

BOARD MEETING DATE: June 3, 2022

AGENDA NO. 19

REPORT: Administrative Committee

SYNOPSIS: A Special Administrative Committee meeting was held via a hybrid format on May 12, 2022, at the Mission Inn Hotel & Spa in Riverside, California. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Ben J. Benoit, Chair
Administrative Committee

SN:cb

Committee Members

Present: Chair Ben Benoit, Committee Chair
Mayor Michael Cacciotti
Board Member Gideon Kracov
Supervisor Janice Rutherford

Absent: Senator (Ret.) Vanessa Delgado, Vice Chair

Call to Order

Chair Benoit called the meeting to order at 11:00 a.m.

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** There were no issues to report.
2. **Chair's Report of Approved Travel:** Wayne Nastri, Executive Officer, reported that the Legislative Washington, D.C. trip has been cancelled and staff will no longer participate in person.

Board Member Kracov reported travel to Sacramento for two CARB meetings.

3. **Report of Approved Out-of-Country Travel:** There was no travel to report.

4. **Review June 3, 2022 Governing Board Agenda:** Wayne Nastri, Executive Officer, noted that Proposed Rule 403.1 is on schedule for a June Public Hearing and that staff will provide an update at the May Stationary Source Committee meeting.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Fiscal Year 2022/2023 contract proposals were submitted for 12 Board Members: Benoit, Delgado, Do, Kracov, Kuehl, McCallon, Padilla, Perez, Raman, Richardson, Rodriguez, and Rutherford.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Delgado

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Dr. Anissa Heard-Johnson, Diversity, Equity & Inclusion Officer, provided an update on agency efforts.

Dr. Heard-Johnson reported that it is Asian Pacific Islander Heritage month and discussed a fabulous female for Fabulous Female Friday and provided updates on upcoming DEI events, which included holiday commemorations and remembrances, think tanks, and work with the Employee Resource Groups.

Mayor Cacciotti requested that some of these events be coordinated with the monthly Board meetings for Board Members to have an opportunity to join and participate.

7. **Review Governing Board Summer Internship Program for 2022:** John Olvera, Deputy Executive Officer/Administrative & Human Resources and Dr. Heard-Johnson provided a presentation on revisions to the Governing Board Summer Internship program, highlighting that the four-week paid internship program will have a standardized curriculum for the first week with a three-week assignment to various departments. Staff is proposing enhanced outreach with AB 617 communities, that will be limited to high school graduates in a two or four-year college.

Supervisor Rutherford inquired if we have a way of tracking how many previous interns end up coming back and working for the district. Mr. Olvera indicated that we don't have anything formalized, but we do know of many employees who started as interns, and we will take this opportunity to do a more focused approach in order to track this. Supervisor Rutherford expressed concerns about the dates and indicated that many schools return the first week of August.

Mr. Olvera responded that for this year, the internship program is limited to four weeks to better coincide with school schedules.

Mayor Cacciotti inquired if there is flexibility in selecting more than one intern per Board Member. Mr. Olvera responded that this year it is a pilot program with the new format. Mayor Cacciotti asked how much we are paying the interns and Mr. Olvera indicated it will be \$17 an hour. Chair Benoit commented that this is an opportunity to rebuild the program, since it was paused for the past two years and expressed his excitement about the program.

8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Mark Henninger, Information Technology Manager/Information Management, reported that we successfully deployed two major enhancements to the mobile application and have deployed quick access icons and shortcuts on our South Coast AQMD homepage. We also deployed enhancements to our Prop 1b and Carl Moyer Grant Management System web applications and everything is running smoothly.
9. **South Coast AQMD's FY 2021-22 Third Quarter Ended March 31, 2022 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, Finance, provided a presentation on the results for the third quarter for fiscal year 2021/2022 that ended on March 31, 2022. She provided a brief overview of the budget versus actual results and revenue details. She compared the results to prior third quarter expenditures and revenues and provided a five-year projection. Ms. Jain confirmed we have a balanced budget and are on track.

Chair Benoit inquired if the action items being heard today which involve financial matters are included in the budget numbers in the presentation. Ms. Jain confirmed they were included.

