9.0)M
Balance	\$15.2M

- Restricted funds were created by the Board to track settlements from various sources
- These funds can be spent on projects approved by the Board such as:
 - Health Effects of Air Pollution Foundation
 - Environmental projects
- Example – BP ARCO Flexible fund has been used for:
 - Senior conferences
 - Right to Breathe Signature Video

Settlement Funds (Cont'd)

(in millions)

Description	Receipt	Expense	BL/Encumbrance	Balance	Funding Restricted to
BP ARCO SETTLEMENT PROJECTS FUND	27.9	(16.2)	(0.9)	10.8	Projects as approved by the Board
EXXON MOBILE SETTLEMENT PROJECTS FUND	2.8	-	(2.8)	0.1	Projects to benefit the residents of the District
LADWP VARIANCE FUND	1.5	-	-	1.5	Projects as approved by the Board
SOCAL GAS SETTLEMENT FUND	2.0	(0.8)	(0.2)	1.0	Projects to convert biosolids to natural gas
HEALTH EFFECTS RESEARCH FUND	7.8	(6.9)	-	0.9	Research into the health effects of air pollution
BP/SCAQMD PUBLIC BENEFITS OVERSIGHT	0.3	(0.2)	-	0.1	Projects as approved by the BP/SCAQMD Public Benefits Oversight Committee
AIR FILTRATION FUND	3.5	(1.4)	(1.6)	0.4	SEP projects related to air filtration system installation
AIR QUALITY ASSISTANCE FUND	4.7	(3.1)	(1.6)	0.0	Small business financial assistance
EL MONTE PARK PROJECT SETTLEMENT FUND	1.2	(0.3)	(0.9)	0.0	Construction of City of El Monte park improvements
LADWP SETTLEMENT PROJECTS FUND	3.3	(2.9)	(0.4)*	0.0	Environmental projects
AES SETTLEMENT PROJECTS FUND	20.9	(20.0)	(0.6)	0.3	Emission reduction projects
TOTAL	76.0	(51.8)	(9.0)	15.2	

*Includes funds identified in RFP released in January 2018 Board letter for emission reduction projects from Stationary and Mobile Sources. Proposal evaluation underway.

State and Federal Restricted Funds

Receipt	\$3.2B
Expense	(\$2.6)B
Encumbered/BL	(\$408.3)M
Balance	\$169.8M

- Restrictions are created by state and federal grant mandate
- Examples of these funds are:
 - Carl Moyer Fund
 - Prop 1B Fund
 - Mobile Source Air Pollution Reduction Fund
- These special funds turn-over quickly and generally are encumbered annually

State and Federal Restricted Funds (Con'd)

(in millions)

Description	Receipt	Expense	BL/Encumbrance	Balance	Funding Restricted to
MOBILE SOURCES AIR POLLUTION REDUCTION FUND AB 2766	490.9	(396.3)	(47.2)	47.3	Grants for motor vehicle emission reduction projects (30% of DMV registration fees received by SCAQMD)
CLEAN FUELS PROGRAM FUND	436.0	(391.1)	(32.7)	12.3	Projects that reduce the public health hazards from air pollution by increasing the utilization of clean-burning fuels. Part of DMV check
CARL MOYER PROGRAM FUND	517.0	(474.0)	(33.5)	9.5	Incentives to replace diesel-powered vehicles with cleaner than required technology. Carl Moyer Program (CARB)
COMMUNITY AIR PROTECTIO AB134	53.9	(0.6)	(0.4)	53.0	On-road, H-road and marine projects
HEROS II SPECIAL REVENUE FUND	31.3	(23.8)	(2.1)	5.4	Providing qualified individuals with incentives to replace high-emitting light and medium duty vehicles under the terms of CARB's Enhanced Fleet Modernization Program (EFMP)
LOWER - EMISSION SCHOOL BUS FUND	71.8	(63.0)	(3.5)	5.3	Replacement and retrofit of diesel-fueled school buses. (CARB)
PROP 1B-GOODS MOVEMENT FUND	552.5	(425.2)	(123.5)	3.9	Projects resulting in emission reductions from the movement of freight or "goods" along California's trade corridors
VIP SPECIAL REVENUE FUND	34.4	(32.7)	-	1.7	Incentives to replace on-road heavy duty vehicles with cleaner than required technology
CMP AB923 FUND	476.0	(319.9)	(131.3)	24.8	Expanding Carl Moyer emission reduction projects to agricultural sources, cars, light-duty trucks and targets hydrocarbon and particulate matter pollution
ADVANCED TECHNOLOGY GOODS MOVEMENT FUND	53.1	(34.0)	(18.5)	0.7	Development and demonstration of zero emissions goods movement technologies projects as stated by the grant's Statement of Work
GHG REDUCTION PROJECTS FUND	11.7	(1.8)	(7.6)	2.3	R&D project -advanced technology drayage truck demo
ZERO EMISSION VEHICLE INCENTIVE PROGRAM FUND	3.3	(2.6)	-	0.7	The incremental cost of zero emission vehicles as defined under the program; grant availability ended 3/31/2003 as per SCAQMD program guidelines. CARB
AIR QUALITY IMPROVEMENT FUND AB 2766	408.9	(405.0)	-	3.9	Cities and counties within the District to implement motor vehicle emission reduction projects (40% of DMV registration fees received by SCAQMD)
HYDROGEN FUELING INFRASTRUCTURE FUND	6.8	(1.4)	(5.2)	0.1	Project(s) as stated by the grant's Statement of Work
STATE EMISSIONS MITIGATION FUND	30.9	(30.8)	-	0.1	NOx and PM10 emission reduction projects. CARB (Governor's statewide initiative)
STATE BUG PROGRAM FUND	5.8	(5.4)	(0.4)*	0.0	Reduction in air toxics exposure and NOx emissions; 50% of funding in EJ areas.
ADVANCED TECHNOLOGY FUND	19.0	(17.8)	(2.4)	(1.2)	R&D projects, public outreach and education in cleaner burning fuels and other adv. technologies
TOTAL	3,203.3	(2,625.2)	(408.3)	169.8	

*Includes funds identified in RFP released in January 2018 Board letter for emission reduction projects from Stationary and Mobile Sources. Proposal evaluation underway.

Other

Receipt	\$35.0M
Expense	(\$30.2)M
Encumbered/BL	(\$2.3)M
Balance	\$2.5M

- Infrastructure Fund
 - Created to account for multi-year infrastructure improvement projects
- Debt Service Fund
 - Created to pay a portion of bond liabilities

Description	Receipt	Expense	BL/ Encumbrance	Balance	Funding Restricted To
INFRASTRUCTURE IMPROVEMENT FUND	8.0	(4.3)	(2.3)	1.4	Building improvement projects
DEBT SERVICE FUND	27.0	(25.9)	-	1.1	Long term liabilities
TOTAL	35.0	(30.2)	(2.3)	2.5	



Conclusion

- There is \$229.1M in special restricted funds
- However, \$169.8M is in restricted funds for state and federal programs with no flexibility
- Remaining balance is \$59.3M

FY 2017-18 Budget vs. Actual (Unaudited)

Administrative Committee

September 14, 2018

General Fund Overview

- FY 2017-18 Budget vs. Actual (Unaudited)
- Revenues
- Expenditures
- Updated General Fund Five Year Projection

Budget vs. Actual

FY 2017-18 (unaudited)

(\$ in millions)	Adopted Budget	Amended Budget	Actual
Revenues/Transfers In	\$147.0	\$158.7	\$161.9
Expenditures/Transfers Out	\$149.9	\$164.3	\$153.1

Revenues

FY 2017-18 Budget vs. Actual (\$ in millions)

Revenue Type	Amended Budget	Actual	Surplus/ (Deficit)
Emissions Fees	\$ 19.5	\$22.8	\$3.3
Annual Operating Fees	53.1	51.0	(2.1)
Permit Fees	19.6	19.5	(0.1)
Mobile Sources/Transportation	29.1	26.0	(3.1)
Other*	28.4	35.3	6.9
Area Sources	2.1	2.3	0.2
Transfers In	<u>6.9</u>	<u>5.0</u>	<u>(1.9)</u>
Total	<u>\$158.7</u>	<u>\$161.9</u>	<u>\$3.2</u>

* Includes revenues from Federal & State Grants, State Subvention, Penalties/Settlements, "Hot Spots", Interest, PERP, Hearing Board, Source Test/Lab Analysis, Leases, Subscriptions, and Misc.

