

BOARD MEETING DATE: December 6, 2019

AGENDA NO. 18

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, November 8, 2019. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

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Committee Members

Present: Dr. William A. Burke/Chair (videoconference)
Council Member Ben Benoit/Vice Chair (videoconference)
Mayor Judith Mitchell
Council Member Michael Cacciotti (videoconference)

Absent: None

Call to Order

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Mayor Mitchell will attend the monthly CARB Board meeting as South Coast AQMD's representative in Sacramento on November 20-21, 2019. She will also attend the AB 617 Programs/CARB Board meeting in Oakland on December 4-5, 2019. Mayor Mitchell verbally noted that she will attend the monthly CARB Board meeting in Sacramento on December 11-13, 2019. Council Member Joe Buscaino will attend the National League of Cities, Energy, Environment & Natural Resources Committee in San Antonio, Texas on November 20-23, 2019.

3. **Report of Approved Out-of-Country Travel:** Mr. Wayne Nastri, Executive Officer, reported that a Fuel Cell Conference will potentially be held in February 2020 and will be brought back to committee when details are available.
4. **Review December 6, 2019 Governing Board Agenda:** Mr. Nastri reported that at the November Board meeting, there was a request to place Rule 1111 on the December agenda to address concerns, and that request has been accommodated. Council Member Benoit asked if Supervisor Rutherford was aware of this. Mr. Nastri responded that he met with Supervisor Rutherford and contractors in San Bernardino. At the end of the meeting, the contractors had a much better understanding of the requirements and the rule process. Supervisor Rutherford committed to noticing a teleconference location in San Bernardino for the next Stationary Source Committee meeting so that contractors can attend the meeting at that location and comment on the working groups taking place between now and then.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
6. **Annual Audited Financial Statements for FY Ended June 30, 2019:** Sujata Jain, Chief Financial Officer/Deputy Executive Officer Finance, reported that this item transmits the annual audited financial statements with an unmodified opinion (the highest opinion) on its financial statements. Helen Chu, auditor/BCA Watson Rice, provided an update on the financial statements and single audit results. There were no material weaknesses or significant deficiencies.
7. **South Coast AQMD's FY 2019-20 First Quarter ended September 30, 2019 Budget vs. Actual (Unaudited):** Ms. Jain provided an overview of the budget vs. actual for the first quarter, ended on September 30, 2019, revenues, expenditures and the updated General Fund five-year projection.
8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Deputy Executive Officer Information Management, reported that due to the wildfires users of the South Coast AQMD mobile application has increased from 10,000 to over 15,000. All staff will be trained on Office 365 the next few weeks. Phase I of the VW mitigation website project is being finalized and it is anticipated to go live on December 6. Dr. Burke commented that it would advantageous to use mass mailings to get the message out on fires and other air quality. That could increase downloads of the mobile app. Dr. Burke inquired about the large database. Mr. Moskowitz responded that the current database will need to be updated, since it is a few years old. Mayor Mitchell asked about the VW website and what the website entails. Mr. Moskowitz responded that the first phase will

allow people to apply for funding and the second phase will involve an internal analysis. Mr. Naveen Berry, Assistant Deputy Executive Officer/Science & Technology Advancement, responded that the program announcement will be released for the first installment of funds available. Mayor Mitchell asked if settlement monies were involved and the amount. Mr. Berry responded that South Coast AQMD gets \$150 million in total. Mr. Nastri reported that South Coast AQMD administers the program on behalf of CARB and the program is administered statewide.

ACTION ITEM:

9. **Transfer Funds for Enhanced Particulate Monitoring Program:** Dr. Jason Low, Assistant Deputy Executive Officer/Science & Technology Advancement reported that this item is to transfer \$300,000 from the Science & Technology Advancement budget in the Salaries category to the Services & Supplies category for the enhanced particulate monitoring program.

Moved by Cacciotti; seconded by Mitchell, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell
Noes: None
Absent: None

OTHER MATTERS:

10. **Other Business:**

Mr. Nastri commented that Agenda Item #5 was not discussed and noted that there was no Board Consultant compensation.

11. **Public Comment:**

None to report.

12. **Next Meeting Date**

The next regular Administrative Committee meeting is scheduled for December 13, 2019 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:26 a.m.