



South Coast Air Quality Management District

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

ADMINISTRATIVE COMMITTEE MEETING

Committee Members

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

August 11, 2023 ♦ 10:00 a.m.

TELECONFERENCE LOCATIONS

944 South Greenwood Avenue
Montebello, CA 90640

County of Riverside
Assessor-County Clerk-Recorder
41002 County Center Dr., Suite 230
Temecula, Ca 92591

A meeting of the South Coast Air Quality Management District Administrative Committee will be held at 10:00 a.m., on Friday, August 11, 2023 through a hybrid format of in-person attendance in the Judith Mitchell Room CC-8 Room 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

+1 669 900 6833

One tap mobile

+16699006833,93760468442#

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 9:

- | | | | |
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| 1. | Board Members' Concerns (<i>No Motion Required</i>) <i>Any member of the Governing Board, on his or her own initiative may raise a concern to the Administrative Committee regarding any South Coast AQMD items or activities.</i> | Chair Vanessa Delgado Committee Chair | |
| 2. | Chair's Report of Approved Travel (<i>No Motion Required</i>) | Chair Delgado | pg. 7 |
| 3. | Report of Approved Out-of-Country Travel (<i>No Motion Required</i>) | Wayne Nastri Executive Officer | pg. 7 |
| 4. | Review September 1, 2023 Governing Board Agenda | Wayne Nastri | pgs. 8-20 |
| 5. | Approval of Compensation for Board Member Assistant(s)/ Consultant(s) (Any material, if submitted, will be distributed at the meeting.) (<i>Motion Requested if Proposal Made</i>) | Chair Delgado | pg. 21 |
| 6. | Update on South Coast AQMD Inclusion, Diversity and Equity Efforts (<i>No Motion Required</i>) <i>Staff will provide an update on current and future efforts for our internal processes and programs.</i> | Cessa Heard-Johnson, PhD, Diversity, Equity and Inclusion Officer | pgs. 22-34 |
| 7. | Status Report on Major Ongoing and Upcoming Projects for Information Management (<i>No Motion Required</i>) <i>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.</i> | Ron Moskowitz Chief Information Officer, Information Management | pgs. 35-41 |
| 8. | South Coast AQMD's FY 2022-23 Fourth Quarter Ended June 30, 2023 Budget vs. Actual (Unaudited) (<i>No Motion Required</i>) <i>Staff will provide a comparison of budget vs. actual results for the fourth quarter which ended June 30, 2023.</i> | Sujata Jain Chief Financial Officer, Finance | pgs. 42-49 |
| 9. | Report of RFQs/RFPs Scheduled for Release in September (<i>No Motion Required</i>) <i>This report summarizes the RFQs/RFPs for budgeted services over \$100,000 scheduled to be released for advertisement for the month of September.</i> | Sujata Jain | pgs. 50-52 |

ACTION ITEMS – Items 10 through 16:

10. Appropriate Funds and Amend Contract with Strumwasser & Woocher, LLP to Provide Representation and Advice to South Coast AQMD Hearing Board (***Motion Requested***)
In December 2022, a contract was executed with Strumwasser & Woocher, LLP to provide legal representation and advice to the Hearing Board. This action is to appropriate an additional \$300,000 for specialized legal counsel and services as requested by the South Coast AQMD Hearing Board, from the General Fund Undesignated (Unassigned) Fund Balance to the Clerk of the Boards' FY 2023-24 Budget, Services and Supplies Major Object, Professional and Special Services Account, and amend the contract with Strumwasser & Woocher, LLP to add funds in an amount not to exceed \$300,000 for specialized legal counsel and services.
Susan Nakamura
Chief Operating Officer
11. Appropriate Funds from the Undesignated (Unassigned) Fund Balance for Permitting Enhancement Program (***Motion Requested***)
In order to implement the Chair's Initiative related to the Permitting Enhancement Program, assistance from retirees is temporarily needed to continue on an as needed basis for a maximum amount of \$400,000. This amount will be appropriated from the General Fund Undesignated (Unassigned) Fund Balance into Engineering and Permitting's FY 2023-24 Budget.
Jillian Wong
Assistant Deputy
Executive Officer,
Engineering & Permitting
12. Appropriate Funds and Issue Solicitations and Purchase Orders to Implement Air Quality Community Training in Eastern Coachella Valley (***Motion Requested***)
U.S. EPA awarded South Coast AQMD a grant from the State Environmental Justice Cooperative Agreement Program to implement an Air Quality Academy to improve environmental literacy and air quality data in the Eastern Coachella Valley. Established in 2021, the Air Quality Academy provides training on the application and usage of air quality sensors, interpretation of the air quality index, and preventive actions to reduce air pollution exposure. U.S. EPA approved a one year no-cost extension of this grant to continue implementation until October 2024. This action is to appropriate the remaining balance of \$41,396 to the Diversity, Equity and Inclusion with Community Air Programs Office and \$6,258 to the Monitoring and Analysis Division FY 2023-24 and/or FY 2024-25 Budgets and to issue solicitations and purchase orders.
Kathryn Higgins
Assistant Deputy
Executive Officer,
Community Air Programs
13. Approve Revisions to Class Specifications; Amend the Salary Resolution to Revise Salaries as Part of the Revision Process; Amend FY 2023-24 Budget By Adding and Deleting Positions to Address Operational Needs (***Motion Requested***)
This item is to revise the Deputy Clerk, Deputy Clerk/Transcriber, and Senior Deputy Clerk class specifications based on a classification study of Clerk of the Boards Office positions. In addition, based upon an internal review of case settlement and investigation functions in the General Counsel's Office, staff
John Olvera
Deputy Executive
Officer, Administrative &
Human Resources

recommends revisions to the Paralegal, Senior Paralegal, Investigator, and Supervising Investigator class specifications. This item would also increase the salaries for the updated Deputy Clerk/Transcriber and Senior Deputy Clerk positions, the Paralegal and Senior Paralegal positions, and the Supervising Air Quality Inspector position as a related matter. As part of this organizational review process, staff also recommends adding and deleting classifications in the General Counsel's Office to reflect the functions of the proposed revised class specifications.

14. Transfer and Appropriate Funds for Independent Audit of Rule 1180 Fenceline Air Monitoring Network (***Motion Requested***)
Rule 1180 mandates the implementation of real-time observations of air quality at or near the fenceline of all major refineries in the Basin, and in nearby communities. In June 2018, the Board created the Rule 1180 Special Revenue Fund (78) to establish community air monitoring near refineries. FY 2023-24 Budget for this program is approximately \$4.6 million in annual fees from refineries for community air monitoring. These actions are to transfer and appropriate \$700,000 from the Rule 1180 Special Revenue Fund (78), and appropriate \$500,000 from the General Fund Undesignated (Unassigned) Fund Balance to Monitoring and Analysis' FY 2023-24 Budget for an independent audit of the Rule 1180 fenceline air monitoring network.
Jason Low, PhD, pgs. 95-98
Deputy Executive Officer,
Monitoring & Analysis
15. Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring and Laboratory Equipment (***Motion Requested***)
South Coast AQMD FY 2023-24 Annual Budget approved the purchase of air monitoring and laboratory equipment. This action is to appropriate additional funds, issue solicitations and purchase orders for air monitoring and laboratory equipment for supporting AB 617 community air monitoring and ethylene oxide measurement efforts.
Jason Low pgs. 99-102
16. Recognize Revenue, Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring Equipment (***Motion Requested***)
South Coast AQMD is expected to receive a Federal grant award up to \$655,042 from the U.S. EPA under the Inflation Reduction Act. These actions are to: 1) recognize revenue and appropriate these funds into the Monitoring and Analysis and Compliance and Enforcement Divisions' FY 2023-24 and/or 2024-25 Budgets; and 2) issue solicitations and purchase orders for air monitoring equipment.
Jason Low pgs. 103-106

WRITTEN REPORT:

17. Local Government & Small Business Assistance Advisory Group Minutes for the April 14, 2023 Meeting (***No Motion Required***)
Attached for information only are the Local Government & Small Business Assistance Advisory Group minutes for the April 14, 2023 meeting.
Derrick J. Alatorre pgs. 107-111
Deputy Executive
Officer, Legislative,
Public Affairs & Media

OTHER MATTERS:

18. Other Business Chair Delgado
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)
19. 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.
20. **Next Meeting Date:** Friday, September 8, 2023 at 10:00 a.m.

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.

Speakers will be limited to a total of three (3) minutes for the Consent Calendar and Board Calendar, and three (3) minutes or **less** for 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.

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

EXECUTIVE OFFICE

MEMORANDUM

DATE: August 11, 2023

TO: Administrative Committee

FROM: Wayne Nastri, Executive Officer

SUBJECT: Report of Travel

The following is a report of Chair approved travel:

| DATE | TRAVELER | DESTINATION | PURPOSE |
|------------------|------------------------------|--------------|---|
| July 11-14, 2023 | Board Member Gideon Kracov | Monterey, CA | Board Member Kracov attended the ASILOMAR meeting as the South Coast AQMD Board representative. |
| July 16-20, 2023 | Board Member Gideon Kracov | Tahoe, NV | Board Member Kracov attended the CCEEB meeting and Redwood Battery Recycling facility as the South Coast AQMD Board representative. |
| July 20, 2023 | Vice Chair Michael Cacciotti | Tahoe, NV | Vice Chair Cacciotti visited Redwood Battery Recycling facility as the South Coast AQMD Board representative |

The following is a report of upcoming staff out-country travel that must be approved by the Chair and the Administrative Committee:

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|-----------------------|---|--------|---|
| September 22-30, 2023 | Chair Vanessa Delgado Vice Chair Michael Cacciotti Board Member Gideon Kracov Wayne Nastri Aaron Katzenstein Mei Wang Ian MacMillan | Europe | Visit to MAN Energy Systems (Copenhagen) Ports Tour (Rotterdam, Antwerp) |
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**South Coast
AQMD**

South Coast Air Quality Management District

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

8/9/23 – 1:00 p.m.

DRAFT A G E N D A

HYBRID GOVERNING BOARD MEETING

September 1, 2023

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m. on Friday, September 1, 2023 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>

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| <p>Electronic Participation Information (Instructions provided at the bottom of the agenda)</p> | <p>Join Zoom Meeting - from PC, Laptop or Phone https://scagmd.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. 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. |
| <p>Meeting Procedures</p> | <ul style="list-style-type: none"> ▪ 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, <u>any item</u> may be considered in <u>any order</u>. ▪ 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

Disability and language-related accommodations can be requested to allow participation in the Governing Board meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov. 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 the Clerk of the Boards Office at (909) 396-2500 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to cob@aqmd.gov.

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

Items X through X – Action Items/No Fiscal Impact

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| 11937. | Approve Minutes of August 4, 2023 | Thomas/3268 |
| 12143. | Set Public Hearing October 6, 2023 to Consider Adoption of and/or Amendments to South Coast AQMD Rules and Regulations: | Nastri/3131 |
| 12117. | <p>Determine That Proposed Amended Rule 1405 – Control of Ethylene Oxide Emissions from Sterilization and Related Operations, Is Exempt from CEQA; and Amend Rule 1405</p> <p>Proposed Amended Rule 1405 establishes new and enhanced control and monitoring requirements to further reduce stack and fugitive ethylene oxide emissions from sterilization operations. Proposed Amended Rule 1405 includes monitoring, reporting, recordkeeping, and curtailment provisions. Proposed Amended Rule 1405 also includes requirements such as inventory tracking, monitoring and reporting provisions for certain large warehouses receiving materials sterilized by ethylene oxide. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1405 – Control of Ethylene Oxide Emissions from Sterilization and Related Operations is exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rule 1405 – Control of Ethylene Oxide Emissions from Sterilization and Related Operations. (Reviewed: Stationary Source Committee, April 21, June 16, and August 18, 2023)</p> | Krause/2706 |

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| 12149. | <p>Request Approval of Proposed Membership Roster for Air Quality Management Plan Advisory Group</p> <p>Staff is recommending that membership be granted for the AQMP Advisory Group for a new four-year term. The current term for the AQMP Advisory Group is set to expire on September 5, 2023. The AQMP Advisory Group consists of representatives from environmental/community groups, government agencies, academia, and businesses. The primary role of the AQMP Advisory Group is to review and provide recommendations to staff regarding the implementation of the 2022 AQMP and the development of SIPs aimed at demonstrating attainment of the National Ambient Air Quality Standards. This action seeks approval of the suggested membership roster for the AQMP Advisory Group. (Reviewed: Stationary Source, August 18, 2023; Recommended for Approval)</p> | Rees/2856 |
| 12134. | <p>Request Approval of Proposed Membership Roster for Scientific, Technical and Modeling Peer Review Advisory Group</p> <p>Staff is recommending that membership be granted for the Scientific, Technical, and Modeling Peer Review (STMPR) Advisory Group for a new four-year term. The current term for the Advisory Group is set to expire on September 5, 2023. The STMPR Advisory Group comprises experts in the fields of air quality modeling, atmospheric chemistry and physics, socioeconomic modeling and public health. The primary role of this Advisory Group is to review scientific and technical approaches needed to develop a future AQMP/SIP aimed at demonstrating attainment of the National Ambient Air Quality Standards. The action seeks approval of the suggested membership roster for the STMPR Advisory Group. (Reviewed: Mobile Source Committee, August 18, 2023; Recommended for Approval)</p> | Rees/2856 |

Items X through XX – Budget/Fiscal Impact

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| 12126. | <p>Issue RFP and Execute Contracts for Clean Technology Truck Loaner Program Within East Los Angeles, Boyle Heights, West Commerce; San Bernardino, Muscoy; Southeast Los Angeles, and Wilmington, Carson, West Long Beach AB 617 Communities</p> <p>Through a participatory budgeting process, four Assembly Bill 617 (AB 617) Community Steering Committees prioritized \$16,590,000 of Community Air Protection Program (CAP) funds for a Clean Technology Truck Loaner Program. The AB 617 Clean Technology Truck Loaner Program will allow truck owners and operators in these communities to rent zero-emission (ZE) trucks at a minimal cost. These actions are to: 1) issue RFP to establish a list of eligible vendors to offer end-to-end short-term ZE truck rental services to owners and operators residing and operating in</p> | Katzenstein/2219 |
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| | four AB 617 communities; 2) authorize the Executive Officer to execute subsequent contracts with vendors to provide short-term rental services to eligible applicants participating in the AB 617 Clean Technology Truck Loaner Program in an amount not to exceed \$16,590,000 from the CAP AB 134 Fund (77); 3) reimburse the General Fund for administrative costs up to \$1,0326,875 from the CAP AB 134 Fund (77) for staff time to implement the AB 617 Clean Technology Truck Loaner Program; and 4) transfer and appropriate up to \$4,000 from the administrative portion of Community Air Protection AB 134 Fund (77) into Technology Advancement's FY 2023-24 Budget, Services and Supplies Major Object, Public Notice and Advertisement account for administrative costs to implement the AB 617 Clean Technology Truck Loaner Program. (Reviewed: Technology Committee, August 18, 2023; Recommended for Approval) | |
| 12145. | <p>Approve Additional Funding for Residential Electric Vehicle Charging Incentive Program</p> <p>Since 2015, the Residential EV Charging Incentive Program provides rebates to offset the cost of residential Level 2 (240V) EV chargers. The first-come, first-serve program provides up to a \$250 rebate, and up to \$500 for low-income residents within the South Coast AQMD four-county jurisdiction. This action is to request an allocation of up to \$200,000 from the Clean Fuels Program Fund (31) to continue the year-round Residential EV Charging Incentive Program. (Reviewed; Technology Committee, August 18 2023; Recommended for Approval)</p> | Katzenstein/2219 |
| 12128. | <p>Recognize Revenue, Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring Equipment</p> <p>South Coast AQMD is expected to receive a Federal grant award up to \$655,042 from U.S. EPA under the Inflation Reduction Act. These actions are to: 1) recognize revenue and appropriate these funds into the Monitoring and Analysis and Compliance and Enforcement Divisions' FY 2023-24 and/or 2024-25 Budgets; and 2) issue solicitations and purchase orders for air monitoring equipment.(Reviewed: Administrative Committee, August 11, 2023; Recommended for Approval)</p> | Low/2269 |
| 12129. | <p>Transfer and Appropriate Funds for Air Monitoring Programs and Issue Purchase Order for Two Vehicles</p> <p>South Coast AQMD received Federal grant awards in the amount of \$85,000 from the U.S. Government and U.S. EPA for the Enhanced Particulate Monitoring and PAMS Programs to purchase vehicles. This action is to transfer additional funds up to \$91,766 from the Clean Fuels Program Fund to the Monitoring and Analysis Division FY 2023-24 Budget to complete the purchase, issue solicitations and purchase orders for two zero emission</p> | Low/2269 |

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| | vehicles. (Reviewed: Technology Committee, August 18, 2023; Recommended for Approval) | |
| 12137. | <p>Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring and Laboratory Equipment</p> <p>South Coast AQMD FY 2023-24 Annual Budget approved the purchase of air monitoring and laboratory equipment. This action is to appropriate additional funds, issue solicitations and purchase orders for air monitoring and laboratory equipment for supporting AB 617 community air monitoring and ethylene oxide measurement efforts. (Reviewed: Administrative Committee, August 11, 2023; Recommended for Approval)</p> | Low/2269 |
| 12139. | <p>Transfer and Appropriate Funds for Independent Audit of Rule 1180 Fenceline Air Monitoring Network</p> <p>Rule 1180 mandates the implementation of real-time observations of air quality at or near the fenceline of all major refineries in the Basin, and in nearby communities. In June 2018, the Board created the Rule 1180 Special Revenue Fund (78) to establish community air monitoring near refineries. FY 2023-24 Budget for this program is approximately \$4.6 million in annual fees from refineries for community air monitoring. These actions are to transfer and appropriate \$700,000 from the Rule 1180 Special Revenue Fund (78), and appropriate \$500,000 from the General Fund Undesignated (Unassigned) Fund Balance to Monitoring and Analysis' FY 2023-24 Budget for an independent audit of the Rule 1180 fenceline air monitoring network. (Reviewed: Administrative Committee, August 11, 2023; Recommended for Approval)</p> | Low/2269 |
| 12111. | <p>Appropriate Funds and Issue Solicitations and Purchase Orders to Implement Air Quality Community Training in Eastern Coachella Valley</p> <p>U.S. EPA awarded South Coast AQMD a grant from the State Environmental Justice Cooperative Agreement Program to implement an Air Quality Academy to improve environmental literacy and air quality data in the Eastern Coachella Valley. Established in 2021, the Air Quality Academy provides training on the application and usage of air quality sensors, interpretation of the air quality index, and preventive actions to reduce air pollution exposure. U.S. EPA approved a one year no-cost extension of this grant to continue implementation until October 2024. This action is to appropriate the remaining balance of \$41,396 to the Diversity, Equity and Inclusion with Community Air Programs Office and \$6,258 to the Monitoring and Analysis Division FY 2023-24 and/or FY 2024-25 Budgets and to issue solicitations and purchase orders. (Reviewed: Administrative Committee August 11, 2023; Recommended for Approval)</p> | Higgins/3309 |

