

BOARD MEETING DATE: May 3, 2019

AGENDA NO. 21

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, April 12, 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 (videoconference)  
Council Member Ben Benoit/Vice Chair  
Mayor Judith Mitchell  
Dr. Clark E. Parker, Sr. (videoconference)  
Council Member Michael Cacciotti  
Supervisor Janice Hahn (appointed for Item #18 only)

Absent: None

### **Call to Order**

Chair Burke called the meeting to order at 10:02 a.m. and appointed Supervisor Hahn to the committee to participate in Agenda Item #18.

### **ACTION ITEM:**

**This item was taken out of order.**

18. **Appoint Members to SCAQMD Hearing Board:** Clerk of the Boards Denise Garzaro reported that this item is to interview candidates to fill the new terms for two Hearing Board public members and their alternates. 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 the qualified candidates, conducted interviews and recommended the top candidates to the Administrative Committee.

The Administrative Committee members conducted interviews for the public members and recommended Nate Holden be reappointed as a public member with appointment of Gideon Kracov as his alternate. The committee also recommended appointment of Cynthia Verdugo-Peralta as a public member and recommended that Robert Copeland be reappointed as her alternate.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Hahn, Mitchell, Parker  
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, Mayor Mitchell will attend the CARB/CTC joint meeting in Sacramento on April 9, 2019; and the monthly CARB Board meeting in Sacramento on April 24-26, 2019.
3. **Report of Approved Out-of-Country Travel:** None to report.
4. **Review May 3, 2019 Governing Board Agenda:** None to report.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Council Member Cacciotti recommended a stipend increase for his Board Consultants: Frank Cardenas, William Glazier, Tim Sandoval, Sho Tay and Ben Wong; and Council Member Benoit recommended adding an additional Board Consultant, Thomas Gross, at no cost.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

6. **Bid Evaluation Panel for RFP to Select Consultant Evaluating Meteorological Factors and Trends Contributing to Recent Poor Air Quality in South Coast Air Basin:** Deputy Executive Officer/Planning, Rule Development & Area Sources Dr. Philip Fine reported that pursuant to the direction from a previous Administrative Committee, a list of reviewers will be provided for an RFP that was previously released for a study to look at meteorological factors that have led to recent poor air quality. Six bids were

received and the proposed review panel will consist of four scientists; two internal, one from CARB, and one from Bay Area Air Quality Management District.

7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Assistant Deputy Executive Officer/Chief Information Officer Ron Moskowitz reported that email has migrated to Microsoft Cloud resulting in mailbox sizes being increased from 250 MB to 99 GB. The next phase will include moving all of the Microsoft Suite to the Cloud, which is scheduled for July. Our Mobile App continues to gain momentum with users and was recently promoted at the Downtown Earth Day event with over 100 people signing up. The Android version is set for beta testing in May and all other projects are proceeding as planned. Dr. Parker inquired about the records retention policy. Mr. Moskowitz responded that it varies depending upon the type of record. Chief Deputy Counsel Barbara Baird clarified that we are required by Government Code to adopt a Records Retention Policy with some records kept on a permanent basis, and other documents are destroyed after a period of time. The average period of time for destruction is seven years. Mr. Nastri added with larger email storage capacity overall efficiency has been increased.
  
8. **Improving Communication During Major Incidents and Review of Recent Refinery Fire:** Deputy Executive Officer/Legislative, Public Affairs & Media Derrick Alatorre reported that at the April Board meeting, direction was given to reach out to companies who can provide emergency and non-emergency notifications and staff has already contacted potential companies. Staff has also looked at existing internal capabilities to determine their feasibility on how to get notifications out and will make recommendations at a future Administrative Committee meeting.

**ACTION ITEMS:**

9. **Transfer Funds and Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this request is to transfer funds for development of application projects, including enhancing our PeopleSoft payroll system and for a security portal that supports Title V and other compliance reporting needs. Funds are available in the budget. Dr. Burke inquired about the amount of transfer. Mr. Moskowitz responded that the total amount is \$524,050.

Moved by Benoit; seconded by Cacciotti, unanimously approved.

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

- 10. Authorize Purchase of OnBase Software Support:** Mr. Moskowitz reported that this request is to purchase OnBase support and subscription for one year. OnBase is the document management system which supports most of South Coast AQMD's systems including permitting, compliance, CLASS, Finance and Public Records. Funds are available in the budget.

Moved by Mitchell; seconded by Benoit, unanimously approved.

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

- 11. Authorize Transfer of Monies from General Fund to Health Effects Research Fund:** Assistant Deputy Executive Officer/Finance Sujata Jain reported that this action is to transfer the first of five installments per year of \$841,353 from the General Fund Unreserved Fund Balance to the Health Effects Fund for a total of \$4,206,765 for the five-year period. Dr. Burke clarified that this is the adjustment that was not made prior to when the funds were due to be transferred.

Moved by Parker; seconded by Mitchell, unanimously approved.

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

- 12. Approve Compensation Adjustments for Board Member Assistants and Board Member Consultants for FY 2019-20:** Ms. Jain reported that this action is to approve Board Member Consultants and Assistants compensation for FY 2019-20.

