

BOARD MEETING DATE: March 5, 2021

AGENDA NO. 22

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely, Friday, February 12, 2021. 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 Pro Tem Ben Benoit/Vice Chair (videoconference)  
Mayor Pro Tem Michael Cacciotti (videoconference)

### **Call to Order**

Chairman Burke called the meeting to order at 10:00 a.m.

### **DISCUSSION ITEMS:**

1. **Board Members' Concerns:** There were no concerns to report.
2. **Chairman's Report of Approved Travel:** There was no travel to report.
3. **Report of Approved Out-of-Country Travel:** There was no travel to report.
4. **Review March 5, 2021 Governing Board Agenda:** Mayor Pro Tem Cacciotti commented that there was concern about the lack of funds for the Commercial Electric Lawnmower Exchange Program in the Compton area. Matt Miyasato, Chief Technologist, Science & Technology Advancement, responded that Stihl has a backlog inventory/backup list. They did not let us know they were

exceeding their funding allocation, but staff will adjust their contract. The Board previously approved additional funds so contracts can be amended to allow all of the vendors to have a cushion to do additional purchases. This should take place in the next few weeks and we are encouraging them to place the orders. Vice Chair Benoit asked how we can help gardeners market their electric lawn service and suggested identifying electric lawnmowers by attaching the South Coast AQMD logo. Mayor Pro Tem Cacciotti asked that staff revise the current flyer related to the incentive program for lawn and garden equipment.

5. **Approval of Compensation for Board Member Assistant(s)/ Consultant(s):** Vice Mayor Richardson has selected Matthew Hamlett as his Board Consultant. Board Member Kracov amended the existing contract with Ross Zelen, and has added a new Board Consultant, Genevieve Amsalem.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Anissa (Cessa) Heard-Johnson, Diversity, Equity & Inclusion (DEI) Officer, spoke about Dr. Burke's influence on her family as she was growing up, and this made her care about the environment and inclusion of environmental issues in social justice. Ms. Heard-Johnson reported on efforts in her first few weeks on the job and acknowledged the work of the Inclusion, Diversity and Equity Advisory (IDEA) panel.

Dr. Burke asked when will Ms. Heard-Johnson be ready to provide a presentation after she reviews Board policies, and Ms. Heard-Johnson responded that a preliminary policy view will be presented at the March Administrative Committee meeting.

Mr. Harvey Eder provided public comment on the solar financing program in the late 1970s and early 1980s for low income individuals and stressed the need for equity in investments for housing, homelessness and health.

7. **Budget and Economic Outlook Update:** Jill Whynot, Chief Operating Officer, reported on permit data and responded to suggestions made at the Board meeting. Dr. Burke suggested staff contact the Black Business Alliance and other minority business groups to help better understand impacts of the pandemic on small and minority owned businesses.

8. **Report of RFQs Scheduled for Release in March:** Sujata Jain, Chief Financial Officer, reported that this RFQ is to establish a three-year pre-qualified vendor list for janitorial products.
9. **South Coast AQMD's FY 2020-21 Second Quarter Ended December 31, 2020 Budget vs. Actual (Unaudited):** Ms. Jain provided an overview of the Budget vs. Actual for the second quarter, ended on December 31, 2020, revenues, expenditures and the updated General Fund Five-year projection based on results. Dr. Burke asked about the South Coast AQMD budget. Ms. Jain stated we are doing okay right now, but future revenue is expected to decline due to lower permit activity. There was a lengthy discussion about the current vacancy rate which is not sustainable because staff are working too many hours at a very high pace. Recruitments are in progress which will lower the vacancy rate. Board Members expressed appreciation for all the efforts and encouraged staff to take good care of themselves.
10. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information Management, reported an enhancement to our online payment system was completed that allows expired permit payments to be made online. Also completed was the W2 and 1099 processing for tax year 2020 and all forms of electronic files were successfully sent. Analytics for public facing web applications for AB 617 and Rule 1180 were enhanced, and other projects are on track.