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| 12133. | <p>Appropriate Funds from the Undesignated (Unassigned) Fund Balance for Permitting Enhancement Program</p> <p>In order to implement the Chair's Initiative related to the Permitting Enhancement Program, assistance from retirees is temporarily needed to continue on an as needed basis for a maximum amount of \$400,000. This action is to appropriate this amount from the General Fund Undesignated (Unassigned) Fund Balance into Engineering and Permitting's FY 2023-24 Budget. (Reviewed: Administrative Committee, August 11, 2023; Recommended for approval).</p> | Wong/3176 |
| 12136. | <p>Execute Contract(s) for Legislative Representation in Sacramento, California</p> <p>In May 2023, the Board approved release of an RFP to solicit proposals for legislative representation in Sacramento, California. Four separate proposals were received from Actum, LLC, California Advisors, LLC, Joe A. Gonsalves & Son, and The Monares Group. On August 11, 2023, the Legislative Committee recommended approval of the execution of contract(s) with [CONTRACTOR(S)] for [\$AMOUNT] for legislative representation in Sacramento, California. (Reviewed: Legislative Committee, August 11, 2023; Recommended for Approval)</p> | Alatorre/3122 |
| 12146. | <p>Approve Revisions to Class Specifications; Amend Salary Resolution to Revise Salaries as Part of Revision Process; Amend FY 2023-24 Budget By Adding and Deleting Positions to Address Operational Needs</p> <p>This item is to revise the Deputy Clerk, Deputy Clerk/Transcriber, and Senior Deputy Clerk class specifications based on a classification study of Clerk of the Boards Office positions. In addition, based upon an internal review of case settlement and investigation functions in the General Counsel's Office, staff recommends revisions to the Paralegal, Senior Paralegal, Investigator, and Supervising Investigator class specifications. This item would also increase the salaries for the updated Deputy Clerk/Transcriber and Senior Deputy Clerk positions, the Paralegal and Senior Paralegal positions, and the Supervising Air Quality Inspector position as a related matter. As part of this organizational review process, staff also recommends adding and deleting classifications in the General Counsel's Office to reflect the functions of the proposed revised class specifications. (Reviewed: Administrative Committee, August 11, 2023, Recommended for Approval)</p> | Olvera/2309 |

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|--------|---|----------------------|
| 12142. | <p>Appropriate Funds and Amend Contract with Strumwasser & Woocher, LLP to Provide Representation and Advice to South Coast AQMD Hearing Board</p> <p>In December 2022, a contract was executed with Strumwasser & Woocher, LLP to provide legal representation and advice to the Hearing Board. This action is to appropriate an additional \$300,000 for specialized legal counsel and services as requested by the South Coast AQMD Hearing Board, from the General Fund Undesignated (Unassigned) Fund Balance to the Clerk of the Boards' FY 2023-24 Budget, Services and Supplies Major Object, Professional and Special Services Account, and amend the contract with Strumwasser & Woocher, LLP to add funds in an amount not to exceed \$300,000 for specialized legal counsel and services. (Reviewed: Administrative Committee, August 11, 2023; Recommended for Approval)</p> | Nakamura/3105 |
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| 11959. | Approve Contract Modification as Approved by MSRC | McCallon |
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Items XX through XX – Information Only/Receive and File

| | | |
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| 11911. | <p>Legislative, Public Affairs and Media Report</p> <p>This report highlights the July 2023 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)</p> | Alatorre/3122 |
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| 11878. | <p>Hearing Board Report</p> <p>This reports the actions taken by the Hearing Board during the period of June 1 through July 31, 2023. (No Committee Review)</p> | Verdugo-Peralta |
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| 12014. | <p>Civil Filings and Civil Penalties Report</p> <p>This report summarizes monthly penalties and legal actions filed by the General Counsel's Office from June 1, 2023 through July 31, 2023. An Index of South Coast AQMD Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, August 18, 2023)</p> | Gilchrist/3459 |
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| 11889. | <p>Intergovernmental Review of Environmental Documents and CEQA Lead Agency Projects</p> <p>This report provides a listing of CEQA documents received by South Coast AQMD between July 1, 2023 and July 31, 2023, and those projects for which South Coast AQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, August 18, 2023)</p> | Krause /2706 |
| 11843. | <p>Rule and Control Measure Forecast</p> <p>This report highlights South Coast AQMD rulemaking activities and public hearings scheduled for 2023. (No Committee Review)</p> | Rees/2856 |
| 12132. | <p>Report of RFQs/RFPs Scheduled for Release in September</p> <p>This report summarizes the RFQs/RFPs for budgeted services over \$100,000 scheduled to be released for advertisement for the month of September. (Reviewed: Administrative Committee, August 11, 2023)</p> | Jain/2804 |
| 12115. | <p>FY 2022-23 Contract Activity</p> <p>This report lists the number of contracts let during FY 2022-23, the respective dollar amounts, award type and the authorized contract signatory for South Coast AQMD. This report includes the data provided in the March 3, 2023 report covering contract activity for the first six months of FY 2022-23. (No Committee Review)</p> | Jain/2804 |
| 12125. | <p>Status Report on Major Ongoing and Upcoming Projects for Information Management</p> <p>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, August 11, 2023)</p> | Moskowitz/3329 |
| 12121. | <p>Status Report on Regulation XIII – New Source Review</p> <p>This report presents the state and federal Final Determination of Equivalency for January 2021 through December 2021. The report provides information regarding the status of Regulation XIII – New Source Review (NSR) in meeting state and federal NSR requirements and shows that South Coast AQMD's NSR program is in final compliance with applicable state and federal requirements from January 2021 through December 2021. (Reviewed: Stationary Source Committee, August 18, 2023)</p> | Aspell/2491 |

Items XX through XX -- Reports for Committees and CARB

The July and August meetings of the CARB Board were cancelled.

| | | | |
|--------|---|-------------------|-------------------------|
| 11948. | Administrative Committee (Receive & File) | Chair: Delgado | Nastri/3131 |
| 11900. | Legislative Committee | Chair: Cacciotti | Alatorre/3122 |
| 11853. | Mobile Source Committee (Receive & File) | Chair: Kracov | Rees/2856 |
| 11927. | Stationary Source Committee (Receive & File) | Chair: McCallon | Aspell/2491 |
| 11971. | Technology Committee (Receive & File) | Chair: Rodriguez | Katzenstein/2219 |
| 11981. | Mobile Source Air Pollution Reduction Review Committee (Receive & File) | Board Rep: Hagman | Katzenstein/2219 |
| XX. | Items Deferred from Consent and Board Calendar | | |

STAFF PRESENTATION/BOARD DISCUSSION/RECEIVE AND FILE

| | | |
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| 12154. | <p>Update on Development of Rail Yard Facility Based Mobile Source Measures (Presentation in Lieu of Board Letter)</p> <p>Staff will provide an update on development of potential indirect source rules and a memorandum of understanding addressing emissions associated with new and existing rail yards. (Reviewed: Mobile Source Committee, August 18, 2023)</p> | MacMillan/3244 |
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PUBLIC HEARINGS

| | | |
|--------|--|--------------------|
| 12140. | <p>Certify Final Environmental Assessment for Proposed Amended Rule 1178 – Further Reductions of VOC Emissions from Storage Tanks at Petroleum Facilities; and Amend Rule 1178</p> <p>Proposed Amended Rule 1178 will establish enhanced leak detection and repair requirements and more stringent control requirements on tanks that store crude oil, additional seals for internal floating roof tanks, and a higher control efficiency requirement for emission control systems. The proposed amended rule will also include provisions for true vapor pressure testing and will update reporting and recordkeeping requirements. This action is to adopt the Resolution: 1) Certifying the Final Environmental Assessment for Proposed Amended Rule 1178 – Further Reductions of VOC Emissions from Storage Tanks at Petroleum Facilities, and 2) Amending Rule 1178 – Further Reductions of</p> | Krause/2706 |
|--------|--|--------------------|

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| | VOC Emissions from Storage Tanks at Petroleum Facilities. (Reviewed: Stationary Source Committee, June 16, 2023) | |
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| 12124. | <p>Determine That Proposed Amended Rule 1111 – Reduction of NOx Emissions from Natural-Gas-Fired, Fan-Type Central Furnaces, Is Exempt From CEQA; and Amend Rule 1111</p> <p>Rule 1111 establishes a NOx emission limit of 14 ng/J for residential and commercial gas furnaces. Proposed Amended Rule 1111 will extend the mitigation fee alternative compliance option end date from September 30, 2023 to September 30, 2025 for mobile home furnaces. This action is to adopt the Resolution: 1) Determining that the proposed amendment to Rule 1111 – Reduction of NOx Emissions from Natural-Gas-Fired, Fan-Type Central Furnaces is exempt from the requirements of the California Environmental Quality Act; and 2) Amending Rule 1111 – Reduction of NOx Emissions from Natural-Gas-Fired, Fan-Type Central Furnaces. (Reviewed: Stationary Source Committee, August 18, 2023)</p> | Krause/2706 |
|--------|---|--------------------|

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

AQIP = Air Quality Investment Program

AQMP = Air Quality Management Plan

AVR = Average Vehicle Ridership

BACT = Best Available Control Technology

BARCT = Best Available Retrofit Control Technology

Cal/EPA = California Environmental Protection Agency

CARB = California Air Resources Board

CEMS = Continuous Emissions Monitoring Systems

CEC = California Energy Commission

CEQA = California Environmental Quality Act

CE-CERT =College of Engineering-Center for Environmental
Research and Technology

CNG = Compressed Natural Gas

CO = Carbon Monoxide

DOE = Department of Energy

EV = Electric Vehicle

EV/BEV = Electric Vehicle/Battery Electric Vehicle

FY = Fiscal Year

GHG = Greenhouse Gas

HRA = Health Risk Assessment

LEV = Low Emission Vehicle

LNG = Liquefied Natural Gas

MATES = Multiple Air Toxics Exposure Study

MOU = Memorandum of Understanding

MSERCs = Mobile Source Emission Reduction Credits

MSRC = Mobile Source (Air Pollution Reduction) Review
Committee

NATTS =National Air Toxics Trends Station

NESHAPS = National Emission Standards for
Hazardous Air Pollutants

NGV = Natural Gas Vehicle

NOx = Oxides of Nitrogen

NSPS = New Source Performance Standards

NSR = New Source Review

OEHHA = Office of Environmental Health Hazard
Assessment

PAMS = Photochemical Assessment Monitoring
Stations

PEV = Plug-In Electric Vehicle

PHEV = Plug-In Hybrid Electric Vehicle

PM10 = Particulate Matter \leq 10 microns

PM2.5 = Particulate Matter \leq 2.5 microns

RECLAIM=Regional Clean Air Incentives Market

RFP = Request for Proposals

RFQ = Request for Quotations

RFQQ=Request for Qualifications and Quotations

SCAG = Southern California Association of Governments

SIP = State Implementation Plan

SOx = Oxides of Sulfur

SOON = Surplus Off-Road Opt-In for NOx

SULEV = Super Ultra Low Emission Vehicle

TCM = Transportation Control Measure

ULEV = Ultra Low Emission Vehicle

U.S. EPA = United States Environmental Protection
Agency

VOC = Volatile Organic Compound

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 932-0955-9643
- 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 932-0955-9643
- Si desea hacer un comentario público, marque *9 en su teclado para indicar que desea comentar.

[⬆ Back to Agenda](#)

To: Administrative Cmte For meeting on August 11, 2023 From: Board Member Nithya Raman

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 July 1, 2023 and ending June 30, 2024 _____.

Candidate Information

Name: Jackson Guze

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.

 X **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)

| | |
|---|--|
| X | <p>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.</p> |
|---|--|

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

Proposed Rate of Compensation (fill in all blanks)

\$3,874.33 per month for July 1, 2023 through June 30, 2024, up to a maximum payable during the contract period not to exceed \$46,491.96.

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) X Consultant (employee) _____ Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 8/2/23

Administrative Committee

Friday, August 11, 2023

Dr. ANISSA CESSA HEARD-JOHNSON

Deputy Executive Officer

Diversity, Equity, and Inclusion with Community Air Programs

aheard-johnson@aqmd.gov



South Coast
AQMD

FABULOUS FEMALE FRIDAY

Frida Kahlo

July 6, 1907 – July 13, 1954

Mexican artist celebrated for her attention to Mexican and Indigenous Culture

- Was one of only 35 female students to attend her National Preparatory School in Mexico City
- Taught herself to paint and read frequently during her recovery from a major bus accident
- Drew inspirations from her tumultuous marriage with muralist, Diego Rivera, and grim life experiences
- Revered by feminists for her depiction of the female experience and form
- Widely recognized for her self-portraits with her “steadfast gaze” and themes of identity, the human body, and death



South Coast
AQMD

Infographics

South Coast AQMD

Pride Month

The celebration of Lesbian, Gay, Bisexual, and Transgender Pride Month increases the visibility for the LGBTQIA+ community and elevates the fight for equal rights for all, regardless of sexual orientation or gender identity. June was chosen as Pride Month because it marks the anniversary of the Stonewall Uprising when LGBTQIA+ people stood up against bigotry. To this day, the LGBTQIA+ community continues to fight against injustice.

PRIDE MONTH ORIGINS

Stonewall

Uprising in the Stonewall Inn in New York City, which was a popular meeting place for the LGBTQIA+ community. The police raided the bar, and the patrons fought back, leading to the Stonewall Uprising. This event is considered the catalyst for the modern LGBTQIA+ rights movement.

2023 IMPACT SPOTLIGHT

Larry Kramer
June 25, 1935 – May 27, 2020
Playwright, Screenwriter, and Gay Rights Activist

Admiral Rachel L. Levine, MD
October 28, 1957 – Present
Former U.S. Assistant Secretary for Health and Population

William Roscoe Leake "Willi Ningo"
April 12, 1901 – September 2, 2009
Dancer and Choreographer

Terisa Skagston
February 28, 1985 – Present
Proud Mental Health Educator and Community Leader

South Coast AQMD

[Click HERE](#)

LOVING DAY

Monday, June 12, 2023

Loving Day is an annual commemoration of the landmark 1967 Supreme Court decision of *Loving v. Virginia*. Mildred Jeter (Black and Native American) and Richard Perry Loving (White) decided to travel to Washington, D.C. to legally marry in 1958 because a Virginia law prohibited interracial couples from marrying at that time. Shortly after returning to their Virginia home, police arrested the newlyweds for breaking a separate law that prohibited people from leaving the state to marry¹.

Click Here to View a Supreme Court Clip

South Coast AQMD

[Click HERE](#)

South Coast AQMD

MEMORIAL DAY

REMEMBER AND HONOR

MAY 29, 2023

Memorial Day honors all the service men and women that have lost their lives while serving in the United States military. Formerly recognized as Decoration Day, it originated during the American Civil War when citizens placed flowers on the graves who had been killed in battle. In 1868, John A. Logan, commander in chief of the Grand Army of the Republic, promoted a national holiday on May 30 to decorate the graves of comrades who died defending their country. Formerly called Decoration Day, the early tradition of decorating graves with flowers, wreaths, and flags still holds true today. After World War I, its name changed to Memorial Day and became an occasion for honoring all those who have died in American Wars. In 1971, Congress passed the Uniform Monday Holiday Act which established Memorial Day to be commemorated on the last Monday of May¹. Memorial Day is commemorated at Arlington National Cemetery each year with a small ceremony in which a small United States flag is placed on each grave. Traditionally, the President or Vice President lays a wreath at the tomb of an unknown soldier².

South Coast AQMD

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JUNETEENTH

Monday, June 19th, 2023

Juneteenth is a federal holiday that commemorates the end of slavery on June 19, 1865. Although the Emancipation Proclamation had taken effect in 1863, it was not implemented in territories still under Confederate control. As a result, the Confederate state of Texas continued to have over 250,000 slaves. On June 19, 1865, 2,000 Union troops arrived in Galveston Bay, Texas and announced that all enslaved peoples were free by executive decree. It is noted that only through the passage of the Thirteenth Amendment did emancipation become national policy in 1867¹.

General Order Number 3:

"The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free."

The first official Juneteenth celebration took place in Texas and became a state holiday in 1980. Juneteenth became a federal holiday in 2021. The original observances included prayer meetings and the singing of spirituals. Celebrants wore new clothes as a way of representing their newfound freedom. Commemorations continued into the 21st century and has expanded to speeches, educational events, family gatherings, and festivals with music, food, and dancing².

South Coast AQMD

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J.E.D.I. Book Club



EXPLORING THE ENVIRONMENTAL JUSTICE FIGHT

A MOMENT WITH DR. NADIA KIM

WEDNESDAY, JUNE 21, 2023 | 1:00PM - 3:00PM

Event Highlights:

- Expanding staff's knowledge of community activism within AB 617 communities
- DEI and Environmental Justice victories can be small and impactful (offering translations)

"This event was eye opening about the issues our communities face and how important our persistent presence is. This work is necessary and this glimpse into how our communities advocate is invaluable."

"I appreciate events like this. The way Dr. Kim shared her insight into the community perspective was inspiring and invigorating. I can be a part of the small victories that create impactful change."

J.E.D.I. Think Tank

"I have family and friends that are nonbinary. Seeing this topic discussed at work was touching. It's also so relevant for our work. We can't do this work without connection with our residents and acknowledging identities plays a critical role in that."



"I love that this think tank covered gendered language. I've felt unsure about pronouns and how to start being more inclusive. This made it feel easier to move forward. I already added my pronouns to my zoom name!"

Pride Month Commemoration



"Finn helped me realize there's so much I don't know about LGBTQ topics. We need to continually visit these topics as an agency. I learned so much."

"What surprised me most about this event was how much it would impact me. I didn't expect to cry. Feeling seen meant so much more to me than I ever thought it would."

