

BOARD MEETING DATE: October 1, 2021

AGENDA NO. 18

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely on Friday, September 10, 2021. The following is a summary of the meeting.

RECOMMENDED ACTION:  
Receive and file.

Ben J. Benoit, Chair  
Administrative Committee

JW:cb

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### **Committee Members**

Present: Chair Ben Benoit, Committee Chair  
Senator (Ret.) 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:** Supervisor Rutherford indicated that South Coast AQMD needs to maintain transparency and make all meeting materials available for the public. Wayne Nastri, Executive Officer, responded that staff will look into this and make sure to post meeting materials on the web.

Board Member Kracov asked for an update on the Board Retreat and safety precautions. Mr. Nastri indicated that the meeting will be a hybrid format and participation can be remote. Safety precautions include requiring masks inside the meeting room, temperature checks, and proof of vaccination or a negative

COVID-19 test, as well as making sure there is adequate space within the meeting rooms.

2. **Chair'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 October 1, 2021 Governing Board Agenda:** Chair Benoit inquired about the next cycle for Chair and Vice Chair and asked that this item be placed on the October Board agenda. Bayron Gilchrist, General Counsel, indicated there are no issues with that item being added to the October agenda.

Mr. Harvey Eder, Public Solar Power Coalition, expressed concerns for the agency and would like a special meeting for the public to have input on the election of Chair and Vice Chair.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There was no information to report.
6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Dr. Anissa Heard-Johnson, Diversity, Equity & Inclusion Officer, provided an update on agency efforts.

Dr. Heard-Johnson spoke about Hispanic Heritage Month, and creation of a think tank to address contemporary issues and increase critical thinking approaches to DEI problem solving.

Dr. Heard-Johnson also provided a list of events that will be taking place to highlight cultural expressions and interactive activity.

The pilot JEDI book club is starting September 21 and training for the newly forming JEDI Council will begin in October and continue through June 2022.

Dr. Heard-Johnson described the seven employee resource groups and mentioned that she is meeting with each division. She is looking forward to the Board Retreat discussion.

7. **Budget and Economic Outlook Update:** Jill Whynot, Chief Operating Officer, reported that there is no update since the report provided at the September 3 Board meeting.
8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information

Management, reported that a cyber security assessment is underway. The assessment is to align the agency with industry cybersecurity framework and best practices to ensure confidentiality, integrity, and availability of the agency's information systems and data.

Chair Benoit asked for an update on a recent zoom bomber incident. Mr. Moskowitz indicated that staff have been very cautious to track IP addresses to identify and remove disruptions immediately.

Mr. Eder commented on general security and hacking.

9. **Report of RFPs/RFQs Scheduled for Release in October:** Sujata Jain, Chief Financial Officer, Finance, reported that this is a routine item to issue an RFP for the janitorial services for a contract starting March 2022.

**ACTION ITEMS:**

10. **Issue Purchase Order for Ingres Relational Database Management System Software Support:** Mr. Moskowitz reported that this is a standard annual request to issue a purchase order for Actian Corporation for Ingress database software licensing maintenance and support for one year. This database is used by many critical applications, and funds are available in the budget.

Moved by Cacciotti; seconded by Rutherford, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Kracov, Rutherford

Noes: None

11. **Recognize Revenue, Transfer and Appropriate Funds, Amend Contract, Issue Purchase Orders, and Authorize Payment to Extend and Improve the Rule 1180 Fenceline and Community Monitoring Program:** Dr. Jason Low, ADEO, Science & Technology Advancement, reported that as part of the enhanced monitoring effort for MATES V, an optical tent measurement system was deployed by UCLA at the Philips 66 Wilmington Refinery to demonstrate its capability to monitor fugitive VOC emissions and is now continued to operate as part of the refinery's Rule 1180 fence line monitoring. These actions are to recognize revenue and appropriate funds to amend an existing contract with UCLA to extend the operation of the optical tent with the amount of up to \$200,000 and also up to \$45,000 for the continued operation of the Rule 1180 community air monitoring network, issue purchase orders for a station container, air conditioning units, and data review services, and authorize payment for sales tax of approximately \$170,000 to FluxSense Incorporated.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