#### **ACTION ITEMS:**

11. **Authorize Purchase of Maintenance and Support Services for Servers and Storage Devices:** Mr. Moskowitz reported that this is a standard annual request to authorize the purchase of maintenance and support services for servers and storage. Funds are available in our budget.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

12. **Issue RFP for Cybersecurity Assessment:** Mr. Moskowitz reported that this request is to issue an RFP to conduct a comprehensive cyber security assessment that will identify potential cyber security risks and recommend mitigation efforts. Included in the scope of services will be simulated cyber-attacks, web application

vulnerability testing, application code review, social engineering, and cyber security maturity review. Funds are not to exceed \$100,000.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

Ayes: Burke, Benoit, Cacciotti

Noes: None

Absent: None

13. **Execute Contract for Biennial Audit of Motor Vehicle Registration Revenues for FYs 2017-18 and 2018-19:** This item was continued to the March Administrative Committee meeting.

14. **Add Positions for FY 2020-21 Budget to Address Operational Needs:** John Olvera, Deputy Executive Officer/Administrative & Human Resources, reported that this item is to add three positions to the Fiscal Year 2021 budget. There is a need for a Senior Public Affairs Manager and a secretary in Legislative, Public Affairs and Media to support AB 617 and environment justice programs, and to add a Senior Administrative Secretary to support the DEI officer.

Moved by Benoit; seconded by Cacciotti, unanimously approved.

Ayes: Burke, Benoit, Cacciotti

Noes: None

Absent: None

15. **Recommend to Appoint and Renew Members to South Coast AQMD's Environmental Justice Advisory Group:** Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, reported that this item is to appoint new members to the Environmental Justice Advisory Group, as well as to renew existing membership. The new members are from the public sector, academia and nonprofit.

Moved by Benoit; seconded by Cacciotti, unanimously approved.

Ayes: Burke, Benoit, Cacciotti

Noes: None

Absent: None

#### **WRITTEN REPORT:**

16. **Local Government & Small Business Assistance Advisory Group Minutes for the December 11, 2020:** The report was acknowledged and received.

**OTHER MATTERS:**

17. **Other Business:** There was no other business to report.
18. **Public Comment:** Mr. Eder asked about South Coast AQMD's response to a public comment at the last Board meeting and how South Coast AQMD addressed his concerns about his experience in federal court. Dr. Burke suggested that Mr. Eder talk with Mr. Gilchrist.
19. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for March 12, 2021 at 10:00 a.m.

**Adjournment**

The meeting adjourned at 11:11 a.m.

**Attachment**

Local Government & Small Business Assistance Advisory Group Minutes for December 11, 2020



# South Coast Air Quality Management District

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## LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, DECEMBER 11, 2020 MEETING MINUTES

### MEMBERS PRESENT:

Council Member Ben Benoit, LGSBA Chairman (Board Member)  
Supervisor Janice Rutherford (Board Member)  
Felipe Aguirre  
Mayor Rachelle Arizmendi, City of Sierra Madre  
Paul Avila, P.B.A. & Associates  
Geoffrey Blake, Metal Finishers of Southern California  
Todd Campbell, Clean Energy  
LaVaughn Daniel, DancoEN  
John DeWitt, JE DeWitt, Inc.  
Bill LaMarr, California Small Business Alliance  
Rita Loof, RadTech International  
Eddie Marquez, Roofing Contractors Association  
David Rothbart, Los Angeles County Sanitation District

### OTHERS PRESENT:

Mark Abramowitz  
Heather Bolstad, Office of Environmental Health Hazard Assessment  
David Edwards, California Air Resources Board  
John Faust, Office of Environmental Health Hazard Assessment  
Thomas Gross, Board Member Consultant (*Benoit*)  
Rachel Hirani, Office of Environmental Health Hazard Assessment  
Dan McGivney, SoCal Gas  
Debra Mendelsohn, Board Member Consultant (*Rutherford*)  
Gabe Ruiz, California Air Resources Board  
Mark Taylor, Board Member Consultant (*Rutherford*)  
Janet Whittick