From a Governing Board Intern (paraphrase):

This event made me feel proud to be working here as an intern. I felt seen and the programming was moving. I love that South Coast AQMD has resources and events like this.

Fabulous Female Friday



"Great presentation today. The selection of people and videos have gotten better and better each time!"

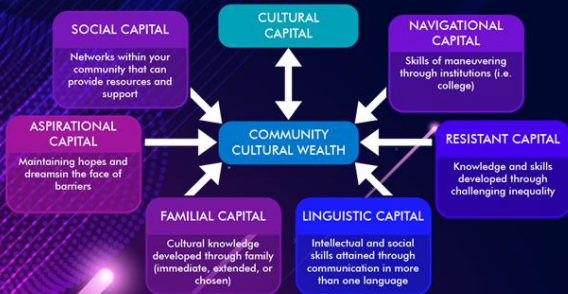
"I often feel boxed in when it comes to what being female should be and look like. I loved seeing so much diversity of thought and background represented through the women showcased in this month's program. This line-up made me feel validated and empowered."

Critical Community Conversations for Purposeful Outreach - C3PO



DEI Presentation - CAPCOA Compliance & Enforcement Managers Annual Meeting

Community Capital (Yosso)



Common Types of Bias



Likeability bias

Likeability bias is rooted in age-old expectations. We expect men to be assertive, so when they lead, it feels natural. We expect women to be kind and communal, so when they assert themselves, we like them less.¹¹



Performance bias

Performance bias is based on deep-rooted—and incorrect—assumptions about women's and men's abilities. We tend to underestimate women's performance and overestimate men's.⁹



Maternal bias

Motherhood triggers false assumptions that women are less committed to their careers—and even less competent.¹²



Attribution bias

Attribution bias is closely linked to performance bias. Because we see women as less competent than men, we tend to give them less credit for accomplishments and blame them more for mistakes.¹⁰



Affinity bias

Affinity bias is what it sounds like: we gravitate toward people like ourselves in appearance, beliefs, and background. And we may avoid or even dislike people who are different from us.¹³



Intersectionality

Bias isn't limited to gender. Women can also experience biases due to their race, sexual orientation, a disability, or other aspects of their identity.

Thinking (a, 1997)



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Training Outcomes

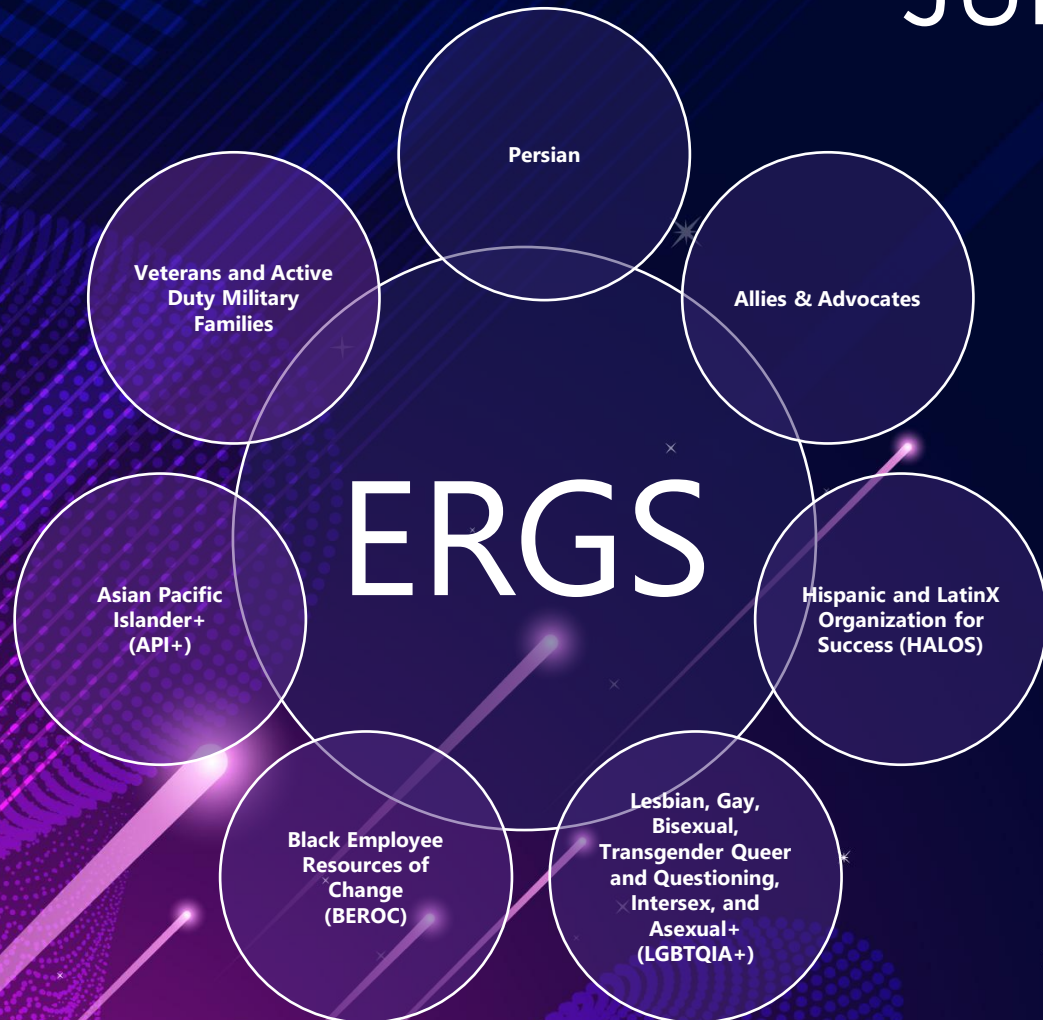
- Increased awareness of terminology, resources and theoretical foundations that ground DEI
- Increased awareness of DEI initiatives at South Coast AQMD
- Equip attendees with resources to identify the increasing complex DEI issues and incorporate into individual district work

DEI Annual Workplan/Operational Planning

July/August

- Onboarding and training of new DEI staff members
- Refine team infrastructure and procedures
- Development of event calendar and meeting expectations for 2023-2024

Employee Resource Groups (ERG) – June Updates



Intra-ERG Activity

- HALOS: Meet & Greet – 25 attendees in attendance; additional 65 AQMD employees also attended

Agencywide Event/Activity/Resource Planning

- All ERG recruitment event in September/October
- Persian ERG: Mehregan
- API+: Speaker event

Individual ERG monthly meeting with DEI resume in August

Statewide DEI Updates – June 2023

Statewide DEI discussions

- Troubleshooting programmatic difficulties
- Resource sharing
- Translation Services and Practices

CAPCOA Spring Membership Meeting - DEI/EJ Panel

- Outcome: to address the statewide diversity of AQMDs to better identify individual issues that need to be addressed, resources needed to assist and focusing the scope of the newly formed Ad Hoc EJ/DEI Working Group.



Any Questions?

BOARD MEETING DATE: September 1, 2023

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, August 11, 2023, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:MAH:XC: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
September 1, 2023 Board Meeting
Status Report on Major Ongoing and Upcoming Projects for
Information Management

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|-----------------------------------|--|-------------------------------|---|--|
| AQ-SPEC Cloud Platform Phase 2 | 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 | \$313,350 | <ul style="list-style-type: none"> • Project Charter released • Task Order issued, evaluated, and awarded • Project kickoff completed • Requirements gathering completed • Fit Gap and data storage analysis completed • Architecture and functional design completed • Work Plan development for Phase 2 completed • Dashboard designs approved • Discovery Phase completed • Proposal for implementation phase received • System Architecture verified | <ul style="list-style-type: none"> • System development in progress |
| PeopleSoft Electronic Requisition | This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow | \$75,800 | <ul style="list-style-type: none"> • Project Charter released • Task Order issued, evaluated, and awarded • Requirements gathering and system design completed • System setup and code development, and User Acceptance Testing for Information Management completed • System setup and code development, and User Acceptance Testing completed for Administrative and Human Resources, and Technology Advancement Office completed | <ul style="list-style-type: none"> • Deploy to IM and AHR divisions • Training and Integrated User Testing for other divisions |

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|-----------------------------------|---|------------------------|---|--|
| Online Application Filing Phase 2 | 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 | \$525,000 | <ul style="list-style-type: none"> • Board approved initial Phase 2 funding December 2017 • Board approved remaining Phase 2 funding October 5, 2018 • Completed report outlining recommendations for automation of Permitting Workflow • Developed application submittals and form filing for first nine of 32 400-E forms • Completed application submittals and form filing for 23 types of equipment under Rule 222 for User Testing • Deployed to production of the top three most frequently used Rule 222 forms: Negative Air Machines, Small Boilers and Charbroilers • Deployment to stage of Phase 2 additional 12 400-E-XX forms completed • Deployed to production of three additional Rule 222 forms (Tar Pots, Cooling Towers, and Power Washers) • Deployment to production of eight additional Rule 222 forms (Food Ovens, Storage of Odorants, Equipment Used to Store Aqueous Urea Solutions, Asphalt Day Tanker, Asphalt Pavement Heater, Diesel Fueled Boiler, Micro Turbines, and Portable Diesel Fueled Heater) completed. • Deployment to production of the Emergency Internal Combustion Engine (EICE) application completed. | <ul style="list-style-type: none"> • System Development for Phase 3 of the project (final twelve 400-E-XX forms) • Complete User Acceptance Testing and deployment to production of Phase 1 of the project (first ten 400-E-XX forms) • Complete User Acceptance Testing and deployment to production of next set of Rule 222 forms |

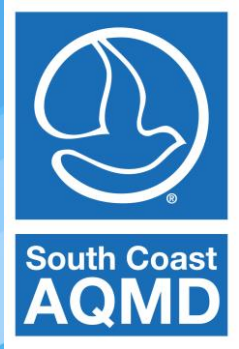
| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|--|--|-------------------------------|---|--|
| Warehouse Indirect Source Rule Online Reporting Portal | Development of online reporting portal for Rule 2305 – Warehouse Indirect Source | \$250,000 | <ul style="list-style-type: none"> • Task Order issued • Deployed Phase 1.1 – Warehouse Operations Notification Submittal • Deployed Phase 1.2 – Warehouse Operations Notification Evaluation • Deployed Phase 2 – Early Annual WAIRE Report (EAWR), Initial Site Information Report (ISIR), full Annual WAIRE Report (AWR) • Deployed Phase 3– Final Annual WAIRE Report | <ul style="list-style-type: none"> • Phase 4 Enhancements |
| Carl Moyer Program GMS | Development of simplified and streamlined Online Grant Management System (GMS) Portal for Carl Moyer Program | \$116,275 | <ul style="list-style-type: none"> • Task Order issued • Phase 1 completed and approved by stakeholder • Solicitation for On-Road projects opened to public • Phase 2 – tasks module enhancement User Acceptance Testing completed • Phase 2 – 30-day Letter User Acceptance Testing for completed • Phase 2 – Clean Air Reporting Log (CARL) Import for Off-Road and On-Road projects User Acceptance Testing completed • Application Status Tracking User Acceptance Testing completed • Evaluation – Messages Module User Acceptance Testing completed • Carl Moyer Program – PA2023-04 opened • Phase 2 – management reports – User Acceptance Testing completed • Phase 2 – Calculations Module development and User Acceptance Testing completed • Phase 2 – Inspection Module forms development completed | <ul style="list-style-type: none"> • Phase 2 – Inspection Module reports development • Inspection Module User Acceptance Testing • Phase 3 – Planning for Phase 3 |

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|---|---|-------------------------------|--|---|
| Agenda Tracking System | Develop new Agenda Tracking System for submittal, review and approval of Governing Board meeting agenda items | \$250,000 | <ul style="list-style-type: none"> • Project initiation completed • Task order issued • Project planning completed • Vision and Scope completed • Task order issued • Project Kick-off completed • Initial User Interface Design completed | <ul style="list-style-type: none"> • System Architecture design in progress • System Development in progress |
| PeopleSoft HCM (Human Capital Management) upgrade | Upgrade PeopleSoft HCM product to latest tools and image level to maintain regulatory and functional support | \$180,000 | <ul style="list-style-type: none"> • Project initiation completed • Task order issued • System assessment completed • Customization assessment completed • Installation certification completed • Data migration completed | <ul style="list-style-type: none"> • User Acceptance Testing |
| Source Test Tracking System (STTS) | Online STSS will keep track of timelines and quantify the number of test protocols and reports received. 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. | \$250,000 | <ul style="list-style-type: none"> • Project initiation completed • Task Order issued • Project kickoff completed • User requirements gathering for internal users completed • Developed full business process model • Developed screens mock-ups • Reviewed proposed automation with EQUATE Working Group completed • Completed development of all Sprints 1 through 8 • Completed overview of development progress to EQUATE Working Group. • Deploy updated STTS Data Model and move application to stage completed • Internal and external orientation/training for testers completed • Development of all modifications identified by users completed • User Acceptance Testing in stage environment completed | <ul style="list-style-type: none"> • Complete testing of STTS Portal with regulated community volunteers • Deploy STTS Portal to production |

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|--|--|-------------------------------|--|---|
| Compliance System | Develop new Compliance System to help streamline the compliance business process | \$450,000 | <ul style="list-style-type: none"> • Project initiation • High level requirement gathering completed • Task order issued | <ul style="list-style-type: none"> • Detailed requirement gathering |
| Website Upgrade | Upgrade the Website Content Management System to latest version | \$100,000 | <ul style="list-style-type: none"> • Project initiation completed • Task order issued • Initial upgrade completed • Proposal for additional enhancement accepted | <ul style="list-style-type: none"> • Development of enhancements based on industry best practices |
| Prequalify Vendor List for PCs, Network Hardware, etc. | Establish list of prequalified vendors to provide computer, network, and printer hardware and software, and to purchase desktop computer hardware upgrades | \$300,000 | | <ul style="list-style-type: none"> • Released RFQQ November 3, 2023 • Approve Vendors List February 2, 2024 |

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

| Completed Projects | |
|---|-------------------|
| Project | Date Completed |
| Oracle PeopleSoft Software Support | August 31, 2023 |
| Renewal of OnBase Software Support | July 31, 2023 |
| Air Quality Advisory Enhancement | June 30, 2023 |
| Legal Office System – Phase 2.1 | June 7, 2023 |
| WAIRE Program Online Portal – Initial Site Information Report Enhancement | May 26, 2023 |
| Renewal of HP Server Maintenance & Support | April 30, 2023 |
| Purchase of Server and Storage Upgrades | April 30, 2023 |
| Rule 1180 Monitoring Site and Notification Updates | March 30, 2023 |
| WAIRE Program Online Portal – Owner AWR Enhancement | February 22, 2023 |
| Phone System Upgrade | January 28, 2023 |
| Carl Moyer GMS – PA2023-04 | January 10, 2023 |
| AB 2766 for reporting year 2021 - 2022 | January 3, 2023 |
| WAIRE Program Online Portal – Phase 3 | December 31, 2022 |
| Annual Emission Reporting for reporting year 2022 | December 31, 2022 |
| Online Application Filing – Eight Additional Rule 222 Forms | December 2, 2022 |
| CLASS Database Software Licensing | November 30, 2022 |



FY 2022-23 4th Quarter Budget vs. Actual (Unaudited)

Administrative Committee August 11, 2023

General Fund Overview

- FY 2022-23 4th Quarter Budget vs. Actual (unaudited)
- Revenues
- Expenditures
- Use of Fund Balance
- Updated General Fund Five Year Projection

General Fund Budget Summary

| | Fiscal Year 2022-23 | | |
|----------------------------|---------------------|----------------|-----------------------------------|
| (\$ in millions) | Adopted Budget | Amended Budget | FY 2022-23 Q4 Actuals (unaudited) |
| Revenues/Transfers In | \$189.2 | \$193.5 | \$190.8 |
| Expenditures/Transfers Out | \$189.2 | \$203.2 | \$185.8 |

Revenue Comparison

FY 2022-23 4th Quarter Budget vs. Actual & FY 2021-22 4th Quarter

| Revenue Type (\$ in millions) | Fiscal Year 2022-23 Q4 | | | Fiscal Year 2021-22 Q4 | |
|----------------------------------|---------------------------|------------------------|-----------------------|---------------------------|-----------------------|
| | Amended Budget | Actuals (unaudited) | Actual % of Budget | Actuals | Actual % of Budget |
| Emissions Fees | \$ 21.3 | \$21.6 | 101% | \$20.3 | 102% |
| Annual Operating Fees | 68.9 | 70.1 | 102% | 65.5 | 102% |
| Permit Fees | 17.3 | 17.9 | 103% | 16.8 | 104% |
| Mobile Sources/Transportation | 33.8 | 29.3 | 87% | 27.7 | 83% |
| Other* | 45.4 | 45.4 | 100% | 42.7 | 99% |
| Area Sources | 2.2 | 2.0 | 91% | 2.5 | 119% |
| Transfers In | <u>4.6</u> | <u>4.5</u> | 98% | <u>7.6</u> | 109% |
| Total | <u>\$193.5</u> | <u>\$190.8</u> | 99% | <u>\$183.1</u> | 99% |

*Includes revenues from Federal & State Grants, State Subvention, Penalties/Settlements, "Hot Spots", Interest, PERP, Hearing Board, Source Test/Lab Analysis, Leases, Subscriptions, and Misc.