Expenditures

FY 2017-18 Budget vs. Actual (\$ in millions)

Major Object	Amended Budget	Actual	Surplus/ (Deficit)
Salaries & Benefits	\$123.2	\$115.4	\$7.8
Services & Supplies	32.0	30.2	1.8
Capital Equipment	8.8	7.2	1.6
Transfers Out	<u>0.3</u>	<u>0.3</u>	<u>0.0</u>
Total	<u>\$164.3</u>	<u>\$153.1</u>	<u>\$11.2</u>

Updated General Fund Five Year Projection

(\$ in millions)	FY 17-18 Actual (Unaudited)	FY 18-19 Adopted Budget	FY 19-20 Projected	FY 20-21 Projected	FY 21-22 Projected	FY 22-23 Projected
STAFFING		876.4	886	886	886	886
Revenues *	\$161.9	\$162.6	\$167.6	\$167.2	\$166.1	\$168.0
Program Costs	\$153.1	\$162.6	\$174.6	\$173.8	\$172.1	\$168.4
Change in Fund Balance	\$8.8	\$0.0	-\$7.0	-\$6.6	-\$6.0	-\$0.4
UNRESERVED FUND BALANCE (at Year-End)	\$53.8	\$53.8	\$46.9	\$40.3	\$34.3	\$33.9
% of REVENUE	33%	33%	28%	24%	21%	20%

- Includes projected CPI fee increase of 3.4% for FY 2018-19 with the second year of an additional fee increase approved by the Governing Board in June 2017, (10.67% for Title V annual operating permit renewal and permit processing fees and an additional 4% for non-Title V annual operating permit renewal). FY 19-20 includes CPI of 3% with the third year of the fee increase for Title V facilities approved in June 2017. FY 20-21, FY 21-22 and FY 22-23 have CPI fee increases of 2.9%, 2.9% and 2.8% respectively.

Questions?

DRAFT

BOARD MEETING DATE: October 5, 2018

AGENDA NO.

REPORT: RFPs/RFQs Scheduled for Release in October

SYNOPSIS: This report summarizes the RFPs/RFQs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of October.

COMMITTEE: Administrative, September 14, 2018; Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

SJ:av

Background

At its January 8, 2010 meeting, the Board approved a revised Procurement Policy and Procedure. Under the revised policy, RFP/RFQs for budgeted items over \$75,000, which follow the Procurement Policy and Procedure, no longer require individual Board approval. However, a monthly report of all RFP/RFQs over \$75,000 is included as part of the Board agenda package and the Board may, if desired, take individual action on any item. The report provides the title and synopsis of the RFP/RFQs, the budgeted funds available, and the name of the Deputy Executive Officer/Asst. Deputy Executive Officer responsible for that item. Further detail including closing dates, contact information, and detailed proposal criteria will be available online at <http://www.aqmd.gov/grants-bids> following Board approval on October 7, 2018.

Outreach

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

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

Proposal Evaluation

Proposals received will be evaluated by applicable diverse panels of technically-qualified individuals familiar with the subject matter of the project or equipment and may include outside public sector, academic or community expertise.

Attachment

Report of RFP/RFQ Scheduled for Release in October 2018

**October 5, 2018 Board Meeting
Report on RFP/RFQ Scheduled for Release on October 5, 2018**

**(For detailed information visit SCAQMD's website at
<http://www.aqmd.gov/nav/grants-bids> following Board approval on October 5, 2018)**

STANDARDIZED SERVICES

RFP #P2019-04 Authorize Purchase of Telecommunication Services MOSKOWITZ/3329

On December 4, 2015, the Board approved contracts with various vendors to provide telecommunication services to the SCAQMD in the most cost-effective manner and if possible, qualifying vendors capable of providing telecommunication services through competitive bid process that will be used to make buying decisions that are in the best interest of the SCAQMD. These telecommunications services include local, long distance, and toll-free; private IP (PIP)/frame relay network; dedicated to T1 lines, internet access (with a redundant connection); phone switch maintenance; and wireless voice and data. The contracts will expire on February 23, 2019. This action is to issue an RFP to select vendors capable of providing these services for a three-year period. Funds for this expense are included in the FY 2018-19 Budget (\$750,000), and will be included in subsequent fiscal year budget requests, with the total value of the contact at \$2,250,000.00.

REQUEST FOR QUALIFICATIONS – Prequalified Vendor List

RFQ#Q2019-02 Authorize the Purchase of Document
Conversion Services

MOSKOWITZ/3329

SCAQMD utilizes the OnBase software for its Enterprise Content Management (ECM), which maintains the SCAQMD's application and permit documents along with other critical records. This action is to seek bids from experienced vendors for document conversion services that can provide all of the services required including boxing, manifesting, and transporting with geo-tracking, document imaging, and indexing including Match & Merge with digital index file, certified shredding, storage, bar code tracking, customer portal twenty-four hours a day, seven days a week, and complete chain of custody without subcontracting. Funds (\$83,000) for this purchase are available in the FY 2018-2019 Budget.

DRAFT

Item 9

BOARD MEETING DATE: October 5, 2018

AGENDA NO.

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

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

COMMITTEE: Administrative, September 14, 2018; Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:MAH:OSM:agg

Background

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

Summary of Report

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

Attachment

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

ATTACHMENT
October 5, 2018 Board Meeting
Information Management Status Report on Major Ongoing and
Upcoming Projects During the Next Six Months

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Implementation of Enterprise Geographic Information System (EGIS)	Continue to support accomplishment of the agency's mission through the effective and cost-efficient implementation of EGIS and related technologies		<ul style="list-style-type: none"> • Purchased ESRI extensions for OnBase 	<ul style="list-style-type: none"> • Complete the six prioritized EGIS projects: <ul style="list-style-type: none"> ○ GIS Data Development ○ Portal / Mobile Development ○ OnBase Expansion and GIS Integration ○ CLASS GIS Integration ○ One-click Site Report ○ System Documentation
Telecommunications Services	Select vendor(s) to provide local, long distance, telemetry, internet, cellular services, and phone system maintenance for a three-year period	\$750,000		<ul style="list-style-type: none"> • Release RFP October 5, 2018 • Request Board Approval January 4, 2019 • Execute contract(s) January 31, 2019
CLASS Database Software Licensing and Support	Purchase Actian Ingres database software licensing, support and maintenance for the CLASS system for a one-year period (November 30, 2018 through November 29, 2019)	\$225,341	<ul style="list-style-type: none"> • September 2018 Board action approved funding 	<ul style="list-style-type: none"> • Execute contract November 30, 2018

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Office 365 Implementation	Acquire and implement Office 365 for SCAQMD staff	\$350,000	<ul style="list-style-type: none"> • Pre-assessment evaluation and planning completed 	<ul style="list-style-type: none"> • Request Board approval and funding November 2, 2018 • Acquire Office 365 licenses • Develop implementation and migration plan • Implement Office 365 email (Exchange) and migrate all users • Implement Office 365 file storage (OneDrive for Business) and migrate users • Implement Office 365 internal website (SharePoint) and migrate existing content
Permitting System Automation Phase 1	New Web application to automate the filing of all 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"> • Phase 1 Automated 400A form filing, application processing, and online permit generation for Dry Cleaner module deployed to production • Facility ID Creation Module deployed to production • Phase 1.1 Automated 400A form filing, application processing, and online permit generation for Automotive Spray Booth and Gas Station Modules deployed to production 	<ul style="list-style-type: none"> • Upgraded GIS Map integration work • Phase 1.1 project outreach support

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate permit application process for Registration Equipment, IC Engines, and Vapor Recovery systems; and implement electronic permit folder and workflow for internal SCAQMD users	\$525,000	<ul style="list-style-type: none"> • December 2017 board action approved initial Phase 2 funding • May 2018 Phase 2 project startup and detail planning completed • Business process model approved 	<ul style="list-style-type: none"> • Board action to seek remaining Phase 2 funding October 5, 2018 • Wireframe and user story development • Code development for IC Engines form filing and Negative Air Machine permit processing
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	\$75,000	<ul style="list-style-type: none"> • Initiated Implementation Planning and Resource Requirements for key recommendations • Conducted recruitment process to fill Systems & Programming Supervisor position • Scheduled and completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries • Established Information Technology Steering Committee (ITSC), members and charter 	<ul style="list-style-type: none"> • Office 365 Deployment planning • Configuration and deployment of Project Management software for IM team

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permit Application Status and Dashboard Statistics	New Web application to allow engineers to update intermediate status of applications; create dashboard display of status summary with link to FIND for external user review	\$100,000	<ul style="list-style-type: none"> December 2017 board action approved funding April 2018 project startup and detail planning completed June 2018 wireframe and user story approved User acceptance testing for data capture module User story and wireframe approved for application search module 	<ul style="list-style-type: none"> Code development for Release 1 Code development for application search module
Agenda Tracking System Replacement	Replace aging custom agenda tracking system with state-of-the-art, cost-effective Enterprise Content Management (ECM) system, which is fully integrated with OnBase, SCAQMD's agency-wide ECM system	\$86,600	<ul style="list-style-type: none"> Released RFP December 4, 2015 Awarded contract April 1, 2016 Continued parallel testing Conducted survey of stakeholder satisfaction As a result of the survey responses, the decision was made to develop a custom user interface for the application 	<ul style="list-style-type: none"> Revise project scope to include custom user interface Develop plan and schedule for revised scope
Replace Your Ride (RZR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	\$211,820	<ul style="list-style-type: none"> Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production Final Phase 2 user requested enhancements: VIN #, Case Manager, Auto e-mail, document library updates deployed to production 	<ul style="list-style-type: none"> Phase 3 collaboration with air districts for possible statewide RZR implementation Phase 3 Data Migration development work
SCAQMD Mobile Application for Apple and Android phones	New mobile application to provide air quality and SCAQMD notification and event information	\$126,010	<ul style="list-style-type: none"> July board action approved funding Wireframe approved Detail design and unit test case development completed 	<ul style="list-style-type: none"> Acceptance testing

