BOARD MEETING DATE: January 4, 2019 AGENDA NO. 18

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday,

December 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

Dr. Clark E. Parker, Sr. (videoconference)

Absent: Mayor Pro Tem Judith Mitchell

Call to Order

Dr. 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 monthly CARB Board meeting as the SCAQMD Board representative in Sacramento, CA, December 13-14, 2018.
- 3. **Report of Approved Out-of-Country Travel**: None to report.
- 4. **Review January 4, 2019 Governing Board Agenda**: None to report.

- 5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
- 6. **Update on SCAQMD Succession Planning:** Chief Operating Officer Jill Whynot provided an update on succession planning efforts. Succession planning offers opportunities for promotional and transfer opportunities, helps to identify targeted training needs for performance enhancement, and leads to a stronger organization. Executive staff met to identify staff in key positions and to determine what is needed to assume those positions. Dr. Parker commented that having more assistant levels can be helpful to provide staff with opportunities to promote to higher positions. Dr. Burke commented that a job can change over time with technology shifts which may change the relevancy of a job.
- 7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Assistant Deputy Executive Officer/Information Management Ron Moskowitz reported that all projects are going well and provided an update on current projects. Dr. Burke inquired whether all of the contracts and their expiration dates are stored electronically. Mr. Moskowitz responded yes. Dr. Burke further inquired about how the expiration dates are treated. Mr. Moskowitz responded that a process review may be in order. Mr. Nastri stated that he will work with Mr. Moskowitz to develop a system that would provide notification when contracts are near expiration to ensure there is no lapse in contract time.

ACTION ITEMS:

8. **Authorize Purchase of Telecommunication Services:** Mr. Moskowitz reported that this item is a standard request to purchase telecommunication services for a period of three years. The Telecommunications Services are needed to run the SCAQMD's telephone services, internet access, wireless voice and data. The funds are available in the budget.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

9. **Approve List of Prequalified Vendors for Document Conversion Services:** Mr. Moskowitz reported that this action is to approve four vendors over a two-year period to provide document conversion services to digitize paper documents. Funds will be identified and approved as needed as specific projects are defined. Mayor Benoit inquired if this is to digitize documents that are currently in paper form. Mr. Moskowitz responded that we are trying to

eliminate all paper documents at the SCAQMD. Mayor Benoit inquired about the backup capacity and setup. Mr. Moskowitz responded that there are multiple levels of backup: disk-to-disk, and once information is put on the server, it gets backed up immediately, then the backup is placed on tape and the tape goes out to offsite storage. Mayor Benoit inquired about a disaster recovery plan in the case where staff has to leave the building. Mr. Nastri responded that staff has almost completed a Continuity of Operations Plan (COOP). The COOP will include strategies for data backup and the agency's ability to operate quickly from an emergency perspective. Dr. Parker inquired about the number of years data are stored. Mr. Moskowitz responded that there is a records retention policy, which establishes a retention schedule for documents that spans from three years to the life of the agency.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

10. Approve Transfer of Monies from General Fund to Health Effects Research

Fund: Assistant Deputy Executive Officer/Finance Sujata Jain reported that this item is to transfer \$2,063,229 from the Undesignated General Fund balance to the Health Effects Research Fund. Dr. Burke inquired if the money was already designated for a purpose. Mr. Nastri responded that the money will sit there for now and accrue; however, there are three projects that are currently underway and Dr. Black is seeking additional funds to further extend a project. Once the funds are there, we are going back to the researchers to find out the status of the projects. If there are still remaining funds, we will let the Committee know there are funds for additional research projects. Dr. Burke requested that the Health Effects Officer provide a one-page status of research projects.

Mr. Harvey Eder expressed his concern regarding toxicity as it relates to natural gas.

Dr. Burke requested that the Health Effects Officer provide a one-page response to Mr. Eder's comments.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

11. **Execute Contract for Biennial Audit of Motor Vehicle Registration Revenues for FYs 2015-16 and 2016-17**: Ms. Jain reported that this item is to execute a two-year contract with Simpson & Simpson for the Biennial audit. The cost of the audit is \$100,980.

Moved by Parker; seconded by Benoit, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

12. Execute Contract for Janitorial Services at Diamond Bar Headquarters:

Assistant Deputy Executive Officer/Administrative & Human Resources John Olvera reported that this item is to request approval to enter into a three-year contract with Santa Fe Building Maintenance for janitorial services. The total amount is not to exceed \$1.7 million. Santa Fe Building Maintenance has been providing janitorial services for the SCAQMD since 2012.

Moved by Parker; seconded by Benoit, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

13. Amend Career Development Intern Classification, Adopt New Job Classification, and Approve Staffing Changes to Upgrade Two Positions:

Mr. Olvera reported that this item is to seek approval of staff related changes; amend the Career Development Intern classification to establish three salary steps; adopt the new Monitoring Operations Manager class specification, add a Public Affairs Manager position and a Senior Information Technology Specialist position to the budget; delete a Community Relations Manager position and add an Information Technology Specialist position from the budget. Funding is included in the FY 2018-19 budget.