Expenditure Comparison

FY 2022-23 4th Quarter Budget vs. Actual & FY 2021-22 4th Quarter

| Major Object (\$ in millions) | Fiscal Year 2022-23 Q4 | | | Fiscal Year 2021-22 Q4 | |
|----------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| | Amended Budget | Actuals (unaudited) | Actuals % of Budget | Actuals | Actuals % of Budget |
| Salaries & Benefits | \$159.2 | \$146.5 | 92% | \$143.7 | 98% |
| Services & Supplies | 31.7 | 27.1 | 85% | 24.3 | 85% |
| Capital Equipment | 5.4 | 5.3 | 98% | 4.0 | 80% |
| Debt Service | 4.1 | 4.1 | 100% | 7.2 | 100% |
| Transfers Out | <u>2.8</u> | <u>2.8</u> | 100% | <u>0.8</u> | 100% |
| Total | <u>\$203.2</u> | <u>\$185.8</u> | 91% | <u>\$180.0</u> | 95% |

Board Approved Use of Fund Balance

FY 2022-23 4th Quarter

| Board Letter Approval | Use | Amount |
|-----------------------|---|--------------------|
| 11/4/2022, #8 | Legal Counsel | 754,000 |
| 12/2/2022, #9 | Outside Legal Counsel | 125,000 |
| 3/4/2022, #10 | IM Projects | 2,266,500 |
| 6/3/2022, #7 | Rule 1180 Activities | 845,000 |
| 6/3/2022, #9 | Outside Legal Counsel | 180,000 |
| 6/3/2022, #10 | Addition of DEO & Sr. Admin. Assistant to STA | 488,837 |
| 9/2/2022, #3 | Engineering and Permitting Staffing Assistance | 400,000 |
| 9/2/2022, #6 | Lab Equipment | 250,000 |
| 10/7/2022, #9 | WHAM program | 197,881 |
| 10/7/2022, #10 | Adding & Deleting Positions for Operational needs | 4,000,000 |
| 4/7/2023, #6 | Rule 1180 Activities | 170,000 |
| Total: | | <u>\$9,677,218</u> |

FY 2022-23 Unaudited and Five-Year Projection

| (\$ in millions) | FY 22-23 Unaudited | FY 23-24 Adopted | FY 24-25 Projected | FY 25-26 Projected | FY 26-27 Projected | FY 27-28 Projected |
|--|-----------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Authorized Staffing * | 1,005 | 1,010 | 1,010 | 1,010 | 1,010 | 1,010 |
| Vacancy Rate | 11% | 11% | 11% | 11% | 11% | 11% |
| Funded Staffing | 894 | 899 | 899 | 899 | 899 | 899 |
| | | | | | | |
| Revenues ** | \$190.8 | \$196.3 | \$203.9 | \$207.8 | \$210.2 | \$210.9 |
| Program Costs | \$185.8 | \$196.3 | \$204.5 | \$209.5 | \$213.0 | \$213.0 |
| Changes in Fund Balance | \$5.0 | \$- | \$(0.6) | \$(1.7) | \$(2.8) | \$(2.1) |
| Unreserved Fund Balance (at Year-End) | \$87.4 | \$87.4 | \$86.8 | \$85.1 | \$82.3 | \$80.2 |
| % of Revenue | 46% | 45% | 43% | 41% | 39% | 38% |
| * Includes 35 positions added by the Board in FY 2022-23 and a net 5 positions added in the FY 2023-24 Adopted Budget. | | | | | | |
| ** CPI projections include the following: : FY 23/24 – 5.6% & 2.0% on Annual Operating and Permit Fees; FY 24/25 – 5.3% & 2.0% on Annual Operating & Permit Fees; FY 25/26 - 3.6%; FY 26/27 – 3.2% & FY 27/28 – 3.1% | | | | | | |



Questions?

BOARD MEETING DATE: September 1, 2023

AGENDA NO.

PROPOSAL: Report of RFQs/RFPs Scheduled for Release in September

SYNOPSIS: This report summarizes the RFQs/RFPs for budgeted services over \$100,000 scheduled to be released for advertisement for the month of September.

COMMITTEE: Administrative, August 11, 2023, Reviewed

RECOMMENDED ACTION:

Approve the release of RFQs/RFPs for the month of September.

Wayne Nastri
Executive Officer

SJ:gp

Background

In January 2020 the Board approved a revised Procurement Policy and Procedure. Under the revised policy, RFQs/RFPs for budgeted items over \$100,000 that follow the Procurement Policy and Procedure would no longer be required to obtain individual Board approval. However, a monthly report of all RFQs/RFPs over \$100,000 is included as part of the Board agenda package and the Board may, if desired, take individual action on any item. The attached report provides the title and synopsis of the RFQ/RFP, the budgeted funds available, and the name of the Deputy Executive Officer/Assistant Deputy Executive Officer responsible for that item. Further detail including closing dates, contact information, and detailed proposal criteria will be available online at <http://www.aqmd.gov/grants-bids> following Board approval on September 1, 2023.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFQs/RFPs and inviting bids will be 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 be notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFQs/RFPs will be 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>), where it can be viewed by making the selection "Grants & Bids."

Proposal Evaluation

Proposals received will be evaluated by applicable diverse panels of technically qualified individuals familiar with the subject matter of the project or equipment and may include outside public sector or academic community expertise.

Attachment

Report of RFQs/RFPs Scheduled for Release in September 2023

**September 1, 2023 Board Meeting
Report on RFQs/RFPs Scheduled for Release on September 1, 2023**

(For detailed information visit South Coast AQMD's website at
<http://www.aqmd.gov/nav/grants-bids>
following Board approval on September 1, 2023)

SPECIAL TECHNICAL EXPERTISE

| | | |
|---------------|--|-------------|
| RFP #P2024-03 | Issue RFP for Management Firm to Operate South Coast AQMD's Diamond Bar Headquarters Cafeteria | Olvera/2309 |
|---------------|--|-------------|

The current contract to manage and operate South Coast AQMD's headquarters cafeteria expires April 30, 2024. This action is to issue an RFP to solicit proposals from qualified food service management firms interested in providing this service for the next three-year period, from May 1, 2024 to April 30, 2027, with the option to extend for two one-year extensions.

BOARD MEETING DATE: September 1, 2023

AGENDA NO.

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

SYNOPSIS: In December 2022, a contract was executed with Strumwasser & Woocher, LLP to provide legal representation and advice to the Hearing Board. This action is to appropriate an additional \$300,000 for specialized legal counsel and services as requested by the South Coast AQMD Hearing Board, from the General Fund Undesignated (Unassigned) Fund Balance to the Clerk of the Boards' FY 2023-24 Budget, Services and Supplies Major Object, Professional and Special Services Account, and amend the contract with Strumwasser & Woocher, LLP to add funds in an amount not to exceed \$300,000 for specialized legal counsel and services.

COMMITTEE: Administrative, August 11, 2023; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate a total of \$300,000 from the General Fund Undesignated (Unassigned) Fund Balance to be used in FY 2023-24 Clerk of the Boards' Budget, Services and Supplies Major Object, Professional and Special Services Account; and
2. Authorize the Chair to amend the contract with Strumwasser & Woocher, LLP to provide specialized legal counsel and services to the South Coast AQMD Hearing Board.

Wayne Nastri
Executive Officer

SN:abs

Background

In December 2022, the Board authorized a contract with Strumwasser & Woocher, LLP in an amount not to exceed \$125,000 for specialized legal counsel and services as required by the South Coast AQMD Hearing Board, through September 30, 2023.

In August 2023, a no cost contract modification was authorized to extend the contract term to December 30, 2023.

Proposal

The Hearing Board is requesting an additional \$300,000 for Strumwasser & Woocher for legal representation on a matter involving the Hearing Board. It is necessary to increase available funds for the Hearing Board to ensure outside legal representation is available to the Hearing Board when the need arises.

Resource Impacts

Sufficient funds are available from the General Fund Undesignated (Unassigned) Fund Balance in the FY 2023-24 Budget upon approval of this Board letter. This action will bring the total amount for this contract for outside counsel costs approved by the Board to \$425,000.

BOARD MEETING DATE: September 1, 2023

AGENDA NO.

PROPOSAL: Appropriate Funds from the Undesignated (Unassigned) Fund Balance for Permitting Enhancement Program

SYNOPSIS: In order to implement the Chair's Initiative related to the Permitting Enhancement Program, assistance from retirees is temporarily needed to continue on an as needed basis for a maximum amount of \$400,000. This amount will be appropriated from the General Fund Undesignated (Unassigned) Fund Balance into Engineering and Permitting's FY 2023-24 Budget.

COMMITTEE: Administrative, August 11, 2023; Recommended for Approval

RECOMMENDED ACTION:

Appropriate a total of \$400,000 from the General Fund Undesignated (Unassigned) Fund Balance to Engineering and Permitting's FY 2023-24 Budget, Services & Supplies Major Object for assistance from retirees to reduce the pending permit application inventory.

Wayne Natri
Executive Officer

SN:JA:JW

Background

One of the Chair's Initiatives is the Permitting Enhancement Program, which includes efforts focused on reducing the permit application inventory. Due to recent staff turnover and retirements, the majority of staff in the Engineering and Permitting division have less than five years of experience in their current roles. Therefore, as staff are trained in their new positions, there is a short-term need to use retirees to supplement staff's efforts in reducing the pending permit application inventory and meeting the division's Goals and Objectives.

Proposal

Nine retirees from Engineering and Permitting received approval from the San Bernardino County Employees' Retirement Association and have returned to assist in permit processing. Additional retirees have expressed interest in returning to assist in these efforts. The maximum amount necessary for retirees to return to work to assist in efforts to reduce the permit application inventory for the next year is \$400,000. This strategy was initially implemented in October 2022 and was effective in supporting and maintaining production of permit applications. Since May 2023, the Engineering and Permitting division has promoted 13 supervisory staff and are currently conducting hiring interviews to fill approximately 26 Air Quality Engineer positions to address the vacancy rate. Continuing to utilize retirees will support permit production during the transition, as newly promoted staff learn their roles and new engineers are trained over the next year.

Staff is requesting that \$400,000 be appropriated from the Undesignated Fund Balance to Engineering and Permitting's FY 2023-24 Budget, Services & Supplies Major Object.

Resource Impacts

Sufficient funding is available in the General Fund Undesignated (Unassigned) Fund Balance.

BOARD MEETING DATE: September 1, 2023

AGENDA NO.

PROPOSAL: Appropriate Funds and Purchase Orders to Implement Air Quality Community Training in Eastern Coachella Valley

SYNOPSIS: U.S. EPA awarded South Coast AQMD a grant from the State Environmental Justice Cooperative Agreement Program to implement an Air Quality Academy to improve environmental literacy and air quality data in the Eastern Coachella Valley. Established in 2021, the Air Quality Academy provides training on the application and usage of air quality sensors, interpretation of the air quality index, and preventive actions to reduce air pollution exposure. U.S. EPA approved a one year no-cost extension of this grant to continue implementation until October 2024. This action is to appropriate the remaining balance of \$41,396 to the Diversity, Equity and Inclusion with Community Air Programs Office and \$6,258 to the Monitoring and Analysis Division FY 2023-24 and/or FY 2024-25 Budgets and to issue solicitations and purchase orders.

COMMITTEE: Administrative, August 11, 2023; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate up to \$41,396 in U.S. EPA State Environmental Justice Cooperative Agreement (SEJCA) funds into the Diversity, Equity and Inclusion with Community Air Programs Office and \$6,258 to the Monitoring and Analysis Division FY 2023-24 and/or FY 2024-25 budgets (as set forth in Attachment 1); and
2. Authorize the Procurement Manager, in accordance with South Coast AQMD Procurement Policy and Procedure, to issue solicitations and purchase orders to implement air quality data monitoring and community training in the Eastern Coachella Valley for items listed in Attachment 1.

Wayne Nastri
Executive Officer

AHJ:KH:UV:PP:PM

Background

In June 2021, U.S. EPA granted South Coast AQMD an award of \$200,000 from the State Environmental Justice Cooperative Agreement (SEJCA) Program funds to partner with local entities to develop an Air Quality Academy in the Eastern Coachella Valley (ECV). On October 1, 2021, the Board recognized \$200,000 and approved appropriations of \$113,091 to the Planning, Rule Development & Area Sources, Science & Technology Advancement, and Legislative, Public Affairs and Media Office into FY 2021-22 and/or FY 2022-23 Budgets from the U.S. EPA SEJCA Program.

Staff has been working with Desert Healthcare District & Foundation (DHCD&F), Alianza Coachella Valley (Alianza CV) (DHCD&F's Subcontractor), Health Assessment and Research for Communities (HARC), and local tribes to implement tasks outlined in the grant. To date, Alianza CV has recruited 15 ECV community members for the Air Quality Academy and have participated in the air quality training and workshops. HARC is in the process of analyzing community data (e.g., environmental, demographic) to complete a community Environmental Health Report. This project builds upon existing efforts to implement the Assembly Bill 617 (AB 617) ECV Community Emissions Reduction Plan (CERP).

The project was scheduled to end in October 2023. However, staff encountered challenges in involving Twenty-Nine Palms Band of Mission Indians, the original tribal partner, in the Air Quality Academy. Tribal participation is required, therefore staff is currently in discussions with Torres Martinez Desert Cahuilla Indians (Torres Martinez Tribe), to engage them in the Air Quality Academy. In June 2023, U.S. EPA approved a no-cost extension until October 2024 to allow time for South Coast AQMD and project partners to conduct outreach to the Torres Martinez Tribe, gather community input for the Environmental Health Report, analyze the sensor data, and use the remainder of the funds.

Proposal

This action is to appropriate up to \$41,396 in U.S. EPA State Environmental Justice Cooperative Agreement (SEJCA) funds into the Diversity, Equity and Inclusion with Community Air Programs Office and \$6,258 to the Monitoring and Analysis Division FY 2023-24 and/or FY 2024-25 budgets to procure related services and supplies as listed in Attachment 1 – Proposed Appropriations for FYs 2023-24 and/or 2024-25. Approval of these actions will allow staff to continue implementing the Air Quality Academy in ECV and publish a community Environmental Health Report in collaboration with DHCD&F, HARC, and the Torres Martinez Tribe.

Benefits to South Coast AQMD

This work complements the ongoing efforts to partner with the community to address local air quality priorities through the AB 617 program, including providing information to reduce air pollution exposure in ECV and expanding the air quality sensor network. This project will continue to strengthen South Coast AQMD's collaborative partnerships in ECV and improve air pollution data and data accessibility in these rural communities. Additionally, this project can serve as a model for future outreach and educational programs in this region.

Resource Impacts

The U.S. EPA SEJCA Program funding will continue to support the objectives of this grant. The funding will also support outreach efforts and the community Environmental Health Report. This project will also partially support ECV CERP efforts.

Attachment

Proposed Appropriations for FY 2023-24 and/or 2024-25

ATTACHMENT 1

Proposed Appropriations for FY 2023-24 and/or 2024-25

| Description | Account Number | Org Unit | Estimated Expenditures |
|--|-----------------|--|------------------------|
| Services and Supplies Major Object | | | |
| SIM Card service | 67900 | Monitoring and Analysis Division | \$5,758 |
| Miscellaneous outreach supplies | 68100 | Diversity, Equity, and Inclusion with Community Air Programs Office (DEI with CAP) | \$1,014 |
| Travel | 67800 | DEI with CAP | \$7,060 |
| Meeting logistics contracts | 67450 | DEI with CAP | \$24,400 |
| Site rental fees for sensors contracts | 67350 | Monitoring and Analysis Division | \$500 |
| Clerical support for translation and training services | 67460 | DEI with CAP | \$7,580 |
| Conference fees | 69500 | DEI with CAP | \$1,342 |
| Total Appropriation | \$47,654 | | |

BOARD MEETING DATE: September 1, 2023

AGENDA NO.

PROPOSAL: Approve Revisions to Class Specifications; Amend the Salary Resolution to Revise Salaries as Part of the Revision Process; Amend FY 2023-24 Budget By Adding and Deleting Positions to Address Operational Needs

SYNOPSIS: This item is to revise the Deputy Clerk, Deputy Clerk/Transcriber, and Senior Deputy Clerk class specifications based on a classification study of Clerk of the Boards Office positions. In addition, based upon an internal review of case settlement and investigation functions in the General Counsel's Office, staff recommends revisions to the Paralegal, Senior Paralegal, Investigator, and Supervising Investigator class specifications. This item would also increase the salaries for the updated Deputy Clerk/Transcriber and Senior Deputy Clerk positions, the Paralegal and Senior Paralegal positions, and the Supervising Air Quality Inspector position as a related matter. As part of this organizational review process, staff also recommends adding and deleting classifications in the General Counsel's Office to reflect the functions of the proposed revised class specifications.

COMMITTEE: Administrative, August 11, 2023; Recommended for Approval

RECOMMENDED ACTIONS:

1. Revise the class specifications for the Deputy Clerk, Deputy Clerk/Transcriber, and Senior Deputy Clerk positions in the Clerk of the Boards Office, as set forth in Attachment A;
2. Revise the class specifications for the Paralegal, Senior Paralegal, Investigator, and Supervising Investigator positions in the General Counsel's Office, as set forth in Attachment B;
3. Amend Section 53 of the Salary Resolution and Appendices A and B of the Memorandum of Understanding (MOU) between South Coast AQMD and Teamsters Local 911 for: revised Deputy Clerk/Transcriber, and Senior Deputy Clerk positions; the revised Paralegal and Senior Paralegal positions; and the Supervising AQ Inspector position, as set forth in Attachment C; and

4. Amend the FY 2023-24 Budget by adding a Contracts Assistant position and a Senior Paralegal position to the General Counsel's Office, and by deleting two (2) Investigator positions in the General Counsel's Office, as set forth in Attachment D.

Wayne Natri
Executive Officer

AJO:mm

Background

Article 45, Section 1 of the MOU for the Technical & Enforcement and Office, Clerical and Maintenance Units, provides a procedure for employees to request a classification study of their position and duties in order to determine whether their duties and position are properly classified. Through this procedure, the deputy clerk positions in the Clerk of the Boards (COB) Office were evaluated. The proposed revisions to COB class specifications and proposed salary adjustments have been discussed, and agreed upon, with union representatives of the bargaining unit.

Under the direction of the Executive Officer and the Chief Operating Officer, each division continually reviews and assesses staffing resources and functionality to determine whether changes should be made to increase efficiency and effectiveness of South Coast AQMD programs. Class specifications in the General Counsel's Office were evaluated to determine whether their duties and positions were best assigned. The proposed revisions to General Counsel's Office class specifications and proposed salary adjustments have been discussed, and agreed upon, with union representatives of the bargaining unit. In addition, staff recommends amending the FY 2023-24 Budget allocation of positions in the General Counsel's Office to implement the new organizational structure of duties and functions.

Proposal

Clerk of the Boards Office

Led by the Clerk of the Boards, COB staff provide a wide range of routine and complex work in support of the Hearing Board and the Governing Board. The classification study identified the need for the COB class specifications to better reflect the work being performed by staff. The role of the COB Office has evolved over the years, in terms of complexity and volume of work, resources to support the Boards, technology and responsibilities. The proposed revisions to the class specifications of Deputy Clerk, Deputy Clerk/Transcriber, and Senior Deputy Clerk clarify the critical duties performed in support of the Hearing Board and the Governing Board. This includes title changes to, respectively, Deputy Board Clerk I, Deputy Board Clerk II, and Senior Deputy

Board Clerk to establish a clear career ladder with the Clerk of the Boards, as well as to achieve consistency with industry standards.

