

BOARD MEETING DATE: September 1, 2023

AGENDA NO. 26

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, August 11, 2023. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Vanessa Delgado, Chair
Administrative Committee

SN:cb

Committee Members

Present: Chair Vanessa Delgado, Committee Chair
Vice Chair Michael Cacciotti
Board Member Gideon Kracov
Supervisor V. Manuel Perez

Call to Order

Chair Delgado called the meeting to order at 10:15 a.m.

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** Vice Chair Cacciotti inquired about compensation for Board Members that has not changed since the 1980s. Wayne Natri, Executive Officer, indicated staff is working on it.
2. **Chair's Report of Approved Travel:** Travel was reported for Board Member Kracov to Monterey, California to attend the ASILOMAR meeting and to Tahoe, Nevada to attend CCEEB's Summer Issues Seminar. Travel was also reported for Board Member Kracov and Vice Chair Cacciotti to Tahoe, Nevada to attend the Redwood Battery Recycling Facility tour.

3. **Report of Approved Out-of-Country Travel:** Travel was reported for Chair Delgado, Vice Chair Cacciotti, Board Member Kracov, Mr. Nastri, Aaron Katzenstein, Mei Wang, and Ian MacMillan to Europe to visit MAN Energy Systems and Ports Tour in Rotterdam and Antwerp.
4. **Review September 1, 2023 Governing Board Agenda :** Mr. Nastri noted that Proposed Amended Rule 1405 which establishes requirements to further reduce Ethylene Oxide emissions will be Set for Hearing in October. Staff will also be providing a Rail Update to the public and the Public Hearing on Proposed Amended Rule 1178 for refinery storage tanks and Proposed Amended Rule 1111 for residential gas furnaces.

Chair Delgado commented that a lot of feedback has been received regarding the Ethylene Oxide item. For additional information please refer to the [Webcast at 5:59.](#)

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There was one proposal, this item has been moved to Action Items.
6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Cessa Heard-Johnson, Diversity, Equity & Inclusion Officer, provided an update on agency efforts, seasonal events, cultural displays, upcoming statewide working group, and mentioned Frida Kahlo for Fabulous Female Friday.

Board Member Kracov acknowledged the success of the Board Member Internship program.

Harvey Eder, Public Solar Power Coalition, provided public comment regarding environmental social governance.

Mr. Nastri commented that there are principles that businesses must adhere to and that we try to be technology neutral and look at the cleanest technologies that are available, while focusing on environmental justice. For additional information please refer to the [Webcast at 7:16.](#)

7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, Information Management, reported that an enhancement for a legal office system to further streamline journal assignments and enforcement modules was successfully deployed. Fiscal year-end activities were completed with Finance and Human Resources, as well as establishing the new DEI and Community Air Program Division for the new fiscal year. Enhancements to the firewall and authentication module for document management system were also deployed as part of the

continuous effort to improve the agency's cyber security. For additional information please refer to the [Webcast at 19:50](#).

8. **South Coast AQMD 's FY 2022-23 Fourth Quarter Ended June 30, 2023 Budget vs. Actual (Unaudited) :** Sujata Jain, Chief Financial Officer, Finance, presented a general fund overview which included revenues, expenditures, use of fund balance and a five-year projection. For additional information please refer to the [Webcast at 20:38](#).
9. **Report of RFQs/RFPs Scheduled for Release in September :** Ms. Jain reported that this is a routine item to issue an RFP for cafeteria services for a contract that expires April 30, 2024. For additional information please refer to the [Webcast at 25:07](#).

ACTION ITEM S:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There was one proposal for Councilmember Nithya Raman's Board Assistant, Jackson Guze: a contract modification for July 1, 2023 to June 30, 2024, and a new contract for Fiscal Year 2023-24.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

10. **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, reported that in December 2022, a contract was approved with Strumwasser & Woocher, LLP for specialized legal counsel and services for the Hearing Board \$125,000. This item is requesting an additional \$300,000 for legal representation on a matter involved with the hearing board and the funds are necessary to ensure outside counsel is available to the Hearing Board.

