

BOARD MEETING DATE: February 2, 2018

AGENDA NO. 21A

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, January 12, 2018. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

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Committee Members

Present: Dr. William A. Burke/Chair (videoconference), Dr. Clark E. Parker, Sr./Vice Chair (videoconference), Mayor Ben Benoit (videoconference), and Mayor Pro Tem Judith Mitchell

Absent: None

Call to Order

Chair Burke called the meeting to order at 10:00 a.m.

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Mayor Pro Tem Mitchell will attend the CARB Board meeting as the SCAQMD representative in Sacramento, February 7-9, 2018.
3. **Report of Approved Out-of-Country Travel:** None to report.
4. **Review February 2, 2018 Governing Board Agenda:** Executive Officer Wayne Nastri reported that staff would like to add an item to the February Board

agenda to amend the contract for “The Right to Breathe” signature film. In addition, SCAQMD has received correspondence regarding Proposed Rule 120 - Credible Evidence, and Rule 408 - Circumvention. The set hearing for these rules may be postponed.

5. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Assistant Deputy Executive Officer/Information Management, reported that the new website successfully went live and has received overwhelmingly positive feedback. There will be continuing improvements and in a month there will be new hardware added that will speed the process. e-GIS is on schedule, as well as e-Permitting for gas stations and spray booths. The IT Review has been completed and the report will be presented as Item #6 of this agenda. Mayor Pro Tem Mitchell commented that she was pleased with the new website, but that she noticed that in the Board Member contact information, her city email address is listed, but she prefers to list her SCAQMD email address. Mr. Moskowitz responded that the email address for Board Members will be updated.

6. **Report on Information Technology Review:** Mr. Moskowitz reported that in 2016, the Board recommended that an Information Technology (IT) Review be conducted to align the SCAQMD with IT Best Practices. In March 2017, Focal Point was selected to conduct the review. Mr. Sean Thompson, Director for Focal Point, reported that the agency’s current technologies and Information Management’s (IM) capacity to support future goals and objectives were evaluated; opportunities for improvement were identified; and a prioritized recommendation road map to better support the organization’s goals and objectives over the long-term was developed. He summarized key recommendations. IM’s practices were compared to leading industries’ practices, amongst private and public institutions to better understand organizational processes and challenges. IM’s policies, processes, procedures and systems configurations were reviewed, and system observations were performed, as well as remote analysis and documentation. Dr. Parker inquired what is the cost associated to implement the first phase of the recommendation? Mr. Thompson responded that it is dependent upon internal decisions, but it is anticipated that overall cost will be a multi-million dollar endeavor. Mayor Benoit commented that the email servers that are currently being used are very weak, with many other items that are in need of upgrade. He further added that he agrees with the recommendation of moving data into the Cloud, feels many of the recommendations are spot on, and appreciates the work of the contractor. Mayor Pro Tem Mitchell asked how the recommendations would be prioritized. Mr. Thompson stated that the items would be prioritized in terms of phases, with consideration of budgeting. Mayor Pro Tem Mitchell inquired about the importance of creating a Chief Information Officer (CIO) position.

Mr. Thompson stated that it is important to create a CIO position since it is critical to the remediation of the identified issues. Mayor Pro Tem Mitchell inquired about the creation of and purpose of an IT Committee. Mr. Nastri responded that staff is already aware of many of the issues identified in the report, but what is new is the ability to document well and have an opportunity to report back to the Board. Mr. Nastri further added that Mr. Moskowitz is part of Executive Council, has executive access, and has done a tremendous job of integrating and putting together many elements that before were not coordinated. A lot of the recommendations made were already implemented. Each division is preparing a plan that describes their requirements and projects they are working on, and how they are going to coordinate with the other departments.