The classification study also presented information that supports an adjustment of the salaries for the two higher level classifications, in order to better account for the expanded roles of these positions, as well as to fit within the labor market for these jobs.

Accordingly, staff recommends adopting revised class specifications (Attachment A) and an amendment to the Salary Resolution and the Teamsters MOU (Attachment C) for these COB positions.

General Counsel's Office

The General Counsel's Office is responsible for the Minor Source Penalty Assessment Program (MSPAP). Under this program, businesses receiving a Notice of Violation (NOV) and South Coast AQMD agree on actions for the business to comply with clean air requirements and the penalty for the violation. A Supervising Investigator and four Investigators are currently responsible for the implementation of the MSPAP, in terms of reviewing, preparing, and processing NOV cases for resolution of penalties through settlement agreements. In addition, these positions have a significant role in researching, investigating, and evaluating enforcement matters for potential civil and criminal prosecution. The Investigator class also coordinates activities with other government and law enforcement agencies for enforcement purposes.

Based upon an evaluation of the roles within the General Counsel's Office, it was determined that the use of the Senior Paralegal and the Paralegal classifications in the implementation of MSPAP would provide efficiencies in the settlement process. These positions currently prepare legal documents and conduct research in support of civil and criminal litigation conducted by attorneys in the General Counsel's Office. Their duties also include tracking penalty payments, following up on delinquent penalty payments, and filing and securing judgements and liens. Accordingly, staff recommends revising the class specifications for the Paralegal, Senior Paralegal, Investigator, and Supervising Investigator positions to move the settlement-related duties to the Paralegal series. (Attachment B) The revisions will focus the Investigator series on enforcement duties and these classifications will be assigned to the Office of Compliance & Enforcement (OCE).

Because the full responsibility for MSPAP implementation would be assigned to the Paralegal and Senior Paralegal positions, staff recommends the salaries for these two classifications be adjusted to match the salaries of the Investigator and Supervising Investigator positions, respectively. Staff further recommends increasing the salary of the Supervising AQ Inspector position to match the Supervising Investigator position, as part of the integration of the Inspector series into OCE. This would provide opportunities for transfer and cross-training within the OCE division (Attachment C).

Finally, this item proposes to add a Contracts Assistant position and a Senior Paralegal position to the General Counsel's Office, and to delete two Investigator positions from the FY 2023-24 Budget. (Attachment D) Adding a Contracts Assistant position would provide for the use of an existing Paralegal position that is being utilized as a Contract Assistant. Therefore, the final staffing count would be two Senior Paralegals and two Paralegals in the General Counsel's Office to perform settlement duties and the other existing paralegal work. A Supervising Investigator and two Investigator positions will be reassigned to OCE.

Resource Impacts

Sufficient funding exists in the FY 2023-24 Budget, and ongoing costs will be included in future year budgets.

Attachments

- A. Proposed revised class specifications for the Deputy Clerk, Deputy Clerk/Transcriber, and Senior Deputy Clerk positions
- B. Proposed revised class specifications for the Paralegal, Senior Paralegal, Investigator, and Supervising Investigator positions
- C. Proposed amendments to Section 53 of the Salary Resolution and Appendices A and B of the MOU between South Coast AQMD and Teamsters Local 911 for: revised Deputy Clerk/Transcriber, and Senior Deputy Clerk positions; the revised Paralegal and Senior Paralegal positions; and the Supervising AQ Inspector position
- D. Proposed additions and deletions of positions in the FY 2023-24 Budget



Deputy Board Clerk I

Class Code:
413

Bargaining Unit: Office, Clerical, & Maintenance

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
Established Date: Sep 11, 1987
Revision Date: Oct 24, 2008, September 1, 2023

DESCRIPTION:

DEFINITION: ~~Under general supervision, reviews petitions for variances and schedules hearings; prepares South Coast AQMD and Hearing Board agendas and arranges for public notification of hearings; performs staff support functions for South Coast AQMD Boards; and does other work as required.~~

~~Under immediate supervision, perform routine support for the Governing Board and Hearing Board; reviews petitions for variances and schedules hearings; arranges for public notification of hearings; performs staff support functions to Governing Board and Hearing Board members; communicates South Coast AQMD and Board policies, guidelines, procedures, and legal requirements to staff and the general public; processes and maintains Board records and files; performs related duties, as assigned.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives immediate supervision from the Senior Deputy Board Clerk. Exercises no direct supervision over staff.~~

CLASSIFICATION STANDARDS: ~~This single-position journey-level class reports to the Senior Deputy Clerk class and is characterized by the responsibility to review petitions for variances from South Coast AQMD Rules and Regulations, schedule and prepare the South Coast AQMD and Hearing Board agendas, arrange for public notification of hearings, and collect emission fees due as a result of variances granted, according to established procedures. The Deputy Clerk class is distinguished from the Deputy Clerk/Transcriber class in that the latter class has primary responsibility for recording, transcribing, and preparing the Findings and Decisions of South Coast AQMD Hearing Board proceedings.~~

CLASS CHARACTERISTICS

This is the entry-level classification in the Deputy Board Clerk series. Initially under close supervision, incumbents learn and perform routine support for the Governing Board and Hearing Board in the Clerk of the Boards Office. As experience is gained, assignments become more varied and complex; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Deputy Board Clerk II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

~~ESSENTIAL DUTIES:~~

~~Processes petitions for variances from South Coast AQMD rules and regulations; examines petitions for completeness, accuracy, and compliance with South Coast AQMD rules, regulations, and Hearing Board procedures, and determines the type of hearing required.~~

~~-~~

~~Schedules South Coast AQMD and Hearing board calendars; prepares daily hearing agendas and monthly schedule of hearings; assembles reports and materials for agenda packages and distributes to Board members and appropriate parties; prepares legal public notices as required by law; notifies all parties of cancelled hearing dates, including variance terminations. May attend hearings and prepare minutes.~~

~~-~~

~~Answers telephone, routes incoming calls, and addresses walk-in inquiries from petitioners, attorneys and other agencies to provide information on South Coast AQMD regulations, Hearing Board and petition procedures, and scheduled hearing dates; responds to petitioner's requests for variances and assists petitioners in completing the appropriate forms.~~

~~-~~

~~Collects and logs emission fees due as a result of variances granted; coordinates the verification of fees with the Engineering Division; notifies petitioners of overdue fees, processes routine refunds or the collection of additional fees; reconciles differences in fees by coordinating with the petitioners and appropriate South Coast AQMD divisions; prepares revenues from emission fees for deposit by balancing the check register and completing the bank deposit slip.~~

~~-~~

~~May contact Hearing Board members on ex parte petitions, take dictation and transcribe Decision and type Minute Orders for Board member's approval and signature.~~

~~Prepares and maintains case files to ensure completeness and accuracy; participates in special~~

~~projects by compiling, preparing, and assembling data into required format and distributing to appropriate parties.~~

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity.

- Processes petitions for variances from rules and regulations; examines petitions for completeness, accuracy, and compliance with South Coast AQMD rules, regulations and Hearing Board procedures; determines type of hearing required.
- Schedules hearings; prepares daily hearing agendas and monthly schedule of hearings; assembles reports and materials for agenda packages and distributes to Board members and appropriate parties; prepares legal public notices as required by law; notifies all parties of cancelled hearing dates, including variance terminations; may attend hearings and prepare minutes.
- Answers telephone, routes incoming calls, and addresses walk-in inquiries from petitioners, attorneys, and other agencies to provide routine information on South Coast AQMD regulations, Governing Board procedures and Hearing Board and petition procedures, and scheduled meeting and hearing dates; responds to petitioner's requests for variances and assists petitioners in completing the appropriate forms.
- Collects and logs emission fees due as a result of variances granted; coordinates verification of fees with Engineering & Permitting Division staff; notifies petitioners of overdue fees; processes routine refunds or the collection of additional fees; reconciles differences in fees by coordinating with the petitioners and appropriate staff; prepares revenues from emission fees for deposit.
- May contact Hearing Board members on ex parte petitions; takes minutes, transcribes Decisions, and types Minute Orders for Board member's approval and signature.
- Refers inquiries as needed to appropriate staff; screens and distributes incoming correspondence.
- Prepares and maintains case files to ensure completeness and accuracy; participates in special projects by compiling, preparing, and assembling data into required format and distributing to appropriate parties.
- Coordinates with staff in preparation for Off-Site Hearings and meetings; serves as liaison with South Coast AQMD staff, attorneys for the parties, and the public; travels to off-site hearing location; sets up hearing room; prepares documents for Hearing Board members; assists the public with public comment cards during the hearing and answers procedural questions.
- Performs related duties as assigned.

MINIMUM REQUIREMENTS:

~~-EITHER I-~~

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EXPERIENCE: ~~Two years of progressively responsible clerical experience, one year of which must have been as a Senior Office Assistant.~~

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~~-OR II-~~

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EXPERIENCE: ~~Two years of progressively responsible clerical experience in a legal office or quasi-judicial agency, one year of which must have included typing and processing a variety of legal documents.~~

-

SUBSTITUTION: ~~Completion of core courses from an accredited college or university with a major in secretarial sciences, court reporting, office practices, business education, or a closely related field; or completion of training from a recognized occupational training program in the referenced subject areas may substitute for one year of the required, non-specialized experience on the basis of 18 semester (27 quarter) units or 360 hours of training for one year of experience.~~

-

KNOWLEDGE OF: ~~Basic hearing procedures and legal terminology to process, format, and type legal documents; correct English usage, grammar, spelling, vocabulary, and punctuation to prepare correspondence and proofread finished copy; modern office procedures and recordkeeping practices; standard office machines and automated equipment.~~

-

ABILITY TO: ~~Understand and apply rules and procedures to screen petitions for variances and to develop and maintain the Hearing Board calendar; understand and follow verbal and written instructions; communicate effectively with the public, South Coast AQMD employees, and others to obtain and transmit information and explain South Coast AQMD regulations and Hearing Board and petition procedures; maintain accurate case files and records; operate standard office calculators, data entry terminals, microcomputers, and word processors.~~

SKILLS: ~~Sufficient skills to type 45 net words per minute.~~

QUALIFICATIONS

Some duties, knowledge, skills, and abilities may be performed in a learning capacity.

Knowledge of:

- Indexing and filing rules and systems, including records management practices; South Coast AQMD organization and operating policies and procedures; legal requirements for filing, publishing, and processing of various Board actions.
- Basic functions and role of an appointed Board.

- Policies and procedures related to the Clerk of the Boards Office.
- Procedures to record and prepare minutes and procedural outcomes of hearings and meetings.
- Hearing procedures and legal terminology to process, format, and type legal documents.
- Standard procedures and rules for the conduct of hearings and meetings.
- Basic business mathematics.
- Cash handling procedures.
- Data processing systems and terminology.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and South Coast AQMD staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs/applications (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read and comprehend a variety of technical reports, correspondence, and documents.
- Learn to explain South Coast AQMD Rules and regulations and Hearing Board procedures.
- Learn to understand and apply rules and procedures to screen petitions for variances and develop and maintain the Hearing Board calendar.
- Learn to record Board proceedings by hand or electronically; summarize actions accurately and expeditiously.
- Learn to prepare, format, write, and type Minute Orders and Findings and Decisions.
- Maintain accurate and complex case files and records.
- Compose correspondence and routine reports.
- Enter and retrieve data and information stored in a computerized record system with sufficient speed and accuracy to perform assigned work.
- Compile, check and verify data and information for accuracy and completeness.
- Compile and summarize data/information and maintain records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the South Coast AQMD in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those

contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

High School Diploma or equivalent and two (2) years of progressively responsible clerical experience, and one (1) year of responsible administrative clerical experience preparing legal documents and reports and/or taking and transcribing minutes.

Sufficient skill to type 45 net words per minute.

Licenses and Certifications:

- Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to attend meetings outside of normal working hours and at locations other than South Coast AQMD offices.



~~Deputy~~ Clerk/Transcriber Deputy Board Clerk II

Class Code:
415

Bargaining Unit: Office, Clerical, & Maintenance

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
Established Date: May 3, 1991
Revision Date: Oct 24, 2008, September 1, 2023

DESCRIPTION:

DEFINITION: ~~Under general supervision, attends and records, in shorthand or by machine, Hearing Board proceedings; prepares Findings and Decisions as rendered by the Hearing Board; performs ministerial, stenographic, and staff support functions for South Coast AQMD's Hearing Board; and does other work as required.~~

DEFINITION

Under general supervision, perform routine to complex support for the Governing Board and Hearing Board; attends and records Hearing Board proceedings; assists Hearing Board members in the Hearing Board room by managing the logistical functioning and flow of meetings and proceedings; prepares Minute Orders and Findings and Decisions, as rendered by the Hearing Board; reviews petitions for variances and schedules hearings; collects Hearing Board petition and excess emissions fees; prepares Hearing Board agendas, and prepares legally required public notices for posting/publication for hearings; performs staff support functions to Governing Board and Hearing Board members; communicates South Coast AQMD and Board policies, guidelines, procedures, and legal requirements to staff and the general public; processes and maintains Board records and files; provides assistance with duties and tasks in support of the Governing Board; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Deputy Board Clerk. Exercises no direct supervision over staff.

CLASSIFICATION STANDARDS: ~~This multi-position, journey-level class reports to the Senior Deputy Clerk class, and is characterized by the responsibility to perform ministerial, stenographic, and staff support functions for the Hearing Board. The Deputy Clerk/Transcriber class is distinguished from the Deputy Clerk class in that the latter class is characterized by responsibility to review petitions, schedule hearings, arrange for public notification, and collect fees. This class is distinguished from the Senior Deputy Clerk class in that the latter class performs supervisory responsibilities over subordinate, journey-level Hearing Board staff; performs the more complex, specialized, and responsible work of the Hearing Board; and assists the Clerk of the Boards with South Coast AQMD Board support activities.~~

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Deputy Board Clerk series. It reports to the Senior Deputy Board Clerk. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Deputy Board Clerk in that the latter is the full supervisory level in the series, provides supervision to lower-level support staff, and performs more complex, specialized, and responsible work.

ESSENTIAL DUTIES:

~~Attends Hearing Board proceedings to record, in shorthand or by machine, petitioners' arguments and testimony for a variance from South Coast AQMD's rules and regulations.~~

~~Transcribes shorthand or machine records of the Hearing Board's proceedings to prepare, format, and type draft Findings and Decisions for review and approval by Hearing Board members; proofreads copy for completeness, corrects errors in spelling, punctuation, or typing, and prepares finished copy for Board members' signatures; distributes copies of Hearing Board Findings and Decisions to appropriate South Coast AQMD personnel, petitioners, attorneys, and other public agencies.~~

~~Answers telephone, routes incoming calls, and addresses walk-in inquiries from petitioners, attorneys, and other agencies to provide routine information on South Coast AQMD regulations and Hearing Board and petition procedures; provides South Coast AQMD personnel and others with information on Hearing Board Findings and Decisions; schedules hearing dates and petitioners' requests for variances.~~

~~Participates in special projects by compiling, preparing, and assembling data into required format and distributing to appropriate parties.~~

~~May contact Hearing Board members on *ex parte* emergency petitions, take dictation and transcribe Decisions, and typing Minute Orders for Board members' approval and signature; may accept and time stamp petitions, receive payment of fees, and prepare receipts; may assist petitioners in completing appropriate forms and schedule routine Hearing Board cases; may screen and distribute incoming correspondence.~~

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Attends Hearing Board proceedings in order to: 1) prepare minute orders for each hearing that includes a list of exhibits marked and/or admitted into evidence, as well as the names and identifying information for each hearing participant, including attorneys, witnesses and members of the public; take accurate notes as the Board deliberates and modifies proposed conditions, including all motions, and the votes of each Hearing Board member on each

motion; 2) take accurate notes of testimony and Hearing Board deliberations, reviewing the evidence on which the Board relied to prepare draft Findings and Decision; proofreads copy for completeness, accuracy and compliance with rules, policies, and regulations; and 3) prepare draft Findings and Decision for Hearing Board review, approval and signature, within strict time constraints.

- Records, reviews, and processes a variety of Hearing Board documents such as variance petitions, minute orders, Order for Abatement petitions, proposed orders, Findings and Decision and official notification for hearings/public meetings and motions.
- Assists the Hearing Board Chair or designee with prehearing teleconferences; arranges computer-based conference call system; takes notes during the teleconference; and, at the Chair's discretion, prepares the Prehearing Order following conclusion of the teleconference.
- Schedules hearings; prepares daily hearing agendas and maintains the hearing calendar; assembles documents for hearings, such as variance reports for agenda packages; and distributes to Board members and appropriate parties; prepares public notices as required by law; notifies all parties of cancelled hearing dates; and posts case information on the South Coast AQMD website.
- Edits verbatim transcripts of Governing Board meetings for use by the Senior Deputy Board Clerk.
- Answers telephone, routes incoming calls, and addresses walk-in inquiries from petitioners, attorneys, and other agencies to provide routine information on South Coast AQMD regulations and Governing Board meetings and Hearing Board petition procedures; provides staff and others with information on Hearing Board documents; refers inquiries as needed to appropriate staff; screens and distributes incoming correspondence.
- Acts for the Senior Deputy Clerk as directed.
- Works in collaboration with Hearing Board members to prepare for hearings and finished copies of documents related to proceedings for Board members' signatures.
- Prepares Minute Orders or Expanded Minute Orders, after each hearing that accurately reflects the proceedings for review, approval, and signature by Hearing Board members.
- Works closely with the Hearing Board Chair to coordinate and prepare for hearings and ex parte petitions.
- Serves as liaison between the parties and Hearing Board members to communicate and transmit information.
- Uses audio recording or computer-aided transcription software to prepare or edit written transcripts of Governing Board meetings.
- Assists Senior Deputy Board Clerk with posting Governing Board meeting agendas and filing Governing Board public notices in newspapers.
- Receives Hearing Board petitions and appeals by mail, hand delivery, or email; reviews to

ensure compliance with applicable Hearing Board rules and procedures and Governing Board rules and requests required documentation, if needed.

