



South Coast Air Quality Management District

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

SPECIAL ADMINISTRATIVE COMMITTEE MEETING

Committee Members

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

May 9, 2024 ♦ 10:30 a.m.

A special meeting of the South Coast Air Quality Management District Administrative Committee will be held no earlier than 10:30 a.m., but immediately following the Legislative Committee, on Thursday, May 9, 2024 through a hybrid format of in-person attendance in the Oasis Ballroom at the Westin Rancho Mirage, located at 71333 Dinah Shore Dr, Rancho Mirage, 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. At a special meeting, no other business may be considered, there is public comment only for items on the

agenda, and there is no general public comment period. (Government Code Section 54956(a)). The agenda for this meeting is posted at South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California and at the Westin Rancho Mirage, located at 71333 Dinah Shore Dr, Rancho Mirage, California at least 24 hours in advance of the 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 8:

- | | | | |
|----|---|---|------------|
| 1. | Board Members' Concerns (<i>No Motion Required</i>)
<i>Any member of the Governing Board, on their own initiative may raise a concern to the Administrative Committee regarding any South Coast AQMD items or activities.</i> | Chair Vanessa Delgado | |
| 2. | Chair's Report of Approved Travel (<i>No Motion Required</i>) | Chair Delgado | pgs. 6-7 |
| 3. | Report of Approved Out-of-Country Travel (<i>No Motion Required</i>) | Wayne Nastri
Executive Officer | pgs. 6-7 |
| 4. | Review June 7, 2024 Governing Board Agenda | Wayne Nastri | pgs. 8-19 |
| 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 | pgs. 20-45 |
| 6. | South Coast AQMD's FY 2023-24 Third Quarter Ended March 31, 2024 Budget vs. Actual (Unaudited) (<i>No Motion Required</i>)
<i>Staff will provide a comparison of budget vs. actual results for the third quarter which ended March 31, 2024.</i> | Sujata Jain
Chief Financial Officer,
Finance | pgs. 46-53 |
| 7. | Report of RFQs/RFPs Scheduled for Release in June
(<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 June.</i> | Sujata Jain | pgs. 54-56 |
| 8. | 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. 57-61 |

ACTION ITEMS – Items 9 through 14:

- | | | | |
|----|---|-----------------------------------|------------|
| 9. | Appoint Regular and Alternate Attorney and Engineer Members to South Coast AQMD Hearing Board for July 1, 2024 to June 30, 2027 (<i>Motion Requested</i>)
<i>The terms of office for the Hearing Board Attorney and Engineer Members, as well as their alternates, expire on June 30, 2024. In November 2023, a recruitment was opened to seek candidates for the</i> | Faye Thomas
Clerk of the Board | pgs. 62-95 |
|----|---|-----------------------------------|------------|

new term of July 1, 2024 through June 30, 2027. As required by state law, a Hearing Board Advisory Committee appointed by five members of the Governing Board is responsible to review and make recommendations to the Administrative Committee in making appointments to the Hearing Board. On April 19, 2024, the Advisory Committee recommended that the Administrative Committee interview three candidates for the Regular and Alternate Attorney Member positions, two candidates for the Regular Engineer Member position, and two candidates for the Alternate Member Engineer position. The Administrative Committee interviewed the candidates at its meeting on May 9, 2024 and made final recommendations to the Governing Board.

10. Authorize Purchase of OnBase Software Support
(Motion Requested)
South Coast AQMD uses OnBase software for its electronic document management system to manage critical documents and to support the South Coast AQMD's Record Retention Policy. The software subscription and support for OnBase expires on July 31, 2024. This action is to obtain approval for a sole source purchase of OnBase software subscription and support for one year from Information Management's FY 2024-25 Budget. Funds for this purchase (\$200,000) are conditional on approval of the Proposed FY 2024-25 Budget.
Ron Moskowitz pgs. 96-97
11. Issue RFP for Legislative Representation in Washington, D.C.
(Motion Requested)
The current contracts for federal legislative representation in Washington, D.C. expire on January 14, 2025. This action is to issue an RFP for federal legislative representation and consulting services for South Coast AQMD in Washington, D.C. for 2025. The RFP will also indicate that the contract(s) may be extended for up to two additional one-year extensions.
Lisa Tanaka O'Malley
Assistant Deputy Executive
Officer, Legislative, Public
Affairs & Media
pgs. 98-139
12. Recognize Revenue, Appropriate Funds and Issue Solicitation and Purchase Order for Laboratory Equipment **(Motion Requested)**
South Coast AQMD is expected to receive grant funds up to \$270,006 from U.S. EPA for the NATTS Monitoring Program. This action is to recognize revenue, appropriate funds and issue a sole source purchase order for Laboratory equipment.
Jason Low, PhD pgs. 140-143
Deputy Executive Officer,
Monitoring & Analysis
13. Appropriate Funds, Issue Solicitation and Purchase Orders to Meet Operational Needs for Rule 1180 Air Monitoring Program
(Motion Requested)
Rule 1180 established a fee schedule to fund community air monitoring stations to provide air quality information and notification to the public on refinery emissions in neighboring communities. The FY 2023-24 budget for this program includes approximately \$4.6 million in annual fees from refineries for community air monitoring. These actions are to appropriate up to
Jason Low, PhD pgs. 144-148

\$199,000 from the General Fund Undesignated (Unassigned) Fund Balance to Monitoring and Analysis' FY 2023-24 and/or FY 2024-25 Budget, issue a solicitation and purchase orders to meet operational needs of the Rule 1180 Air Monitoring Program.

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 (***Motion Requested***) *This action is to appropriate \$800,000 from the General Fund Undesignated (Unassigned) Fund Balance to the District General – Administrative and Human Resources FY 2023-24 and/or FY 2024-25 Budget in the amount of \$625,000, and the Administrative and Human Resources FY 2023-24 and/or FY 2024-25 division budget in the amount of \$175,000. This action is also to approve amending contracts with prequalified labor and employment counsel to add funds, up to \$200,000, as necessary.*

John Olvera pgs. 149-151
Deputy Executive Officer,
Administrative & Human
Resources

WRITTEN REPORTS:

None.

OTHER MATTERS:

15. **Next Meeting Date:** Friday, June 14, 2024 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. 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: May 3, 2024

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
May 21-23, 2024	Supervisor Curt Hagman	Las Vegas, Nevada	Supervisor Hagman will attend the ACT Expo/Conference 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:

DATE	TRAVELER	DESTINATION	PURPOSE
June 22-29, 2024	Dr. Sarah Rees	Aarhus, Denmark Copenhagen, Denmark	The American Council for an Energy-Efficient Economy (ACEEE), the Consulate General of Denmark in Silicon Valley, and Climate Imperative have invited Dr. Rees to join a high-level U.S. delegation of policymakers, regulators, and industry decision-makers to Denmark to explore and learn about industrial decarbonization and heat electrification solutions. The itinerary includes site visits, manufacturer demonstrations, electricity grid insights, and a policy plenary. The trip will improve staff's understanding of the

			current state of industrial decarbonization technology, in particular heat pump and fuel cell applications for high temperature processes.
--	--	--	--

5/3/24 – 5:00 p.m.

DRAFT A G E N D A

**HYBRID GOVERNING BOARD MEETING
JUNE 7, 2024**

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m. on Friday, June 7, 2024 through a hybrid format of in-person attendance in the Dr. William A. Burke Auditorium at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and/or virtual attendance via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.

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

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

Meeting Procedures

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

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

Americans with Disabilities Act and Language Accessibility

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.

Item X and X – Action Items/No Fiscal Impact

12260. Approve Minutes of May 3, 2024 **Thomas/3268**
12281. Set Public Hearing August 2, 2024 to Consider **Nastri/3131**
Adoption of and/or Amendments to South Coast
AQMD Rules and Regulations:
12060. Certify Final Subsequent Environmental Assessment **Krause/2706**
for Proposed Amended Rule 1135 - Emissions of
Oxides of Nitrogen From Electricity Generating
Facilities; and Amend Rule 1135
- Proposed Amended Rule 1135 (PAR 1135) establishes NOx emission limits for electric generating units located on Santa Catalina Island to reflect current BARCT. PAR 1135 includes monitoring, reporting, and recordkeeping requirements for electric generating units located on Santa Catalina Island and extends the compliance deadline for boilers and gas turbines to comply with Rule 1135 emission limits. This action is to adopt the Resolution: 1) Certifying the Final Subsequent Environmental Assessment for Proposed Amended Rule 1135; and 2) Amending Rule 1135. (Reviewed: Stationary Source Committee August 19, 2022, March 17, 2023, and November 17, 2023)

12385. Determine That Proposed Amended Rule 1148.1 – Oil and Gas Production Wells, Is Exempt from CEQA and Amend Rule 1148.1

Krause/2706

Rule 1148.1 – Oil and Gas Production Wells applies to facilities that operate oil and gas wells. Proposed Amended Rule (PAR) 1148.1 will address objectives of the Wilmington, Carson, and West Long Beach and South Los Angeles AB 617 communities. PAR 1148.1 requires the use of enhanced leak detection technology, equipment that uses produced gas to meet specific NOx limits, and workover rigs to use Tier 4 Final diesel engines. PAR 1148.1 also bans the use of odorants and updates signage requirements. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1148.1 – Oil and Gas Production Wells, is exempt from the requirements of the California Environmental Quality Act, and 2) Amending Rule 1148.1. (Reviewed: Stationary Source Committee, May 17, 2024)

12455. Determine That Proposed Rule 2306 – Freight Rail Yards Does Not Require a New Environmental Document; Determine That Proposed Rule 316.2 – Fees for Rule 2306 is Exempt From CEQA; and Adopt Proposed Rules 2306 and 316.2.

MacMillan/3244

Proposed Rule 2306 seeks to reduce NOx emissions associated with freight rail yard operations by requiring owners or operators of freight rail yards to meet or exceed emission reduction targets. The proposed rule will ensure that emission reductions will be proportional or greater in the South Coast AQMD relative to reductions throughout California from implementation of state regulations. Additionally, any state or local government agency contracting with the owner or operator of a freight rail yard in relation to its lease, construction, or operation will be required to include requirements for rule compliance in new, renewed, or amended contracts. Proposed Rule 316.2 will establish fees for owners and operators of freight rail yards to recover costs incurred by South Coast AQMD for implementation of Proposed Rule 2306. If adopted, the proposed rules will be submitted to CARB for their consideration and transmittal to U.S. EPA. (Reviewed: Mobile Source Committee, May 17, 2024)

Items X through XX – Budget/Fiscal Impact

12439. Recognize Revenue, Appropriate Funds and Issue Solicitation and Purchase Order for Laboratory Equipment **Low/2269**
- South Coast AQMD is expected to receive grant funds up to \$273,794 from U.S. EPA for the NATTS Monitoring Program. This action is to recognize revenue, appropriate funds and issue a sole source purchase order for Laboratory equipment. (Reviewed: Administrative Committee, May 9, 2024; Recommended for Approval)
12442. Appropriate Funds, Issue Solicitation and Purchase Orders to Meet Operational Needs for Rule 1180 Air Monitoring Program **Low/2269**
- Rule 1180 established a fee schedule to fund community air monitoring stations to provide air quality information and notification to the public on the potential impact of refinery emissions in their communities. The FY 2023-24 budget for this program includes approximately \$4.6 million in annual fees from refineries for community air monitoring. These actions are to appropriate up to \$199,000 from the General Fund Undesignated (Unassigned) Fund Balance to Monitoring and Analysis' FY 2023-24 and/or FY 2024-25 Budget, issue a solicitation and purchase orders to meet operational needs of the Rule 1180 Air Monitoring Program. (Reviewed: Administrative Committee, May 9, 2024; Recommended for Approval)
12437. Authorize Purchase of OnBase Software Support **Moskowitz/3329**
- South Coast AQMD uses OnBase software for its electronic document management system to manage critical documents and to support the Record Retention Policy. The software subscription and support for OnBase expires on July 31, 2024. This action is to obtain approval for sole source purchase and renewal of OnBase software subscription and support for one year from Information Management's Fiscal Year (FY) 2024-25 Budget. Funds for this purchase (\$200,000) are conditional on approval of the Proposed FY 2024- 25 Budget. (Reviewed: Administrative Committee, May 9, 2024)
12445. Authorize Rebate Fund to Incentivize Zero-Emission Appliances Through Building Appliances Rebate Program and Issue RFP for Third-Party Implementation of Program **Krause/2706**
- The 2022 AQMP includes control measures that are based on accelerated deployment of zero-emissions technologies. One hurdle to the implementation is the high upfront costs. To help mitigate the cost, the 2022 AQMP Resolution directed staff to incentivize the installation of zero-emission technologies. Staff proposes to establish the Building Appliances Rebate Program to provide incentives to consumers, multifamily property owners, and small business owners for the installation of zero-emission appliances, and to fund installer training. The program would be

funded by mitigation fees collected under the alternative compliance options for residential space and water heating appliances maintained in the Air Quality Investment Fund (27). Staff recommends having a third-party contractor(s) administer the rebate program. This action is to 1) Authorize funding the Building Appliances Rebate Program with \$20,000,000 from the Air Quality Investment Fund (27); and 2) Authorize the issuance of RFP #P2024-XX to solicit proposals for third-party contractor(s) to administer the rebate program for consumers who purchase and install zero-emission appliances in the South Coast AQMD. (Reviewed: Stationary Source Committee, May 17, 2024; Recommended for Approval)

12440. Issue RFP for Legislative Representation in Washington, D.C.

Alatorre/3122

The current contracts for legislative representation in Washington, D.C. expire on January 14, 2025. This action is to issue an RFP for legislative representation and consulting services for South Coast AQMD in Washington, D.C. for 2025. The RFP will also indicate that the contract(s) may be extended for up to two additional one-year extensions. (Reviewed: Administrative Committee, May 9, 2024; Recommended for approval)

12446. Appropriate Funds from the General Fund Undesignated (Unassigned) Fund Balance for Administrative and Human Resources Division Expenditures, and Approve Amending Contracts with Outside Labor and Employment Counsel

Olvera/2309

This action is to appropriate \$800,000 from the General Fund Undesignated (Unassigned) Fund Balance to the District General – Administrative and Human Resources FY 2023-24 Budget in the amount of \$625,000, and the Administrative and Human Resources FY 2023-24 division budget in the amount of \$175,000. This action is also to approve amending contracts with prequalified labor and employment counsel to add funds as necessary. (Reviewed: Administrative Committee, May 9, 2024; Recommended for Approval)

12433. Appoint Regular and Alternate Attorney and Engineer Members to South Coast AQMD Hearing Board for July 1, 2024 to June 30, 2027

Thomas/3268

The terms of office for the Hearing Board Attorney and Engineer Members, as well as their alternates, expire on June 30, 2024. In November 2023, a recruitment was opened to seek candidates for the new term of July 1, 2024 through June 30, 2027. As required by state law, a Hearing Board Advisory Committee appointed by five members of the Governing Board is responsible to review and make recommendations to the Administrative Committee in making appointments to the Hearing Board. On April 19, 2024, the Advisory Committee recommended that the Administrative Committee interview three candidates for the Regular and Alternate Attorney Member positions, two candidates for the Regular Engineer Member position, and two candidates for the

Alternate Member Engineer position. The Administrative Committee interviewed the candidates at its meeting on May 9, 2024 and made final recommendations to the Governing Board. (Reviewed: Administrative Committee, May 9, 2024; Recommended for Approval)

12230. Approve Contract Modification as Approved by MSRC

McCallon

Items XX through XX – Information Only/Receive and File

12309. Legislative, Public Affairs and Media Report

Alatorre/3122

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

12323. Hearing Board Report

Verdugo-Peralta

This reports the actions taken by the Hearing Board during the period of March 1 through April 30, 2024. (No Committee Review)

12241. Civil Filings and Civil Penalties Report

Gilchrist/3459

This report summarizes monthly penalties and legal actions filed by the General Counsel's Office from April 1, 2024 through April 30, 2024. An Index of South Coast AQMD Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, May 17, 2024)

12405. Intergovernmental Review of Environmental Documents and CEQA Lead Agency Projects

Krause /2706

This report provides a listing of CEQA documents received by South Coast AQMD between April 1, 2024 and April 30, 2024, and those projects for which South Coast AQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, May 17, 2024)

12335. Rule and Control Measure Forecast

Rees/2856

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

12335. Report of RFQs/RFPs Scheduled for Release in June

Jain/2804

This report summarizes the RFQs/RFPs for budgeted services over \$100,000 scheduled to be released for advertisement for the month of June. (Reviewed: Administrative Committee, May 9, 2024)

12425. Status Report on Major Ongoing and Upcoming Projects for Information Management **Moskowitz/3329**

Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, May 9, 2024)

Items XX through XX -- Reports for Committees and CARB

The May 17, 2024 Technology Committee and May CARB Board meetings were cancelled. The next regularly scheduled Technology Committee meeting is June 21, 2024.

- | | | |
|---|--------------------|-------------------------|
| 12287. Administrative Committee (Receive & File) | Chair: Delgado | Nastri/3131 |
| 12298. Legislative Committee (Receive & File) | Chair: Cacciotti | Alatorre/3122 |
| 12346. Mobile Source Committee (Receive & File) | Chair: Kracov | Rees/2856 |
| 12250. Stationary Source Committee (Receive & File) | Chair: McCallon | Aspell/2491 |
| 12218. Mobile Source Air Pollution Reduction Review Committee Report (Receive & File) | Board Rep.: Hagman | Katzenstein/2219 |

XX. Items Deferred from Consent and Board Calendar

PUBLIC HEARINGS

12428. Determine That Proposed Rule 317.1 – Clean Air Act Nonattainment Fees for 8-Hour Ozone Standards Is Not Considered Subject to CEQA; and Adopt Rule 317.1 **Krause/2706**

Sections 185 of the federal Clean Air Act, as amended in 1990, requires major stationary sources of NOx and VOC located in air basins that do not attain a federal 8-hour ozone standard by the statutory deadline to pay fees based upon a prescribed formula each year until the NAAQS is attained. Proposed Rule 317.1 – Clean Air Act Nonattainment Fees for 8-Hour Ozone Standards (PR 317.1) would implement these Clean Air Act requirements for the 1997 and 2008 8-hour ozone standards. The provisions of PR 317.1 would address when and how the CAA nonattainment fees would be assessed and collected. This action is to adopt the Resolution: 1) Determining that Proposed Rule 317.1 – Clean Air Act Nonattainment Fees for 8-Hour Ozone Standards, is not considered a project subject to the requirements of the California Environmental Quality Act; and 2) Adopt Rule 317.1 – Clean Air Act Nonattainment Fees for 8-Hour Ozone Standards. (Reviewed: Stationary Source Committee, April 19, 2024)

12435. Certify Final Environmental Assessment for Proposed Amended Rule 463 – Organic Liquid Storage; and Amend Rule 463 **Krause/2706**
- Proposed Amended Rule 463 (PAR 463) establishes enhanced leak detection using optical gas imaging, more stringent control requirements to dome external floating roof tanks, and other requirements. Additionally, PAR 463 will include contingency measures for both the Coachella Valley and the South Coast Air Basin, which will require more frequent use of optical gas imaging, if triggered. This action is to adopt the Resolution: 1) Certifying the Final Environmental Assessment for Proposed Amended Rule 463 – Organic Liquid Storage; and 2) Amending Rule 463 – Organic Liquid Storage. (Reviewed: Stationary Source Committee, April 19, 2024)
12392. Determine that Proposed Amended Rule 1146.2 – Emissions of Oxides of Nitrogen from Large Water Heaters and Small Boilers and Process Heaters, Is a Later Activity Within Scope of Final Program Environmental Impact Report for 2022 AQMP Such That No New Environmental Document Will Be Required; and Amend Rule 1146.2 **Krause/2706**
- Proposed Amended Rule 1146.2 (PAR 1146.2) proposes to require zero-emission (0 ppmv) NO_x limits for new installations of applicable large water heaters, small boilers, and process heaters based on future effective dates depending on the commercial availability of zero-emission technologies. The future effective dates will allow time for the technology to mature and commercialization of technologies. PAR 1146.2 also proposes zero-emission limits for existing units after the unit reaches a specific age, with an exemption on unit age for units installed at residential structures and small businesses and provides alternative compliance options and a low-use exemption to address challenges transitioning to zero-emission technologies. In addition, PAR 1146.2 clarifies and updates rule language. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 1146.2 – Emissions of Oxides of Nitrogen from Large Water Heaters and Small Boilers and Process Heaters is a later activity within the scope of the Final Program Environmental Impact Report for the 2022 AQMP such that no new environmental document will be required; and 2) Amending Rule 1146.2. (Reviewed: Stationary Source Committee, March 15 and April 19, 2024)
12431. Determine That South Coast Air Basin Attainment Plan for 2012 Annual PM_{2.5} Standard Does Not Require a New Environmental Document; and Adopt South Coast Air Basin Attainment Plan for 2012 Annual PM_{2.5} Standard **Rees/2856**
- The South Coast Air Basin is designated as “serious” nonattainment for the 2012 Annual PM_{2.5} national ambient air quality standard. A plan to attain this standard was originally submitted to U.S. EPA in 2017 but was withdrawn due to U.S. EPA’s delay in considering that

plan, and availability of new air quality data taken near roadways. Subsequently, a new plan was developed to satisfy State Implementation Plan requirements. The control strategy committed in the 2022 AQMP and limited controls for PM2.5 and its precursor are expected to lead to attainment of the 2012 Annual PM2.5 standard by December 31, 2030. This action is to adopt the Resolution: 1) Determining that the South Coast Air Basin Attainment Plan for the 2012 Annual PM2.5 Standard is a later activity within the scope of the Final Program Environmental Impact Report (EIR) for the 2022 AQMP and the Final Program EIR for the 2016 AQMP such that no new environmental document will be required; and 2) Adopting the South Coast Air Basin Attainment Plan for the 2012 Annual PM2.5 Standard, and 3) directing staff to forward the Attainment Plan to CARB for approval and submission to U.S. EPA for inclusion in the SIP. (Reviewed: Mobile Source Committee, October 20, 2023 and March 15, 2024; Governing Board, April 5, 2024)

