

BOARD MEETING DATE: March 2, 2018

AGENDA NO. 23

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, February 9, 2018. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

nv

Committee Members

Present: Dr. William A. Burke/Chair (videoconference), Mayor Pro Tem Judith Mitchell, and Dr. Clark E. Parker, Sr. (videoconference).

Absent: Mayor Ben Benoit/Vice Chair

Call to Order

Chair Burke called the meeting to order at 10:20 a.m.

DISCUSSION ITEMS:

- 1. Board Members' Concerns:** None to report.
- 2. Chairman's Report of Approved Travel:** As noted on the travel report, Council Member Dwight Robinson attended the 2018 Rethink Methane Symposium in Sacramento, February 5-6, 2018. Council Member Joe Buscaino will attend the National League of Cities, Energy, Environment & Natural Resources Committee in Washington, D.C., March 9-14, 2018. Dr. Joseph Lyou will make a presentation at the American Bar Association 47th Spring Conference in Orlando FL, April 18-21, 2018.
- 3. Report of Approved Out-of-Country Travel:** None to report.

4. **Review March 2, 2018 Governing Board Agenda:** Mr. Wayne Nastri, Executive Officer, reported that a contract for the residential consumer rebate program, a companion to Proposed Rule 1111, was inadvertently left off of the March Board agenda. A report on this item will be provided at the February 16, 2018 Stationary Source Committee meeting, and will be added to the March Board agenda for Board consideration. Dr. Burke approved.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
6. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Assistant Deputy Executive Officer/Information Management, reported that the new website has been deployed and is continuing to be fine-tuned. Upgraded hardware and the E-GIS project are ahead of schedule. The Information Technology (IT) Review prioritization and implementation plan is being finalized.

ACTION ITEMS:

7. **Transfer and Appropriate Funds and Execute Contracts for Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that in November 2017, the Board approved the release of an RFP to solicit bids for software development and support. This item is to execute selected contracts from that competitively bid process. The funds are available in the current fiscal year budget.

Moved by Mitchell; seconded by Parker, unanimously approved.

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

8. **Amend Contracts to Provide Systems Development Services for Legal Division Case Management System Development and Implementation:** Mr. Moskowitz reported that the Legal Division requires a case management system and this item is to put a process in place to potentially replace the current legal case management system if the vendor cannot fulfill their obligations. Mayor Pro Tem Mitchell inquired about possible remedies if the obligations are not met. Mr. Nastri responded that a letter has been sent indicating that corrections are necessary, but if they are not able to meet their obligations, remedies to correct the issues include a refund or potential litigation. Mayor Pro Tem Mitchell inquired whether there will be a new program if the issues are not corrected. Mr. Moskowitz responded yes, the data from the existing system will be transferred over to the new system. Dr. Parker inquired if there are currently problems with

the existing vendor, why continue with the same vendor? Mr. Moskowitz reported that SCAQMD has a current license with the existing vendor and they will be given an opportunity to correct the issues. Barbara Baird, Chief Deputy Counsel, provided clarification that the requested funding will be used in the event that the existing vendor cannot cure the deficiencies.

Moved by Mitchell; seconded by Parker, unanimously approved.

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

- 9. Issue RFPs to Implement Recommendations to Enhance Socioeconomic Assessments for AQMP:** Dr. Philip Fine, Deputy Executive Officer/Planning, Rule Development & Area Sources, reported that approximately four years ago there was an assessment of the method SCAQMD used for socioeconomic assessments of rules and the AQMP. To date, more than 10 of 14 key recommendations have been implemented. This request is to issue two RFPs: 1) for literature review and development of methodologies on quantification and valuation of visibility benefits for future AQMPs; and 2) literature review of the benefits to agriculture, ecology, building, and materials from improved air quality and recommendations on analyzing these benefits for future AQMPs. Funding for both projects are included in this fiscal year budget. Mayor Pro Tem Mitchell inquired about residential visibility. Dr. Fine responded that there are primary benefits such as cleaning the air and secondary benefits that affect agriculture and materials, since ozone will degrade rubber, paints and ecosystems, as well as the welfare of visibility.

Moved by Mitchell; seconded by Parker, unanimously approved.

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

- 10. Recommendation to Appoint Member to SCAQMD Home Rule Advisory Group (No Written Material):** Dr. Fine reported that this item is a recommendation to appoint Dr. Parker to the Home Rule Advisory Group.

Moved by Mitchell; seconded by Parker, unanimously approved.

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

- 11. Appropriate Funds and Execute Contract for Strategic Consulting Services:** Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, reported that this item is to approve contracting consultant services with Double Nickel Advisors. They have provided strategic advice and counsel on AQMP funding, as well as other legislature-related issues. Dr. Parker inquired about the amount of the contract. Mr. Alatorre responded it is a one-year contract in the amount of \$120,000. Mayor Pro Tem Mitchell inquired if this was a sole source contract and has there been good service from this firm? Mr. Alatorre responded that it is a sole source contract and they have provided exceptional strategic advice.

Moved by Parker; seconded by Mitchell, unanimously approved.

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

- 12. Issue Purchase Order to Promote “The Right to Breathe” Video:** Mr. Alatorre reported that this item is to add an additional \$250,000 to the Right to Breathe campaign for an updated video.

Moved by Mitchell; seconded by Parker, unanimously approved.

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

- 13. Report of RFQs Scheduled for Release in March:** Sujata Jain, Assistant Deputy Executive Officer/Finance, reported that this is a standard item to release RFQs, and sufficient funds are available in the current fiscal year budget.

Moved by Parker; seconded by Mitchell, unanimously approved.

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

OTHER MATTERS:

14. **Other Business**

There was no other business.

15. **Public Comment**

There were no public comments.

16. **Next Meeting Date**

The next regular Administrative Committee meeting is scheduled for March 9, 2018 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:38 a.m.