- Responds to inquiries on case-related issues and provide assistance with filling out forms and Hearing Board procedures; creates legal notices and publishes and/or posts notices as required; processes abatement orders filed by South Coast AQMD District Counsel.
- Receives payment for Hearing Board petition and excess emission fees and prepares receipt logs.
- Prepares and maintains case files to ensure completeness and accuracy; and scan and archive documents following electronic documents management procedures.
- Participates in special projects by compiling, preparing, and assembling data into required format and distributing to appropriate parties.
- Assists in preparing for off-site hearings; serves as liaison with staff, attorneys for the parties, and members of the general public; travels to off-site hearing location; sets up hearing room; prepares documents for Hearing Board members; assists the public with public comment cards and answers procedural questions.
- Assists in preparing for Governing Board meetings and annual retreat and may be required to attend to provide staff support.
- Retrieves and compiles documents for Governing Board and Hearing Board Public Records Act and administrative record requests.
- May be required to track Governing Board agenda items in agenda management system.
- Performs related duties as assigned.

MINIMUM REQUIREMENTS:

~~SKILL:~~ ~~Type 45 net words per minute and take dictation at a rate of 80 net words per minute.~~

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~~-EITHER I-~~

~~EXPERIENCE:~~ ~~Two years of progressively responsible stenographic experience, one year of which must have included typing and processing legal documents and reports.~~

~~-OR II-~~

~~EXPERIENCE:~~ ~~Two years of progressively responsible secretarial experience, one year of which must have included taking dictation and transcribing minutes for meetings.~~

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SUBSTITUTION: ~~Completion of core courses from an accredited college or university with a major in secretarial sciences, court reporting, office practices, business education, or a closely related field, or completion of training from a recognized occupational training program in one of the referenced subject areas may substitute for the non-specialized experience required under either option described above on the basis of 18 semester (27 quarter) units or 360 hours of training for one year of experience.~~

KNOWLEDGE OF: ~~Procedures to record and prepare minutes of meetings; hearing procedures and legal terminology to process, format, and type legal documents; correct English usage, grammar, spelling, vocabulary, and punctuation to prepare correspondence and proofread finished copy; modern office and recordkeeping practices; standard office machines and automated equipment.~~

ABILITY TO: ~~Record Hearing Board proceedings in shorthand or by machine, and transcribe records accurately and expeditiously; prepare, format, and type Findings and Decisions; understand and follow oral and written instructions; communicate effectively with the public, South Coast AQMD employees, and others to obtain and transmit information and explain South Coast AQMD regulations and Hearing Board and petition procedures; maintain accurate and complex case files and records; operate standard office machines, including calculators, data-entry terminals, microcomputers, and word processing equipment; establish and maintain effective working relationships with South Coast AQMD personnel and others contacted in the course of work.~~

QUALIFICATIONS

Knowledge of:

- Procedures to record and prepare minutes and procedural outcomes of hearings and meetings.
- Hearing procedures and legal terminology to process, format, and type legal documents.
- Standard procedures and rules for the conduct of hearings and meetings.
- Indexing and filing rules and systems, including records management practices; South Coast AQMD organization and operating policies and procedures; legal requirements for filing, publishing, and processing of various Board actions.
- Basic functions and role of an appointed Board.
- Policies and procedures related to the Clerk of the Boards Office.
- Basic business mathematics.
- Cash handling procedures.
- Data processing systems and terminology.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and South Coast AQMD staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs/applications (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Record Board proceedings by hand or electronically; summarize actions accurately and expeditiously.
- Prepare, format, write, and type Minute Orders and Findings and Decisions.
- Utilize critical thinking skills and knowledge of the South Coast AQMD rules and state law to independently write the Findings and Decision for Hearing Board review, approval and signature, reviewing the evidence on which the Board relied and providing the reasoning the Board used in its public deliberations to reach its conclusion on each of the six legally required findings.
- Read and comprehend a variety of technical reports, correspondence, and documents.
- Explain South Coast AQMD rules and regulations and Hearing Board procedures.
- Understand and apply rules and procedures to screen petitions for variances and develop and maintain the Hearing Board calendar.
- Maintain accurate and complex case files and records.
- Compose correspondence and routine reports.
- Enter and retrieve data and information stored in a computerized record system with sufficient speed and accuracy to perform assigned work.
- Compile, check and verify data and information for accuracy and completeness.
- Compile and summarize data/information and maintain records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent South Coast AQMD in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

High School Diploma or equivalent and three (3) years of progressively responsible clerical experience, which should include two (2) years of responsible administrative clerical experience preparing legal documents and reports and/or taking and transcribing minutes.

Sufficient skills to type 45 net words per minute.

Licenses and Certifications:

Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to attend meetings outside of normal working hours and at locations other than South Coast AQMD offices.



Senior Deputy Board Clerk

Class Code:
412

Bargaining Unit: Office, Clerical, & Maintenance

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
Established Date: May 3, 1991
Revision Date: Oct 31, 2008, September 1, 2023

DESCRIPTION:

DEFINITION: ~~Under general supervision, assigns, coordinates, reviews, and participates in a variety of ministerial, stenographic, and staff support functions for South Coast AQMD Boards; performs complex, specialized, and responsible Hearing Board staff activities; and does other work as required.~~

DEFINITION

Under general direction, plans, organizes, supervises, and reviews the work of staff involved in providing support for the Governing Board and Hearing Board; performs complex, specialized, and responsible duties to assist in the operations the Clerk of the Boards Office; provides technical guidance and training to subordinate staff; prepares agendas and compiles supporting materials, records, and documents required for Board meetings; may prepare and edit minutes; maintains records, and other information for the Boards and the South Coast AQMD; acts as the Clerk of the Boards as assigned; performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Clerk of the Boards. Exercises direct or general supervision over administrative and clerical staff.

CLASSIFICATION STANDARDS: ~~This single position class reports to the Clerk of the Boards and is characterized by the responsibility to act in a supervisory capacity over journey-level Hearing Board staff, and to perform a variety of complex, specialized, and responsible ministerial, stenographic, and staff support functions. This class is further characterized by the extensive experience and knowledge of ministerial and staff support methods and procedures relating to meetings of the Boards; the exercise of extensive public contact responsibilities requiring the explanation of detailed South Coast AQMD rules, state and federal regulations, and hearing procedures; and the responsibility to act for the Clerk of the Boards, as required. This class is distinguished from the Clerk of the Boards class in that the latter class plans, organizes, and manages the daily operations related to the activities of both Boards.~~

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Deputy Board Clerk series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of administrative and clerical support staff. Performance of the work requires exercising considerable use of independent judgement, initiative, and discretion within established guidelines.

This class is distinguished from the Clerk of the Boards class in that the latter class has overall management responsibility of the Clerk of the Boards office.

ESSENTIAL DUTIES:-

~~Assigns, coordinates, reviews, and participates in ministerial, stenographic, and staff support functions for the South Coast AQMD Boards, and performs the more complex, specialized, and responsible work of the Hearing Board.~~

~~Reviews the Findings and Decisions prepared by staff to ensure accuracy, completeness, and adherence to instructions, established format, and work methods; coordinates and reviews the screening of petitions for variance, the scheduling of cases for Hearing Board meetings, and the collection of fees; participates in the evaluation of staff by counseling employees on work assignments and performance problems; prepares performance evaluations.~~

~~Monitors the workload and prioritizes assignments to ensure the timely completion of work; compiles statistical data and prepares reports on Hearing Board activities for review by the Clerk of the Boards.~~

~~Participates in the selection and training of new employees on operational and Hearing Board rules, regulations, and procedures; provides technical guidance on difficult work problems by explaining the application of operational procedures specific to the situation.~~

~~Coordinates activities for South Coast AQMD Board and Hearing Board meetings, including scheduling meeting rooms and arranging for equipment; monitors case file maintenance and ensures the availability of appropriate supporting documentation and the completion of all legal notice requirements.~~

~~Attends South Coast AQMD and Hearing Board meetings, monitors and records hearings, and advises the chairperson of appropriate procedures; prepares, formats, types, and distributes Minute Orders on actions taken by the Board.~~

~~Screens and routes incoming calls; coordinates the scheduling of cases and acts as liaison with Hearing Board members and legal staff; responds to a variety of calls, requests, and complaints referred by staff.~~

~~Monitors the payment of excess emission fees due as a result of variances granted; coordinates with appropriate parties to reconcile the more difficult fee discrepancies and to process claims for reimbursement; drafts public notices regarding Hearing Board matters not addressed in the Health and Safety Code.~~

~~Coordinates special projects by prioritizing, assigning, monitoring, and reviewing the compilations and preparation of public records and administrative transcripts; prepares the certification of records and distributes to the requesting party.~~

~~Performs a variety of secretarial and staff support functions for Hearing Board members; prepares a variety of non-routine correspondence for own signature and for approval by Board members or the Clerk of the Boards.~~

~~Acts for the Clerk of the Boards, as required.~~

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff assigned to the Clerk of the Boards Office; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs, and preparation of the department budget; recommends and participates in the implementation of policies, and work standards.
- Monitors activities and workflow of staff assigned to provide support to the activities of the Governing Board and Hearing Board; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; maintains a variety of records and prepares routine reports of work performance.
- Attends Governing Board meetings, and records official actions taken at Governing Board meetings.
- Assists in the preparation and distribution of Governing Board agenda packets; receives and reviews agenda items to ensure that all submittals are complete and follow established procedures; and posts agendas in compliance with the Brown Act.
- Prepares, coordinates, and reviews Governing Board agenda; tracks, edits, and processes agenda items in tracking system; distributes weekly agenda update to South Coast AQMD staff; prepares correspondence and documents; ensures the legal publication and posting of Board agenda; assigns and coordinates distribution of signed Board letters.
- Establishes, maintains, and updates various files, calendars, and schedules; follows up on matters with critical time deadlines.
- Composes correspondence independently or from brief notes which may require interpretation of policies, procedures, and regulations.
- Provides administrative or related office support to Board members as required.
- Compiles statistical data and prepares reports on Governing Board and Hearing Board activities for review by the Clerk of the Boards and participates in the preparation of the department budget.
- Reviews the Governing Board and Hearing Board notices, Minute Orders, and Findings and Decisions documents prepared by staff to ensure accuracy, completeness, and adherence to established format procedures, and legal requirements.

- Coordinates and reviews the screening of petitions for variance, the scheduling of cases for Hearing Board meetings, and the collection of fees.
- Coordinates activities for Board meetings including scheduling meeting rooms and arranging for equipment; monitors case file maintenance and ensures the availability of appropriate supporting documentation and the completion of all legal notice requirements.
- Maintains the department webpages; ensures accurate and current information is posted.
- Attends Governing Board and Hearing Board meetings, hearing proceedings as required; assists the public with questions regarding meeting and agenda items; monitors and records hearings; advises the Board chairperson of appropriate procedures; prepares Governing Board minutes for review by the Clerk of the Boards.
- Screens and routes incoming calls; coordinates the scheduling of cases and acts as liaison with Governing Board and Hearing Board members and legal staff; responds to a variety of calls, requests, and complaints referred by staff.
- Monitors the payment of Board petition and excess emission fees; coordinates with appropriate parties to reconcile the more difficult fee discrepancies and to process claims for reimbursement; drafts public notices regarding Governing Board and Heard Board matters.
- Prepares and maintains case files to ensure completeness and accuracy, and participates in special projects by compiling, preparing, and assembling data into required format and distributing to appropriate parties.
- Provides information regarding the Boards and staff, other agencies, and the general public.
- Accepts, processes, and transmits subpoenas and claims, ensuring compliance with South Coast AQMD policies and procedures.
- Coordinates the centralized records management system to ensure proper maintenance and disposition practices in accordance with the records retention policy; provides information gathering and records retrieval research services to South Coast AQMD staff; and assists the Clerk of the Boards in organizing and maintaining history of the Boards including resolutions, formal minutes, and agenda packets.
- Prepares, compiles, and processes public records and administrative records requests.
- Coordinates with South Coast AQMD staff and outside vendors in preparation for off-site proceedings; schedules meeting rooms; arranges for equipment; ensures availability of appropriate supporting documentation; schedules staff to attend and assist with proceedings.
- Acts for the Clerk of the Boards, as assigned.
- Performs related duties as assigned.

MINIMUM REQUIREMENTS:

SKILL: ~~Type 45 net words per minute and take dictation at the rate of 80 net words per minute.~~

-

~~-EITHER I-~~

-

EXPERIENCE: ~~Two years of progressively responsible stenographic and staff support experience, one year of which must have been as a Deputy Clerk/Transcriber or Legal Secretary.~~

-

~~-OR II-~~

EXPERIENCE: ~~Two years of progressively responsible legal stenographic experience, one year of which must have included taking dictation, transcribing, and typing a variety of legal documents and reports.~~

~~-OR III-~~

EXPERIENCE: ~~Three years of progressively responsible stenographic or secretarial experience, two years of which must have been as a Secretary and included taking dictation and transcribing minutes of meetings.~~

SUBSTITUTION: ~~Completion of core courses from an accredited college or university with a major in secretarial sciences, office practices, court reporting, business education, or a closely related field, or completion of training from a recognized occupational training program in one of the above-listed areas may substitute for one year of the non-specialized experience required under any of the above-described options on the basis of 18 semester (27 quarter) units or 360 hours of training for one year of experience.~~

KNOWLEDGE OF: ~~General South Coast AQMD operations, rules, policies, and procedures; staff support procedures relating to meetings of the Boards or other legislative or administrative boards and committees; correct English usage, spelling, punctuation, grammar, and vocabulary to prepare correspondence and to review and correct the work of staff; modern office practices, standard office machines, and automated equipment; arithmetical computation to compile and prepare statistical data and reports.~~

ABILITY TO: ~~Assign, coordinate, review, and participate in the work of staff engaged in ministerial, stenographic, and staff support functions for South Coast AQMD's Boards; communicate effectively with a variety of administrators, Board members, officials, and the public; explain and apply detailed laws, rules, policies, and procedures, and resolve procedural problems; operate standard office machines and automated equipment, including calculators, data-entry terminals, microcomputers, and word processing equipment; establish and maintain effective working relationships with South Coast AQMD personnel and others contacted in the course of work.~~

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Standard procedures and rules for the conduct of hearings and meetings.
- Functions and role of an appointed Board.
- Policies and procedures related to the Clerk of the Boards Office.
- Legal requirements for filing, publishing, and processing of various Board matters.
- Records management principles and practices.
- Standard office administrative and secretarial practices and procedures, including filing and business letter writing.
- Arithmetical computation to compile and prepare statistical data and reports.
- Data processing systems and terminology.

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and South Coast AQMD staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs/applications (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize and maintain accurate and complex recordkeeping and indexing systems.
- Research and organize pertinent back-up materials for Board agenda items.
- Process various applications, submittals, and documents in accordance with established codes and requirements.
- Prepare clear, concise, and complete meeting minutes, documentation, and other reports and correspondence.
- Read and comprehend a variety of technical reports, correspondence, and documents.
- Compile, check, proofread and verify data and information for accuracy and completeness.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the office and the South Coast AQMD in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Understand the organization and operation of the South Coast AQMD and of outside agencies as necessary to assume assigned responsibilities.
- Enter and retrieve data and information stored in a computerized record system with sufficient speed and accuracy to perform assigned work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

High School Diploma or equivalent and four (4) years of increasingly responsible administrative clerical experience providing support to and in the taking and preparing of minutes for a policymaking and/or regulatory governing body equivalent to a Deputy Board Clerk II with the South Coast AQMD.

Sufficient skill to type 55 net words per minute.

Licenses and Certifications:

Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit South Coast AQMD meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to attend meetings outside of normal working hours and at locations other than South Coast AQMD offices.

PARALEGAL

DEFINITION: Under general supervision, assists attorneys in pretrial and trial preparation; prepares exhibits and witnesses for trial and the Hearing Board; analyzes existing information regarding the case at hand and research pertinent case law; researches and develops the content of legal documents; review, research, compiles case histories of violations, and assesses civil penalties to negotiate settlements; and does other work as required.

CLASSIFICATION STANDARDS: This multiple-position class provides paralegal assistance to attorneys engaged in civil, criminal, or administrative law in the ~~Chief Prosecutor's Office~~ or South Coast AQMD General Counsel's Office. The Paralegal class is distinguished from the legal clerical classes by its responsibility for conducting legal research and analyzing legal opinions and rulings as required in the preparation and conduct of litigation proceedings, as well as responsibility to implement the Minor Source Penalty Assessment Program.

ESSENTIAL DUTIES:

Researches and analyzes law sources such as rules, regulations, statutes, ordinances, court decisions, legal documents and articles for use in preparing legal documents such as briefs, pleadings, contracts, opinions, etc., for review, approval, and use by an attorney.

Drafts motions, memoranda of points and authorities, interrogatories and answers, complaints and answers, crossclaims, affidavits and declarations.

Analyzes and summarizes legislative bills and researches legislative history for determination of legislative intent, sources of law and systems by which laws are administered.

Organizes and indexes trial documents, prepares exhibits and assists attorneys at trial and administrative hearings by keeping track of exhibits, testimony, and documents.

Reviews the Minor Source Penalty Assessment Program guidelines and predetermined penalties to establish and recommend fines to be imposed upon the violator.

Notifies the violator, by mail or otherwise, of South Coast AQMD's offer to process the violation through the Minor Source Penalty Assessment Program and of the recommended settlement.

Conducts conferences with the violator, defense or prosecuting attorneys or other representatives, in order to review and explain the Notice of Violation case elements. South Coast AQMD policies and procedures, and to answer questions; evaluates mitigating circumstances which may be presented and within guidelines, recommends settlements and makes arrangements for payment.

Tracks fine payment schedules and follows up on delinquent payments; tracks statutes of limitations on in house cases.

Reviews legal documents and forms for completeness and conformance to specific requirements set forth in applicable legal codes.



Gathers factual information and performs routine legal research to assist an attorney in determining appropriate legal action.

Summarizes, organizes, and indexes prior opinions, testimony, depositions, documentary material from interrogatories and abstracts.

MINIMUM REQUIREMENTS

Education and Experience:

-EITHER-

Successful completion of a Certificated Paralegal Program approved by the American Bar Association or graduation from a recognized law school AND two years of experience in a law office or governmental legal agency performing paralegal duties that demonstrates possession of the knowledges and abilities listed as minimum requirements or eighteen months of full-time experience performing paralegal duties for South Coast AQMD.

- OR II -

Four years of training or experience in a law office performing paralegal duties that demonstrate possession of the knowledges and abilities listed as minimum requirements. Legal/paralegal courses or training may be substituted for up to two years of the required experience at the rate of three semester or four and one-half quarter units for one month of experience. Civil law paralegal experience is preferred, but not required.