Moved by Parker; seconded by Benoit, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

14. **Approve Membership of Home Rule Advisory Group**: Mr. Nastri reported that the Home Rule Advisory Group's proposed membership roster is provided for consideration. Dr. Burke commented that the candidates have impressive resumes.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

15. Execute Contracts for Emission Reduction Projects Using Incentive Funding from SCAQMD Special Revenue Funds, and Reimburse General Fund for Administrative Costs for Contract Administration: Assistant Deputy Executive Officer/Planning, Rule Development & Area Sources Dr. Sarah Rees reported that the Board approved the release of an RFP to execute contracts to achieve NOx, PM, and VOC emission reductions. Project funding was approved up to \$61 million. Mr. Nastri reported that there are additional funds available and there are a few projects that staff would like to further review; one in particular—Coachella Valley—and return to the Committee with a recommendation. Dr. Parker asked what makes up the \$61 million. Chief Deputy Counsel Barbara Baird referred Dr. Parker to Table 4 on page 9 of the Board letter. Mr. Nastri commented that information on the funds and balances can be included in the January Board package.

Mr. Eder commented that he submitted a proposal for \$61 million as part of solar and had concerns with the process and concerns about District staff. Dr. Burke directed General Counsel Bay Gilchrist to speak to Mr. Eder to discuss his concerns about District staff. Mr. Greg Suluff commented that he has two proposals for Board consideration to provide energy efficiency for Homeowners in the Coachella and San Fernando valleys. Mr. Sean Garvey commended staff on its handling of various funding sources and appreciated the clarity in the RFP, as well as the outreach efforts. Dr. Burke inquired how staff are selected to determine how funds are allocated to each project. Mr. Nastri responded that the senior management team asked the panelists to participate. Ms. Rees added that we ask internal staff to participate on the panel, as well as an external panelist from either CARB or U.S. EPA. Dr. Burke commented that there should be guidelines in place for panel selection and directed staff to provide proposed guidelines within 60 days for Board consideration.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

16. Transfer and Appropriate Funds, Issue Solicitations and Purchase Orders, Approve Positions for Rule 1180 Implementation and Amend Contract:

Assistant Deputy Executive Officer/Science & Technology Advancement Dr. Jason Low reported that back in January the Board recognized over \$7 million for the Rule 1180 funds for the installation and operation of air monitoring stations near refineries. This action is to transfer and appropriate just under \$2 million into the STA budget for the initial purchases of equipment and staffing to implement this program. In addition, staff is seeking approval to amend a contract with FluxSense with an additional \$110,000 to conduct additional optical remote sensing surveys.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

17. **Recommendation to Appoint Members to SCAQMD Environmental Justice Advisory Group**: Assistant Deputy Executive Officer/Legislative, Public Affairs & Media Fabian Wesson reported that this item is to appoint Marc Ang and Humberto Lugo to serve on the Environmental Justice Advisory Group.

Moved by Parker; seconded by Benoit, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

18. Recommendation to Appoint Member to SCAQMD Environmental Justice Community Partnership Advisory Council: Ms. Wesson reported that this item is to appoint Vallerie Gonzalez to serve on the Environmental Justice Community Partnership.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

19. **Recommendation to Appoint Members to SCAQMD Young Leaders Advisory Council:** Ms. Wesson reported that this item is to appoint Kimberly Duong, Ana Gonzalez, Mayra Jackson and Leeann Tran to serve on the Young Leaders Advisory Council.

Moved by Benoit; seconded by Parker, unanimously approved.

Ayes: Benoit, Burke, Parker

Noes: None Absent: Mitchell

WRITTEN REPORT:

20. Local Government & Small Business Assistance Advisory Group Minutes for the October 12, 2018 Meeting: Mr. Alatorre reported that this item is a written report.

OTHER MATTERS:

- 21. **Other Business:** None to report.
- 22. **Public Comment:**

There were no public comments.

23. **Next Meeting Date**

The next regular Administrative Committee meeting is scheduled for January 11, 2019 at 10:00 a.m.

Adjournment

The meeting adjourned at 11:25 a.m.

Attachment

Local Government & Small Business Assistance Advisory Group Minutes for the October 12, 2018 Meeting



LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, OCTOBER 12, 2018 MEETING MINUTES

MEMBERS PRESENT:

V. Manuel Perez, Supervisor
Felipe Aguirre
Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre
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 Dr. Clark E. Parker, Sr., Senate Rules Committee Appointee Janice Rutherford, Supervisor, Second District, San Bernardino County Paul Avila, P.B.A. & Associates LaVaughn Daniel, DancoEN Cynthia Moran, Council Member, City of Chino Hills

OTHERS PRESENT:

Mark Abramowitz, Board Member Consultant (Lyou)

SCAQMD STAFF:

Derrick Alatorre, Deputy Executive Officer
Laki Tisopulos, Ph.D., Deputy Executive Officer
Nancy Feldman, Principal Deputy District Counsel
Michael Krause, Planning & Rules Manager
De Groeneveld, Sr. Information Technology Specialist
Elaine-Joy Hills, AQ Inspector II
Stacy Garcia, Secretary

Agenda Item #1 - Call to Order/Opening Remarks

Supervisor V. Manuel Perez called the meeting to order at 11:33 a.m.