Board Member Kracov inquired if the additional funds are for litigation counsel or internal advice to the Hearing Board. Bayron Gilchrist, General Counsel, indicated that it is our understanding that it is primarily for litigation related to the Baker matter. Board Member Kracov wanted to confirm that the Hearing Board had its own counsel defending itself in court on the Baker case. Mr. Gilchrist confirmed that it is our understanding. Board Member Kracov inquired who reviews these bills. Mr. Gilchrist stated that he believes the Chair for the Hearing Board would but could not confirm. Board Member Kracov expressed understanding of the independence of the Hearing Board and suggested more

paperwork submissions and more things on consent to help the Hearing Board work more efficiently and incur less legal costs. For additional information please refer to the [Webcast at 25:41](#).

Moved by Cacciotti; seconded by Delgado, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

- 11. **Appropriate Funds from the Undesignated (Unassigned) Fund Balance for Permitting Enhancement Program :** Jason Aspell, Deputy Executive Officer, Engineering & Permitting, reported that this item is to appropriate \$400,000 from the Undesignated Fund to the Engineering & Permitting budget to cover the cost to continue the efforts to enhance the permitting program by having retirees provide temporary assistance, while the staff vacancy rate is being actively addressed. This effort was successfully utilized last year and looking to continue this effort.

Chair Delgado expressed her support for this continuous effort. For additional information please refer to the [Webcast at 31:01](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

Appropriate Funds and Issue Solicitations and Purchase Orders to Implement Air Quality Community Training in Eastern Coachella Valley : Dr. Heard-Johnson reported that this item is to appropriate the remaining balance of \$41,396 to the DEI with Community Air Programs and \$6,258 to Monitoring & Analysis for Fiscal Year 2023/24 and 2024/25 budgets to issue solicitation and purchase orders. This item involves a grant received from U.S. EPA to implement an air quality academy and improve environmental literacy and air quality data for the Eastern Coachella Valley.

Supervisor Perez inquired about ensuring accountability to how the education will be utilized in the community and suggested building a partnership and working together with the community instead of just providing information and hoping they learn from it. Dr. Heard-Johnson indicated this is an effort to go into the communities and listen to them, to not make it transactional and be involved and engaged and it will be a dialogue so it will be learning on both ends and would be able to provide some metrics as they continue to do this. Supervisor Perez confirmed he would like to see metrics for these programs in order to measure success. For additional information please refer to the [Webcast at 32:49](#).

Moved by Perez; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

12. **Approve Revisions to Class Specifications; Amend the Salary Resolution to Revise Salaries as Part of the Revision Process; Amend FY 2023-24 Budget By Adding and Deleting Positions to Address Operational Needs** : John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that this item involves recommendations based on a review of job duties and responsibilities for positions in the Clerk of the Board's office and the General Counsel's office. The first group of recommendations comes with revisions to class specifications for the Clerk of the Board's office to reflect their current job duties and responsibilities, in connection this salary adjustments are being proposed for the updated positions. The second group of recommendations seeks to move implementation responsibilities for our Minor Source Penalty Assessment Program from the Investigator Group to the Paralegal Group in the General Counsel's office to provide efficiencies to the settlement process. The investigators of this group will be moved into the office of Compliance & Enforcement and their work will focus on civil and criminal prosecution matters as part of this reorganization. Salary adjustments are being proposed for the Paralegal, Senior Paralegal and the Supervising Air Quality Inspector position. Finally, there are add and delete recommendations in this item for positions in the General Counsel's office to amend the budget and this will minimize the financial impact of these proposals.

Vice Chair Cacciotti brought Board Member Kracov's earlier comments about the Clerk of the Board and asked for a quick overview of the Hearing Board 's responsibilities and if there is an intersection that we try to avoid. Mr. Olvera stated that it is actually a recognition of the responsibilities of the Clerk of the Board helping both Boards. The roles of the Clerk 's Office is to provide much more support to the individual members, especially on the Hearing Board.. Board Member Kracov asked about more resources for the Clerk of the Boards . Mr. Olvera responded that staff has been holding off on recruiting and filling several positions until these revised classifications were approved.

Board Member Kracov expressed support for the discussion and mentioned how the Clerk of the Board's office is high performing at an intense, heavy pace and is the foundation for the agency. For additional information please refer to the [Webcast at 37:47](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

13. **Transfer and Appropriate Funds for Independent Audit of Rule 1180 Fenceline Air Monitoring Network:** Jason Low, Deputy Executive Officer, Monitoring & Analysis, reported that this item is for funding a contractor approved by the Board earlier this year to do the independent audit for the referee fenceline air monitoring network required under Rule 1180. This action is to transfer and appropriate \$700,000 from the Rule 1180 Special Fund and appropriate \$500,000 from the General Fund to the Monitoring & Analysis budget for that technical audit effort. For additional information please refer to the [Webcast at 14:23](#).