7. **Update on Status of Projects in Coachella Valley Funded with AB 1318 Mitigation Fees:** Fred Minassian, Assistant Deputy Executive Officer/Science & Technology Advancement reported that this item is to provide an update on the AB 1318 projects being conducted. The Board had originally awarded \$51 million for a total of 26 projects to be done in Coachella Valley. Twenty-five of those projects have been completed. Mr. Tom Kurt, Executive Director of the Coachella Valley Association of Governments (CVAG), provided an update of the CV Link project. Dr. Burke inquired whether there will be permanent recognition to Supervisor John Benoit in the project. Mr. Kurt responded that he will be working closely with Mrs. Cheryl Benoit on how she wants to properly acknowledge her late husband's work on the CVAG project. Dr. Burke requested that Mr. Nastri work with Mr. Kurt so that Supervisor John Benoit is properly acknowledged. Dr. Burke requested that Mr. Minassian provide a written report on the remaining projects to the Board.

ACTION ITEMS:

8. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Kurt Wiese, General Counsel, reported that Supervisor Hilda Solis has selected Anna Solis as her Board Consultant.

Moved by Parker; seconded by Mitchell, unanimously approved.

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

9. **Establish List of Prequalified Vendors to Provide Computer, Network, Printer, Hardware and Software, and Audio Visual Equipment:** Mr. Moskowitz reported that a list was established from a Request for Qualifications and Quotations for prequalified vendors to provide small technologies needed to support the day-to-day functions of the SCAQMD, such as printers, laptops, hardware, software and audio visual equipment. As a result, 12 vendors were identified to provide support for a two-year period. The funds for this project are included in the budget.

Moved by Mitchell; seconded by Parker, unanimously approved.

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

10. **Execute Contract for Data Cabling Infrastructure Upgrade:** Mr. Moskowitz reported that this item is to execute a contract with Digital Networks Group, Inc., to upgrade the building's fiber network. The current network is over 25 years old and is in need of replacement. A competitively bid process was conducted through an RFP and funds for this project are included in the budget.

Moved by Benoit; seconded by Mitchell, unanimously approved.

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

11. **Authorize Purchase of Servers and Storage Devices Maintenance and Support Services:** Mr. Moskowitz reported that this item is to authorize the purchase of a one-year maintenance contract with the Hewlett Packard Company. This is an annual request and the funds are included in the budget.

Moved by Benoit; seconded by Mitchell, unanimously approved.

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

12. **Recognize Revenue and Appropriate and Transfer Funds for U.S. EPA PAMS Program and Issue RFQ and Purchase Orders for Equipment:** Deputy Executive Officer/Science & Technology Advancement Matt Miyasato reported that this item is to recognize and reallocate funding from U.S. EPA under the Section 105 Grant Program. This request is to enhance the ozone monitoring network, and to issue RFQs to purchase equipment.

Moved by Parker; seconded by Mitchell, unanimously approved.

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

13. **Authorize Funding, Recognize Anticipated Revenue and Conduct Air Quality Conferences for Seniors:** Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, reported that this item is to seek approval to hold two senior conferences in 2018. It is anticipated that the two conferences will cost up to \$225,000, with the aid of sponsors to help defray SCAQMD's costs. The two conferences will build upon past seniors conferences that were held in 2011 and 2012. The conferences are anticipated to be held in Los Angeles, and in either the Inland Empire or Orange County. At the last Los Angeles Senior Conference, there were 3,000 attendees. Dr. Burke commented that he is pleased with the upcoming senior conferences to be held and that he urges holding student conferences as well. Mr. Alatorre commented that approximately 8,000 students attended the last student conference.

Moved by Benoit; seconded by Mitchell, unanimously approved.

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

WRITTEN REPORT:

14. **Local Government & Small Business Assistance Advisory Group Minutes for the October 13, 2017 Meeting:** Mr. Alatorre reported that this item is a written report.

OTHER MATTERS:

15. **Other Business**

There was no other business.

16. **Public Comment**

There was no public comment.

17. **Next Meeting Date**

The next regular Administrative Committee meeting is scheduled for February 9, 2018 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:55 a.m.

