

BOARD MEETING DATE: April 5, 2019

AGENDA NO. 17

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, March 8, 2019. 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)
Council Member Ben Benoit/Vice Chair (videoconference)
Council Member Michael Cacciotti (teleconference)
Mayor Judith Mitchell (videoconference)
Dr. Clark E. Parker, Sr. (videoconference)

Absent: None

Call to Order

Chair Burke called the meeting to order at 1:00 p.m.

DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Mayor Mitchell will attend the monthly CARB Board meeting as the SCAQMD Board representative in Sacramento on March 20-21, 2019.
3. **Report of Approved Out-of-Country Travel:** None to report.
4. **Review April 5, 2019 Governing Board Agenda:** None to report.

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:** Assistant Deputy Executive Officer/Chief Information Officer Ron Moskowitz reported that the FIND application has become more user-friendly and now mobile-friendly, and it has been integrated with the GIS project and now displays facilities searched on a map. In approximately one month, all SCAQMD mailboxes will be migrated to Microsoft Cloud and the Board will be updated on the continued progress. Recently, Government Technology magazine wrote a positive article highlighting SCAQMD's mobile application. The Android version is scheduled to be released at the end of May. Dr. Burke inquired about the one million email addresses that were purchased a few years ago as they relate to spam rules. Mr. Moskowitz stated that the public has the ability to remove themselves from the email list but added that he would research the specifics. Dr. Burke requested that Mr. Moskowitz work with General Counsel to explore the possibilities of how to inform the public that our mission is to educate them, and to report back at the next Administrative Committee.
7. **Report of RFPs Scheduled for Release in April:** Assistant Deputy Executive Officer/Finance Sujata Jain reported that this item is to issue an RFP for the elevator modernization project.

ACTION ITEMS:

8. **Execute Contract for Consultant Services for SCAQMD's High School Air Quality Educational Program:** Deputy Executive Officer/Legislative, Public Affairs & Media Derrick Alatorre reported that in February 2019, the Board approved the release of an RFP for development and planning of a High School Education Program. Seven proposals were received. Of the seven proposals, four were deemed to be technically qualified: Arellano Associates; Gladstein, Neandross & Associates; Global Inheritance; and the Lee Andrews Group. Each firm provided a presentation and were interviewed by the Committee. The Administrative Committee selected the Lee Andrews Group, based on their qualifications and relationships established with various schools. Mr. Harvey Eder of the Public Solar Power Coalition provided public comment regarding the importance of solar power and the need to include information on solar power in school curriculums. Dr. Burke agreed that solar should be part of this program.

Moved by Parker; seconded by Cacciotti, unanimously approved.

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

9. **Issue RFP to Solicit Proposals and Execute Contract for Media, Advertising and Public Outreach Campaign for 2019/20 Check Before You Burn Program:** Dr. Burke expressed concern regarding the effectiveness of this campaign and requested that this item be continued to the April Administrative Committee meeting to allow staff adequate time to compile data on the effectiveness of past campaigns.

10. **Recommendation to Appoint Member to SCAQMD Local Government & Small Business Assistance Advisory Group:** Mr. Alatorre reported that Council Member Benoit, who is chair of the Local Government & Small Business Assistance (LGSBA) Advisory Group, recommends that Marc Ang serve on the LGSBA Advisory Group as a public member representative

Moved by Benoit; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell, Parker

Noes: None

Absent: None

11. **Remove Various Fixed Assets from SCAQMD Inventory:** Ms. Jain reported that this item is to remove surplus fixed assets that are obsolete and non-operable in the amount of \$885,845.

Moved by Benoit; seconded by Mitchell, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell, Parker

Noes: None

Absent: None

12. **Transfer and Appropriate Funds, Issue Solicitations, and Execute Purchase Orders and Contracts for AB 617 Implementation:** Atmospheric Measurements Manager Andrea Polidori reported that in January and June 2018, the Board recognized revenue from CARB for implementation of AB 617. Based on the assessment of the program and the input received by steering committee members, there is a need to reallocate funds to purchase additional monitoring analysis equipment and to issue contracts for the implementation of AB 617 in the three Year 1 communities. Mayor Mitchell announced that she does not have a conflict of interest related to this item but is a member of the CARB Board.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

Ayes: Benoit, Burke, Cacciotti, Mitchell, Parker

Noes: None

Absent: None

WRITTEN REPORT:

- 13. Local Government & Small Business Assistance Advisory Group Minutes for the December 14, 2018 Meeting:** Mr. Alatorre reported that this item is a written report.