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

15. **Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring and Laboratory Equipment:** Dr. Low reported that this item is to purchase air monitoring and laboratory equipment for supporting AB 617 efforts, appropriate \$350,000 from the General Fund to the Monitoring & Analysis budget, purchase air monitoring equipment to support ethylene oxide measurement efforts. For additional information please refer to the [Webcast at 43:30](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

16. **Recognize Revenue, Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring Equipment :** Dr. Low reported that this item is to recognize revenue of \$650,000 from U.S. EPA, appropriate these funds to both the Monitoring & Analysis and Compliance & Enforcement divisions fiscal budgets for the next two years, issue solicitations and purchase orders for air monitoring equipment. For additional information please refer to the [Webcast at 14:17](#).

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez
Noes: None

WRITTEN REPORT :

17. **Local Government & Small Business Assistance Advisory Group Minutes for the April 14, 2023 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

18. **Other Business:** There was no other business to report.
19. **Public Comment:** Mr. Eder provided public comment regarding issues unrelated to the Administrative Committee matters. For additional information please refer to the [Webcast at 46:34](#).
20. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, September 8, 2023 at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:03 a.m.



South Coast Air Quality Management District

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LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, APRIL 14, 2023 MEETING MINUTES

MEMBERS PRESENT:

South Coast AQMD Board Members:
Councilmember Carlos Rodriguez, LGSBA Chair
Mayor Patricia Lock Dawson
Supervisor Curt Hagman
Councilmember Jose Luis Solache

Public Members

Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California
Todd Campbell, Clean Energy
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Roofing Contractors Association
David Rothbart, Los Angeles County Sanitation Districts

MEMBERS ABSENT:

Felipe Aguirre
John DeWitt, JE DeWitt, Inc.
LaVaughn Daniel, DancoEN

OTHERS PRESENT:

Mark Abramowitz
Harvey Eder
Teresa Garcia
Linda Krupa
Elaine Morgan
Mark Taylor, Board Member Consultant (*Rodriguez*)

SOUTH COAST AQMD STAFF:

Susan Nakamura, Chief Operating Officer
Derrick Alatorre, Deputy Executive Officer
Anissa Heard-Johnson, Deputy Executive Officer
Aaron Katzenstein, Deputy Executive Officer
Sarah Rees, Deputy Executive Officer
Lisa Tanaka O'Malley, Assistant Deputy Executive Officer

Daphne Hsu, Principal Deputy District Counsel
Mark Henninger, Information Technology Manager
Walter Shen, Planning and Rules Manager
Tom Lee, Program Supervisor
Alyssa Yan, Program Supervisor
Elaine-Joy Hills, Senior Staff Specialist
Van Doan, Air Quality Specialist
Paul Wright, Senior Information Technology Specialist
De Groeneveld, Senior Information Technology Specialist
Kristina Voorhees, Assistant Air Quality Specialist
Cindy Bustillos, Executive Secretary
Brisa Lopez, Administrative Assistant

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

Chair Carlos Rodriguez called the meeting to order at 11:30 a.m., roll call was taken and a quorum was present.

Daphne Hsu, Principal Deputy District Counsel, Legal, stated that LaVaughn Daniel and John DeWitt would not be able to participate in the meeting as an Advisory Group member from a remote location that was not noticed pursuant to Brown Act. Ms. Daniel and Mr. DeWitt could observe the meeting as a member of the public.

For additional details of the Local Government and Small Business Assistance (LGSBA) Advisory Group Meeting, please refer to the [Webcast](#), beginning at 0:37.

Agenda Item #2 – Approval of March 10, 2023 Meeting Minutes

Chair Rodriguez called for approval of the March 10, 2023 meeting minutes.

There were no public comments.

Motion to approve minutes made by Supervisor Curt Hagman; seconded by Geoffrey Blake; approved.

Ayes: Avila, Blake, Hagman, LaMarr, Rodriguez, Rothbart

Noes: None

Abstained: Campbell, Dawson, Marquez, Solache

Absent: Aguirre, Daniel, DeWitt, Loof

For additional details, please refer to the [Webcast](#), beginning at 2:45.

