

BOARD MEETING DATE: January 9, 2015

AGENDA NO. 17

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met on Friday, December 12, 2014. The Committee discussed various issues detailed in the Committee report. The next Administrative Committee meeting is scheduled for Friday, January 16, 2015 at 10:00 a.m.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

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Attendance: Attending the December 12, 2014 meeting were Committee Members Chairman William Burke, Mayor Dennis Yates, Supervisor Josie Gonzales and Dr. Clark E. Parker, Sr. at SCAQMD headquarters.

ACTION/DISCUSSION ITEMS:

1. **Board Members' Concerns:** Dr. Burke commented that our new website was vastly improved; however, he inquired whether the website was Section 508 compliant. (Section 508 is an amendment to federal law mandating that all information technology used by governmental bodies be accessible to people with disabilities.) Staff responded that was one of the requirements in the contract and provide a report at the next Administrative Committee meeting. Dr. Burke added that he would also like to know whether the recommendations mentioned in the assessment report had been done and whether an evaluation had been completed to see if the website was doing the job it was designed to do.
2. **Chairman's Report of Approved Travel:** Executive Officer Barry Wallerstein reported that Councilman Buscaino went to China, South Korea and Japan and has some ideas about moving forward to strengthen some of the policy work

between those countries and this agency. In addition, there were two Sacramento trips noted, one for the Chairman to meet with state legislators and one for Mayor Judith Mitchell to attend the monthly CARB Board meeting.

3. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
4. **Report of Approved Out-of-Country Travel:** None to report.
5. **Airing SCAQMD Governing Board Monthly Meetings on Local Public Affairs Channels:** Deputy Executive Officer Lisha Smith advised that during the July 2014 Administrative Committee meeting, she reported on staff's progress regarding broadcasting the monthly Governing Board meetings on local public access channels throughout the four-county area. Some cities were interested in airing the full meetings; however, others preferred not to air the entire Board meetings. At that time, Dr. Parker and Supervisor Gonzales suggested doing an abbreviated version of the meetings. Ms. Smith had also suggested producing a video segment that highlights major portions of the meetings and adding PSAs and promotions of our agency programs and services. She mentioned that she had spoken to Time Warner's Director of Public Relations about the idea and he encouraged the concept of an abbreviated video, with a suggested length of about nine minutes. As an example of what can be produced in-house, staff created a video recapping the July Governing Board meeting, which was introduced by Ms. Smith and viewed by the Committee. In order to develop and produce such a video, it would take about a two-week timeframe; however, staff will continue to streamline that time.

Dr. Burke thought the video was very positive and only expressed concern about showing charts on TV. Dr. Parker also thought it was very good and suggested that, when showing charts, soft background music could be added that would better enable people to concentrate more on what the charts reflect. Dr. Burke suggested shortening the video to five minutes for greater distribution.

Supervisor Gonzales also thought the video was very good and requested that staff draft a letter explaining what the agency is offering that could be mailed to her cities and she would ensure that her county public access channel include a scheduled airing of the video. She also suggested that it be sent to the county unified school districts to get as much participation and support as possible. A reminder could be sent to them once a year to include airing of the video in their schedule. Dr. Burke thought that was an excellent idea and commented that each Supervisor on our Board should do that in their county. Dr. Wallerstein added that a second follow-up letter can be given to those participating, which says thank you and we appreciate their participation.

The Committee was in full agreement to move forward with the project.

6. **Amend Existing Contracts for Legislative Representation in Washington, D.C.:** Ms. Smith reported that the first-year contracts for our two federal consultants, Kadesh & Associates and the Carmen Group, will expire January 14, 2015. Both groups have been effective in advancing our agency's interests on Capitol Hill and the White House as well as bringing to our attention issues on which the agency must stay engaged.

Moved by Yates; seconded by Parker; unanimously approved.