BOARD MEMBER TRAVEL – (No Written Material)

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

CONFLICT OF INTEREST DISCLOSURE – (No Written Material)

CLOSED SESSION -- (No Written Material)

Gilchrist/3459

ADJOURNMENT

PUBLIC COMMENTS

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

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

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

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

ACRONYMS

AQ-SPEC = Air Quality Sensor Performance Evaluation Center	NAAQS = National Ambient Air Quality Standards
AQIP = Air Quality Investment Program	NATTS = National Air Toxics Trends Station
AQMP = Air Quality Management Plan	NESHAPS = National Emission Standards for Hazardous Air Pollutants
AVR = Average Vehicle Ridership	NGV = Natural Gas Vehicle
BACT = Best Available Control Technology	NOx = Oxides of Nitrogen
BARCT = Best Available Retrofit Control Technology	NSPS = New Source Performance Standards
Cal/EPA = California Environmental Protection Agency	NSR = New Source Review
CARB = California Air Resources Board	OEHHA = Office of Environmental Health Hazard Assessment
CEMS = Continuous Emissions Monitoring Systems	PAMS = Photochemical Assessment Monitoring Stations
CEC = California Energy Commission	PEV = Plug-In Electric Vehicle
CEQA = California Environmental Quality Act	PHEV = Plug-In Hybrid Electric Vehicle
CE-CERT = College of Engineering-Center for Environmental Research and Technology	PM10 = Particulate Matter ≤ 10 microns
CNG = Compressed Natural Gas	PM2.5 = Particulate Matter ≤ 2.5 microns
CO = Carbon Monoxide	RECLAIM = Regional Clean Air Incentives Market
DOE = Department of Energy	RFP = Request for Proposals
EV = Electric Vehicle	RFQ = Request for Quotations
EV/BEV = Electric Vehicle/Battery Electric Vehicle	RFQQ = Request for Qualifications and Quotations
FY = Fiscal Year	SCAG = Southern California Association of Governments
GHG = Greenhouse Gas	SIP = State Implementation Plan
HRA = Health Risk Assessment	SOx = Oxides of Sulfur
LEV = Low Emission Vehicle	SOON = Surplus Off-Road Opt-In for NOx
LNG = Liquefied Natural Gas	SULEV = Super Ultra Low Emission Vehicle
MATES = Multiple Air Toxics Exposure Study	TCM = Transportation Control Measure
MOU = Memorandum of Understanding	ULEV = Ultra Low Emission Vehicle
MSERCs = Mobile Source Emission Reduction Credits	U.S. EPA = United States Environmental Protection Agency
MSRC = Mobile Source (Air Pollution Reduction) Review Committee	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 928-3000-3925
- If you would like to make public comment, please dial *9 on your keypad to signal that you would like to comment.

Instrucciones para la línea de TELÉFONO en español únicamente:

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

Agenda Item #5

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

**Special Administrative Committee Meeting
May 9, 2024**

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Vice Chair Vanessa Delgado

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, 2024 and ending June 30, 2025

Candidate Information

Name: Teresa Acosta

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 4,000.00 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 48,000.00.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Vice Chair Vanessa Delgado

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, 2024 and ending June 30, 2025

Candidate Information

Name: Alisa Elaine Cota

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$2,156.00 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$25,872.00.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Vice Chair Vanessa Delgado

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, 2024 and ending June 30, 2025

Candidate Information

Name: Sandra Hernandez

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 3,750.00 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 45,000.00.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:

☒ Assistant (employee) ☐ Consultant (employee) ☐ Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Michael Cacciotti

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, 2024 and ending June 30, 2025

Candidate Information

Name: William Glazier

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 1000.00 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 12,000.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Michael Cacciotti

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, 2024 and ending June 30, 2025

Candidate Information

Name: William J. Kelly

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 2200.42 per month for July 1, 2024 through June 30, 2025 per month, up to a maximum payable during the contract period not to exceed \$26,405.04.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Michael Cacciotti

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, 2024 and ending June 30, 2025

Candidate Information

Name: Wesley Reutimann

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 1000.00 per month for July 1, 2024 through June 30, 2025 per month, up to a maximum payable during the contract period not to exceed \$12,000.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Michael Cacciotti

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, 2024 and ending June 30, 2025

Candidate Information

Name: Tim Sandoval

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 1,115.00 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 13,380.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Michael Cacciotti

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, 2024 and ending June 30, 2025

Candidate Information

Name: Sho Tay

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 950.00 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 11,400.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Michael Cacciotti

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, 2024 and ending June 30, 2025

Candidate Information

Name: Ben Wong

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 2,400.42 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 28,805.04.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Andrew Do

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, 2024 and ending June 30, 2025.

Candidate Information

Name: Chris Wangsaporn

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 3,302.00 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 39,624.

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. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Gideon Kracov

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2024 and ending June 30, 2025

Candidate Information

Name: Ernesto Castillo

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 2,400 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$28,800.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Gideon Kracov

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2024 and ending June 30, 2025

Candidate Information

Name: Nasreen Johnson

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 2,200 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$26,400.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:

☐ Assistant (employee) ☒ Consultant (employee) ☐ Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Gideon Kracov

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2024 and ending June 30, 2025

Candidate Information

Name: Jordan Jihae Oh

Qualifications (education, professional experience, etc.): Resume attached

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 4,777.66 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$57,331.92.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Patricia Lock Dawson

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, 2024 and ending June 30, 2025

Candidate Information

Name: Thomas Gross

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$1,267.98 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$15,215.76.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Patricia Lock Dawson

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, 2024 and ending June 30, 2025

Candidate Information

Name: Andrew Silva

Qualifications (education, professional experience, etc.): Resume attached

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$2,958.60 per month for July 1, 2024 through June 30, 2025, which is up to a maximum payable during the contract period not to exceed \$35,503.20.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Larry McCallon

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, 2024 and ending June 30, 2025

Candidate Information

Name: Ron Ketcham

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

Proposed Capacity (check one)

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

Proposed Scope of Duties (check one)

- ☐ **Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.
____ Examples of duties are set forth in the attachment (OPTIONAL)
- ☒ **Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.
____ Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 3,753.83 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 45,045.96.

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) ☒ Consultant (employee) ☐ Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Larry McCallon

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, 2024 and ending June 30, 2025.

Candidate Information

Name: Debra Mendelsohn

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$2,321.85 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$27,862.20.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Holly Mitchell

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, 2024 and ending June 30, 2025

Candidate Information

Name: Loraine Lundquist

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$4,754.92 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$57,059.04.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:

☐ Assistant (employee) ☒ Consultant (employee) ☐ Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Veronica Padilla-Campos

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, 2024 and ending June 30, 2025.

Candidate Information

Name: Fred Minassian

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 2,355.41 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$28,264.92.

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. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Veronica Padilla-Campos

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, 2024 and ending June 30, 2025.

Candidate Information

Name: Amy J. Wong

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 2,355.42 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$28,265.04.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member V. Manuel Perez

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, 2024 and ending June 30, 2025.

Candidate Information

Name: Guillermo Gonzalez

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$ 5,107.08 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$61,284.96.

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) ☒ Consultant (employee) ☐ Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 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, 2024 and ending June 30, 2025.

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.

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$3,874.33 per month for July 1, 2024 through June 30, 2025, 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) ☒ Consultant (employee) ☐ Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Carlos Rodriguez

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, 2024 and ending June 30, 2025

Candidate Information

Name: Mark Taylor

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

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$6,471.92 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 77,663.04.

For Administrative Committee Use:

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

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Jose Luis Solache

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, 2024 and ending June 30, 2025

Candidate Information

Name: Marisela Santana

Qualifications (education, professional experience, etc.): Continuing service/Resume on file

Proposed Capacity (check one)

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

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

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

Proposed Scope of Duties (check one)

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

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

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

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

Proposed Rate of Compensation (fill in all blanks)

\$1737.50 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$20,850.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:

☒ Assistant (employee) ☐ Consultant (employee) ☐ Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on May 9, 2024 From: Board Member Jose Luis Solache

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, 2024 and ending June 30, 2025

Candidate Information

Name: Jacqueline Vazquez

Qualifications (education, professional experience, etc.): Continuing service/Resume on file

Proposed Capacity (check one)

- ☒ **Board Member Assistant (employee)** - the work to be performed primarily will entail the duties indicated below for an Assistant.
- ☐ **Board Member Consultant (employee)** - the work to be performed primarily will entail the duties indicated below for a Consultant.
- ☐ **Board Member Assistant (independent contractor)** - the work to be performed primarily entail the duties indicated below for an Assistant.

Proposed Scope of Duties (check one)

- ☒ **Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017)** - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.
___ Examples of duties are set forth in the attachment (OPTIONAL)
- ☐ **Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017)** - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.
___ Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$500 per month for July 1, 2024 through June 30, 2025, up to a maximum payable during the contract period not to exceed \$ 6,000.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:

☒ Assistant (employee) ☐ Consultant (employee) ☐ Assistant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/3/24



FY 2023-24 3rd Quarter Budget vs. Actual (Unaudited)

Administrative Committee
May 9, 2024

General Fund Overview

General Fund Budget Summary

	Fiscal Year 2023-24		
(\$ in millions)	Adopted Budget	Amended Budget	FY 2023-24 Q3 Actuals (unaudited)
Revenues/Transfers In	\$196.3	\$201.2	\$156.8
Expenditures/Transfers Out	\$196.3	\$208.0	\$140.5

Revenue Comparison

FY 2023-24 3rd Quarter Budget vs. Actual & FY 2022-23 3rd Quarter

Revenue Type (\$ in millions)	Fiscal Year 2023-24 Q3			Fiscal Year 2022-23 Q3	
	Amended Budget	Actuals (unaudited)	Actual % of Budget	Actuals	Actual % of Budget
Emissions Fees	\$ 20.5	\$21.0	102%	\$11.9	56%
Annual Operating Fees	76.5	70.8	93%	66.3	96%
Permit Fees	19.1	14.7	77%	14.3	83%
Mobile Sources/Transportation	33.5	16.3	49%	16.0	47%
Other*	45.4	26.1	57%	25.7	57%
Area Sources	2.4	0.8	33%	0.6	27%
Transfers In	<u>3.8</u>	<u>7.1</u>	187%	<u>3.1</u>	70%
Total	<u>\$201.2</u>	<u>\$156.8</u>	78%	<u>\$137.9</u>	72%

Expenditure Comparison

FY 2023-24 3rd Quarter Budget vs. Actual & FY 2022-23 3rd Quarter

Major Object (\$ in millions)	Fiscal Year 2023-24 Q3			Fiscal Year 2022-23 Q3	
	Amended Budget	Actuals (unaudited)	Actuals % of Budget	Actuals	Actuals % of Budget
Salaries & Benefits	\$165.8	\$110.9	67%	\$103.9	65%
Services & Supplies	31.2	20.3	65%	20.0	64%
Capital Equipment	4.9	3.2	65%	1.6	43%
Debt Service	4.1	4.1	100%	4.1	100%
Transfers Out	<u>2.0</u>	<u>2.0</u>	100%	<u>2.8</u>	100%
Total	<u>\$208.0</u>	<u>\$140.5</u>	68%	<u>\$132.4</u>	66%

Board Approved Use of Fund Balance FY 2023-24 3rd Quarter

Board Letter Approval	Use	Amount
9/1/2023, #10	Rule 1180 Activities	500,000
9/1/2023, #12	Permitting Enhancement Program	400,000
9/1/23, #15	Outside Legal Counsel	300,000
12/1/23, #3	Rule 1180 Activities	280,903
1/5/24, #15	Labor Agreement	3,300,000
3/1/24, #23	Labor Agreement	2,000,000
Total:		<u>\$6,780,903</u>

FY 2023-24 Estimate and Five-Year Projection

(\$ in millions)	FY 23-24 Estimated	FY 24-25 Proposed	FY 25-26 Projected	FY 26-27 Projected	FY 27-28 Projected	FY 28-29 Projected
Authorized Staffing *	1,010	1,008	1,008	1,008	1,008	1,008
Vacancy Rate	11%	13%	13%	13%	13%	13%
Funded Staffing	899	877	877	877	877	877
Revenues **	\$196.7	\$209.5	\$211.7	\$214.4	\$215.9	\$218.5
Program Costs	\$200.7	\$211.4	\$224.3	\$230.6	\$235.2	\$235.2
Changes in Fund Balance	\$(4.0)	\$(1.9)	\$(12.6)	\$(16.2)	\$(19.3)	\$(16.7)
Unreserved Fund Balance (at Year-End)	\$83.7	\$81.8	\$69.2	\$53.0	\$33.7	\$17.0
% of Revenue	43%	39%	33%	25%	16%	8%
* Includes a net 2 positions deleted in the FY 2024-25 Proposed Budget.						
** CPI projections include the following: : FY 2024-25 – 3.5% & 2.0% & 1.5% on Annual Operating and Permit Fees; FY 2025-26 – 3.0% & 1.5% on Annual Operating & Permit Fees; FY 2026-27 – 2.4%; FY 2027-28 – 2.6% & FY 2028-29 – 2.7%						



Questions?

BOARD MEETING DATE: June 7, 2024

AGENDA NO.

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

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

COMMITTEE: Administrative, May 9, 2024, Reviewed

RECOMMENDED ACTION:

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

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 June 7, 2024.

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 June 2024

**June 7, 2024 Board Meeting
Report on RFQs/RFPs Scheduled for Release on June 7, 2024**

(For detailed information visit South Coast AQMD's website at
<http://www.aqmd.gov/nav/grants-bids>
following Board approval on June 7, 2024)

SPECIAL TECHNICAL EXPERTISE

RFP #P2024-12 Issue RFP to Establish a Prequalified list of GILCHRIST/3459
Outside Counsel

From time to time the South Coast AQMD requires the assistance of outside litigation counsel having expertise and experience in areas including, but not limited to, the California Environmental Quality Act, air quality laws, administrative law, the Brown Act, representation of government agencies, constitutional issues, Clean Air Act issues, and complex environmental litigation. This RFP has two purposes: to solicit qualified law firms or sole practitioners in order to establish a prequalified list that General Counsel may use to represent the South Coast AQMD in ongoing and possible future litigation where outside counsel is required in environmental matters; and, to solicit qualified law firms or sole practitioners in order to establish a prequalified list that General Counsel may use to represent the South Coast AQMD in ongoing and possible future litigation where outside counsel is required for general governmental matters. The list will be valid for a three-year period. Funding for this contract will be requested in the FY 2024-25 budget and in subsequent fiscal year budgets annually for up to three years.

BOARD MEETING DATE: June 7, 2024

AGENDA NO.

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

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

COMMITTEE: Administrative, May 10, 2024, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:XC:DD:HL:dc

Background

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

Summary of Report

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

Attachment

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

AQ-SPEC Cloud Platform Phase 2	
Brief description	Integrate separate data systems into the AQ-SPEC cloud-based platform to manage data and build interactive data visualizations and data dashboards for web-based viewing
Estimated project cost	\$313,350
Overall project status	In Progress
Est. date of completion	7/19/24
Percentage complete	65%
LAST 30 days	<ul style="list-style-type: none"> Internal Validation Project schedule extended due to addition of project scope
NEXT 30 days	<ul style="list-style-type: none"> User Acceptance Testing

Warehouse Indirect Source Rule Online Reporting Portal Phase 4	
Brief description:	Development of online reporting portal for Rule 2305 –Warehouse Indirect Source
Estimated project cost	\$250,000
Overall project status	In Progress
Est. date of completion	7/12/24
Percentage complete	85%
LAST 30 days	<ul style="list-style-type: none"> System Development in progress Project schedule extended due to addition of project scope
NEXT 30 days	<ul style="list-style-type: none"> User Acceptance Testing

Agenda Tracking System	
Brief description	Develop new Agenda Tracking System for submittal, review, and approval of Governing Board meeting agenda items
Estimated project cost	\$250,000
Overall project status	In Progress
Est. date of completion	09/12/24
Percentage complete	90%
LAST 30 days	<ul style="list-style-type: none"> User Acceptance Testing and Training Project schedule extended due to additional testing efforts
NEXT 30 days	<ul style="list-style-type: none"> User Acceptance Testing

Online Application Filing	
Brief description	Enhanced Web application to automate filing of permit applications, Rule 222 equipment and registration for IC engines; implement electronic permit folder and workflow for staff
Estimated project cost	\$525,000
Overall project status	In Progress
Est. date of completion	09/27/24
Percentage complete	90%
LAST 30 days	<ul style="list-style-type: none"> User Acceptance Testing of Phase 1 of the project (first ten 400-E-XX forms) User Acceptance Testing of next set of Rule 222 forms
NEXT 30 days	<ul style="list-style-type: none"> User Acceptance Testing of Phase 1 of the project (first ten 400-E-XX forms) User Acceptance Testing of next set of Rule 222 forms

Website Upgrade	
Brief description	Upgrade the Website Content Management System to latest version
Estimated project cost	\$100,000
Overall project status	In Progress
Est. date of completion	8/30/24
Percentage complete	95%
LAST 30 days	<ul style="list-style-type: none"> User Acceptance Testing and Training Project schedule extended due to addition of project scope
NEXT 30 days	<ul style="list-style-type: none"> User Acceptance Testing and Training

Compliance System	
Brief description	Develop new Compliance System to help streamline the compliance business process. The new system will provide full integration of incident management, inspection process, field operations and operations dashboard
Estimated project cost	\$450,000
Overall project status	In Progress
Est. date of completion	11/8/24
Percentage complete	45%
LAST 30 days	<ul style="list-style-type: none"> System Development in progress
NEXT 30 days	<ul style="list-style-type: none"> System Development in progress

Source Test Tracking System (STTS)	
Brief description	Online STTS will keep track of timelines and quantify the number of test protocols and reports received. The system will provide an external online portal to submit source testing protocols and reports, track the review process, and provide integration to all other business units. It will also provide an external dashboard to review the status of a submittal
Estimated project cost	\$250,000
Overall project status	In Progress
Est. date of completion	7/30/24
Percentage complete	95%
LAST 30 days	<ul style="list-style-type: none"> Working on going live Project go-live date extended awaiting on-boarding documents
NEXT 30 days	<ul style="list-style-type: none"> Working on going live

Renewal of OnBase Software Support	
Brief description	Authorize the sole source purchase of OnBase software subscription and support for one year
Estimated project cost	\$200,000
Overall project status	In Progress
Est. date of completion	7/30/2024
Percentage complete	40%
LAST 30 days	
NEXT 30 days	<ul style="list-style-type: none"> Request Board Approval June 7, 2024 Execute purchase July 30, 2024

IT Service Management	
Brief description	IT Service Management will help improve user experience and gain more productivity from IT infrastructure. IT Service Management will align IT service with the organizational goals and streamline delivery of services
Estimated project cost	\$90,000
Overall project status	In Progress
Est. date of completion	7/26/2024
Percentage complete	50%
LAST 30 days	<ul style="list-style-type: none"> Implementation in Progress
NEXT 30 days	<ul style="list-style-type: none"> Implementation in Progress

Projects that have been completed within the last 12 months are shown below	
COMPLETED PROJECTS	
PROJECT	DATE COMPLETED
PeopleSoft HCM Labor Agreement Implementation	April 30, 2024
PeopleSoft Electronic Requisition	April 30, 2024
Volkswagen Environmental Mitigation Trust Program GMS Enhancement	March 5, 2024
Email Gateway Replacement	March 1, 2024
Prequalify Vendor List for PCs, Network Hardware, etc.	February 2, 2024
WAIRE Program Online Portal (ISR) - Enhancement for Reporting Year 2024	December 28, 2023
Annual Emissions Reporting 2024	December 28, 2023
PeopleSoft HCM (Human Capital Management) Upgrade	October 24, 2023
Carl Moyer Program GMS	October 4, 2023
Legal Office System – Phase 2	August 31, 2023
Oracle PeopleSoft Software Support	August 31, 2023
PeopleSoft E-Requisition deployment for IM Division	August 22, 2023
Renewal of OnBase Software Support	July 31, 2023

BOARD MEETING DATE: June 7, 2024

AGENDA NO.

PROPOSAL: Appoint Regular and Alternate Attorney and Engineer Members to South Coast AQMD Hearing Board for July 1, 2024 to June 30, 2027

SYNOPSIS: The terms of office for the Hearing Board Attorney and Engineer Members, as well as their alternates, expire on June 30, 2024. In November 2023, a recruitment was opened to seek candidates for the new term of July 1, 2024 through June 30, 2027. As required by state law, a Hearing Board Advisory Committee appointed by five members of the Governing Board is responsible to review and make recommendations to the Administrative Committee in making appointments to the Hearing Board. On April 19, 2024, the Advisory Committee recommended that the Administrative Committee interview three candidates for the Regular and Alternate Attorney Member positions, two candidates for the Regular Engineer Member position, and two candidates for the Alternate Member Engineer position. The Administrative Committee interviewed the candidates at its meeting on May 9, 2024 and made final recommendations to the Governing Board.