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

12. **Recognize Revenue, Appropriate Funds, and Execute Contracts to Implement Air Quality Community Training in the Eastern Coachella Valley:** Daniel Garcia, Planning & Rules Manager, Planning, Rule Development & Area Sources, reported that this item is to recognize \$200,000 in revenue into the General Fund and appropriate approximately \$113,000 to the Planning, Science and Technology Advancement, and Legislative and Public Affairs budgets for Fiscal Year 2021/2022 and Fiscal Year 2022/2023. Additionally, this item will authorize the Executive Officer to execute contracts for air quality community training in Eastern Coachella Valley. This training will be done in collaboration with Twentynine Palms Band of Mission Indians and the Desert Healthcare District.

Supervisor Rutherford inquired if we will be able to pursue this for other AB 617 communities as well. Mr. Nastri indicated that this was part of a competitive grant process. At this point, we are not sure we have the resources to expand this to other communities.

Chair Benoit added that if there is anything we can learn from this opportunity in the Coachella Valley, we should expand to other communities. He suggested that South Coast AQMD work with the Legislature.

Mr. Nastri mentioned that we are working to find a replacement for Dr. Ghosh, who was key in obtaining that grant. He emphasized that the AB 617 program is severely underfunded.

Board Member Kracov informed that CARB approved the Eastern Coachella Valley Community Emission Reduction Plan yesterday.

Mr. Eder commented on AB 617 communities, staff and program costs. Mr. Nastri indicated the AB 617 budget had been previously sent to Mr. Eder via email and U.S. mail.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

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

13. **Execute Contract to Provide Recordkeeping and Administration Services for South Coast AQMD's 457 Deferred Compensation Plan:** John Olvera, DEO, Administrative & Human Resources, reported this item is to execute a contract to provide record keeping and administration services for deferred compensation plans. On February 5, the Board approved the release of an RFP for services to administer the plans and based on the evaluation of the five proposals received, staff's recommendation is to execute a five-year contract with Empower Retirement to provide record keeping and administration services. Funding for this contract will be generated through charges to participant accounts.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

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

14. **Appropriate Funds and Amend or Execute Contracts with Outside Counsel and Specialized Legal Counsel and Services:** Bayron Gilchrist, General Counsel, Legal, reported that this action is to appropriate \$480,000 from the General Undesignated Unassigned Fund to Legal's Fiscal Year 2021/2022 and 2022/2023 budgets to amend and execute contracts for legal, specialized, environmental and other litigation.

Mr. Eder commented on outside counsel funds and staff equivalent resources.

Moved by Rutherford; seconded by Cacciotti, unanimously approved.

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

15. **Amend Section 60 (Harassment) of the South Coast AQMD Administrative Code:** Mr. Gilchrist reported that this action is to amend Section 60 of the Administrative Code. The prior version was brief and at the direction of several Board Members it has been made explicitly applicable to employees, Board Members and their consultants/assistants and Hearing Board Members.

Chair Benoit inquired if revisions cover all the different boards or elected Board Members and outside groups, such as the Local Government and Small Business Assistance Advisory Group. Mr. Gilchrist indicated it would cover the Hearing Board Members in terms of work environment, but the yearly training requirement would only apply to district employees, Board Members and consultants.

Supervisor Rutherford asked for clarification regarding reporting processes and how Hearing Board members would report issues. Mr. Gilchrist indicated the Clerk of the Board was intended to cover the Hearing Board Members.

Board Member Kracov asked for clarification on the prohibition against retaliation and if it also extends to protect persons who themselves may not have been harassed but who are reporting. Mr. Gilchrist confirmed that is the case.

Vice Chair Delgado thanked staff for bringing this forward and that it is important to her and other Board Members.

Chair Benoit confirmed that it is a living document and if needed could be updated.

Mr. Eder commented on the Hearing Board and training.

Moved by Delgado; seconded by Rutherford, unanimously approved.

