

BOARD MEETING DATE: September 3, 2021

AGENDA NO. 24

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely on Friday, August 13, 2021. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Ben J. Benoit, Chair
Administrative Committee

JW:cb

Committee Members

Present: Chair Ben Benoit, Committee Chair
Senator Vanessa Delgado, Vice Chair
Mayor Pro Tem Michael Cacciotti
Board Member Gideon Kracov
Supervisor Janice Rutherford

Call to Order

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** There were no concerns to report.
2. **Chair's Report of Approved Travel:** As noted on the travel report, BM Kracov attended the monthly CARB meeting as it relates to air quality on behalf of the South Coast AQMD.
3. **Report of Approved Out-of-Country Travel:** There was no travel to report.
4. **Review September 3, 2021 Governing Board Agenda:** Supervisor Rutherford inquired as to why the Report to Legislature and CARB on South Coast AQMD's Regulatory Activities has no committee review and goes straight to the

Board. Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, reported that it has been historically done this way, but could perhaps go to Local Government & Small Business Assistance Advisory Group. Supervisor Rutherford asked if it would be beneficial for the committee to review before the Board. Wayne Natri, Executive Officer, stated that staff will evaluate this further and make a recommendation. A copy of the report will be shared with the committee and changes may be implemented next year.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Vice Chair Delgado selected an additional Board Consultant, Alisa Elaine Cota. Board Consultant for Supervisor Perez, Guillermo Gonzalez, changed from employee status to independent contractor status. Contracts for Board Consultants for Board Member Kracov, Genevieve Amsalem and Ross Zelen were modified.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford
Noes: None

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Dr. Anissa Heard-Johnson, Diversity, Equity & Inclusion Officer, reported about Fabulous Female Fridays and highlighted Henrietta Lacks for the month of August.

Dr. Heard-Johnson provided an update on the Administrative Code revisions. Sexual Harassment Code revisions will be presented by Legal at the September Administrative Committee meeting and other changes will be done by the end of the year. She presented a draft list of Fall activities and events, including a book club. Monthly Think Tanks will take place every month to increase critical thinking around diversity issues for all staff. Monthly training will also occur monthly starting in September for employee resource groups on different social justice concepts. An agency-wide strategic plan will be developed, and we are in the process of hiring two more staff members for her division.

Board Member Kracov noted his appreciation for the presentation and efforts and mentioned that it might be good to provide an agenda for such events and trainings and make sure that the Chair is apprised and that others have an opportunity to participate, if appropriate.

Chair Benoit added that Board Assistants should also be provided an opportunity to participate.

Harvey Eder, Public Solar Power Coalition, commented about historical solar programs and the need for transitioning to solar energy as soon as possible, and spoke about a humanitarian author.

7. **Budget and Economic Outlook Update:** Jill Whynot, Chief Operating Officer, reported that there is no update since the report provided at the August 6th Board meeting.
8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information Management, reported that the WAIRE program online portal is now live. The Lawn and Garden Battery Incentive Program also went live, which is a new and improved site that will make it easier for companies and independent contractors to learn about and sign up for incentives. Mr. Moskowitz also reported that our mobile application is at 48,670 installs.
9. **South Coast AQMD's FY 2020-21 Fourth Quarter ended June 30, 2021 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, Finance, presented a summary of the 2021 fourth quarter unaudited budget versus actual results. Ms. Jain also provided a revenue and expenditure comparison, and a five-year projection based on these results. The revenue comparison between last fiscal year and this fiscal year was within budget. The expenditures compared to last fiscal year is similar. The five-year projection looks better than the 20 percent level that is the goal. There are uncertainties such as lower annual operating fees and retirement costs. Board Member Kracov inquired when a report from SBCERA about retirement costs is expected. Ms. Jain indicated that it typically comes out in December.

Mr. Eder commented about the Delta variant and the economy.

