

BOARD MEETING DATE: December 2, 2022

AGENDA NO. 19

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely on Thursday, November 10, 2022. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Ben J. Benoit, Chair
Administrative Committee

SN:cb

Committee Members

Present: Chair Ben Benoit, Committee Chair
Senator (Ret.) Vanessa Delgado, Vice Chair
Mayor Michael Cacciotti
Supervisor Janice Rutherford

Absent: Board Member Gideon Kracov

Call to Order

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

For additional details of the Administrative Committee Meeting, please refer to the [Webcast](#).

DISCUSSION ITEMS:

1. **Board Members' Concerns:** There were none to report.
2. **Chair's Report of Approved Travel:** Board Member Kracov had travel to report to Sacramento for a CARB meeting.

3. **Report of Approved Out-of-Country Travel:** Wayne Nastri, Executive Officer, reported that there is upcoming travel that needs to be approved for Dr. Vasileios Papapostolou to travel to Nepal for a Department of State program.
4. **Review December 2, 2022 Governing Board Agenda:** Mr. Nastri reported that the main item for the Board meeting is the Public Hearing for the Draft 2022 AQMP and a lot of public comments are expected. Mr. Nastri commented, and Chair Benoit confirmed that 2022 AQMP will include investments for zero-emission stationary source technologies.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were none to report.
6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Francis Fernando, Senior Public Affairs Specialist, Diversity, Equity & Inclusion, provided an update on agency efforts and the direction for the upcoming year. For additional information on this update please refer to the [Webcast at 4:39](#).
7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information Management, reported that the voicemail system was upgraded to utilize a more secure authentication. Mr. Moskowitz also reported that a new electronic rideshare application form was deployed and the hourly air quality map was enhanced to check measurements every 20 minutes, which will better streamline the data delivery process.
8. **Annual Audited Financial Statements for FY 2021-22 Which Ended June 30, 2022:** BCA Watson Rice LLP auditors, Rusty Cabilin and Helen Chu, presented an exit conference with an overview of the results of the audit for fiscal year 2021/2022. There were no material weaknesses or significant deficiencies reported. For additional information on this presentation please refer to the [Webcast at 11:01](#).
9. **South Coast AQMD's FY 2022-23 First Quarter Ended September 30, 2022 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer/Finance, presented the 1st quarter budget versus actual (unaudited) results for fiscal year 2022/2023 which ended on September 30, 2022. Ms. Jain went over a summary of the budget results, the revenues and expenditures and showed some comparisons with the first quarter of last year and a benchmark. The presentation informed that we have a balanced budget. For additional information on this update please refer to the [Webcast at 15:53](#).

ACTION ITEMS:

10. **Address AB 2449 Requirements to Allow Members of the South Coast AQMD Governing Board and South Coast AQMD Brown Act Committees and Groups to Meet Remotely in Cases of Emergency or for Just Cause:**

Bayron Gilchrist, General Counsel, explained the Governor’s Office intends to end AB 361 by the end of February 2023. As a result, after March 1, 2023, meetings subject to the Brown Act would need to comply with AB 2449, which has additional provisions for demonstrating just cause and emergency circumstances if a board member needs to participate remotely and the remote location has not been noticed in the agenda. Chair Benoit commented that this will require Board Members to participate in-person at the Board meetings with some additional requirements. For additional information on this update please refer to the [Webcast at 21:40.](#)

11. **Recognize Revenue, Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring Equipment and One Vehicle:**

Dr. Jason Low, Deputy Executive Officer/Monitoring & Analysis, reported that this is a routine item to recognize \$780,000 from U.S. EPA and appropriate funds into the Monitoring & Analysis budget for the PAMS program. There would be an appropriation of \$230,000 from the Undesignated Fund and upon receipt of the award another appropriation for the remaining amount of \$160,000. This action includes solicitation and issuing purchase orders for monitoring equipment and purchase of a zero-emissions vehicle. If a zero-emission vehicle can be purchased by September 2023, staff will return to the Board for additional funding. After 2023, the cleanest vehicle available will be purchased before the funds expire that can meet the criteria of the operations.

