



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

HYBRID ADMINISTRATIVE COMMITTEE MEETING

Committee Members

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

March 8, 2024 ♦ 10:00 a.m.

TELECONFERENCE LOCATIONS

JW Marriott Los Angeles
900 W. Olympic Blvd.
Los Angeles, CA 90015

Office of Supervisor V. Manuel Perez
78015 Main Street, Ste. 205
La Quinta, CA 92253

A meeting of the South Coast Air Quality Management District Administrative Committee will be held at 10:00 a.m., on Friday, March 8, 2024 through a hybrid format of in-person attendance in the Dr. William A. Burke Auditorium at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and remote attendance via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.

Please refer to South Coast AQMD's website for information regarding the format of the meeting, updates if the meeting is changed to a full remote via webcast format, and details on how to participate:

<http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

Join Zoom Webinar Meeting - from PC or Laptop

<https://scaqmd.zoom.us/j/93760468442>

Zoom Webinar ID: 937 6046 8442 (applies to all)

Teleconference Dial In

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Audience will be able to provide public comment through telephone or Zoom connection during public comment periods.

PUBLIC COMMENT WILL STILL BE TAKEN

AGENDA

Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't. Code Section 54954.3(a)). If you wish to speak, raise your hand on Zoom or press Star 9 if participating by telephone. All agendas for regular meetings are posted at South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the regular meeting. Speakers may be limited to three (3) minutes total for all items on the agenda.

CALL TO ORDER

- Roll Call

DISCUSSION ITEMS – Items 1 through 7:

1. Board Members' Concerns (***No Motion Required***) Chair Vanessa Delgado
Any member of the Governing Board, on their own initiative may raise a concern to the Administrative Committee regarding any South Coast AQMD items or activities.
2. Chair's Report of Approved Travel (***No Motion Required***) Chair Delgado
3. Report of Approved Out-of-Country Travel (***No Motion Required***) Wayne Nastri
Executive Officer
4. Review April 5, 2024 Governing Board Agenda Wayne Nastri pgs. 6-16
5. Approval of Compensation for Board Member Assistant(s)/ Consultant(s) (Any material, if submitted, will be distributed at the meeting.) (***Motion Requested if Proposal Made***) Chair Delgado pgs. 17-19
6. Update on South Coast AQMD Inclusion, Diversity and Equity Efforts (***No Motion Required***) Cessa Heard-Johnson, PhD
Diversity, Equity and
Inclusion Officer pgs. 20-28
Staff will provide an update on current and future efforts for our internal processes and programs.
7. Status Report on Major Ongoing and Upcoming Projects for Information Management (***No Motion Required***) Ron Moskowitz pgs. 29-34
Chief Information Officer,
Information Management
Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

ACTION ITEMS – Items 8 through 12:

8. Authorize Purchase of Maintenance and Support Services for Servers and Storage Devices (***Motion Requested***) Ron Moskowitz pgs. 35-37
The servers and storage devices are used by enterprise-level software applications that currently support the Clean Air Support System, a set of computer applications used in South Coast AQMD core activities. Maintenance support for these systems will expire on April 30, 2024. This action is to obtain approval for the sole source purchase of hardware and software maintenance and support services for servers and storage devices from Hewlett Packard

Enterprise Company for one year, in an amount not to exceed \$190,000. Funds for these purchases are included in Information Management's FY 2023-24 Budget.

9. Remove Various Fixed Assets from South Coast AQMD Inventory **(Motion Requested)** Sujata Jain pgs. 37-41
South Coast AQMD Administrative Policies and Procedures Number 20 requires each organizational unit to review fixed assets for obsolescence and disposal every year. This action is to approve removal of surplus equipment and motor vehicles determined to be obsolete, non-operational and not worth repairing.
10. Recognize Revenue, Appropriate Funds, Issue Solicitations and Execute Purchase Orders and/or Contracts to Meet Operational Needs for U.S. EPA Community-Scale Air Toxics Ambient Monitoring Program **(Motion Requested)** Jason Low, PhD pgs. 42-44
Deputy Executive Officer,
Monitoring & Analysis
In 2020, South Coast AQMD was awarded a Community-Scale Air Toxics Ambient Monitoring grant by U.S. EPA in the amount of \$749,624 to design and develop a mobile monitoring platform for highly resolved air toxic measurements. U.S. EPA approved South Coast AQMD's request for a no-cost extension through October 31, 2024. These actions are to recognize revenue and appropriate funds to Monitoring and Analysis' FY 2023-24 and/or FY 2024-25 Budget, issue solicitations and execute purchase orders and/or contracts to meet operational needs for the Community-Scale Air Toxics Ambient Monitoring project.
11. Recognize Revenue and Appropriate Funds for PM2.5 Air Monitoring Program and Issue a Purchase Order for Air Monitoring Equipment **(Motion Requested)** Jason Low, PhD pgs. 45-48
South Coast AQMD is expected to receive Federal grant funds up to \$760,000 from U.S. EPA for the PM2.5 Air Monitoring Program. This action is to recognize revenue and appropriate funds for the PM2.5 Monitoring Program, and issue a purchase order for air monitoring equipment.
12. Execute Contract for Operation of Diamond Bar Headquarters Cafeteria **(Motion Requested)** John Olvera pgs. 49-52
Deputy Executive Officer,
Administrative & Human
Resources
The current contract to manage and operate South Coast AQMD's headquarters cafeteria expires on April 30, 2024. On September 1, 2023, the Board approved release of an RFP to solicit proposals from food service management firms interested in providing these services for the next thirty-two-month period. This action is to execute a no-cost contract with Primo Nosh from May 1, 2024 to December 31, 2026, with two one-year options to extend the contract.

WRITTEN REPORTS:

13. Local Government & Small Business Assistance Advisory Group Minutes for the August 11, 2023 Meeting **(No Motion Required)** Derrick J. Alatorre pgs. 53-58

Attached for information only are the Local Government & Small Business Assistance Advisory Group minutes for the August 11, 2023 meeting.

Deputy Executive Officer,
Legislative, Public Affairs &
Media

14. Local Government & Small Business Assistance Advisory Group Minutes for the November 9, 2023 Meeting (**No Motion Required**)
Attached for information only are the Local Government & Small Business Assistance Advisory Group minutes for the November 9, 2023 meeting.

Derrick J. Alatorre pgs. 59-62

15. Environmental Justice Advisory Group Minutes for the November 16, 2023 Meeting (**No Motion Required**)
Attached for information only are the Environmental Justice Advisory Group minutes for the November 16, 2023 meeting.

Derrick J. Alatorre pgs. 63-66

OTHER MATTERS:

16. Other Business
Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter, or may take action to direct staff to place a matter of business on a future agenda. (Govt Code Section 54954.2)
17. Public Comment
At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Committee's authority that is not on the agenda. Speakers may be limited to three (3) minutes total.
18. **Next Meeting Date:** Friday, April 12, 2024 at 10:00 a.m.

Chair Delgado

ADJOURNMENT

Americans with Disabilities Act and Language Accessibility

Disabilities and language-related accommodations can be requested to allow participation in the Administrative Committee meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the South Coast AQMD. Please contact Cindy Bustillos at (909) 396-2377 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to cbustillos@aqmd.gov.

Document Availability

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee

after the agenda is posted, are available by contacting Cindy Bustillos at (909) 396-2377, or send the request to cbustillos@aqmd.gov.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Instructions for Participating in a Virtual Meeting as an Attendee

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment. Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

Please note: During the meeting, all participants will be placed on Mute by the host. You will not be able to mute or unmute your lines manually. After each agenda item, the Chair will announce public comment. A countdown timer will be displayed on the screen for each public comment. If interpretation is needed, more time will be allotted.

Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to comment. The host will then unmute your line.

Directions for Video ZOOM on a DESKTOP/LAPTOP:

- If you would like to make a public comment, please click on the **“Raise Hand”** button on the bottom of the screen. This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for Video Zoom on a SMARTPHONE:

- If you would like to make a public comment, please click on the **“Raise Hand”** button on the bottom of your screen. This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for TELEPHONE line only:

- If you would like to make public comment, please **dial *9** on your keypad to signal that you would like to comment.



South Coast Air Quality Management District

South Coast
AQMD

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

3/1/24 – 3:00 p.m.

DRAFT A G E N D A

HYBRID GOVERNING BOARD MEETING APRIL 5, 2024

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m. on Friday, April 5, 2024 through a hybrid format of in-person attendance in the Dr. William A. Burke Auditorium at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and/or virtual attendance via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.

Please refer to South Coast AQMD's website for information regarding the format of the meeting, updates, and details on how to participate at: <http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>.

<p>Electronic Participation Information (Instructions provided at the bottom of the agenda)</p>	<p>Join Zoom Meeting - from PC, Laptop or Phone https://scaqmd.zoom.us/j/93128605044 Meeting ID: 931 2860 5044 (applies to all) Teleconference Dial In +1 669 900 6833 or +1 253 215 8782 One tap mobile +16699006833,,93128605044# or +12532158782,,93128605044#</p> <p>Spanish Language Only Audience (telephone) Número Telefónico para la Audiencia que Habla Español Teleconference Dial In/Numero para llamar: +1 669 900 6833 Meeting ID/Identificación de la reunión: 932 0955 9643 One tap mobile: +16699006833,,93209559643</p>
<p>Public Comment Will Still Be Taken</p>	<p>Audience will be allowed to provide public comment in person and through Zoom connection or telephone. Comments are limited to three (3) minutes per person for all items on the Consent and Board Calendars and may be further limited by the Chair to ensure all can be heard.</p> <p>Phone controls for participants: The following commands can be used on your phone's dial pad while in meeting: *6 (Toggle mute/unmute); *9 - Raise hand</p>
<p>Questions About an Agenda Item</p>	<ul style="list-style-type: none"> ▪ The name and telephone number of the appropriate staff person to call for additional information or to resolve concerns is listed for each agenda item. ▪ In preparation for the meeting, you are encouraged to obtain whatever clarifying information may be needed to allow the Board to move expeditiously in its deliberations.

Meeting Procedures

- The public meeting of the South Coast AQMD Governing Board begins at 9:00 a.m. The Governing Board generally will consider items in the order listed on the agenda. However, any item may be considered in any order.
- After taking action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

All documents (i) constituting non-exempt public records, (ii) relating to an item on the agenda, and (iii) having been distributed to at least a majority of the Governing Board after the agenda is posted, are available prior to the meeting for public review at South Coast AQMD's Clerk of the Boards Office, 21865 Copley Drive, Diamond Bar, CA 91765 or web page at www.aqmd.gov

Americans with Disabilities Act and Language Accessibility

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A webcast of the meeting is available for viewing at:
<http://www.aqmd.gov/home/news-events/webcast>

CALL TO ORDER

- Pledge of Allegiance
- Roll Call
- Opening Comments: Vanessa Delgado, Chair
Other Board Members
Wayne Nastri, Executive Officer

Staff/Phone (909) 396-

PUBLIC COMMENT PERIOD – (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3) The public may comment on any subject within the South Coast AQMD’s authority that does not appear on the agenda, during the Public Comment Period. Each speaker addressing non-agenda items may be limited to a total of (3) minutes.