ACTION ITEMS:

10. **Transfer and Appropriate Funds, Issue Solicitations and Execute Purchase Orders and/or Contracts, Add/Delete Positions to Meet Operational Needs for Rule 1180 Air Monitoring Program and Apply Savings to Cost of Other Previously Approved Laboratory Equipment:** Andrea Polidori, Director of Monitoring & Analysis/Monitoring & Analysis, reported that this action is to transfer and allocate funds, issue solicitations and execute purchase orders and contracts for additional air monitoring equipment and to conduct an independent audit of all refinery fenceline systems and also to add and delete positions to better serve the operational needs of our Rule 1180 program and to authorize additional funding to cost-savings for the purchase of previously approved laboratory equipment.

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Delgado

11. **Authorize Executive Officer to Enter into Funding Agreement with CARB, Recognize Revenue, Appropriate Funds and Execute Contract for Technical Support to Conduct Certification Testing of Non-PFAS Fume Suppressant for Chrome Plating Operations:** Dr. Jason Low, Deputy Executive Officer/Monitoring & Analysis, reported that South Coast AQMD is expected to receive up to \$60,000 from CARB to conduct certification emissions testing and this action is to authorize the Executive Officer to enter into an agreement with CARB and to execute a contract to conduct this certification testing.

Board Member Kracov expressed excitement about this work and inquired when we might have the results from this testing and if we could report back when we do. Dr. Low indicated that the testing would be conducted within two months and the results would be provided on the ability of the contractor to produce the result. Mr. Nastri indicated that this is a source test and that we will provide the findings to Stationary Source Committee.

Board Member Kracov made a disclosure that he does not have a financial interest but is required to identify for the record that he is a board member of CARB.

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Delgado

12. **Execute Contract for Security Guard Services at Diamond Bar Headquarters:** Mr. Olvera reported that this action is to execute a three-year contract for security guard services at Diamond Bar headquarters with GSSI, Incorporated. GSSI was selected through an RFP process in which they were found to be the lowest cost and the highest rated qualifying bid. Funding is included in the fiscal year 2022/23 budget and successive fiscal years.

Chair Benoit inquired if this is the same group we currently have. Mr. Olvera indicated this is a new group. Mayor Cacciotti suggested reassessing security needs and different posts. Mr. Olvera indicated we are considering three additional guard posts and the possibility of metal detectors in the building.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Delgado

13. **Execute Contract for Landscape and Tree Maintenance Services for Diamond Bar Headquarters:** Mr. Olvera reported that this action is staff's recommendation to execute a three-year contract for landscaping and tree maintenance services for Diamond Bar headquarters with Tropical Plaza Nursery, who submitted the highest rated, qualified bid. They are an American Green Zone Alliance certified service company and offer low noise, low impact equipment and use sustainable practices. The total contract amount for three years is \$395,000 and the funding has been included in the fiscal year 2022/23 budget and will be requested in successive fiscal years.

Chair Benoit inquired if Tropical Plaza uses all electric trucks. Mr. Olvera indicated that they use certified clean diesel vehicles, and their equipment is electric. Mayor Cacciotti requested that we conduct periodic checks to confirm all tree maintenance equipment is electric.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Delgado

14. **Add Deputy Executive Officer and Senior Administrative Assistant Positions to the Science & Technology Advancement Office Division in order to Address Operational Needs:** Mr. Olvera reported that this action is to add a Deputy Executive Officer position and Senior Administrative Assistant position to what is currently the Science & Technology Advancement Division. The proposed action would allow for this division to be divided into its two primary functions: monitoring & analysis and technology advancement. Each division would be headed by its own new Deputy Executive Officer. Funds are available in this fiscal year's budget and will be appropriated for next year.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Delgado

15. **Appropriate Funds and Amend or Execute Contracts with Outside Counsel and Specialized Legal Counsel and Services:** Bayron Gilchrist, General Counsel/Legal, reported that this action is to appropriate \$480,000 from the General Fund into Legal's budget for FY 2021-22 and FY 2022-23 and amend or execute contracts for legal counsel for specialized environmental and other litigation.

Chair Benoit inquired if additional funds will be needed this year. Mr. Gilchrist indicated not for the current fiscal year, but likely for the next fiscal year. He suggested that in the future it would be good to consider a different budgetary amount because historical numbers for the last decade have indicated this to be over a million.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov, Rutherford
Noes: None
Absent: Delgado

WRITTEN REPORT:

16. **Environmental Justice Advisory Group Minutes for the January 11, 2022 Meeting:** The report was acknowledged and received.
17. **Environmental Justice Advisory Group Minutes for the February 11, 2022 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

18. **Other Business:** There was no other business to report.
19. **Public Comment:** At a special meeting, no other business may be considered (Gov't Code Section 54956). Each speaker was afforded three minutes to address the Committee on items on this agenda. (Gov't Code Section 54954.3).
20. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for June 10, 2022 at 10:00 a.m.