Mayor Cacciotti commented on the mileage of zero-emission vehicles and appreciated the proposal to purchase a zero-emission vehicle if possible. For additional information on this update please refer to the [Webcast at 29:43.](#)

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

12. **Appropriate Funds and Amend Contract with Strumwasser & Woocher, LLP to Provide Representation and Advice to South Coast AQMD Hearing Board:**

Susan Nakamura, Chief Operating Officer/Executive Office, reported that this item is to add an additional \$125,000 to an existing contract with Strumwasser & Woocher, LLP, who currently represents the Hearing Board.

This item is a request from the Hearing Board to address a matter that is in front of the Hearing.

Mayor Cacciotti asked if staff could elaborate on the nature of the request. Mr. Gilchrist indicated that he is not certain, but there is a strong possibility it is related to Baker Commodities.

Moved by Cacciotti; seconded by Rutherford, unanimously approved.

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

13. **Transfer Funds and Authorize Executive Officer to Initiate a Contract with Shah Dabirian for Socioeconomic Analysis Consulting Services:** Ian MacMillan, Assistant Deputy Executive Officer/Planning, Rule Development and Implementation, reported that this item is to address recent vacancies in the Socioeconomic Analysis unit. This action is proposing to shift some funds from the Major Object for Salaries and Benefits into the Professional and Special Services budget contract with a former South Coast AQMD employee and for consulting services to assist with socioeconomic analyses and training.

Supervisor Rutherford asked if SBCERA has been involved. Mr. MacMillan confirmed that staff has contacted SBCERA.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

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

14. **Transfer and Appropriate Funds, Issue Purchase Orders for Building-Related Equipment, and Execute Sole Source Contract for Replacement of Pollution Control Unit Exhaust Systems:** John Olvera, Deputy Executive Officer/Administrative & Human Resources, reported that this item is to use funds that have been allocated by the Board for building related projects. This item requests to transfer and use \$189,000 from the Infrastructure Improvement Fund for security camera upgrades and for re-tubing one hot water boiler. In addition, this item seeks approval to enter into a sole-source contract with the company Air Cleaning Technology to replace the pollution control unit exhaust systems.

Chair Benoit asked about paying fines to the state for not replacing units. Mr. Olvera indicated that this is just routine maintenance and in need of upgrading.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

Ayes: Benoit, Delgado, Cacciotti, Rutherford

Noes: None

Absent: Kracov

WRITTEN REPORT:

15. **Local Government & Small Business Assistance Advisory Group Minutes for the September 9, 2022 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

16. **Other Business:** There was none to report.
17. **Public Comment:** There was no public comment.
18. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, December 9, 2022 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:41 a.m.



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, SEPTEMBER 9, 2022 MEETING MINUTES

MEMBERS PRESENT:

Mayor Carlos Rodriguez, LGSBA Chair (Board Member)
Senator Vanessa Delgado (Board Member)
Supervisor Janice Rutherford (Board Member)
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California
Todd Campbell, Clean Energy
John DeWitt, JE DeWitt, Inc.
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International

MEMBERS ABSENT:

Felipe Aguirre
Council Member Rachelle Arizmendi, City of Sierra Madre
LaVaughn Daniel, DancoEN
Eddie Marquez, Roofing Contractors Association
David Rothbart, Los Angeles County Sanitation Districts

OTHERS PRESENT:

Mark Abramowitz
Debra Mendelsohn, Board Member Consultant (*Rutherford*)
Mark Taylor, Board Member Consultant (*Rutherford*)

SOUTH COAST AQMD STAFF:

Susan Nakamura, Chief Operating Officer
Derrick Alatorre, Deputy Executive Officer
Sarah Rees, Deputy Executive Officer
Lisa Tanaka O'Malley, Assistant Deputy Executive Officer
Daphne Hsu, Principal Deputy District Counsel
Philip Crabbe III, Senior Public Affairs Manager
Denise Peralta Gailey, Public Affairs Manager
Sang-Mi Lee, Planning and Rules Manager
Mark Henninger, Information Technology Manager
Anthony Tang, Information Technology Supervisor
Elaine Hills, Senior Staff Specialist
Van Doan, Air Quality Specialist

Britney Gallivan, Air Quality Specialist
Paul Wright, Senior Information Technology Specialist
Kristina Voorhees, Senior Administrative Assistant

Agenda Item #1 – Call to Order/Opening Remarks

Chair Carlos Rodriguez called the meeting to order at 11:30 a.m.