CONSENT AND BOARD CALENDAR (Items X through XX)

Note: Consent and Board Calendar items held for discussion will be moved to Item No. XX.

Item X and X – Action Items/No Fiscal Impact

12258. Approve Minutes of March 1, 2024 **Thomas/3268**

12279. Set Public Hearings May 3, 2024 to Consider Adoption of and/or Amendments to South Coast AQMD Rules and Regulations: **Nastri/3131**

12412. Determine That Proposed Amendments to Regulation III – Fees Are Exempt from CEQA; Amend Regulation III – Fees; and Adopt Executive Officer’s Proposed Goals and Priority Objectives, and Proposed Budget for FY 2024-25 **Jain/2804**

The Executive Officer's Proposed Goals and Priority Objectives, and Proposed Budget for FY 2024-25 have been developed and are recommended for adoption. Proposed Amended Regulation III includes: an increase of most fees by the Consumer Price Index of 3.5 percent; new or modified fees which are necessary to provide more specific cost recovery for regulatory actions taken by the agency including major incident response actions and to promote cleaner technologies; and administrative changes in Regulation III that include clarifications, deletions, insertions, or corrections of existing rule language, which have no fee impact. This action is to adopt the Resolution: 1) Determining that the proposed amendments to Regulation III – Fees are exempt from the California Environmental Quality Act; 2) Amending Regulation III - Fees; and 3) Adopting the Executive Officer’s Proposed Goals and Priority Objectives, and Proposed Budget for FY 2024-25. (Review: Special Board Meeting/Budget Workshop, April 12, 2024)

12391. Determine That Proposed Amended Rule 1146.2 – Emissions of Oxides of Nitrogen from Large Water Heaters and Small Boilers and Process Heaters, Is a Later Activity Within Scope of Final Program Environmental Impact Report for 2022 AQMP Such That No New Environmental Document Will Be Required; and Amend Rule 1146.2

Krause/2706

Proposed Amended Rule 1146.2 (PAR 1146.2) proposes to require zero-emission (0 ppmv) NO_x limits for new installations of applicable large water heaters, small boilers, and process heaters based on future effective dates depending on the commercial availability of zero-emission technologies. The future effective dates will allow time for the technology to mature, with longer timelines provided for the technologies that are not widely commercially available at this time. PAR 1146.2 also proposes zero-emission limits for existing units that will reach the end of unit age after the zero-emission compliance dates, with an exemption for units installed at residential and multifamily structures. In addition, PAR 1146.2 clarifies and updates rule language, restructures the rule, and removes obsolete language. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1146.2 – Emissions of Oxides of Nitrogen from Large Water Heaters and Small Boilers and Process Heaters is a later activity within the scope of the Final Program Environmental Impact Report for the 2022 AQMP such that no new environmental document will be required; and Amending Rule 1146.2. (Reviewed: Stationary Source Committee, February 16, 2024)

Items X through X – Budget/Fiscal Impact

12389. Authorize Purchase of Maintenance and Support Services for Servers and Storage Devices

Moskowitz/3329

The servers and storage devices are used by enterprise-level software applications that currently support the Clean Air Support System for all South Coast AQMD core activities. Maintenance support for these systems will expire on April 30, 2024. This action is to obtain approval for the sole source purchase of hardware and software maintenance and support services for servers and storage devices from Hewlett Packard Enterprise Company for one year, in an amount not to exceed \$190,000. Funds for these purchases are included in Information Management's FY 2023-24 Budget. (Reviewed: Administrative Committee, March 8, 2024; Recommended for Approval)

12399. Execute Contract for Operation of Diamond Bar Headquarters Cafeteria **Olvera/2309**
- The current contract to manage and operate South Coast AQMD's headquarters cafeteria expires on April 30, 2024. On September 1, 2023, the Board approved release of an RFP to solicit proposals from food service management firms interested in providing these services for the next 38-month period. This action is to execute a no-cost contract with Primo Nosh from May 1, 2024 to June 30, 2027, with two one-year options to extend the contract. (Reviewed: Administrative, March 8, 2024; Recommended for Approval)
12393. Recognize Revenue, Appropriate Funds, Issue Solicitations and Execute Purchase Orders and/or Contracts to Meet Operational Needs for U.S. EPA Community-Scale Air Toxics Ambient Monitoring Project **Low/2269**
- In 2020, South Coast AQMD was awarded a Community-Scale Air Toxics Ambient Monitoring grant by U.S. EPA in the amount of \$749,624 to design and develop a mobile monitoring platform for highly resolved air toxic measurements. U.S. EPA approved South Coast AQMD's request for a no-cost extension through October 31, 2024. These actions are to recognize revenue and appropriate funds to Monitoring and Analysis' FY 2023-24 and/or FY 2024-25 Budget, issue solicitations and execute purchase orders and/or contracts to meet operational needs for the Community-Scale Air Toxics Ambient Monitoring project. (Reviewed: Administrative Committee, March 8, 2024; Recommended for Approval)
12397. Recognize Revenue and Appropriate Funds for PM2.5 Air Monitoring Program and Issue Purchase Order for Air Monitoring Equipment **Low/2269**
- South Coast AQMD is expected to receive Federal grant funds up to \$760,000 from U.S. EPA for the PM2.5 Air Monitoring Program. This action is to recognize revenue and appropriate funds for the PM2.5 Monitoring Program, and issue a purchase order for air monitoring equipment. (Reviewed: Administrative Committee, March 8, 2024; Recommended for Approval)
12380. Transfer Funds for the Commercial Electric Lawn and Garden Equipment Incentive and Exchange Program **Katzenstein/2219**
- In December 2021, the Board recognized funds from the U.S. EPA's FY 2021 Targeted Airshed Grant Program to fund projects in the Coachella Valley. Subsequently in June 2022, the Board recognized \$5,000,000 from Carl Moyer State Reserve funds for eligible commercial lawn and garden equipment projects under the Carl Moyer Program and available for all the eligible participants in the South Coast air basin. To help expand the U.S. EPA funding

in Coachella Valley, staff proposes to increase the 50% U.S. EPA incentive to 85% to match the incentive offered under the Carl Moyer Program and add additional funding to the Carl Moyer commercial lawn and garden program. These actions are to:

1) approve the transfer of up to \$2,100,000 from the Rule 1111 Air Quality Investment Fund (27) into the Advanced Technology, Outreach and Education Fund (17) for the increased incentive for the Coachella Valley projects; and 2) allocate up to \$6,000,000 from the Carl Moyer Program SB 1107 Fund (32) to continue the Commercial Electric Lawn and Garden Equipment Incentive and Exchange Program in the South Coast Air Basin. (Reviewed: Technology Committee, March 15, 2024; Recommended for Approval)

12388. Issue Program Announcement and Execute Contracts for Proposition 1B – Goods Movement Emission Reduction Program

Katzenstein/2219

In 2008 proposition 1B authorized the state legislature to appropriate \$1 billion in bond funding to reduce air pollution from freight movement activities under the Proposition 1B – Goods Movement Emission Reduction Program (Prop 1B). The majority of funding under Prop 1B has been allocated, however, there are funds remaining from withdrawn projects. These actions are to:

1) issue a Program Announcement for locomotive, retrofit and replacement under Prop 1B; and 2) authorize the Executive Officer to execute contracts for eligible projects approved by CARB under the Prop 1B Program Fund (81) until all funds are exhausted. (Reviewed: Technology Committee, March 15, 2024; Recommended for Approval)

12398. Approve South Coast AQMD Annual Investment Policy and Delegation of Authority to Appointed Treasurer to Invest South Coast AQMD Funds

Jain/2804

South Coast AQMD adopts an annual investment policy which, if done, must be considered at a public meeting of the Board. State law additionally requires South Coast AQMD to annually renew its delegation of authority to its treasurer to invest or to reinvest funds of the local agency. This action is to approve the Annual Investment Policy and the Resolution to renew delegation of authority to the Los Angeles County Treasurer to invest and reinvest South Coast AQMD funds. (Reviewed: Investment Oversight Committee, March 8, 2024; Recommended for Approval)

12400. Remove Various Fixed Assets from South Coast AQMD Inventory **Jain/2804**

South Coast AQMD Administrative Policies and Procedures No. 20 requires each organizational unit to review fixed assets for obsolescence and disposal every year. This action is to approve removal of surplus equipment and motor vehicles determined to be obsolete, non-operational and not worth repairing. (Reviewed: Administrative Committee, March 8, 2024; Recommended for Approval)

12228. Approve Contract Modification as Approved by MSRC **McCallon**

Items XX through XX – Information Only/Receive and File

12307. Legislative, Public Affairs and Media Report **Alatorre/3122**

This report highlights the February 2024 outreach activities of the Legislative, Public Affairs and Media Office, which includes: Major Events, Community Events/Public Meetings, Environmental Justice Update, Speakers Bureau/Visitor Services, Communications Center, Public Information Center, Business Assistance, Media Relations and Outreach to Business and Federal, State and Local Government. (No Committee Review)

12321. Hearing Board Report **Verdugo-Peralta**

This reports the actions taken by the Hearing Board during the period of February 1 through February 29, 2024. (No Committee Review)

12239. Civil Filings and Civil Penalties Report **Gilchrist/3459**

This report summarizes monthly penalties and legal actions filed by the General Counsel's Office from February 1, 2024 through February 29, 2024. An Index of South Coast AQMD Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, March 15, 2024)

12390. Intergovernmental Review of Environmental Documents and CEQA Lead Agency Projects **Krause /2706**

This report provides a listing of CEQA documents received by South Coast AQMD between February 1, 2024 and February 29, 2024, and those projects for which South Coast AQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, March 15, 2024)

12333. Rule and Control Measure Forecast **Rees/2856**

This report highlights South Coast AQMD rulemaking activities and public hearings scheduled for 2024. (No Committee Review)

12401. Annual Audited Financial Statements for FY Ended June 30, 2023 **Jain/2804**

This item transmits the annual audited financial statements of South Coast AQMD. South Coast AQMD has received an unmodified opinion (the highest obtainable) on its financial statements. (Reviewed: Administrative Committee, March 8, 2024)

12387. Status Report on Major Ongoing and Upcoming Projects for Information Management **Moskowitz/3329**

Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, March 8, 2024)

Items XX through XX -- Reports for Committees and CARB

12285. Administrative Committee (Receive & File)	Chair: Delgado	Nastri/3131
12414. Climate Change Committee (Receive & File)	Chair: Perez	Rees/2856
12198. Investment Committee (Receive & File)	Chair: Cacciotti	Jain/2804
12296. Legislative Committee (Receive & File)	Chair: Cacciotti	Alatorre/3122
12344. Mobile Source Committee (Receive & File)	Chair: Kracov	Rees/2856
12248. Stationary Source Committee (Receive & File)	Chair: McCallon	Aspell/2491
12204. Technology Committee (Receive & File)	Chair: Rodriguez	Katzenstein/2219
12216. Mobile Source Air Pollution Reduction Review Committee Report (Receive & File)	Board Rep.: Hagman	Katzenstein/2219
12268. California Air Resources Board Monthly Report (Receive & File)	Board Rep.: Kracov	Thomas/3268