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
FIND System Replacement	Update and replace Facility Information Detail (FIND) application	\$148,150	<ul style="list-style-type: none"> • Task order issued, evaluated and awarded • Detail project planning in progress • Wireframe approved 	<ul style="list-style-type: none"> • Detail design • Unit test case development
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing JWorks System	\$500,000	<ul style="list-style-type: none"> • Task order issued, evaluated and awarded • Project startup and detail planning completed • Finalized project charter 	<ul style="list-style-type: none"> • Business Process Module development • Wireframe development
Document Conversion Services	Document Conversion Services to convert paper documents stored at SCAQMD facilities to electronic storage in OnBase	\$83,000		<ul style="list-style-type: none"> • Release RFQ October 5, 2018 • Approve qualified vendors January 4, 2019

Shaded Projects – Projects completed and will be removed from this list on subsequent reports

Completed Projects	
Project	Date Completed
CLASS Database Software Licensing and Support	November 30, 2017
Website & Evaluation Improvements	January 6, 2018
Information Technology Review	January 31, 2018
Prequalify Vendor List for PCs, Network Hardware, etc.	February 3, 2018
Renewal of HP Server Maintenance & Support	April 6, 2018
Implementation of Enterprise Geographic Information System (EGIS)	May 30, 2018
Fiber Cable Network Infrastructure Upgrade	May 30, 2018
Air Quality Index Rewrite and Migration	June 29, 2018

DRAFT

BOARD MEETING DATE: October 5, 2018

AGENDA NO.

PROPOSAL: Transfer and Appropriate Funds and Authorize Purchase of Microsoft Office 365

SYNOPSIS SCAQMD currently uses Microsoft 2013 suite. This software needs to be upgraded and replaced with Microsoft Office 365 for word processing, spreadsheets, email, and collaboration. This action is to transfer and appropriate funds from the General Fund Undesignated (Unassigned) Fund Balance to Information Management's FY 2018-19 Budget and authorize the purchase of Microsoft Office 365 licenses for a period of three years in the amount not to exceed \$350,000 per year.

COMMITTEE: Administrative, September 14, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Transfer and appropriate \$350,000 from the General Fund Undesignated (Unassigned) Fund Balance to Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Office Expense account.
2. Authorize the Procurement Manager to purchase Microsoft Office 365 licenses for a period of three years at a cost not to exceed \$1,050,000 from Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Office Expense account, and to execute all documents for this purchase.

Wayne Natri
Executive Officer

RMM:MH:cj

Background

Existing desktop and laptop computers at SCAQMD use Microsoft Office 2013 suite (word processing, spreadsheets, graphics, presentation, and desktop database management). Mainstream support for Microsoft Office 2013 ended in April 2018, and extended support will end in April 2023. Only security updates will be provided during this extended support period. Therefore, Microsoft Office 2013 needs to be replaced with the latest version of Microsoft Office.

Microsoft Office 365 is Microsoft's online Office services, first launched in 2009. Office 365 provides greater reliability, security, and productivity than on-premise server infrastructure or applications. Office 365 includes Word, Excel, PowerPoint, Outlook, Exchange Online, OneDrive and SharePoint. Exchange Online provides Business class email, calendar, and contacts with a 50GB (gigabyte) inbox per user. Office 365 provides access to Office from anywhere, anytime, using any type of device. Office 365 enables real-time document collaboration and includes facilities for electronic discovery of email and files. Microsoft provides Office 365 Government which includes enhanced security and privacy with a guaranteed uptime of 99.9%.

Proposal

In accordance with the SCAQMD's Administrative Policies and Procedures No. 35, bids will be solicited from firms on the List of Prequalified Vendors to Provide Computer, Network, Printer Hardware and Software, and Desktop Computer Hardware Upgrades. The vendor may use master agreements, cooperative agreements, and other interagency agreements with governmental entities in order to achieve the best available price. The prequalified vendor list was approved by the Board on February 2, 2018, and is in effect for a period ending February 2, 2020. Of the twelve vendors on the list, one was a disabled veteran-owned business enterprise; four were women owned business enterprises; seven were minority-owned business enterprises; eight were local business enterprises; and five were small business enterprises.

This action is to authorize the Procurement Manager to execute a purchase order for Microsoft Office 365 licenses with the vendor providing the lowest cost bid at a total cost not to exceed \$1,050,000 for a three-year contract. The Office 365 licenses will be configured to obtain the highest functional performance for all SCAQMD staff within budgetary constraints at the time of purchase.

Resource Impacts

Sufficient funding will be available in Information Management's FY 2018-19 Budget upon approval of the transfer and appropriation of \$350,000 from the General Fund Undesignated (Unassigned) Fund Balance. Funding for subsequent fiscal years will be requested and budgeted appropriately.

DRAFT

Item 11

BOARD MEETING DATE: October 5, 2018

AGENDA NO.

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

SYNOPSIS: SCAQMD currently has contracts with several companies for short- and long-term systems development, maintenance and support services. These contracts are periodically amended as additional needs are defined. This action is to transfer and appropriate funds and amend three contracts previously approved by the Board to add funding for needed development and maintenance work.

COMMITTEE: Administrative, September 14, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Transfer and appropriate \$674,531 from the Designation for Permit Streamlining (Assigned Fund Balance) to Information Management's FY 2018-19 Budget, Capital Outlays Major Object, Capital Outlays Account, for continuation of permitting systems automation projects and Security Portal system enhancements listed in the Attachment.
2. Transfer \$65,000 from the HEROS II Special Revenue Fund (56) into the General Fund and appropriate \$65,000 to Information Management's FY 2018-19 Budget, Capital Outlays Major Object, Capital Outlays Account, for additional functionality for the in-house web-based application for the Enhanced Fleet Modernization Program (EFMP).
3. Transfer \$25,000 from the HEROS II Special Revenue Fund (56) into the General Fund and appropriate \$25,000 to Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Professional and Special Services Account, for EFMP website maintenance.
4. Transfer \$14,875 from Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Professional and Specialized Services Account to Information Management's FY 2018-19 Capital Outlays Major Object, Capital Outlays Account for Enhancements to the e-MoVERS web application.

5. Authorize the Executive Officer to execute amendments to the contracts for systems development services in the amount of \$280,825 to Prelude Systems, \$27,391 to Sierra Cybernetics, and \$626,990 to Varsun eTechnologies from the FY 2018-19 Budget for the specific task orders listed in the Attachment.

Wayne Nastri
Executive Officer

RMM:OSM:jga

Background

At the March 2, 2018 meeting, the Board authorized staff to initiate level-of-effort contracts with several vendors for systems development, maintenance and support services. At the time these contracts were executed, it was expected that they would be modified in the future to add funding from approved budgets as system development requirements were identified and sufficiently defined so that task orders could be prepared.

System development and maintenance efforts are currently needed (see Attachment 1) to enhance system functionality and to provide SCAQMD staff with additional automation for improving productivity. The estimated cost to complete the work on these additional tasks exceeds the amount of funding in the existing contracts. The contracts are for one year with the option to renew for two one-year periods.

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

Proposal

Staff proposes to amend the contracts to add \$280,825 to Prelude Systems, \$27,391 to Sierra Cybernetics and \$626,990 to Varsun eTechnologies for the specific task orders listed in the Attachment 1.

Staff also proposes a transfer of \$674,531 from the Designation for Permit Streamlining (Assigned Fund Balance) into Information Management’s FY 2018-19 Budget to the Capital Outlays Major Object, Capital Outlays Account, to continue funding the second phase of the Permitting Systems Automation and Security Portal system projects.

In addition, staff proposes a transfer of \$90,000 from the administrative portion of the HEROS II Special Revenue Fund (56) into the General Fund and the appropriation of the \$65,000 into Information Management’s FY 2018-19 Budget to the Capital Outlays

Major Object, Capital Outlays Account, and \$25,000 to the Services and Supplies Major Object, Professional and Special Services Account, to fund system enhancement work for the EFMP in-house, web-based application process and EFMP website maintenance respectively.

A transfer of \$14,875 is also proposed from Information Management's FY 2018-19 Budget, Services and Supplies Major Object to Information Management's FY 2018-19 Capital Outlays Major Object, Capital Outlays Account, to fund enhancements to the e-MoVERS web application.

Resource Impacts

Upon Board approval, sufficient funding will be available in the FY 2018-19 Budget.