KNOWLEDGE OF: Principles, concepts, and methodology of legal research, discovery and fact investigation; legal principles and practices; legal terminology; principles of legal writing; civil and criminal legal processes; content and language requirements of legal documents, such as pleadings, briefs, ordinances and depositions; principles of effective interviewing methods and techniques; oral and written communication methods and techniques.

ABILITY TO: Identify, evaluate and extract pertinent information from a wide variety of sources in the preparation of cases and legal documents; use judgment in analyzing complex issues and determining alternate courses of action to obtain required information; analyze and apply established guidelines to case elements, pertinent codes, laws, ordinances, and statutes to violators and/or counsel in order to reach settlement agreements and/or compliance; extract and organize information from diverse, complex and obscure sources including files, depositions, or other evidentiary material; develop and refine content and language of legal documents such as affidavits, declarations, complaints, motions, petitions, interrogatories and accounts, or assist an attorney in performing such work; establish and maintain effective working relationships with South Coast AQMD personnel, governmental and judicial agencies, and others contacted in the course of performing duties and responsibilities.



July 2023

FLSA: Non-Exempt

SENIOR PARALEGAL

DEFINITION: Under general supervision, coordinates, reviews, and participates in the work of legal research support staff in the Chief Prosecutor's General Counsel's Office; prepares, and assists others in preparing exhibits and witnesses for trial and appearance before the Hearing Board; analyzes existing information regarding the cases at hand; provides support services in the preparation, processing, and assessment of civil penalties to negotiate settlements; and researches pertinent case laws; researches and develops legal documents; and does other work as required.

CLASSIFICATION STANDARDS: This single-position-journey class reports to the Chief Prosecutor Deputy Counsel and is responsible for coordinating, reviewing, and prioritizing the work of paralegals, law clerks, and student interns assigned to assist attorneys in pretrial and trial preparation. In addition, the incumbent performs the more difficult paralegal assignments and evaluates, develops, and modifies policies, procedures, and work methods for legal research support staff. This class is further characterized by the responsibility to review and recommend settlements that fall within the Minor Source Penalty Assessment Program guidelines.

ESSENTIAL DUTIES

Coordinates, reviews, and prioritizes the work of paralegals, law clerks, and student interns assigned to assist attorneys in pretrial and trial preparation, and reviews their work to ensure accuracy, completeness, and adherence to court rules and attorney's instructions; provides technical assistance to subordinate staff.

Completes the more difficult technical projects assigned by the Chief Prosecutor Deputy Counsel and attorney staff, including researching and analyzing rules, regulations, statutes, ordinances, court decisions, legal documents, and articles for use in preparing legal documents, such as briefs, pleadings, contracts, opinions, etc., for review, approval, and use by an attorney.

Drafts motions, memoranda of points and authorities, interrogatories, and answers; reviews complaints and answers, cross-claims, affidavits, and declarations.

Analyzes and summarizes the most complex legislative bills and researches legislative history for determination of legislative intent, sources of law, and judicial systems by which laws are administered.

Organizes and indexes trial documents; prepares exhibits and assists attorneys, at trials and administrative hearings, by keeping track of exhibits, testimony, and documents.

Gathers detailed factual information and performs complex legal research to assist attorneys in determining appropriate legal actions and summaries; organizes and indexes prior opinions, testimony, depositions, and documentary material from interrogatories and abstracts.

Evaluates, develops, and modifies policies, procedures, and work methods for legal research support staff.

Plans, prioritizes, assigns, supervises, and reviews the activities of the staff engaged in the review, preparation, and processing of settlement agreements.

Coordinates, reviews, and makes recommendations on settlements that fall within the Minor Source Penalty Assessment Program's established guidelines.

Reviews the Minor Source Penalty Assessment Program guidelines and predetermined penalties to establish and recommend fines to be imposed upon the violator.

Coordinates or conducts the research of the case disposition statistics and other case-related information for special administrative reports and projects.

Conducts conferences with the violator, defense or prosecuting attorneys or other representatives, in order to review and explain the Notice of Violation case elements, South Coast AQMD policies and procedures, and to answer questions.

MINIMUM REQUIREMENTS

Experience:

EITHER I

One year of experience in the class of Paralegal.

-OR II-

Successful completion of a paralegal certificate program approved by the American Bar Association or graduation from an accredited law school AND three years of experience in a law office or governmental legal agency performing paralegal duties.

KNOWLEDGE OF: Principles and practices of supervision; principles, concepts, and methodology of legal research, discovery, and fact-finding investigation; legal principles and practices; legal terminology; principles of legal writing; civil and criminal legal processes; content and language requirements of legal documents, such as pleadings, briefs, ordinances, and depositions; principles of effective interviewing methods and techniques; oral and written communication methods and techniques.

ABILITY TO: Coordinate, review, and prioritize the work of para-professional staff; train and evaluate staff; identify, evaluate, and extract pertinent information from a wide variety of sources in the preparation of cases and legal documents; use judgment in analyzing complex issues and determining alternate courses of action to obtain required information; analyze and apply established guidelines to case elements, pertinent codes, laws, ordinances, and statutes to violators and/or counsel in order to reach settlement agreements and/or compliance; communicate effectively orally and in writing; develop and refine content and language of legal documents, such as affidavits, declarations, complaints, motions, petitions, and interrogatories or assist an attorney in performing such work; understand and apply South Coast AQMD policies, rules, and regulations; assist in the evaluation of work performance of subordinate personnel; establish and maintain effective working relationships with South Coast AQMD personnel and others contacted in the course of work; apply established guidelines to case elements and South Coast AQMD Rules, policy and procedures to violators and/or counsel in order to reach an agreed settlement-



INVESTIGATOR

DEFINITION: Under direction of a Supervising Investigator, provides investigative services within the ~~Legal Department~~Office of Compliance and Enforcement, in the review, preparation, and processing of Notices of Violation ~~for and~~ criminal prosecution, and civil and mutual settlement agreements referrals; and does other work as required.

CLASSIFICATION STANDARDS: This multi-position class is the journey-level class of the Investigator series. This class requires ~~the complete~~ understanding of the principles, practices, and methods necessary to review, research, prepare, and process ~~Notice of Violation cases enforcement matters for civil and criminal prosecution, and civil and mutual settlement agreements~~. Incumbents of this class are required to independently perform a variety of assignments of a broad scope under direction.

ESSENTIAL DUTIES:

Reviews field inspection and supplemental reports to ensure the sufficiency and validity of information concerning ~~the Notice of Violation enforcement matters~~; researches permit variances, permit regulations, and other South Coast AQMD data to ensure the sufficiency and validity of information supporting the violation; conducts inquiries, obtains and compiles records and information from a variety of sources to verify the elements of the violation and to support civil or criminal prosecution, and civil and mutual settlement agreements; determines the status of companies in noncompliance and/or corroborates compliance attainment through field inspections or assigned field observations.

~~Reviews the Mutual Settlement Agreement program guidelines and predetermined penalties to establish and recommend fines to be imposed upon the violator.~~

~~Notifies the violator, by mail, of South Coast AQMD's offer to process the violation through the Mutual Settlement Agreement program and of the recommended settlement.~~

~~Conducts conferences with the violator, defense or prosecuting attorneys or other representatives, in order to review and explain the Notice of Violation case elements. South Coast AQMD policies and procedures, and to answer questions; evaluates mitigating circumstances which may be presented and, within the guidelines, recommends settlements and makes arrangements for payment.~~

~~Processes the necessary legal paperwork between South Coast AQMD and court jurisdiction where the violation occurred, in order to obtain a summons and arraignment for prosecution an inspection warrant.~~

~~May represent appear on behalf of the South Coast AQMD at hearings, arraignments, pretrials, and trials; presents information and data on businesses cited for violating South Coast AQMD rules and regulations, and state and federal laws controlling air quality standards.~~

~~Attends arraignments, pretrial and trial settings, and assists attorneys in developing and preparing civil and criminal cases for prosecution; explains methods of air contaminant emission controls and may provide South Coast AQMD's recommendations concerning the extent of penalties to the court; on~~



July 2023

FLSA: Non-Exempt

~~approval of management staff, may process cases which are to be dispositioned through civil compromise.~~

Coordinates communication and operations with outside governmental agencies for enforcement, investigation, or informational purposes.

May provide procedural guidance or assist in the training of new employees; may assign and coordinate the work of a small clerical unit.

MINIMUM REQUIREMENTS

Education and Experience:

EXPERIENCE: One year of experience in the class of Air Quality Inspector II or two years of civil and/or criminal investigative experience with a public law enforcement agency.

EDUCATION: Completion of at least 34 semester (51 quarter) units of core courses from an accredited college or university, preferably in an academic discipline related to the assigned office/division area of specialization.

KNOWLEDGE OF: Principles and practices of investigative techniques; principles, practices, and methods of case research, and review and preparation for civil and criminal processing; principal sources of information required to support civil and criminal prosecution; functions of judicial agencies; filing and courtroom procedures; principles of effective interviewing methods and techniques; oral and written communication methods, and techniques required to obtain from and provide information to recalcitrant businesses and individuals.

ABILITY TO: Review field inspection reports; identify and compile documentation required to prepare and verify case elements, and support civil and criminal prosecution; ~~apply established guidelines to case elements and South Coast AQMD policy and procedures to violators, and/or counsel in order to reach an agreed settlement;~~ prepare and maintain concise and accurate records, files, and reports; establish and maintain effective working relationships with South Coast AQMD personnel, governmental and judicial agencies, and others contacted in the course of the work.

SUPERVISING INVESTIGATOR

DEFINITION: Under general direction of ~~the Investigations~~ a Senior Enforcement Manager, plans, assigns, coordinates, and reviews the work of staff providing investigative support services to ~~the Chief Prosecutor's Office, of Compliance and Enforcement and the South Coast AQMD Counsel's Office and to the Enforcement Division~~ in the preparation and processing of Notice of Violation cases enforcement matters for civil and criminal prosecution, and civil; and does other work as required.

CLASSIFICATION STANDARDS: This multi-position class reports to ~~the Investigations~~ a Senior Enforcement Manager for policy and program direction. This class is characterized by the responsibility for supervising, assigning, prioritizing, and reviewing the ~~processing of Notice of Violation cases~~ investigation of enforcement matters.

ESSENTIAL DUTIES

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Plans, prioritizes, assigns, supervises, and reviews the activities of staff engaged in the review, preparation, and ~~processing of Notice of Violation cases~~ investigation of enforcement matters for civil and criminal prosecution, or civil and criminal referrals.

Prioritizes the assignment of ~~cases~~ enforcement matters to balance workloads and ensure the timely completion of cases; adjusts work schedules and assignments to enhance the efficiency and effectiveness of staff activities.

~~Coordinates, reviews, and makes recommendations on settlements which fall within the program's established guidelines.~~

Reviews, recommends, and implements policies and procedures in ~~processing cases~~ investigating enforcement matters and improving the operational activities of the unit.

Trains and assists in the evaluation of staff performance in ~~cases~~ the investigation of enforcement matters, and the application of South Coast AQMD regulations, rules, and guidelines; provides technical expertise on reference sources, case strategies, and courtroom procedures.

Conducts conferences with a variety of legal representatives, and public and private agency officials to interpret and discuss South Coast AQMD rules; provides information on South Coast AQMD policies and procedures, and answers questions on case-related information.

Supervises and reviews field investigations and supplemental reports to ensure the sufficiency and validity of information concerning Notices of Violation; researches permit variances, permit regulations, and other South Coast AQMD data to ensure the sufficiency and validity of information supporting the violation; conducts inquiries, and obtains and compiles records and information from a variety of sources to verify the elements of the violation, and to support civil and criminal prosecution and mutual

~~settlement agreements; determines the status of companies in noncompliance through field inspectors or assigned field observations.~~

~~Reviews the Mutual Settlement Agreement Program guidelines and predetermined penalties to establish and recommend fines to be imposed upon violators.~~

Coordinates or conducts the research of case disposition statistics and other case-related information for special administrative reports and projects.

~~Assists prosecution, compliance staff and attorneys in developing and preparing civil and criminal cases and criminal referrals; explains methods of air contaminant emission controls and may provide the South Coast AQMD recommendations concerning the extent of penalties to the court; with approval of management staff, may process cases which are to be dispositioned through civil compromise.~~

~~May act for the Investigations Manager in the absence of the incumbent.~~

MINIMUM REQUIREMENTS

Experience and Education:

EXPERIENCE: Two years of experience in the class of Investigator, or three years of civil and/or criminal investigative experience with a public law enforcement agency, or two years of experience in the class of Air Quality Inspector III.

-AND-

EDUCATION: Completion of at least 34 semester (51 quarter) units of core courses from an accredited college or university, preferably in an academic discipline related to the assigned office/division area of specialization.

SUBSTITUTION: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in an academic discipline related to the assigned office/division area of specialization; may substitute for six months of the required experience.

KNOWLEDGE OF: Principles of supervision, training and performance appraisal; principles and practices of investigative techniques; principles, practices and methods of research, review and preparation of civil and criminal cases; recordkeeping systems and equipment; the principal sources of information required to support criminal prosecution; functions of judicial agencies; filing and courtroom procedures; principles of effective interviewing methods and techniques; oral and written communication methods and techniques required to obtain from and provide information to uncooperative individuals.

ABILITY TO: Supervise, organize, and review the work of professional, technical, and clerical personnel; assign and coordinate the work of staff engaged in the revision, preparation, and processing of civil and criminal cases; lead staff in the application of rules, regulations, statutes, and guidelines; analyze and interpret case-related information and complex problems; develop alternatives and recommend effective courses of action; review field inspection reports; identify and compile documentation required to prepare and verify case elements and support criminal prosecution; apply established guidelines to case elements and South Coast AQMD policy and procedures to violators and/or counsel in order to reach an agreed settlement; prepare clear and comprehensive reports; establish and maintain cooperative relations with a variety of South Coast AQMD personnel, attorneys, and public and private agency officials.

Attachment C

Amendments to Section 53 of the Salary Resolution and Appendices A and B of the MOU between South Coast AQMD and Teamsters Local 911

| Title [Position numbers] | Current Bi-Weekly Salary Range | Proposed Bi-Weekly Salary Range |
|--|---|--|
| Deputy Board Clerk II (revising, Deputy Clerk/Transcriber) [0163, 0163,0169] | \$1,920.33 - \$2,599.63 | \$2073.95 - \$2,807.60 |
| Senior Deputy Board Clerk (revising, Senior Deputy Clerk) [0162] | \$2,106.35 - \$2,850.88 | \$2,274.86 - \$3,078.96 |
| | | |
| Paralegal [1403, 1019] | \$2,465.72 - \$3,337.91 | \$3,088.50 - \$4,179.63 |
| Senior Paralegal [0940] | \$2,678.55 - \$3,625.94 | \$3,286.82 - \$4,449.20 |
| | | |
| Supervising Air Quality Inspector [130, 0406, 0481, 0453, 0526, 0733, 0915, 0550, 0500, 0499, 1088 ,0405, 1192, 1169 ,0428, 0498, 0549, 1687] | \$3,214.26 - \$4,351.42 | \$3,286.82 - \$4,449.20 |

Exhibit D
Amendments to FY 2023-24 Budget

| DIVISION | ADD | DELETE |
|-----------------|-------------------------|--|
| General Counsel | 1 – Contracts Assistant | |
| General Counsel | 1 – Senior Paralegal | |
| General Counsel | | 2 – Investigators (ID #1233, #1234) |

BOARD MEETING DATE: September 1, 2023

AGENDA NO.

PROPOSAL: Transfer and Appropriate Funds for Independent Audit of Rule 1180 Fenceline Air Monitoring Network

SYNOPSIS: Rule 1180 mandates the implementation of real-time observations of air quality at or near the fenceline of all major refineries in the Basin, and in nearby communities. In June 2018, the Board created the Rule 1180 Special Revenue Fund (78) to establish community air monitoring near refineries. FY 2023-24 Budget for this program is approximately \$4.6 million in annual fees from refineries for community air monitoring. These actions are to transfer and appropriate \$700,000 from the Rule 1180 Special Revenue Fund (78), and appropriate \$500,000 from the General Fund Undesignated (Unassigned) Fund Balance to Monitoring and Analysis' FY 2023-24 Budget for an independent audit of the Rule 1180 fenceline air monitoring network.

COMMITTEE: Administrative, August 11, 2023; Recommended for Approval

RECOMMENDED ACTIONS:

1. Transfer and appropriate \$700,000 from the Rule 1180 Special Revenue Fund (78) to Monitoring and Analysis' (MAD) FY 2023-24 Budget (Org 42), Services & Supplies Major Object, as indicated in Table 1; and
2. Appropriate \$500,000 from the General Fund Undesignated (Unassigned) Fund Balance for Rule 1180 monitoring operations to MAD's FY 2023-24 Budget (Org 42), Services & Supplies Major Object, as indicated in Table 1.

Wayne Natri
Executive Officer

JCL:AP:OP:ld

Background

Rule 1180 - Refinery Fenceline and Community Air Monitoring, was adopted by the Board in December 2017 and requires the seven major refineries in the Basin to measure levels of various air pollutants at their fenceline. This Rule also established a

fee schedule to fund community air monitoring stations developed and operated by the South Coast AQMD to provide air quality information to the public about the potential impact of refinery emissions in their communities. In FYs 2017-18 and 2018-19, the Board recognized revenue in two installments of \$2,145,390 and \$5,005,907, respectively, into the Rule 1180 Special Revenue Fund (78) for the installation of community air monitoring stations near refineries. Beginning January 2020, pursuant to Rule 301 - Permitting and Associated Fees, the refineries also started funding annual operating and maintenance costs totaling approximately \$4.6 million in FY 2023-24 for a refinery-related community air monitoring program near the following facilities:

- Tesoro Refining & Marketing Company, LLC, Carson;
- Tesoro Refining & Marketing Company, LLC, Wilmington;
- PBF Energy, Torrance Refining Company, Torrance;
- Chevron Products Company, Chevron El Segundo Refinery, El Segundo;
- Phillips 66 Company, Carson;
- Phillips 66 Company, Wilmington; and
- Valero Energy Corporation, Valero Wilmington Refinery, Wilmington.

Annual operating and maintenance fees pursuant to Rule 301 have been accounted for in the FY 2023-24 Budget.