### SOUTH COAST AQMD STAFF:

Derrick Alatorre, Deputy Executive Officer  
Daphne Hsu, Senior Deputy District Counsel  
Mark Henninger, Information Technology Manager  
Lisa Tanaka O'Malley, Senior Public Affairs Manager  
Anthony Tang, Information Technology Supervisor  
Van Doan, Air Quality Specialist  
Elaine-Joy Hills, Air Quality Specialist  
Paul Wright, Senior Information Technology Specialist

### **Agenda Item #1 - Call to Order/Opening Remarks**

Chair Ben Benoit called the meeting to order at 11:30 a.m.

Mr. Derrick Alatorre provided guidelines and general instructions for participation in the remote meeting for the Local Government & Small Business Assistance Advisory Group (LGSBA) meeting via Zoom webinar and teleconference.

### **Agenda Item #2 – Approval of November 13, 2020 Meeting Minutes/Review of Follow-Up/Action Items**

Chair Benoit called for approval of the November 13, 2020 meeting minutes. The minutes were approved unanimously.

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

No follow-up or action items.

### **Agenda Item #4 – Addressing Unassessed Chemicals in California**

Dr. John Faust, Branch Chief for the Division of Scientific Programs, and Dr. Heather Bolstad, Toxicologist at the Office of Environmental Health Hazard Assessment (OEHHA), provided information on addressing unassessed chemicals and information on provisional health guidance values.

Ms. Rita Loof indicated that a meeting in October was mentioned and asked if additional meetings will be held to discuss this topic. Dr. Faust replied yes; it is expected to be a public process and the Lost Hills community health risk assessment will be presented to the community and available for public comment statewide.

Mr. John DeWitt asked how the data used will be accumulated. Dr. Bolstad replied that the health guidance values (HGVs) have been identified from various entities, including federal government agencies, occupational health bodies and international agencies, and the general quality and confidence of the values were based on how they were derived. Mr. DeWitt asked if data will be accumulated from the Lost Hills community. Dr. Bolstad replied that it is not part of this study, which includes air measurements and health risk predictions; however, a previous study was done and included surveys of the community. Mr. DeWitt inquired if the projections will be based on things other than what is going on in the Lost Hills community. Dr. Bolstad replied yes, but the HGVs used are from actual health effects data based on studies on exposure to humans and animals, intentionally or unintentionally. Specific incidents of certain health impacts in the Lost Hills community will not be used as part of this study and the town is too small for an epidemiological study.

Mr. David Rothbart expressed concern for the use of structural analogs that are likely to exaggerate the potential risks and how that will be used in the Assembly Bill (AB) 2588 program, which requires reporting of more than 12,000 compounds. Mr. Rothbart asked how OEHHA would propose reasonable estimates for so many compounds, considering that more compounds means being more conservative and are more likely to artificially exceed the threshold, where facilities will be required to achieve risk reductions. Dr. Faust replied that structural analogs are reviewed carefully, and the values are put in different compound classes. These are analyzed from a scientific perspective and does not apply additional uncertainty. As for the gap in the values for additional compounds added to the inventory, Mr. Gabe Ruiz from California Air Resources Board (CARB) will discuss that in the next presentation on AB 2588. OEHHA is developing a methodology that could be applied to additional compounds that are not in the Study of Neighborhood Air Near Petroleum Sources (SNAPS) program; it is a mechanism

constructed to fold in additional values for other compounds. Mr. Rothbart indicated that according to CARB, provisional values would not be used to calculate facility health risk, but only for informational purposes; however, it appears that provisional values were used in the health risks presented. Dr. Faust distinguished SNAPS and AB 2588 programs and clarified that the SNAPS program involves an effort to understand the chemicals measured in the air in the Lost Hills community and the decision context is not about determination of what facilities are required to do. Dr. Faust deferred to the next presentation on how CARB plans to use the provisional values in the AB 2588 context. Mr. David Edwards from CARB indicated that the questions may be addressed by Mr. Gabe Ruiz in the next presentation.