COMMITTEE: Administrative, May 9, 2024; Recommended for Approval

RECOMMENDED ACTION:

Appoint/reappoint an Attorney Member, Alternate Attorney Member, Engineer Member and Alternate Engineer Member to the South Coast AQMD Hearing Board for the terms commencing July 1, 2024 and ending June 30, 2027.

Wayne Nastri
Executive Officer

FT

Background

The Hearing Board is a quasi-judicial body comprised of five members appointed by, but acting independently of, the Governing Board to provide relief from South Coast

AQMD regulations under certain circumstances. The five members include one attorney, one engineer, one medical doctor and two public members. Each member, as well as their alternates, serve a term of three years. The terms have staggered start dates to ensure continuity on the Hearing Board.

The current term for the Attorney Member and Engineer Member expires on June 30, 2024. A recruitment was opened from November 15, 2023 to January 10, 2024 to seek candidates for the new term that commences July 1, 2024 through June 30, 2027. At the close of the recruitment period, there were eight candidates for the attorney member position and eight candidates for the engineer member position who met the minimum qualifications. The incumbents for these positions are seeking reappointment.

Health and Safety Code Section 40501.1(b) requires that five members of the South Coast AQMD Governing Board appoint an Advisory Committee responsible for reviewing candidates for Hearing Board appointments and providing recommendations through the appropriate Governing Board committee, which is the Administrative Committee. The Hearing Board Advisory Committee is composed of one representative appointed by each of the Governing Board members representing the Counties of Los Angeles, Orange, Riverside and San Bernardino, and the City of Los Angeles.

The Advisory Committee individually scored the applicants, using an evaluation criteria they reviewed and approved. At the request of the Advisory Committee, a three-member panel of South Coast AQMD executive staff members individually evaluated the applicants, which the Advisory Committee used only for cross reference and comparison. The scores from each Advisory Committee member were compiled and used to rank the applicants. On April 19, 2024, three members of the Advisory Committee met to discuss the scores and rankings. The following is the Advisory Committee's unanimous recommendation regarding which candidates move forward for interviews with the Administrative Committee.

Regular and Alternate Attorney Members

The three top-ranking applicants were recommended to be interviewed. The three candidates listed in alphabetical order are: Adrienne Konigar Macklin, (incumbent alternate member), Robert Pearman, (incumbent regular member) and Anne Shultz. These candidates expressed an interest in serving as either the regular or alternate member.

Regular Engineer Member

Of the three top-ranking candidates, two were selected to be interviewed for the regular member position: Mohan Balagopalan (incumbent regular member) and Robert Pease. Both candidates expressed their interest only for the regular position. The third ranked candidate, Dr. Maria Slaughter (incumbent alternate member), is interested only in the alternate position.

Alternate Engineer Member

Dr. Maria Slaughter and Qinling Jenny Lu were recommended to be interviewed for the Alternate Engineer Member. Although Ms. Lu applied to serve as either the regular or alternate member, it was recommended that she be interviewed for the alternate position.

Proposal

After interviewing the three attorney candidates and four engineer candidates on May 9, 2024, the Administrative Committee will recommend that the Board appoint/reappoint [Candidate] as Attorney Member, [Candidate] as Alternate Attorney Member, [Candidate] as Engineer Member and [Candidate] as Alternate Engineer Member for the terms commencing July 1, 2024 and ending June 30, 2027.

Fiscal Impacts

Sufficient funds are budgeted each year to compensate those who serve on the Hearing Board.

Attachments

Application Materials

ADRIENNE KONIGAR-MACKLIN

ADRIENNE KONIGAR-MACKLIN, ESQ.

BAR MEMBERSHIP

California State Bar 1987
United States District Court, Central District 1987
United States Supreme Court 2005

EDUCATION

University of California, San Francisco Hastings College of Law	J.D., 1984
University of California, Irvine/Dartmouth College Social Ecology/Political Science	B.A., 1981
Pepperdine University, School of Law Strauss Institute for Dispute Resolution	Certification 1997

ELECTED BOARD OFFICES

Pomona Unified School District Board of Education-Appointed 5/2008
Pomona Unified School District Board of Education-Elected 11/2009/President 2010
Pomona Unified School District Board of Education-Elected 11/2013/President 2015
Pomona Unified School District Board of Education-Elected 11/2018/President 2020

BOARD OFFICES

Pomona Unified School District, Member , Past-President, 2008-2022
California State University Dominguez Hills/ Mervyn L. Dymally Political Policy Advisory Institute, President 2020-Present
California State University Dominguez Hills/ Mervyn L. Dymally Political Policy Advisory Institute, Vice President, 2018-2020
California State University Dominguez Hills/ Mervyn L. Dymally Political Policy Advisory Institute, Member 2017
Los Angeles County Commission on Children and Families, 2nd Supervisorial District, 2013-2016

Board of Directors, Serra Catholic High School, 2012

California Association of African American Superintendents and Administrators, 2006-Present

Salvation Army Pomona, Board of Directors 1996-1998

House of Ruth Board of Directors- 1993-1996

EMPLOYMENT

Law Offices of Adrienne Konigar & Associates
Managing Partner
9/2022-Present

Advise school district and educational corporations on policy, laws and contract provisions; Serve as lead counsel to the district board and staff; advise Board of Education on application of the Fair Political Practices Act, the Ralph M. Brown Act, the Radda Act, and public employment labor law and policy; advise Board of Education and staff on legal issues pertaining to the Charter School Act, the IDEA, special education law, worker's compensation, civil rights, constitutional law, collective bargaining of union contracts.

San Diego County Office of Education
Firm General Counsel
Law Offices of Adrienne Konigar & Associates
2/2018-8/2022

Served as lead counsel to the Superintendent and staff; advise and represent county office executive level officers and administrators, in the development, adherence and implementation of public policy and legislation; advise Board of Education on application of the Fair Political Practices Act, the Ralph M. Brown Act, the Radda Act, boardsmanship, public employment labor law and policy; advise Board of Education and staff on legal issues pertaining to the Charter School Act, the IDEA, special education law, worker's compensation, civil rights, constitutional law, collective bargaining of union contracts, student expulsion, public construction funding, territory annexation, public facility modernization and funding, public contracting, school construction and administrative law; provide in-service training on sexual harassment, special education and Section 504 compliance; special education and affirmative action; monitor and assure District's legal compliance with state and federal workplace and funding regulations; represent District in proceedings before the Public Employment Relations Board, the State Department of Education and other state agencies; represent county office in arbitration of employee grievances in state and federal litigation; supervise outside counsel in litigation; coordinate legal services with insurance providers; initiate and defend litigation; review and provide direction on pleadings, legal strategies; maintain costs and oversee efficient case management; develop and monitor legal expenditures; prepare written opinions and conduct independent investigations; provide general legal advice; manage coordination of legal services between Office of the General Counsel and Human Resources. Serve as Special Counsel on school improvement; develop and implement legal infrastructure and legal policies; oversee administration of legal services; coordinate provision of legal services for county school district.

Lynwood Unified School District
General Counsel and Assistant Superintendent of Human Resources
1/2013 to 1/2017

Serve as lead counsel to the Board of Education and elected officials; advise and represent school district executive level officers and district administrators, in the development, adherence and implementation of public policy and legislation; advise Board of Education on application of the Fair Political Practices Act, the Ralph M. Brown Act, the Radda Act, and public employment labor law and policy; advise Board of Education and staff on legal issues pertaining to the Charter School Act, the IDEA, special education law, worker's compensation, civil rights, constitutional law, collective bargaining of union contracts, student expulsion, public construction funding, territory annexation, public facility modernization and funding, public contracting, school construction and administrative law; provide in-service training on sexual harassment, special education and Section 504 compliance; special education and affirmative action; monitor and assure District's legal compliance with state and federal workplace and funding regulations; represent District in proceedings before the Public Employment Relations Board, the Commission on Professional Competence and other state agencies; represent Adult School; represent District in arbitration of employee grievances in

state and federal litigation; supervise outside counsel in litigation; coordinate legal services with insurance providers; initiate and defend litigation; review and provide direction on pleadings, legal strategies; maintain costs and oversee efficient case management; develop and monitor legal expenditures; prepare written opinions and conduct independent investigations; serve as counsel to the Personnel Commission; supervise and manage legal and non-legal staff; provide general legal advice; manage coordination of legal services and Office of the General Counsel and Human Resources. Serve as Special Counsel on school improvement.

California Unemployment Insurance Appeals Board

Administrative Law Judge II

9/2010 to 12/2013

Presides over quasi-judicial hearings on complex, and sensitive matters, as provided under the Administrative Procedure Act, State tax law and other state and federal statutes; control the course of the hearing, secure its reasonable expedition and orderly conduct throughout; apply legal principles, evidence, and precedents to issues of law; question witnesses; rules on the relevancy or admissibility of evidence as provided by law; issue subpoenas; receive and review evidence; examine testimony; prepare proposed decisions containing findings of facts and conclusions of law; advise administrative agencies on application of law and complying with issued decisions; prepare reports to supplement findings; opine on matters of policy, procedure, and interpretation of laws and administrative regulations; assist in research programs in connection with the study of administrative law and procedure including their relationship to effective public administration; assist with the preparation of reports on the research program for the Governor and the State Legislature.

Aleshire & Wydner, LLP

Partner- Education/Litigation

12/2008 to 8/2010

Serve as counsel/city attorney to various municipal corporations and entities; initiate and defend litigation; review and provide direction on pleadings, legal strategies and prepare written opinions and conduct independent investigations. Litigate in state and federal court; supervise litigation and associates in the handling of litigation and transactional matters; counsel to elected officials on application of labor and employment laws and regulations, the Fair Political Practices Act, the Ralph M. Brown Act, the Radda Act, and public employment labor law and policy; represent school districts and cities before the EEOC, DFEH and Public Employees Relations Board; represent agencies in administrative law matters; advise and represent school district executive level officers and district administrators; provide advice on the Charter School Act, worker's compensation, civil rights, constitutional law, collective bargaining of union contracts, public construction funding, territory annexation, public facility modernization and funding, public contracting, school construction and administrative law.

Inglewood Unified School District

General Counsel

8/2003 to 9/2008

Serve as lead counsel to the Board of Education and elected officials; advise and represent school district executive level officers and district administrators, in the development, adherence and implementation of public policy and legislation; advise Board of Education on application of the Fair Political Practices Act, the Ralph M. Brown Act, the Radda Act, and public employment labor law and policy; advise Board of Education and staff on legal issues pertaining to the Charter School Act, the IDEA, special education law, worker's compensation, civil rights, constitutional law, collective bargaining of union contracts, student expulsion, public construction funding, territory annexation, public facility modernization and funding, public contracting, school

construction and administrative law; provide in-service training on sexual harassment, special education and Section 504 compliance; special education and affirmative action; monitor and assure District's legal compliance with state and federal workplace and funding regulations; represent District in proceedings before the Public Employment Relations Board, the Commission on Professional Competence and other state agencies; represent Adult School; represent District in arbitration of employee grievances in state and federal litigation; supervise outside counsel in litigation; coordinate legal services with insurance providers; initiate and defend litigation; review and provide direction on pleadings, legal strategies; maintain costs and oversee efficient case management; develop and monitor legal expenditures; prepare written opinions and conduct independent investigations; serve as counsel to the Personnel Commission; supervise and manage legal and non-legal staff; provide general legal advice; manage coordination of legal services and Office of the General Counsel.

Los Angeles Unified School District

Associate General Counsel II, Field/General Services Legal Division Chief

11/2001 to 8/2003

Represented and supervised the provision of legal services to 1100 school sites, administrators and instructional divisions within the Los Angeles Unified School District on issues concerning implementation of instructional policy, preventative policies and compliance with law; advised administrators on student constitutional and civil rights, emergency response procedures, educational equity, child abuse and compliance; represented District in class action lawsuits; supervised and directed work of staff attorneys assigned to Field Services; advised administrators and executives on matters of administrative law; advised dependency court on application and interpretation of special education laws and legal requirements; advised Board of Education, Superintendent, Assistant and Associate Superintendents, Local District Superintendents and staff on instructionally relevant legal issues; represented Adult School division; assisted in the development and negotiation of educational policies; served as liaison to the City of Los Angeles on inter-governmental relations; assisted in the development and formulation of inter-agency schools; developed Charter School review process, advised on policies and provided advice on Charter School Act; provided advice on Section 504 compliance and special education; provided and directed the preparation and provision of legal opinions, drafting and revision of district policies; represented District before state and federal regulatory agencies; directed and supervised litigation and litigation strategies; supervised, managed and directed staff; monitored and supervised litigation budgets and expenses; served as General Counsel upon request of District General Counsel.

Los Angeles Unified School District/Barbosa Garcia LLP

Supervising Staff Counsel, Special Education

5/1996 to 11/2001

Represented the Los Angeles Unified School District in the 83,000 plaintiff *Chanda Smith* special education class action lawsuit and in all special education legal matters; drafted and advised Board and staff on issues of state and federal special education policy and law; supervised and directed the work of special education staff attorneys; represented District in due process hearings, state and federal courts and before consent decree special masters; negotiated and advised on implementation of special education legal corrective action plans; served as a liaison to Barbosa Garcia LLP on case

management; supervised and directed outside counsel; prepared litigation budgets and case management reports.

Pomona Unified School District

**General Counsel/Legal Advisor
8/1987 to 4/1996**

Advised and represented District in drafting, negotiation and maintenance of employee collective bargaining agreements; advised Board of Education and staff on issues of labor, contract, education, and administrative law; implemented and monitored Affirmative Action Plan; monitored and assured District's legal compliance with state and federal workplace and funding regulations; drafted and implemented District policies on employee relations; represented District in proceedings before the Public Employment Relations Board and the Commission on Professional Competence, specifically litigating unfair labor practice charges and in the dismissal and suspension of classified and certificated employees; represented District in arbitration of employee grievances; consulted and contracted with outside counsel on issues of land acquisition, eminent domain, and certificates of participation; developed and implemented Board policy on assessment and implementation of developer fees; represented District in state and federal litigation; advised Board on implementation of District policy concerning open meeting laws and conflict of interest provisions; represented District before other state agencies; coordinated work of and supervised outside counsel; initiated and defended litigation.

ARBITRATION/MEDIATION

- Judge Pro-Tem Los Angeles and San Bernardino Superior Courts
- Dispute Resolution Services
- Los Angeles County Superior Court Mediation and Settlement Officer
- City of Los Angeles Personnel Commission Hearing Officer
- Centinela Valley School District Personnel Commission Special Counsel/Hearing Officer
- Ontario- Montclair Personnel Hearing Officer
- City of Los Angeles Department of Disability Hearing Officer
- Chino Unified School District Hearing Officer
- Mountainview School District Hearing Officer
- Pomona Unified School District
- ASCIP Insurance Cooperative
- Corona-Norco School District Hearing Officer
- Hawthorne School District-Hearing Officer
- Adelanto School District-Special Counsel/Board Advisor/Investigations
- Lucerne Valley School District-Hearing Officer
- City of Carson-Special Counsel- Risk Management/Personnel Investigations
- Apple Valley Union High School District
- 100 Black Men, Riverside

PROFESSIONAL ORGANIZATION AFFILIATION

- Advisory Board Cal State Dominguez Hills/ Mervyn L. Dymally Institute, Vice President 2018-2020
- Los Angeles County Commission on Children and Families, 2nd Supervisorial District, 2013-2016
- Board of Directors, Serra Catholic High School, 2012
- President, Pomona Unified School District Board of Education, 2010, 2015, 2020
- General Counsel, California Association of African American Administrators and

Superintendents (2005-2011)

- Life Member, California Association of Black Lawyers/President, (2008-2009)
- Life Member, Black Women Lawyers of Los Angeles, Inc./ President (2002-2003)
- Board of Directors, John Langston Bar Association Education Committee Chair, (2005-2007),
- California State Bar Association, Public Law Section Executive Committee Member, (1990-1993)
- Member, School Law Attorneys Association
- Member, Editorial Board (1997-1998), Los Angeles Lawyer Magazine
- Member, National School Boards Association Council of Attorneys
- Board of Directors (1990-1993), House of Ruth Women's Shelter
- Mt. Zion Church, Financial Advisory Board (2017-2018)
- Board of Directors (1987-2003), First Baptist Church of Greater Los Angeles
- Board of Directors, Treasurer, (2004-2007) Diamond Bar/ Pomona Youth Basketball Association
- Board of Directors (2006) Salvation Army Pomona Valley
- Member, University of California Hastings Alumni Association
- Board Member, (2008- 2013) Pomona Unified School District
- Member, Alpha Kappa Alpha Sorority, Incorporated
- Member, The Links, Incorporated
- Member, Chums, Inc.
- The Links Inc., Western Area Ethics Chair, The Links, Inc. (2014-2019)
- The Links, Inc., Western Area Organization Effectiveness Chair (2019-Present)
- University of California, Irvine, Alumni Association
- University of California Hastings College of Law, Alumni Association

GUEST LECTURER/TEACHER/SPEAKER

- Ventura County Non-Profit Association, Ethical Leadership
- California School Board Association- Education 2012 and the Federal Education Act- "Why We Can't Wait."
- "Taming the Tongue" Mt. Zion Church, Bible Teaching Series
- "Bag Lady", Letting Go to Grab On"- Women of the Word, MZ 2016
- Mervyn Dymally/ Cal State Dominguez Hills, "Aging Symposium" Seniors STILL Have It"
- CSEA Area 14- Anatomy of Collective Bargaining and Administrative Law
- CAAASA - Administrative and Legislative Law- Accessing the Court System
- California State University Los Angeles, "The Business of Education"
- School Employees Association of California- SEAC's School Management Negotiators Certificate Program

HONORS

A complete list of honors and awards is available upon request

PUBLICATIONS

H.E.L.P. Handbook of Emergency Legal Procedures-Los Angeles Unified School District,
1985. Revision Author.

Article: "The Business of Education, Issues That Arise During Board Meetings: Anatomy of a Board Meeting", April 1998, National School Boards Association (NSBA) Counsel of School Attorneys

"Ethically Speaking...Ethically Leading" Webinar Series (2014-2018)

Available Upon Request

ROBERT PEARMAN



ROBERT C. PEARMAN

PRACTICE AREAS:

Public Works, Real Estate, Transportation, Construction, Arbitration, Litigation

EDUCATION:

Yale Law School - Juris Doctor

Univ. of Pennsylvania, Wharton School - B.S. Economics (cum laude)

LEGAL ASSOCIATIONS RECORD:

State Bar of California: Executive Committee - Public Law Section

Executive Committee - Real Property Law Section

Los Angeles County Bar Association:

Real Property Law Section - Executive Committee

L.A. Lawyer Magazine Editorial Board, Editor of Annual Real Estate Issue

PUBLIC SERVICE EXPERIENCE:

SCAQMD -Attorney Member of Hearing Board, Vice-Chair (2021-)

California Architects Board (2016-)

Tri-City HealthCare District – Audit, Compliance and Ethics Committee

L.A. and San Diego County Assessment Appeals Boards

Neighborhood Planning Board, L.A. City Council District

Board Member, Los Angeles Neighborhood Initiative/Leimert Park

City and County Hearing Officer

State of California Inspection Maintenance & Review Committee

Board Member (1994-2019), National Housing Law Project – Chairman

DISPUTE RESOLUTION ROLES:

American Arbitration Association, Roster of Neutrals - Commercial and Construction Law, Government Contracts, Health Care panels

Certified Member of the State of California Public Works Contract Arbitration Panel

Member of Caltrans Dispute Resolution Board

FINRA Arbitrator Roster (Public)

**SIGNIFICANT
PROJECTS &
CLIENTS:**

Montebello Unified School District, Center for Natural Lands Management, Los Angeles Housing Department, Housing Authority of the City of Los Angeles, LACTC/MTA Metro Rail, MTA Union Station Gateway Headquarters Project, City of Fresno/BNSF Franchise and Grade Crossing, California High-Speed Rail Authority, Metro Gold Line Foothill Extension Construction Authority, Exposition Metro Line Construction Authority, LAX Security Enhancement Program and Advanced Master Plan, Community Redevelopment Agency/Los Angeles, San Diego Gas & Electric

**EXEMPLAR
ENVIRONMENTAL/
PUBLIC AGENCY
LAW WORK:**

Member of the State Inspection & Maintenance Review Committee. IMRC advised the Air Resources Board, the Bureau of Automotive Maintenance, and the Legislature on the vehicular smog check program in California, focusing on mobile source emissions (passenger cars and light duty trucks). In that capacity I participated in reviews of the progress toward goal attainment in the State Implementation Plan, and those plans for regional air districts such as SCAQMD and their strategies for mobile source and consumer products. IMRC also examined, inter alia, new technologies, emission reduction credits, retrofitting of vehicles, and accelerated retirement of older polluting sources. Participated in AQMD Ultrafine Particles Conference.

Advised the Los Angeles County Metropolitan Transportation Authority on a variety of environmental matters including liability issues concerning leaking underground storage tanks, and handling, transporting, storage and disposal of hazardous waste on the Metro Rail Project; and ADA issues, environmental remediation, groundwater basins.

As special counsel to the MTA Permit desk, tasks included examining local and state law and regulation. The issues pertained to the interface of existing and planned projects with local land use controls and with existing development. Examined local permitting processes and authorities, authority of the agency--a state created organization with countywide responsibilities, and specific Government Code exemptions from certain local building and zoning ordinances, State Government Code sections dealing with zoning, development, fees and exactions, etc

Represented the MTA in construction claims litigation involving the Union Station terminus for the Metro Red Line Subway, including work performed by an asbestos abatement subcontractor.

