

BOARD MEETING DATE: September 7, 2018

AGENDA NO. 21

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, July 13, 2018. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Dr. William A. Burke, Chair
Administrative Committee

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Committee Members

Present: Dr. William A. Burke/Chair (videoconference), Mayor Ben Benoit/Vice Chair (arrived at 10:15 a.m.), Mayor Pro Tem Judith Mitchell, and Dr. Clark E. Parker, Sr. (videoconference)

Absent: None

Call to Order

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

ACTION ITEM:

This item was taken out of order.

- 11. Execute Contract for Planning, Organizing, and Facilitating SCAQMD's Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance:** Deputy Executive Officer/Legislative, Public Affairs & Media Derrick Alatorre reported that this item is to consolidate contracts for two events into one contract for the Martin Luther King, Jr. Day of Service Forum and Cesar Chavez Day of Remembrance. Three firms, Evan Brooks Associates, Inc., Fruition Multimedia, and the Lee Andrews Group were interviewed by the committee members. All three firms provided a brief presentation on their company's background and experience with event planning, outreach, etc. Dr. Burke recommended that this contract be for multiple years rather than one year

to enable the contractor to secure a venue in advance, which had been a challenge in the past. Mr. Bayron Gilchrist, General Counsel, reported that the contract can be for a two- or three-year period and that the Board letter can be updated to reflect that recommendation. Mayor Benoit joined the meeting [at 10:15 a.m.] while this item was in progress.

Motion was made to extend to a three-year contract; moved by Mitchell; seconded by Parker, unanimously approved.

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

Motion was made to approve the Lee Andrews Group as contractor; moved by Mitchell; seconded by Parker, unanimously approved.

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Mayor Pro Tem Mitchell will attend the CCEEB Summer Issues Seminar regarding air quality issues in Squaw Valley, CA, July 16-18, 2018. Mayor Pro Tem Mitchell will attend the monthly CARB Board meeting as the SCAQMD Board representative in Sacramento, CA, July 26-27, 2018.
3. **Report of Approved Out-of-Country Travel:** None to report.
4. **Review September 7, 2018 Governing Board Agenda:** Mr. Wayne Nastri reported that the public hearing for Rule 1469 will be held in September.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.
6. **Report of RFPs Scheduled for Release in September:** Assistant Deputy Executive Officer/Finance Sujata Jain reported that this item is to request approval to release two RFPs for janitorial services and audit services for the AB 2766 audit.

7. **SCAQMD's Restricted Special Funds Update:** Mr. Nastri requested that this item be continued to September's Administrative Committee to allow adequate review time.

8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Assistant Deputy Executive Officer/Information Management Ron Moskowitz reported that nine milestones for the E-GIS project have been completed and the final six milestones are on schedule. The new iPhone mobile application will be completed and ready for testing in approximately five weeks. The new Request to Speak application went live successfully at the July Board meeting. Mayor Benoit requested advance access to the iPhone mobile application when it goes through beta testing. Mr. Moskowitz responded that access will be provided in advance. Dr. Burke congratulated Information Management staff for the success of the Request to Speak application.

ACTION ITEMS:

9. **Issue Purchase Order for Ingres Relational Database Management System Software Support:** Mr. Moskowitz reported that this is a standard annual item to purchase a license for maintenance and systems software support for the CLASS system database. The funds for this expense are included in the FY 2018-19 budget.

Moved by Mitchell; seconded by Benoit, unanimously approved.

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

10. **Amend Classification of Career Development Intern, and Adopt New Classification of Source Testing Manager:** Assistant Deputy Executive Officer/Administrative & Human Resources John Olvera reported that this item refers to two job classifications. First, it is being proposed to revise the job classification for the Career Development Intern position. This position involves providing young adults who have transitioned from the foster care system with on-the-job training and experience. Having completed the third year of the program, there are changes that are being recommended to enhance the program: extending the internship from one year to two years; and expanding eligibility for the program to adults participating in vocational support programs with non-profit organizations. The second request is to add a job classification for a Source Testing Manager position, a position that was previously part of SCAQMD's work force, but was deleted in 2009 for budgetary reasons. This position is needed to manage and to lead staff involved in various source testing

programs. Funding for this position is included in this year's budget; however, the adoption of the classification will allow the promotional recruitment process to begin. Dr. Burke asked whether there would be a fiscal impact if the Career Development program was extended to three years. Mr. Olvera responded that there would be no fiscal impact; therefore, Dr. Burke recommended that the program be extended to three years. Dr. Parker inquired about the maximum number of interns allowed through the program. Mr. Olvera responded that the maximum allowance is pursuant to the number that is allocated into each year's budget. In the past three years, two positions were allocated in the budget each year, but that can be expanded in the future. Dr. Burke commented that he has asked Mr. Alatorre to reach out to a non-profit organization that deals with foster children to encourage young people to get involved.