OTHER MATTERS:

- 14. Public Comment:**

There were no public comments.

- 15. Next Meeting Date**

The next regular Administrative Committee meeting is scheduled for April 12, 2019 at 10:00 a.m.

Adjournment

The meeting adjourned at 3:15 p.m.

Attachment

Local Government & Small Business Assistance Advisory Group Minutes for the December 14, 2018 Meeting



South Coast Air Quality Management District

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

LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, DECEMBER 14, 2018 MEETING MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Dr. Clark E. Parker, Sr., Senate Rules Committee Appointee
V. Manuel Perez, Supervisor
Janice Rutherford, Supervisor, Second District, San Bernardino County
Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre
Todd Campbell, Clean Energy
John DeWitt, JE DeWitt, Inc.
Eddie Marquez, Roofing Contractors Association
Cynthia Moran, Council Member, City of Chino Hills

SCAQMD STAFF:

Fabian Wesson, Asst. Deputy Executive Officer/Public Advisor
Nancy Feldman, Principal Deputy District Counsel
De Groeneveld, Sr. Information Technology Specialist
Elaine-Joy Hills, AQ Inspector II
Stacy Garcia, Secretary

Agenda Item #1 - Call to Order/Opening Remarks

Chair Ben Benoit called the meeting to order at 12:01 p.m.

Agenda Item #2 – Follow Up/Action Items

Ms. Fabian Wesson updated the LGSBA members regarding the following requests:

- Provide the AB 617 steering committee rosters
The roster for Wilmington/Carson/West Long Beach were e-mailed on December 5, 2018
The roster for San Bernardino/Muscoy were emailed on December 11, 2018
The roster for Boyle Heights/East Los Angeles/West Commerce will be e-mailed once finalized
- Provide the November 28, 2018 AB 617 flyer
The flyer was e-mailed on November 14, 2018
- Supervisor Perez requested a map of the locations of air monitors in his district
The map and locations were e-mailed to Supervisor Perez's staff on December 13, 2018
- Supervisor Perez requested a meeting to discuss any correlation between nosebleeds and PM₁₀
SCAQMD staff is working on scheduling said meeting

Mr. Bill LaMarr inquired about the remaining steering committee roster and why it has not been finalized. Ms. Wesson responded that there have been some drop offs and other issues. Mr. Paul Avila asked if you have to physically live in a community in order to be on the steering committee to which Ms. Wesson responded yes. Ms. Rita Loof asked if trade organizations representing businesses in the AB 617 communities, who do not reside in the community, be on the steering committee. Ms. Wesson stated that legislation mandated that the business owner has to live in the community, even if the business is in the community.

Agenda Item #3 – Approval of November 9, 2018 Meeting Minutes/Review of Follow-Up/Action Items

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

Agenda Item #4 – Approval of Local Government & Small Business Assistance Advisory Group 2018 Accomplishments and Seek Items for 2019 Goals & Objectives

Ms. Wesson presented and requested approval of the 2018 Accomplishments and for items to be included in the 2019 Goals & Objectives.

Ms. Loof recommended information on Rule 1106, before it goes to the Governing Board in April 2019. Ms. Loof also requested clarification on how subscription services works and gave an example that when you go on the website to sign up for rule updates, it does not correlate to public notices or workshops that go out.

Mr. LaMarr requested information on Rules 212 and 1106.

Mr. Harvey Eder commented that a goal should be working towards solar transformation.

Mr. Avila requested a basic presentation on cap & trade credits.

Mr. LaMarr requested presentations on AB 617 to occur in early 2019.

Mr. Aguirre requested information on alternatives to Southern California Edison, as a Community Choice Aggregation (CCA) or for solar power.

Chair Benoit called for approval of the changes to the 2019 Goals and Objectives. The changes were approved unanimously.

Agenda Item #5 –Monthly Report on Small Business Assistance Activities

No comments.

Agenda Item #6 - Other Business

No other business.

Agenda Item #7 - Public Comment

Mr. Harvey Eder commented on solar and Mr. Benoit's involvement.

Agenda Item #8 – Next Meeting Date

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, January 11, 2019 at 11:30 a.m.

Adjournment

The meeting adjourned at 12:26 p.m.