The Rule 1180 fenceline air monitoring network consists of Optical Remote Sensing (ORS) and traditional analyzers deployed at the fencelines of all seven major refineries in the Basin. South Coast AQMD staff has been working with each facility to assure appropriate instrumentation, standardization of data acquisition and reporting, and appropriate procedure implementation to produce high-quality data. There is a pressing need to have a qualified independent contractor conduct a systematic review of the entire Rule 1180 fenceline air monitoring network and ensure that the collected refinery data meets the stringent quality assurance criteria of this program. In May 2022, South Coast AQMD issued RFP# P2022-13 to identify one or more contractors capable of designing and conducting an independent audit of the fenceline air monitoring systems of all refineries that are part of the South Coast AQMD Rule 1180 program.

In June 2022, the Board authorized a transfer up to \$700,000 from the Rule 1180 Special Revenue Fund (78) and up to \$500,000 from the General Fund Undesignated (Unassigned) Fund balance to MAD's FY 2022-23 Budget (org 42) for independent audit activities for the Rule 1180 program.

In April 2023, based on the results by an expert panel review of all proposals submitted in response to RFP# P2022-23, the Board authorized the Executive Officer to execute a contract with National Physical Laboratory (NPL) in an amount up to \$1,200,000 to

conduct an independent audit of the fenceline air monitoring systems for all refineries that are part of the Rule 1180 fenceline air monitoring network.

Contract negotiations with NPL extended past the end of FY 2022-23; and therefore, the Board’s authorization for the transfer of funds and appropriations has lapsed.

Proposal

This action is to transfer and appropriate \$700,000 from the Rule 1180 Special Revenue Fund (78) into MAD’s FY 2023-24 Budget (Org 42) Services and Supplies Major Object, as indicated in Table 1.

This action is also to appropriate \$500,000 from the General Fund Undesignated (Unassigned) Fund Balance to MAD’s FY 2023-24 Budget (Org 42), Services & Supplies Major Object, as indicated in Table 1.

These funds will be used to execute a contract with NPL to conduct an independent audit of fenceline air monitoring systems for all refineries that are part of the Rule 1180 fenceline air monitoring network.

Benefits to South Coast AQMD

Funding for the implementation of Rule 1180 will allow the South Coast AQMD to fulfill the requirements of Rule 1180, which will result in benefits to environmental justice communities and others working and residing in the Basin near refineries.

Resource Impacts

Sufficient funding is available in the Rule 1180 Special Revenue Fund and Undesignated (Unassigned) Fund Balance from Rule 1180 prior year budget savings to support the contract identified in this Board letter.

Attachment

Table 1: FY 2023-24 Proposed Services and Supplies Expenditures for Rule 1180.

Table 1
FY 2023-24 Proposed Services and Supplies Expenditures for Rule 1180*

| Description | Account Number | Appropriation from FY 2020-21 Budget Savings** | Additional Appropriations from Fund 78** | Estimated Amount |
|---|-----------------------|---|---|-------------------------|
| Independent Audit of Rule 1180 Network [#] | 67450 | \$500,000 | \$700,000 | \$1,200,000 |

*These are in addition to the appropriations included in FY 2023-24 Budget funded from annual fees.

**Funds authorized by the Board in June 2022, Agenda Item #7, were not used in FY 2022-23.

[#]Expenditures may be appropriated in the Capital Outlays Major Object as warranted.

BOARD MEETING DATE: September 1, 2023

AGENDA NO.

PROPOSAL: Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring and Laboratory Equipment

SYNOPSIS: South Coast AQMD FY 2023-24 Annual Budget approved the purchase of air monitoring and laboratory equipment. This action is to appropriate additional funds, issue solicitations and purchase orders for air monitoring and laboratory equipment for supporting AB 617 community air monitoring and ethylene oxide measurement efforts.

COMMITTEE: Administrative, August 11, 2023; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate up to \$350,000 from the Undesignated (Unassigned) Fund Balance to the General Fund, FY 2023-24 Monitoring and Analysis Budget, Capital Outlays Major Object; and
2. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue "Prior Bid, Last Price" purchase orders, sole-source purchase orders, or solicitation(s) as needed, and based on the results, issue purchase orders for the equipment listed in Table 1.

Wayne Nastri
Executive Officer

JCL:AP:SD:PP:cd:ld

Background

In May 2023, the Board approved the Executive Officer's Proposed Goals and Priority Objectives and Proposed Budget for FY 2023-24. The adopted budget includes capital outlay funds in the amount of \$320,000 for the replacement of air monitoring and laboratory equipment to support the AB 617 program.

South Coast AQMD began investigating facilities that emit Ethylene Oxide (EtO) in March 2022, following U.S. EPA's reconsideration of the potential toxicity of EtO. In recent years, continuous instruments have been developed to measure EtO in real- or

near-time, at low time resolution (e.g., one minute to an hour) and with low detection limits (e.g., below one part per billions; ppb). These instruments can be used to identify EtO hotspots, characterize the process(es) that might lead to fugitive emissions of EtO from sterilization and other industrial facilities, and assess the potential impact of these emissions on AB 617 and other environmental justice communities. Continuous EtO instruments will be effective supplemental tools to the traditional method of collecting integrated canister samples for a period of 24-hours followed by laboratory analysis using U.S. EPA TO-15 method. Funding in the amount of \$350,000 is needed to procure two continuous EtO instruments for fixed and mobile monitoring applications.

Proposal

Proposed Purchases through “Prior Bid, Last Price” or Solicitation Process

Continuous Gaseous Monitors

The FY 2023-24 budget includes funding for the purchase of up to four continuous gaseous monitors. Continuous monitors for measuring NO_x, hydrogen sulfide (H₂S) or gaseous pollutants are needed to satisfy the operational needs of the AB 617 program. The units would be used for baseline measurements in the South Los Angeles community. Replacement of gaseous monitors that have reached the end of their useful life is critical to meeting the data completeness requirement and providing air quality data to the public. The estimated cost for up to four continuous gaseous monitors is \$80,000, as approved in the FY 2023-24 Adopted Budget (see Table 1). The purchase will be made by “Prior Bid, Last Price” or through a solicitation process, as needed, followed by issuance of a purchase order.

Continuous Particulate Monitors

The FY 2023-24 budget includes funding for the purchase of up to four continuous particulate monitors for PM_{2.5}, PM₁₀, or ultrafine particle measurements to support AB 617 monitoring efforts. Up to two units would be used for baseline measurements in the South Los Angeles community, and up to two units would be used to support sensor deployment in the San Bernardino Muscoy community, and to replace the continuous particle monitors used on mobile platforms to conduct air monitoring surveys. The approximate cost for up to four continuous particulate monitors is \$120,000, as approved in the FY 2023-24 Adopted Budget (see Table 1). The purchase will be made by “Prior Bid, Last Price” or through a solicitation process, as needed, followed by issuance of a purchase order.

Proposed Purchases through Sole-Source Purchase Order

Gas Pre-Concentrator

The FY 2023-24 budget includes funding for the purchase of a gas pre-concentrator. There is a need for continued ambient air hydrocarbon speciation analysis in AB 617 communities. This analysis is commonly used for AB 617 community odor complaints, oil well monitoring near communities, and source apportionment. The current pre-concentrator is more than 15 years old, replacement parts are no longer available, and

the software is no longer supported. The approximate cost for a gas pre-concentrator is \$90,000, as approved in the FY 2023-24 Adopted Budget (see Table 1). The purchase will be made through issuance of a sole-source purchase order with Entech Instruments, Inc.

Ethylene Oxide Analyzer (Picarro, Inc., Model G2920)

Picarro, Inc. has developed a continuous monitor based on cavity ring-down spectroscopy (CRDS) for direct measurements of EtO in real- and near-real time. Because of its relatively small size and versatility, sub-part per billion detection limit, and proven field performance in the Basin with minimal data loss, this instrument is appropriate for stationary and mobile measurements of EtO. The G2920 would be used as a continuous emissions monitoring systems (CEMS) to evaluate the ability of CRDS to measure stack emissions. This unit would also be used for fixed air monitoring applications near sterilization and other industrial facilities and, overall, to better understand the capabilities and limitations of CRDS technology. The approximate cost for one G2920 Monitor and associated equipment is \$150,000. The purchase will be made through issuance of a sole-source purchase order with Picarro, Inc.

Continuous Monitor for Ethylene Oxide (Aerodyne Research, Inc., Model TILDAS-FD-SC-L1)

Aerodyne Research, Inc. developed a continuous monitor based on Tunable Infrared Laser Direct Absorption Spectroscopy (TILDAS) for direct measurements of EtO in real- and near-real time. When operated under ideal conditions, this instrument can achieve a detection limit for EtO close to typical background levels measured in the Basin using canister sampling followed by laboratory analysis (method TO-15). This instrument has high sensitivity, has demonstrated field performance in the Basin with minimal data loss, and can be integrated easily with one of South Coast AQMD's mobile platforms for air toxic measurements (also developed by Aerodyne Research, Inc). The TILDAS-FD-SC-L1 would be used as a CEMS to evaluate the ability of TILDAS to measure stack emissions. This unit would be used for fenceline and other mobile monitoring surveys near sterilization and other industrial facilities, for community-based measurements, for better assessment of regional background levels of EtO and, overall, for understanding the capabilities, and limitations of the TILDAS technology. The approximate cost for one TILDAS-FD-SC-L1 and associated equipment is \$200,000. The purchase will be made through issuance of a sole-source purchase order with Aerodyne Research, Inc.

Sole-Source Justification

Section VIII.B.2 of South Coast AQMD's Procurement Policy and Procedure identifies four major provisions under which a sole-source award may be justified. The request for sole-source purchase from Entech Instruments, Inc., is made under Section VIII.B.2.c(3): The project involves the use of proprietary technology. The pre-

concentrator sold by Entech Instruments, Inc., is the only pre-concentrator compatible with the laboratory's current GC-MS methodology and configuration.

The request for sole-source purchase from Picarro, Inc. and Aerodyne Research, Inc. is made under Section VIII.B.2.c(1): The unique experience and capabilities of the contractor or contractor team. The Picarro instrument provides a combination of portability and demonstrated real-world detection limits in the sub-ppb range, small form factor, CEMS capability, and ability to continuously collect data without downtime. These features are unique amongst CRDS-based EtO instrumentation. The G2920 model is exclusively sold through Picarro, Inc.

The Aerodyne instrument is the only portable continuous monitor with a demonstrated capability of detecting concentrations of EtO near regional background levels on a continuous basis and potential CEMS capability, with minimal instrument downtime. This EtO monitoring instrument is exclusively sold through Aerodyne Research, Inc.

Resource Impacts

Funding to purchase the continuous gaseous monitors, continuous particulate monitors, and gas pre-concentrator outlined in this Board letter is available in the FY 2023-24 Adopted Budget. Funding to purchase the two continuous ethylene oxide monitors is available upon approval of the appropriation from the General Fund Undesignated (Unassigned) Fund Balance in this Board letter.

Table 1
FY 2023-24 Capital Outlays Major Object

| Description | Qty | Estimated Amount | Contracting Method |
|--|------------|-------------------------|---|
| Continuous Gaseous Monitors | Up to 4 | \$80,000 | "Prior Bid, Last Price" or Solicitation Process |
| Continuous Particulate Monitors | Up to 4 | \$120,000 | "Prior Bid, Last Price" or Solicitation Process |
| Gas Pre-Concentrator | 1 | \$90,000 | Sole Source |
| Ethylene Oxide Analyzer (Picarro, Inc., Model G2920) | 1 | \$150,000 | Sole Source |
| Continuous Monitor for Ethylene Oxide (Aerodyne Research, Inc., Model TILDAS-FD-SC-L1) | 1 | \$200,000 | Sole Source |
| Total | | \$640,000 | |

BOARD MEETING DATE: September 1, 2023

AGENDA NO.

PROPOSAL: Recognize Revenue, Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring Equipment

SYNOPSIS: South Coast AQMD is expected to receive a Federal grant award up to \$655,042 from the U.S. EPA under the Inflation Reduction Act. These actions are to: 1) recognize revenue and appropriate these funds into the Monitoring and Analysis and Compliance and Enforcement Divisions' FY 2023-24 and/or 2024-25 Budgets; and 2) issue solicitations and purchase orders for air monitoring equipment.

COMMITTEE: Administrative, August 11, 2023; Recommended for Approval

RECOMMENDED ACTIONS:

1. Recognize revenue up to \$655,042 upon receipt from U.S. EPA and appropriate the funds into the Monitoring and Analysis and Compliance and Enforcement Divisions' FY 2023-24 and/or 2024-25 Budgets as detailed in the Attachment; and
2. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue "Prior Bid, Last Price" or Sole Source Purchase orders, or issue solicitations(s) as needed and based on results of the solicitation process issue purchase orders for items listed in Table 1.

Wayne Natri
Executive Officer

JCL:AP:RMB:ld:ev

Background

Inflation Reduction Act (IRA)

On August 16, 2022, Congress passed the Inflation Reduction Act (IRA), providing support for U.S. EPA to fund state and local government air pollution control agency air monitoring network upgrades through a noncompetitive grant process. This funding supports activities under the Clean Air Act Section 103 activities. The Clean Air Act was designed by Congress to protect public health and welfare from different types of

air pollution caused by a diverse array of pollution sources. U.S. EPA has notified staff that South Coast AQMD will receive grant funding under the IRA of up to \$655,042.

Proposal

Inflation Reduction Act (FY 2023-24 and/or 2024-25)

This action is to recognize revenue upon receipt and appropriate up to \$655,042 from the U.S. EPA into the Monitoring and Analysis (47) and Compliance and Enforcement (60) Divisions' FY 2023-24 and/or FY 2024-25 Budgets according to Table 1.

Proposed Purchases through "Prior Bid, Last Price" or Solicitation Process

Monitor Shelters

The U.S. EPA IRA grant is expected to include funding for the purchase of up to two air monitoring shelters. U.S. EPA requires criteria pollutant measurements be made in a temperature-controlled environment to support compliance with Ambient Air Quality Standards (NAAQS) and emissions strategy development. Air monitoring shelters are needed for the relocated Azusa and Indio air monitoring sites. Decommissioned shelters date back to the 1970s and were originally the property of CARB. The decommissioned trailers leak and because of their age cannot maintain U.S. EPA Quality Control (QC) temperature control requirements. Replacement is critical to meeting the data completeness requirement and providing air quality data to the public. The estimated cost for up to two monitor shelters is \$290,042 (see Table 1). The purchase will be made by "Prior Bid, Last Price" or through a solicitation process, as needed, followed by issuance of a purchase order.

Gas Diluters with Photometer

The U.S. EPA IRA grant is expected to include funding for the purchase of up to four gas diluters with photometers. South Coast AQMD operates 27 ozone and nitrogen dioxide sites in support of the criteria pollutant monitoring network. Periodic Quality Assurance (QA) audits of gas monitors are required to meet U.S. EPA quality assurance criteria. Gas diluters are necessary to provide a known concentration of a gas standard required for the QA audit of air monitoring equipment. The current gas diluters are greater than ten years old and no longer meet U.S. EPA QC requirements. The replacement gas diluters meet U.S. EPA requirements as outlined in the most recent ozone Technical Assistance Document. The approximate cost for up to four gas diluters is \$105,000 (see Table 1). The purchase will be made by "Prior Bid, Last Price" or through a solicitation process, as needed, followed by issuance of a purchase order.

Proposed Purchases through Sole Source Purchase Order

Teledyne FLIR Cameras

The U.S. EPA IRA grant is expected to include funding for the purchase of up to two Teledyne FLIR cameras. The FLIR camera is a special tool routinely used in the field by staff to identify VOC leaks at oil refineries, oil field production operations for Rule 1142 (marine vessels), Rule 1173 (leaking components), Rule 1176 (drain system

components), Rule 1178 (storage tanks at petroleum facilities) and Rule 463 (storage tanks). Further these units are used within historically underrepresented communities. The total cost for up to two cameras will not exceed \$260,000 (see Table 1).

Sole Source Justification

Sole Source Justification Section VIII.B.3 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 Teledyne FLIR camera is the only model available certified for use in hazardous locations which will allow South Coast AQMD staff to work safely in hazardous areas.

Resource Impacts

U.S. EPA IRA grant funding will support the purchase of equipment to meet the objectives of the program.

Table 1
FY 2023-24 and/or FY 2024-25 IRA Capital Outlays Major Object

| Description | Unit | Qty | Estimated Amount | Contracting Method |
|------------------------------|-------------------------------------|------------|-------------------------|---|
| Air Monitoring Shelters | Monitoring and Analysis Division | Up to 2 | \$290,042 | "Prior Bid, Last Price" or Solicitation Process |
| Gas Diluters with Photometer | Monitoring and Analysis Division | Up to 4 | \$105,000 | "Prior Bid, Last Price" or Solicitation Process |
| FLIR Cameras | Compliance and Enforcement Division | Up to 2 | \$260,000 | Sole Source |
| Total | | | \$655,042 | |

Attachment

Proposed IRA Expenditures for FY 2023-24 and/or FY 2024-25

Attachment
Proposed IRA Expenditures for FY 2023-24 and/or FY 2024-25

| Account Description | Org Unit | Account Number | Program Code | Estimated Expenditure |
|---|----------------------------|-----------------------|---------------------|------------------------------|
| Capital Outlay Major Object: | | | | |
| Air Monitoring Shelters (Up to 2) | Monitoring and Analysis | 77000 | 47242 | \$290,042 |
| Gas Diluters with Photometer (Up to 4) | Monitoring and Analysis | 77000 | 47242 | \$105,000 |
| Teledyne FLIR Camera (Up to 2) | Compliance and Enforcement | 77000 | 60242 | \$260,000 |
| Total Capital Outlay Major Object: | | | | \$655,042 |



South Coast Air Quality Management District

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

MEMBERS PRESENT:

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

Public Members

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

MEMBERS ABSENT:

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

OTHERS PRESENT:

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

SOUTH COAST AQMD STAFF:

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

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

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

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

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

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

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

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

There were no public comments.

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

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

Noes: None

Abstained: Campbell, Dawson, Marquez, Solache

Absent: Aguirre, Daniel, DeWitt, Loof

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

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

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

There were no public comments.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Councilmember Solache expressed support for the letter.

There were no public comments.

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

Agenda Item #6 – Other Business

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

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

Agenda Item #7 – Public Comment

There were no public comments.

Agenda Item #8 – Next Meeting Date

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

Adjournment

The meeting adjourned at 12:38 p.m.