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

### **WRITTEN REPORT:**

16. **Local Government & Small Business Assistance Advisory Group Minutes for the June 11, 2021 Meeting:** The report was acknowledged and received.

### **OTHER MATTERS:**

17. **Other Business:** There was no other business to report.
18. **Public Comment:** Mr. Eder commented on climate change, the need for solar conversion and that solar should be considered BARCT.
19. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for October 8, 2021 at 10:00 a.m.

### **Adjournment**

The meeting adjourned at 10:56 a.m.

### **Attachment**

Local Government & Small Business Assistance Advisory Group Minutes for June 11, 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, JUNE 11, 2021 MEETING MINUTES

### MEMBERS PRESENT:

Mayor Pro Tempore Carlos Rodriguez, LGSBA Chairman (Board Member)  
Mayor Rachelle Arizmendi, City of Sierra Madre  
Paul Avila, P.B.A. & Associates  
Geoffrey Blake, Metal Finishers of Southern California  
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 Districts

### MEMBERS ABSENT:

Supervisor Janice Rutherford (Board Member)  
Felipe Aguirre  
Todd Campbell, Clean Energy  
LaVaughn Daniel, DancoEN

### OTHERS PRESENT:

Mark Abramowitz  
Harvey Eder  
Matt Holder, Board Member Consultant (*Rodriguez*)  
Debra Mendelsohn, Board Member Consultant (*Rutherford*)  
Mathew Watson  
Janet Whittick

### SOUTH COAST AQMD STAFF:

Jill Whynot, Chief Operating Officer  
Derrick Alatorre, Deputy Executive Officer  
Sarah Rees, Ph.D., Deputy Executive Officer  
Lisa Tanaka O'Malley, Assistant Deputy Executive Officer  
Daphne Hsu, Principal Deputy District Counsel  
Victor Yip, Assistant Deputy Executive Officer  
Anthony Tang, Information Technology Supervisor  
Paul Wright, Senior Information Technology Specialist  
Van Doan, Air Quality Specialist  
Elaine Joy Hills, Air Quality Specialist  
Stacy Day, Legislative Assistant  
Aisha Reyes, Senior Administrative Secretary

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

Chair Carlos Rodriguez called the meeting to order at 11:31 a.m.

Chair Rodriguez encouraged the committee to be mindful of opportunities to provide input and asked Mr. Derrick Alatorre to provide information on the actions advisory groups can take. Mr. Alatorre responded that other advisory groups under his unit are the Young Leadership Advisory Council (YLAC) and Environmental Justice Advisory Group (EJAG). Both groups met before the Warehouse Indirect Source Rule (ISR) item on the board agenda and had requested a briefing on the ISR and the opportunity to take a position. Both also held special meetings the week after their regularly scheduled meetings and voted to take a position of support. The groups wrote a letter to the board on their own without any assistance or input from South Coast AQMD staff. There have been letters written previously on behalf of advisory groups and that is how they can participate. Board members on the committees can act as a liaison.

Ms. Rita Loof asked if the committee bylaws allow positions to be taken and Mr. Derrick Alatorre responded that the charter was amended to allow that.

### **Agenda Item #2 – Approval of May 14, 2021 Meeting Minutes**

Chair Rodriguez called for approval of the May 14, 2021 meeting minutes. Except for Mr. DeWitt and Mr. Rodriguez abstained, the minutes were approved unanimously.

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

None.

### **Agenda Item #4 – Budget and Economic Outlook**

Ms. Jill Whynot provided an update on South Coast AQMD's budget and economic outlook.

Mr. David Rothbart mentioned that he has spoken with Mr. Jason Aspell in permitting about the vacancy rate and delays in getting permits issued. Ms. Whynot said there are interview panels scheduled within the next few weeks and 12 engineer positions have been approved to be filled. The process to fill positions has been changed to fill them while employees are still here, rather than waiting until after they are vacated. There is a focus on hiring engineers and inspectors. The productivity per engineer is equal now to before the pandemic, even while teleworking. We are also using resources from employees who promoted or transferred to other departments and rearranging staff.

