

BOARD MEETING DATE: June 2, 2023

AGENDA NO. 20

REPORT: Administrative Committee

SYNOPSIS: A Special Administrative Committee meeting was held in hybrid format on Friday, May 12, 2023 at the Hyatt Regency Indian Wells Resort & Spa. The following is a summary of the meeting.

RECOMMENDED ACTION:  
Receive and file.

Vanessa Delgado, Chair  
Administrative Committee

SN:cb

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### **Committee Members**

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

### **Call to Order**

Chair Delgado called the meeting to order at 11:53 a.m.

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

### **DISCUSSION ITEMS:**

1. **Board Members' Concerns:** There were no concerns to report.
2. **Chair's Report of Approved Travel:** Travel for Board Member Kracov to Sacramento for CARB meetings was reported.
3. **Report of Approved Out-of-Country Travel:** There was no reported travel.

4. **Review June 2, 2023 Governing Board Agenda:** Wayne Nastri, Executive Officer, reported that there is a Set Hearing for Proposed Amended Rule 1153.1, which addresses commercial food ovens. Mr. Nastri commented that there are no Public Hearing items for the June Board meeting since Proposed Amended Rule 1405 which addresses Ethylene Oxide emissions was pulled. Staff may have another item for the June Board meeting.

Mr. Nastri confirmed that there is not a Board Meeting in July. For additional information, please refer to the [Webcast at 7:33](#).

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were seven Board Member Consultant proposals for fiscal year 2022/23 and 28 proposals for fiscal year 2023-24. A total of 35 proposals were approved.

Moved by Cacciotti; seconded by Perez, unanimously approved.

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

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Cessa Heard-Johnson, Diversity, Equity & Inclusion Officer, provided an update on agency efforts related to diversity, equity and inclusion (DEI) and discussed Malala Yousafzai for Fabulous Female Friday. Dr. Heard-Johnson also reported that South Coast AQMD will be hosting a statewide DEI practitioners meeting in June.

Vice Chair Cacciotti inquired if Board Members could attend the statewide meeting. Mr. Nastri indicated it was intended only for practitioners at this time. For additional information, please refer to the [Webcast at 9:12](#).

7. **South Coast AQMD's FY 2022-23 Third Quarter Ended March 31, 2023 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, provided a presentation which included an overview on the fiscal year 2022/2023 third quarter budget, revenues, expenditures, use of fund balance and provided a five-year projection. Ms. Jain reported that the third quarter budget had revenues at 137.9 million and expenditures at 132.4 million, which is typical for the third quarter. She provided a revenue comparison and reported that the difference in emission fees is due to the deadline for submitting emission fees changing from March to May and that the revenue is expected to catch up by the fourth quarter. Ms. Jain confirmed that significant differences in the revenue comparison were a timing issue.

Supervisor Perez commented that with a vacancy projection of 11 percent, is staff projecting adding new staff. Mr. Nastri stated that the plan is to fill the current vacancies first and if adjustments are needed, staff would bring staffing requests back to the Board. For additional information, please refer to the [Webcast at 18:20](#).

8. **Status Report on Major Ongoing and Upcoming Projects for Information**

**Management:** Ron Moskowitz, Chief Information Officer, reported that a firewall upgrade, a VPN server update and a number of enhancements to online portals were completed and everything is on schedule.

Board Member Kracov inquired if Information Management is involved with the permit backlog plan. Mr. Moskowitz confirmed that Information Management is involved. For additional information, please refer to the [Webcast at 24:46](#).

**ACTION ITEMS:**

9. **Authorize Purchase of OnBase Software Support:** Mr. Moskowitz reported that this item is to obtain approval for the sole source purchase and renewal of OnBase server subscription and support for one year and the funds are in the budget.

Harvey Eder, Public Solar Power Coalition, provided public comment.

For additional information, please refer to the [Webcast at 26:05](#).

10. **Authorize Purchase of Oracle PeopleSoft Software and Support:** Mr. Moskowitz reported that this item is for approval of a three-year contract with Oracle America for purchasing, accounting, asset management, financial management, project reporting, payroll and human resources. The funds for the first year's purchase are included in the budget and will be included in the subsequent fiscal year budget requests. For additional information, please refer to the [Webcast at 28:12](#).