XX. **Items Deferred from Consent and Board Calendar**

STAFF PRESENTATION/BOARD DISCUSSION/RECEIVE AND FILE

12413. Update on South Coast Air Basin Attainment Plan for 2012 Annual PM2.5 Standard (Presentation in Lieu of Board Letter)

Rees/2856

The South Coast Air Basin is designated as “serious” nonattainment for the 2012 Annual PM2.5 national ambient air quality standard. A plan to attain this standard was originally submitted to U.S. EPA as part of the 2016 AQMP but was withdrawn due to U.S. EPA delay in considering that plan, and subsequent availability of new air quality data near roadways. Staff has recently released a new Draft Plan that demonstrates attainment of the standard by 2030. This presentation will provide an update on the Draft Plan and describe next steps. (Reviewed: Mobile Source Committee, March 15, 2024)

PUBLIC HEARING

12395. Determine That Proposed Amended Rule 1118 – Control of Emissions from Refinery Flares, Is Exempt from CEQA; and Amend Rule 1118

Rees/2856

Proposed Amended Rule 1118 (PAR 1118) seeks further control and reduction of flaring and flare related emissions at refineries, hydrogen production plants, and sulfur recovery plants and establishes new requirements to monitor and record flaring data. PAR 1118 will reduce emissions from refinery flares by lowering the SO2 performance target for general service flares, establish a new NOx performance target for hydrogen production plants, and establish a throughput threshold for clean service flares. PAR 1118 will also increase mitigation fees and fulfill AB 617 CERP air quality commitment priorities related to refinery flaring. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1118 – Control of Emissions from Refinery Flares, is exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rule 1118. (Reviewed: Stationary Source Committee, February 16, 2024)

BOARD MEMBER TRAVEL – (No Written Material)

Board member travel reports have been filed with the Clerk of the Boards, and copies are available upon request.

CONFLICT OF INTEREST DISCLOSURE – (No Written Material)

CLOSED SESSION -- (No Written Material)

Gilchrist/3459

ADJOURNMENT

*****PUBLIC COMMENTS*****

Members of the public are afforded an opportunity to speak on any agenda item before consideration of that item. Persons wishing to speak may do so in person or remotely via Zoom or telephone. To provide public comments via a Desktop/Laptop or Smartphone, click on the “Raise Hand” at the bottom of the screen, or if participating via Dial-in/Telephone Press *9. This will signal to the host that you would like to provide a public comment and you will be added to the list.

All agendas are posted at South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and website, <http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>, at least 72 hours in advance of the meeting. At the beginning of the agenda, an opportunity is also provided for the public to speak on any subject within the South Coast AQMD’s authority. Speakers may be limited to a total of three (3) minutes for the entirety of the Consent Calendar plus Board Calendar, and three (3) minutes or less for each of the other agenda items.

Note that on items listed on the Consent Calendar and the balance of the agenda any motion, including action, can be taken (consideration is not limited to listed recommended actions). Additional matters can be added and action taken by two-thirds vote, or in the case of an emergency, by a majority vote. Matters raised under the Public Comment Period may not be acted upon at that meeting other than as provided above.

Written comments will be accepted by the Board and made part of the record. Individuals who wish to submit written or electronic comments must submit such comments to the Clerk of the Board, South Coast AQMD, 21865 Copley Drive, Diamond Bar, CA 91765-4178, (909) 396-2500, or to cob@aqmd.gov, on or before 5:00 p.m. on the Tuesday prior to the Board meeting.

ACRONYMS

AQ-SPEC = Air Quality Sensor Performance Evaluation Center	NATTS =National Air Toxics Trends Station
AQIP = Air Quality Investment Program	NESHAPS = National Emission Standards for Hazardous Air Pollutants
AQMP = Air Quality Management Plan	NGV = Natural Gas Vehicle
AVR = Average Vehicle Ridership	NOx = Oxides of Nitrogen
BACT = Best Available Control Technology	NSPS = New Source Performance Standards
BARCT = Best Available Retrofit Control Technology	NSR = New Source Review
Cal/EPA = California Environmental Protection Agency	OEHHA = Office of Environmental Health Hazard Assessment
CARB = California Air Resources Board	PAMS = Photochemical Assessment Monitoring Stations
CEMS = Continuous Emissions Monitoring Systems	PEV = Plug-In Electric Vehicle
CEC = California Energy Commission	PHEV = Plug-In Hybrid Electric Vehicle
CEQA = California Environmental Quality Act	PM10 = Particulate Matter ≤ 10 microns
CE-CERT =College of Engineering-Center for Environmental Research and Technology	PM2.5 = Particulate Matter ≤ 2.5 microns
CNG = Compressed Natural Gas	RECLAIM=Regional Clean Air Incentives Market
CO = Carbon Monoxide	RFP = Request for Proposals
DOE = Department of Energy	RFQ = Request for Quotations
EV = Electric Vehicle	RFQQ=Request for Qualifications and Quotations
EV/BEV = Electric Vehicle/Battery Electric Vehicle	SCAG = Southern California Association of Governments
FY = Fiscal Year	SIP = State Implementation Plan
GHG = Greenhouse Gas	SOx = Oxides of Sulfur
HRA = Health Risk Assessment	SOON = Surplus Off-Road Opt-In for NOx
LEV = Low Emission Vehicle	SULEV = Super Ultra Low Emission Vehicle
LNG = Liquefied Natural Gas	TCM = Transportation Control Measure
MATES = Multiple Air Toxics Exposure Study	ULEV = Ultra Low Emission Vehicle
MOU = Memorandum of Understanding	U.S. EPA = United States Environmental Protection Agency
MSERCs = Mobile Source Emission Reduction Credits	VOC = Volatile Organic Compound
MSRC = Mobile Source (Air Pollution Reduction) Review Committee	ZEV = Zero Emission Vehicle

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Instructions for Participating in a Virtual Meeting as an Attendee

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment.

Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

For language interpretation:

Click the interpretation Globe icon at the bottom of the screen

Select the language you want to hear (either English or Spanish)

Click "Mute Original Audio" if you hear both languages at the same time.

Para interpretación de idiomas:

Haga clic en el icono de interpretación el globo terráqueo en la parte inferior de la pantalla

Seleccione el idioma que desea escuchar (inglés o español)

Haga clic en "Silenciar audio original" si escucha ambos idiomas al mismo tiempo.

Please note: During the meeting, all participants will be placed on Mute by the host. You will not be able to mute or unmute your lines manually.

After each agenda item, the Chair will announce public comment.

Speakers may be limited to a total of 3 minutes for the entirety of the consent calendar plus board calendar, and three minutes or less for each of the other agenda items.

A countdown timer will be displayed on the screen for each public comment.

If interpretation is needed, more time will be allotted.

Directions to provide public comment on ZOOM from a DESKTOP/LAPTOP or SMARTPHONE:

Click on the "Raise Hand" feature at the bottom of the screen.

This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions to provide public comment via TELEPHONE:

Dial *9 on your keypad to signal that you would like to comment.

Directions for Spanish Language TELEPHONE line only:

- The call in number is the same (+1 669 900 6833)
- The meeting ID number is 928-3000-3925
- If you would like to make public comment, please dial *9 on your keypad to signal that you would like to comment.

Instrucciones para la línea de TELÉFONO en español únicamente:

- El número de llamada es el mismo (+1 669900 6833 o +1 93209559643)
- El número de identificación de la reunión es 928-3000-3925
- Si desea hacer un comentario público, marque *9 en su teclado para indicar que desea comentar.

Agenda Item #5

**Approval of Compensation for Board Member
Assistant(s)/Consultant(s)**

**Administrative Committee Meeting
March 8, 2024**

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on March 8, 2024 From: Board Member Gideon Kracov

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective March 1, 2024 and ending June 30, 2024

Candidate Information

Name: Ernesto Castillo

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 4,200 per month for March 1, 2024 through June 30, 2024, up to a maximum payable during the contract period not to exceed \$16,800.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 3/1/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on March 8, 2024 From: Board Member Gideon Kracov

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective March 1, 2024 and ending June 30, 2024

Candidate Information

Name: Destiny Rodriguez

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 5,177.66 per month for March 1, 2024 through June 30, 2024, up to a maximum payable during the contract period not to exceed \$20,710.64

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 3/1/24

Administrative Committee Friday, March 8, 2024

*Dr. ANISSA CESSA HEARD-JOHNSON
Deputy Executive Officer*

Diversity, Equity, and Inclusion with Community Air Programs



FABULOUS FEMALE FRIDAY: African American Heritage Month Edition

Lisa P. Jackson

1962

Chemical Engineer and Former US EPA Administrator

- Born in Philadelphia, adopted and raised in New Orleans
- Graduated from Tulane University (BS) and Princeton (MS) - Chemical Engineering
- Joined U.S. EPA focusing on Superfund remediation projects and developing hazardous waste clean-up regulations
 - In 2009, President Obama selected her to be the U.S. EPA Administrator, becoming the first African American to hold the position
 - Seven priorities including improving air quality and Environmental Justice
 - Prioritized expanding outreach to communities that were historically under-represented in environmental action
 - Increased protections for vulnerable groups: children, elderly, and low-income communities
- In 2013, she joined Apple as the Vice President of Environment, Policy, and Social Innovation



2

Displays



African American
Heritage Month



Lunar New Year



Japanese Internment
Remembrance

Museum of Latin American Art

I am: New Afro/Latinx Narratives

AFRICAN AMERICAN HERITAGE MONTH COMMEMORATION

I am: new narratives

JOIN US FOR A VIRTUAL TOUR OF AFRO-LATINX

molaa
MUSEUM OF LATIN AMERICAN ART

Tuesday, February 6, 2024
1:00pm-2:00pm

In commemoration of African American Heritage Month, South Coast AQMD invites you to experience a virtual tour of the Museum of Latin American Art. This tour will focus on the I Am: New Afro-Latinx Narratives exhibition currently at MOLAA. This exhibit honors African heritage and its significant influence in Latin American countries.

REGISTRATION REQUIRED
Due to licensing restrictions, space for this event is limited. Register early to secure your space. You will receive an email with confirmation of your registration and the zoom link.

CLICK HERE TO REGISTER
<https://forms.office.com/e/5286WT3071>

Eliazar Ortiz

Belkis Ayon

Daniel Lind Ramos

Glendalys Modina

Together, these artists also address social and racial inequality, struggle, lack of opportunities and critically, the re-examining and re-envisioning of hope for a better present and better representation.