ACTION ITEMS:

10. **Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this is a standard request to provide short- and long-term systems development maintenance and support services. These companies were selected as part of the RFP process approved by the Board on April 2, 2021, and funding is available in the budget.

Moved by Delgado; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford

Noes: None

11. **Authorize Purchase of Microsoft 365:** Mr. Moskowitz reported that this is a standard request to authorize the purchase of Microsoft Office 365 online licensing for two years and funding is available in the budget.

Mr. Eder commented on the use of the Microsoft system.

Chair Benoit informed Mr. Eder that this is the software, and the cloud that stores all the information that is used by South Coast AQMD.

Moved by Delgado; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford
Noes: None

12. **Issue RFP for Legislative Representation in Washington, D.C.:** Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, reported this action is to seek policy and funding through the Administration and Congress. The current contracts for federal representation will expire on June 14, 2022. This item seeks authorization to issue an RFP to solicit proposals for legislative representation in Washington, D.C. The contracts will be for one year with an option of extending for two, one-year periods.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford
Noes: None

13. **Appropriate Funds for Consultant Services for South Coast AQMD's Environmental Justice Outreach and Initiatives and Clean Air Program for Elementary Students and Why Healthy Air Matters Program:** Mr. Alatorre reported that in 2020, the Board approved the expansion of the Clean Air Programs for Elementary School Children (CAPES) and Why Healthy Air Matters (WHAM) program and extended implementation for an additional three years, beginning October 1, 2020. The Board also directed that 20 percent of the annual penalty monies received in excess of \$4 million be appropriated to this program from the General Fund. Sufficient penalty funding is not available this fiscal year, so staff recommends a transfer of \$1.36 million from BP Arco Funds to fund the CAPES program until June 30, 2022.

Supervisor Rutherford commented that in previous Board discussion, the goal was to make these programs available to as many schools as possible. She inquired what sort of measurements we are doing to see how many schools are

taking advantage of the programs. Mr. Alatorre mentioned that we have created four WHAM videos and CAPE videos are in the process of getting finalized, and all videos will be posted on the web. There is outreach to schools and either staff or the teacher teaches the program. There are evaluations by teachers and students to get feedback. Mr. Alatorre stated that some teachers are using this to meet some of their requirements for AP Programs.

Supervisor Rutherford requested a report back, once we get the components online, of how many schools or how many classrooms are taking advantage of the videos compared to staff doing the teaching.

Mr. Nastri will work with staff to track who accesses the website and see if we can get quantify download and utilization and follow-up with surveys.

Mayor Pro Tem Cacciotti mentioned he would like to observe at a school.

Vice Chair Delgado mentioned that she got unsolicited feedback on Twitter about the WHAM program. A principal replied that teachers loved it and asked if we could provide a curriculum sheet that they could use in addition to the videos. Vice Chair Delgado suggested we require teachers to provide their name and information when they download, provide a curriculum or homework sheet, and maybe provide certificates for the children.

Mayor Pro Tem Cacciotti further recommended bringing electric cars and electric lawn mowers to schools.

Mr. Alatorre mentioned that due to COVID restrictions everything has been online, but we will be looking for opportunities to do more on school campuses.

Mr. Eder expressed concerns and provided comment about educating children.

Chair Benoit brought up the MATES V study and wanted to make sure we get started on the next study early and get needed resources.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford

Noes: None

14. **Appropriate Funds for Planning, Organizing, and Facilitating South Coast AQMD's Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance:** Lisa Tanaka O'Malley, Assistant Deputy Executive Officer/Legislative, Public Affairs & Media, reported that this item is to

appropriate funds for consultant's services to plan, organize and facilitate South Coast AQMD's Martin Luther King, Jr Day and Cesar Chavez Day of Remembrance events. Delay in executing the contract reverted the appropriation to the General Fund, therefore this item is seeking to authorize the previously approved fiscal year 2020/2021 funds to be appropriated in this fiscal year 2021/2022 budget. The total amount for the three-year contract is \$450,000, at a rate not to exceed \$150,000 per year for the two events. Ms. Tanaka O'Malley indicated that these events have helped brand South Coast AQMD and spread air quality and environmental justice awareness in our region.