For additional details of the Local Government & Small Business (LGSBA) Advisory Group Meeting, please refer to the Webcast at [Live Webcast \(aqmd.gov\)](https://aqmd.gov).

Agenda Item #2 – Approval of August 12, 2022 Meeting Minutes

Chair Rodriguez called for approval of the August 12, 2022 meeting minutes.

No public comment.

Motion to approve minutes made by Rita Loof; seconded by Todd Campbell; approved.

Ayes: Avila, Blake, Campbell, LaMarr, Loof, Rutherford, Delgado, Rodriguez

Noes: None

Abstain: None

Absent: Aguirre, Arizmendi, Daniel, DeWitt (during voting), Marquez, Rothbart

For additional details, please refer to the [Webcast](#) beginning at 38:30.

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

Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs and Media, reviewed the action item from the August 12, 2022 meeting, which was to provide a one-page summary of previous U.S. EPA and Congressional Research Service (CRS) retrospective review reports. Links to the reports were emailed to the Advisory Group on August 31, 2022. The one-page summary will be provided when it is complete.

No public comment.

For additional details, please refer to the [Webcast](#) beginning at 8:28.

Agenda Item #4 – Health Effects of Criteria Pollutants

Sarah Rees, Deputy Executive Officer/Planning, Rule Development and Implementation, presented a brief summary of the Health Effects Analysis of the Revised Draft 2022 Air Quality Management Plan (AQMP).

John DeWitt inquired about retrospective reviews. Dr. Rees replied that there are no plans to conduct retrospective reviews and links to U.S. EPA and CRS reports were already sent to the Advisory Group. For additional details, please refer to the [Webcast](#) beginning at 25:50.

Paul Avila asked about sample size for the health effects studies. Dr. Rees replied that the U.S. EPA models were used for health effects modeling and did not include actual physical samples.

For additional details, please refer to the [Webcast](#) beginning at 27:22.

Todd Campbell asked when the next public comment period begins for the Revised Draft AQMP. Dr. Rees replied that the next comment period will be in October. For additional details, please refer to the [Webcast](#) beginning at 29:26.

Bill LaMarr commented on recent weather conditions and asked if related health effects are being considered. Dr. Rees replied that baseline models are used for the AQMP and does not account for unusual weather events. For additional details, please refer to the [Webcast](#) beginning at 30:07.

Rita Loof referenced a discussion at a Clean Air Scientific Advisory Committee (CASAC) meeting and asked which areas would be in nonattainment if the U.S. EPA were to lower the ozone standard. Dr. Rees replied that lower ozone standards would impact urbanized areas with high number of mobile sources, including highways and transportation hubs. For additional details, please refer to the [Webcast](#) beginning at 34:48.

No public comment.

For additional details on the presentation and discussions, please refer to the [Webcast](#) beginning at 10:56.

Agenda Item #5 – End-of-Year Summary Report on State Legislature’s and Governor’s Actions during 2022 Legislative Session

Philip Crabbe III, Senior Public Affairs Manager for Legislative, Public Affairs & Media, provided an end-of-legislative-year summary report on the actions of the State Legislature and Governor, including items relating to the budget and South Coast Air Quality Management District (South Coast AQMD)-sponsored bills and bills of interest.

Ms. Loof asked if the California Air Pollution Control Officers Association (CAPCOA) represents the air districts or the air pollution control officers. Mr. Crabbe replied that CAPCOA members consist of air pollution control officers representing the 35 air districts. For additional details, please refer to the [Webcast](#) beginning at 45:25.

No public comment.

For additional details on the presentation and discussions, please refer to the [Webcast](#) beginning at 42:03.

Agenda Item #6 – Other Business

No other business.

Agenda Item #7 – Public Comment

No public comment.

Agenda Item #8 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, October 14, 2022, at 11:30 a.m.

Adjournment

The meeting adjourned at 12:18 p.m.