Mr. Bill LaMarr indicated that according to decision tree slides, if the HGV for a chemical analog is unknown, OEHHA will find other data as a substitute or a surrogate. Mr. LaMarr expressed concern that the Emission Inventory Criteria and Guidelines (EICG) includes many new compounds with unknown risk factors. Mr. LaMarr asked how many chemicals are included in OEHHA's regulations for oil production wells and what the timeline for the study is. Dr. Faust clarified that the SNAPS program is an investigation and not a regulation, and the purpose is to understand what chemicals are present in the air in the communities near oil and gas production sources. The current study was designed based on prior experience with the chemicals that were detected in other communities of this type, including approximately 200 chemicals. Mr. LaMarr expressed concern that if the results of this study were publicly available, it may cause fear since it was based on assumptions. Dr. Bolstad clarified that assumptions are not made for the surrogate approach as there is a similarity threshold of 0.8 in the software used, where 1 means identical. Only analog values from authoritative bodies for similar compounds are used. If there isn't a ranked value from one of the analogs, there isn't a value in the methodology used in SNAPS. The draft risk assessment will be available for public comment early next year. Mr. LaMarr asked about the Baldwin Hills community. Dr. Bolstad replied that monitoring should begin next year, they have already been in the site selection process and received public comment.

Ms. Loof indicated that this is a new methodology and chemicals with similar structures may not behave in the same way. Ms. Loof expressed concern about how it would affect the implementation of CARB's regulations. Dr. Bolstad replied that the use of structural surrogates has recently been referred to by new names, but it has been used for over 50 years. Not all surrogates have been tested and many assessments and regulations are based on similarities. It is a well-founded toxicological principle that structurally similar compounds exhibit similar toxicity.

Mr. Todd Campbell indicated that there are two sites now and asked if other sites will be included in the future. Dr. Bolstad replied that the plan for SNAPS is to conduct community monitoring for one year and complete a risk assessment for that community. The goal is to alternate between the Central Valley and Los Angeles area. The third community will be McKittrick and Derby Acres near Bakersfield, then South Los Angeles/Jefferson community. Mr. Campbell asked if additional studies will be conducted in other communities or the assessments will be based on data extrapolated from these studies. Dr. Bolstad replied that the studies will be useful for extrapolating as existing studies are in different regions, where the geology and practices are different. Mr. Campbell expressed appreciation for the studies.

Mr. Rothbart asked if the use of structural analogs has been validated. Dr. Bolstad replied that it is a well-founded principle and used by the United State Environmental Protection Agency (USEPA) to develop regulatory values. Mr. Rothbart expressed concern for unintended consequences for using this approach for thousands of compounds.



#### **Agenda Item #5 – Using Provisional Health Values**

Mr. Gabe Ruiz, Manager of the Air Toxics and Special Projects Section at the California Air Resources Board (CARB), presented on the anticipated use of provisional health values to support the AB 2588 Air Toxics “Hot Spots” program.

Mr. Rothbart indicated that the provisional values would be used to estimate risk in some programs and expressed concern for consistency. Mr. Ruiz explained that the health risk assessment under AB 2588, as defined in the statute, requires the use of OEHHA’s approved values. This exercise is to obtain information on new chemicals and intended to help prioritize chemicals needing further review and for OEHHA to develop official health values. It would take some changes in state law to use any other values not fully vetted by OEHHA and the Scientific Review Panel (SRP).

Ms. Loof asked for clarification on non-regulatory provisional health values. Mr. Ruiz explained that AB 2588 says that the local air districts are responsible for implementing the program and CARB is responsible for developing the emissions inventory reporting guidelines. The local air districts prioritize and determine which facilities are exempt from reporting requirements and which facilities need to be included. CARB adds chemicals that need to be considered and quantified, and the local air districts use the provisional health values to determine exemption. Currently, the chemicals with provisional health values only need to be reported; however, once OEHHA develops official health values for those, then the facility would need to move into the next steps, which are prioritization and risk assessments.

