

BOARD MEETING DATE: March 4, 2016

AGENDA NO. 29

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met on Friday, February 12, 2016. The Committee discussed various issues detailed in the Committee report. The next Administrative Committee meeting is scheduled for Friday, March 11, 2016 at 10:00 a.m.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

nv

Attendance: Attending the February 12, 2016 meeting were Committee Vice Chair Ben Benoit at SCAQMD headquarters, and Committee Chair Dr. William A. Burke and Committee Member Dr. Clark E. Parker, Sr. via videoconference. Committee Member Judith Mitchell was absent due to a calendar conflict.

ACTION/DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** Executive Officer Barry Wallerstein reported on Councilmember Buscaino's upcoming travel to the National League of Cities, Energy, Environmental & Natural Resources Committee where air quality issues will be discussed in Washington, D.C., as well as Councilmember Mitchell's upcoming monthly CARB Board meeting in Sacramento.
3. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Dr. Wallerstein reported that Councilmember Robinson has selected Matt Holder as a Board Consultant and Thomas Fuentes, Jr. as a Board Assistant. Vice Chair Benoit is adjusting the existing contracts for his current consultants, Ruthanne Taylor Berger and Dan York.

Moved by Dr. Parker; seconded by Benoit, unanimously approved.

4. **Report of Approved Out-of-Country Travel:** None to report.
5. **Set Public Hearing April 1, 2016 to Receive Public Input on Executive Officer's Draft Goals and Priority Objectives for FY 2016-17:**
Dr. Wallerstein reported that this is an early draft of the upcoming draft goals and priority objectives as this will be part of a Set Hearing package. With the next Board package, initial feedback will be received from the Board, and it will ultimately come back to the Board at a later date for approval. Dr. Burke inquired if this requires a motion. Dr. Wallerstein responded that it does not.
6. **Execute Contract for Elevator Service, Repairs and Preventative Maintenance:** Assistant DEO/Human Resources Bill Johnson reported that last year staff released an RFP for maintenance and repair of SCAQMD's seven elevators and staff is following the proposal process by making recommendations to award a three-year contract to ThyssenKrupp Elevator Service. Although ThyssenKrupp Elevator Service is not the lowest cost proposer, it is believed based on the substantial by greater experience of this firm as opposed to the three other proposers, that the greater experience justifies the higher cost. Dr. Wallerstein reported that Counsel has advised that committees must have a roll call vote for meetings via videoconference for the items for committee review. General Counsel Kurt Wiese further added that is a new requirement set by the state. Dr. Wallerstein inquired if a motion for Agenda items 3 and 6 can be combined. Mr. Wiese indicated yes. Councilmember Benoit made a motion to approve both items concurrently.

Moved by Parker; seconded by Benoit; unanimously approved.

Ayes: Benoit, Dr. Parker, Dr. Burke
Noes: None
Absent: Mitchell

7. **Approve Position Reclassification:** Mr. Johnson reported that staff is requesting Board approval for a position reclassification as a written request was received by the Teamster's Union in which a Computer Operator was performing at a higher level of duties. Human Resources' staff has evaluated the request and has recommended that the position be reclassified to an Assistant Telecommunication Technician position. Included in the Board letter is that the matter is subject to an Administrative Grievance filed by the Teamster's Union. In addition, a third-party consultant, Koff & Associates, will conduct a number of classification studies within the Information Management department to ensure that the critical functions of these positions are accurately identified. Councilmember Benoit

inquired whether the position subject to the reclassification request would be included in the classification studies to be conducted. Mr. Johnson affirmed that the position would be included.

Moved by Benoit; seconded by Parker; unanimously approved.

Ayes: Benoit, Dr. Parker, Dr. Burke
Noes: None
Absent: Mitchell

8. **Amend Contract for Document and Case Management System for SCAQMD's Legal Department:** Mr. Wiese reported that this item is to request an increase in funding for an Information Management project for the Legal Department. The cost of the original contract was \$238,130; this is to request an increase in funding for an additional \$34,500 to complete the project. The additional money will be used for two tasks. The first task is to enable the preparation of the case settlement report that goes to the monthly Board meeting. The second task is to complete the development of script that will enable staff to access information from the SCAQMD's database onto their desktops. The SCAQMD has an in-house database that is several decades old so the project has become more complicated, requiring additional money to proceed with that task as well. Councilmember Benoit inquired about the second task, was the script to be done in-house or was it part of the original contract, or did it result into a larger project? Mr. Wiese responded the second task was part of the original contract, but the scope and dollar amount turned out to be more than what was originally allocated. Councilmember Benoit commented he understood it to be a new system related with a really old system, which normally does not work well. Councilmember Benoit inquired when these reports are created will they come to the Board in a .PDF format rather than a scanned document as the scanned documents are difficult to read? Mr. Wiese responded that there will now be the ability to create the documents in the .PDF format.