11. **Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this item is a request to amend contracts and add funding for short- and long-term systems, development, maintenance and support devices to enhance their quality data. The funds are available in the budget. For additional information, please refer to the [Webcast at 28:48](#).

**Item Nos. 9 through 11** were voted on together by the Administrative Committee. Moved by Cacciotti; seconded by Perez, unanimously approved.

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

12. **Establish List of Prequalified Vendors for Automotive Mechanical Repair and Service:** John Olvera, Deputy Executive Officer/Administrative & Human Resources, reported that this item is to establish a list of approved vendors to provide automotive mechanical services. There are five proposed vendors on the list that will be used for a three-year period. Funding for these services is included in the budget for every year.

Mr. Eder provided public comment.

For additional information, please refer to the [Webcast at 29:30](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

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

13. **Recognize Revenue, Appropriate and Transfer Funds for Air Monitoring Programs, Issue Solicitations and Purchase Orders for Laboratory Equipment and One Vehicle:** Jason Low, Deputy Executive Officer/Monitoring & Analysis, reported that South Coast AQMD is expected to receive \$1,000,000 from U.S. EPA for the PM 2.5 and NAATS programs and a little over \$2,000,000 for the U.S. Government Enhanced Particulate Monitoring Program. This action is to recognize and appropriate these funds, transfer \$350,000 and issue solicitations and purchase orders for equipment and one vehicle. Dr. Low reported that staff is proposing the purchase of a zero emissions vehicle if it meets operational needs and can be purchased before April 1, 2024. For additional information please refer to the [Webcast at 31:08](#).

Moved by Cacciotti; seconded by Kracov, unanimously approved.

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

14. **Execute Contract for Three-Year Service Agreement for South Coast AQMD Access to Online Legal Research Libraries:** Bayron Gilchrist, General Counsel, reported that this item is to execute a three-year agreement with Thompson Reuters West to provide online legal research, print libraries and provide better functionality with internal documents. Current subscription services will expire at the end of next month. For additional information, please refer to the [Webcast at 32:28](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

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

**WRITTEN REPORT:**

15. **Local Government & Small Business Assistance Advisory Group Minutes for the March 10, 2023 Meeting:** The report was acknowledged and received.

**OTHER MATTERS:**

16. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, June 9, 2023 at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 12:27 p.m.



# South Coast Air Quality Management District

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## LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, MARCH 10, 2023 MEETING MINUTES

### MEMBERS PRESENT:

Councilmember Carlos Rodriguez, LGSBA Chair (Board Member)  
Councilmember Michael Cacciotti (Board Vice Chair)  
Supervisor Curt Hagman (Board Member)  
Rachelle Arizmendi  
Paul Avila, P.B.A. & Associates  
John DeWitt, JE DeWitt, Inc.  
Bill LaMarr, California Small Business Alliance  
Rita Loof, RadTech International

### MEMBERS ABSENT:

Senator Vanessa Delgado (Board Chair)  
Felipe Aguirre (*Observed as a member of the public*)  
Geoffrey Blake, Metal Finishers of Southern California  
Todd Campbell, Clean Energy  
LaVaughn Daniel, DancoEN  
Eddie Marquez, Roofing Contractors Association  
David Rothbart, Los Angeles County Sanitation Districts

### OTHERS PRESENT:

Mark Abramowitz  
Jack Morgan  
Mark Taylor, Board Member Consultant (*Rodriguez*)

### SOUTH COAST AQMD STAFF:

Susan Nakamura, Chief Operating Officer  
Jason Aspell, Deputy Executive Officer  
Anissa Heard-Johnson, Deputy Executive Officer  
Sarah Rees, Deputy Executive Officer  
Kathryn Higgins, Assistant Deputy Executive Officer  
Ian MacMillan, Assistant Deputy Executive Officer  
Lisa Tanaka O'Malley, Assistant Deputy Executive Officer  
Daphne Hsu, Principal Deputy District Counsel  
Philip Crabbe III, Senior Public Affairs Manager  
Scott Gallegos, Human Resources Manager  
Denise Peralta Gailey, Public Affairs Manager

Ricardo Rivera, Public Affairs Manager  
Mark Henninger, Information Technology Manager  
Charlene Wang, Information Technology Manager  
Anthony Tang, Information Technology Supervisor  
Lane Garcia, Program Supervisor  
Laurence Brown, Air Quality Specialist  
Derek Camacho, Air Quality Specialist  
Van Doan, Air Quality Specialist  
Debra Ashby, Senior Public Affairs Specialist  
Cristina Lopez, Senior Public Affairs Specialist  
Aisha Reyes, Senior Administrative 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. and roll call was taken and a quorum was present.

