

BOARD MEETING DATE: June 7, 2024

AGENDA NO. 17

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Thursday, May 9, 2024. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Vanessa Delgado, Chair
Administrative Committee

SN:cb

Committee Members

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

Call to Order

Chair Delgado called the meeting to order at 10:45 a.m.

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** No Board Members' concerns were reported.
2. **Chair's Report of Approved Travel:** Travel reported for Supervisor Curt Hagman to attend the ACT Expo in Las Vegas, Nevada.
3. **Report of Approved Out-of-Country Travel:** Out-of-country travel reported for Dr. Sarah Rees to travel to Denmark for American Council for an Energy Efficient Economy from June 22 through June 29, 2024.

4. **Review June 7, 2024 Governing Board Agenda:** Executive Officer Wayne Nastri confirmed Public Hearings for Proposed Rule 317.1 for non-attainment fees and Proposed Amended Rule 1146.2 for boilers and heaters. Mr. Nastri also added that there will be several Set Hearings for August on the following: Proposed Amended Rule 1135 which pertains to emissions of NOx from electricity generating facilities, Proposed Amended Rule 1148.1 which pertains to oil and gas production wells, and Proposed Rule 2306 which pertains to the Rail Indirect Source Rule. For additional information please refer to the [Webcast at 5:51](#).
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** This item was moved to Action Items as approval from the Administrative Committee is needed. For additional information please refer to the [Webcast at 6:47](#).
6. **South Coast AQMD's FY 2023-24 Third Quarter Ended March 31, 2024 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, presented the third quarter budget information that ended on March 30, 2024. Ms. Jain provided a summary which included revenue and expenditure comparisons, fund balance and the five-year projection. For additional information please refer to the [Webcast at 7:15](#).
7. **Report of RFQs/RFPs Scheduled for Release in June:** Ms. Jain reported on the release of an RFP to establish a pre-qualified list of outside counsel for Legal. For additional information please refer to the [Webcast at 12:54](#).
8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported on the status of various projects and projects that have been completed. For additional information please refer to the [Webcast at 13:21](#).

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were 25 proposals for the compensation of the Board Member Assistant(s)/Consultant(s) for new fiscal year 2024-2025. The contracts will be effective from July 1, 2024 through June 30, 2025. For additional information please refer to the [Webcast at 6:47](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

9. **Appoint Regular and Alternate Attorney and Engineer Members to South Coast AQMD Hearing Board for July 1, 2024 to June 30, 2027:** Faye Thomas, Clerk of the Boards, reported that the current terms for Hearing Board Attorney and Engineer Members, as well as their Alternates is expiring at the end of the month. The item is to recommend appointments for the next three-year term which begins on July 1, 2024. Ms. Thomas summarized the recommendations from the Hearing Board Advisory Committee and also informed the Administrative Committee that two of the candidates for the Attorney member position, Adrienne Konigar-Macklin and Anne Shultz were unavailable for the interview.

The Administrative Committee interviewed one Attorney member candidate: Robert Pearman, who is currently serving as the regular Attorney member on the Hearing Board.

The Administrative Committee interviewed two Engineer member candidates: Mohan Balagopalan, who is currently serving as the regular Engineer member on the Hearing Board; and Robert Pease.

The Administrative Committee interviewed two Alternate Engineer member candidates Jenny Lu; and Dr. Maria Slaughter, who is currently serving as the Alternate Engineer member on the Hearing Board

After interviewing the candidates and discussion amongst Administrative Committee members, Board Member Kracov moved to re-appoint the candidates currently serving on the Hearing Board: Attorney member, Robert Pearman; Alternate Attorney member, Adrienne Konigar-Macklin; Engineer member Mohan Balagopalan; and Alternate Engineer member, Dr. Maria Slaughter. Board Member Kracov's motion was seconded by Vice Chair Cacciotti. The motion was unanimously approved. For additional information please refer to the [Webcast at 14.18.](#)

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

10. **Authorize Purchase of OnBase Software Support:** Mr. Moskowitz recommended approval for a sole-source purchase of OnBase Software and support for one year in the amount, not to exceed \$200,000, which funding is available in the budget. For additional information please refer to the [Webcast at 1:12:03.](#)

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

11. **Issue RFP for Legislative Representation in Washington, D.C.:** Lisa Tanaka, Assistant Deputy Executive Officer/Legislative & Public Affairs & Media, reported that this item is to issue an RFP for federal legislative representation for South Coast AQMD for 2025. The amount is not to exceed \$665,000, which funding is available in the budget. The contracts could be extended for up to two additional one-year terms upon Board approval and the current contracts expire on January 20, 2025. For additional information please refer to the [Webcast at 1:13:04](#).

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

12. **Recognize Revenue, Appropriate Funds and Issue Solicitation and Purchase Order for Laboratory Equipment:** Dr. Jason Low, Deputy Executive Officer, Monitoring & Analysis, reported that this item is to recognize revenue of about \$200,000 from U.S. EPA for the NATTS program, appropriate the funds to the Monitoring & Analysis budget and purchase a piece of laboratory equipment. For additional information please refer to the [Webcast at 1:14:09](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

13. **Appropriate Funds, Issue Solicitation and Purchase Orders to Meet Operational Needs for Rule 1180 Air Monitoring Program:** Dr. Low reported that this item is to appropriate funds of about \$200,000 into the Monitoring & Analysis budget and issue solicitation and purchase orders for some supporting needs for the operation of the Rule 1180 projects. For additional information please refer to the [Webcast at 1:14:53](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

14. **Appropriate Funds from the General Fund Undesignated (Unassigned) Fund Balance for Administrative and Human Resources Related Expenditures, and Approve Amending Contracts with Outside Labor and Employment Counsel:** John Olvera, Deputy Executive Officer/Administrative & Human Resources, reported that this item is to transfer funds from the Undesignated (Unassigned) Fund Balance in the amount of \$800,000 to the District General – Administrative & Human Resources budget accounts to cover costs for labor and employment law services, increases in worker’s compensation payments, liability insurance premiums and other items for safety and training programs for employees. This

item is also to authorize the Executive Officer to amend contracts with outside counsel as needed. For additional information please refer to the [Webcast at 1:15:36](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov, Perez

Noes: None

WRITTEN REPORT:

None.

OTHER MATTERS:

15. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, June 14, 2024 at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:58 a.m.