Attachment

Task Order Summary

Attachment

Task Order Summary

Section A – Funding Totals for all Systems Development Contracts

CONTRACTOR	PREVIOUS FUNDING	PROPOSED ADDITION	TOTAL FUNDING
AgreeYa Solutions	\$195,000	\$0	\$195,000
Prelude Systems	\$15,000	\$280,825	\$295,825
Sierra Cybernetics	\$517,500	\$27,391	\$544,891
Varsun eTechnologies	\$451,800	\$626,990	\$1,078,790
TOTAL	\$1,179,300	\$935,206	\$2,114,506

Section B – Task Orders Scheduled for Award

TASK	DESCRIPTION	ESTIMATE	AWARD TO
Permitting Automation Phase 2: 400-E-XX Form Filing and workflow	Continue On-Line Application Filing (OLAF) system automation work. Phase 2 modifications and enhancements and Phase 3 initiation work.	\$306,190	Varsun
Permitting Automation Phase 2: 222- XX Registration Forms and Silk Testing	Continue On-Line Permit Application Filing automation work. Phase 2 modifications and enhancements, including Test Plans and Silk Testing Protocols and Scripts.	\$265,950	Prelude
Permitting Automation Phase 2 Permit Status Dashboard	Continue development of Permit Status Dashboard to include Title V Facilities.	\$27,391	Sierra
Replace Your Ride Phase 3 Enhancements and FY 2018-19 Maintenance	Enhance the Replace Your Ride application to handle Alternative Transportation, EVSE, and other administrative functionalities.	\$90,000	Varsun
Security Portal System Enhancements	Enhance the Security Portal to meet the new CROMERR requirements and to support a growing suite of e-Commerce Applications.	\$75,000	Varsun
R1403 System Enhancements	Enhancements to the Rule 1403 web application to include several additions and changes that would facilitate workflow.	\$80,000	Varsun
Electronic Mobile Vehicle Emission Reduction System Enhancements	Enhance the e-MoVERS web application to include additional surveys and associated AVR calculations.	\$14,875	Prelude
PeopleSoft Electronic Requisitioning System Implementation	Implement Electronic Requisitioning to allow tracking of multiple levels of approval and streamlined workflow for Finance.	\$75,800	Varsun
TOTAL		\$935,206	

Item 12

DRAFT

BOARD MEETING DATE: October 5, 2018

AGENDA NO.

PROPOSAL: Recognize Revenue and Appropriate Funds for U.S. EPA PAMS and NASA Citizen Science Programs, Transfer Funds for AQ-SPEC, Issue Solicitations and Purchase Orders and/or Contracts for Services, Air Monitoring and Analysis Equipment and One Vehicle

SYNOPSIS: SCAQMD will receive U.S. EPA Section 105 Grant funds in the amount of \$794,261 for the FY 2018 (26th Year) PAMS Program, with a similar amount estimated for the FY 2019 (27th Year) PAMS Program. SCAQMD will also receive grant funds up to \$452,776 from NASA (National Aeronautics and Space Administration) through its Research Opportunities in Earth and Space Sciences Citizen Science Program. In addition, staff is collaborating on test methods and development of a standard for low-cost indoor air quality sensors, which requires various equipment for testing and analysis. These actions are to: 1) recognize revenue and appropriate funds when they become available in Science & Technology Advancement's FYs 2018-19 and/or 2019-20 Budgets for the PAMS Program and FYs 2018-19, 2019-20 and 2020-21 for the NASA Citizen Science Program; 2) transfer funds between Major Objects in support of AQ-SPEC; and 3) issue solicitations and purchase orders and/or contracts for services, air monitoring and laboratory equipment and one vehicle.

COMMITTEE: Administrative, September 14, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Recognize revenue, upon receipt, and appropriate funds in the amount of \$402,573 (\$391,688 was previously included in Salaries & Employee Benefits within the FY 2017-18 Budget) for the U.S. EPA Section 105 Grant for the 26th Year PAMS Program into Science & Technology Advancement's (Org 47) FY 2018-19 Budget, Services and Supplies and Capital Outlays Major Objects, as set forth in Table 1.
2. Recognize revenue, upon receipt of award notification, and appropriate funds in the amount of up to \$460,909 (\$333,352 was previously included in Salaries & Employee Benefits within the FY 2018-19 Budget) for the U.S. EPA Section 105

Grant for the 27th Year PAMS Program (award estimated at \$794,261) into Science & Technology Advancement's (Org 47) FYs 2018-19 and/or 2019-20 Budgets, Services and Supplies and Capital Outlays Major Objects, as set forth in Table 2.

3. Recognize revenue, upon receipt, and appropriate funds up to \$168,030 on an as-needed basis for the NASA Citizen Science Grant into Science & Technology Advancement's Budgets (Org 43) for FYs 2018-19, 2019-20 and 2020-21 as set forth in Table 3 (\$284,746 has been or will be included in Salaries & Employee Benefits and Indirect Costs in the appropriate FY budget).
4. Transfer \$21,225 into Science & Technology Advancement's FY 2018-19 AQ-SPEC Budget (Org 43) from the Services and Supplies Major Object to the Capital Outlays Major Object, Capital Outlays Account.
5. Issue solicitations (RFP and/or RFQ) and authorize the Executive Officer or Procurement Manager, in accordance with SCAQMD Procurement Policy and Procedure, to solicit bids for services and equipment listed in Table 4 and described in this letter.
6. Authorize the Executive Officer or Procurement Manager, in accordance with SCAQMD Procurement Policy and Procedure, to issue purchase orders and/or execute contracts for the following:
 - a. Up to two Direct (True) NO2 CAPS monitors based on the results of an RFQ in an amount not to exceed \$40,000 as listed in Table 4 and described in this letter;
 - b. Up to four NO/NOx monitors based on the results of an RFQ in an amount not to exceed \$50,000 as listed in Table 4 and described in this letter; and
 - c. Technical support for the Upper Air Meteorological Network based on the results of an RFP in an amount not to exceed \$100,000 as listed in Table 4 and described in this letter.
7. Authorize the Procurement Manager, in accordance with SCAQMD Procurement Policy and Procedure, to issue sole source, prior bid, last price, or cooperative purchasing purchase orders for the following (as listed in Table 5 and described in this letter):
 - a. One carbon dioxide analyzer from Thermo Fisher Scientific Inc. in an amount not to exceed \$10,555;
 - b. One neutralizer from TSI Inc. in an amount not to exceed \$10,670;
 - c. Up to four Teledyne API Model T701H Zero (Pure) Air Generators from Teledyne API at a cost not to exceed \$32,000; and
 - d. One Low Emission Vehicle (truck or van) at a cost not to exceed \$50,000.

Wayne Nastri
Executive Officer

Background

PAMS Program

In February 1993, the U.S. EPA promulgated the PAMS regulations for areas classified as serious, severe or extreme nonattainment. These regulations require SCAQMD to conduct monitoring for ozone precursors with enhanced monitoring equipment at multiple sites. The PAMS Program also funds the meteorological upper air stations located at LAX and Ontario airports, along with Irvine and Moreno Valley. Since the onset of the PAMS Program, the U.S. EPA has annually allocated Section 105 Grant funds in support of this requirement.

NASA Citizen Science Grant

In 2016, staff collaborated with the Research Triangle Institute (RTI) and NASA's Goddard Space Flight Center (GSFC) to apply for a competitive "Research Opportunities in Earth and Space Science (ROSES) 2016: Citizen Science for Earth Systems Program" research grant. The proposal was selected and SCAQMD was awarded \$75,884 for a small-scale prototype phase deployment of low-cost PM sensors in the South Coast Air Basin (Basin). Upon successful completion of the prototype phase, this project was selected for a three-year implementation phase award. For the implementation phase, SCAQMD will receive grant funds up to \$452,776 for FYs 2018-19 through 2020-21 to implement a spatially dense network of low-cost PM2.5 sensors to be operated by citizen scientists.

AQ-SPEC Program

With the advent of low-cost gaseous and particulate sensors, it has been possible to develop energy efficient ventilation techniques for maintaining acceptable indoor air quality (IAQ) conditions inside buildings and residential homes. However, research has shown that the accuracy of sensors being offered for this purpose varies widely. Thus, there is a need to create a standardized test method for determining the accuracy of low-cost IAQ sensors so builders and designers can adequately select such sensors to optimize the performance of "smart ventilation" systems.

DOE's Office of Energy Efficiency and Renewable Energy awarded a competitive research grant to Newport Partners, LLC, under its "Building America Industry Partnerships for High Performance Housing Innovation" funding opportunity. Newport Partners will develop laboratory test methods for performance verification of low-cost indoor air quality sensors and assist in developing an American Society for Testing and Materials (ASTM) standard based on those test methods.

Proposal

26th Year PAMS Program Funds

The U.S. EPA Section 105 Grant for the 26th Year PAMS Program will be funded at \$794,261. This action is to recognize revenue, upon receipt, and appropriate a portion

of the funds in the amount of \$402,573 (\$391,688 was previously included in Salaries and Employee Benefits within the FY 2017-18 Budget) in Science & Technology Advancement's FY 2018-19 Budget, Services and Supplies and Capital Outlays Major Objects, as set forth in Table 1. The U.S. EPA concurs with staff's proposed allocation.