Daphne Hsu, Principal Deputy District Counsel, Legal, stated that Felipe Aguirre 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. Mr. Aguirre 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](#) at 03:10.

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

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

Bill LaMarr referenced agenda item #3 and clarified his suggestion was to invite elected officials to speak on topics of interest in addition to staff presentations.

There were no public comments.

Motion to approve minutes with Mr. LaMarr's amendment made by Rachelle Arizmendi; seconded by Rita Loof; approved.

Ayes: Arizmendi, Avila, DeWitt, LaMarr, Loof, Rodriguez

Noes: None

Abstained: Cacciotti, Hagman

Absent: Aguirre, Blake, Campbell, Daniel, Delgado, Marquez, Rothbart

For additional details, please refer to the [Webcast](#) beginning at 12:50.

**Agenda Item #3 – Approval of LGSBA 2022 Accomplishments and 2023 Goals and Objectives**

Chair Rodriguez called for approval of the LGSBA 2022 Accomplishments and 2023 Goals and Objectives.

Ms. Loof asked about outreach to local government officials regarding LGSBA. Chair Rodriguez asked if LGSBA meeting information was shared with elected officials prior to the meeting and asked that staff encourage elected officials and others to participate and distribute to potentially interested parties. Lisa Tanaka Assistant Deputy Executive Officer, Legislative, Public Affairs and Media, confirmed that information regarding LGSBA meetings are sent to city managers in 168 cities within the South Coast Air Quality Management District (South Coast AQMD) jurisdiction and stated that the suggested language will be included in the future. Ms. Loof requested that the outreach to city managers and local governments be added to the 2023 Goals and Objectives list. Chair Rodriguez expressed support for Ms. Loof's request.

Governing Board Vice Chair Michael Cacciotti commented that he presents on South Coast AQMD including incentive programs to the cities located in Eastern Los Angeles County. Paul Avila requested more information regarding incentive programs. Vice Chair Cacciotti responded that packets with information on incentive programs are sent out to councilmembers. Ms. O'Malley added that staff would provide the information to Mr. Avila.



*Action Item #1: Provide Mr. Avila with information on incentive programs.*

Mr. LaMarr asked if Council Member Jose Luis Solache can participate in promoting the LGSBA meetings as representative of the Western cities in Los Angeles County. Chair Rodriguez responded that the western cities are included in the outreach conducted by staff. Ms. Tanaka confirmed that the western cities are included.

There were no public comments.

Motion to approve the LGSBA 2022 Accomplishments and 2023 Goals and Objectives with Ms. Loof's amendment made by Supervisor Curt Hagman; seconded by Councilmember Cacciotti; approved.

Ayes: Arizmendi, Avila, Cacciotti, DeWitt, Hagman, LaMarr, Loof, Rodriguez

Noes: None

Absent: Aguirre, Blake, Campbell, Daniel, Delgado, Marquez, Rothbart

For additional details on the presentation and discussions, please refer to the [Webcast](#) beginning at 18:10.

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

There were no follow-up/action items from the February 10, 2023, meeting.

Ms. Loof asked about the presentation request on Proposed Amended Rule 219 - Equipment Not Requiring a Written Permit Pursuant to Regulation II (PAR 219). Susan Nakamura, Chief Operating Officer, Executive Office responded that PAR 219 will be discussed at the Stationary Source Committee (SSC) meetings as it is still in development. Ms. Loof commented that it is important for small and medium businesses to be aware of PAR 219. Chair Rodriguez asked if information is available on PAR 219 for the Advisory Group and stakeholders. Ms. Nakamura responded that the proposed rules webpage contains comment letters and other information regarding PAR 219. Ms. Nakamura announced that PAR 219 will be heard at the next Stationary Source Committee meeting on March 17<sup>th</sup> and members of the public can participate.

*Action Item #2: Provide the Advisory Group with a link to South Coast AQMD proposed rules webpage with PAR 219-related documents.*

Mr. Avila inquired about the potential costs to businesses related to PAR 219. Ms. Hsu reminded the Advisory Group that the discussion should only be about Agenda Item #4.