Attachment

Local Government & Small Business Assistance Advisory Group Minutes for the November 9, 2017 Meeting

ATTACHMENT



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
THURSDAY, NOVEMBER 9, 2017
MEETING MINUTES**

MEMBERS PRESENT:

Felipe Aguirre
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California
Todd Campbell, Clean Energy
John DeWitt, JE DeWitt, Inc.
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Paramount Petroleum
David Rothbart, Los Angeles County Sanitation District

MEMBERS ABSENT:

Ben Benoit, Mayor Pro Tem, City of Wildomar and LGSBA Chairman
Janice Rutherford, Supervisor, Second District, San Bernardino County
Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre
LaVaughn Daniel, DancoEN
Maria Elena Kennedy, Kennedy Communications
Cynthia Moran, Council Member, City of Chino Hills

OTHERS PRESENT:

Mark Abramowitz, Board Member Consultant (*Lyou*)
David Czmanske, Board Member Consultant (*Cacciotti*)

SCAQMD STAFF:

Derrick Alatorre, Deputy Executive Officer
Laki Tisopulos, Ph.D., Deputy Executive Officer
Nancy Feldman, Principal Deputy District Counsel
Tracy Goss, Planning and Rules Manager
Elaine-Joy Hills, AQ Inspector II
Van Doan, AQ Inspector II

Agenda Item #1 - Call to Order/Opening Remarks

Mr. Derrick Alatorre called the meeting to order at 11:29 a.m.

Agenda Item #2 – Approval of October 13, 2017 Meeting Minutes/Review of Follow-Up/Action Items

Mr. Alatorre called for approval of the October 13, 2017 meeting minutes. The minutes were approved unanimously.

Agenda Item #3 – Follow Up/Action Items

Mr. Derrick Alatorre indicated the request for presentations on Rule 219 and Cap and Trade will be agendized in 2018, and the presentation regarding permit streamlining was on today's meeting agenda. The request for staff to contact Mr. John Dewitt regarding service station models was completed and there were no further questions. The request for a legislative summary was provided to the advisory group on October 25, 2017. Mr. Alatorre indicated that Mr. Tracy Goss does not recommend a presentation on Rule 1110.2 at this time, and a presentation on the AQMP facility modernization white paper is going to be verified.

Action Item: Verify with staff if they can provide a presentation on the AQMP facility modernization white paper.

Agenda Item #4 – Permit Application Backlog Reduction Report

Dr. Laki Tisopulos provided an update on the Permit Application Backlog Reduction Report.

Mr. Paul Avila asked, prior to Dr. Tisopulos taking over, how the permit backlog got so bad, if it was just neglect. Dr. Tisopulos responded that the key thing is to work very closely and have accountability, from the line engineer all the way up to the Deputy Executive Officer (DEO). So long as the accountability issue is brought up, expectations are understood, and their good work is being appreciated, people will respond. There are also many things that can be done to streamline the process, such as modernizing the permit process.

Mr. David Rothbart stated that he has had discussions with Dr. Tisopulos about streamlining the process so that staff can be more efficient and the permittee is aware of what the process is without haggle. Mr. Rothbart asked if there is something available that would help permittees, and via permit streamlining, can a process be established so that permittees are aware of what they are in for so that there is more consistency. Dr. Tisopulos replied yes that there are a lot of policies and we are committed to putting these in the public domain. There are policies we are currently working on that we hope would further enhance this process. For instance, we are trying to collapse the two-step process in obtaining a permit to construct then a permit to operate into one, and we are testing this idea into a number of applications. However, we might not be able to do it for everything, such as controversial projects.

Mr. Bill LaMarr commented about the past backlog approximately eight to 10 years ago where electronic systems were not yet available. Mr. LaMarr further mentioned that in the Administrative Committee meeting, concerns were expressed regarding the budget and the amount of overtime used. Mr. LaMarr asked if the 50% budget is accurate or if it just a rough number. Dr. Tisopulos clarified, in terms of the 50%, that the accumulated vacation/comp time is a real issue within the department. Staff kept vacation short, and we were able to produce. The time that were not used have accumulated and will accumulate further as we need to continue the efforts. We do not want staff to get penalized and lose the time, which is why we are asking the Board for authorization to allow staff to carry over the accumulated time. We only use 50% of the 2 million dollars. Mr. LaMarr stated that, regardless of the money, with the backlog being what it is and the time that the regulated community has to wait for permits, we need to collectively make sure that the backlog does not repeat.