Back by popular demand

- Collaborative request between BEROCC and HALOS employee resource group to explore the museum's seasonal exhibit
- Virtual tour included various Afro-Latinx artist from Central/South America and the Caribbean Islands
- Staff were able to see the geographical and historical context that were captured in various art forms

Staff feedback:

- Loved the presenters and the ability to engage through the chat
- I was able to identify with diverse artists

Fabulous Female Friday

South Coast AQMD

Diversity, Equity, and Inclusion



African American Heritage Month Edition

FABULOUS FEMALE FRIDAYS

African American Heritage Month

- This program sought to introduce women that have trailblazed new paths in their respective industries, activated efforts to rebuild their communities, and increase African American representation

Staff feedback:

- "I learned about amazing black women who are shaking up the world"
- "I learned that these women invested not only time but compassion in their public endeavors"
- Several staff have submitted recommendations for future programs

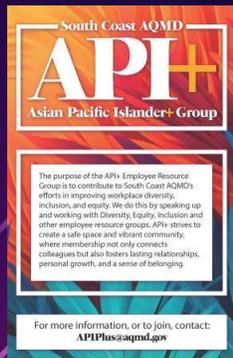
Employee Resource Groups (ERG) February Updates

Meeting Updates

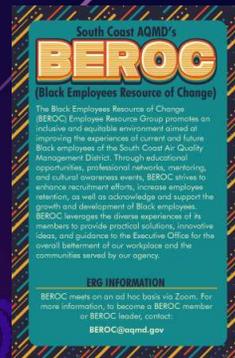
- API+ members attended the Asian American Senior Citizens Service Center Lunar New Year Celebration and are planning an event with Asian Americans Advancing Justice Southern California
- BEROC hosted their meet & greet for African American Heritage Month: 19 attendees
- HALOS provided ideas for César Chávez day
- PERG plan to lead Haftseen setup in the lobby for Nowruz and plan their get together for Sizdah-Bedar



Allies and Advocates



Asian and Pacific Islander+



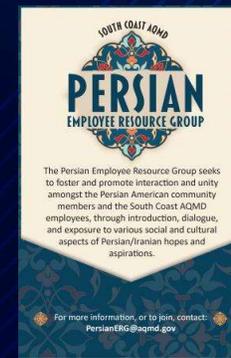
Black Employees Resource of Change



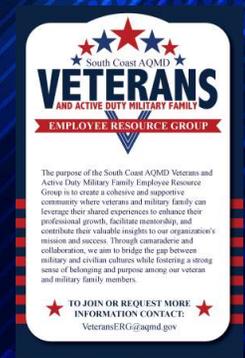
Hispanic and Latinx Organization for Success



Lesbian, Gay, Bisexual, Queer/Questioning, Intersex & Asexual+



Persian



Veterans and Active-Duty Military Family

Critical Community Conversations for Purposeful Outreach (C3PO) – East Los Angeles, Boyle Heights, West Commerce



CSC Collaborations

- Alyza Gonzales (Legacy LA)
- Michelle Benavidez (Legacy LA)



C3PO Community Stops

- Legacy LA facility
- Ramona Gardens Housing Development “Natural Park Air Pollution Solution” site
- Cal State Los Angeles campus with overview of the Hydrogen Research and Fueling Facility



Any
Questions?

BOARD MEETING DATE: April 5, 2024

AGENDA NO.

REPORT: Status Report on Major Ongoing and Upcoming Projects for Information Management

SYNOPSIS: Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, March 8, 2024, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Natri
Executive Officer

RMM:XC:DD:HL:dc

Background

Information Management (IM) provides a wide range of information systems and services in support of all South Coast AQMD operations. IM's primary goal is to provide automated tools and systems to implement rules and regulations, and to improve internal efficiencies. The annual Budget and Board-approved amendments to the Budget specify projects planned during the fiscal year to develop, acquire, enhance, or maintain mission-critical information systems.

Summary of Report

The attached report identifies the major projects/contracts or purchases that are ongoing or expected to be initiated within the next six months. Information provided for each project includes a brief project description and the schedule associated with known major milestones (issue RFP/RFQ, execute contract, etc.).

Attachment

Information Management Status Report on Major Ongoing and Upcoming Projects During the Next Six Months

ATTACHMENT
 April 5, 2024 Board Meeting
 Status Report on Ongoing and Upcoming Projects for
 Information Management

AQ-SPEC Cloud Platform Phase 2	
Brief description	Integrate separate data systems into the AQ-SPEC cloud-based platform to manage data and build interactive data visualizations and data dashboards for web-based viewing
Estimated project cost	\$313,350
Overall project status	In Progress
Est. date of completion	6/4/24
Percentage complete	50%
LAST 30 days	<ul style="list-style-type: none"> System Development in progress
NEXT 30 days	<ul style="list-style-type: none"> IM Validation in progress

PeopleSoft Electronic Requisition	
Brief description:	This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow
Estimated project cost	\$75,800
Overall project status	In Progress
Est. date of completion	3/8/24
Percentage complete	95%
LAST 30 days	<ul style="list-style-type: none"> Training and Integrated User Testing for DEI, Legal
NEXT 30 days	<ul style="list-style-type: none"> Training and Integrated User Testing for DEI, Legal

Warehouse Indirect Source Rule Online Reporting Portal Phase 4	
Brief description:	Development of online reporting portal for Rule 2305 –Warehouse Indirect Source
Estimated project cost	\$250,000
Overall project status	In Progress
Est. date of completion	4/16/24
Percentage complete	80%
LAST 30 days	<ul style="list-style-type: none"> System Development in progress
NEXT 30 days	<ul style="list-style-type: none"> System Development in progress

Online Application Filing	
Brief description	Enhanced Web application to automate filing of permit applications, Rule 222 equipment and registration for IC engines; implement electronic permit folder and workflow for staff
Estimated project cost	\$525,000
Overall project status	In Progress
Est. date of completion	05/16/24
Percentage complete	90%
LAST 30 days	<ul style="list-style-type: none"> User Acceptance Testing of Phase 1 of the project (first ten 400-E-XX forms). User Acceptance Testing of next set of Rule 222 forms.
NEXT 30 days	<ul style="list-style-type: none"> User Acceptance Testing of Phase 1 of the project (first ten 400-E-XX forms) User Acceptance Testing of next set of Rule 222 forms

Agenda Tracking System	
Brief description	Develop new Agenda Tracking System for submittal, review, and approval of Governing Board meeting agenda items
Estimated project cost	\$250,000
Overall project status	In Progress
Est. date of completion	05/31/24
Percentage complete	90%
LAST 30 days	<ul style="list-style-type: none"> User Acceptance Testing
NEXT 30 days	<ul style="list-style-type: none"> User Acceptance Testing

Source Test Tracking System (STTS)	
Brief description	Online STTS will keep track of timelines and quantify the number of test protocols and reports received. The system will provide an external online portal to submit source testing protocols and reports, track the review process, and provide integration to all other business units. It will also provide an external dashboard to review the status of a submittal
Estimated project cost	\$250,000
Overall project status	In Progress
Est. date of completion	4/19/24
Percentage complete	95%
LAST 30 days	<ul style="list-style-type: none"> Working on going live
NEXT 30 days	<ul style="list-style-type: none"> Working on going live

Compliance System	
Brief description	Develop new Compliance System to help streamline the compliance business process. The new system will provide full integration of incident management, inspection process, field operations and operations dashboard.
Estimated project cost	\$450,000
Overall project status	In Progress
Est. date of completion	10/10/24
Percentage complete	35%
LAST 30 days	<ul style="list-style-type: none"> System Development in progress
NEXT 30 days	<ul style="list-style-type: none"> System Development in progress

Website Upgrade	
Brief description	Upgrade the Website Content Management System to latest version
Estimated project cost	\$100,000
Overall project status	In Progress
Est. date of completion	4/27/24
Percentage complete	95%
LAST 30 days	<ul style="list-style-type: none"> User Acceptance Testing and Training
NEXT 30 days	<ul style="list-style-type: none"> User Acceptance Testing and Training

Renewal of HP Server Maintenance & Support	
Brief description	Purchase of maintenance and support services for servers and storage device
Estimated project cost	\$175,000
Overall project status	In Progress
Est. date of completion	4/30/2024
Percentage complete	25%
LAST 30 days	
NEXT 30 days	<ul style="list-style-type: none"> Request Board approval for HP server maintenance and support April 5, 2024 Execute purchases April 30, 2024

Renewal of OnBase Software Support	
Brief description	Authorize the sole source purchase of OnBase software subscription and support for one year
Estimated project cost	\$175,000
Overall project status	In Progress
Est. date of completion	7/30/2024
Percentage complete	0%
LAST 30 days	
NEXT 30 days	<ul style="list-style-type: none"> • Request Board Approval June 7, 2024 • Execute purchase July 30, 2024

Projects that have been completed within the last 12 months are shown below

COMPLETED PROJECTS	
PROJECT	DATE COMPLETED
Prequalify Vendor List for PCs, Network Hardware, etc.	February 2, 2024
WAIRE Program Online Portal (ISR) - Enhancement for Reporting Year 2024	December 28, 2023
Annual Emissions Reporting 2024	December 28, 2023
PeopleSoft HCM (Human Capital Management) Upgrade	October 24, 2023
Carl Moyer Program GMS	October 4, 2023
Legal Office System – Phase 2	August 31, 2023
Oracle PeopleSoft Software Support	August 31, 2023
PeopleSoft E-Requisition deployment for IM Division	August 22, 2023
Renewal of OnBase Software Support	July 31, 2023
Air Quality Advisory Enhancement	June 30, 2023
WAIRE Program Online Portal – Initial Site Information Report Enhancement	May 26, 2023

BOARD MEETING DATE: April 5, 2024

AGENDA NO.

PROPOSAL: Authorize Purchase of Maintenance and Support Services for Servers and Storage Devices

SYNOPSIS: The servers and storage devices are used by enterprise-level software applications that currently support the Clean Air Support System, a set of computer applications used in South Coast AQMD core activities. Maintenance support for these systems will expire on April 30, 2024. This action is to obtain approval for the sole source purchase of hardware and software maintenance and support services for servers and storage devices from Hewlett Packard Enterprise Company for one year, in an amount not to exceed \$190,000. Funds for these purchases are included in Information Management's FY 2023-24 Budget.

COMMITTEE: Administrative, March 8, 2024; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Procurement Manager to purchase one year of maintenance and support services for South Coast AQMD servers and storage devices from Hewlett Packard Enterprise Company at a cost not to exceed \$190,000.

Wayne Nastri
Executive Officer

RMM:HL:LG:mf

Background

South Coast AQMD uses Hewlett-Packard Enterprise Company (HP) servers and storage devices running Windows Server and Linux operating systems. The HP servers support several production applications such as the Clean Air Support System (Applications for Permit Processing, Finance, Compliance, NSR, Emission Fee Billing, Notice of Violations, and Facility Permits), RECLAIM Electronic Reporting System Interim Reports, Subscription Services, Web Servers, PeopleSoft Financial and Human Capital Management database, OnBase document management system, Legal system, AQMP Modeling and Telemetry system. Hardware and software maintenance and support services are required to ensure the continued operation of these programs with

minimum interruption. Maintenance and support services for these servers expire on April 30, 2024.

HP is the sole manufacturer and provider of the hardware and software, and the only source for maintenance support licensing agreements. HP also provides South Coast AQMD with substantial discounts through cooperative agreements.

Sole Source Justification

Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. This request for a sole source award is made under provision VIII.B.2.c(2) and (3). The project involves the use of proprietary technology, and the contractor has ownership of key assets required for project performance. HP is the sole provider of this hardware and software and therefore, the only source for its maintenance and support licensing agreements.