Assisted the LA Housing Dept. in disputes and contracts regarding asbestos and lead abatement, related funding and construction contracts and disposal issues.

Represented the Union Oil Company of California; activity included representing the client with respect to claims involving soil remediation work at its oil refinery.

In the capacity of special counsel to the Gold Line, and deputy counsel to the

Exposition Line, led the firm's work with respect to the EIRs applicable to those projects. This work included agreements with third parties for implementation of required mitigation measures, comprehension of the EIR statements with respect to subsequent real property activity, and analysis of the EIR material in connection with litigation involving the projects.

General Counsel to public agencies -advise on Brown Act, contracts, risk assessment, and penalties, among others.

ANNE SHULTZ

Anne Martorano Shultz

Hearing Board Attorney Member

Experience

South Coast Air Quality Management District

Principal Deputy District Prosecutor

November 2003 - August 2005

- Tasked with assisting the Chief Prosecutor in the daily management of the Prosecutor's Office.
- Reviewed the terms and conditions of variance and abatement orders prepared by District Prosecutors and advised on especially consequential cases.
- Attended meetings of the Governing Board and reported back to the Chief Prosecutor on important action items.
- Coordinated with District Counsel on important rule-making matters and anticipated rule changes.
- Represented the District Prosecutor's Office in public hearings and panel discussions throughout the SCAQMD.

Weston, Benshoof, Rochefort, Rubalcava, & MacCuish (now Alston and Bird)

Associate

January 1999 - November 2003

- Counseled public entities and private industry clients on compliance with air quality rules and regulations and assisted clients in the SCAQMD rule-making process.
- Represented public entities and private industry clients before the SCAQMD Hearing Board. Specific responsibilities included counseling clients as to the particular type of coverage required, drafting variance petitions, and attending hearings before the SCAQMD Hearing Board.
- Counseled clients in obtaining necessary air and water permits.
- Counseled clients concerning hazardous release reporting and property remediation matters.
- Counseled clients in connection with Proposition 65 compliance and litigation.

Parker, Milliken, Clark, O'Hara & Samuelian

Associate

January 1997 - November 1999

Summer Associate

Summer 1996

- Assisted in the defense and prosecution of several Superfund and common law cost recovery actions. Participated in all phases of litigation from inception through trial and related appellate work.
- Environmental compliance work included assistance in the cleanup of two separate properties suffering from environmental contamination; also counseled regulated clients concerning hazardous release reporting.

The Honorable Peter A. Nowinski, Federal Magistrate Judge for the Eastern District of California

Judicial Extern

Summer 1995

- Conducted research in a variety of areas including contract and labor law. Attended court hearings, discussed proceedings with Judge Nowinski, and prepared draft opinions.

Education

University of California, Davis School of Law

- *Juris Doctor*: May 1997
- Honors: Received American Jurisprudence Award in Criminal Procedure and Federal Taxation
- Activities: Published article for Environs, the UC Davis Environmental Law & Policy Journal entitled “Protecting Natural Resources Under Scalia’s Incidental Effects Test.”

University of California, Santa Barbara

- *Bachelor of Arts*: June 1994, Graduated with High Honors
- *Majors*: Double major, Business Economics (with an Emphasis in Accounting), and Law & Society

Admitted

- State Bar of California and United States District Court for the Central District of California, December 1997

MOHAN BALAGOPALAN

Mohan Balagopalan

Professional Summary

Hearing Board Engineering Member, South Coast AQMD, (July 2018- June 2024). A solid foundation in engineering principles, relevant administrative law, a keen understanding of relevant statutes and rules and regulations and 32 years of permitting experience at South Coast AQMD. Passionate about sharing knowledge and information on air quality issues.

Key attributes that I bring to this role include:

Engineering Expertise: Ability to understand and relate to various engineering issues and problems faced by Petitioners in the cases brought before the Hearing Board.

Analytical Skills: Proven ability to analyze complex issues, weigh evidence objectively, and deliver well-reasoned and impartial decisions.

Communication Skills: Demonstrated ability to listen, ask relevant questions and make motions to grant or deny an Order of Abatement, Variance, or Appeal cases. Responsible for training new board members on the hearing board process and procedures.

Professionalism: A commitment to maintaining the highest standards of professionalism, ethics, and integrity in all aspects of the hearing process, and to render impartial and fair decisions.

WORK EXPERIENCE

Hearing Board Engineering Member, South Coast AQMD, 2018-2024.

Instructor, UCLA Labor Occupational Safety & Health Program-2021-2022.
Modified and updated the online course on Computer-Aided Management of Emergency Operations (CAMEO®).

National Air Compliance Training (NACT) April 2017-June 2018.
Instructor-Air Quality Permitting and Controls at different air pollution agencies outside California.

South Coast Air Quality Management (SCAQMD) 1985 to 2017
Senior Permitting Manager. Worked for 32 years on air quality permitting related activities, of which the last 4 years as a Senior Permitting Manager for the Mechanical and Chemical Permitting teams, Permit Streamlining & Administration teams. Participated in Permit Streamlining Task Force meetings and offered solutions and developed workflows and templates to improve Permit Streamlining.

Instructor, University of California Riverside (UCR), Extension Program, Air Quality Permitting for the Certified Permitting Professionals (CPP) Program, 1989-2018

Education

- ❖ Bachelor of Mechanical Engineering, National Institute of Technology (NIT), Madras University, India, 1978.
- ❖ Master's Business Administration (MBA), Azusa Pacific University, 1985.
- ❖ Certificate, Hazardous Materials Management University of California Riverside, 1987.
- ❖ Certificate in Six Sigma-Yellow Belt, California State University Fullerton.
- ❖ Certificate in Geographic Information System (GIS), ongoing, .University of California Riverside,
- ❖ Online Courses, The National Judicial College, Ethics for Administrative Law Judge and Role of Administrative Law Judge and other courses.

Additional Qualifications/Skills

- ❖ Engineer-in-training license (EIT), 1984.
- ❖ Clinical Instructor, School of Public Health, Loma Linda University, 2012- 2023
- ❖ USEPA Certified instructor on Computer Aided Management of Emergency Operations (CAMEO).
- ❖ University of California, Riverside Extension Design Thinking Advisory Board, 2020
- ❖ Ham Radio Operator, Technician, General, & Amateur Extra licenses, AJ6XF
- ❖ Community Emergency Response Team/Auxiliary Communication Services, City of Rancho Cucamonga. 2019 Ready RC Volunteer of the Year, City of Rancho Cucamonga
- ❖ Climate Realty Leadership Training, Pittsburgh 2017
- ❖ OSHA 40-hour Hazmat Training and 8-hour Supervisory Training, 2017.
- ❖ Board Member & Past President of West Coast Section of Air & Waste Management Association (A&WMA).
- ❖ Past President of Southern California Society of Risk Analysis (SCSRA).
- ❖ Proficient in Microsoft office (Word, Excel, PowerPoint).
- ❖ Working with Geographic Information System (GIS) for mapping and geocoding.

QUINGLING JENNY LU

QINGLING JENNY LU

OBJECTIVE

To utilize my experience and special skills towards a challenging position.

KEYWORD SUMMARY

Highly motivated, more than 26 years engineering experience in environmental field, work well with people, have very good working relationship with regulatory agencies, excellent communication skills, extensive knowledge and experience in environmental and safety management, and computer savvy.

- Established and managed worldwide ISO14001 system (50 facilities);
- Experienced in managing the environmental and safety department;
- Familiarization with the South Coast Air Quality Management District's Rules and Regulations and applying them into the daily practice;
 - Assisted in development of Rule 219;
- Analyze Federal, State and Local regulations;
- Work with attorneys regarding real estate transitions and ground water issues.

EXPERIENCE

Southern California SCUT Alumni

03/06 – present

Board Director

- Organize and attend events;
- Work at the events;
- Attend board member meetings;
- Assist alumni with their needs when needed

Sanmina-SCI Corporation, Costa Mesa, CA

08/91 – 03/18

Regulatory Compliance Manager

Responsible for environmental and safety compliance

- Managed the environmental and safety department.
- Prepared and submit all air quality permit applications to South Coast Air Quality Management District;
- Obtained all other necessary regulatory permits from the city, county, state and federal agencies;
- Successfully interfaced with all regulatory agencies to build a friendly working relationship with their representatives to insure ease of process;
- Prepared and submitted air emission reports, waste waster discharge reports, waste disposal reports and all other environmental regulatory reports;
- Engineering designed air emission control equipment and wastewater treatment systems and seeing projects through installation;
- Established, implemented and managed ISO 14001 Environmental Management System worldwide (more than 50 facilities):
 - ISO 14001 Certification in less than a year;
 - Provided on-going trainings and guidance to all facilities.

Managing facility closure and ground water clean-up projects.

- Oversaw facility closure projects, managing contractors during building demolition, obtaining necessary permits, and hazardous waste disposal;
- Strategized with consultants in ground water clean up project, including meetings with the Water Quality Control Board, site visits, and clean-up approval;

EDUCATION

- Bachelor of Science, Chemical Engineering from California State Polytechnic University, Pomona, CA (1991)
- Certificate of Hazardous Material Management from University of California, Irvine, CA (1994)
- Numerous environmental and safety management trainings, including extensive air pollution control trainings.

AFFILIATIONS

Board Member of Southern California SCUT Alumni.

ROBERT PEASE

Education:

- MBA, Cal Poly Pomona, June 2006 (overall GPA 3.90)
- Master of Engineering, Cal Poly Pomona
- B.S. (Cum Laude) Chemical Engineering, Cal Poly Pomona
- Additional professional education in land use planning, CEQA, tax, ethics, accounting, supervision, management, and communication

Selected Accomplishments:

- Responsible for air quality permitting and rule compliance including variances for County of Orange Landfills. Developed Renewable Energy Guidelines for County of Orange Landfills.
- Responsible for budget projections, contract monitoring and performance, development of project parameters and timelines, and preparation of contracting documents for County of Orange Landfills.
- Supervised/Managed staff responsible for air quality permitting, compliance, and rule development relating to resource recovery projects including LFG-to-energy projects
- Performed legislative outreach/lobbying with local and state elected officials, consultants, and lobbyists on behalf of a public agency on pending and proposed legislation. Testified before state senate subcommittees.
- Managed SCAQMD Small Business Assistance Office. Successfully created and opened small business assistance satellite offices in Los Angeles, Downey, and Palm Desert.
- Developed innovative inventory technique for quantifying area source emissions using statistical analysis methods. Protocol maximized data collection and minimized staff requirements.
- Researched, investigated and reported on new technology that can be applied to industrial sources. Investigation included foreign travel, cost estimation, cost/benefit analysis, PV/NPV/DCF and industry outreach.
- Published over 20 articles in professional journals.

Experience:

Consultant April 2015 to August 2019 & August 2021 to present	Robert R. Pease II Yorba Linda, CA
Renewable Energy Development Manager February 2020 to August 2021	County of Orange Orange County Waste & Recycling Santa Ana, CA
Tax Auditor August 2019 to February 2020	State of California Irvine, CA
Planning Commissioner January 2014 to present	City of Yorba Linda Yorba Linda, CA
Program Supervisor May 1983 to April 2015	South Coast Air Quality Management District Diamond Bar, CA

Professional Affiliations:

Beta Alpha Psi
Beta Gamma Sigma
Tau Beta Pi

MARIA SLAUGHTER

DR. MARIA WILLIAMS-SLAUGHTER



PROFESSIONAL OVERVIEW

Results-oriented executive with several years of demonstrated success in operational administration. Possesses the vision necessary to develop and implement action plans, the experience to build and lead effective teams, and the drive and dedication to ensure successful and sustainable outcomes. Characterized as a creative, intuitive, and decisive leader with excellent problem solving, communication, negotiation, and team-building skills. Interacts well with diverse individuals and groups. Combines exceptional technical qualifications with outstanding administrative capabilities to effectively direct and continuously improve varied and critical functions.

EDUCATION

Doctor of Education

California State University Long Beach

Major Field: Educational Leadership

Dissertation Title: Engaging in Synergy: Translating the Blue Skies of Effective Administrative Resource Management into Sustainable Implementation and Continuous Improvement

Master of Business Administration

Pepperdine University

Major Field: Business

Master of Science

Loyola Marymount University

Major Field: Civil Engineering

Bachelor of Science

California State University Northridge

Major Field: Mechanical Engineering

CERTIFICATIONS

California SB-Micro

Federal DBE

Local MBE and SBE

Certified Energy Manager

Six Sigma Black Belt

Six Sigma Green Belt

Educational Facilities Professional

5S Champion

Apprentice Craft Instructor

Project Management Professional

AWARDS, DISTINCTIONS AND RECOGNITION

LACBPE Phenomenal Woman in Science, Technology, Engineering and Mathematics (STEM) Award

W.E. Deming Institute Annual Conference Scholarship Award

Goldman Sachs 10,000 Small Businesses Program Scholar

YWCA Leadership Award

State of California 2020 Citizen's Redistricting Commission Finalist

County of Los Angeles 2020 Citizen's Redistricting Commission Finalist

CAREER SYNOPSIS

I have long had a passion for listening and learning, an appreciation of connectedness, and a boundless curiosity. These traits, coupled with the importance that I place on professionalism, honesty and integrity have guided my non-traditional career path and have been instrumental in the successes I have attained across a wide variety of functions within a broad spectrum of organizations.

I have acquired several years of experience leading organizations operating under for-profit and non-profit fiscal parameters, holding responsibility for accounting, budget, construction, customer service, environmental health and safety, facility maintenance, fleet, grounds, human resources, information technology, maintenance and operations, park services, payroll, public works, purchasing, sustainability, traffic / transportation, utilities, and warehouse operations. I have also personally overseen hundreds of technical, administrative, salary and hourly employees, and managed general and special fund budgets in excess of \$200 million.

As I reflect on my career, the accomplishments that I am most proud of fall into three categories: Resource Management, Building High Performance Organizations, and Innovation/Collaboration.

Resource Management points to my ability to understand the current state, determine the needs and wants of an organization, develop priorities and action plans to address deficiencies, and ensure the availability and stewardship of resources.

Building High Performance Organizations describes my focus on expanding the capabilities of an organization by providing a challenging yet supportive work environment; fostering cooperation and alignment among various partners, encouraging development and career advancement; and supporting a diverse work force.

Innovation and collaboration highlight my strength in identifying connections; thinking outside the box to improve processes; anticipating and responding to opportunities created by change; establishing approaches that are designed to ensure continuous improvement.

ADMINISTRATIVE EXPERIENCE

Hearing Board Engineer Member Alternate (3-year appointment, July 2021 – June 2024)
South Coast Air Quality Management District

The South Coast Air Quality Management District (SCAQMD) South Coast AQMD is the regulatory agency responsible for improving air quality for more than 17 million people across Los Angeles, Orange County, Riverside and San Bernardino counties. The Hearing Board is a quasi-judicial panel authorized to provide relief from SCAQMD regulations under certain circumstances.

Founder / Owner (November 2015 – Present)
MWS & Associates

MWS & Associates is a California certified Small Business (SB-Micro) and a Federally certified Disadvantaged Business Enterprise (DBE) that provides a wide range of B2B and B2G consulting services.

Selected Accomplishments

- Secured more than \$750,000 in additional revenue for peer small businesses
- Develop business plans and facilitated a variety of certifications for Socially and Economically Disadvantaged Individual (SEDI) Businesses
- Increased the productivity of manufacturing facilities in California, Connecticut and Rhode Island by 30%
- Provided Six Sigma Training, Certification and Support to the Department of Transportation

Special Consultant (January 2012 – Present)
California State University System, Office of the Chancellor

The Office of the Chancellor is the oversight body for the 23 campuses within the California State University System that educates 470,000 students with a budget totaling \$5 billion.

Responsibilities and Selected Accomplishments

- Handle a myriad of tasks in a variety of arenas including but not limited to evaluating issues and determining the optimal strategies that should be implemented in order to improve resource utilization
- Developed the Strategic Plan for the Council of Police Chiefs
- Developed curriculum and facilitated several 2-day Process Improvement Workshops for administrative employees working in the California higher education system (CSU, UC and CCC)
- Assisted with the systemwide GAAP Audit and the budget allocation process
- Member, Quality Improvement Consortium
- Member, Procure to Pay / Shared Services Task Force

OPERATIONAL EXPERIENCE

Deputy Director, Operations & Maintenance (2021 - present)

Long Beach Community College District

Long Beach Community College is one of the largest colleges in the California Community College System. The two-campus district has a student population of over 34,000, a 2020/2021 budget of approximately \$305 million and a \$850 million bond program.

Responsibilities and Select Accomplishment

- Responsible for ensuring efficient academic and administrative operations by managing the resources associated with the security, maintenance and repair of District facilities, grounds, and equipment
- Oversees Special Events and Stadium Operations
- Oversees Business Services (Human Resources and Budget)
- Provides high level support to the Senior Director, Bond Management Team and Facilities Projects Team.
- Co-Chair, Inclusive and Culturally Affirming Campus Art Workgroup
- Secured over \$1.1 million in grant funds focused on sustainability and enhancing infrastructure

Director of Public Works (January 2015 – March 2020)

City of Carson, California

The City of Carson, California is a community of approximately 93,000 located within an area of 19 square miles. Carson contains 263 lane miles, is essentially bound by 4 freeways, and impacts 3 watersheds. Carson is governed by the Mayor and four Council members and operated under general law from 1968 until 2019 when it became a Charter City. The City's 2019/20 annual budget was approximately \$94 million.

Responsibilities and Selected Accomplishments

- Responsible for providing the community with a safe, clean, and healthy environment through the design, construction, maintenance, and management of the vital municipal infrastructure system
- Oversaw 140 employees (45% of the City's full-time staff)
- Responsible for Business Services (Human Resources, Payroll, Contracts, Budget)
- Provided high level support to the City Manager's Office.
- Developed a new fee structure for the pipeline franchise, increasing annual revenue by 100%
- Transitioned the community to a new 15-year comprehensive solid waste franchise agreement
- Assisted in structuring the City's initial Development Impact Fee
- Initiated Citywide participation in the Clean Power Alliance Community Choice Aggregation at 35%renewables
- Completed a \$22 million downtown revitalization project
- Selected and implemented a new Computerized Maintenance Management System
- Attained SCE Energy Leadership Program Platinum status
- Received Cool Planet Award
- Developed and facilitated PW Compendium training
- Secured more than \$30 million dollars in state and federal grants within a two-year period
- Oversaw the Public Works Commission and the Beautification Commission
- Established infrastructure baseline metrics (Pavement Management Study, Sidewalk Assessment)
- Instituted first ever Environmental Resources Fair

- Implemented A/E contractor pools
- Completed reclaim water installations at two parks
- Transitioned over 2,000 streetlights and park lights to LED
- Initiated bulk fuel gas cards
- Created sustainability administrator positions
- Secured an SCAQMD MRSC grant for 5 Electric Vehicles and two charging stations
- Initiated a fleet audit and replacement plan
- Secured a Cal Fire Grant to plant 1,200 new trees
- Established a deferred maintenance surcharge on building rental fees
- Presenter, “Greater South Los Angeles Water Tour,” Our Water LA
- Presenter, “GPS Your Future,” International Trade Education Program
- Presenter, “Strategies for Success,” American Public Works Association, Institute
- Presenter, Quality in Practice, Carson Toastmasters
- Member, Community Facilities District Formation Team
- Member, Legislative Advocacy and Grant Writing Team
- Member, Measure M and R Bond Financing Team
- Member, South Bay Council of Governments (SBCOG) Infrastructure Working Group
- Member, South Santa Monica Bay Watershed Area Steering Committee
- Member, LA Metropolitan Transportation Authority (LA Metro) Technical Advisory Committee

Director, Physical Planning and Facilities Management (January 2010 – January 2015)

Associate Director, Physical Planning and Facilities Management (January 2008 – December 2009)

Assistant Director, Physical Planning and Facilities Management (January 2007 – December 2007)

California State University Long Beach

California State University Long Beach is one of the 23 campuses within the CSU System. It is a 322-acre campus, serving 36,000 students, staff and faculty with a budget exceeding \$150 Million.

Responsibilities and Selected Accomplishments

- Oversaw Physical Planning and Facilities Management - the largest non-academic department
- Involved with capital projects from concept through construction, operations, and maintenance
- Responsible for the Central Plant
- Managed sustainability
- Served in dual Director roles for two years (Director of PPFM and Director of Environmental Health and Safety).
- Oversaw Business Services (IT, Purchasing, Payroll, Budget and Human Resources)
- Established the campus wide chargeback methodology for utilities and non-routine services
- Developed and initiated a groundbreaking Apprenticeship program
- Enhanced Temporary to Permanent tracking methodology to ensure equity
- Initiated the first departmental ESL class to promote diversity and inclusion
- Revamped the budgeting process to ensure accountability
- Conducted initial shop safety assessment
- Developed campus tree removal and replacement program
- Oversaw daily operations and all short- and long-term maintenance and construction at the Miller House / President’s residence
- Initiated a key control process that led to increased public safety
- Systemwide Quality Award
- Presenter, “Selecting a Computerized Maintenance Management System,” Synergy by the Bay ⁹³

- Panel Moderator, CSU Annual Compliance Conference
- Member, Campus Planning Committee
- Member, Utility Optimization Task Force
- Member, Information Technology Task Force

Operations and Maintenance Director (November 1998 - January 2007)

Environmental Manager (November 1997 – November 1998)

RR Donnelley & Sons

RR Donnelley & Sons was the nation's largest printing company. Customers included Sports Illustrated, Time, and People Magazine. The plant had 500 employees and operated 24 hours per day, 7 days per week.