Board Member Kracov commented that he enjoys these events and believes they are important to our mission but would like us to pay attention to the money we are spending if we are not doing these events in person. Mr. Kracov noted that the events seemed to bring low participation on zoom.

Mr. Alatorre mentioned that as of about a month or two ago the plan was to hold these events in person, but that is being reconsidered.

Mr. Nastri commented that besides zoom participation, these events are also broadcast on YouTube live and so the numbers of participants were higher. Ms. Tanaka O'Malley added that there were 200 participants.

Supervisor Rutherford inquired if we know how many participants were members of the public, so the Board can determine if this is the best use of those funds to do public outreach.

Ms. Tanaka O'Malley clarified that there were 200 non-staff participants. Mr. Alatorre stated that we had over 700 people at the last Environmental Justice Conference and that we will keep monitoring these events. Costs are lower when these events are done virtually only via zoom or online.

Mayor Pro Tem Cacciotti shared the same concerns as Supervisor Rutherford.

Moved by Delgado; seconded by Kracov, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford
Noes: None

15. **Report of RFPs/RFQs Scheduled for Release in September:** Ms. Jain reported that this is an item to release RFQ for the purchase of the Cisco Unified Communication Technology upgrade and also to issue an RFP for the purchase of telecommunications services.

Moved by Delgado; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford
Noes: None

16. **Amend FY 2021-22 Budget to Address Operational Needs, and Add/Revise Job Titles for Various Class Specifications:** John Olvera, Deputy Executive Officer/Administrative & Human Resources, reported that this item involves several actions to address operation needs and starting with revisions to this year's budget by way of adding and deleting positions. He indicated that the Area Sources Compliance unit would move from Planning to Compliance & Enforcement for consistency and efficiency purposes. A new Senior Enforcement Manager would be added to Compliance & Enforcement to oversee that unit. The BACT group is proposed to be moved from Science & Technology Advancement to Engineering & Permitting. In addition, a Chemist and an Administrative Secretary position are being added to the Laboratory and a vacant Manager position is being reassigned. Mr. Olvera indicated that these position changes are being partially offset by deletions of vacant positions. A Senior Public Information Specialist position is being added to Legislative, Public, Affairs, & Media to help with outreach and education for the new indirect source rule for warehouses. In addition, a vacant clerical position in Human Resources is being upgraded. A Director position for the Lab was added in this year's fiscal year budget, but the salary resolution was not amended to reflect this, so an administrative change is being proposed. The current single position for the Health Effects Officer / Director of Community Air Programs is being split into two separate Director positions to benefit critical programs, such as air quality assessment. Lastly, this item will make various title changes to be more consistent with modern business terminology. Funding for these amendments, which add two new positions and a cost of about \$571,000 is being requested from the General Funds Undesignated Fund and will be requested in future budgets.

Moved by Delgado; seconded by Kracov, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford
Noes: None

WRITTEN REPORT:

17. **Local Government & Small Business Assistance Advisory Group Minutes for the May 14, 2021 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

18. **Other Business:** There was no other business to report.
19. **Public Comment:** Mr. Eder expressed concerns about solar conversions and stressed the need for urgency.
20. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for September 10, 2021 at 10:00 a.m.

Adjournment

The meeting adjourned at 11:04 a.m.