27th Year PAMS Program Funds

The estimated U.S. EPA Section 105 Grant for the 27th Year PAMS Program funding is up to \$794,261 based on the 26th Year PAMS Program funding levels. This action is to recognize revenue, upon receipt, and appropriate a portion of the estimated funds in the amount of \$460,909 (the remainder \$333,352 was previously included in Salaries and Employee Benefits within the FY 2018-19 Budget) in Science & Technology Advancement's FYs 2018-19 and/or 2019-20 Budget, Services and Supplies and Capital Outlays Major Objects, as set forth in Table 2. The U.S. EPA concurs with staff's proposed allocation.

NASA Citizen Science Grant

The objective of this project is to relate aerosol characteristics observed from satellites to PM concentrations measured at ground level by undertaking the following:

- 1) Collecting real-time surface PM data by deploying dense networks of low-cost PM sensors to be operated by citizen-scientists in three geographical regions representing a wide range of PM loadings and chemical composition: the Basin, Raleigh, NC, and Delhi, India;
- 2) Utilizing the collected surface PM_{2.5} datasets to interpret, validate and improve the current surface PM estimates derived from satellite data; and
- 3) Developing resources for citizen-scientists to use air quality sensors and satellite data to enable them to produce quality data for widespread use and empower citizen-scientists to take steps to reduce air pollution and avoid exposure.

For this purpose, SCAQMD will collaborate with researchers from RTI and GSFC to deploy a dense network of 300 sensors, using citizen-scientists to host and maintain the sensors, and the resulting data will be used to improve the interpretation of PM_{2.5} measurements from satellites.

Transfer AQ-SPEC Funds

SCAQMD is partnering with Newport Partners, the Home Ventilating Institute, and Texas A&M's Riverside Energy Efficiency Laboratory to develop and publish an ASTM consensus test standard for performance verification of low-cost IAQ sensors measuring PM_{2.5} and CO₂. The elements of a successful standardized test method will include:

- a) Convening a work group of industry-leading stakeholders including laboratories, manufacturers and industry groups;
- b) Transitioning current SCAQMD's test methods applicable to outdoor air quality sensors to a consensus test standard focused on indoor air quality applications;

- c) Incorporating adequate stringency into test methods to ensure repeatability and reliability, while minimizing testing costs for sensor manufacturers;
- d) Verifying test standard suitability through lab testing; and
- e) Communicating with ASTM staff and relevant subcommittees and committees to ensure publication of the standard.

For this purpose, staff will provide access to its existing low-cost sensor test methods, consulting with respect to the development of a new test standard focused on indoor sensor performance and conducting lab testing on low-cost indoor sensors to identify good performing sensors for indoor applications in the ventilation system of buildings and residential homes.

This action is to transfer \$21,225 in Science & Technology Advancement's FY 2018-19 AQ-SPEC Budget (Org 43) from the Services and Supplies Major Object to the Capital Outlays Major Object to facilitate purchase of a carbon dioxide analyzer and a neutralizer.

Proposed Purchase Orders and/or Contracts through Solicitations

This action is to issue solicitations to solicit bids for services and equipment listed in Table 4 and, based on solicitation results, issue or execute purchase orders or contracts, as follows:

Direct (True) NO₂ CAPS Monitors

Changes to the PAMS requirements include monitoring for NO and NO_y (total oxides of nitrogen) in addition to direct nitrogen dioxide (NO₂), where the latter must be taken with extremely sensitive, fast and accurate NO₂ measurements. The estimated cost for two direct NO₂ monitors is \$40,000. Quotes for this RFQ will be solicited through a competitive formal bid, in accordance with SCAQMD's Procurement Policy and Procedure.

NO/NO_x Monitors

PAMS requirements include monitoring for NO/NO_x as a means of determining nitrogen dioxide (NO₂). The estimated cost of four NO/NO_x monitors is \$50,000. Quotes for this RFQ will be solicited through a competitive formal bid, in accordance with SCAQMD Procurement Policy and Procedure.

Technical Support for Upper Air Meteorological Network

As part of the U.S. EPA PAMS Program, comprehensive measurements of meteorological parameters have been collected in the Basin since 1994, using a network of radar wind and temperature profilers, acoustic wind profilers and tower-mounted meteorological sensors. Data from the upper air measurement stations is routinely used for air quality forecasting and event analyses and has been invaluable for regional modeling efforts. SCAQMD utilizes consultants to provide operational support due to

the limited availability of staff resources to operate and maintain this network. The cost of these technical support services will not exceed \$100,000. Proposals for this RFP will be solicited through a competitive formal bid, in accordance with SCAQMD Procurement Policy and Procedure

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

This action is to purchase the following equipment and one vehicle as listed in Table 5 using the procurement method noted.

Carbon Dioxide Analyzer

The test standard development for IAQ sensors shall include a CO₂ analyzer to be used as a reference monitor to conduct gas concentration measurements in the laboratory evaluations. One CO₂ reference monitor, using non-dispersive infrared (NDIR) technology that is relatively inexpensive and is also used by the National Oceanic and Atmospheric Administration to measure global ambient CO₂ concentration with very high accuracy and an uncertainty of less than five percent, will be purchased through a sole source purchase order from Thermo Fisher Scientific Inc. The estimated cost of the carbon dioxide analyzer is \$10,555.

Neutralizer

The test standard for IAQ sensors measuring PM_{2.5} will be developed using aerosol atmospheres with particles dispersed by nebulization, combustion or powder dispersion that are usually electrostatically charged. Normally, a high level of electrical charge is undesirable. It increases losses of ultrafine particles to the walls of transport and sampling systems or it can affect filter-efficiency measurements. To ensure that chamber particle reference instruments operating on the electrostatic principle work properly, PM_{2.5} particles entering these instruments must be neutralized. Aerosol neutralizers minimize particle losses and coagulation caused by electrostatic charges. Therefore, one aerosol neutralizer will be purchased through a sole source purchase order from TSI Inc. The estimated cost of the aerosol neutralizer is \$10,670.

Zero Air Generators

Zero air generators are necessary to deliver contaminant-free air required for the operation of air monitoring equipment in support of PAMS measurement and audit requirements. An RFQ was previously released for zero air generators and Teledyne API was selected. The vendor has agreed to honor the same price as the prior bid. The cost for up to four zero air generators is approximately \$32,000. The U.S. EPA concurs with staff's proposed purchase.

Low Emission Vehicle (Truck or Van)

With an aging fleet of calibration and repair vehicles, staff has identified the need to replace older high-mileage vehicles with new low emission vehicles. Calibration and

repair vehicles are essential for staff to perform routine and non-routine calibration and maintenance and repair of air monitoring equipment for air monitoring stations supporting the PAMS Program. 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. One low emission truck and/or van will be selected from the vendor on the list with the most competitive price for these types of vehicles. The cost of one low emission truck and/or van is approximately \$50,000.

Outreach

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

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

Sole Source Justification

Section VIII.B.2 of the SCAQMD Procurement Policy and Procedure identifies four major provisions under which a sole source award may be justified. Requests for sole source purchases from Thermo Fisher Scientific Inc. and TSI Inc. is made under Section VIII.B.2.c(3): The project involves the use of proprietary technology. Thermo Fisher Scientific Inc. is the only manufacturer of a carbon dioxide analyzer that is portable, rugged and with an uncertainty of less than five percent. TSI Inc. is the only manufacturer of an aerosol neutralizer that is designed to fit into TSI Series Electrostatic Classifies Model 3080, currently used in the AQ-SPEC Program.

Prior Bid, Last Price

In addition, Section IV.B.5 of the SCAQMD Procurement Policy and Procedure allows for awards based on prior bid, last price if the conditions of the previous purchase are similar. The Board previously released RFQ #Q2017-05 for competitive bids on zero (pure) air generators and Teledyne API was the selected vendor for the zero air generators. Teledyne has agreed to honor the same price as the last bid for these items.

Cooperative Purchasing

Under Section IV.A.5 of SCAQMD Procurement Policy and Procedure, the Procurement Manager shall pursue cooperative purchasing opportunities whenever

possible. Low emission vehicles are available from vendors under the State of California, Department of General Services, Procurement Division, Vehicles Contract 1-18-23-23 A through H.

Benefits to SCAQMD

The results of the implementation phase of the NASA Citizen Science project will allow SCAQMD and other policymakers to better understand air quality issues at the community level and to incorporate satellite data into the decision-making process. This sensor deployment will also allow SCAQMD to better interact with citizen-scientists and inform them on the appropriate use and operation of sensor devices for measuring PM.

Resource Impacts

As outlined in Tables 1-2 and 4-5, the U.S. EPA Section 105 Grant funding will support the operation of the PAMS Program and fund Capital Outlays, Services and Supplies, and Salaries and Employee Benefits to meet necessary objectives of the Program.

There is sufficient funding available in Science & Technology Advancement’s FY 2018-19 Budget for the purchase of the AQ-SPEC air monitoring equipment shown in Table 5.

NASA has authorized funding of up to \$452,776 for the implementation phase of the Citizen Science Grant, which will support the activities to meet the objectives of the project (see Table 3).