Responsibilities and Selected Accomplishments

- Led the Technical Resources Team which included Engineering, Warehouse, Building Maintenance, Utilities, and Environmental Health and Safety.
- Saved \$1 million in potential remediation costs
- Conceptualized, planned, and successfully executed an Open House and Awareness Fair for over 1,500 customers, co-workers, and their families
- Facilitated a 40% reduction in solid waste generation which was the impetus for nine consecutive awards from the California Integrated Waste Management Board
- Implemented the Shadow an Engineer Program
- Developed a utilities strategic plan
- Managed the Cogeneration Plant
- Managed a \$15 million dollar equipment replacement project that was completed on time and under budget
- Mentor, Reserve Development Committee
- Panel Moderator, Printing Industries of America Annual Conference
- Regular Contributor, "The Printers Point"
- Inclusion Ambassador
- Member, Diversity Council
- Member, Safety Committee

Member of the Technical Staff (1993 – 1997)

Environmental Health and Safety Intern (1992-1993)

Rockwell International, Rocketdyne Division

Rockwell International was a major American manufacturing conglomerate that was involved in aircraft, the space industry, both defense-oriented and commercial electronics, automotive and truck components, printing presses, power tools, valves and meters, and industrial automation. Rocketdyne was an American rocket engine design and production company that was part of Rockwell International from 1967 through 1997.

Responsibilities and Selected Accomplishments

- Responsible for ensuring air quality compliance
- Received a Special Achievement Award for asbestos remediation at two campuses
- Reduced OSHA recordable rate by 5% and lost time incidents by 25%
- Successfully led the compliance efforts for all air quality programs in two compliance districts
- Wrote the operating manual for the Canoga Wastewater Treatment Plant
- Member, Rockwell Organization for Women

Junior Electrical Estimator (1991-1992)

Transpac Fiber Optics & Telecommunication

Transpac was a company focused on designing, engineering, and implementing cabling media and supporting hardware in the field of telecommunications.

I was responsible for quantifying resource needs associated with construction bids specifically related to CSU Los Angeles and the Staples Center.

Construction Project Management Intern (1990-1991)

Motion Picture and Television Fund

The Motion Picture and Television Fund is a charitable organization that aids those in the industry by way of a retirement community, a long-term care facility and an acute-care hospital.

I was responsible for managing grounds and maintenance, serving as a liaison to external agencies and supporting the Construction Manager.

Production Intern (1988-1990)

Union Oil Company (Unocal)

Unocal was a major petroleum explorer and marketer from the late 19th century, through the early 21st century.

I worked in the oil fields and offshore and was responsible for developing electrical allocation factors, measuring casing pressure for vapor recovery systems, pulling pipes to refresh wells, inventorying equipment, and developing a restart plan for Platform Edith.

BOARD MEETING DATE: June 7, 2024

AGENDA NO.

PROPOSAL: Authorize Purchase of OnBase Software Support

SYNOPSIS South Coast AQMD uses OnBase software for its electronic document management system to manage critical documents and to support the South Coast AQMD's Record Retention Policy. The software subscription and support for OnBase expires on July 31, 2024. This action is to obtain approval for sole source purchase of OnBase software subscription and support for one year from Information Management's FY 2024-25 Budget. Funds for this purchase (\$200,000) are conditional on approval of the Proposed FY 2024-25 Budget.

COMMITTEE: Administrative, May 9, 2024

RECOMMENDED ACTION:

Authorize the Procurement Manager to purchase OnBase software subscription and support for one year from Hyland Software at a cost not to exceed \$200,000 contingent on approval of this funding in Information Management's Proposed FY 2024-25 Budget, Services and Supplies Major Object, Professional and Special Services Account.

Wayne Nastri
Executive Officer

RMM:HL;mf

Background

South Coast AQMD uses OnBase software as its electronic document management system, which has maintained South Coast AQMD documents and other critical records since 1990. Total storage to date is over three million multi-page documents. OnBase is used by many of South Coast AQMD's mission critical web applications including Online Application Filing, Asbestos Notifications, and Oil and Gas Well Electronic Notification and Reporting. OnBase is a Windows-based, menu-driven, document

management system designed to store and retrieve critical documents in electronic format. The system provides concurrent information to multiple workstations simultaneously. It has a flexible compound document structure where black-and-white or color images co-exist with text and data within a single document. It stores various types of documents such as Microsoft Word documents, Outlook emails, PDFs, videos and data files.

The system includes document routing and ad-hoc, scheduled point-to-point, and broadcast distribution of documents. It contains a complete set of markup and annotation tools that allow users to add notes, comments and drawings to pages without compromising the original document's integrity. The system has full network support so information can be distributed rapidly within an organization regardless of system architecture. Finally, the system has an extensive number of features to allow the secure display of documents on South Coast AQMD's internal and external websites and on iPhone, iPad and Android mobile applications. The OnBase software subscription and support expires on July 31, 2024.

Proposal

Hyland Software is the sole manufacturer and provider of OnBase software and is, therefore, the only source for its maintenance support licensing agreements. Staff recommends the purchase of OnBase software subscription and support for one year from Hyland Software at a cost of \$200,000.

Sole Source Justification

Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. This request for a sole source award is made under provision VIII.B.2.c.(2) and (3). The products and services are available from only Hyland Software; involves the use of proprietary technology; and uses key contractor-owned assets for project performance. The cost of these support services reflects General Services Administration pricing.

Resource Impacts

Sufficient funds are included in Information Management's Proposed FY 2024-25 Budget within the Services and Supplies Major Object Professional and Special Services Account.

BOARD MEETING DATE: June 7, 2024

AGENDA NO.

PROPOSAL: Issue RFP for Legislative Representation in Washington, D.C.

SYNOPSIS: The current contracts for federal legislative representation in Washington, D.C. expire on January 14, 2025. This action is to issue an RFP for federal legislative representation and consulting services for South Coast AQMD in Washington, D.C. for 2025. The RFP will also indicate that the contract(s) may be extended for up to two additional one-year extensions.

COMMITTEE: Administrative, May 10, 2024; Recommended for Approval

RECOMMENDED ACTION:

Approve release of RFP #P2024-10 to solicit proposals for legislative representation in Washington, D.C. at a cost not to exceed \$665,000 for the initial one-year period.

Wayne Nastri
Executive Officer

DJA:LTO:EJH

Background

South Coast AQMD is responsible for air quality issues on an order of magnitude that is unlike any other region in the nation. It is critical for South Coast AQMD to have a consistent and actively engaged presence in Washington, D.C. to advocate for policies and funding to support attainment of federal standards under the Clean Air Act. South Coast AQMD is also looked to as a leader in air quality issues and is an important contributor to national policymaking discussions. This effort includes policy development for air quality-related legislation, Clean Air Act implementation, subvention funding and special grants, incentive funding, and other issues.

Therefore, it is appropriate to continue direct federal representation to advocate for South Coast AQMD in support of Governing Board priorities in Washington, D.C. The current contracts for legislative representation in Washington, D.C. expires on January 14, 2025.

The 2025 South Coast AQMD Legislative Guiding Principles and Policy Priorities in Washington, D.C. will be focused on policy and funding, especially for mobile sources impacting the South Coast region. The federal representatives will be required to engage with the Administration, Congress, industry, environment and health organizations, labor, federal agencies, and other stakeholders. South Coast AQMD will conduct advocacy trips on our own and potentially with other government agencies, community-based organizations, industry, and other stakeholders. The 2025 legislative priorities will likely include the following:

Air Quality Funding (Authorization of Program/Policies and Appropriations of Funds)

Increase and protect existing and seek new funding sources that support South Coast AQMD programs and priorities to reach attainment of state and federal ambient air quality standards and reduce hazardous air pollutants to protect public health. Examples of programs are, but not limited to, Targeted Airshed Grants, Diesel Emissions Reduction Act, Clean Ports, Port Infrastructure Development Program, National Electric Vehicle Infrastructure, Charging and Fueling Infrastructure Grants for Corridors and Communities, Clean Heavy-Duty Trucks, Reduction of Emissions at Port, Section 103/105, annual Appropriations, and other programs.

South Coast AQMD Authority / Policy Implementation

Defend and ensure adequate South Coast AQMD authority for implementation of the Board's clean air policies and programs, including those required by the federal Clean Air Act and other federal and state laws to support AQMPs and SIPs.

Federal Support – Clean Air Act, National Ambient Air Quality Standards (NAAQS), and SIPs

Work to ensure the federal government (Administration, Agencies and Congress) do their fair share to reduce air pollution with a focus on mobile sources, within the South Coast region through funding, regulations, and administration actions. In particular, South Coast AQMD requires federal action to: 1) Maximize funding opportunities under the Bipartisan Infrastructure Law, Inflation Reduction Act, and other public laws; 2) Provide incentive funding, policies, and develop regulatory actions sufficient to, in combination with state and local actions, attain ozone and PM 2.5 NAAQS in the South Coast Air Basin, and if standards are not attained due to lack of federal actions, ensure that the Basin is not punished by sanctions, fees or any other penalties; 3) Provide support for and protect state and local regulatory authority for nonattainment areas to meet NAAQS for upcoming federal deadlines, and South Coast AQMD to implement AQMPs and attain federal ozone and particulate matter standards; and, 4) Protect science-driven and health-based determinations of NAAQS, and efforts to streamline and provide flexible implementation of SIP requirements, as needed, to reach attainment.

Surface Transportation & Goods Movement

Pursue the adoption of legislation and/or policies which will reduce or eliminate air quality impacts from mobile sources with an emphasis on the goods movement sector including, but not limited to, medium- and heavy-duty vehicles, oceangoing vessels, locomotives, aircraft, and non-road equipment such as cargo handling and construction equipment.

Technology Advancement

Expand and secure funding, policies, and tax incentives for advanced clean technology research, development, demonstration, and deployment programs, including those related to:

- Technologies for zero-emission (ZE) and the cleanest vehicles such as heavy- and medium-duty trucks, locomotives, oceangoing vessels, aircraft, and non-road technologies and the cleanest stationary sources such as heaters, boilers, furnaces, engines, etc.), with prioritization of ZE technologies;
- Charging and fueling infrastructure for zero-emission technologies;
- Renewable energy and alternative energy, energy storage, microgrids and other programs, especially as related to electric and hydrogen infrastructure for transportation and clean back-up power;
- Technologies, systems and/or processes which reduce ambient concentrations of air pollutants and/or toxic air emissions;
- Establishing programs or policies that incentivize the federal government to purchase and use advanced clean technologies with prioritization for ZE; and,
- Incentivizing individuals, businesses, states, and local governments to purchase and use ZE technologies.

Environmental Justice

Support legislation and regulatory action that promotes environmental justice initiatives to reduce localized health risks, develop clean air technologies that directly benefit disproportionately impacted communities, and enhance community participation in decision-making.

Reduction of Toxic Emissions

Pursue efforts through legislative and administrative programs, to reduce toxic emissions, and the public's exposure to toxic emissions, within the South Coast region.

Climate Change

Seek to influence climate change initiatives and facilitate their implementation at local levels, including funding, to promote co-benefits with pollutants needed to achieve NAAQS and to reduce air toxic emissions, consistent with the Board's policy.

Business, Jobs Creation & Economy

Support legislation, policies or administrative actions that support and assist the regulated community in complying with rules and regulations in the most efficient and cost-effective manner that protects and encourages job retention and creation, and promotes economic growth, while working toward attainment of clean air standards.

Addressing Impacts of Natural and Manmade Events

Support and advocate for legislative and administrative policies, programs, and funding that reduce and/or mitigate air quality-related public health impacts within the South Coast region caused by wildfires, dust/sandstorms, odors, or other events.

Administrative Operations

Support and seek legislative and administrative policies, programs, funding and/or actions that ensure that South Coast AQMD can meet its administrative and operational needs related to human resources, health and safety or other.

Proposal

South Coast AQMD seeks the service(s) of a contractor(s) to support the Board's goals and objectives for 2025 in Washington D.C. The selected firm(s) will be expected to provide a variety of services consistent with the Board's direction. Funding for the initial year shall be up to a maximum amount of \$665,000. The contract(s) may include options for two annual renewals, contingent on satisfactory performance and approval of subsequent budgets, at the Board's discretion.

Bid Evaluation

Proposals received will be initially evaluated by a diverse panel of technically qualified individuals according to the criteria described in the attached RFP #P2024-10. The Administrative Committee is expected to conduct oral interviews with the most highly qualified bidders and will make a recommendation to the full Board for approval.

Outreach

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

Additionally, potential bidders may be notified utilizing South Coast AQMD's electronic listing of certified minority vendors. Notice of the RFP will be emailed broadly including, but not limited to, the Congressional Black, Hispanic, Asian Pacific Islander Caucuses and various minority chambers of commerce and business associations and placed on South Coast AQMD's website where it can be viewed by making the selection "Grants & Bids."

Resource Impacts

The funding for the first year is available in the Legislative & Public Affairs FY 2024-25 Budget. Funding for the two optional one-year extensions is contingent upon Board approval for the respective fiscal years.

Attachment

RFP #P2024-10 for Legislative Representation in Washington, D.C.



**SOUTH COAST AIR QUALITY MANAGEMENT
DISTRICT REQUEST FOR PROPOSALS
FOR LEGISLATIVE REPRESENTATION IN
WASHINGTON, D.C.**

P2024-10

South Coast Air Quality Management District (South Coast AQMD) requests proposals for the following purpose according to terms and conditions attached. In the preparation of this Request for Proposals (RFP) the words "Proposer," "Contractor," "Consultant," "Bidder" and "Firm" are used interchangeably.

PURPOSE

South Coast AQMD requires representation in Washington, D.C. to ensure that South Coast AQMD's input and policy priorities are conveyed in a timely and effective manner during the federal legislative and policy-setting process. It is critical that South Coast AQMD be involved in policy development relating to federal air quality legislation, federal Clean Air Act implementation, subvention funding and special grants, and other related issues, and that all these issues are closely monitored.

The purpose of this Request for Proposals (RFP) is to contract with outside representative(s) knowledgeable in air quality-related issues to provide assistance with and representation of South Coast AQMD policy positions and funding needs before the Congress, the White House and federal agencies. Consultant(s) shall be paid on a monthly basis for services rendered at an agreed upon Flat Monthly Fee and actual costs incurred for out-of-pocket expenses. The current South Coast AQMD contracts for legislative representation in Washington, D.C. expire on January 14, 2025.

The selected firm(s) will be expected to provide a variety of services, to be outlined in the work statement, and consistent with South Coast AQMD Governing Board direction. Total funding for the initial year shall be up to a maximum amount of **\$665,000**. The contract may include an option for two annual renewals, contingent on satisfactory performance and approval of subsequent budgets, upon approval of the Board.

INDEX – The following are contained in this RFP:

Section I	Background/Information
Section II	Contact Person
Section III	Schedule of Events
Section IV	Participation in the Procurement
Process Section V	Statement of Work/Schedule of
Deliverables Section VI	Required Qualifications
Section VII	Proposal Submittal
Requirements Section VIII	Proposal
Submission	
Section IX	Proposal Evaluation/Contractor
Selection Criteria Section X	Funding
Section XI	Sample Contract
Attachment A - Participation in the Procurement Process	
Attachment B - Certifications and Representations	

SECTION I: BACKGROUND/INFORMATION

South Coast AQMD is the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside, and San Bernardino counties, the smoggiest region of the U.S. As a regulatory agency, South Coast AQMD is committed to protecting the health of residents of the four-county area from the harmful effects of air pollution, while remaining sensitive to businesses and the economic vitality of the region.

From time to time, South Coast AQMD requires the assistance of outside counsel having special expertise and experience as one of the largest air quality regulatory agencies in the United States and a leader in air quality innovations, South Coast AQMD is an important contributor to the national policymaking discussions relevant to air quality related issues. Given the fluid activity in Congress, the Administration and within federal agencies on air quality matters, our mandates to achieve National Ambient Air Quality Standards, and the large portion of federally regulated sources of pollution that challenge our ability to achieve attainment in the South Coast region, it is imperative that South Coast AQMD maintain a strong presence in Washington, D.C. Thus, South Coast AQMD seeks a contractual agreement with consultant(s) to support the South Coast AQMD Governing Board's Federal Legislative goals and objectives for 2025 in Washington D.C., in accordance with the requirements of this RFP.

Much of the 2025 South Coast AQMD legislative guiding principles and policy priorities in Washington, D.C. will depend on the outcome of the 2024 legislative session. However, many of 2024's program elements are expected to continue, and it is anticipated that there will be a need to build upon them in the coming 2025 legislative session in Washington, D.C. This ongoing presence at the federal level is essential for the achievement of meaningful progress. The 2025 South Coast AQMD legislative goals and objectives in Washington, D.C. will be focused on policy and funding, especially for mobile sources impacting the South Coast region. The federal representatives will be required to engage with the Administration, Congress, industry, environment and health organizations and other stakeholders. The 2025 legislative priorities will likely include the following:

South Coast AQMD Authority / Policy Implementation

Defend and ensure adequate South Coast AQMD authority for implementation of the Board's clean air policies and programs, including those required by the federal Clean Air Act and other federal and state laws to support Air Quality Management Plans (AQMP) and State Implementation Plans.

Federal Support – Clean Air Act, NAAQS, and State Implementation Plan (SIP)

Work to ensure the federal government (Administration, Agencies and Congress) do their fair share to reduce air pollution with a focus on mobile sources, within the South Coast region through funding, regulations, and administration actions. In particular, South Coast AQMD requires federal action to: 1) Maximize funding opportunities under the Bipartisan Infrastructure Law, Inflation Reduction Act, and other public laws 2) Provide incentive funding, policies, and require regulatory actions sufficient to, in combination with state and local actions, attain NAAQS for ozone by 2031 and 2037 in the South Coast Air Basin, and if standards are not attained due to lack of federal actions, ensure that the Basin is not punished by sanctions, fees or any other penalty

for failure to timely attain; 3) Provide support for and protect state and local regulatory authority for nonattainment areas to meet NAAQS for upcoming federal deadlines, and the South Coast AQMD to implement AQMPs and attain federal ozone and particulate matter standards; and, 4) Protect science-driven and health-based determinations of NAAQS, and efforts to streamline and provide flexible implementation of SIP requirements, as needed, to reach attainment.

Surface Transportation & Goods Movement

Pursue the adoption of legislation and/or policies which will reduce or eliminate air quality impacts from mobile sources with an emphasis on the goods movement sector including, but not limited to, medium- and heavy-duty vehicles, oceangoing vessels, locomotives, aircraft, and non-road equipment such as cargo handling and construction equipment.

Technology Advancement

Expand and secure funding, policies, and tax incentives for advanced clean technology research, development, demonstration, and deployment programs, including those related to:

- Technologies for zero-emission (ZE) and the cleanest vehicles such as heavy- and medium-duty trucks, locomotives, oceangoing vessels, aircraft, and non-road technologies and the cleanest stationary sources such as heaters, boilers, furnaces, engines, etc.), with prioritization of ZE technologies;
- Charging and fueling infrastructure, prioritizing zero-emission technologies where available;
- Renewable energy and alternative energy, energy storage, microgrids and other programs, especially as related to electric and hydrogen infrastructure for transportation and emissions reductions from sources such as back-up generators;
- Technologies, systems and/or processes which reduce ambient concentrations of air pollutants and/or toxic air emissions;
- Establishing programs or policies that incentivize the federal government to purchase and use advanced clean technologies with prioritization for ZE; and,
- Incentivizing individuals, businesses, states, and local governments to purchase and use ZE technologies.

Environmental Justice

Support legislation and regulatory action that promotes environmental justice initiatives to reduce localized health risks, develop clean air technologies that directly benefit disproportionately impacted communities, and enhance community participation in decision-making.

Reduction of Toxic Emissions

Pursue efforts through legislative and administrative programs, to reduce toxic emissions, and the public's exposure to toxic emissions, within the South Coast region.

Climate Change

Seek to influence climate change initiatives and facilitate their implementation at local levels, including funding, to promote co-benefits with pollutants needed to achieve NAAQS and to reduce air toxic emissions, consistent with the Board's policy.

Business, Jobs Creation & Economy

Support legislation, policies or administrative actions that support and assist the regulated community in complying with rules and regulations in the most efficient and cost-effective manner that protects and encourages job retention and creation, and promotes economic growth, while working toward attainment of clean air standards.

Addressing Impacts of Natural and Manmade Events

Support and advocate for legislative and administrative policies, programs, and funding that reduce and/or mitigate air quality-related public health impacts within the South Coast region caused by wildfires, dust/sandstorms, odors, or other events.

Administrative Operations

Support and seek legislative and administrative policies, programs, funding and/or actions that ensure that South Coast AQMD can meet its administrative and operational needs related to human resources, health and safety or other.

The 2025 legislative priorities for South Coast AQMD will be further refined and presented to the Board's Legislative Committee and the full Board for approval later in the year, as determined by the course of events in 2024.