Proposal

Staff recommends the purchase of one year of maintenance and support services for server hardware and software from HP at a cost not to exceed \$190,000.

Resource Impacts

Sufficient funds are included in Information Management’s FY 2023-24 Budget.

BOARD MEETING DATE: April 5, 2024

AGENDA NO.

PROPOSAL: Remove Various Fixed Assets from South Coast AQMD Inventory

SYNOPSIS: South Coast AQMD Administrative Policies and Procedures Number 20 requires each organizational unit to review fixed assets for obsolescence and disposal every year. This action is to approve removal of surplus equipment and motor vehicles determined to be obsolete, non-operational and not worth repairing.

COMMITTEE: Administrative, March 8, 2024; Recommended for Approval

RECOMMENDED ACTION:

Declare the items on Attachments A and B as surplus and authorize removal of these items from the fixed assets inventory through sale, donation, trade-in, auction process, salvage, or dismantlement for parts.

Wayne Natri
Executive Officer

SJ:gp

Background

South Coast AQMD Administrative Policies and Procedures Number 20 established procedures for the approval, purchasing, tagging, physical inventory, and disposal of fixed assets. This policy requires the review of the fixed assets and controlled items for obsolescence and disposal every year. The list of equipment appearing on Attachment A represents old, obsolete, and non-operational equipment that could not be repaired.

The vehicles appearing on Attachment B have been driven an average of over 119,000 miles, are non-operational and not worth repairing. The list of vehicles appearing on Attachment B represents vehicles that will either be sold by Enterprise Fleet Management per the Board approved-lease agreement, or public auction. The proceeds from the sale by Enterprise Fleet Management will be returned to South Coast AQMD to deposit into Fund 02 – Infrastructure Improvement Fund. Equipment and vehicles

purchased with federal funds are being disposed of in accordance with applicable federal regulations.

Proposal

Staff is recommending that assets on Attachments A and B, as in the past, be surplused through the surplus process and properly disposed. Equipment will be auctioned, traded-in, donated or dismantled for parts and the motor vehicles will be disposed through auction or sales.

Resource Impacts

Miscellaneous revenue from auction sales will be recorded in the General Fund. Funds received from Enterprise Fleet Management will be recorded in Fund 02 – Infrastructure Improvement Fund. The total original cost of \$1,382,691 for the fixed assets in Attachments A and B was accounted for, depreciated, and reported in the annual audited financial statements.

Attachments

- A. Obsolete or Non-repairable Equipment
- B. Obsolete or Non-repairable Motor Vehicles

**ATTACHMENT A
Obsolete or Non-repairable Equipment**

Asset ID	Tag#	Description	Cost	Date Purchased	Net Book Value **	Disposition
00000292	0010954	Stereomicroscope	\$ 7,060.95	3/2/1991	\$ 0.00	Scrap/Auction (1)
00001398	0015553	Camera - Video - High Resolution	5,040.16	6/6/1998	0.00	Scrap/Auction (1)
00002092	0005041	Microscope Polarizing	10,947.44	11/10/1998	0.00	Scrap/Auction (1)
00002219	0005915	Cabinet Safety Asbestos Gard	5,596.80	11/10/1998	0.00	Scrap/Auction (1)
00002385	0006858	Microscope Research	16,337.24	2/3/1991	0.00	Scrap/Auction (1)
00002757	0015559	Analyzer Horiba APMA 360 CE CO	5,928.86	12/2/1998	0.00	Scrap/Auction (1)
00002838	E000242*	Gas Cal - ENV 9100	13,613.55	5/13/1999	0.00	Scrap/Auction (1)
00003131	0016469	Monitor, Surface Emission	11,759.31	9/22/2000	0.00	Disposed (2)
00003280	0016515	Analyzer, Electrochemical	6,557.00	8/1/2001	0.00	Disposed (2)
00003281	0016516	Analyzer, Electrochemical	6,557.00	8/1/2001	0.00	Disposed (2)
00003351	0016448A	Monitor, Surface Emission	15,181.91	12/7/1999	0.00	Disposed (2)
00003352	0016449A	Monitor, Surface Emission	15,181.91	12/7/1999	0.00	Disposed (2)
00003353	0016450	Monitor, Surface Emission	30,363.82	12/7/1999	0.00	Disposed (2)
00003354	0016451	Monitor, Surface Emission	15,181.91	12/7/1999	0.00	Disposed (2)
00003355	0016452	Monitor, Surface Emission	15,181.91	12/7/1999	0.00	Disposed (2)
00003391	0016533	Microscope/Camera System	26,242.70	1/1/2002	0.00	Scrap/Auction (1)
00003418	0016534	Microscope Camera	9,970.98	6/20/2001	0.00	Scrap/Auction (1)
00003541	0016541	Detector, Flame Ionization	12,075.70	8/28/2002	0.00	Disposed (2)
00003577	0016586	Analyzer, Ozone API 400E	6,887.15	1/1/2003	0.00	Scrap/Auction (1)
00003641	0016590	Detector Flame Ionization Sem	11,922.38	1/1/2004	0.00	Disposed (2)
00003642	0016601	Analyzer, Portable, Testo 350	5,932.72	1/1/2004	0.00	Disposed (2)
00003643	0016602	Analyzer, Portable, Testo 350	5,932.72	1/1/2004	0.00	Disposed (2)
00003647	E000249*	Analyzer, Carbon, Thermal Optical	47,288.75	1/1/2004	0.00	Scrap/Auction (1)
000000003674	D000003*	Hapsite Smart GC/MS System	117,580.07	1/31/2005	0.00	Scrap/Auction (1)
000000003749	0016635	Analyzer Gas Portable Testo	5,032.85	1/1/2006	0.00	Disposed (2)
000000003750	0016636	Analyzer, Gas Portable Testo	5,032.85	1/1/2006	0.00	Disposed (2)
000000003751	0016637	Analyzer, Gas Portable Testo	5,032.85	1/1/2006	0.00	Disposed (2)
000000003797	E000329*	Datalogger, Ambient Air, ESC8832	5,659.00	1/1/2007	0.00	Scrap/Auction (1)
000000003798	E000330*	Datalogger, Ambient Air, ESC8832	5,659.00	1/1/2007	0.00	Scrap/Auction (1)
000000003806	E000339*	Monitor Cont Ambient PM2.5	21,013.75	1/1/2007	0.00	Scrap/Auction (1)
000000003853	0016677	Datalogger Ambient Air ESC8832	5,659.00	1/1/2007	0.00	Scrap/Auction (1)
000000003854	0016678	Datalogger Ambient Air ESC8832	5,659.00	1/1/2007	0.00	Scrap/Auction (1)
000000003856	0016675	Analyzer Ambient CO APMA 370	6,430.08	1/1/2007	0.00	Scrap/Auction (1)
000000003861	D000013*	Gas Chromatograph Mass Spectra	138,505.09	1/1/2007	0.00	Scrap/Auction (1)
000000003920	E000346*	Analyzer, CO, APMA 370	6,430.05	1/1/2008	0.00	Scrap/Auction (1)
000000003957	0016756	Autosampler Liquid Agilent GC	3,575.96	6/25/2008	0.00	Scrap/Auction (1)
000000003975	E000375*	Generator Hydrogen Chrysalis II	14,462.20	10/14/2008	0.00	Scrap/Auction (1)
000000004010	0016740	Analyzer Ambient NOx	8,791.26	6/23/2009	0.00	Scrap/Auction (1)
000000004028	E000392*	Auto Gas Chromatograph Sys	81,244.37	6/24/2009	0.00	Scrap/Auction (1)
000000004045	0016932	PeopleSoft Server System HP	94,568.90	6/24/2009	0.00	Disposed (2)
000000004081	E000395*	Gas Chromatograph Synspec	43,879.61	12/23/2009	0.00	Scrap/Auction (1)

ATTACHMENT A
Obsolete or Non-repairable Equipment

Asset ID	Tag#	Description	Cost	Date Purchased	Net Book Value **	Disposition
000000004100	0016800	Automatic Point Counter Pelcon	5,308.50	5/7/2010	0.00	Scrap/Auction (1)
000000004188	0016831	Datalogger, Ambient Air, ESC8832	6,876.64	1/1/2011	0.00	Scrap/Auction (1)
000000004189	0016832	Datalogger, Ambient Air, ESC8832	6,876.64	1/1/2011	0.00	Scrap/Auction (1)
000000004193	0016836-E	Datalogger, Ambient Air, ESC8832	6,876.64	1/1/2011	0.00	Scrap/Auction (1)
000000004196	0016839-E	Datalogger, Ambient Air, ESC8832	6,876.65	1/1/2011	0.00	Scrap/Auction (1)
000000004197	0016841-E	Datalogger, Ambient Air, ESC8832	6,876.65	1/1/2011	0.00	Scrap/Auction (1)
000000004202	E000420*	Datalogger, Ambient Air, ESC8832	6,876.65	1/1/2011	0.00	Scrap/Auction (1)
000000004245	0016856	Analyzer Toxic Vapor	13,347.36	7/26/2011	0.00	Disposed (2)
000000004293	E000462*	Analyzer, Ozone (Photometric)	5,999.20	1/4/2012	0.00	Scrap/Auction (1)
000000004296	0016863	Analyzer, Toxic Vapor, TVA1000	12,872.29	1/24/2012	0.00	Disposed (2)
000000004297	E000473*	Ambient Air Monitoring Calibra	20,775.02	2/2/2012	0.00	Scrap/Auction (1)
000000004477	0016929	Generator, Hydrogen, 155CC/Min	6,904.03	8/28/2013	0.00	Scrap/Auction (1)
000000004478	0016930	Generator, Hydrogen, 155CC/Min	6,904.04	8/28/2013	0.00	Scrap/Auction (1)
000000004513	E000516*	Fume Hood, Ascent Max, Ductless	5,999.09	4/29/2014	0.00	Scrap/Auction (1)
000000004586	E000521*	Analyzer, Ambient NOx, Horiba	8,134.67	9/25/2014	0.00	Scrap/Auction (1)
000000004780	E000663*	Hydrogen Generator, HYC-HPNM50	14,272.39	11/29/2016	0.00	Scrap/Auction (1)
Total Obsolete or Non-repairable Equipment			\$ 1,022,735.22		\$ 0.00	

* Assets purchased with federal funds.

** Net Book Value represents historical cost reduced by estimated depreciation. It is expected that some revenue will be realized upon sale at auction.

(1) Usable parts will be removed and the remainder will be auctioned and scrapped.

(2) Disposed prior to the Board approval.