<u>Agenda Item #2 – Approval of September 14, 2018 Meeting Minutes/Review of Follow-Up/Action Items</u>

Supervisor Perez called for approval of the September 14, 2018 meeting minutes. The minutes were approved with two abstentions from Supervisor Perez and Mr. Todd Campbell.

Agenda Item #3 – Follow Up/Action Items

Mr. Derrick Alatorre indicated that Ms. Rita Loof requested a presentation on Rule 219. Mr. Alatorre stated that he confirmed with SCAQMD staff that there is currently nothing to present. A presentation will be agendized when SCAQMD staff is ready to provide an update on Rule 219.

Mr. Alatorre said that Mr. Paul Avila had requested information on the Sriracha case. Mr. Avila was not present at the meeting for Ms. Nancy Feldman to address Mr. Avila's questions.

Mr. Alatorre stated that Mr. Avila also requested for the sales tax poll performed earlier this year, which was e-mailed to him by SCAQMD staff on October 2, 2018.

Agenda Item #4 – Permit Backlog Reduction

Dr. Laki Tisopulos presented on permit backlog reduction.

Mr. Bill LaMarr asked what the permit backlog is as of this date. Dr. Tisopulos responded that the backlog is currently less than 3,600, excluding the permits to construct issued, which serve as temporary permits to operate, and the net inventory is around 2,500. Mr. LaMarr inquired if the backlog reduction was done with existing staff on a voluntary basis and if overtime was involved. Dr. Tisopulos stated that there was voluntary overtime, and only a fraction of the budget set aside for this effort was used. By processing more permits at a fraction of the budgetary cost, SCAQMD brought in close to \$4 million. Mr. LaMarr asked about fostering a culture of excellence and asked if that was a reason for the permit backlog. Dr. Tisopulos said that the backlog was from a variety of different reasons.

Ms. Loof asked if AB 617 will have an impact on the permit backlog. Dr. Tisopulos responded that it is too soon to tell because there may be new rules coming, but he is not anticipating the impact to be insurmountable.

Mr. David Rothbart stated that streamlining the permitting process would be beneficial. Dr. Tisopulos acknowledged that there is always room for improvement and further standardizing and simplifying the process is something to strive for.

Mr. Eddie Marquez asked if the application process will be all electronic. Dr. Tisopulos explained that the goal is to convert the forms to electronically fillable smart forms, which will happen as early as 1 to 1½ years. In addition, online permitting tools are being developed, where applicants can write their own permits. Only applicants with simpler applications will be able to do this.

<u>Agenda Item #5 – Local Government Land Use Policies to Reduce Air Pollution Exposure from Mobile Sources</u>

Mr. Michael Krause presented on local government land use policies to reduce air pollution exposure from mobile sources.

Ms. Loof asked for elaboration of the Western Riverside County Good Neighbor Guidelines and mitigation funds. Mr. Krause indicated that the Western Riverside County Good Neighbor Guidelines

basically state that for new companies coming into the region, to distance themselves from schools if they have pollutants, do their best to stay in contact with their neighbors, and encourage clean technology. In regards to the mitigation fund, it is still new, but there may be other ways instead of imposing restrictive limits or thresholds, and there could be more specific items to where the funds could be directed. Other air districts are working on similar programs and we will be looking to them for ideas.

Mr. LaMarr suggested a symposium for companies who bid on projects to convey what SCAQMD wants them to do and get their feedback with respect to feasibility, cost impact, and workability. Mr. Krause responded that one of the facility-based measures does address new and redeveloped facilities similar to the indirect source rule in San Joaquin. There has been a working group that the realtors and builders have been involved in and he will take the suggestion back to that group.

Mr. Todd Campbell asked about the City of Los Angeles's direction of pulling back Health Risk Assessments. Mr. Krause said that there are concerns when you are located close to freeways. Further, Mr. Campbell inquired about SB 743, the significance of vehicle miles traveled, and if it is less important. Mr. Krause stated that he was merely pointing out the debate regarding the bill, but did not take a position.

Supervisor Perez asked what efforts are being done to inform people in Eastern Riverside County. Mr. Alatorre said that the information will be passed on to Eastern Riverside County, as well as other parts of the region. Supervisor Perez requested a symposium in Eastern Riverside County.

Action Item: Schedule a symposium in Eastern Riverside County.

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

No comments.

Agenda Item #7 - Other Business

Ms. Loof said indicated that at the last Board meeting, there was discussion regarding AB 617 and the process by which trade associations would participate or be allowed to represent the community. Ms. Loof is requesting a report on activities that SCAQMD staff is working on with the California Air Resources Board (CARB). Mr. Alatorre indicated he will make that a future item.

Action Item: Provide a report on activities that SCAOMD staff is working on with CARB.

Agenda Item #8 - Public Comment

No comments.

Agenda Item #9 – Next Meeting Date

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, November 9, 2018 at 11:30 a.m.

Adjournment

The meeting adjourned at 12:33 p.m.