**Table 1
Proposed 26th Year PAMS Expenditures for FY 2018-19**

Account Description	Account Number	Program Code	Estimated Expenditure
Services & Supplies Major Object:			
Rents & Leases Equipment	67300	47530	\$500
Rents & Leases Structure	67350	47530	8,000
Professional and Specialized Services: Technical Support – Upper Air Network	67450	47530	60,000
Professional and Specialized Services: Data Management and Analysis	67450	47530	18,100
Professional and Specialized Services: Relocate, Calibrate & Certify PAMS Auto-GC	67450	47530	22,000
Temp Agency Services	67460	47530	5,000
Demurrage Expenses	67550	47530	10,000
Maintenance of Equipment	67600	47530	70,000
Building Maintenance	67650	47530	9,000
Travel	67800	47530	5,000
Communications	67900	47530	1,973
Laboratory Supplies	68050	47530	40,000
Office Expense	68100	47530	5,000
Small Tools	68300	47530	20,000
Training	69500	47530	6,000
Total Services & Supplies Major Object:			\$280,573
Capital Outlays Major Object:			
Zero (Pure) Air Generator (Up to 4)	77000	47530	\$32,000
Direct (True) NO2 CAPS Monitors (Up to 2)	77000	47530	40,000
NO/NOx Monitors (Up to 4)	77000	47530	50,000
Total Capital Outlays Major Object:			\$122,000
FY 2018-19 Appropriations			\$402,573

*\$391,688 was previously recognized in Salaries & Employee Benefits within the FY 2018-19 Budget.

Table 2
Proposed 27th Year PAMS Expenditures for FYs 2018-19 and/or 2019-20

Account Description	Account Number	Program Code	Estimated Expenditure
Services & Supplies Major Object:			
Rents & Leases Equipment	67300	47530	\$500
Rents & Leases Structure	67350	47530	37,000
Professional and Specialized Services: Technical Support – Upper Air Network	67450	47530	40,000
Professional and Specialized Services: Data Management and Analysis	67450	47530	19,000
Professional and Specialized Services: Station Upgrades	67450	47530	80,000
Temp Agency Services	67460	47530	5,000
Demurrage Expenses	67550	47530	15,000
Maintenance of Equipment	67600	47530	70,000
Building Maintenance	67650	47530	33,336
Travel	67800	47530	5,000
Communications	67900	47530	3,000
Laboratory Supplies	68050	47530	50,000
Postage	68060	47530	1,073
Office Expense	68100	47530	13,000
Small Tools	68300	47530	27,000
Training	69500	47530	12,000
Total Services & Supplies Major Object:			\$410,909
Capital Outlays Major Object:			
Low Emission Vehicle (1)	77000	47530	\$50,000
Total Capital Outlays Major Object:			\$50,000
Estimated Salaries and Benefits*			\$333,352
FY 2018-19/2019-20 Estimated Appropriations			\$794,261

*\$333,352 was previously recognized in Salaries & Employee Benefits within the FY 2018-19 Budget; funds not expended in FY 2018-19 will be appropriated into FY 2019-20.

Table 3
Proposed Expenditures for NASA Citizen Science Project
for FYs 2018-19 through 2020-21

Description	Account Number	Program Code	Estimated total cost
Professional & Specialized Services (Data Mgmt & Analysis)*	67450	43467	\$12,000
Mileage and Travel	67800	43467	33,030
Communications*	67900	43467	12,000
Laboratory Supplies	68050	43467	2,000
Office Expenses*	68100	43467	6,000
Small Tools*	68300	43467	90,000
Other (meeting supplies and publications)	69700	43467	13,000
Total Appropriations Services & Supplies and/or Capital Outlays Major Object			\$168,030
Estimated Salaries and Benefits & Indirect Costs		44467	284,746
Total Grant Award			\$452,776

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

Table 4
Proposed Purchase Orders and/or Contracts through Solicitations

Description	Qty	Funding Source	Estimated Cost
Direct (True) NO2 CAPS Monitors	Up to 2	PAMS 26th Year	\$40,000
NO/NOx Monitors	Up to 4	PAMS 26th Year	\$50,000
Upper Air Technical Support Contract	1	PAMS 26th/27th Year*	\$100,000
Total			Not to Exceed \$ 190,000

* \$40,000 of this contract is contingent upon receipt of PAMS 27th Year funding.

Table 5
Proposed Purchases through Sole Source, Prior Bid, Last Price and Cooperative Purchasing Purchase Orders

Description	Qty	Funding Source	Estimated Cost
Thermo 410iQ Carbon Dioxide Analyzer	1	AQ-SPEC FY 2018-19	\$10,555
TSI 3012A Neutralizer	1	AQ-SPEC FY 2018-19	\$10,670
Teledyne API Model T701H Zero (Pure) Air Generators	Up to 4	PAMS 26th Year	\$32,000
Low Emission Vehicle	1	PAMS 27th Year	\$50,000
Total			Not to Exceed \$103,225

Item 13

DRAFT

BOARD MEETING DATE: October 5, 2018

AGENDA NO.

PROPOSAL: Execute Contract for Security Guard Services at Diamond Bar Headquarters

SYNOPSIS: The current contract for security guard services will expire November 30, 2018. On May 4, 2018, the Board approved release of an RFP to solicit bids from interested parties to secure a new three-year contract for this service. This action is to execute a contract with General Security Service, Inc. from December 1, 2018 through November 30, 2021 for an amount not to exceed \$1,692,356. Funding for the first year of this contract has been included in the FY 2018-19 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, September 14, 2018; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a three-year contract with General Security Service, Inc. (GSSi) for security guard services, for the period of December 1, 2018 through November 30, 2021 for a total amount not to exceed \$1,692,356.

Wayne Natri
Executive Officer

AJO:GT:lm

Background

SCAQMD contracts with a security guard service firm to provide armed and unarmed security guard services at the Diamond Bar headquarters. The contract term with the current contractor, Contact Security, Inc., expires November 30, 2018. On May 4, 2018, SCAQMD released RFP #2018-11 to solicit proposals from security guard service providers interested in contracting with SCAQMD for a three-year period, from December 1, 2018 through November 30, 2021.

In addition to routine guard services, SCAQMD requires occasional enhanced services to provide adequate coverage for highly attended conferences, Board meetings, and special events. While it is difficult to anticipate what these special-need costs will be, experience indicates they typically increase guard cost by about five percent. As a consequence, the costs listed in the Board letter include an added five percent beyond proposal costs submitted, as a contingency amount to meet special occasion needs.

Outreach

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

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

Proposal Evaluation

Nineteen copies of the RFP were mailed out and twenty one vendors attended the mandatory bidders conference held on June 6, 2018. Thirteen proposals were received when final bidding closed at 2:00 p.m. on July 19, 2018. Six of the proposals received were deemed complete and met the RFP requirements and seven proposals did not meet the RFP requirements and were disqualified.

The panel evaluating proposals included four SCAQMD employees - a Business Services Manager, a Risk Manager, a Facilities Services Technician, and a Senior Chemist . Of these four panel members, two are Caucasian and two are Hispanic; one is female and three are male.

The panel evaluated the six qualified and responsive proposals based on criteria specified in the RFP, which included cost, contractor qualifications, and past experience. The Attachment summarizes scores of the qualified bids. The recommended action is to enter into a three-year contract with the contractor receiving the highest overall score, GSSi, a self-certified woman- and minority-owned business.

GSSi received the highest technical score, and proposed the second lowest cost. Headquartered in Wilmington, California, the company has 74 years of experience providing trained security forces. Past and current government agency clients include: County of Los Angeles, County of Riverside, City of Rialto, City of Long Beach, City of Corona, City of Moreno Valley, City of Redondo Beach, and City of Menifee.

GSSi's approach emphasizes high quality officer selection and retention, extensive training, strong supervision, and Branch Operations support. Under the proposed contract, the company will provide guard tour patrols, lobby access control, electronic systems monitoring, rapid deployment of emergency personnel, risk assessments, and other security management activities.

GSSi also offers various other services, such as: Investigations, Workplace Violence Prevention, Threat Management, Armed Security, Executive Protection Programs, Special Events Security and Planning, and Security Systems Design Consulting.

Resource Impacts

Sufficient funds in the amount of \$305,249 are available in the approved FY 2018-19 Budget for the remainder of this fiscal year. Funding will be requested in the budgets for each of the remaining fiscal years of the contract.

Attachment

Security Guard Services Bid Evaluation Summary

ATTACHMENT

Bid Evaluation Summary RFP #2018-11 - Security Guard Services

NAME	Total 3-yr Cost	Cost Points (25)	Past Experience (25)	Contractor Qualification (50)	Additional Points	Total Points
GSSi, INC.	\$1,586,404.86	23	23	44	12	102
ABSOLUTE INTERNATIONAL SECURITY, INC.	\$1,753,869.88	20	21	41	15	97
POWER SECURITY GROUP	\$1,460,367.52	25	21	31	15	92
CONTACT SECURITY, INC.	\$1,640,682.30	22	14	38	15	89
ALLTECH INDUSTRIES, INC.	\$1,708,114.08	21	18	32	15	86
CYPRESS PRIVATE SECURITY	\$1,909,069.94	17	21	39	7	85

Item 14

DRAFT

BOARD MEETING DATE: October 5, 2018

AGENDA NO.