SECTION II: CONTACT PERSON:

Questions regarding the content or intent of this RFP or on procedural matters should be addressed to:

Lisa Tanaka-O'Malley
Assistant Deputy Executive Officer
Legislative and Public Affairs
South Coast AQMD
21865 Copley Drive
Diamond Bar, CA 91765-4178
(909) 396-3327

SECTION III: SCHEDULE OF EVENTS

Date	Event
June 7, 2024	RFP Released
July 9, 2024	Proposals Due to South Coast AQMD - No Later Than 1:00 pm
July 9-July 16, 2024	Proposal Evaluations
September 13, 2024	Interviews, if required
October 4, 2024	Governing Board Approval
December 6, 2024	Anticipated Contract Execution

SECTION IV: PARTICIPATION IN THE PROCUREMENT PROCESS

It is the policy of South Coast AQMD to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in South Coast AQMD contracts. Attachment A to this RFP contains definitions and further information.

SECTION V: STATEMENT OF WORK/SCHEDULE OF DELIVERABLES

A. Statement of Work

Under the direction of the South Coast AQMD Executive Officer or Deputy Executive Officer of Legislative & Public Affairs, and, as appropriate, in coordination with South Coast AQMD's staff, the Consultant(s) will gather information, provide advice and assistance, and/or advocate positions on legislative/regulatory matters in Washington, D.C., on behalf of South Coast AQMD as it directly pertains to air quality-related issues, energy and climate issues, transportation issues, the federal Clean Air Act, and related issues.

The selected Consultant(s) will perform services on legislative/regulatory matters, including but not necessarily limited to the following:

1. Preparation of a strategic plan for the upcoming legislative year by no later than January 31, 2025, to ensure maximizing South Coast AQMD Board and staff participation and involvement, with an emphasis on increasing federal air quality program funding for the South Coast Air Basin; protecting the legal authorities of South Coast AQMD; promoting South Coast AQMD federal policy priorities, and reducing emissions from federally- controlled mobile sources;
2. Securing the support of South Coast AQMD's mission and positions by the decision- makers in the legislative and administrative bodies of the United States government;
3. Advising South Coast AQMD on federal issues as requested or as deemed necessary;
4. Advocating positions as directed by South Coast AQMD, on all identified and/or drafted legislation and administrative and other policy proposals; providing testimony at committee and other special hearings; and providing written communications to legislators, key administrative officials, and other staff regarding such legislation;
5. Assisting in the development of South Coast AQMD positions on identified air quality- related federal legislative proposals;
6. Producing materials destined for strategic distribution or inclusion in South Coast AQMD legislative committee/Board proceedings;
7. Reviewing and providing editorial and technical revisions and quality control for legislative materials destined for distribution or inclusion in South Coast AQMD legislative committee/Board proceedings;
8. Aiding South Coast AQMD in making appropriate contact(s) as the Agency participates directly in federal legislative negotiations, including securing additional federal funds for South Coast AQMD's clean air programs and activities;
9. Advising/assisting South Coast AQMD in presentation of requests to U.S. EPA or other federal agencies on policy matters impacting South Coast AQMD operations or its ability to meet the federal clean air standards;

10. Coordination of meetings for South Coast AQMD Board members and their executive or legislative staff with federal legislators and/or officials, as well as gathering proper briefing materials for each meeting;
11. Attending and participating in meetings exclusively on behalf of South Coast AQMD with legislative representatives and administration members and appointees;
12. Assisting with the development of a national stakeholder network and/or coalition to help facilitate national support for South Coast AQMD policy and funding priorities; and
13. Assisting with coordination, as needed, with any South Coast AQMD conferences, forums, symposia, meetings and/or briefings that are held in Washington, D.C. or otherwise related to federal issues.

B. Schedule of Deliverables

1. A written strategic and tactical implementation plan for 2025;
2. Written and/or oral communications to South Coast AQMD, in a timely manner, on federal legislation or policy matters having a potential to affect South Coast AQMD objectives;
3. Written analyses on federal legislation having a potential to affect air quality objectives;
4. Oral and/or written reports on federal legislative/policy meetings attended or monitored on behalf of South Coast AQMD;
5. Oral and/or written briefings to the South Coast AQMD Legislative Committee and/or Governing Board on federal legislation or policy, as determined by South Coast AQMD. These briefings may take place in person, by teleconference, or in writing;
6. Oral and/or written recommendations regarding South Coast AQMD positions on, and strategies for, federal air quality-related legislation or policies within 14 days of a request by South Coast AQMD;
7. Oral and/or written recommendations regarding ways to increase federal appropriations or other funding opportunities for clean air efforts in the Southern California region;
8. Written communications to legislators and key administrative officials conveying South Coast AQMD positions on various bills and administrative actions;
9. Preparing and presenting testimony before Congressional committees and/or federal agency hearings;
10. Attending and participating in meetings exclusively on behalf of South Coast AQMD with legislative representatives and administration members and appointees;
11. Negotiating bill language, policies or other federal agency provisions related to environmental, transportation or air quality issues;
12. A monthly written briefing covering pertinent administrative/legislative activities;
13. Written quarterly reports, a year-end report, and a year-end presentation delineating and summarizing relevant administrative and legislative actions;
14. An original signed confidentiality agreement; and

15. Maintaining records from which the correctness of all written records and filings can be verified. These records are to be open to inspection by South Coast AQMD or its representatives during normal business hours.

SECTION VI: REQUIRED QUALIFICATIONS

- A. Persons or firms proposing to bid on this proposal must be qualified and experienced in representing and advising governmental agencies and must submit qualifications demonstrating this ability in cases involving as many as possible of the following areas:
 1. Political and legislative analysis of the federal Clean Air Act;
 2. Preparing policy positions on environmental and air quality issues;
 3. Legislative monitoring and bill tracking;
 4. Congressional appropriations process;
 5. Preparing and presenting testimony before Congressional committees and/or federal agency hearings;
 6. Negotiating bill language, policies or other federal agency provisions related to environmental, transportation, energy or air quality issues;
 7. Ability to work proactively and productively with all political affiliations and points of view; and
 8. Demonstrated ability in successfully seeking and securing funding for represented clients.
- B. Proposer must submit the following:
 1. Resumes or similar statement of qualifications of person or persons who may be designated as lead Consultant for South Coast AQMD projects.
 2. List of representative clients.
 3. Summary of proposer's general qualifications to meet required qualifications and fulfill statement of work, including additional Firm personnel and resources beyond those of the designated lead Consultant.

SECTION VII: PROPOSAL SUBMITTAL REQUIREMENTS

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation. South Coast AQMD may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates (<http://www.aqmd.gov/grants-bids>). The cost for developing the proposal is the responsibility of the Contractor and shall not be chargeable to South Coast AQMD.

Each proposal must be submitted in three separate volumes:

- Volume I - Technical Proposal
- Volume II - Cost Proposal
- Volume III - Certifications and Representations included in Attachment B to this RFP, must be completed and executed by an authorized official of the Contractor.

A separate cover letter including the name, address, and telephone number of the contractor, and signed by the person or persons authorized to represent the Firm should accompany the proposal submission. Firm contact information as follows should also be included in the cover letter:

1. Address and telephone number of office in, or nearest to, Diamond Bar, California.
2. Name and title of Firm's representative designated as contact.

A separate Table of Contents should be provided for Volumes I and II.

VOLUME I - TECHNICAL PROPOSAL

DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL VOLUME

Summary (Section A) - State overall approach to meeting the objectives and satisfying the scope of work to be performed, the sequence of activities, and a description of methodology or techniques to be used.

Program Schedule (Section B) - Provide projected milestones or benchmarks for completing the project (to include reports) within the total time allowed.

Project Organization (Section C) - Describe the proposed management structure, program monitoring procedures, and organization of the proposed team. Provide a statement detailing your approach to the project, specifically address the Firm's ability and willingness to commit and maintain staffing to successfully complete the project on the proposed schedule.

Qualifications (Section D) - Describe the technical capabilities of the Firm. Provide references of other similar studies or projects performed during the last five years demonstrating ability to successfully complete the work. Include contact name, title, and telephone number for any references listed. Provide a statement of your Firm's background and related experience in performing similar services for other governmental organizations.

Assigned Personnel (Section E) - Provide the following information about the staff to be assigned to this project:

1. List all key personnel assigned to the project by level, name, and location. Provide a resume or similar statement describing the background, qualifications and experience of the lead person and all persons assigned to the project. The substitute of project manager or lead personnel will not be permitted without prior written approval of South Coast AQMD.

2. Provide a spreadsheet of the labor hours proposed for each labor category at the task level.
3. Provide a statement indicating whether or not 90% of the work will be performed within the geographical boundaries of South Coast AQMD.
4. Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project, particularly with reference to management consulting, governmental practices and procedures, and technical matters.
5. Provide a summary of your Firm's general qualifications to meet required qualifications and fulfill statement of work, including additional Firm personnel and resources beyond those who may be assigned to the project.

Subcontractors (Section F) - This project may require expertise in multiple technical areas. List any subcontractors that will be used, identifying functions to be performed by them, their related qualifications and experience and the total number of hours or percentage of time they will spend on the project.

Conflict of Interest (Section G) - Address possible conflicts of interest with other clients affected by actions performed by the Firm on behalf of South Coast AQMD. South Coast AQMD recognizes that prospective Contractors may be performing similar projects for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. Although the Proposer will not be automatically disqualified by reason of work performed for such clients, South Coast AQMD reserves the right to consider the nature and extent of such work in evaluating the proposal.

Additional Data (Section H) - Provide other essential data that may assist in the evaluation of this proposal.

VOLUME II - COST PROPOSAL

Name and Address - The Cost Proposal must list the name and complete address of the Proposer in the upper left-hand corner.

Cost Proposal – South Coast AQMD anticipates awarding a fixed price contract. Cost information must be provided as listed below:

1. Detail must be provided by the following categories:
 - A. Labor – The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. Costs should be estimated for each of the components of the work plan.
 - B. Subcontractor Costs - List subcontractor costs and identify subcontractors by name. Itemize subcontractor charges per hour or per day.
 - C. Travel Costs - Indicate amount of travel cost and basis of estimate to include trip destination, purpose of trip, length of trip, airline fare or mileage expense, per diem costs, lodging and car rental.
 - D. Other Direct Costs -This category may include such items as postage and mailing expense, printing and reproduction costs, etc. Provide a basis of estimate for these costs.

2. It is the policy of the South Coast AQMD to receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services. South Coast AQMD will give preference, where appropriate, to vendors who certify that they will provide "most favored customer" status to the South Coast AQMD. To receive preference points, Proposer shall certify that South Coast AQMD is receiving "most favored customer" pricing in the Business Status Certifications page of Volume III, Attachment B – Certifications and Representations.

VOLUME III - CERTIFICATIONS AND REPRESENTATIONS

(see Attachment B to this RFP)

SECTION VIII: PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in the section above, and this section. Failure to adhere to these specifications may be cause for rejection of the proposal.

Signature - All proposals must be signed by an authorized representative of the Proposer.

Due Date - **All proposals are due no later than 1:00 p.m., July 9, 2024, and should be directed to:**

Procurement Unit
South Coast Air Quality
Management District 21865 Copley
Drive
Diamond Bar, CA 91765-
4178 (909) 396-3520

Submittal - Submit eight (8) complete copies of the proposal in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Proposer and the words "Request for Proposals P2024-10."

Late bids/proposals will not be accepted under any circumstances.

Grounds for Rejection - A proposal may be immediately rejected if:

- It is not prepared in the format described, or
- It is signed by an individual not authorized to represent the Firm.

Modification or Withdrawal - Once submitted, proposals cannot be altered without the prior written consent of South Coast AQMD. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

SECTION IX: PROPOSAL EVALUATION/CONTRACTOR SELECTION CRITERIA

- A. Proposals will be evaluated by a panel of three to five South Coast AQMD staff members familiar with the subject matter of the project. The panel shall be appointed by the Executive Officer or his designee. In addition, the evaluation panel may include such outside public sector or academic community expertise as deemed desirable by the Executive Officer. The panel will make a

recommendation to the Executive Officer and/or the Governing Board of South Coast AQMD for final selection of a contractor and negotiation of a contract.

- B. Each member of the evaluation panel shall be accorded equal weight in his or her rating of proposals. The evaluation panel members shall evaluate the proposals according to the specified criteria and numerical weightings set forth below.

a. R&D Projects Requiring Technical or Scientific Expertise, or Special Projects Requiring Unique Knowledge or Abilities

Understanding the Problem	20
Technical/Management Approach	20
Contractor Qualifications	20
Previous Experience on Similar Projects	10
Cost	<u>30</u>
TOTAL	100

b. Additional Points

Small Business or Small Business Joint Venture	10
DVBE or DVBE Joint Venture	10
Use of DVBE or Small Business Subcontractors	7
Zero or Near-Zero Emission Vehicle Business	5
Local Business (Non-Federally Funded Projects Only)	5
Off-Peak Hours Delivery Business	2
Most Favored Customer	2

The cumulative points awarded for small business, DVBE, use of small business or DVBE subcontractors, Zero or Near-Zero emission vehicle business, local business, and off-peak hours delivery business shall not exceed 15 points. Most Favored Customer status incentive points shall be added, as applicable for a total of 17 points.

Self-Certification for Additional Points

The award of these additional points shall be contingent upon Proposer completing the Self-Certification section of Attachment B – Certifications and Representations and/or inclusion of a statement in the proposal self-certifying that Proposer qualifies for additional points as detailed above.

1. To receive additional points in the evaluation process for the categories of Small Business or Small Business Joint Venture, DVBE or DVBE Joint Venture or Local Business (for non-federally funded projects), the proposer must submit a self-certification at the time of proposal submission certifying that the proposer meets the requirements set forth in Attachments A and B. To receive points for the use of DVBE and/or Small Business subcontractors, at least 25 percent of the total contract value must be subcontracted to DVBEs and/or Small Businesses. To receive points as a Zero or Near-Zero Emission Vehicle

Business, the proposer must demonstrate to the Executive Officer, or designee, that supplies and materials delivered to South Coast AQMD are delivered in vehicles that operate on clean-fuels. To receive points as a Local Business, the proposer must affirm that it has an ongoing business within the South Coast AQMD at the time of bid/proposal submittal and that 90% of the work related to the contract will be performed within the South Coast AQMD. Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points. Federally funded projects are not eligible for local business incentive points. To receive points as an Off-Peak Hours Delivery Business, the proposer must submit, at proposal submission, certification of its commitment to delivering supplies and materials to South Coast AQMD between the hours of 10:00 a.m. and 3:00 p.m. To receive points for Most Favored Customer status, the proposer must submit, at proposal submission, certification of its commitment to provide most favored customer status to the South Coast AQMD. The cumulative points awarded for Small Business, DVBE, use of Small Business or DVBE Subcontractors, Local Business, Zero or Near- Zero Emission Vehicle Business, Off-Peak Hour Delivery Business and Most Favored Customer shall not exceed 17 points.

2. For procurement of Research and Development (R & D) projects or projects requiring technical or scientific expertise or special projects requiring unique knowledge and abilities, technical factors including past experience shall be weighted at 70 points and cost shall be weighted at 30 points. A proposal must receive at least 56 out of 70 points on R & D projects and projects requiring technical or scientific expertise or special projects requiring unique knowledge and abilities, in order to be deemed qualified for award.
 3. The lowest cost proposal will be awarded the maximum cost points available and all other cost proposals will receive points on a prorated basis. For example if the lowest cost proposal is \$1,000 and the maximum points available are 30 points, this proposal would receive the full 30 points. If the next lowest cost proposal is \$1,100 it would receive 27 points reflecting the fact that it is 10% higher than the lowest cost (90% of 30 points = 27 points).
- C. During the selection process the evaluation panel may wish to interview some proposers for clarification purposes only. No new material will be permitted at this time. Additional information provided during the bid review process is limited to clarification by the Proposer of information presented in his/her proposal, upon request by South Coast AQMD.
- D. The Executive Officer or Governing Board may award the contract to a Proposer other than the Proposer receiving the highest rating in the event the Governing Board determines that another Proposer from among those technically qualified would provide the best value to South Coast AQMD considering cost and technical factors. The determination shall be based solely on the Evaluation Criteria contained in the Request for Proposal (RFP), on evidence provided in the proposal and on any other evidence provided during the bid review process.
- E. Selection will be made based on the above-described criteria and rating factors. The selection will be made by and is subject to Executive Officer or Governing Board approval. Proposers may be notified of the results by letter.

- F. The Governing Board has approved a Bid Protest Procedure which provides a process for a Bidder or prospective Bidder to submit a written protest to South Coast AQMD Procurement Manager in recognition of two types of protests: Protest Regarding Solicitation and Protest Regarding Award of a Contract. Copies of the Bid Protest Policy can be secured through a request to South Coast AQMD Procurement Department.
- G. The Executive Officer or Governing Board may award contracts to more than one proposer if in (his or their) sole judgment the purposes of the (contract or award) would best be served by selecting multiple proposers.
- H. If additional funds become available, the Executive Officer or Governing Board may increase the amount awarded. The Executive Officer or Governing Board may also select additional proposers for a grant or contract if additional funds become available.
- I. Disposition of Proposals – Pursuant to South Coast AQMD's Procurement Policy and Procedure, South Coast AQMD reserves the right to reject any or all proposals. All proposals become the property of South Coast AQMD and are subject to the California Public Records Act. One copy of the proposal shall be retained for South Coast AQMD files. Additional copies and materials will be returned only if requested and at the proposer's expense.
- J. **If proposal submitted is for a Public Works project as defined by State of California Labor Code Section 1720, Proposer is required to include Contractor Registration No. In Attachment B. Proposal submittal will be deemed as non-responsive and Bidder may be disqualified if Contractor Registration No. Is not included in Attachment B. Proposer is alerted to changes to California Prevailing Wage compliance requirements as defined in Senate Bill 854 (Stat. 2014, Chapter 28), and California Labor Code Sections 1770, 1771, 1725, 1777, 1813, and 1815.**

SECTION X: FUNDING

The total funding for the work contemplated by this RFP will be a maximum **\$665,000** for the base year with an option to renew the contract for two additional one-year terms. The funding for the base year is available in the Legislative & Public Affairs FY 2024-25 budget. Funding for the two optional one-year extensions is contingent upon performance and Board approval of the budget for the respective fiscal years.

SECTION XI: SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on South Coast AQMD's website at <http://www.aqmd.gov/grants-bids> or upon request from the RFP Contact Person (Section II).

ATTACHMENT A

PARTICIPATION IN THE PROCUREMENT PROCESS

- A. It is the policy of South Coast Air Quality Management District (South Coast AQMD) to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in South Coast AQMD contracts.

B. Definitions:

The definition of minority, women or disadvantaged business enterprises set forth below is included for purposes of determining compliance with the affirmative steps requirement described in Paragraph G below on procurements funded in whole or in part with federal grant funds which involve the use of subcontractors. The definition provided for disabled veteran business enterprise, local business, small business enterprise, Zero or Near-Zero emission vehicle business and off-peak hours delivery business are provided for purposes of determining eligibility for point or cost considerations in the evaluation process.

1. "Women business enterprise" (WBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. a business that is at least 51 percent (51%) owned by one or more women, or in the case of any business whose stock is publicly held, at least 51 percent (51%) of the stock is owned by one or more or women.
 - b. a business whose management and daily business operations are controlled by one or more women.
 - c. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
2. "Disabled veteran" as used in this policy is a United States military, naval, or air service veteran with at least 10 percent (10%) service-connected disability who is a resident of California.
3. "Disabled veteran business enterprise" (DVBE) as used in this policy means a business enterprise that meets all the following criteria:
 - a. is a sole proprietorship or partnership of which at least 51 percent (51%) is owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent (51%) of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent (51%) of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent (51%) of the joint venture's management and control and earnings are held by one or more

disabled veterans.

- b. the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
 - c. is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.
4. "Local business" as used in this policy means a company that has an ongoing business within geographical boundaries of South Coast AQMD at the time of bid or proposal submittal and performs 90 percent (90%) of the work related to the contract within the geographical boundaries of South Coast AQMD and satisfies the requirements of subparagraph H below. Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points.
5. "Small business" as used in this policy means a business that meets the following criteria:
 - a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or
 - A manufacturer with 100 or fewer employees.
 - b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 and 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.
6. "Joint ventures" as defined in this policy pertaining to certification means that one party to the joint venture is a DVBE or small business and owns at least 51 percent (51%) of the joint venture.
7. "Zero or Near-Zero Emission Vehicle Business" as used in this policy means a company or contractor that uses Zero or Near-Zero emission vehicles in conducting deliveries to South Coast AQMD. Zero or Near-Zero emission vehicles include vehicles powered by electric, compressed natural gas (CNG), liquefied natural

gas (LNG), liquefied petroleum gas (LPG), ethanol, methanol and hydrogen and are certified to 90 percent (90%) or lower of the existing standard.