Moved by Benoit; seconded by Parker; unanimously approved.

Ayes: Benoit, Dr. Parker, Dr. Burke
Noes: None
Absent: Mitchell

9. **Transfer and Appropriate Funds and Issue Purchase Order for Field Monitoring Equipment:** Deputy Executive Officer/Engineering and Compliance Mohsen Nazemi reported that this item is to request approval of the purchase of an infrared camera for the use of field compliance activities. Infrared cameras have been proven to be a very useful tool to conduct inspections from fugitive leaks at

refineries, landfills and most recently, at the Aliso Canyon natural gas leak. The SCAQMD has been using infrared technology for the past 10 years. The SCAQMD had obtained a camera in 2006 was under terms of a settlement agreement with Shell Oil products. The agreement was a 10-year lease agreement and will expire this year. The new infrared camera would be a more compact, portable unit, with an integrated recording system that requires much less maintenance than the existing unit. The purchase price of the camera is \$150,000 and includes training for 15 staff members by the supplier. Dr. Parker inquired which hydrocarbons are measured? Mr. Nazemi responded that the camera is capable of measuring C4 through C10 hydrocarbons, including methane, which is not an ozone-forming or reactive hydrocarbon. The camera is a qualitative piece of equipment, but the camera doesn't actually measure the PPM of the release or mass emissions. One of the advantages is that the camera can first identify where a leak is and then the use of portable analyzers, TVAs or OVAs, will measure the PPM. Dr. Parker inquired if the current camera is being used at the Porter Ranch facility? Mr. Nazemi responded yes. It was also noted that the older unit is much heavier and difficult to carry around; the recording device is a separate piece as the new camera is integrated, it has a telephoto lens and is much easier to use.

Councilmember Benoit commented that the new camera appears to be a very expensive handcam. Dr. Burke commented that he will be voting against the purchase of a new camera since he is unsure if the leased camera currently in SCAQMD possession is still effective, and if the SCAQMD is spending \$150,000 for something that appears to be something that is easier to carry. Dr. Parker inquired will the camera be purchased or under a lease? Mr. Nazemi responded the SCAQMD would own the new camera. Mr. Nazemi further added, it's not just the weight of the camera, the new camera is also much more accurate to low levels of emissions and it has its own integrated recording device. Dr. Burke inquired why is the SCAQMD buying the camera rather than leasing? Mr. Nazemi responded that he looked at the lease option, but it was not cost-effective since the monthly payments within a couple of years would have exceeded the cost of the camera. Dr. Burke commented it was hard for him to believe that was the case. Councilmember Benoit inquired what is the model number of the existing leased camera? Mr. Nazemi responded that the existing model number wasn't readily available, but would look into it. Mr. Nazemi indicated the new camera model number is GF 320. Mr. Nazemi further added that the California Department of Gas and Geothermal Resources is also considering to purchase the GF 320 camera as well. Dr. Wallerstein recommended that the lease price, the purchase price and the model number of the current camera in its upgraded form be included within the Board letter. Dr. Wallerstein further added that it would be beneficial to the SCAQMD to own more than one GF 320 camera due to its many technological advantages. The existing camera was instrumental in discovering some of the leaks at Allenco. At service stations, vapors billowing out are visible when the

vapor control nozzles aren't working. With the number of sources within SCAQMD's jurisdiction, any piece of equipment can malfunction and need repair; therefore, Dr. Wallerstein is recommending to acquire more than one camera, with the recognition that the camera is a very expensive piece of equipment. Councilmember Benoit inquired as part of the training, can the trainer provide a demonstration of the camera at the next Board meeting? Mr. Nazemi responded the vendor will be contacted to check availability for an onsite demonstration. Councilmember Benoit inquired if an onsite demonstration would aid Dr. Burke in making a decision about the camera purchase. Dr. Burke responded that he has no problems regarding the effectiveness of the camera and the need for the camera, but there is a fiduciary responsibility to get the best possible deal. Councilmember Benoit commented if there are multiple cameras being purchased, then a discount should be provided. Dr. Burke inquired where do the funds come from to purchase the camera? Dr. Wallerstein responded in this case, the funds are coming from an AES settlement account. Dr. Burke commented that it's a good use of the penalty money. Councilmember Benoit added that a demonstration wasn't necessary after all. Upon further discussion of the purchase of the new camera, Dr. Burke has decided to change his vote to yes.