Moved by Benoit; seconded by Mitchell as recommended with extending the maximum time to three years.

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

12. **Issue RFP for Legislative Representation in Washington, D.C.:** Mr. Alatorre reported that this item is to issue an RFP for legislative representation in Washington, D.C. There are currently three consultants in Washington, D.C., with their contracts expiring on January 14, 2019. This request is to start the RFP process to obtain proposals and to move forward with a recommendation to hire new consultants.

Moved by Parker; seconded by Mitchell, unanimously approved.

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

WRITTEN REPORT:

13. **Local Government & Small Business Assistance Advisory Group Minutes for the March 9, 2018 Meeting:** Mr. Alatorre reported that this item is a written report.

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 September 14, 2018 at 10:00 a.m.

Adjournment

The meeting adjourned at 11:14 a.m.

Attachment

Local Government & Small Business Assistance Advisory Group Minutes for the March 9, 2018 Meeting



South Coast Air Quality Management District

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(909) 396-2000 • www.aqmd.gov

LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, MARCH 9, 2018 MEETING MINUTES

MEMBERS PRESENT:

Ben Benoit, Mayor Pro Tem, City of Wildomar and LGSBA Chairman
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California
LaVaughn Daniel, DancoEN
John DeWitt, JE DeWitt, Inc.
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Paramount Petroleum
David Rothbart, Los Angeles County Sanitation District

MEMBERS ABSENT:

Janice Rutherford, Supervisor, Second District, San Bernardino County
Felipe Aguirre
Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre
Todd Campbell, Clean Energy
Maria Elena Kennedy, Kennedy Communications
Cynthia Moran, Council Member, City of Chino Hills

OTHERS PRESENT:

David Czamanske, Board Member Consultant (*Cacciotti*)
Naresh Amatya, Southern California Association of Governments

SCAQMD STAFF:

Philip Crabbe III, Community Relations Manager
Nancy Feldman, Principal Deputy District Counsel
Laki Tisopulos, Ph.D., Deputy Executive Officer
Vicki White, Technology Implementation Manager
Ricardo Rivera, Sr. Staff Specialist
Elaine-Joy Hills, AQ Inspector II
Van Doan, AQ Inspector II
De Groeneveld, Sr. Information Technology Specialist

Agenda Item #1 - Call to Order/Opening Remarks

Chair Ben Benoit called the meeting to order at 11:32 a.m.

Agenda Item #2 – Approval of February 9, 2018 Meeting Minutes/Review of Follow-Up/Action Items

Chair Benoit called for approval of the February 9, 2018 meeting minutes. The minutes were approved unanimously.

Agenda Item #3 – Follow Up/Action Items

Mr. Philip Crabbe III provided responses to the February 9, 2018 action items.

Mr. Crabbe indicated that SCAQMD is not involved with BKK’s landfill cleanup and has not performed any monitoring for at least twenty years. Also, a tour of SCAQMD laboratory will be agendized in a future meeting.

Mr. Paul Avila asked what SCAQMD’s involvement is with BKK landfill. Mr. Crabbe replied there has been no activity. Chair Benoit stated that as the project develops, the Environmental Impact Report (EIR) would be reviewed by staff. Mr. Rothbart stated the Department of Toxic Substances Control (DTSC) is the lead agency, which has regulatory oversight over that facility.

Mr. Crabbe stated the last action item was to provide LGSBA members with the flyer regarding community meetings. That flyer was sent on Thursday, February 22, 2018 via email.

Ms. Rita Loof commented she previously requested a presentation on Rule 219 outreach activities relating to the printing industry and would like to submit that same request. She further commented the requirements in Rule 1469 are financially burdensome to the small- and medium-sized businesses in the metal finishing industry. Ms. Loof also stated the Los Angeles County Sanitation District (LACSD) hosted a symposium to provide information and requested that SCAQMD host something similar to that.