8. "Off-Peak Hours Delivery Business" as used in this policy means a company or contractor that commits to conducting deliveries to South Coast AQMD during off- peak traffic hours defined as between 10:00 a.m. and 3:00 p.m.
9. "Benefits Incentive Business" as used in this policy means a company or contractor that provides janitorial, security guard or landscaping services to South Coast AQMD and commits to providing employee health benefits (as defined below in Section VIII.D.2.d) for full time workers with affordable deductible and co-payment terms.
10. "Minority Business Enterprise" as used in this policy means a business that is at least 51 percent (51%) owned by one or more minority person(s), or in the case of any business whose stock is publicly held, at least 51 percent (51%) of the stock is owned by one or more or minority persons.
 - a. a business whose management and daily business operations are controlled by one or more minority persons.
 - b. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
 - c. "Minority person" for purposes of this policy, means a Black American, Hispanic American, Native-American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian (including a person whose origins are from India, Pakistan, and Bangladesh), Asian-Pacific-American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan).
11. "Most Favored Customer" as used in this policy means that the South Coast AQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.
12. "Disadvantaged Business Enterprise" as used in this policy means a business that is an entity owned and/or controlled by a socially and economically disadvantaged individual(s) as described by Title X of the Clean Air Act Amendments of 1990 (42 U.S.C. 7601 note) (10% statute), and Public Law 102-389 (42 U.S.C. 4370d)(8% statute), respectively;
 - a Small Business Enterprise (SBE);
 - a Small Business in a Rural Area (SBRA);
 - a Labor Surplus Area Firm (LSAF); or
 - a Historically Underutilized Business (HUB) Zone Small Business Concern, or
 - a concern under a successor program.

C. Under Request for Quotations (RFQ), DVBEs, DVBE business joint ventures,

small businesses, and small business joint ventures shall be granted a preference in an amount equal to 5 percent (5%) of the lowest cost responsive bid. Zero or Near-Zero Emission Vehicle Businesses shall be granted a preference in an amount equal to 5 percent of the lowest cost responsive bid. Off-Peak Hours Delivery Businesses shall be granted a preference in an amount equal to 2 percent (2%) of the lowest cost responsive bid. Local businesses (if the procurement is not funded in whole or in part by federal grant funds) shall be granted a preference in an amount equal to 2 percent (2%) of the lowest cost responsive bid. Businesses offering Most Favored Customer status shall be granted a preference in an amount equal to 2 percent (2%) of the lowest cost responsive bid.

- D. Under Request for Proposals, DVBEs, DVBE joint ventures, small businesses, and small business joint ventures shall be awarded ten (10) points in the evaluation process. A non-DVBE or large business shall receive seven (7) points for subcontracting at least 25 percent (25%) of the total contract value to a DVBE and/or small business. Zero or Near-Zero Emission Vehicle Businesses shall be awarded five (5) points in the evaluation process. On procurements which are not funded in whole or in part by federal grant funds local businesses shall receive five (5) points. Off-Peak Hours Delivery Businesses shall be awarded two (2) points in the evaluation process. Businesses offering Most Favored Customer status shall be awarded two (2) points in the evaluation process.
- E. South Coast AQMD will ensure that discrimination in the award and performance of contracts does not occur on the basis of race, color, sex, national origin, marital status, sexual preference, creed, ancestry, medical condition, or retaliation for having filed a discrimination complaint in the performance of South Coast AQMD contractual obligations.
- F. South Coast AQMD requires Contractor to be in compliance with all state and federal laws and regulations with respect to its employees throughout the term of any awarded contract, including state minimum wage laws and OSHA requirements.
- G. When contracts are funded in whole or in part by federal funds, and if subcontracts are to be let, the Contractor must comply with the following, evidencing a good faith effort to solicit disadvantaged businesses. Contractor shall submit a certification signed by an authorized official affirming its status as a MBE or WBE, as applicable, at the time of contract execution. South Coast AQMD reserves the right to request documentation demonstrating compliance with the following good faith efforts prior to contract execution.
 - 1. Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
 - 2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
 4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
 5. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 6. If the prime contractor awards subcontracts, require the prime contractor to take the above steps.
- H. To the extent that any conflict exists between this policy and any requirements imposed by federal and state law relating to participation in a contract by a certified MBE/WBE/DVBE as a condition of receipt of federal or state funds, the federal or state requirements shall prevail.
- I. When contracts are not funded in whole or in part by federal grant funds, a local business preference will be awarded. For such contracts that involve the purchase of commercial off-the-shelf products, local business preference will be given to suppliers or distributors of commercial off-the-shelf products who maintain an ongoing business within the geographical boundaries of South Coast AQMD. However, if the subject matter of the RFP or RFQ calls for the fabrication or manufacture of custom products, only companies performing 90 percent (90%) of the manufacturing or fabrication effort within the geographical boundaries of South Coast AQMD shall be entitled to the local business preference. Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points.
- J. In compliance with federal fair share requirements set forth in 40 CFR Part 33, South Coast AQMD shall establish a fair share goal annually for expenditures with federal funds covered by its procurement policy.

ATTACHMENT B

CERTIFICATIONS & REPRESENTATIONS



**South Coast
Air Quality Management District**

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

Business Information Request

Dear South Coast AQMD Contractor/Supplier:

South Coast Air Quality Management District (South Coast AQMD) is committed to ensuring that our contractor/supplier records are current and accurate. If your firm is selected for award of a purchase order or contract, it is imperative that the information requested herein be supplied in a timely manner to facilitate payment of invoices. In order to process your payments, we need the enclosed information regarding your account. **Please review and complete the information identified on the following pages, remember to sign all documents for our files, and return them as soon as possible to the address below:**

**Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178**

If you do not return this information, we will not be able to establish you as a vendor. This will delay any payments and would still necessitate your submittal of the enclosed information to our Accounting department before payment could be initiated. Completion of this document and enclosed forms would ensure that your payments are processed timely and accurately.

If you have any questions or need assistance in completing this information, please contact Accounting at (909) 396-3777. We appreciate your cooperation in completing this necessary information.

Sincerely,

Sujata Jain
Chief Financial Officer

DH:nd

Enclosures: Business Information Request
Disadvantaged Business Certification
W-9
Form 590 Withholding Exemption Certificate
Federal Contract Debarment Certification
Campaign Contributions Disclosure



South Coast Air Quality Management District

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

BUSINESS INFORMATION REQUEST

Business Name	
Division of	
Subsidiary of	
Website Address	
Type of Business <i>Check One:</i>	<input type="checkbox"/> Individual <input type="checkbox"/> DBA, Name _____, County Filed in _____ <input type="checkbox"/> Corporation, ID No. _____ <input type="checkbox"/> LLC/LLP, ID No. _____ <input type="checkbox"/> Other _____

REMITTING ADDRESS INFORMATION

Address			
City/Town			
State/Province		Zip	
Phone	() - Ext	Fax	() -
Contact		Title	
E-mail Address			
Payment Name if Different			

All invoices must reference the corresponding Purchase Order Number(s)/Contract Number(s) if applicable and mailed to:

Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178

BUSINESS STATUS CERTIFICATIONS

Federal guidance for utilization of disadvantaged business enterprises allows a vendor to be deemed a small business enterprise (SBE), minority business enterprise (MBE) or women business enterprise (WBE) if it meets the criteria below.

- is certified by the Small Business Administration or
- is certified by a state or federal agency or
- is an independent MBE(s) or WBE(s) business concern which is at least 51 percent owned and controlled by minority group member(s) who are citizens of the United States.

Statements of certification:

As a prime contractor to South Coast AQMD, _____ (name of business) will engage in good faith efforts to achieve the fair share in accordance with 40 CFR Section 33.301, and will follow the six affirmative steps listed below **for contracts or purchase orders funded in whole or in part by federal grants and contracts.**

1. Place qualified SBEs, MBEs, and WBEs on solicitation lists.
2. Assure that SBEs, MBEs, and WBEs are solicited whenever possible.
3. When economically feasible, divide total requirements into small tasks or quantities to permit greater participation by SBEs, MBEs, and WBEs.
4. Establish delivery schedules, if possible, to encourage participation by SBEs, MBEs, and WBEs.
5. Use services of Small Business Administration, Minority Business Development Agency of the Department of Commerce, and/or any agency authorized as a clearinghouse for SBEs, MBEs, and WBEs.
6. If subcontracts are to be let, take the above affirmative steps.

Self-Certification Verification: Also for use in awarding additional points, as applicable, in accordance with South Coast AQMD Procurement Policy and Procedure:

Check all that apply:

Small Business Enterprise/Small Business Joint Venture	Women-owned Business Enterprise
Local business	Disabled Veteran-owned Business Enterprise/DVBE Joint Venture
Minority-owned Business Enterprise	Most Favored Customer Pricing Certification

Percent of ownership: _____ %

Name of Qualifying Owner(s): _____

State of California Public Works Contractor Registration No. _____.
MUST BE INCLUDED IF BID PROPOSAL IS FOR PUBLIC WORKS PROJECT.

I, the undersigned, hereby declare that to the best of my knowledge the above information is accurate. Upon penalty of perjury, I certify information submitted is factual.

NAME

TITLE

TELEPHONE NUMBER

DATE

Definitions

Disabled Veteran-Owned Business Enterprise means a business that meets all of the following criteria:

- is a sole proprietorship or partnership of which is at least 51 percent owned by one or more disabled veterans, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
- the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
- is a sole proprietorship, corporation, partnership, or joint venture with its primary headquarters office located in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.

Joint Venture means that one party to the joint venture is a DVBE and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that DVBE will receive at least 51 percent of the project dollars.

Local Business means a business that meets all of the following criteria:

- has an ongoing business within the boundary of South Coast AQMD at the time of bid application.
- performs 90 percent of the work within South Coast AQMD's jurisdiction.

Minority-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more minority persons or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons.
- is a business whose management and daily business operations are controlled or owned by one or more minority person.
- is a business which is a sole proprietorship, corporation, partnership, joint venture, an association, or a cooperative with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

“Minority” person means a Black American, Hispanic American, Native American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian American (including a person whose origins are from India, Pakistan, or Bangladesh), Asian-Pacific American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, or Taiwan).

Small Business Enterprise means a business that meets the following criteria:

- a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - α. **A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or**
 - β. A manufacturer with 100 or fewer employees.
- b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 to 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.

Small Business Joint Venture means that one party to the joint venture is a Small Business and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that the Small Business will receive at least 51 percent of the project dollars.

Women-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more women or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
- is a business whose management and daily business operations are controlled or owned by one or more women.
- is a business which is a sole proprietorship, corporation, partnership, or a joint venture, with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

Most Favored Customer as used in this policy means that the South Coast AQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►	
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ►	
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)	
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	
Social security number	
- - - - -	
or	
Employer identification number	
- - - - -	

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ►
	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(ii)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

2021 Withholding Exemption Certificate**590**

The payee completes this form and submits it to the withholding agent. The withholding agent keeps this form with their records.

Withholding Agent Information

Name

Payee Information

Name

☐ SSN or ITIN ☐ FEIN ☐ CA Corp no. ☐ CA SOS file no.

Address (apt./ste., room, PO box, or PMB no.)

City (If you have a foreign address, see instructions.)

State ZIP code

Exemption Reason**Check only one box.**

By checking the appropriate box below, the payee certifies the reason for the exemption from the California income tax withholding requirements on payment(s) made to the entity or individual.

☐ **Individuals — Certification of Residency:**

I am a resident of California and I reside at the address shown above. If I become a nonresident at any time, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.

☐ **Corporations:**

The corporation has a permanent place of business in California at the address shown above or is qualified through the California Secretary of State (SOS) to do business in California. The corporation will file a California tax return. If this corporation ceases to have a permanent place of business in California or ceases to do any of the above, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.

☐ **Partnerships or Limited Liability Companies (LLCs):**

The partnership or LLC has a permanent place of business in California at the address shown above or is registered with the California SOS, and is subject to the laws of California. The partnership or LLC will file a California tax return. If the partnership or LLC ceases to do any of the above, I will promptly inform the withholding agent. For withholding purposes, a limited liability partnership (LLP) is treated like any other partnership.

☐ **Tax-Exempt Entities:**

The entity is exempt from tax under California Revenue and Taxation Code (R&TC) Section 23701 (insert letter) or Internal Revenue Code Section 501(c) (insert number). If this entity ceases to be exempt from tax, I will promptly notify the withholding agent. Individuals cannot be tax-exempt entities.

☐ **Insurance Companies, Individual Retirement Arrangements (IRAs), or Qualified Pension/Profit-Sharing Plans:**

The entity is an insurance company, IRA, or a federally qualified pension or profit-sharing plan.

☐ **California Trusts:**

At least one trustee and one noncontingent beneficiary of the above-named trust is a California resident. The trust will file a California fiduciary tax return. If the trustee or noncontingent beneficiary becomes a nonresident at any time, I will promptly notify the withholding agent.

☐ **Estates — Certification of Residency of Deceased Person:**

I am the executor of the above-named person's estate or trust. The decedent was a California resident at the time of death. The estate will file a California fiduciary tax return.

☐ **Nonmilitary Spouse of a Military Servicemember:**

I am a nonmilitary spouse of a military servicemember and I meet the Military Spouse Residency Relief Act (MSRRA) requirements. See instructions for General Information E, MSRRA.

CERTIFICATE OF PAYEE: Payee must complete and sign below.

To learn about your privacy rights, how we may use your information, and the consequences for not providing the requested information, go to ftb.ca.gov/forms and search for **1131**. To request this notice by mail, call 800.852.5711.

Under penalties of perjury, I declare that I have examined the information on this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare under penalties of perjury that if the facts upon which this form are based change, I will promptly notify the withholding agent.

Type or print payee's name and title

Telephone

Payee's signature ►

Date

2021 Instructions for Form 590

Withholding Exemption Certificate

References in these instructions are to the California Revenue and Taxation Code (R&TC).

General Information

California Revenue and Taxation Code (R&TC) Section 18662 requires withholding of income or franchise tax on payments of California source income made to nonresidents of California. For more information, See General Information B, Income Subject to Withholding.

Registered Domestic Partners (RDPs) – For purposes of California income tax, references to a spouse, husband, or wife also refer to a California RDP unless otherwise specified. For more information on RDPs, get FTB Pub. 737, Tax Information for Registered Domestic Partners.

A Purpose

Use Form 590, Withholding Exemption Certificate, to certify an exemption from nonresident withholding.

Form 590 does not apply to payments of backup withholding. For more information, go to ftb.ca.gov and search for **backup withholding**.

Form 590 does not apply to payments for wages to employees. Wage withholding is administered by the California Employment Development Department (EDD). For more information, go to edd.ca.gov or call 888.745.3886.

Do not use Form 590 to certify an exemption from withholding if you are a **seller of California real estate**. Sellers of California real estate use Form 593, Real Estate Withholding Statement, to claim an exemption from the real estate withholding requirement.

The following are excluded from withholding and completing this form:

- The United States and any of its agencies or instrumentalities.
- A state, a possession of the United States, the District of Columbia, or any of its political subdivisions or instrumentalities.
- A foreign government or any of its political subdivisions, agencies, or instrumentalities.

B Income Subject to Withholding

Withholding is required on the following, but is not limited to:

- Payments to nonresidents for services rendered in California.
- Distributions of California source income made to domestic nonresident partners, members, and S corporation shareholders and allocations of California source income made to foreign partners and members.
- Payments to nonresidents for rents if the payments are made in the course of the withholding agent's business.
- Payments to nonresidents for royalties from activities sourced to California.

- Distributions of California source income to nonresident beneficiaries from an estate or trust.
- Endorsement payments received for services performed in California.
- Prizes and winnings received by nonresidents for contests in California.

However, withholding is optional if the total payments of California source income are \$1,500 or less during the calendar year.

For more information on withholding, get FTB Pub. 1017, Resident and Nonresident Withholding Guidelines. To get a withholding publication, see Additional Information.

C Who Certifies this Form

Form 590 is certified (completed and signed) by the payee. California residents or entities exempt from the withholding requirement should complete Form 590 and submit it to the withholding agent before payment is made. The withholding agent is then relieved of the withholding requirements if the agent relies in good faith on a completed and signed Form 590 unless notified by the Franchise Tax Board (FTB) that the form should not be relied upon.

An incomplete certificate is invalid and the withholding agent should not accept it. If the withholding agent receives an incomplete certificate, the withholding agent is required to withhold tax on payments made to the payee until a valid certificate is received. In lieu of a completed exemption certificate, the withholding agent may accept a letter from the payee as a substitute explaining why they are not subject to withholding. The letter must contain all the information required on the certificate in similar language, including the under penalty of perjury statement and the payee's taxpayer identification number (TIN).

The certification does not need to be renewed annually. The certification on Form 590 remains valid until the payee's status changes. The withholding agent must retain a copy of the certification or substitute for at least five years after the last payment to which the certification applies. The agent must provide it to the FTB upon request.

If an entertainer (or the entertainer's business entity) is paid for a performance, the entertainer's information must be provided. **Do not** submit the entertainer's agent or promoter information.

The grantor of a grantor trust shall be treated as the payee for withholding purposes. Therefore, if the payee is a grantor trust and one or more of the grantors is a nonresident, withholding is required. If all of the grantors on the trust are residents, no withholding is required. Resident grantors can check the box on Form 590 labeled "Individuals — Certification of Residency."

D Definitions

For California nonwage withholding purposes:

- **Nonresident** includes all of the following:
 - Individuals who are not residents of California.
 - Corporations not qualified through the California Secretary of State (CA SOS) to do business in California or having no permanent place of business in California.
 - Partnerships or limited liability companies (LLCs) with no permanent place of business in California.
 - Any trust without a resident grantor, beneficiary, or trustee, or estates where the decedent was not a California resident.
- **Foreign** refers to non-U.S.

For more information about determining resident status, get FTB Pub. 1031, Guidelines for Determining Resident Status. Military servicemembers have special rules for residency. For more information see General Information E, Military Spouse Residency Relief Act (MSRRA), and FTB Pub. 1032, Tax Information for Military Personnel.

Permanent Place of Business:

A corporation has a permanent place of business in California if it is organized and existing under the laws of California or it has qualified through the CA SOS to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in California only if it maintains a permanent office in California that is permanently staffed by its employees.

E Military Spouse Residency Relief Act (MSRRA)

Generally, for tax purposes you are considered to maintain your existing residence or domicile. If a military servicemember and nonmilitary spouse have the same state of domicile, the MSRRA provides:

- A spouse shall not be deemed to have lost a residence or domicile in any state solely by reason of being absent to be with the servicemember serving in compliance with military orders.
- A spouse shall not be deemed to have acquired a residence or domicile in any other state solely by reason of being there to be with the servicemember serving in compliance with military orders.

Domicile is defined as the one place:

- Where you maintain a true, fixed, and permanent home.
- To which you intend to return whenever you are absent.

A military servicemember's nonmilitary spouse is considered a nonresident for tax purposes if the servicemember and spouse have the same domicile outside of California and the spouse is in California solely to be with the servicemember who is serving in compliance with Permanent Change of Station orders.

California may require nonmilitary spouses of military servicemembers to provide proof that they meet the criteria for California personal income tax exemption as set forth in the MSRR.

Income of a military servicemember's nonmilitary spouse for services performed in California is not California source income subject to state tax if the spouse is in California to be with the servicemember serving in compliance with military orders, and the servicemember and spouse have the same domicile in a state other than California.

For additional information or assistance in determining whether the applicant meets the MSRR requirements, get FTB Pub. 1032.

The payee must notify the withholding agent if any of the following situations occur:

- The individual payee becomes a nonresident.
- The corporation ceases to have a permanent place of business in California or ceases to be qualified to do business in California.
- The partnership ceases to have a permanent place of business in California.
- The LLC ceases to have a permanent place of business in California.
- The tax-exempt entity loses its tax-exempt status.

If any of these situations occur, then withholding may be required. For more information, get Form 592, Resident and Nonresident Withholding Statement, Form 592-B, Resident and Nonresident Withholding Tax Statement, [Form 592-PTE](#), Pass-Through Entity Annual Withholding Return, Form 592-Q, Payment Voucher for Pass-Through Entity Withholding, and Form 592-V, Payment Voucher for Resident or Nonresident Withholding.

Internet and Telephone Assistance

Website: ftb.ca.gov

Telephone: 800.852.5711 from within the United States
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech disability
711 or 800.735.2929 California relay service

Asistencia Por Internet y Teléfono

Sitio web: ftb.ca.gov

Teléfono: 800.852.5711 dentro de los Estados Unidos
916.845.6500 fuera de los Estados Unidos

TTY/TDD: 800.822.6268 para personas con discapacidades auditivas o del habla
711 ó 800.735.2929 servicio de relevo de California

Specific Instructions

Payee Instructions

Enter the withholding agent's name.

Enter the payee's information, including the TIN and check the appropriate TIN box.

You must provide a valid TIN as requested on this form. The following are acceptable TINs: social security number (SSN); individual taxpayer identification number (ITIN); federal employer identification number (FEIN); California corporation number (CA Corp no.); or CA SOS file number.

Private Mail Box (PMB) – Include the PMB in the address field. Write "PMB" first, then the box number. Example: 111 Main Street PMB 123.

Foreign Address – Follow the country's practice for entering the city, county, province, state, country, and postal code, as applicable, in the appropriate boxes. Do not abbreviate the country name.

Exemption Reason – Check the box that reflects the reason why the payee is exempt from the California income tax withholding requirement.

Withholding Agent Instructions

Do not send this form to the FTB. The certification on Form 590 remains valid until the payee's status changes. The withholding agent must retain a copy of the certificate or substitute for at least five years after the last payment to which the certificate applies. The agent must provide it to the FTB upon request.

Additional Information

Website: For more information, go to ftb.ca.gov and search for nonwage.

MyFTB offers secure online tax account information and services. For more information, go to ftb.ca.gov and login or register for **MyFTB**.

Telephone: 888.792.4900 or 916.845.4900, Withholding Services and Compliance phone service

Fax: 916.845.9512

Mail: WITHHOLDING SERVICES AND COMPLIANCE MS F182
FRANCHISE TAX BOARD
PO BOX 942867
SACRAMENTO CA 94267-0651

For questions unrelated to withholding, or to download, view, and print California tax forms and publications, or to access the TTY/TDD numbers, see the Internet and Telephone Assistance section.