Mr. LaMarr also commented on potential costs related to PAR 219. Chair Rodriguez stated that if there were a straightforward question that staff could answer, it could be asked under the Other Business portion of this meeting.

There were no public comments.

For additional details, please refer to the [Webcast](#) beginning at 32:30.

**Agenda Item #5 – Annual Report on Assembly Bill (AB) 2766 Funds from Motor Vehicle Registration Fees for Fiscal Year 2020-21**

Lane Garcia, Program Supervisor, Planning, Rule Development & Implementation, provided an update on AB 2766 funds from motor vehicle registration fees for the fiscal year 2020-21.

John DeWitt asked about the method used for the calculation of emission reductions attributable to the program. Mr. Garcia responded that the state of California provides guidance on the projects that have emission factors and are quantifiable. Mr. DeWitt asked if actual air measurements were done in the field or through computer projections. Mr. Garcia responded that emission reductions are estimated using models and not through air monitoring.

Mr. LaMarr referenced slide #8 and asked if land use projects were designated by local governments. Mr. Garcia responded that the land use category refers to when jurisdictions want to review planning documents, and anything related to transportation or mobile emission reductions. Mr. LaMarr asked if vehicle purchases and electric vehicle charging infrastructure are considered part of the alternative vehicles category. Mr. Garcia confirmed that they are a part of the alternative vehicles category.

Ms. Loof referenced slide #6 and asked why there were differences in the ending balance of one year and beginning balance of the following year. Mr. Garcia responded that changes in the beginning and ending balances may change as actual costs and savings are calculated. Ms. Loof referenced slide #8 and asked why 12 proposed projects under public education were not funded. Mr. Garcia clarified that no funding for public education means that emission reduction is not quantifiable for those projects.

There were no public comments.

For additional details on the presentation and discussions, please refer to the [Webcast](#) beginning at 40:38.

**Agenda Item #6 – Update on South Coast AQMD 2023 State Legislative Priorities**

Philip Crabbe III, Senior Public Affairs Manager, LPAM, provided an update on South Coast AQMD state legislative priorities.

Mr. LaMarr asked if Assembly Bill (AB) 849 would provide additional enforcement authority to agencies. Mr. Crabbe responded the bill would not grant additional enforcement authority. AB 849 would require other state agencies to participate in the development and implementation of Community Emission Reduction Plans (CERP).

Ms. Loof asked if there was an opportunity to comment on AB 849 to allow trade associations to participate on the Community Steering Committees (CSC). Mr. Crabbe responded that AB 849 does not have an impact on the makeup of CSCs.

Chair Rodriguez asked about the next steps for AB 849 in the legislative process. Mr. Crabbe responded that the bill has been referred to the Assembly Natural Resources Committee but there is no hearing date scheduled.

Chair Rodriguez asked about opportunities for the Advisory Group to provide input to AB 849 with regard to CSCs. Ms. Nakamura commented that South Coast AQMD is following the revisions to the Blueprint which California Air Resources Board (CARB) is working on.

Ms. Loof added that the Advisory Group should look at ways to accommodate trade associations who represent small businesses in AB 617 communities into the CARB Blueprint.

Chair Rodriguez suggested a letter to communicate Advisory Group input on CARB's revision to the Blueprint and asked how it could be done. Supervisor Hagman suggested that South Coast AQMD staff draft a letter for the Advisory Group review and discussion at the next meeting.

***Action Item #3:** Staff draft a letter regarding trade associations participation in CSCs in CARB's Community Air Protection Blueprint 2.0.*

There were no public comments.

For additional details on the presentation and discussions, please refer to the [Webcast](#) beginning at 56:32.

**Agenda Item #7 – Other Business**

Ms. Loof briefly responded to a comment regarding PAR 219 and potential costs to businesses. Ms. Nakamura clarified that fee information is included in rules under Regulation III. Ms. Loof commented on the fee schedule.

For additional details, please refer to the [Webcast](#) beginning at 1:21:52.

**Agenda Item #8 – Public Comment**

There were no public comments.

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

The next regular LGSBA Advisory Group meeting is scheduled for Friday, April 14, 2023, at 11:30 a.m.

**Adjournment**

The meeting adjourned at 12:54 p.m.