PROPOSAL: Adopt New Class Specification and Amend Salary Resolution for Information Technology Manager and Reclassify Two Existing Manager Positions in Information Management

SYNOPSIS: These actions are to adopt the new classification of Information Technology Manager and amend the *Salary Resolution* to establish the salary; and reclassify two existing manager positions in the Information Management division to this new manager classification. These actions have no fiscal impact on the FY 2018-19 Budget.

COMMITTEE: Administrative, September 14, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Adopt the Information Technology Manager class specification (Attachment A).
2. Amend Sections 53 and 54 of the *Salary Resolution* to establish the salary for the new class specification (Attachment B).
3. Reclassify two Technology Implementation Manager positions in the Information Management Unit to the Information Technology Manager position.

Wayne Natri
Executive Officer

AJO:BB:mm

Background

Information Management staff includes two Technology Implementation Manager positions, overseeing the Systems Development unit and the Hardware & Network unit. The Systems Development manager recently retired. For operational and recruitment purposes, the job description was reviewed to determine whether the current class specification addresses existing and future responsibilities of this highly technical position.

Proposal

The current Technology Implementation Manager class specification reflects a previous organizational structure, where the communications and information processing functions were integrated into the rule development process. In addition, the job duties were written well before recent advances in computing, networking, and communication technologies. Managers in this class serve as principal consultants on technology matters, and coordinate agency information technology initiatives and programs for the agency. The proposed class specification establishes minimum requirements that include, but are not limited to: a comprehensive knowledge of hardware, software, systems, and all other components and peripherals related to information technology needs and operations; as well as a thorough knowledge of functioning in centralized, distributed, client server, and standalone operating environments. Therefore, to address the operational needs of the Information Management Division, staff recommends the adoption of the new classification of Information Technology Manager (Attachment A), and the reclassification of the existing positions.

In furtherance of this action, staff recommends amending Sections 53 and 54 of the *Salary Resolution* to incorporate the salaries for the new class specification. (Attachment B).

Resource Impacts

Funding for two Information Technology Manager positions are included in the FY2018-19 Budget. The reclassification of the two Technology Implementation Manager positions (Position Nos. 0817 and 0064) to the new Information Technology Manager position is cost neutral.

Attachments

Attachment A - Proposed New Class Specification for Information Technology Manager
Attachment B - Proposed Amendments to the *Salary Resolution*

ATTACHMENT A CLASSIFICATION SPECIFICATION

TITLE: INFORMATION TECHNOLOGY MANAGER

DATE:

DEFINITION: Under direction of an Assistant Deputy Executive Officer, plans, organizes, manages, reviews and evaluates the staff and activities of the SCAQMD's Information Management Division; performs related work as assigned.

This class is also responsible for managing large outsourcing contracts, and performs extensive networking with outside organizations. Assists the Assistant Deputy Executive Officer as an active change agent in implementing all processes aligned with the agency mission, and may be involved in the development and recommendation of agency wide Information Technology policy.

CLASSIFICATION STANDARDS: This management class is characterized by the responsibility for managing the daily administration of the Information Management Division. Incumbents in this class serve as principal assistants/consultants on technology matters to the SCAQMD and coordinate agency information technology initiatives and programs to promote and ensure consistent and appropriate information technology practices. Incumbents are responsible for accomplishing Information Management Division goals and objectives and for furthering SCAQMD goals and objectives within general policy guidelines.

ESSENTIAL DUTIES:

Develops and implements goals, objectives, policies, procedures, and work standards for the Information Management Division.

Organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects and trains staff and provides for their technical and professional development.

Confers with SCAQMD management regarding information technology systems services requested and delivered; develops long and short-range plans, including hardware and software upgrades and software development.

Resolves service complaints received from using departments and implements corrective action with staff; monitors operating conditions of SCAMQD's information technology infrastructure to assure efficiency.

Receives and prioritizes requests for automation and application development, and directs the development and implementation processes.

Evaluates information technology strategies to meet SCAQMD needs; effectively controls the acquisition of information technology services, application development, and hardware and software throughout SCAQMD.

TITLE: INFORMATION TECHNOLOGY MANAGER (continued)

Conducts or directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of periodic and special reports regarding department activities.

Prepares and monitors the Division budget; recommends resource allocation and fixed asset purchases to meet the actual and anticipated needs of SCAQMD.

Coordinates and directs the preparation of requests for proposal and contracts for acquisition of information technology services; orders and approves payment for information technology services and equipment.

Monitors developments and legislation related to information technology matters; evaluates their impact upon SCAQMD operations and recommends and implements equipment, policy and procedural improvements.

Directs the maintenance of information technology assets and maintains accurate records; prepares clear and concise reports, correspondence and other written materials.

Analyzes issues, prepares and presents reports and recommendations regarding technical and policy issues to the Board and various committees and other groups.

Advises the Assistant Deputy Executive Officer over Information Management on technical matters related to the Source Testing Program.

MINIMUM REQUIREMENTS:

Training and experience which would demonstrate thorough knowledge of modern methods and techniques of information technology infrastructure and resources management; comprehensive knowledge of hardware, software, systems, and all other components and peripherals related to information technology needs and operations; thorough knowledge of the capabilities and requirements of various computer platforms; thorough knowledge of functioning in centralized, distributed, client server, and standalone operating environments; thorough knowledge of multi-platform computer programs; thorough knowledge of systems analysis and programming; excellent project management skills.

Ability to manage projects of all sizes and complexity levels from concept to completion; demonstrated ability to work effectively as a team member and as a leader; excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; excellent interpersonal and communication skills to communicate technical information to non-technical audiences in user friendly language; demonstrated ability to establish and maintain effective working relationships with employees and the public as well as professional organizations and other groups (e.g. user groups, vendors, etc.) relevant to assigned functional areas; demonstrated ability to collaborate effectively to achieve department and SCAQMD goals; thorough understanding of and demonstrated ability to collaboratively develop effective information

technology solutions to efficiently achieve department and SCAQMD goals; demonstrated ability to multitask and effectively manage competing priorities and make sound decisions; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; sound critical thinking skills with the demonstrated ability to problem solve and make sound decisions including but not limited to under pressure and in emergency situations; ability to develop and maintain detailed accurate records (technical and other required records) and to make regular and special reports as assigned; accounting or other financial skills with sufficient ability to develop cost projections or budgets, manage expenditures in accordance with SCAQMD policies and manage operations effectively within an approved budget; good judgment; excellent customer service skills; tact; and courtesy.

EXPERIENCE:

Five years of experience supervising professional staff involved in software development, or information technology operations; or other technical projects and a demonstrated record of successful experience designing and/or architecting and implementing and operating advanced information technology systems.

EDUCATION:

Graduation from a four-year accredited college or university with a major in Information Technology, Computer Science, Engineering or a closely related field.

SUBSTITUTION:

A master's degree in one of the fields listed above may substitute for some of the direct supervisory experience required.

ATTACHMENT B

RESOLUTION NO. 18-_____

A Resolution of the South Coast Air Quality Management District Board amending SCAQMD's *Salary Resolution* to establish the new classification of Information Technology Manager at an annual salary range of \$115,401 - \$152,230.

WHEREAS, the Governing Board of the South Coast Air Quality Management District exercises its duty to review and determine appropriate wages, hours, and other terms and conditions of employment provided to employees.

THEREFORE, BE IT RESOLVED that the Board of the South Coast Air Quality Management District, State of California, in regular session assembled on October 5, 2018, does hereby amend SCAQMD's *Salary Resolution* to establish the new classification of Information Technology Manager at an annual salary range of \$115,401 - \$152,230.

DATE: _____

CLERK OF THE BOARDS



South Coast Air Quality Management District

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

LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, JUNE 8, 2018 MEETING MINUTES

MEMBERS PRESENT:

- Ben Benoit, Mayor Pro Tem, City of Wildomar and LGSBA Chairman
- Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre
- Paul Avila, P.B.A. & Associates
- Geoffrey Blake, Metal Finishers of Southern California
- LaVaughn Daniel, DancoEN
- Bill LaMarr, California Small Business Alliance
- Rita Loof, RadTech International
- Eddie Marquez, Paramount Petroleum
- David Rothbart, Los Angeles County Sanitation District

MEMBERS ABSENT:

- Dr. Clark Parker, Senate Rules Committee Appointee
- Janice Rutherford, Supervisor, Second District, San Bernardino County
- Felipe Aguirre
- Todd Campbell, Clean Energy
- John DeWitt, JE DeWitt, Inc.
- Cynthia Moran, Council Member, City of Chino Hills

OTHERS PRESENT:

- Mark Abramowitz, Board Member Consultant (*Lyou*)
- Ruthanne Taylor Berger (*Benoit*)
- Andrew Silva, San Bernardino County Administrative Office

SCAQMD STAFF:

- Jill Whynot, Chief Operating Officer
- Derrick Alatorre, Deputy Executive Officer
- Philip Fine, Ph.D., Deputy Executive Officer
- Jason Low, Ph.D., Asst. Deputy Executive Officer
- Nancy Feldman, Principal Deputy District Counsel
- Zorik Pirveysian, Planning & Rules Manager
- Aaron Katzenstein, Ph.D., Lab Services & Source Testing Manager
- Elaine-Joy Hills, AQ Inspector II
- Stacy Garcia, Secretary
- Yarely Ortiz, Student Intern
- De Groeneveld, Sr. Information Technology Specialist

Agenda Item #1 - Call to Order/Opening Remarks

Chair Ben Benoit called the meeting to order at 11:32 a.m.