Moved by Parker; seconded by Cacciotti, unanimously approved.

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

- 13. Adopt Executive Officer's FY 2019-20 Proposed Goals and Priority Objectives, and Proposed Budget; Determine that Proposed Amendments to Regulation III – Fees and Rule 209 – Transfer and Voiding of Permits Are Exempt from CEQA and Amend Regulation III – Fees and Rule 209 – Transfer and Voiding of Permits; and Amend SCAQMD Salary Resolution and Class Specification:** This item was deferred to the Governing Board Budget Workshop following the Administrative Committee.

- 14. Revise Procurement Policy and Procedure:** Ms. Jain reported that this item is to approve amendments to the procurement policy which will revise the definition of businesses using low emissions vehicles to businesses using zero to near-zero emissions vehicles to conduct deliveries to the South Coast AQMD.

Moved by Mitchell; seconded by Parker, unanimously approved.

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

- 15. Transfer Funds for Enhanced Particulate Monitoring Program:** Assistant Deputy Executive Officer/Science & Technology Advancement Dr. Jason Low reported that this action is to transfer up to \$160,000 for the Enhanced Particulate Monitoring Program. This is to realign expenditures from salaries and benefits to temporary services.

Moved by Mitchell; seconded by Benoit, unanimously approved.

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

- 16. Recommendation to Appoint Member to SCAQMD Home Rule Advisory Group:** Dr. Fine reported that this item is to replace Bill Quinn on the Home Rule Advisory Group with Frances Keeler who was recently hired by California Council for Environmental and Economic Balance (CCEEB).

Moved by Mitchell; seconded by Benoit, unanimously approved.

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

- 17. Execute Contract for Engineering Consultant to Review BARCT Assessment for Proposed Rule 1109.1 – NOx Emission Reduction for Refinery Equipment:** Dr. Fine explained that this item is to request approval to award contracts to two qualified engineering firms to assist in reviewing the BARCT analysis of refinery equipment under Proposed Rule 1109.1 pursuant to an approved RFP, and to increase the funding from \$100,000 to \$200,000, financed from AB 617 funding.

Mr. Harvey Eder, Public Solar Power Coalition, stated that solar conversion is cost-effective and BARCT for refineries. Dr. Fine responded that solar would

not be applicable in this case as the BARCT being evaluated is for equipment that primarily burns refinery gas. Dr. Burke agreed but added that solar needs more attention in our overall program, and the Board needs the opportunity to hear the debate as to why not require solar. Executive Officer Wayne Nastri commented that solar is supported where applicable.

Moved by Benoit; seconded by Cacciotti, unanimously approved.

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

**WRITTEN REPORT:**

- 19. Local Government & Small Business Assistance Advisory Group Minutes for the February 8, 2019 Meeting:** Mr. Alatorre reported that this item is a written report.

**OTHER MATTERS:**

- 20. Other Business:**

There was no other business.

- 21. Public Comment:**

Mr. Eder commented that he had submitted Public Records Requests and was advised that it would take 30-60 days, and that policy items should be prioritized.

- 22. Next Meeting Date**

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

**Adjournment**

The meeting adjourned at 12:00 p.m.

**Attachment**

Local Government & Small Business Assistance Advisory Group Minutes for the February 8, 2019 Meeting



# South Coast Air Quality Management District

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## LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, FEBRUARY 8, 2019 MEETING MINUTES

### **MEMBERS PRESENT:**

V. Manuel Perez, Supervisor  
Janice Rutherford, Supervisor, Second District, San Bernardino County  
Felipe Aguirre  
Paul Avila, P.B.A. & Associates  
Geoffrey Blake, Metal Finishers of Southern California  
Todd Campbell, Clean Energy  
John DeWitt, JE DeWitt, Inc.  
LaVaughn Daniel, DancoEN  
Bill LaMarr, California Small Business Alliance  
Rita Loof, RadTech International  
Eddie Marquez, Roofing Contractors Association  
David Rothbart, Los Angeles County Sanitation District

### **MEMBERS ABSENT:**

Ben Benoit, Council Member and LGSBA Chairman  
Dr. Clark E. Parker, Sr., Senate Rules Committee Appointee  
Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre  
Cynthia Moran, Council Member, City of Chino Hills

### **OTHERS PRESENT:**

Mark Abramowitz, Board Member Consultant  
Andy Silva, San Bernardino County

### **SCAQMD STAFF:**

Derrick Alatorre, Deputy Executive Officer  
Nancy Feldman, Principal Deputy District Counsel  
Michael Krause, Planning & Rules Manager  
Vicki White, Technology Implementation 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 Janice Rutherford called the meeting to order at 11:31 a.m.

**Agenda Item #2 – Approval of December 14, 2018 Meeting Minutes/Review of Follow-Up/Action Items**

Supervisor Rutherford called for approval of the December 14, 2018 meeting minutes. The minutes were approved, with Supervisor Perez and Supervisor Rutherford abstaining.

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

Mr. Derrick Alatorre stated that there were no follow up or action items.

