

BOARD MEETING DATE: October 5, 2018

AGENDA NO. 25

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, September 14, 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)
Mayor Ben Benoit/Vice Chair
Mayor Pro Tem Judith Mitchell (videoconference)
Dr. Clark E. Parker, Sr. (videoconference)

Absent: None

Call to Order

Dr. Burke called the meeting to order at 10:04 a.m.

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Dr. Parker met with legislators in Sacramento on August 23, 2018 regarding air quality issues. Mayor Pro Tem Mitchell will attend the monthly CARB Board meeting as the SCAQMD Board representative in Sacramento, September 26-28, 2018, and she will attend the 2018 UCLA Lake Arrowhead Symposium on "From Public Transit to Public Mobility," in Lake Arrowhead October 14-16, 2018.
3. **Report of Approved Out-of-Country Travel:** Executive Officer Wayne Nastri reported that Council Member Joe Buscaino traveled to Tokyo, Japan regarding

air quality issues, July 25, 2018. Mr. Nastri, Dr. Philip Fine, Deputy Executive Officer/Planning, Rule Development & Area Sources, and Dr. Sarah Rees, Assistant Deputy Executive Officer/Planning, Rule Development & Area Sources, traveled to China to explore opportunities for collaborating with Chinese agencies on various issues related to air quality (Hong Kong, Shanghai and Beijing), August 10-17, 2018.

4. **Review October 5, 2018 Governing Board Agenda:** None to report.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
6. **SCAQMD's Restricted Special Funds Update:** Assistant Deputy Executive Officer/Finance Sujata Jain reported that this item includes SCAQMD's 45 restricted funds (Emission reduction, Settlements, State and Federal and other), and does not include the General Fund. Dr. Burke inquired if the \$169.8 million in the Federal Fund is cash, how much interest is produced and how is it spent? Ms. Jain responded 1.8 percent interest is earned, resulting in approximately \$3 million per year. The monies will be spent on various programs as specified in Board letters, upon the Board's direction. Dr. Burke asked whether the BP Arco settlement funds were included in the \$169.8 million. Ms. Jain responded that the BP funds are in the settlements category and not included in the \$169.8 million. Mr. Nastri requested that Ms. Jain call out interest as a line item for each expenditure. Mr. Bill LaMarr, Executive Director for the California Small Business Alliance commented that he would be interested in the dry cleaner program and other rebate and incentive programs, how many emission reductions occur, and how much money is spent.
7. **SCAQMD's FY 2017-18 Budget vs. Actual (Unaudited):** Ms. Jain provided a discussion on the FY 2017-18 Budget vs. Actual (unaudited), revenues and expenditures, and updated General Fund five-year projection. Mr. Nastri commented that there will be a formal budget amendment request in November. Mayor Benoit asked if items to balance the budget have been restored, and what is projected for 2020. Ms. Jain responded that those items are not in the budget now.
8. **Report of RFPs/RFQs Scheduled for Release in October:** Ms. Jain reported that this item is to obtain approval to release an RFP and an RFQ for IM projects.
9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Assistant Deputy Executive Officer/Information Management Ron Moskowitz reported that all projects are progressing well. Funding for Microsoft Office 365 will be considered at the November Board meeting. The mobile application will be beta tested next week and also made available to

Mayor Benoit for testing. Enhancements to the Request to Speak application are being developed to include the ability to mark a speaker who has signed up for multiple consent calendar items as completed once they have used up all of their time. Dr. Burke expressed his appreciation for the new Request to Speak system.

ACTION ITEMS:

10. **Transfer and Appropriate Funds and Authorize Purchase of Microsoft Office 365:** Mayor Pro Tem Mitchell recused herself from this item as she has a financial interest in Microsoft. Mr. Moskowitz reported that this item is a standard appropriation of funds to purchase Microsoft Office 365. Currently Microsoft Office 2013 is being used, but moving to the Cloud will transform day-to-day business as it will allow for accessing office products anytime, anywhere and on any device, and data collaboration can occur as never done before. Sufficient funding is available in the budget and will be budgeted appropriately in subsequent years.