Adjournment

The meeting adjourned at 11:39 a.m.

Attachments

Environmental Justice Advisory Group Minutes for the January 11, 2022
Environmental Justice Advisory Group Minutes for the February 11, 2022



South Coast Air Quality Management District

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ENVIRONMENTAL JUSTICE ADVISORY GROUP FRIDAY, JANUARY 28, 2022 MEETING MINUTES

MEMBERS PRESENT:

Senator Vanessa Delgado (Ret.), EJAG Chair (Board Member)
Supervisor Janice Rutherford, EJAG Vice Chair (Board Member)
Veronica Padilla-Campos (Board Member)
Elizabeth Alcantar, City of Cudahy
Rhetta Alexander, Valley Interfaith Council
Manuel Arredondo, Coachella Valley School District, Retiree
Angelica Baldares, Sierra Club
Dr. Lawrence Beeson, Loma Linda University, School of Public Health
Suzanne Bilodeau, Knott's Berry Farm
Angela Garcia, Department of Toxic Substance Control
Kareem Gongora, San Bernardino County Planning Commission
Ana Gonzalez, Center for Community Action and Environmental Service
Dr. Monique Hernandez, California State University, Los Angeles
David McNeill, Baldwin Hills Conservancy
Rafael Yanez, Community Member

MEMBERS ABSENT:

Paul Choe, Korean Drycleaners & Laundry Association
Kerry Doi, Pacific Asian Consortium in Employment
Dr. Afif El-Hasan, American Lung Association
Mary Figueroa, Riverside Community College

Dr. Jill Johnston, University of Southern California
Humberto Lugo, Community Member
Daniel Morales, National Alliance for Human Rights
Donald Smith, 136th Street Block Club

SOUTH COAST AQMD STAFF:

Derrick Alatorre, Deputy Executive Officer, Legislative, Public Affairs & Media
Daphne Hsu, Principal Deputy District Counsel
Ian MacMillan, Assistant Deputy Executive Officer, Planning, Rule Development and Implementation

Michael Morris, Planning and Rules Manager
Evangelina Barrera, Sr. Public Affairs Specialist
Julie Franco, Sr. Public Affairs Specialist
Brandee Keith, Administrative Assistant I

Agenda Item #1: Call to Order/Opening Remarks

Chair Vanessa Delgado called the meeting to order at 12:00 p.m.

Agenda Item #2: Approval of October 22, 2021 Meeting Minutes

Chair Delgado called for the approval of the October 22, 2021, meeting minutes. Dr. Lawrence Beeson moved to approve the minutes and Ms. Angelica Balderas seconded the motion. The minutes were approved.

Agenda Item #3: Review of Follow-Up/Action Items

Mr. Derrick Alatorre reviewed the action items from the October 22, 2021, meeting:

- **Action Item:** *Staff was requested to send data on the effects of air filtration on student absenteeism of the schools participating in the School Air Filtration Program to Dr. El-Hassan.*

The information was emailed to Dr. El-Hassan on January 25, 2022.

- **Action Item:** *Staff was requested to provide Supervisor Janice Rutherford with information on school participation in the School Air Filtration Program, including location and a list of those schools that have declined to participate in the program.*

The information was emailed to Supervisor Rutherford on January 25, 2022.

- **Action Item:** *Staff was requested to provide Kareem Gongora with any publicly available documents pertaining to Proposed Rule 429.1 – Startup and Shutdown Provisions at Petroleum Refineries and Related Operations to members.*

This information was provided to all members via email on October 27, 2021.

- **Action Item:** *Staff was requested to provide a presentation on Rule 2306 Indirect Source Rule for New Intermodal Facilities on the next agenda.*

This presentation is on today's agenda as Item #5.

- **Action Item:** *Staff to provide members with the Environmental Justice Conference toolkit.*

The Environmental Justice Conference toolkit was emailed to all members on October 27, 2021.

- **Action Item:** *Staff was requested to provide a presentation on the Findings and Results from the Hydrogen Sulfide Orders in the Dominguez Channel.*

In lieu of a presentation, staff provided EJAG Members with the press release with the agenda. The public can find the latest information on the South Coast AQMD website: <https://www.aqmd.gov/home/news-events/community-investigations/dominguez-channel>

Kareem Gongora inquired about outreach to cities and communities on the Warehouse Indirect Source Rule (ISR), and if there was an estimated implementation date. Ian MacMillan, Assistant Deputy Executive Officer, Planning, Rules Development & Implementation (PRDI) provided information on outreach and contact information for further information.