Attachment

Local Government & Small Business Assistance Advisory Group Minutes for
May 14, 2021



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 FRIDAY, MAY 14, 2021 MEETING MINUTES

MEMBERS PRESENT:

Mayor Pro Tempore Ben Benoit, LGSBA Chairman (Board Member)
Mayor Rachelle Arizmendi, City of Sierra Madre
Paul Avila, P.B.A. & Associates
LaVaughn Daniel, DancoEN
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Roofing Contractors Association
David Rothbart, Los Angeles County Sanitation Districts

MEMBERS ABSENT:

Supervisor Janice Rutherford (Board Member)
Felipe Aguirre
Geoffrey Blake, Metal Finishers of Southern California
Todd Campbell, Clean Energy
John DeWitt, JE DeWitt, Inc.

OTHERS PRESENT:

Mark Abramowitz
Ramine Cromartie
Moses Huerta
Dan McGivney, SoCal Gas
Mathew Watson
Janet Whittick

SOUTH COAST AQMD STAFF:

Jill Whynot, Chief Operating Officer
Lisa Tanaka O'Malley, Assistant Deputy Executive Officer
Daphne Hsu, Senior Deputy District Counsel
Jo Kay Ghosh, Ph.D., Director of Community Air Programs/Health Effects Officer
Kathryn Higgins, Public Affairs Manager
Kalam Cheung, Program Supervisor Eugene Kang, Program Supervisor
Olga Pikelnaya, Program Supervisor
Anthony Tang, Information Technology Supervisor
Paul Wright, Senior Information Technology Specialist
Ricardo Rivera, Senior Staff Specialist

Debra Ashby, Senior Public Information Specialist
Van Doan, Air Quality Specialist
Stacy Day, Legislative Assistant
Lindsay McElwain, Senior Administrative Secretary

Agenda Item #1 – Call to Order/Opening Remarks

Ms. Lisa Tanaka O’Malley called the meeting to order at 11:31 a.m.

Agenda Item #2 – Approval of April 9, 2021 Meeting Minutes

Ms. Tanaka O’Malley called for approval of the April 9, 2021 meeting minutes. The minutes were approved unanimously.

Agenda Item #3 – Approval of Letter of Appreciation to Dr. William Burke

Ms. Tanaka O’Malley called for approval of the letter of appreciation to Dr. William Burke. The letter was approved unanimously.

Agenda Item #4 – Review of Follow-Up/Action Items

Ms. Tanaka O’Malley reviewed the action item from the previous meeting, which was addressed in agenda item #3.

Agenda Item #5 – Results of the Multiple Air Toxics Exposure Study V (MATES V)

Dr. Jo Kay Ghosh presented a summary of the results of MATES V.

Mr. David Rothbart asked if the change in OEHHA’s methodologies to calculate risk affected how MATES V data is compared to previous MATES studies. Dr. Ghosh responded that the same methodology has been applied to the data since MATES II. The graphs and charts in the presentation show updated methods applied to the data that was collected during previous MATES studies. Mr. Rothbart asked how the expansion or variations in CARB and OEHHA toxics lists would be addressed if there is no previous data. Dr. Ghosh indicated that a methodology has been developed to address year-to-year differences in toxics being measured, but these compounds are not the primary drivers for carcinogenic risk so there is minimal impact.

Mr. Paul Avila asked if there is new technology to collect data and for clarification of the non-cancer risk variable. Dr. Ghosh responded that the MATES program does not utilize sensors as they may not be available for the air toxics being measured and are not as accurate as traditional air monitoring technologies. The chronic non-cancer risk is assessed for some air toxics programs, such as the Air Toxics “Hot Spots” Program (AB 2588). Carcinogenic impacts are assessed differently from how other types of non-carcinogenic risks are assessed. Among the non-carcinogenic risk types, there are acute and chronic non-cancer risks. MATES is not set up to assess acute risks but does assess chronic non-cancer risks.

Mr. Bill LaMarr asked about the age of the monitoring data and age of the comparative data. Dr. Ghosh confirmed that data sets are current. Mr. LaMarr then asked if sensor data was incorporated in the MATES V report and AB 617. Dr. Ghosh replied that the AB 617 program incorporates sensors as part of their air monitoring plans. In future MATES, there may be a section on the utility and function of new sensor technologies. Mr. LaMarr commented that a 50% basin-wide reduction is an accomplishment. He recommends publicly highlighting the MATES V data and the progress due to rules and compliance by businesses. Dr. Ghosh stated that sharing information publicly is important, but that significant health risks remain to be addressed.