Ms. Rita Loof recalled that policy memos were posted back in 1990 and indicated that they might be on the website, but not easily accessible. Ms. Loof asked if staff can possibly include a quick link to the engineering policy memos on the website. Dr. Tisopulos responded that a few weeks back, the information was there so he's not quite sure what happened. Per Mr. Rothbart, the information is still there, but you just have to know where to look. Dr. Tisopulos indicated that at some point, we will configure the website.

Agenda Item #5 – Rule 415 – Odors from Rendering Operations

Mr. Tracy Goss provided a summary of the newly adopted Rule 415 – Odors from Rendering Operations.

Mr. Avila asked if it is just nomenclature or are slaughter houses the same. Mr. Goss replied that they are not the same, but they can be integrated. Rendering facilities take wasted material, cook it down, separate the oils from the solids, and the solids can be compressed, dried and used for dog food. The grease can be used for biofuels or cosmetics.

Mr. Felipe Aguirre asked if a study was done on the amount of rendering that is done in tons or pounds, or the hours of operations. Mr. Goss indicated that they can operate up to three shifts, if necessary; however, we do not really have a handle on how much is processed because they vary. In terms of the pounds or tons, thousands of pounds per week are processed. They do have to report their emissions and some of these facilities are in the RECLAIM program or are Title V facilities. Most of them operate up to six days a week. Mr. Aguirre further inquired about how the District will be involved in the processing of the wastewater, if SCAQMD will be involved in regulating standards, and if SCAQMD will coordinate with the Los Angeles County Sanitations District (LACSD). Mr. Goss responded that they have requirements from the LACSD for putting water into the system, which is well under control, and does not feel the need to coordinate with LACSD. Mr. Rothbart added that when wastewater comes in, LACSD makes sure that it is treatable at the treatment plant.

Mr. Rothbart commented that there weren't many Notice of Violations (NOVs), and asked if it is because there weren't many complaints to validate the odor. Mr. Goss responded that it has been very difficult for inspectors to validate and discern between the facilities, which are nearby each other. Mr. Rothbart further asked, as far as complaints, when is an odor mitigation plan required or triggered? Mr. Goss indicated that for a normal NOV, an individual event would have a certain number of verified complaints. For rendering plants, it's hard to get to that number, so if we have three verified odor complaints for three different odor events, with a total of nine over a six month period, then we would require an odor mitigation plan.

Mr. LaMarr stated that he came across a presentation done in February 2013, and he did not find any complaints cited for any rendering plant. Mr. Goss replied that we have data that goes back to 2000 on complaint history, and in the last two years, we've had over 100 complaints identified as a pungent cooking smell, dead rotting animal smell, a smell of death, and other descriptions. Mr. Alatorre added that the community tends not to call even when there are odors, and that it could be just part of the life, which is why staff is trying to do outreach.

Mr. Avila asked if the rendering industry has an advocacy group or association, and if any odor mitigation is required, if it will be public information. Mr. Goss replied that complaint statistics are publicly available, and the advocacy group is really the City of Vernon. They recently formed Vernon

Green or Green Vernon, who is a group that wants to be good environmental stewards. Ms. Nancy Feldman indicated that generally we would provide the numbers of complaints and the areas which they were made. We would redact the names of the complainants and any identifying information like phone numbers. Mr. Eddie Marquez commented that there is an association, which is the National Rendering Association.

Mr. Aguirre asked, if enclosures are in place yet there are still similar rendering odors, could there be something else creating the odors? Mr. Goss replied that when we started this operation, we had trained inspectors go on a specified route to try to characterize the odors they were smelling. If we implement this rule, and all facilities are in compliance with the rule, yet there is still a problem, staff would investigate and take additional measures if needed.

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

No comments.

Agenda Item #7 - Other Business

No other business.

Agenda Item #8 - Public Comment

No comments.

Agenda Item #9 – Next Meeting Date:

The next regular Local Government and Small Business Assistance Advisory Group meeting is scheduled for Friday, January 12, 2018 at 11:30 a.m.

Adjournment

The meeting adjourned at 12:34 p.m.