7. **Resolution of Support in Concept for Salton Sea Restoration and Renewable Energy Initiative (SSRREI):** Dr. Wallerstein reported that Supervisor Benoit asked that SCAQMD consider a resolution of 'support in concept' for the SSRREI being proposed by the Imperial Irrigation District, including Salton Sea restoration and dust mitigation efforts linked with development of renewable energy resources including geothermal, solar, wind, and biofuels. The initiative seeks to avert dire public-health, environmental, and economic consequences looming for the region as the sea level drops, exposing large expanses of playa (beach) where sediment is exposed to windstorms and poses a major air pollution issues.

Moved by Gonzales; seconded by Yates; unanimously approved.

8. **Approve Memorandum of Agreement among the Division of Oil, Gas, and Geothermal Resources ("DOGGR"), CARB and SCAQMD Regarding Well Stimulation Treatments and Well Stimulation Treatment – Related Activities:** Chief Deputy Counsel Barbara Baird reported that this item is to approve and forward to the full Board authorization for the Executive Officer to enter into a Memorandum of Agreement with the Department of Conservation Division of Oil, Gas and Geothermal Resources (DOGGR) and the California Air Resources Board. The Legislature enacted SB 4 by Senator Fran Pavley in 2013 related to hydraulic fracturing. In the bill there is a requirement for DOGGR to enter into agreements with CARB and the air districts setting forth the various responsibilities and authorities of those agencies. Staff has negotiated the terms of the agreement with CARB and DOGGR and the key remaining issue to be resolved is our request to remove language indicating that the air district should comment on DOGGR-proposed well stimulation treatment permits within 14 days. Staff is concerned that these permits will likely cover a number of wells often located in highly populated areas and require extensive and careful analysis.

Dr. Wallerstein commented that, given the Board's significant concerns about issues related to well stimulation and concerns raised by various communities, he requested that we be given 45 days to review the permits which is granted to review an EIR. Ms. Baird added that although DOGGR has accepted the idea that we could have up to 45 days in special cases, they have insisted on having a basic requirement that we comment on their permits in 14 days. Staff does not believe that is realistic and we should not mislead the public to think that they are going to get comments in 14 days when that is not likely to happen. Dr. Wallerstein also mentioned that he wanted to negotiate some clarifications regarding the Board's existing authority and the ability to modify the MOA if circumstances change. Thus, clarifying language was added that allows our Board to either revise the agreement or draft another agreement applicable to DOGGR, CARB, and SCAQMD with no party unreasonably withholding approval.

Moved by Yates; seconded by Parker; forwarded to Board without recommendation.

9. **Execute Contracts to Conduct 2015 Lawn Mower Exchange Program:** Deputy Executive Officer Matt Miyasato reported that this action is to execute contracts with two lawn mower vendors, Black & Decker, Inc. and The Greenstation, to purchase cordless electric lawn mowers and to conduct the "Mow Down Air Pollution" 2015 Lawn Mower Exchange Program in an amount not to exceed \$640,000.

Moved by Parker; seconded by Yates; unanimously approved.

10. **Report on Major Projects for Information Management Scheduled to Start During Last Six Months of FY 2014-15:** Assistant Deputy Executive Officer Chris Marlia advised that this action is to report on major automation contracts and projects to be initiated by Information Management during the last six months of FY 2014-15.

Moved by Yates; seconded by Parker; unanimously approved.

11. **Issue RFP to Verify Inventory of Atmospheric Pressure Relief Devices at Refineries and Check for Existence of Refinery Fuel Supply Lines(s) that By-pass Fuel Monitors:** Deputy Executive Officer Mohsen Nazemi reported that this item is to request approval to issue an RFP for bids from third parties to verify the number of pressure relief devices in refineries and inspect the fuel supply lines around the monitoring systems.

Moved by Gonzales; seconded by Yates; unanimously approved.

12. **Report of RFQs Scheduled for Release in January:** Mr. O'Kelly advised that this item requests the release of an RFQ for the lease of mailing equipment.

Moved by Yates; seconded by Parker; unanimously approved.

13. **Review of the January 9, 2015 Governing Board Agenda:** There were no questions regarding the January 9, 2015 Governing Board Agenda.

14. **Other Business:** None

15. **Public Comment:** None

Meeting adjourned at 11:00 a.m.