**Agenda Item #4 – 2019 Rule Forecast and Implementation of 2016 AQMP**

Mr. Michael Krause presented on upcoming work on rules and programs in 2019 to implement the measures in the 2016 Air Quality Management Plan (AQMP) that comprise the strategy to meet the ambient air quality standards.

Mr. Bill LaMarr inquired about areas that are unachievable for air quality. Mr. Krause stated that we are not in compliance with the ozone standard or the PM<sub>2.5</sub> standard. Mr. LaMarr asked if a list of the 26 projects on slide 4 that were awarded the \$48 million existed. Mr. Krause stated he will send Mr. LaMarr a link to the Board agenda containing the list. Mr. Krause indicated that some of the 26 projects are emission reductions projects and some are technology demonstration projects. Out of the 26 projects, around half of them are technology demonstration projects and those are not counted in the projections. Mr. LaMarr questioned the cost-effectiveness of the projects. Mr. Krause stated that we have to start investing in the businesses somewhere. Mr. LaMarr stated that small businesses are going to have to depend on incentive dollars for new technologies to lower emissions because of their cost.

Mr. David Rothbart asked if there is a running total of rules the SCAQMD is looking to adopt. Mr. Krause directed Mr. Rothbart to the January rule forecast calendar.

Mr. Rothbart asked if the reductions are statewide to which Mr. Krause responded that they are regional. Mr. Rothbart asked what the goal is from the mobile source side to reach attainment. Mr. Krause responded that the goals are in the AQMP. Mr. Rothbart requested a status of attainment at the State and Federal levels. Mr. Krause stated he will get that information to Mr. Rothbart.

Ms. Rita Loof stated that the requirements of Rule 1106 (Marine Coating Operations) act as a disincentive because of the amount of recordkeeping required. Mr. Krause said that recordkeeping will be addressed in the future and suggested Ms. Loof participate in any meetings held.

Mr. Paul Avila asked if SCAQMD knows where stationary pollutants are, and if fence monitors will be installed around these areas. Mr. Krause stated that it is a step by step process beginning with community monitoring, analyzing the community monitoring data, making determinations on the readings, identifying sources, and then placing the monitors.

Mr. LaMarr asked who will be paying for the fence line monitoring. Mr. Krause stated fence line monitoring is paid for by AB 617 funds.

**Agenda Item #5 – Update on SCAQMD Incentive Programs**

Ms. Vicki White presented on SCAQMD's incentive programs.

Mr. Avila asked if there is demand for heavy diesel engines. Ms. White stated diesel engines would fall under a program called Engine Repower, where diesel engines are replaced with cleaner engines.



Ms. Loof asked where she can find information about the SB 856 process. Ms. White said CARB wants to do a public process to determine how to allocate the funds. CARB knows they need guidelines for stationary sources. Ms. White suggested that Ms. Loof get in touch with CARB, as she is not aware of workshop dates. Ms. Loof asked about the CalCards for Replace Your Ride (RYR), to which Ms. White responded that people can scrap old cars and receive a CalCard to pay for Uber, Lyft, or a transit pass.

Mr. Todd Campbell asked if there is funding left in Proposition 1B. Ms. White stated it is an ongoing program, but the funds have been fully allocated with the exception of some fall through funds due to fleet switches, which a solicitation will be going out for. Mr. Campbell asked how long the applicants get to sit on their funds. Ms. White stated they have 3 years or the funds may be reallocated and that legislation requires the funds be liquidated in 4 years. Mr. Campbell asked about the Hybrid and Zero Emission Truck and Bus Voucher Incentive Project (HVIP) and stacking. Ms. White stated with the Carl Moyer Program through SB 513, there was acknowledgment to open the program up to stacking. There are no restrictions on stacking of funds in the Carl Moyer program, except that it expects the private investment to pay a minimum of 15%. Whereas, HVIP has restrictions. CARB is starting to look at co-funding HVIP with other programs. For HVIP, electric technologies can stack.

Mr. LaMarr asked for clarification of the RYR program and the purchase of less polluting cars. Ms. White stated that the RYR program allows for eligible motorists to scrap their old car and either get the CalCard or receive funds to purchase a vehicle 8 years old or newer.

Mr. Campbell asked about the VW funds. Ms. White stated that, as project administrator for the two categories SCAQMD has been assigned, staff will be preparing an implementation plan, which will specify a criteria, and is subject to CARB's approval.

Ms. Loof asked, besides the SB 856 funding, if the rest of the programs in Ms. White's presentation were restricted to mobile sources. Ms. White responded yes.

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

No comments.

**Agenda Item #7 - Other Business**

Ms. Loof announced that RadTech is having a conference on March 19-20 in Redondo Beach.

Mr. Avila mentioned a newspaper article about the SCAQMD sales tax and requested a presentation.

*Action Item: Provide a presentation on proposed sales tax.*

**Agenda Item #8- Public Comment**

None.

**Agenda Item #9 – Next Meeting Date**

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, March 8, 2019 at 11:30 a.m.

**Adjournment**

The meeting adjourned at 12:41 p.m.