Moved by Benoit; seconded by Parker; unanimously approved.

Ayes: Benoit, Dr. Parker, Dr. Burke
Noes: None
Absent: Mitchell

10. **Recommend to Appoint Member to SCAQMD Environmental Justice Advisory Group:** Deputy Executive Officer/Legislative and Public Affairs Lisha Smith reported this item is to approve the recommendation to appoint Mr. Myron Hale to serve on the Environmental Justice Advisory Group. Mr. Hale brings a valuable combination of skills and expertise; he has a Master's Degree in City/Urban Planning from Harvard with a strong financial background and air quality experience. Vacancies exist in the advisory group to facilitate Mr. Hale's appointment.

Moved by Burke; seconded by Parker; unanimously approved.

Ayes: Benoit, Dr. Parker, Dr. Burke
Noes: None
Absent: Mitchell

11. **Local Government & Small Business Assistance Advisory Group Minutes for the December 11, 2015 Meeting:** Attached for information only are the minutes for the December 11, 2015 meeting of the Local Government & Small Business Assistance Advisory Group.
12. **Environmental Justice Advisory Group Minutes for the November 12, 2015 Special Meeting:** Attached for information only are the minutes for the November 12, 2015 special meeting of the Environmental Justice Advisory Group.
13. **Review March 4, 2016 Governing Board Agenda:** None.
14. **Other Business:** None.
15. **Public Comment:** None.

Meeting adjourned at 10:25 a.m.

Attachments

1. Local Government & Small Business Assistance Advisory Group Minutes for the December 11, 2015 Meeting
2. Environmental Justice Advisory Group Minutes for the November 12, 2015 Special Meeting

ATTACHMENT 1



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, DECEMBER 11, 2015 MEETING MINUTES

MEMBERS PRESENT:

Dennis Yates, Mayor, City of Chino and LGSBA Chairman
Ben Benoit, Mayor, City of Wildomar and LGSBA Vice Chairman
Felipe Aguirre
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California/All Metals
Todd Campbell, Clean Energy
Maria Elena Kennedy, Kennedy Communications
Rita Loof, RadTech International
David Rothbart, Los Angeles County Sanitation District

MEMBERS ABSENT:

Lupe Ramos Watson, Councilmember, City of Indio

OTHERS PRESENT:

Earl Elrod, Board Member Assistant (*Yates*)
Dave Czamanske, Board Member Assistant (*Cacciotti*)

SCAQMD STAFF:

Derrick J. Alatorre, Asst. Deputy Executive Officer/Public Advisor
Nancy Feldman, Principal Deputy District Counsel
Lori Langrell, Secretary
Lisha B. Smith, Deputy Executive Officer
Paul Wright, Audio Visual Specialist

Agenda Item #1 - Call to Order/Opening Remarks

Mayor Dennis Yates called the meeting to order at 12:02 p.m.

Agenda Item #2 – Approval of November 13, 2015 Meeting Minutes/Review of Follow-Up/Action Items

Chair Yates called for approval of the November 13, 2015 meeting minutes. The Minutes were approved unanimously.

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

Mr. Derrick Alatorre advised there were no action items arising out of the November 13, 2015 meeting.

Agenda Item #4 – Local Government & Small Business Assistance Advisory Group 2015 Accomplishments/2016 Goals & Objectives

Mr. Alatorre provided an overview of 2015 accomplishments, and highlighted a few of the topics discussed during the year. Mr. Alatorre also indicated that ten items were presented as goals for the group, and invited suggestions from the Advisory Group members for further items to discuss.

Agenda Item #5 –Monthly Report on Small Business Assistance Activities

No comments.

Agenda Item #6 - Other Business

No comments.

Agenda Item #7 - Public Comment

Governing Board Chairman Dr. William Burke asked to address the Advisory Group, and to make some remarks about LGSBA Chair Dennis Yates as this meeting would be his last, and reflecting on his service as Chair of the LGSBA Advisory Group. Dr. Burke invited further comments, to which Governing Board Member Dr. Clark Parker, Governing Board Member/LGSBA Vice Chair Ben Benoit, Derrick Alatorre and Todd Campbell provided reflection and remarks as well.

Adjournment

The meeting adjourned at 12:26 p.m.