Mr. Avila requested information regarding the required sexual harassment training. Chair Benoit stated it is available online. Mr. Avila asked for information relating to SCAQMD’s taxation authority. Mr. Crabbe stated that a topic related to that may be discussed at the Governing Board meeting on April 6, 2018.

Action Item: Email advisory group sexual harassment training information.

Agenda Item #4 – AB 134 & Carl Moyer Activities

Ms. Vicki White provided information regarding the adoption of AB 134 to fund community air quality projects and an update on Carl Moyer activities.

Mr. Bill LaMarr asked what the selection criteria for disadvantaged communities are, and if the selection is based on the contractor and their equipment or the location of the projects. Ms. White replied that these are mobile equipment, so they typically don’t operate in one location. The California Air Resources Board (CARB) developed funding guidelines, which give us the ability to use CalEnviroScreen to determine if an address is located in a disadvantaged community. We also consider travel routes. If the equipment travels through or operates the majority of the time within a

disadvantaged community, the project could be credited as beneficial to that community. Mr. LaMarr stated from the contractor's point of view, qualification is uncertain and it is dependent on the type of project. Ms. White indicated that this program is a replacement program so we look at operational records for the past two years. The contractor who receives the funding must provide annual reports to show which area the equipment operates in. Mr. LaMarr further asked if the same approach is applied to a public works project, and if that project must be in a disadvantaged community or travel through one. Ms. White replied that the language says we have to justify, using operational records, which equipment operated the majority of the time within a census tract that has been identified as disadvantaged or low income. It is a census tract analysis, so if we can document it through operational records, we can qualify them.

Mr. David Rothbart asked how the CalEnviroScreen tool is being utilized. Ms. White replied that analysis has been done and established. Mr. Rothbart indicated it was intended to be a screening tool, but it is used as an absolute. Ms. White stated that CARB adopted and used it as the primary tool in all of its climate change investments.

Mr. John DeWitt asked if Ms. White is the contact for assistance. Ms. White responded she manages a team of nine staff, who work on the Carl Moyer Program, and any of them could provide assistance.

Agenda Item #5 – Update on New Source Review (NSR)

Dr. Laki Tisopulos provided a status report on Regulation XIII – New Source Review.

Mr. Avila asked if federal regulations are less stringent than SCAQMD regulations in Los Angeles (LA) County. Dr. Tisopulos responded with respect to stationary sources, SCAQMD regulations are more stringent than the state or federal regulations. Mr. Avila asked if that's true only in certain areas, such as areas near refineries. Dr. Tisopulos replied that it applies to all four counties. Mr. Avila suggested to look at LA County. Dr. Tisopulos stated in LA County, SCAQMD regulations are more stringent and refineries are cleaner than any refinery in the country. Mr. Avila asked if it is possible to follow federal regulations instead of SCAQMD regulations. Dr. Tisopulos replied no, the federal Clean Air Act (CAA) granted SCAQMD the ability to develop, adopt, and implement more stringent programs to improve air quality faster, and that has never been challenged.

Mr. Rothbart asked what the reason was for the reduction in nitrogen oxide (NOx). Dr. Tisopulos replied, as established within Rule 1315 and a commitment to the Environmental Protection Agency (EPA), when a newly adopted rule results in emissions reduction, the remaining balances are adjusted by the same percentage. Mr. Rothbart asked if the results meant it is being taken from the bank. Dr. Tisopulos replied no, it could be bought, but in this case, it was due to the adjustment. Mr. Rothbart stated he wanted to make sure the bank is solvent. Dr. Tisopulos replied yes, you would want to ensure the bank is solvent because the primary beneficiaries are the essential public services and businesses emitting less than four tons per year. It is also considered a potential alternative as the Regional Clean Air Incentives Market (RECLAIM) Program phases out. Mr. Rothbart asked if SCAQMD converts the emissions into RECLAIM Trading Credits (RTC) or Emissions Reduction Credits (ERC) when a RECLAIM facility shuts down. Dr. Tisopulos responded this doesn't include RECLAIM facilities; however, if a RECLAIM facility shuts down, those credits stay within the RECLAIM program. Mr. Rothbart asked if RTCs would be generated. Dr. Tisopulos replied they would remain as RTCs.