ATTACHMENT B
Obsolete or Non-repairable Motor Vehicles

Asset ID	Tag#	Description	Cost	Date Purchased	Net Book Value **	Disposition ***
000000003690	38764	2005 Honda Civic SD Hybrid	\$ 21,157.47	1/1/2005	\$ 0.00	Auction or Sale (1)
000000003695	38767	2005 Ford Escape Hybrid	30,450.76	1/1/2005	0.00	Auction or Sale (1)
000000003768	38780	2006 Honda Civic GX CNG	25,338.69	1/1/2006	0.00	Auction or Sale (1)
000000003769	38781	2006 Honda Civic GX CNG	25,338.69	1/1/2006	0.00	Auction or Sale (1)(2)
000000003771	38783	2006 Honda Civic GX CNG	25,338.69	1/1/2006	0.00	Auction or Sale (1)(2)
000000003877	38801	2007 Honda Civic GX CNG	25,866.66	1/1/2007	0.00	Auction or Sale (1)
000000004056	38826	2008 Ford E350 4X2 Crew CNG	45,419.63	6/25/2009	0.00	Auction or Sale (1)
000000004114	38836	2010 Honda Civic GX CNG	25,452.22	5/7/2010	0.00	Auction or Sale (1)
000000004382	H00012*	2012 Honda Civic GX CNG	28,482.76	10/19/2012	0.00	Auction or Sale (1)(2)
000000004434	38866	2012 Honda Civic GX CNG	25,949.66	5/24/2013	0.00	Auction or Sale (1)
000000004537	38905	2014 Honda Civic GX CNG	27,053.36	7/30/2014	0.00	Auction or Sale (1)(2)
000000004540	38911	2014 Honda Civic GX CNG	27,053.36	7/30/2014	0.00	Auction or Sale (1)
000000004544	38910	2014 Honda Civic GX CNG	27,053.36	7/30/2014	0.00	Auction or Sale (1)(2)
Total Obsolete or Non-repairable Motor Vehicles			\$ 359,955.31		\$ 0.00	

* Assets purchased with federal funds.

** Net Book Value represents historical cost reduced by estimated depreciation. It is expected that some revenue will realized upon auction or sale by Enterprise Fleet Management.

*** These vehicles have an average of 119,000 miles.

(1) To be sold by Enterprise Fleet Management or auction

(2) This vehicle was involved in a collision and cost to repair it exceeds the value of the vehicle.

BOARD MEETING DATE: April 5, 2024

AGENDA NO.

PROPOSAL: Recognize Revenue, Appropriate Funds, Issue Solicitations and Execute Purchase Orders and/or Contracts to Meet Operational Needs for U.S. EPA Community-Scale Air Toxics Ambient Monitoring Project

SYNOPSIS: In 2020, South Coast AQMD was awarded a Community-Scale Air Toxics Ambient Monitoring grant by U.S. EPA in the amount of \$749,624 to design and develop a mobile monitoring platform for highly resolved air toxic measurements. U.S. EPA approved South Coast AQMD's request for a no-cost extension through October 31, 2024. These actions are to recognize revenue and appropriate funds to Monitoring and Analysis' FY 2023-24 and/or FY 2024-25 Budget, issue solicitations and execute purchase orders and/or contracts to meet operational needs for the Community-Scale Air Toxics Ambient Monitoring project.

COMMITTEE: Administrative, March 8, 2024; Recommended for Approval

RECOMMENDED ACTIONS:

1. Recognize revenue up to \$93,010 and appropriate up to \$29,196 (\$63,814 is already included in the adopted budget) from the General Fund Undesignated (Unassigned) Fund Balance to Monitoring and Analysis' (MAD) FY 2023-24 and/or FY 2024-25 Budget (Org 43), Service & Supplies and/or Capital Outlays Major Objects, as outlined in the Table 1, for South Coast AQMD Community-Scale Air Toxics Ambient Monitoring project; and
2. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue solicitations, and based on the results, execute purchase orders and/or contracts, in an amount not to exceed \$18,026 to retrofit an existing 2019 Ford Transit van to be used as a portable air monitoring station, as shown in Table 1.

Wayne Nastri
Executive Officer

Background

On September 28, 2020, U.S. EPA awarded South Coast AQMD a “Community-Scale Air Toxics Ambient Monitoring” grant in the amount of \$749,624 to develop a mobile platform for monitoring air toxic metals in near-real time. A new mobile platform was then designed, developed, and deployed in the field to conduct air toxics measurements in Environmental Justice (EJ) communities. Due to unforeseen delays in the allocation of grant funds and delivery of equipment parts and instruments, U.S. EPA approved South Coast AQMD’s request for a no-cost extension to October 31, 2024. As of June 30, 2023, South Coast AQMD’s Community-Scale Air Toxics grant has a balance of \$93,010. There is a need to appropriate funds and reallocate the remaining grant balance to align the budget with the project operations. The remaining balance of \$63,814 will be used for Salaries & Employee Benefits (already included in the FY 2023-24 Budget).

As part of this U.S. EPA Community-Scale Air Toxics grant, South Coast AQMD is developing a portable monitoring station using an existing vehicle to conduct stationary measurements of air toxic metals near relevant sources. This portable air monitoring station will provide capability to conduct short term measurements in areas where larger traditional air monitoring trailers are difficult to deploy.

Proposal

This action is to recognize revenue up to \$93,010 and appropriate up to \$29,196 from the General Fund Undesignated (Unassigned) Fund Balance to MAD’s FY 2023-24 and/or FY 2024-25 Budget (Org 43) Service & Supplies and/or Capital Outlays Major Objects, as outlined in the Attachment. U.S. EPA concurs with the proposed budget allocations.

This action is also to execute purchase orders and/or contracts in an amount not to exceed \$18,026 to retrofit an existing 2019 Ford Transit van to be used as a portable air monitoring station, as shown in Table 1. South Coast AQMD Procurement Policy authorizes informal bids for procurements above \$2,500 and below \$25,000.

Benefits to South Coast AQMD

Funding for the continuation of the Community-Scale Air Toxics Ambient Monitoring project is available and must be appropriated to FY 2023-24 and/or 2024-25 Budget for the implementation of this U.S. EPA grant, which will result in benefits to EJ communities.

Resource Impacts

U.S. EPA grant funding will support the continuation of the Community-Scale Air Toxics Monitoring project.

Attachment

Table 1: Proposed Expenditures for Community-Scale Air Toxics Project (Remaining Balance) for FYs 2023-24 and/or 2024-25

Table 1

**Proposed Expenditures for Community-Scale Air Toxics Project
(Remaining Balance) for FYs 2023-24 and/or 2024-25**

Description	Account Number	Estimated Amount*
Services and Supplies/Capital Outlay Major Objects*		
Laboratory Supplies	68050	\$7,368
Small Tools, Instruments, Equipment	68300	\$1,071
Travel	67800	\$2,731
Retrofit of an Existing Air Monitoring Van	77000	\$18,026
Total Services and Supplies/Capital Outlay Major Objects		\$29,196

Salaries & Employee Benefits of \$63,814 is already included in the South Coast AQMD FY 2023-24 Adopted Budget.

*Expenditures may be appropriated in Services and Supplies and/or Capital Outlays Major Objects as warranted.

BOARD MEETING DATE: April 5, 2024

AGENDA NO.

PROPOSAL: Recognize Revenue and Appropriate Funds for PM2.5 Air Monitoring Program and Issue a Purchase Order for Air Monitoring Equipment

SYNOPSIS: South Coast AQMD is expected to receive Federal grant funds up to \$760,000 from U.S. EPA for the PM2.5 Air Monitoring Program. This action is to recognize revenue and appropriate funds for the PM2.5 Monitoring Program, and issue a purchase order for air monitoring equipment.

COMMITTEE: Administrative, March 8, 2024; Recommended for Approval

RECOMMENDED ACTIONS:

1. Recognize revenue in the General Fund up to \$760,000 and appropriate up to \$280,000 from the Undesignated (Unassigned) fund balance upon receipt into the Monitoring & Analysis (MAD) FYs 2024-25 and/or 2025-26 Budgets, Services & Supplies and/or Capital Outlays Major Objects, as set forth in Attachment 1; and
2. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue a sole source purchase order for four Met One Speciated PM2.5 Samplers as listed in Table 1.

Wayne Nastri
Executive Officer

JCL:AP:RMB:ld:ir:ev

Background

Since 1998, U.S. EPA has provided funds under Section 103 for a comprehensive PM2.5 Air Monitoring Program. To date, there are 19 ambient monitoring stations in the South Coast Air Basin (Basin) operating 22 Federal Reference Method PM2.5 monitors under U.S. EPA funding and 20 Federal Equivalent Method PM2.5 continuous monitors. In addition, U.S. EPA has supported the expansion of the network to collect PM2.5 mass and chemical speciation at several sites within the Basin. The chemical

speciation of fine particulate matter supports the characterization of PM2.5 sources, air quality conditions, and health impacts. South Coast AQMD is expected to receive up to \$760,000 from U.S. EPA for the annually funded PM2.5 Program. Revenue for this grant in the amount of \$480,000 for Salaries and Benefits has already been included in the budget.

Proposal

U.S. EPA is expected to provide Section 103 Grant funding in an amount up to \$760,000 for the continuation of the PM2.5 Program through March 31, 2025. This action is to recognize revenue up to \$280,000 into the FYs 2024-25 and/or FY 2025-26 Budgets, and appropriate up to \$280,000 into MAD’s FYs 2024-25 and/or 2025-26 Budgets, Services & Supplies and/or Capital Outlays major Objects as set forth in Attachment 1.

Met One Speciated PM2.5 Samplers

The current Met One Speciated PM2.5 Samplers are greater than 15 years old. Replacing these units with newer flow-controlled units will improve accuracy and completeness needed to continue meeting U.S. EPA PM2.5 Chemical Speciation Network (CSN) program requirements. The estimated cost of the Met One Speciated PM2.5 samplers is \$80,000 (see Table 1). The purchase will be made through a sole source purchase process.

Sole Source Justification

Sole Source Justification Section VIII.B.3a of South Coast AQMD’s Procurement Policy and Procedure identifies four major provisions under which a sole source award funded in whole or in part with federal funds, may be justified. Specifically, this request for sole source award is made under provision VIII.B.3.a. the item is available only from a single source. The Met One Speciated PM2.5 Sampler is the only instrument utilized as part of the CSN program that satisfies U.S. EPA collocation requirements.

Resource Impacts

U.S. EPA Section 103 Grant funding will support the continuation of the PM2.5 Program, including equipment, and services and supplies necessary to meet the program objectives.

Table 1
Proposed Purchase through Sole Source Purchase Order

Description	Qty	Funding Source	Estimated Amount
Met One Speciated PM2.5 Samplers	4	PM2.5 FY 2024-25 and/or 2025-26	\$80,000
Total			\$80,000

Attachment

Proposed PM2.5 Expenditures for FYs 2024-25 and/or 2025-26

Attachment 1

Proposed PM2.5 Expenditures for FYs 2024-25 and/or 2025-26

Account Description	Account Number	Program Code	Estimated Expenditures*
Services & Supplies Major Object:			
Rents & Leases Structure	67300	47500	\$8,000
Maintenance of Equipment	67600	47500	80,000
Building Maintenance Operation	67650	47500	1,000
Travel - Training	67800	47500	5,000
Laboratory Supplies	68050	47500	81,500
Office Expense	68100	47500	2,500
Small Tools, Instruments, Equipment	68300	47500	22,000
Total Services & Supplies Major Object:			\$200,000
Capital Outlay Major Object:			
Met One Speciated PM2.5 Samplers	77000	47500	\$80,000
Total Capital Outlay Major Object:			\$80,000
Total Appropriations			\$280,000

Note: Salaries and Benefits are already included in the FYs 2024-25 and 2025-26 Budgets.