ATTACHMENT 2



South Coast Air Quality Management District

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

SPECIAL MEETING OF THE ENVIRONMENTAL JUSTICE ADVISORY GROUP FRIDAY, NOVEMBER 12, 2015 MEETING MINUTES

MEMBERS PRESENT:

Dr. Joseph Lyou, AQMD Governing Board, EJAG Chairman
Angelo Logan, Urban & Environmental Policy Institute (UEPI) - Occidental College
Daniel Morales, National Alliance for Human Rights
Dr. Afif El-Hasan, American Lung Association
Evelyn Knight, Long Beach Economic Development Commission
Larry Beeson, Loma Linda University, School of Public Health
Mary Figueroa, Riverside Community College
Paul Choe, Korean Drycleaners & Laundry Association
Rafael Yanez, Member of the Public
Rhetta Alexander, San Fernando Valley Interfaith Council

MEMBERS ABSENT:

Alycia Enciso, Small Business Owner, San Bernardino
Andrea Hricko, Southern California Environmental Health Services Center
Arnold Butler, Inglewood Unified School District Board
Brenda Threatt, First African Methodist Episcopal (AME) Church
Judy Bergstresser, Member of the Public
Lizette Navarrete, University of California, Riverside
Maria Elena Kennedy, Quail Valley Task Force
Micah, Ali, Compton Unified School District
Msgr. John Moretta, Resurrection Church
Pastor Raymond Turner
Pat Kennedy, Greater Long Beach Interfaith Community Organization
Rudy Gutierrez, Community Representative, Coachella Valley
Suzanne Bilodeau, Knott's Berry Farm
William Nelson, OC Signature Properties
Woodie Rucker-Hughes, NAACP- Riverside Branch

OTHERS PRESENT

Sue Gornich

SCAQMD STAFF

Derrick Alatorre, Assistant DEO
Daniel Wong, Senior Office Assistant

Daniela Arellano, Senior Public Information Specialist
Jeanette Short, Senior Administrative Secretary
Jennifer De La Loza, Secretary
Jill Whynot, Assistant DEO
Lisa Tanaka, Community Relations Manager
Marc Carrel, Program Supervisor
Nicholas Sanchez, Sr. Deputy District Counsel

Agenda Item #1: Call to Order/Opening Remarks

Chair Dr. Joseph Lyou called the meeting to order at 12:10 pm.

Chair Lyou indicated the NOx Reclaim issue is a high priority. He also congratulated Dr. Afif El-Hasan for receiving a Clean Air Award from the SCAQMD.

Agenda Item #2: Approval of April 24, 2015 Meeting Minutes

Mr. Derrick Alatorre indicated Sue Gornich's name was misspelled in the minutes.

Action Item: Correct the spelling on Sue Gornich's name.

Chair Lyou called for the approval of the minutes. The April 24, 2015 meeting minutes were approved.

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

Mr. Derrick Alatorre reviewed the action items from the April 24, 2015 meeting.

1. Chair Lyou requested that a copy of Dr. Lawrence Beeson's report regarding the respiratory health of children living in San Bernardino, be distributed to all EJAG members.
 - a. *The report was distributed to EJAG members*
2. Chair Lyou requested a tour of the SCAQMD facility for the January 29, 2016, EJAG Meeting.
 - a. *A tour of the lab is agendized for the January 29, 2016 EJAG Meeting*
3. Ms. Rhetta Alexander requested more information on how the Trans-Pacific Partnership would affect SCAQMD rules and regulations such as the NOx program.
 - a. *Item Pending*

Agenda Item #4: Member Updates

Mr. Daniel Morales provided information on efforts in the City of Colton related to a concrete facility which is near an elementary school.

Mr. Angelo Logan reported foul odors emanating from the sewers in the East Los Angeles area, particularly along the 110 Freeway near the 7th Street Bridge. Mr. Logan also reported that the City of Commerce has implemented a green zones policy that addresses ways to alleviate toxic

emissions and reduce exposure for local residents, while increasing local green jobs and boosting the economy. Mr. Logan further stated there is a foul odor in the Long Beach area which he believes might be natural gas.

Ms. Evelyn Knight will provide an update at the next meeting, regarding the Southern California International Gateway Project (SCIG).

Ms. Mary Figueroa inquired about how to best identify all the warehouses located within the South Coast Air Basin. Chair Lyou advised Ms. Figueroa to look at the Governing Board Agendas over the past two years, to determine which companies presented warehouse proposals to SCAQMD, as part of the CEQA process. Mr. Angelo Logan indicated Cambridge Systematics conducted a warehousing study that might be relevant to the group.