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative Date

☐ I am unable to certify to the above statements. My explanation is attached.



CAMPAIGN CONTRIBUTIONS DISCLOSURE:

PROJECT PARTICIPANTS

In accordance with California law, a person or entity with a financial interest in a proceeding or particular governmental decision, who is not a party but who actively supports or opposes a particular decision, qualifies as a “participant” in that proceeding for purposes of California Code of Regulations Section 84308. Participants are prohibited from contributing more than \$250 to an officer of the agency while the proceeding is pending and for 12 months thereafter. A “financial interest” in a proceeding generally means that it is reasonably foreseeable that the proceeding or governmental decision within the proceeding, will have a material financial effect (of a positive or negative nature) on one or more of your economic interests. Relevant economic interests include your interest in business entities, real property, sources of income, sources of gifts, and personal finances. A material financial effect may include a change in revenue or expenses, or it may achieve, defeat, aid, or hinder a purpose or goal of the source of income and the participant or their spouse receives or is promised the income for achieving the purpose or goal. For additional information, please consult the Fair Political Practices Commission. See [Parties, Participants, Agents, and Section 84308 \(ca.gov\)](#) and [Informal Advice \(ca.gov\)](#). A participant has both a financial interest in the proceeding and communicates with the agency or an officer of the agency for purposes of influencing the proceeding.

In addition, SCAQMD Board Members or members/alternates of the MSRC or MSRC-TAC must abstain from voting on a contract or permit if they have received a campaign contribution from a party or participant to the proceeding, or agent, totaling more than \$250 in the 12-month period prior to the consideration of the item by the Governing Board or the MSRC or MSRC-TAC.

Gov’t Code §84308(c).1

The list of current SCAQMD Governing Board Members can be found at the SCAQMD website (www.aqmd.gov). The list of current MSRC or MSRC-TAC members/alternates can be found at the MSRC website (<http://www.cleantransportationfunding.org>).

SECTION I.

Contractor (Legal Name): _____

DBA, Name _____, County Filed in _____

Corporation, ID No. _____

LLC/LLP, ID No. _____

List any parent, subsidiaries, or otherwise affiliated business entities of Contractor:
(See definition below).

¹ The information provided on this form does not, and is not intended to, constitute legal advice. To the extent that you may have questions regarding any case law, citations, or legal interpretations provided above please seek the guidance of your own independent counsel.

SECTION II.

Has Contractor and/or any parent, subsidiary, or affiliated company, or agent thereof, or persons who direct or control campaign contributions for these entities, made a campaign contribution(s) totaling \$250 or more in the aggregate to a current member of the South Coast Air Quality Management Governing Board or member/alternate of the MSRC or MSRC-TAC in the 12 months preceding the date of execution of this disclosure?

☐ Yes

☐ No

**If YES, complete Section II below and then sign and date the form.
If NO, sign and date below. Include this form with your submittal.**

Name(s) of Contributor(s) or Person(s) who Directed or Controlled this Contribution:

Governing Board Member or MSRC or MSRC-TAC Member/Alternate Amount of Contribution Date of Contribution

Name(s) of Contributor(s) or Person(s) who Directed or Controlled this Contribution:

Governing Board Member or MSRC or MSRC-TAC Member/Alternate Amount of Contribution Date of Contribution

Name(s) of Contributor(s) or Person(s) who Directed or Controlled this Contribution:

Governing Board Member or MSRC or MSRC-TAC Member/Alternate Amount of Contribution Date of Contribution

Name(s) of Contributor(s) or Person(s) who Directed or Controlled this Contribution:

Governing Board Member or MSRC or MSRC-TAC Member/Alternate Amount of Contribution Date of Contribution

I declare the foregoing disclosures to be true and correct.

By: _____

Title: _____

Date: _____

DEFINITIONS

Parent, Subsidiary, or Otherwise Related Business Entity (2 Cal. Code of Regs., §18703.1(d).)

- (1) Parent subsidiary. A parent subsidiary relationship exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.
- (2) Otherwise related business entity. Business entities, including corporations, partnerships, joint ventures and any other organizations and enterprises operated for profit, which do not have a parent subsidiary relationship are otherwise related if any one of the following three tests is met:
 - (A) One business entity has a controlling ownership interest in the other business entity.
 - (B) There is shared management and control between the entities. In determining whether there is shared management and control, consideration should be given to the following factors:
 - (i) The same person or substantially the same person owns and manages the two entities;
 - (ii) There are common or commingled funds or assets;
 - (iii) The business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis;
 - (iv) There is otherwise a regular and close working relationship between the entities; or
 - (C) A controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

BOARD MEETING DATE: June 7, 2024

AGENDA NO.

PROPOSAL: Recognize Revenue, Appropriate Funds and Issue Solicitation and Purchase Order for Laboratory Equipment

SYNOPSIS: South Coast AQMD is expected to receive grant funds up to \$270,006 from U.S. EPA for the NATTS Monitoring Program. This action is to recognize revenue, appropriate funds and issue a sole source purchase order for Laboratory equipment.

COMMITTEE: Administrative, May 9, 2024; Recommended for Approval

RECOMMENDED ACTIONS:

1. Recognize revenue upon receipt, and appropriate up to \$93,245 (\$176,761 is recognized in FY 2024-25 Budget for Salaries, Employee Benefits, and Indirect Costs) into the Monitoring and Analysis' (MAD) FY 2024-25 Budget as set forth in Attachment 1; and
2. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue a sole source purchase order for laboratory equipment as listed in Table 1.

Wayne Natri
Executive Officer

JCL:AP:RMB:ld:ir:eq

Background

There are currently 188 hazardous air pollutants (HAPs), or air toxics regulated under the Clean Air Act that are associated with a wide variety of adverse health effects including cancer and neurological effects. The NATTS Program was developed to fulfill the need for long-term national HAP monitoring data. In 2007, U.S. EPA expanded the NATTS Program and awarded Section 103 funds to conduct monitoring for toxic air contaminants at two existing monitoring sites, Central Los Angeles, and Rubidoux. The air toxics data serves as a continuum between past and future air toxic measurement programs, such as MATES, and allows for more ongoing evaluation of toxic trends on a regional basis using the most robust air measurement methods. South Coast AQMD is

expected to receive up to \$270,006 from the U.S. EPA for the annually funded NATTS Program for the operation and maintenance of the monitoring program for FY 2024-25. Revenue for this grant in the amount of \$176,761 has already been included in the FY 2024-25 Budget.

Proposal

This action is to recognize, upon receipt, the remaining grant revenue up to \$93,245 not included in the FY 2024-25 Budget, appropriate it into MAD's FY 2024-25 Budget as set forth in Attachment 1, and issue sole source purchase order as described below.

The procurement of a Milestone TraceClean Acid Steam Cleaning System is critical to maintain the laboratory's operational capacity and ensure ongoing compliance with NATTS program requirements. The current acid cleaning system used for NATTS metals analysis is outdated, being more than 15 years old and no longer supported by the manufacturer. This system is the sole means for acid cleaning in the laboratory, and if it fails that will halt the laboratory's ability to perform metals analysis as required as part of the NATTS program. To address this, the laboratory proposes the purchase of the Milestone TraceClean Acid Steam Cleaning System at an estimated cost of \$25,000 as listed in Table 1. The purchase will be made as a sole source purchase followed by the issuance of a purchase order.

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 Milestone TraceClean Acid Steam Cleaning System is a unique acid steam cleaning system that can operate safely without the use of a fume hood and eliminates the operator's exposure to vapors throughout the cleaning process.

Resource Impacts

U.S. EPA funding will support the continuation of the NATTS Monitoring Program.

Table 1
Proposed Purchase through Sole Source Purchase Order

Description	Qty	Funding Source	Estimated Amount
Milestone TraceClean Acid Steam Cleaning System	1	U.S EPA NATTS FY 2024-25	\$25,000
Total			\$25,000

Attachment

Proposed NATTS Expenditures for FY 2024-25

Attachment 1
Proposed NATTS Expenditures for FY 2024-25

Account Description	Account Number	Program Code	Estimated Expenditures*
Services & Supplies Major Object:			
Maintenance of Equipment	67600	47468	\$30,000
Travel	67800	47468	\$6,000
Laboratory Supplies	68050	47468	\$30,000
Office Expense	68100	47468	\$1,033
Small Tools, Instruments, Equipment	68300	47468	\$1,212
Total Services & Supplies Major Object:			\$68,245
Capital Outlay Major Object:			
Milestone TraceClean Acid Steam Cleaning System (1)*	77000	47468	\$25,000
Total Capital Outlay Major Object:			\$25,000
Total Appropriations			\$93,245

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

Note: Salaries, Benefits, and Indirect Costs are included in the FY 2024-25 Budget.

BOARD MEETING DATE: June 7, 2024

AGENDA NO.

PROPOSAL: Appropriate Funds, Issue Solicitation and Purchase Orders to Meet Operational Needs for Rule 1180 Air Monitoring Program

SYNOPSIS: Rule 1180 established a fee schedule to fund community air monitoring stations to provide air quality information and notification to the public on refinery emissions in neighboring communities. The FY 2023-24 budget for this program includes approximately \$4.6 million in annual fees from refineries for community air monitoring. These actions are to appropriate up to \$199,000 from the General Fund Undesignated (Unassigned) Fund Balance to Monitoring and Analysis' FY 2023-24 and/or FY 2024-25 Budget, issue a solicitation and purchase orders to meet operational needs of the Rule 1180 Air Monitoring Program.

COMMITTEE: Administrative, May 9, 2024; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate up to \$199,000 from the General Fund Undesignated (Unassigned) fund balance for Rule 1180 activities into the Monitoring and Analysis' (MAD) FY 2023-24 and/or 2024-25 Budget (Org 42), Capital Outlays (up to \$119,000), and Services & Supplies (up to \$80,000) Major Object as indicated in Tables 1 and 2;
2. Authorize the Procurement Manager, in accordance with South Coast AQMD Procurement Policy and Procedure, to issue a solicitation, and based on the results of the solicitation, issue a purchase order for installed safety railings and ladders at Rule 1180 community air monitoring shelters, where needed, in an amount not to exceed \$81,000, as listed in Table 1; and
3. Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue sole source purchase orders for the following items in support of Rule 1180 community air monitoring as listed in Tables 1 and 2:
 - a. One hydrogen sulfide/sulfur dioxide (H₂S/SO₂) analyzer from Teledyne Advanced Pollution Instrumentation (Teledyne) in an amount not to exceed \$25,000;
 - b. One air conditioning system including installation from KLM HVAC and Refrigeration (KLM HVAC) in an amount not to exceed \$13,000;
 - c. Up to ten liquid nitrogen microdosing systems from FluxSense Inc. (FluxSense) in an amount not to exceed \$50,000; and

- d. Up to three specialized optical fibers including installation from FluxSense in an amount not to exceed \$30,000.

Wayne Natri
Executive Officer

JCL:AP:OP:ld:ir:kdl

Background

Rule 1180 - Refinery Fenceline and Community Air Monitoring was adopted by the Board in December 2017 and requires all seven major refineries in the South Coast Air Basin (Basin) to measure the ambient levels of various air pollutants at their fenceline, and notify the public if the concentration of any pollutant is above pre-determined threshold levels. Rule 1180 also established a fee schedule for these refineries to fund the installation, operation, and maintenance of community air monitoring stations (operated by South Coast AQMD) to provide air quality information and notifications to the public.

The requirements of Rule 1180 apply to the following seven facilities:

- Tesoro Refining & Marketing Company, LLC, Carson;
- Tesoro Refining & Marketing Company, LLC, Wilmington;
- Torrance Refining Company, LLC, Torrance;
- Chevron Products Company, El Segundo;
- Phillips 66 Company, Los Angeles Refinery, Carson;
- Phillips 66 Company, Los Angeles Refinery, Wilmington; and
- Valero Wilmington Refinery (permitted as Ultramar, Inc.), Wilmington.

The Rule 1180 refinery fenceline and community air monitoring network has been in operation since January 2020. To satisfy the Rule requirements, novel optical remote sensing (ORS), automated gas chromatography, and traditional analyzers have been installed at fenceline and community air monitoring sites, making this network the first of its kind in terms of complexity and technologies deployed.

Proposal

This action is to appropriate up to \$199,000 from the General Fund Undesignated (Unassigned) Fund Balance for Rule 1180 activities into the MAD FY 2023-24 and/or 2024-25 Budget (Org 42) Capital Outlays and Services & Supplies Major Object, as indicated in Tables 1 and 2. This action is also to issue a solicitation and purchase orders to meet operational needs of the Rule 1180 Air Monitoring Program, as shown in Tables 1 and 2.

Proposed Purchase through Solicitation

Safety Railings and Ladders for Air Monitoring Containers

Rule 1180 community air monitoring stations are housed in office containers or trailers. There is a need to outfit the containers with safety railings and ladders to maintain a safe workspace for staff while conducting maintenance and quality assurance activities. This action is to issue a solicitation, and based on the results of this solicitation, issue a purchase order for installation of safety railings and ladders in an amount not to exceed \$81,000.

Proposed Purchases through Sole Source

H2S/SO2 Analyzer

H2S/SO2 multi-pollutant analyzers are deployed at all Rule 1180 community air monitoring sites. The technical specifications of an H2S/SO2 analyzer manufactured by Teledyne is consistent with the equipment already operating within the South Coast AQMD community network for Rule 1180, and other community and federal air monitoring programs. One additional unit is needed for quality assurance and equipment verification purposes. This sole source purchase of one H2S/SO2 multi-pollutant analyzer from Teledyne will not exceed \$25,000 as listed in Table 1.

Air Conditioning System

Air conditioning systems are used to maintain stable temperature conditions inside the Rule 1180 community air monitoring stations and need to be replaced every three to five years. This community air monitoring network has been in operation for more than four years, and one spare air conditioning system is needed in case one of the existing air conditioning units experiences a failure. KLM HVAC is a local business in Long Beach that has an extensive expertise in the installation, service, and repair of air conditioning systems in South Coast AQMD air monitoring stations. KLM HVAC has an in-depth understanding of controlled-environment requirements to operate air monitoring instrumentation and is uniquely qualified to select and install the appropriate air conditioning equipment. The cost to purchase and install an air conditioning system will not exceed \$13,000 as listed in Table 1.

Liquid Nitrogen Microdosing Systems

Fourier Transform InfraRed (FTIR) optical multi-pollutant analyzers have been in constant operation at ten Rule 1180 community air monitoring stations since January 2020. Liquid nitrogen microdosing systems, that are part of FTIR analyzers, ensure uninterrupted FTIR detector cooling, and need to be replaced approximately every five years. FluxSense is the sole source provider of FTIR optical analyzers, including the liquid nitrogen microdosing systems. The cost to purchase and install up to ten liquid nitrogen microdosing systems from FluxSense will not exceed \$50,000 as listed in Table 2.

Specialized Optical Fibers

Optical multi-pollutant analyzers have been in constant operation at ten Rule 1180 community air monitoring stations since January 2020. Optical fibers are critical components of the optical multi-pollutant analyzers, and three spare fibers are needed in case one of the existing units experiences a failure. FluxSense is the sole source provider of optical multi-pollutant analyzer and specialized optical fibers. The cost to purchase and install up to three specialized optical fibers will not exceed \$30,000 as listed in Table 2.

Sole Source Justification

Section VIII.B.2 of the Procurement Policy and Procedure identifies four major provisions under which a sole source award may be justified. The request for sole source purchases of H₂S/SO₂ analyzers from Teledyne and liquid nitrogen microdosing systems and specialized optical fibers from FluxSense are made under Sections VIII.B.2.c (1): The unique experience and capabilities of the proposed contractor; VIII.B.2.c (2): The project involves the use of proprietary technology; and VIII.B.2.d (6): Projects requiring compatibility with existing specialized equipment. There are no other vendors who can provide this equipment, supplies, and installation meeting all required specifications and that are compatible with existing specialized equipment already in operation.

The request for sole source purchase of an air conditioning system from KLM HVAC is made under Section VIII.B.2.d (6): Projects requiring compatibility with existing specialized equipment. KLM HVAC is a local business that is an established vendor with South Coast AQMD, has been providing air conditioning systems compatible with existing air monitoring stations and equipment, and has provided reliable services to support air monitoring efforts for the last decade.

Benefits to South Coast AQMD

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

Resource Impacts

Rule 1180 annual fees will provide resources for ongoing community air monitoring operation and maintenance. Sufficient funding is available in the Undesignated (Unassigned) Fund Balance from Rule 1180 prior year budget savings to support the activities outlined in this Board letter.

Table 1
FYs 2023-24 and/or 2024-25
Proposed Capital Outlays Expenditures for Rule 1180

Description	Qty	Appropriation from Prior Years Budget Savings	Procurement Method
Safety Railings and Ladders for Air Monitoring Containers*	Up to 9	\$81,000	Solicitation
H2S/SO2 Multi-pollutant Analyzer*	1	\$25,000	Sole Source
Air Conditioning System*	1	\$13,000	Sole Source
Total		Up to \$119,000	

*Expenditures may be appropriated as Capital Outlays or Services & Supplies Major Object, as warranted.

Table 2
FYs 2023-24 and/or 2024-25
Proposed Services and Supplies Expenditures for Rule 1180

Description	Qty	Appropriation from Prior Years Budget Savings	Procurement Method
Liquid Nitrogen Microdosing Systems*	Up to 10	\$50,000	Sole Source
Specialized Optical Fibers*	Up to 3	\$30,000	Sole Source
Total		Up to \$80,000	

*Expenditures may be appropriated as Services & Supplies or Capital Outlays Major Object, as warranted.

BOARD MEETING DATE: June 7, 2024

AGENDA NO.

PROPOSAL: 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

SYNOPSIS: This action is to appropriate \$800,000 from the General Fund Undesignated (Unassigned) Fund Balance to the District General – Administrative and Human Resources FY 2023-24 and/or FY 2024-25 Budget in the amount of \$625,000, and the Administrative and Human Resources FY 2023-24 and/or FY 2024-25 division budget in the amount of \$175,000. This action is also to approve amending contracts with prequalified labor and employment counsel to add funds, up to \$200,000, as necessary.

COMMITTEE: Administrative, May 9, 2024; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate \$625,000 from the General Fund Undesignated (Unassigned) Fund Balance to District General – Administrative and Human Resources' FY 2023-24 and/or FY 2024-25 Budget, Services and Supplies Major Object as follows:
 - a. Insurance Account in the amount of \$425,000; and
 - b. Professional and Special Services Account in the amount of \$200,000.
2. Appropriate \$175,000 from the General Fund Undesignated (Unassigned) Fund Balance to the Administrative and Human Resources FY 2023-24 and/or FY 2024-25 Budget, Services and Supplies Major Object; and
3. Authorize the Executive Officer to amend contracts with employment and labor relations legal counsel to add funding up to \$200,000 from the District General – Administrative and Human Resources Professional and Special Services Account, as necessary.

Wayne Nastri
Executive Officer

AJO:vl:mm

Background

The FY 2023-24 Budget for District General – Administrative and Human Resources (DG-AHR), Services and Supplies Major Object, Insurance Account provides funding for general South Coast AQMD overhead expenses. Accounts associated with general operations of South Coast AQMD are budgeted and tracked in District General. Expenses paid from these accounts include such items as retirement payouts, principal and interest payments, insurance, utilities, taxes, housekeeping, security, and building maintenance and improvements.

Division budgets are allocated for expenditures specific to the operations and programs of the division. For Administrative and Human Resources (AHR), the division budget covers items relating to training, recruitment, safety measures, and specialized services contractors.

Due to unanticipated labor and employment related expenses and increased costs for ongoing items, such as insurance premiums, there is a need to transfer budget funds in order to pay for expenses incurred or to be incurred before the end of Fiscal Year (FY) 2023-24.

Proposal

This item requests a transfer of \$625,000 from the General Fund Undesignated (Unassigned) Fund Balance to District General – Administrative and Human Resources' FY 2023-24 and/or FY 2024-25 Budget, Services and Supplies Major Object. Part of the transfer (\$200,000) will be directed to the Professional and Special Services Account to cover outside legal counsel expenses for employment and labor relations matters. These expenses provide South Coast AQMD with legal advice and counsel on labor negotiations, workplace issues, and new laws and regulations. To implement this allocation of funding, staff seeks authority for the Executive Officer to amend existing contracts with previously Board-approved law firms to add funding.

The remainder of the transfer amount (\$425,000) will go to the Insurance Account of District General – Administrative and Human Resources' FY 2023-24 and/or FY 2024-25 Budget, Services and Supplies Major Object. These funds will be used to cover increased costs for liability insurance premiums and for payments related to ongoing workers' compensation claims.

This action is also to appropriate \$175,000 from the General Fund Undesignated (Unassigned) Fund Balance to AHR's FY 2023-24 and/or FY 2024-25 Budget, Services and Supplies Major Object. For FY 2023-24, expenditures from this account include implementing new training programs (such as, de-escalation and situational awareness), adding employee development resources (LinkedIn Learning, for example), initiating engagement events, and continuing costs related to the implementation of South Coast AQMD's Covid Prevention Plan. In order to cover costs to be incurred for similar employee resources for the remainder of the fiscal year, a budget transfer is requested

for funding of additional training, services for health and safety services providers, recruitment software, and temporary employee costs to cover employees out on long-term medical leave.

Resource Impacts

Sufficient funds are available from the General Fund Undesignated (Unassigned) Fund Balance.