Mr. Bill LaMarr stated that small businesses are not going to return quick as they fell during the pandemic. Many factors are contributing to this including the indecision at the federal level as to funding and recovery funds, breakdowns in the supply chain, and unemployment insurance payments. He asked that this be taken into consideration on future monthly reports.

Chair Rodriguez asked if tracking of permit timing exists. Ms. Whynot responded that there is a permit tracking dashboard available to the public, including anyone who has submitted applications for a permit. It indicates if an application is waiting for further information, the status, and what steps are remaining. In terms of overall tracking, there is a general sense of time, but in terms of quantification there is none. Several types of permits are available online if public notice is not needed and they can be ascertained quickly.

Mr. Harvey Eder made public comment and requested more detailed numbers about the damage to the economy from the pandemic and political economic crisis. Mr. Eder also made general comments about unemployment numbers, climate change, and the economy.

#### **Agenda Item #5 – Update on the Cap-and-Trade Program**

Dr. Sarah Rees provided an update on California’s Cap-and-Trade Program to reduce Greenhouse Gas (GHG) emissions.

Mr. Rothbart asked about California Air Resource Board’s (CARB’s) proposal to electrify mobile sources in California. Dr. Rees responded that California needs to push hard on electrifying mobile sources and other heavy-duty sectors.

Ms. Loof referenced page 15 of the presentation and inquired about the specific activities included in the \$704 million figure. Dr. Rees responded that the results are available through CARB in the cap-and-trade program results. It is a cumulative amount and represents a lot of community-based initiatives.

*Action Item #1: Provide link to report containing cap-and-trade program results.*

Mr. Eder made a public comment about the auction.

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

No comments.

#### **Agenda Item #7 – Other Business**

Ms. Loof indicated that one of the items in the goals and objectives for this group is Rule 219: Equipment Not Requiring A Written Permit Pursuant to Regulation II, which is coming up for amendment in the next few months and provided some background. She previously requested a report and progress updates but has not received either and staff also reported they had no update. She was told that there are 108 facilities that have been impacted, wanted to find out which facilities they are, and was told by public records to submit 108 separate public records requests. Chair Rodriguez asked about possibly streamlining the 108 public records requests. Mr. Alatorre said he will check with public records on the process for getting the requested information on the facilities and will also check with staff if there are any Rule 219 updates to provide. If there are no updates, then a summary could be provided of the last update. Chair Rodriguez asked for the item to be added to the August agenda and either a report of new information or a recap can be provided. Ms. Loof stated she will want feedback from committee colleagues if and how the rule would impact their industries.

*Action Item #2: Confirm process with public records department for getting names of 108 facilities.*

*Action Item #3: Follow up with staff on status/update of Rule 219.*

*Action Item #4: Agendize update and/or status of Rule 219 in August meeting.*

Mr. LaMarr stated at today’s Administrative Committee meeting, a Governing Board Retreat was mentioned and requested more details. Ms. Whynot responded that September 16 and 17 are being held, the venue is to be determined, it will take place in the desert area, and staff is working on agenda topics with the Governing Board Chair.

Mr. Rothbart brought up the possibility of resurrecting the Home Rule Advisory Group (HRAG) and transferring those topics to this group as brought up in a previous meeting. Mr. Alatorre stated he would look into bringing some HRAG items over, but they have not had a meeting in a couple years. Chair Rodriguez mentioned he is open to discussion on this if the topics fall within the parameters of the goals and objectives for this group.

***Action Item #5:** Research possibility of transferring Home Rule Advisory Group to Local Government and Small Business Assistance Advisory Group.*

Mr. Eder made a comment about Ms. Loof's comments regarding "EB" and general comments about solar.

Ms. Loof clarified for Mr. Eder that "EB" refers to electron beams.

**Agenda Item #8 – Public Comment**

None.

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

The next regular LGSBA Advisory Group meeting is scheduled for Friday, August 13, 2021 at 11:30 a.m.

**Adjournment**

The meeting adjourned at 12:59 p.m.