

BOARD MEETING DATE: June 7, 2019

AGENDA NO. 21

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, May 10, 2019. 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
Council Member Ben Benoit/Vice Chair
Mayor Judith Mitchell
Council Member Michael Cacciotti

Absent: None

Call to Order

Chair Burke called the meeting to order at 11:48 a.m.

ACTION ITEM:

This item was taken out of order.

8. **Appoint Members to South Coast AQMD Hearing Board:** Clerk of the Boards Denise Garzaro reported that this item is to interview candidates to fill the new terms for the Hearing Board medical member and alternate. Terms will expire on June 30, 2019, and the new terms will begin on July 1, 2019. The Advisory Committee reviewed the resumes and letters of two qualified candidates, conducted interviews and recommended both candidates to the Administrative Committee.

The Administrative Committee interviewed Dr. Allan Bernstein, and after discussion of Dr. Roger Lerner's experience and qualifications (he was not able to be interviewed) they recommended reappointing Dr. Lerner as the medical member with Dr. Bernstein as his alternate.

Moved by Benoit; seconded by Burke, unanimously approved.

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Dr. Burke will meet with legislators on behalf of the South Coast AQMD in Sacramento on June 14, 2019. Mayor Mitchell will attend the monthly CARB Board meeting in Sacramento on May 22-23, 2019 and the Asilomar Conference on Transportation & Energy Policy in Pacific Grove, CA, on July 9-12, 2019.
3. **Report of Approved Out-of-Country Travel:** None to report.
4. **Review June 7, 2019 Governing Board Agenda:** None to report.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
6. **South Coast AQMD's FY 2018-19 Budget vs. Actual (Unaudited):** Assistant Deputy Executive Officer/Finance Sujata Jain provided a presentation regarding FY 2018-19 Budget vs. Actual for the third quarter, ending March 31, 2019.
7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Assistant Deputy Executive Officer-CIO/Information Management Ron Moskowitz reported that the Android mobile application is scheduled to be available in June, all Microsoft products have moved to the Cloud and cyber security improvements are progressing well. Mayor Mitchell stated that the new application is going to be a very dynamic tool for school children.

ACTION ITEMS:

- 9. Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Chairman Burke waived the staff presentation on this item and requested a motion in support of staff's recommendation.

Moved by Benoit; seconded by Mitchell, unanimously approved.

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

- 10. Recognize Revenue and Transfer and Appropriate Funds for Air Monitoring Programs, and Issue Solicitations and Purchase Orders for Air Monitoring Equipment and One Vehicle:** Assistant Deputy Executive Officer/Science & Technology Advancement Dr. Jason Low reported that this item is to recognize revenue from U.S. EPA and the federal government to appropriate funds into U.S. EPA monitoring programs, enhance particulate monitoring programs, the U.S. EPA star program, Rule 1180 – Refinery Fenceline and Community Air Monitoring, and to issue solicitations for the purchase of air monitoring equipment and one vehicle. Council Member Cacciotti inquired if a special type of vehicle is required. Dr. Low responded an alternative fuel vehicle will be used, but not a technology demonstration vehicle.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

- 11. Execute Lease Agreement for Operation of South Coast AQMD's On-site Child Care Center:** Assistant Deputy Executive Officer/Administrative & Human Resources John Olvera reported that this action is a proposal to execute a lease agreement with the current operators of South Coast AQMD's childcare center for a new 10-year lease, effective July 1, 2019. The annual lease payment is \$43,929, plus a 2 percent increase each year of the contract.

Moved by Benoit; seconded by Mitchell, unanimously approved.

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

- 12. Execute Contract for Maintenance, Service, and Repairs of Heating, Ventilation, Air Conditioning, and Refrigeration Equipment:** Mr. Olvera reported that that is a request to execute a three-year contract with KLM for maintenance, service and repairs of the HVAC and refrigeration equipment in an amount not to exceed \$130,937. Funding is in the FY 2019-20 budget and will be requested in successive fiscal years.
- 13. Execute Contract for Landscape Maintenance Services:** Council Member Cacciotti asked what type of services will be included in the contract and whether there a requirement for electric equipment. Mr. Olvera responded that this item is a contract for landscape services and Agenda Item #14 is a contract for tree trimming. Both contracts include a requirement for electric equipment. Council Member Cacciotti inquired about the diesel trucks that are being used. Mr. Olvera responded that he will follow-up with the contractors. Dr. Burke inquired if there is an immediacy in awarding the contracts. Mr. Olvera responded that the contracts will expire at the end of June. Dr. Burke stated that he would recommend this item be approved after the contractor has been contacted to discuss the truck issues.
- 14. Execute Contract for Tree Trimming and Plant Care Maintenance Services:** This item was discussed during the presentation of Agenda Item #13.

On the motion of Dr. Burke, moved by Mitchell, seconded by Benoit, the committee unanimously approved Agenda Items 12 through 14 to be forwarded to the full Board.

- 15. Authorize Funding and Execute Community Leadership and Engagement Programs:** Deputy Executive Officer/Legislative, Public Affairs & Media Derrick Alatorre reported that this item is to execute sole source contracts with Bakewell Media and Cordoba Corporation for \$150,000 each, for an amount not to exceed \$300,000 total, from the BP Arco Settlement Fund. The purpose of these contracts is to increase air quality awareness through programs and events in disadvantaged and environmental justice communities, and will target community leaders within those areas. Each contractor proposes to hold six meetings each, over the next 12 months, within environmental justice and disadvantaged communities.

Moved by Benoit; seconded by Mitchell, unanimously approved.

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

- 16. Recommendation to Appoint Member to South Coast AQMD Local Government & Small Business Assistance Advisory Group:** Mr. Alatorre reported that Vice Chairman Benoit has recommended to appoint Carlos Rodriguez to the Local Government & Small Business Assistance Advisory Group. Mr. Rodriguez is a Yorba Linda council member and also serves as the Chief Executive Officer of the Building Industry Association of Southern California Baldy View Chapter.

Moved by Benoit; seconded by Cacciotti, unanimously approved.

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

OTHER MATTERS:

17. Public Comment:

There were no public comments

18. Next Meeting Date

The next regular Administrative Committee meeting is scheduled for June 14, 2019 at 10:00 a.m.

Adjournment

The meeting adjourned at 12:34 p.m.