Action Item: Chair Lyou requested that SCAQMD staff find the Cambridge Systematics Study and share it with the group.

Mr. Rafael Yanez reported he continually receives complaints on two issues: 1) Foul odors near the four level interchange in Downtown Los Angeles and 2) Foul odors at the corner of Fairfax Ave. and 6th Street in Los Angeles. Underground oil wells are causing the odors, and not much can be done to resolve the problem.

Mr. Paul Choe reported that dry cleaners will likely achieve compliance with Rule 1421.

Dr. Afif El-Hasan indicated electronic health records are making it easier to measure health trends such as obesity and hypertension, based on zip codes. This could potentially demonstrate how changes in behavior could result in health improvements. He will share information with the EJAG group if granted permission from his employer.

There were no comments from members of the public.

Agenda Item #5: Nomination of Environmental Justice Advisory Group Member to SCAQMD Advisory Council

Mr. Derrick Alatorre indicated the 2016 Air Quality Management Plan (AQMP) process requires one EJAG member to be on the SCAQMD Advisory Council. The member commits to review and provide feedback on the health impacts addressed in the AQMP.

Dr. Afif El-Hasan was nominated and accepted as the 2016 AQMP Advisory Council without any objections nor public comment.

Agenda Item #6: 2016 Draft Goals & Objectives

Mr. Derrick Alatorre presented the 2016 Draft Goals and Objectives, as proposed during the last EJAG meeting.

Mr. Angelo Logan encouraged SCAQMD to be more involved in the preparation of SCAG's Regional Transportation Plan, as opposed to just serving as a system of checks-and-balances. He also encouraged a focused effort on oil and gas production and/or fracking that affect environmental justice communities. Mr. Logan also discussed the importance of properly categorizing the "trash-to-energy" movement as he does not feel it is a clean nor sustainable energy source. He would like to also get an update on Proposed Rule 4001 Port Backstop Measure, as well as OEHHA's findings on cancer risks.

Ms. Rhett Alexander requested to add a presentation on clean, renewable energy.

Ms. Mary Figueroa requested high prioritization of the Salton Sea as foul smells are now impacting communities as far as Riverside. She would also like an update on the Environmental Justice Community Partnership.

Mr. Rafael Yanez suggested that items related to CO2 Emissions be prioritized.

Ms. Rhett Alexander requested an update on the AQMP.

Chair Lyou requested that a presentation at the next meeting on the Voluntary Early Risk Reductions for AB2588 Facilities and Proposed Amendments to Rule 1402. He also requested that staff distribute the draft Air Toxics Hot Spot Guidance to the group.

***Action Item:** Agendize a presentation on the SCAQMD Voluntary Early Risk Reductions for AB 2588 Facilities and Proposed Amendments to Rule 1402; and, distribute the draft Air Toxics Hot Spot Draft Guidance.*

Ms. Evelyn Knight requested an update on how schools can be made more aware of air quality and environmental justice outreach efforts.

Chair Lyou motioned to approve the 2016 Goals and Objectives with the suggestions from the membership. Item was adopted with all in favor and no community objections.

Agenda Item #7: Environmental Justice Community Partnership Initiative (this Agenda Item was moved to Agenda Item 3 because of presenter's time restrictions)

Mr. Marc Carrel presented on the Environmental Justice Community Partnership Initiative.

Ms. Rhett Alexander recommended that the Partnership host an event in the San Fernando Valley.

Mr. Angelo Logan commended the Partnership, but recommended SCAQMD develop a holistic approach to address environmental justice within all initiatives and programs. He stated that these types of partnerships are built on trust and years of working together. Mr. Marc Carrel responded that the Partnership aims to build relationships with the communities, so SCAQMD has a two-way flow of communication to respond to air quality issues, and disseminate information quicker when there are air quality concerns.

Mr. Derrick Alatorre provided the example of the SCAQMD Clean Communities Plan (CCP) in which a community complained about the odors from rendering facilities. He further stated that SCAQMD's proposed Rule 415 which would reduce odors from rendering facilities was developed as a direct result of the CCP program.

Ms. Mary Figueroa applauded SCAQMD's Environmental Justice Community Partnership. She emphasized the importance of implementing such a program in the Inland Empire, as many stakeholders in that area are not well informed on how to report air quality issues.

Ms. Evelyn Knight emphasized the importance of ongoing outreach efforts that address the needs of the community.

Agenda Item #8: Public Comment Period

No public comments.

Agenda Item #9: Adjournment

The meeting was adjourned at 2:10 pm.