Mr. LaMarr asked if electrical generating facilities (EGF) have access to this bank. Dr. Tisopulos replied the bank is available to facilities emitting less than four tons annually, including essential public

services. EGFs or power plants emit more than that so Rule 1304.1 was developed to provide access to the bank in exchange for a mitigation fee. However, the bank is available for free to smaller businesses.

Mr. DeWitt asked if the air is better or not. Dr. Tisopulos replied yes, the air is better, and every pound of emissions is offset by 1.2-pounds of reductions.

Action Item: Mr. Avila requested for a 5-10 minute presentation on the SCAQMD Federal Offset Bank.

Ms. Loof asked how Best Available Control Technology (BACT) is incorporated into this program. Dr. Tisopulos replied when a facility shuts down, the reductions are discounted to the BACT level.

Agenda Item #6 – Update on Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS)

Mr. Naresh Amatya presented on the RTP/SCS, including details on environmental mitigation, goods movement, and transit.

Mr. Avila asked if SCAG and SCAQMD studies overlap and if one agency is preferred over the other. Mr. Amatya replied SCAG works very well with SCAQMD, and does not undertake any air quality studies. SCAG relies on SCAQMD's input on air quality matters. Dr. Tisopulos stated SCAG, CARB, and SCAQMD are co-authors of the Air Quality Management Plan (AQMP) and information provided by each agency are used.

Ms. Loof commented that some air quality policies relating to goods movement have the tendency to drive businesses out of this area. As a result, manufacturing facilities would manufacture products in another state or country and transport them to this area. Ms. Loof asked if there is an analysis of the economic impact of the exodus of industry and its relationship to emissions increase due to goods movement. Mr. Amatya replied that SCAG has done studies on the economic impact of goods movement and land use. However, Mr. Amatya is not aware of any studies regarding the exodus of businesses.

Mr. Avila asked if the decline in transit ridership means a decline in the use of buses. Mr. Amatya replied there is a slide addressing that.

Mr. DeWitt asked how tax regulations impact businesses and what impacts are projected due to businesses leaving the area. Mr. Naresh Amatya replied that those issues go beyond what SCAG can address. Mr. DeWitt indicated that on the new port rules SCAG is considering, there's a lot of competition and there seems to be some concern. Mr. Amatya stated SCAG works very closely with both Port of Long Beach and Port of Los Angeles. They encourage the ports to consider economic impacts.

Ms. Loof commented that the intent of the previous plan was to encourage people in high density areas to ride bicycles or take the bus. Ms. Loof asked how the plan is implemented when it is dependent on human behavior and requires public participation. Mr. Amatya replied that SCAG recognizes shifts in trends and that behaviors take time. The plan will continue to pursue strategies that identify key transportation corridors, and continue to invest in active transportation. SCAG will continue to set priorities to meet CARB's greenhouse gas target, which was 13% and likely increasing to 19%.

Ms. LaVaughn Daniel commented that a recent article indicated that 50% of smog in California results from transportation, and more than half of that is caused by gross polluters. Ms. Daniel asked if the plan addresses gross polluters. Mr. Amatya asked if gross polluters are stationary sources. Ms. Daniel replied mobile sources were gross polluters. Mr. Amatya responded that the goods movement sector contributes to the air quality challenges and there are steps being taken, including to aggressively pursue cleaner technologies and work with local communities to ensure that the goods movement system is working efficiently. Chair Benoit commented that smoking vehicles could be reported to SCAQMD using the 1-800-CUT-SMOG hotline.

Mr. Avila commented that used car prices have decreased. Mr. Avila asked if the population studies encompassed college graduates under 30 years-old. Mr. Amatya replied that SCAG does. The Generation X tend to be more adverse to using technology, but as they mature, they tend to revert back to cars.

Agenda Item #7 –Monthly Report on Small Business Assistance Activities

No comments.

Agenda Item #8 - Other Business

Mr. LaMarr inquired about the SBA report, and asked if there are still funds available in the Dry Cleaner Grant Program. Mr. Ricardo Rivera replied there is still money for professional wet cleaning.

Agenda Item #9 - Public Comment

No comments.

Agenda Item #10 – Next Meeting Date

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, April 13, 2018 at 11:30 a.m.

Adjournment

The meeting adjourned at 12:57 p.m.