*Funds not expended by June 30, 2024, will be carried over to FY 2025-26

BOARD MEETING DATE: April 5, 2024

AGENDA NO.

PROPOSAL: Execute Contract for Operation of Diamond Bar Headquarters Cafeteria

SYNOPSIS: The current contract to manage and operate South Coast AQMD's headquarters cafeteria expires on April 30, 2024. On September 1, 2023, the Board approved release of an RFP to solicit proposals from food service management firms interested in providing these services for the next thirty-two-month period. This action is to execute a no-cost contract with Primo Nosh from May 1, 2024 to December 31, 2026, with two one-year options to extend the contract.

COMMITTEE: Administrative, March 8, 2024; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a contract with Primo Nosh Chefs, LLC, from May 1, 2024 through December 31, 2026, to operate the Diamond Bar Headquarters' cafeteria, with an option to extend the contract for up to two additional years.

Wayne Natri
Executive Officer

AJO:VL:mc

Background

South Coast AQMD currently contracts with California Dining Services to provide quality food services at reasonable prices to meet agency needs. Cafeteria services are used on a regular basis by employees, those doing business and attending meetings at South Coast AQMD, and members of the public. The cafeteria also provides catering services for on-site meetings and special events.

The current contract with California Dining Services expires April 30, 2024. On September 1, 2023, the Board approved release of RFP #2024-03 to solicit proposals from cafeteria management firms interested in operating the Diamond Bar Headquarters cafeteria for the next thirty-two-month period, from May 1, 2024 through December 31, 2026.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFP has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations and placed on South Coast AQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Eighteen copies of the RFP were mailed out and four vendors attended the mandatory bidders conference held on September 21, 2023. Two proposals were received by the closing date on October 4, 2023, at 2:00 p.m.

The panel evaluating proposals was comprised of four Executive Staff members. After reviewing proposals, evaluating catering services, and conducting site visits, panel members rated proposals according to the criteria specified in the RFP, which include: quality of food service based on site visit to a contracted-operated facility; management and food service experience of proposed staff; food service management experience similar in nature and scope; commitment to environmentally sustainable practices in operating the cafeteria; cost of the daily menu and catering menu pricing; and strategies and incentives to encourage patrons to make both environmentally sensitive and healthy choices. The attached Bid Evaluation Summary summarizes the scores of the qualified bids. Primo Nosh Chefs, LLC earned the higher overall score, based on technical and cost criteria.

Staff recommends the contract be awarded to Primo Nosh Chefs, LLC. Primo Nosh Chefs, LLC has over ten years of cafeteria and catering service experience and currently provides full-service food and beverage cafeteria and catering services to Golden West College, Huntington Beach City Hall, Huntington Beach Sports Complex, Pasadena City College, Fresno City College, and Irvine Great Park. Their proposal included references from comparable public sector cafeteria service clients. Primo Nosh Chefs, LLC would provide a transition procedure prior to their start of service.

Resource Impacts

This is a no-cost contract. The cafeteria management firm generates its own revenue to cover its operating costs. South Coast AQMD will provide the cafeteria operator with a “turn-key” facility, completely equipped and ready to operate, including heat, refrigeration, equipment, and utility services, as may be reasonably required for the efficient operation of the cafeteria.

Attachment

RFP #2024-03 Bid Evaluation Summary

ATTACHMENT

Bid Evaluation Summary

RFP #2024-03

Management Firm to Operate South Coast AQMD's Diamond Bar Headquarters Cafeteria

Name	Summary of Technical Points Max 100 pts. (Food Service Site Visit, Experience of Proposed Staff, Food Service Management Experience, Cost, & Strategies and Operations)	Additional Points Max 15 pts. (Small Business, DVBE, Local Business, Off-Peak Hours Delivery Business, & Most Favored Customer)	Total Points
Primo Nosh Chefs, LLC	88	5	93
California Dining Services	77.5	15	92.5



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 (LGSBA) ADVISORY GROUP FRIDAY, AUGUST 11, 2023 MEETING MINUTES

MEMBERS PRESENT:

South Coast AQMD Board Members:

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

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:

Councilmember Carlos Rodriguez, LGSBA Chair

Felipe Aguirre

Rachelle Arizmendi

Todd Campbell, Clean Energy

LaVaughn Daniel, DancoEN

OTHERS PRESENT:

Mark Abramowitz

Harvey Eder

Mark Taylor, Board Member Consultant (*Rodriguez*)

SOUTH COAST AQMD STAFF:

Susan Nakamura, Chief Operating Officer

Anissa Heard-Johnson, Deputy Executive Officer

Lisa Tanaka O'Malley, Assistant Deputy Executive Officer

Michael Krause, Assistant Deputy Executive Officer

Nicholas Sanchez, Assistant Chief Deputy Counsel

Philip Crabbe III, Senior Public Affairs Manager

Elaine-Joy Hills, Senior Staff Specialist

Van Doan, Air Quality Specialist

De Groeneveld, Senior Information Technology Specialist
Kevin Cao, Senior Information Technology Specialist
Debra Ashby, Senior Public Affairs Specialist
Cindy Bustillos, Executive Secretary
Lara Brown, Senior Administrative Assistant
Maria Corralejo, Administrative Assistant I

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

Supervisor Curt Hagman called the meeting to order at 11:30 a.m., roll call was taken, and a quorum was present.

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

Agenda Item #2 – Approval of June 9, 2023 Meeting Minutes

Supervisor Hagman called for approval of the June 9, 2023 meeting minutes.

There were no public comments.

Motion to approve minutes made by Bill LaMarr; seconded by Eddie Marquez; approved.

Ayes: Avila, Blake, Lock Dawson, DeWitt, Hagman, LaMarr, Marquez, Rothbart, Solache

Noes: None

Abstained: None

Absent: Aguirre, Arizmendi, Campbell, Daniel, Loof, Rodriguez

For additional details, please refer to the [Webcast](#), beginning at 4:06.

Agenda Item #3 – Approval of Draft Letter on CARB’s AB 617 Community Air Protection Blueprint

Supervisor Hagman opened the discussion of the letter drafted by the LGSBA members regarding CARB’s AB 617 program. Nicholas Sanchez, Assistant Chief Deputy Counsel, Legal, advised the Advisory Group that LGSBA meeting minutes are provided to the Administrative Committee as a written report for an agenda item. There are a total of eight Governing Board members serving on the LGSBA Advisory Group and the Administrative Committee, constituting a quorum of the South Coast AQMD Governing Board. For additional details, please refer to the [Webcast](#), beginning at 5:15.

To avoid a serial communication or development of a concurrence among the majority of the Governing Board to trigger a concern under the Brown Act, Mr. Sanchez advised the Governing Board members on the Advisory Group to abstain from the discussion of this item. Additionally, the LGSBA charter requires vote by no less than a quorum of the Advisory Group to adopt a formal recommendation for action by the Governing Board, which for this item requires eight Advisory Group members who are not Governing Board members. Although there is not a quorum, the Advisory Group could still forward a communication to the Administrative Committee or the Governing Board regarding this item. For additional details, please refer to the [Webcast](#), beginning at 5:23.

Bill LaMarr and Supervisor Hagman discussed what constitutes a quorum and the number of Board and non-Board members that were present at the meeting. For additional details, please refer to the [Webcast](#), beginning at 6:53.

Rita Loof asked for clarification on voting without a quorum. Mr. Sanchez stated that the discussion and positions of the non-Governing Board members of the Advisory Group would be reflected in the minutes and sent as a communication to the Administrative Committee and Governing Board.

David Rothbart asked what is considered a quorum when the Governing Board members are excluded. Mr. Sanchez replied that the charter states that it's a quorum of the entire Advisory Group, which is eight. Mr. Rothbart suggested to revise the charter.

***Action Item #1:** Place on a future agenda a discussion regarding revision of the LGSBA charter.*

Councilmember Jose Luis Solache asked if it would help if one Governing Board member were to be absent from the meeting. Mr. Sanchez explained that the charter indicates a quorum of the entire Advisory Group, which is 8 out of 15, regardless of attendance. For additional details, please refer to the [Webcast](#), beginning at 9:56.

Harvey Eder provided public comment and mentioned the Administrative Committee, LGSBA Advisory Group and his thoughts on the discussion. For additional details, please refer to the [Webcast](#), beginning at 11:53.

Motion to approve the letter made by Rita Loof; seconded by Paul Avila.

Ayes: Avila, Blake, DeWitt, LaMarr, Loof, Marquez, Rothbart

Noes: None

Abstained: Lock Dawson, Hagman, Solache

Absent: Aguirre, Arizmendi, Campbell, Daniel, Rodriguez

Although there was no quorum for this action item, the members present communicated a concurrence to recommend positions in the letter addressed to the Governing Board for consideration. For additional details, please refer to the [Webcast](#), beginning at 5:15.

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

There were no follow-up or action items from the previous meeting.

Agenda Item #5 – Overview of Rule 1460 – Control of Particulate Emissions from Metal Recycling and Shredding Operations

Michael Laybourn, Program Supervisor, Planning, Rule Development, and Implementation, provided an overview of Rule 1460 - Control of Particulate Emissions from Metal Recycling and Shredding Operations.

Paul Avila asked what the future of these types of operations are, such as the growth in metal shredding. Mr. Laybourn explained that it's dependent on population; it's not a rapidly expanding industry, but it has been described as a vital public service.

Mr. LaMarr referenced shearing and shredding operations and asked why one requires a permit and not the other. Mr. Laybourn explained that the shredding operation has the potential to pulverize the metals

into smaller pieces and recognized as a source of particulate matter; shearing is simply cutting like big scissors.

Mr. Avila asked if portable metal shredders were available. Mr. Laybourn replied there are none confirmed to be permitted or registered.

Mr. Eder commented on aluminum.

For additional details on the presentation and discussions, please refer to the [Webcast](#), beginning at 13:50.

Agenda Item #6 – Other Business

Supervisor Hagman reiterated an earlier suggestion to revise the LGSBA charter.

Mr. LaMarr suggested that the LGSBA Chair and staff work to increase membership of the Advisory Group.

Ms. Loof expressed support of LGSBA charter revision and asked for an update on LGSBA outreach to cities and local governments.

Action Item #2: Provide an update on the LGSBA outreach to cities and local governments.

There were no public comments.

For additional details, please refer to the [Webcast](#), beginning at 30:42.

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, November 9, 2023, at 11:30 a.m.

Adjournment

The meeting adjourned at 12:05 p.m.

August 11, 2023

Governing Board
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765

Dear Governing Board Members,

We are writing on behalf of the Local Government and Small Business Assistance Advisory Group to ask for your support, approval, and subsequent letter to the California Air Resources Board (CARB) requesting that industry trade groups and associations be seated on AB 617 Community Steering Committees (CSCs).