Moved by Benoit; seconded by Parker; approved as recommended by the following vote.

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

11. **Transfer and Appropriate Funds and Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this is a standard item to transfer and appropriate funds to support multiple projects currently in development including online permitting, Replace Your Ride, and the security portal enhancements. Sufficient funding is available in the current budget.

Moved by Benoit; seconded by Parker, unanimously approved.

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

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:** Atmospheric Measurements Manager Rene Bermudez reported that this item to recognize and appropriate funds from U.S. EPA in the amount of \$794,261 for FY 2018-19 and \$460,909 for FY 2019-

20 for the PAMS program; authorize the Procurement Manager to issue an RFQ for two NO₂ monitors, four NO_x monitors; issue an RFP for technical support for the upper air meteorological network in an amount not to exceed \$100,000; and issue a sole source purchase based on prior bid, last price for cooperative purchasing for a carbon dioxide analyzer, to four air zero generators, and a low emission vehicle not to exceed \$50,000. This item also requests a transfer of \$21,225 between major objects from Services & Supplies to Capital Outlay and to authorize the Procurement Manager to issue an RFQ for the purchase of two neutralizers not to exceed \$32,000. Dr. Parker asked why a sole source would be issued, and whether this is the only company that provides this service. Mr. Bermudez responded that they are the proprietary technology owner.

Moved by Benoit; seconded by Parker, unanimously approved.

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

13. **Execute Contract for Security Guard Services at Diamond Bar**

Headquarters: Assistant Deputy Executive Officer/Administrative & Human Resources John Olvera reported that this item is to request approval of a three-year contract with General Security Service, Inc. (GSSI), to provide armed and unarmed security guard services at the SCAQMD headquarters, as well as other security services on an as-needed basis. GSSI has been in business for over 70 years and do similar work for other public agencies, received the highest overall score during the RFP process, including the highest technical score, and they are a self-certified Women/Minority-owned business. The cost of the contract is included in this year's budget and will be included in upcoming budgets. Dr. Burke inquired if this was the same service that is already in place. Mr. Olvera responded that it is the same service, but with a different contractor. There is a provision in the new contract that allows the contractor to bring the existing security staff into their firm to establish continuity. Dr. Parker commented that the SCAQMD should consider the cost incurred for retraining new security staff. Dr. Burke recommended that the contract remain with Contact Security based on their experience in providing security to the SCAQMD, which outweighs the minor cost differential involved.

Motion made by Dr. Burke to continue with Contact Security. Moved by Burke; seconded by Mitchell, unanimously approved.

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

14. **Adopt New Class Specification and Amend Salary Resolution for Information Technology Manager and Reclassify Two Existing Manager Positions in Information Management:** Mr. Olvera reported that this item is to create a new manager position in the Information Management (IM) Division. Under Mr. Moskowitz' management, IM is undergoing a modernization of its staff to meet operational needs. The new Information Manager class specification reflects updated knowledge and skill requirements to be prepared to address current and future technology. The existing manager positions will be reclassified to this new specification upon approval of this item. There is no fiscal impact resulting from this reclassification.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Mitchell, Parker

Noes: None

Absent: None

WRITTEN REPORT:

15. **Local Government & Small Business Assistance Advisory Group Minutes for the June 8, 2018 Meeting:** Mr. Alatorre reported that this item is a written report.

OTHER MATTERS:

16. **Other Business**
There was no other business.
17. **Public Comment**
There were no public comments. None to report.
18. **Next Meeting Date**
The next regular Administrative Committee meeting is scheduled for October 12, 2018 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:58 a.m.

Attachment

Local Government & Small Business Assistance Advisory Group Minutes for the June 8, 2018 Meeting



South Coast Air Quality Management District

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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.