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

Derrick Alatorre reviewed action items from the March 10, 2023, meeting.

There were no public comments.

For additional details, please refer to the [Webcast](#), beginning at 6:25.

Agenda Item #4 – Update on South Coast AQMD Mobile Source Incentive Programs

Alyssa Yan, Program Supervisor, Technology Advancement Office, provided an overview on South Coast Air Quality Management District (South Coast AQMD) mobile source incentive programs.

Mr. Avila asked if the Volkswagen Mitigation program only applied to cars. Ms. Yan confirmed that was correct. Mr. Avila asked if the funds could be used to repair the engines and inoperable refrigeration units. Tom Lee, Program Supervisor, Technology Advancement Office, replied that inoperable equipment are ineligible for the program.

David Rothbart asked how fund allocation is determined with a limited budget and if cost-effectiveness and alternative fuel technologies are considered. Ms. Yan replied that cost-effectiveness is considered for project rankings. Aaron Katzenstein, Deputy Executive Officer, Technology Advancement Office, stated that the guidelines for Carl Moyer program specifies the cost-effectiveness in dollars-per-ton.

Todd Campbell, Ms. Yan, and Dr. Katzenstein discussed Advanced Clean Fleet (ACF) regulation, funding allocation, and project prioritization.

Bill LaMarr asked if incentive programs are different from emission reduction credits (ERCs). Susan Nakamura, Chief Operating Officer, indicated that incentive fundings are used for quantifiable emission reductions under current regulations and not for compliance with future emission limits.

Geoffrey Blake asked about total emission reduction difference between zero-emission and near-zero-emission technologies with the limited budget. Walter Shen, Planning and Rules Manager, Technology Advancement Office, replied that the cost-effectiveness and emission benefits for transitioning from diesel to zero-emission busses is greater than use of other fuel types, such as compressed natural gas (CNG) or liquified natural gas (LNG). Mr. Blake asked how many busses could be converted to CNG using \$22M. Dr. Katzenstein stated that CNG busses costs approximately \$160K and zero-emission busses costs approximately \$370K and the school districts are allowed to select the type of busses to purchase.

Mr. Avila asked if it is possible to combine funding from different incentive programs to fund the same project. Dr. Katzenstein replied that stacking of different funds are possible, depending on the program requirements.

Councilmember Jose Luis Solache asked for a list of schools in Los Angeles County that have received funding.

***Action Item #1:** Provide the Advisory Group with a list of schools in LA County that have received funding for busses.*

Councilmember Solache mentioned a discussion on ACF regulation and asked if there are any incentive funding for small businesses. Dr. Katzenstein replied that the Voucher Incentive Program (VIP) is designed for independent owner or operators with 10 or less vehicles.

Mr. Campbell asked how much funding is allocated for VIP. Dr. Katzenstein replied \$8M is currently allocated to VIP and increased funds could be requested as necessary.

Harvey Eder commented on particulate matter, ozone, and contingency measures.

For additional details on the presentation and discussions, please refer to the [Webcast](#), beginning at 8:20.

Agenda Item #5 – Update on Draft Letter from LGSBA Advisory Group to Administrative Committed on CARB’s Community Air Protection Blueprint

Mr. Alatorre stated since there are four Governing Board (GB) members on the LGSBA Advisory Group and the Administrative Committee, the recommendation stated in the draft letter would be presented to the Governing Board, instead of the Administrative Committee.

Rita Loof asked for clarification on the process to submit the letter of recommendation from the Advisory Group. Chair Rodriguez confirmed that Governing Board approval is needed.

Mr. LaMarr referenced paragraph #2 of the draft letter and suggested to add additional details. Chair Rodriguez and Mr. Alatorre suggested that Mr. LaMarr and Ms. Loof edit the draft letter and provide an update at the next meeting.

Councilmember Solache expressed support for the letter.

There were no public comments.

For additional details, please refer to the [Webcast](#), beginning at 54:45.

Agenda Item #6 – Other Business

Ms. Loof stated that the proposed South Coast AQMD budget will include an increase on all fees.

For additional details, please refer to the [Webcast](#), beginning at 1:05:20.

Agenda Item #7 – Public Comment

There were no public comments.

Agenda Item #8 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, June 9, 2023, at 11:30 a.m.

Adjournment

The meeting adjourned at 12:38 p.m.