#### **Agenda Item #6 – Approval of Local Government & Small Business Assistance Advisory Group 2020 Accomplishments and 2021 Goals & Objectives**

Mr. Alatorre presented and requested approval of the 2020 Accomplishments and for items to be included in the 2021 Goals & Objectives.

Ms. Loof commented on Proposed 2021 Goals & Objectives #10 – Update on Rule 219 and indicated that it is available now as the printing industry is using a hybrid system in which a portion of the existing operation is being converted to ultraviolet (UV) and achieving emissions reductions. However, due to the connection of the operation to a solvent system, the printing industry are excluded from the permitting exemption. Ms. Loof requested a report, similar to the Small Business Assistance Report format, including the number of UV and electron beam (EB) facilities required to apply for permits since the last Rule 219 amendment. Mr. Alatorre suggested that staff sends the requested report to the Advisory Group members instead of a presentation. Ms. Loof agreed, but expressed concern for the Brown Act compliance. Mr. Alatorre stated that it is similar to a typical information request and is included as an action item, which staff responds by providing the information to the members; however, he will confirm with staff from Legal department.

***Action Item #1:** Confirm with staff if providing requested reports to Advisory Group is acceptable. If so, provide information regarding number of permits issued for UV and EB equipment, as well as policy memos, if available.*

Ms. Loof thanked Chair Benoit for representing LGSBA at the Administrative Committee and suggested to add a goal to have one member of this Advisory Group to annually present the group’s accomplishments to the Administrative Committee. Chair Benoit stated that he is on the Administrative Committee and represents the group. Ms. Loof agreed and expressed support for Chair Benoit’s representation.

Ms. Loof mentioned EICG, Criteria Pollutant and Toxics Emissions Reporting (CTR), and CARB's activities and indicated South Coast AQMD is providing comments on these regulations. Ms. Loof asked Mr. Rothbart if it would be helpful to support South Coast AQMD by submitting a recommendation or position letter from this Advisory Group. Ms. Daphne Hsu stated that the topic could be agendaized and the Advisory Group could then discuss what to provide comment on. Mr. Alatorre recalled Ms. Nancy Feldman stating that the Advisory Group cannot submit a support letter for an item, but could do so as individuals. Ms. Elaine Hills indicated that the LGSBA charter was revised to allow for the Advisory Group to provide comment as a group. Mr. Alatorre stated that staff will confirm the details and send an email to the Advisory Group members. Ms. Hsu indicated that it could also depend on how the letter is drafted and what information is included. Chair Benoit stated that the issue raised by Mr. Rothbart could be agendaized and discussed. Mr. Rothbart suggested to have a discussion with staff on this issue at a future meeting.

***Action Item #2:** Clarify procedures for the advisory group to provide support for items and provide updated LGSBA Charter.*

Chair Benoit and Mr. LaMarr discussed the Home Rule Committee.

Mr. LaMarr expressed support for Proposed 2021 Goals & Objectives #1 and proposed to add a presentation on the Compliance & Enforcement programs and policies, including inspections, fines, and notices on the Facility Information Detail (FIND) tool. Mr. LaMarr also proposed to add a presentation to provide an update next year on the two presentations by OEHA and CARB.

Ms. Loof expressed support for Mr. LaMarr's proposals and requested that policy memos also be added to her request regarding the number of permits issued for UV and EB equipment.

Mr. Rothbart proposed to add a presentation regarding updates on USEPA's Emissions During Periods of Startup, Shutdown, & Malfunction (SSM) provisions.

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

No comments.

**Agenda Item #8 - Other Business**

No other business.

**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, January 15, 2021 at 11:30 a.m.

**Adjournment**

The meeting adjourned at 12:57 p.m.