Mr. Rothbart commented that MATES is more accurate than CalEnviroScreen which includes other factors that do not necessarily reflect air quality. Dr. Ghosh confirmed that staff qualify CalEnviroScreen

data, and that for South Coast AQMD purposes MATES is used in conjunction on programs such as AB 617.

Ms. Rita Loof asked if there would be recommendations in the MATES study to reduce risk, especially in relation to AB 617 communities. Dr. Ghosh said that MATES is a good tool for tracking progress and informing AB 617 work. The only caution is that you cannot tell what has been achieved through the AB 617 program, versus other toxics programs. It is also a tool used in the AB 617 community selection process. Ms. Jill Whynot added that MATES has been utilized for our Air Quality Management Plan and with rules development.

Mr. Moses Huerta, a Paramount resident, commented on the importance of the MATES data, community engagement, and diesel emissions.

Agenda Item #6 – Overview of the Annual Emissions Reporting (AER) Program

Mr. Eugene Kang provided an overview of the AER program, including data accessibility for the public.

Mr. Rothbart asked about the Criteria Pollutant and Toxics Emissions Reporting (CTR) implementation and if the public will be informed on what needs to be done in a consistent fashion. Mr. Kang said they have been discussing outreach and training with CARB. CARB indicated they are preparing guidance documents. Mr. Kang suggested checking the AER webpage for updates and it may be brought to a future Emissions Quantification and Testing Evaluation (EQUATE) working group.

Ms. Loof commented that CTR regulations do not include unpermitted facilities. Her understanding is that the annual emissions reporting is used as a vehicle to comply with the CTR regulations. Mr. Kang replied that applicable facilities are those that are permitted. The regulation is based on the local air district requirements and unpermitted emissions may or may not be required to report. The CTR is being implemented in the same fashion. Ms. Loof indicated that it may be broader than just the impact to the industry. Ms. Loof stated that if you look at the processes for unpermitted facilities as a standalone operation and Rule 219, most of them do not require a permit, therefore, they fall under the unpermitted category. However, if you look at them as part of a process line and put them as part of a permitted system, they are then brought into the permit system, essentially nullifying the Rule 219 exemption. Ms. Loof expressed concern about the number of facilities impacted and the ramifications. She added that the CTR will bring in thousands of facilities and she does not think facilities doing the right thing should be subject to that level of scrutiny.

Mr. LaMarr stated they have been a part of the CARB CTG and Toxic Hot Spots Emissions Inventory Criteria and Guidelines (EICG) rulemaking efforts since their inception. It was his impression that smaller sources would be only required to report by volume, not by emissions. Mr. Kang confirmed and stated if they do not go over usage amounts as specified, they will not be required to report. Mr. LaMarr asked about the next EQUATE meeting. Mr. Kang responded that a meeting may be held late next month, and that the working group will provide a status on the source test tracking systems and open the floor up for discussion on CTR.

Agenda Item #7 – Monthly Report on Small Business Assistance Activities

No comments.

Agenda Item #8 – Other Business

Chair Benoit announced that due to his new Chairmanship of the Governing Board, Mayor Pro Tempore Carlos Rodriguez will Chair LGSBA going forward, and Supervisor Rutherford will continue to stay on.

Chair Benoit also mentioned that it was discussed at the Administrative Committee meeting today about how to get more people for this advisory group and maybe even expand. Chair Benoit said the function of Home Rule Advisory Group may move to LGSBA.

Agenda Item #9 – Public Comment

No comments.

Agenda Item #10 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, June 11, 2021 at 11:30 a.m.

Adjournment

The meeting adjourned at 12:58 p.m.