Ana Gonzales asked how members could obtain accurate information regarding the ISR in order to advocate to communities. Chair Delgado suggested a status update on the Warehouse ISR for the next EJAG meeting.

Action Item: *Staff to put on the agenda a status update on the Warehouse ISR for the next EJAG meeting.*

Agenda Item #4: Nomination of Environmental Justice Advisory Group member to South Coast AQMD Advisory Council

Mr. Ian MacMillan provided a summary of the Advisory Council and the role to be filled and invited members to volunteer or nominate a potential candidate.

Interested individuals were given the opportunity to discuss their interest and qualifications to serve on the committee.

Members were polled to nominate either Ms. Ana Gonzalez or Dr. Monique Hernandez. Ana Gonzales was nominated in a vote of 9 to 6.

Agenda Item #5: Presentation for Proposed Rule 2306: ISR for New Intermodal Facilities

Mr. Michael Morris presented on Proposed Rule 2306: ISR for New Intermodal Facilities.

Rafael Yanez emphasized the importance of enforcing existing rules in conjunction with Proposed Rule 2306. Mr. Morris confirmed that rules are developed and enforced in a coordinated approach.

Angela Garcia asked about the Notice of Preparation for the Colton Intermodal Facility, if South Coast AQMD would be issuing permits for the facility, and an environmental assessments would be conducted to determine previous contaminants on the site. Mr. Morris explained the revisions came about in response to South Coast AQMD concerns and confirmed Rule 1466 would apply if the site has toxic air contaminants in the soil.

Mr. Yanez asked if the rail companies had made any commitments to bring only green or zero-emission equipment into the new facilities. Staff responded that no commitment has been made. Mr. Yanez asked about South Coast AQMD's ability to enforce requirements. The rulemaking process is intended to enable South Coast AQMD to establish and enforce requirements, and Proposed Rule 2306 is intended to be robust for that reason.

Rhetta Alexander requested that EJAG receive updates on Proposed Rule 2306. Chair Delgado clarified there would be ample opportunity to discuss and give feedback on the rule, as it is still in the rulemaking process and not yet finalized.

Agenda Item #6: Member Updates

Elizabeth Alcantar discussed the impact of rendering plant odors on communities and a letter by 40 community leaders requesting the South Coast AQMD Governing Board to revisit rules regarding odors and public nuisance.

Daphne Hsu, Principal Deputy District Counsel, advised the Advisory Group that the rendering issue should be put on an agenda of a future meeting.

Action Item: *Staff to schedule a special meeting to discuss the issue of rendering plants and odor enforcement.*

Mr. Yanez expressed concern regarding the increased truck traffic entering the ports and encouraged South Coast AQMD to work with CARB to consider regulations.

Ana Gonzales requested an update on Rule 2305: Warehouse Indirect Source Rule and outreach efforts.

Action Item: *Staff to provide an update Rule 2305: Warehouse Indirect Source Rule and outreach.*

Mr. Yanez asked the date for the meeting to discuss Proposed Rule 2306. The meeting date has not yet been set.

Agenda Item #7: Other Business

No other business.

Agenda Item #8: Public Comment

No public comment.

Agenda Item #9: Next Meeting Date

The next regular EJAG meeting was moved from Friday, April 22, 2022, to Friday, April 29, 2022 at 12:00 pm.

Adjournment

The meeting was adjourned at 1:30 pm.



South Coast Air Quality Management District

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SPECIAL MEETING OF THE ENVIRONMENTAL JUSTICE ADVISORY GROUP FRIDAY, FEBRUARY 25, 2022 MEETING MINUTES

Members Present:

Senator Vanessa Delgado (Ret.), Chair (Board Member)
Veronica Padilla-Campos (Board Member)
Elizabeth Alcantar, City of Cudahy
Rhetta Alexander, Valley Interfaith Council
Angelica Balderas, Sierra Club
Dr. Lawrence Beeson, Loma Linda University, School of Public Health
Suzanne Bilodeau, Knott's Berry Farm
Dr. Afif El-Hasan, American Lung Association
Mary Figueroa, Riverside Community College
Kareem Gongora, San Bernardino County Planning Commission
Ana Gonzalez, Center for Community Action and Environmental Service
Dr. Monique Hernandez, California State University, Los Angeles
David McNeill, Baldwin Hills Conservancy

Members Absent:

Supervisor Janice Rutherford, EJAG Vice Chair (Board Member)
Manuel Arredondo, Coachella Valley School District, Retiree
Paul Choe, Korean Drycleaners & Laundry Association
Kerry Doi, Pacific Asian Consortium in Employment
Angela Garcia, Department of Toxic Substances Control
Dr. Jill Johnston, University of Southern California
Humberto Lugo, Community Member
Daniel Morales, National Alliance for Human Rights
Donald Smith, 136th Street Block Club
Rafael Yanez, Community Member

South Coast AQMD Staff:

Derrick Alatorre, Chair, Deputy Executive Officer, Legislative, Public Affairs & Media
Lisa Tanaka O'Malley, Assistant Deputy Executive Officer, Legislative, Public Affairs & Media
Daphne Hsu, Principal Deputy District Counsel, Legal
Terrence Mann, Deputy Executive Officer, Compliance & Enforcement
Evangelina Barrera, Senior Public Affairs Specialist, Legislative, Public Affairs & Media
Brandee Keith, Administrative Assistant I, Legislative, Public Affairs & Media

Agenda Item #1: Call To Order

Senator Vanessa Delgado called the meeting to order at 12:00 p.m. and roll call was taken to confirm attendance and a quorum.

Agenda Item #2: Odor Issues at Rendering Facilities

Chair Delgado and Board Member Padilla said they would abstain from voting on this matter because it may be scheduled to be heard by the full South Coast AQMD Governing Board in the coming months.

Mayor Elizabeth Alcantar offered background information and read portions of a letter submitted to the South Coast AQMD Governing Board regarding odor issues related to rendering facilities. Mayor Alcantar called upon the Advisory Group to sign onto the letter submitted to the South Coast AQMD or to prepare a new letter on the issue.

Terrence Mann, Deputy Executive Officer, Office of Compliance and Enforcement, presented an update on rendering facilities, odor issues, and South Coast AQMD enforcement actions. Susan Nakamura, Chief Operating Officer, summarized the goals of South Coast AQMD in evaluating and adapting current protocols. Mr. Mann expanded on efforts relating to Rule 415.

Board Member Veronica Padilla-Campos asked if any rendering facilities might sell off operations rather than comply with odor regulations and Rule 415. Mr. Mann said South Coast AQMD has a procedure in place to address such an occurrence but could not speak to whether any specific facility might choose such a course of action.

Dr. Lawrence Beeson asked how inspectors determine which facilities are emitting odors. Mr. Mann acknowledged the difficulty with determining which facility is emitting the odors and described how Rule 415 requires permanent total enclosures that will help address the issues.

Mary Figueroa expressed concern over the burden placed on residents to report odor incidents when they may be reluctant to, for fear of exposure or censure, or because they are not informed on who to call to report odor incidents.

David McNeill also expressed concern that the complaints process was not accessible enough. He pointed out frustrations residents may feel when they do not hear back regarding results.

Mr. Kareem Gongora repeated the importance of better communication and transparency on the complaint process for residents who might feel reluctant to report.

Mr. Mann explained the procedures under the public nuisance law and how Rule 415 is a more proactive approach that allows inspectors to go directly to the facility to verify compliance with provisions of the rule, as opposed to waiting for members of the public to call in those complaints.

Dr. Afif El-Hassan asked whether any health or toxics assessments had been done to determine any byproducts of facility operations, including but not limited to odors, affecting respiratory issues, cancer numbers, or other health concerns for nearby communities. Mr. Gongora asked what enforcement actions could be taken beyond fines. Mr. Mann said initially civil penalties

would be the first measure applied, but during the settlement process additional control measures might be required of facilities found to be in violation.

Mr. Gongora moved that the committee sign on to the letter as written. Mr. McNeill seconded the motion.

Ayes: Elizabeth Alcantar, Rhett Alexander, Angelica Balderas, Dr. Lawrence Beeson, Suzanne Bilodeau, Dr. Afif El-Hasan, Mary Figueroa, Kareem Gongora, Ana Gonzalez, Dr. Monique Hernandez, David McNeill

No: None

Abstain: Senator Vanessa Delgado, Veronica Padilla-Campos

Not Present: Supervisor Janice Rutherford, Manuel Arredondo, Paul Choe, Kerry Doi, Angela Garcia, Dr. Jill Johnson, Humberto Lugo, Daniel Morales, Donald Smith, Rafael Yanez

The motion passed.

Adjournment

Senator Delgado adjourned the meeting at 1:00 p.m.