

BOARD MEETING DATE: June 5, 2015

AGENDA NO. 19

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met on Friday, May 8, 2015. The Committee discussed various issues detailed in the Committee report. The next Administrative Committee meeting is scheduled for Friday, June 12, 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 May 8, 2015 meeting in Newport Beach were Committee Members William Burke, Dennis Yates, Clark E. Parker Sr. and Judith Mitchell.

**ACTION/DISCUSSION ITEMS:**

1. **Board Members' Concerns:** None.
2. **Chairman's Report of Approved Travel:** Executive Officer Barry Wallerstein reported that Councilmember Judith Mitchell will be traveling to Sacramento to attend the monthly CARB Board meeting and Mayor Miguel Pulido will be attending the U.S. Conference of Mayors in San Francisco regarding air quality-related issues.
3. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Dr. Wallerstein reported that this item is to approve the annual renewal of the existing Board Consultants and Assistants compensation proposals except one of Board Member Cacciotti's Board Consultants. Councilman Cacciotti is still considering that proposal and will submit it for approval at the June meeting.

Moved by Yates; seconded by Parker; unanimously approved.

4. **Report of Approved Out-of-Country Travel:** None to report.
5. **Update on Riverside County Paving Projects Funded by AB 1318 Mitigation Funds in Coachella Valley:** Assistant Deputy Executive Officer Fred Minassian provided an update on the Riverside County AB 1318 Road Paving Projects which are resulting in significant reductions of unhealthful fugitive dust emissions. The Board approved \$4.1 million for the projects, which were all located in environmental justice areas. The contract identified 31 projects as Priority 1 with 10 additional projects identified as Priority 2, which were to be completed with any remaining funds. In addition, the Riverside County Transportation Department augmented the project with \$270,000. In the event that any of the projects exceeded their estimated cost, an amount of approximately \$390,000 was set aside as a contingency fund to ensure that the projects would be completed. However, all the projects were completed within cost. This item is to request a no-cost amendment to move the \$390,000 contingency amount to Priority 2 for more projects. Mr. Minassian presented a short video that detailed the success and accomplishment of the mobile home park project, which is 90% complete. A total of nine miles will be paved benefitting air quality for many children and families.

Moved by Mitchell; seconded by Yates; unanimously approved.

6. **Approve Transfer of Monies from Health Effects Research Fund to Brain & Lung Tumor and Air Pollution Foundation and Authorize Solicitation and Potential Funding of Proposals:** Dr. Wallerstein advised that in recent meetings the Committee has received reports regarding revenues from penalties and further advised that the Board's policy has been to periodically transfer penalty money to the Brain & Lung Tumor and Air Pollution Foundation. This action is to transfer \$2.5 million of penalty money to the foundation which will then issue an RFP under the foundation's guidelines and use the money to fund research projects on brain and lung tumors and air pollution.

Moved by Yates; seconded by Parker; unanimously approved.

7. **Execute Sole-Source Contract for Three-Year Service Agreement for SCAQMD Access to On-Line Legal Research Libraries:** General Counsel Kurt Wiese advised that this item is to approve a contract for on-line legal research services with Thomson Reuters-West for \$75,000.

Moved by Yates; seconded by Mitchell; unanimously approved.

8. **Install Air Filtration System at a School in Boyle Heights, Conduct Lawn Mower Exchange Events in Boyle Heights and San Bernardino, Upgrade Boilers in San Bernardino and Conduct Home Weatherization Program in Boyle Heights and San Bernardino:** Director of Strategic Initiatives Susan Nakamura reported that in 2011 U.S. EPA awarded SCAQMD a Targeted Air Shed Grant for \$2.9 million to assist with the implementation of the Clean Communities Plan in Boyle Heights and San Bernardino. To date, \$1.2 million has been spent. To engage the community and encourage residents to participate, staff has been working on the implementation of four incentive programs for air filtration in schools, yard equipment exchange, and boiler and process heater efficiency upgrades for use of the remaining funds. This item is to request approval to 1) amend a contract with IQAir North America, adding \$435,632 to install air filtration systems at Murchison Street Elementary School in Boyle Heights; 2) execute contracts with Black and Decker, Inc. and The Greenstation to purchase up to 800 lawn mowers in an amount not to exceed \$164,000 to conduct two residential lawn mower exchanges; 3) execute a contract with the City of San Bernardino in an amount not to exceed \$57,000 for the differential cost of installing high-efficiency condensing boilers; and 4) authorize the Executive Officer to enter into a Collaboration Agreement with Southern California Gas Company in an amount not to exceed \$500,000 to conduct a home weatherization program.

Mayor Yates commented that this is a prime opportunity for the District to require its subcontractors to hire young people from the environmental justice areas so that they can learn a vocation as part of this program by teaching them skills such as glazing, caulking and weatherizing a house, thus gaining the experience needed for a possible permanent job. Dr. Wallerstein responded that staff will follow up with Southern California Gas Company regarding that request.

Moved by Parker; seconded by Yates; unanimously approved.

9. **Issue RFP for Refurbishment of Pace Air Handlers at SCAQMD Headquarters:** Assistant Deputy Executive Officer Bill Johnson reported that this item requests authorization to issue an RFP for the refurbishment of the air handler systems at District Headquarters, now in their third decade of service. There are approximately 23 air handlers and 3-5 air handlers will be replaced per year over a 5-year time period.

Moved by Yates; seconded by Mitchell; unanimously approved.

10. **Report of RFPs Scheduled for Release in June:** Chief Financial Officer Michael O'Kelly reported that this item requests issuance of an RFP for security guard services. It is typically a three-year agreement, and the current contract expires at the end of this year.

Moved by Yates; seconded by Mitchell; unanimously approved.

11. **Review of the June 5, 2015 Governing Board Agenda:** There were no questions regarding the June 5, 2015 Board Agenda.

12. **Public Comment:** None.

Meeting adjourned at 8:30 a.m.