When the CARB Board initially voted to approve the Community Air Protection Blueprint, they did so without explicitly prohibiting industry trade groups and associations from participating on these committees but rather left it up to the air districts to decide.

Typically, trade groups and associations are non-profit, non-partisan, 501(c) organizations that represent hundreds or thousands of businesses (mostly small businesses) spread throughout the jurisdiction of most air districts, and not just in disproportionately impacted communities. Moreover, any recommendations, decisions, plans, and rules emanating from the deliberations by these CSCs are certain to be of significance to all the members of these trade groups and associations because they will have the potential to impact all of them regardless of the neighborhoods in which they reside.

We believe the inclusion of these organizations would serve to enhance everyone's goal of successfully implementing a fair and equitable Clean Air Protection Program for all stakeholders.

Therefore, we are asking for your support of the concept to allow industry trade groups and associations to be enrolled and seated as members of these CSCs and request that you send a letter to ask the same of the CARB Board.

Thank you for your continued commitment to improving air quality in our region.

Sincerely,

Local Government and Small Business Assistance Advisory Group
South Coast Air Quality Management District



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 (LGSBA) ADVISORY GROUP THURSDAY, NOVEMBER 9, 2023 MEETING MINUTES

MEMBERS PRESENT:

South Coast AQMD Board Members:
Councilmember Jose Luis Solache

Public Members:

Felipe Aguirre
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California
Todd Campbell, Clean Energy
LaVaughn Daniel, DancoEN
Rita Loof, RadTech International

MEMBERS ABSENT:

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

Public Members:

Rachelle Arizmendi
John DeWitt, JE DeWitt, Inc.
Bill LaMarr, California Small Business Alliance
Eddie Marquez, Roofing Contractors Association
David Rothbart, Los Angeles County Sanitation Districts

OTHERS PRESENT:

Mark Abramowitz
Frank Bejarano, City of Santa Ana
Lizbhet, City of Santa Ana
Harvey Eder
Mark Taylor, Board Member Consultant (*Rodriguez*)
Joseph Trinidad
Marisela Santana, Board Member Consultant (*Solache*)
Andrew Silva, Board Member Consultant (*Lock Dawson*)

SOUTH COAST AQMD STAFF:

Susan Nakamura, Chief Operating Officer
Derrick Alatorre, Deputy Executive Officer
Anissa Heard-Johnson, Deputy Executive Officer
Lisa Tanaka, Assistant Deputy Executive Officer
Jillian Wong, Assistant Deputy Executive Officer
Nicholas Sanchez, Assistant Chief Deputy Counsel
Elaine-Joy Hills, Senior Staff Specialist
Van Doan, Air Quality Specialist
De Groeneveld, Senior Information Technology Specialist
Kevin Cao, Senior Information Technology Specialist
Debra Ashby, Senior Public Affairs Specialist
Roupen Karakouzian, Financial Analyst
Mary Leonard, Financial Analyst
Lara Brown, Senior Administrative Assistant

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

Councilmember Jose Luis Solache called the meeting to order at 11:30 a.m., roll call was taken, and a quorum was not present.

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

Agenda Item #2 – Approval of August 11, 2023 Meeting Minutes

The meeting minutes for August 11, 2023 were deferred to the next meeting for voting, due to lack of a quorum.

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

Derrick Alatorre, Deputy Executive Officer, Legislative, Public Affairs and Media, stated that a discussion regarding LGSBA charter revision will be placed on a future agenda and agenda packets for each LGSBA meeting are sent to City Managers.

For additional details, please refer to the [Webcast](#), beginning at 8:15.

Agenda Item #4 – Fiscal Year 2023-24 General Fund Budget

Sujata Jain, Deputy Executive Officer and Chief Financial Officer, provided an overview of the General Fund Budget for fiscal year 2023-24.

Paul Avila referenced slide #4 and asked if contractors are considered employees and included in the budget. Ms. Jain replied that salaried employees and contractors are included in the General Fund Budget. For additional details, please refer to the [Webcast](#), beginning at 14:33.

Rita Loof referenced slide #5 and asked what portion of the projected revenue is from permit fees. Ms. Jain replied that 20% is from permit fees. Ms. Loof referenced slide #6 and stated that permit fee schedules are the same for high and low-polluting facilities and at a different meeting it was suggested that separate fee schedules be created. Ms. Loof asked for an update on that suggestion. Susan Nakamura, Chief Operating Officer, stated that it would be included in the next Regulation 3 amendment session in May. For additional details, please refer to the [Webcast](#), beginning at 19:07.

Mr. Avila asked if the projected budget included funding related to the pandemic and the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Ms. Jain replied that those funds were not received and not included in the budget. For additional details, please refer to the [Webcast](#), beginning at 22:00.

Harvey Eder commented on premature deaths and the economy. For additional details, please refer to the [Webcast](#), beginning at 23:29.

For additional details on the presentation and discussions, please refer to the [Webcast](#), beginning at 9:50.

Agenda Item #5 – Other Business

Ms. Loof asked for the status of the letter to CARB regarding the CARB's Blueprint. Councilmember Solache asked if there is a letter pending Advisory Group approval. Mr. Alatorre stated that CARB had

taken action on Blueprint 2.0. The letter from the Advisory Group to CARB has not been voted on there was not a quorum.

There were no public comments.

For additional details, please refer to the [Webcast](#), beginning at 25:50.

Agenda Item #6 – Public Comment

There were no public comments.

Agenda Item #7 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, February 9, 2024, at 11:30 a.m.

Adjournment

The meeting adjourned at 12:00 p.m.



South Coast Air Quality Management District

South Coast
AQMD 21865 Copley Drive, Diamond Bar, CA 91765-4178
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MEETING OF THE ENVIRONMENTAL JUSTICE ADVISORY GROUP THURSDAY, NOVEMBER 16, 2023 MEETING MINUTES

Board Members Present:

Veronica Padilla-Campos, Advisory Group Chair
Chair Vanessa Delgado
Supervisor Curt Hagman
Councilmember José Luis Solache

Members Present:

Pamela Atcitty
Angelica Balderas
Dr. Lawrence Beeson
Ada Briceño
Kareem Gongora
Ana Gonzalez
Lisa Hart
Edward Marquez
Rafael Yanez

Members Absent:

Elizabeth Alcantar
Manuel Arredondo
Suzanne Bilodeau
Paul Choe
Kerry Doi
Dr. Afif El-Hasan
Mary Figueroa
Angela Garcia
Dr. Jill Johnston
Humberto Lugo
Oscar Rodriguez
Donald Smith

South Coast AQMD Staff:

Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media
Lisa Tanaka-O'Malley, Assistant Deputy Executive Officer/Legislative, Public Affairs & Media

Nick Sanchez, Assistant Chief Deputy Counsel/Legal
Vicki White, Public Affairs Manager/Planning, Rule Development & Implementation
Monika Kim, Public Affairs Manager /Legislative, Public Affairs & Media
Evangalina Barrera, Senior Public Affairs Specialist/Legislative, Public Affairs and Media
Brandee Keith, Senior Public Affairs Specialist/Legislative, Public Affairs and Media

Call To Order/Opening Remarks

Chair Veronica Padilla-Campos called the meeting to order at 12:04 p.m. For additional details, please refer to the webcast [00:06:50](#).

Roll Call

Agenda Item #1: Approval of the January 27, 2023 Meeting

Mr. Lawrence Beeson moved to approve Agenda Items 1, 2, and 3 as one. Mr. Edward Marquez seconded the motion. Motion passed.

Ayes: Delgado, Padilla-Campos, Hagman, Solache, Atcitty, Balderas, Briceno, Beeson, Gonzalez, Marquez, Yanez

Noes: None

Abstain: Hart, Gongora

Absent: Alcantar, Arredondo, Bilodeau, Choe, Doi, El-Hasan, Figueroa, Garcia, Johnston, Lugo, Rodriguez, Smith

Agenda Item #2: Approval of the April 28, 2023 Meeting

Approved in a motion along with Agenda Item #1

Agenda Item #3: Approval of the August 25, 2023 Meeting

Approved in a motion along with Agenda Item #1

Agenda Item #4: Review of Follow-Up/Action Items

There were no action items from prior meetings for review.

Agenda Item #5: Overview of U.S. EPA Climate Pollution Reduction Grant Program

For more information, refer to webcast at [00:10:00](#).

Lisa Tanaka, Assistant Deputy Executive Officer, Legislative, Public Affairs and Media, presented an overview of the U.S. EPA Climate Reduction Grant Program.

Supervisor Curt Hagman asked what stage the planning and applications were at, in relation to being brought to the board. Ms. Tanaka clarified the project is in the early planning stages of information gathering prior to presentation to the board.

Rafael Yanez shared his thoughts on several aspects of the project and ongoing plans already in process in the region.

Ana Gonzalez brought up concerns about funding and infrastructure being brought to the Inland Empire and encouraged South Coast AQMD to ensure the Inland Empire was included in planning and implementation grants. Ms. Tanaka confirmed projects benefiting underserved and environmental justice communities would be prioritized.

Chair Veronica Padilla-Campos asked about plans in place to apply. Ms. Tanaka stated the planning process would first determine the best agency to apply for the likeliest approval.

Hoiyin Ip, a volunteer with Sierra Club, encouraged greater attention to waste reduction measures as part of reducing greenhouse gas emissions.

Marian Moore asked if a neighborhood council could apply for grants. Neighborhood councils would need to partner with an eligible entity like an air district.

Agenda Item #6: Update on the Warehouse Actions and Investments to Reduce Emissions (WAIRE) Program

For more information, refer to webcast at [00:50:13](#).

Vicki White, Planning and Rules Manager, Planning, Rule Development and Implementation, delivered an update on the Warehouse Actions and Investments to Reduce Emissions (WAIRE) program.

Mr. Beeson asked what data is collected during a warehouse site visit. Site visits are conducted to distribute information, not to collect data.

Mr. Yanez asked for a definition of a hostler. Ms. White clarified it is another name for a certain type of yard truck and provided an example.

Mr. Yanez pointed out that most WAIRE points recorded were attributed to ZEV infrastructure acquisition and were not likely to be recurring points in future years. He suggested investigating the potential of integrating WAIRE goals and incentives with the CPRG funding.

Ana Gonzalez asked if South Coast AQMD delivered informational outreach materials to agencies approving and developing warehouses. South Coast AQMD staff is engaged in

several avenues of outreach including distribution of materials and presentations to stakeholder groups.

Ms. Gonzales asked for elaboration on matters of confidentiality in reporting. Many operators have filed claims of business confidentiality based on business policy or trade secret. If a facility designates portions of the report as confidential, the South Coast AQMD allows them to provide justification.

Agenda Item #7- Member Updates/Other Business

There were no member updates.

Agenda Item #8- Public Comment

Mr. Harvey Edder advocated that EJAG reestablish their support for a ports and railyard ISR as opposed to MOUs.

Agenda Item #9: Next Meeting Date

The next regular EJAG meeting date is February 23, 2024.

Adjournment

Chair Veronica Padilla-Campos adjourned the meeting at 1:41 p.m.