Agenda Item #2 – Approval of March 9, 2018 Meeting Minutes/Review of Follow-Up/Action Items

Chair Benoit called for approval of the March 9, 2018 meeting minutes. The minutes were approved unanimously.

Agenda Item #3 – Follow Up/Action Items

Mr. Derrick Alatorre indicated that the Sexual Harassment Training information was emailed to the Advisory Group by Human Resources on March 13, 2018. A presentation on the SCAQMD Federal Offset Bank was requested by Mr. Paul Avila and staff will coordinate with Engineering and Permitting.

Mr. Alatorre stated that there is not much to report on Rule 219 as proposed amendments are currently underway. As for the request for a presentation on Cap and Trade, staff will invite the California Air Resources Board (CARB) to present on this topic.

Mr. David Rothbart asked what would happen with Emission Reduction Credits (ERC) for specific situations where, for example, a landfill offsets the maximum amount of emissions, but later closes and the emissions go down. Mr. Rothbart asked if SCAQMD would take the ERCs and put them back in the bank. Mr. Alatorre responded that staff would have to answer that question.

Action Item: Provide answer to Mr. Rothbart's question.

Agenda Item #4 – Update on 2016 Air Quality Management Plan (AQMP)

Mr. Zorik Pirveysian provided an update on the implementation of the 2016 AQMP.

Ms. Rita Loof asked if there is any information on the District's website regarding the projects under consideration. Ms. Loof further inquired if District staff is working with applicants in finding additional funding or directing them to other sources for potential funding. Mr. Pirveysian responded that the process of evaluation has not officially started. Staff is proposing to have panels that would review the proposals made up of representatives from District and external members. Staff would have to see which would qualify by criteria under the Request for Proposal (RFP). The ones that do not qualify will have to go through the next phase of analysis. We will have a list so people can see what we have received. As for the sources of funding, we hope to get more funding from the State when it comes to helping implement, not just the AQMP, but also AB 617.

Mr. Avila asked if further development of technology in achieving a goal for the plan is arbitrary or fluid. Mr. Pirveysian indicated that CARB proposed a number of technologies that are currently under development, which are not commercially available, but are expected to be in the next few years. Once these are commercially available and technically feasible, then it is a matter of deployment. CARB is anticipating that within the next several years, these technologies will be significantly developed, available for deployment, and have significant NOx reductions. Mr. Avila asked Dr. Fine if the Cap and Trade registers for funding SCAQMD. Dr. Fine responded that proceeds from Cap and Trade carbon auction have been going into the Greenhouse Gas Reduction Fund (GGRF), which is appropriated by the legislature theoretically every year. In this last year, a significant portion of those unallocated GGRF funds have been going into projects that get greenhouse gas reductions, but are increasingly focused on getting air pollution emission reductions not just CO₂ reduction. Mr. Alatorre added that there are currently negotiations in Sacramento regarding how much money is going to each district.

Mr. Bill LaMarr stated that since we have six times the amount of projects than funding, he hopes there would be a forum prior to the November Governing Board meeting so that the business community representing stationary sources would have input and a chance to see what those are. Dr. Fine responded that we are planning to do the same that was done for AB 1318, where staff recommendations were brought before the Administrative Committee.

Mr. Avila inquired about the State Implementation Plan (SIP) credit, asking if it is a supplement or an actual credit, and if it means money or an offset for a project. Mr. Pirveysian said that in regards to the SIP, we are talking about emission reduction credits. When we forecast emissions, they include the effect of all the existing regulations. SIP credit essentially means anything above and beyond that future baseline based on implementation and surplus emission reductions. Dr. Fine indicated that it is not a tradeable credit like ERCs.

Ms. Loof asked about stationary source incentive guidelines, specifically the timeframe and process. Mr. Pirveysian stated the process has started already and the number of projects received (under the RFP) will form the guidelines, which will be an ongoing process. The guidelines have to be approved by CARB and the US EPA in order for us to claim those reductions.

Mr. Rothbart referred to slide two of the presentation and asked, with all the reductions we have to achieve, how it's looking as far as mobile source and stationary reductions and timing, as we are approaching the date. Dr. Fine indicated that reductions can only come through incentives, and if there were feasible rules and regulations that could be adopted, there is no way they can be implemented in time to meet the deadlines. This was discussed in the AQMP, and CARB is also moving forward on rules, but it will not make a big dent because of the time they take to implement. Mr. Rothbart asked if we do not reach attainment and trigger Section 185 of the Clean Air Act, if we will be able to start planning ahead and deal with that reality. Dr. Fine responded that it would be premature to start planning for five years out, and we have near term deadlines where we owe US EPA SIP submittals. We will start looking at different options at that point. There will be a lot of implications if we cannot get to attainment. Mr. Rothbart stated that it was not a quick fix for Section 185 and was concerned about starting to work on it sooner than later. Dr. Fine said we did fix it for the 1-hour standard and accounting may show we need to do something else at some point; however we are good for a few years.

Agenda Item #5 – Update on Community Air Toxics Monitoring Efforts

Dr. Jason Low presented an update on community monitoring efforts describing the overall framework and timeline for these activities.

Mr. LaMarr asked how much incentive money there is and what the source is. Dr. Low replied that as far as stationary sources, he is not aware of any specifics for air toxics. Mr. LaMarr asked regarding Paramount, if Aerocraft and Anaplex are the only facilities found to be worthy of monitoring with concentrations significantly above thresholds, or if there are other facilities. Dr. Low said that there has been another facility identified in North Long Beach called Lubeco. Dr. Low indicated that we have also initiated studies in Compton and there were elevated levels in Compton and in Paramount intermittently, but not anything like 2016. We are performing other studies to find other potential sources. We have recently contracted out with UC Riverside to look at furnaces and we have done a pilot study looking at cement grinding and cutting. The District is actively pursuing other contributors. Mr. LaMarr asked about results on optical remote sensing for gasoline dispensing facilities. Dr. Low

responded that we have a remote sensing program website that includes reports with results from the study.

Mr. Rothbart asked about community monitoring and if there is any thought in taking community monitoring and putting it on the website before going through validation. Dr. Low stated that part of the Air Quality Sensor Performance Evaluation Center (AQ-SPEC) program is engagement and education, including how to use sensors appropriately and how to derive community tool box, which will be available on the AQ-SPEC website. It is being developed in coordination with two contractors as part of the grant – Sonoma Technology, Inc. (STI) and UCLA. Mr. Rothbart asked if there will be some proofing of data before it goes public. Dr. Low said that we have our air monitoring data which has the full vetted methods. We provide real time information, which goes through automated checks. A lot of the data is informational and for an educational component.

Ms. Loof asked who will be making the determination as to whether sensors are appropriate for work that SCAQMD staff performs and if there is a public process through the Board where proposals will be brought because of different technical opinions. Dr. Low said that there is a national effort led with a subdivision of the US EPA called E Enterprise. There are conferences on assessing different levels of performance and methodologies for uses. Also, there are efforts within California with CARB and other counterparts of larger air districts in California. With AB 617 initiatives coming, integration technology will be out there to give an idea of how to use the sensor information. We will be relying on decisive action. Ms. Loof brought up a monitoring effort in the past where kids in schools had sensors in their backpacks and asked what happened to that data. Dr. Low said he believes that was the children's health study. Chair Benoit inquired as to what was being monitored in that study. Dr. Low stated that he thought it was particulate matter (PM). Chair Benoit said that he did an event in Riverside where kids walked around school campuses carrying small sensors with GPS on them. The highest reading was PM in the lunch area from barbequing. Three to four schools participated in events like this.

Agenda Item #6 – SCAQMD Laboratory Tour

Dr. Aaron Katzenstein led a tour of SCAQMD's laboratory to those interested.

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

No comments.

Agenda Item #8 - Other Business

Mr. Avila inquired about articles in newspapers on the Exide issue and asked if it is feasible in a lawsuit to exclude health data. Ms. Nancy Feldman responded that all scientific evidence is held to a standard and if it meets a standard, it will be admitted into evidence. She is not aware of this lawsuit and what the public health information is being used to establish.

Agenda Item #9 - Public Comment

No comments.

Agenda Item #10 – Next Meeting Date

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, July 13, 2018 at 11:30 a.m.

Adjournment

The meeting adjourned at 1:00 p.m.