

BOARD MEETING DATE: March 1, 2019

AGENDA NO. 22

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a regular meeting on Friday, February 8, 2019 and a special meeting on Tuesday, February 12, 2019. The following are summaries of the meetings.

**RECOMMENDED ACTION:**

Receive and file the attached summaries for the February 8, 2019 Administrative Committee meeting, and the February 12, 2019 Special Meeting of the Administrative Committee.

Dr. William A. Burke, Chair  
Administrative Committee

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Summaries of the February 8 and February 12, 2019 Administrative Committee meetings are included as Attachments A and B.

**Attachments**

- A. February 8, 2019 Administrative Committee Meeting Summary
- B. February 12, 2019 Special Administrative Committee Meeting Summary

**ATTACHMENT A**  
**ADMINISTRATIVE COMMITTEE**  
**MEETING SUMMARY – FRIDAY, FEBRUARY 8, 2019**

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**Committee Members**

Present: Dr. William A. Burke/Chair (videoconference)  
Mayor Judith Mitchell

Absent: Council Member Ben Benoit/Vice Chair  
Dr. Clark E. Parker, Sr.

**Call to Order**

Dr. Burke called the meeting to order at 10:04 a.m.

**DISCUSSION ITEMS:**

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel**  
As noted in the travel report, Mayor Mitchell will attend the monthly CARB Board meeting as the SCAQMD Board representative in Sacramento on February 20-22, 2019. Mayor Mitchell, Mayor Pro Tem Larry McCallon, and Council Member Dwight Robinson will meet with members of the California Senate and House delegation in Washington D.C. on February 24-27, 2019 to ask the federal government to do its fair share to reduce emissions from federally-regulated sources. Council Member Joe Buscaino will attend the National League of Cities, Energy, Environment & Natural Resources Committee in Washington D.C. on March 9-13, 2019 regarding air quality.
3. **Report of Approved Out-of-Country Travel**  
As noted in the out-of-country travel report, Dr. Jason Low, Assistant Deputy Executive Officer/Science & Technology Advancement, and Aaron Katzenstein, Laboratory Services Manager, will meet with the Taiwan EPA representatives in Taiwan on February 20-22, 2019 and provide a technical presentation on monitoring capabilities. Mr. Wayne Nastri, Executive Officer, reported that Taiwan EPA will provide full reimbursement for all of the expenses incurred and

it is anticipated that travel will change to early March. The North India office of the U.S. Embassy has invited Dr. Laki Tisopulos, Deputy Executive Officer/Engineering & Permitting, to a conference in Delhi, India on February 21, 2019-March 1, 2019 to discuss construction dust sources. Mr. Nastri reported that those dates may be revised to late February or March due to the government shutdown. Dr. Burke inquired if the hotel and other travel expenses would be covered by India to which Mr. Nastri responded yes.

4. **Review March 1, 2019 Governing Board Agenda**

None to report.

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

This item was deferred to the next Committee meeting.

6. **SCAQMD's FY 2018-19 Budget vs. Actual (Unaudited)**

Assistant Deputy Executive Officer/Finance Sujata Jain provided a presentation on revenues, expenditures, Board-approved use of Fund Balance and the Updated Fund Five-Year Projection covering the second quarter, ending December 2018.

7. **Report of RFP's Scheduled for Release in March**

Ms. Jain reported that this item is to request approval to release two RFPs for: 1) landscape services; and 2) heating ventilation and refrigeration equipment maintenance, service and repair. Dr. Burke inquired about the status of the elevator repair. Mr. Nastri responded that an engineering firm has been recently authorized to assist in the evaluation. Mr. John Olvera, Assistant Deputy Executive Officer/Administrative & Human Resources, added that an RFP will be brought to the March Administrative Committee meeting and the modernization program will begin in April. Mayor Mitchell inquired if zero emission equipment is being used on equipment maintenance services to which Mr. Olvera responded yes.

8. **Bid Evaluation Panel for RFP to Select Consultant Reviewing 1109.1 BARCT Analysis**

Ms. Jill Whynot, Chief Operating Officer, reported that this item is due to the Committee's direction to provide information on evaluation panel members for proposed RFPs. Planning and Rules Manager Mike Krause reported that an RFP was approved by the Board to select an engineering consulting firm for assistance in reviewing BARCT analysis for Proposed Rule 1109.1, which covers refinery equipment. Proposals were received from three engineering firms. The bid evaluation panel will consist of an SCAQMD engineering manager who oversees the RECLAIM refinery team, and a planning supervisor who has experience in RECLAIM refineries and evaluating control technologies; and a senior engineer from the Bay Area Air Quality Management

District with 25 years of experience in the refinery industry. Mr. Harvey Eder, Public Solar Power Coalition, commented that the Supreme Court stated that BARCT is technology forcing; and believes solar should be implemented. Dr. Burke stated it would be helpful if staff provided a response to Mr. Eder's comments. Mr. Nastri responded that in regards to this rule, Mr. Eder is incorrect. The rule does not apply to heaters or other emissions control equipment at refineries.

9. **Status Report on Major Ongoing and Upcoming Projects for Information Management**

Assistant Deputy Executive Officer/Chief Information Officer Ron Moskowitz reported that the SCAQMD mailboxes will be migrated to the Microsoft Cloud. The mobile application continues to gain momentum with users and a new update was just released to further improve functionality. The Android version for mobile applications will be released by the end of May. The Request to Speak application enhancements were implemented, as requested by the Committee, and have been in production since the February Board meeting. Dr. Burke stated that the new system is efficient.

**ACTION ITEMS:**

10. **Authorize Purchase of Maintenance and Support Services for Servers and Storage Devices**

Mr. Moskowitz reported that this is a standard request to obtain a one-year maintenance and support services for servers and storage. The funds are available in the budget.

Less than a quorum was present; the Committee Members concurred that this item be forwarded to the Board for consideration.

11. **Transfer and Appropriate Funds and Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services**

Mr. Moskowitz reported that that this request is to transfer and appropriate funds in order to complete application development projects, including the permit streamlining and mobile application for Android. The funds are available in the budget.

Less than a quorum was present; the Committee Members concurred that this item be forwarded to the Board for consideration.

12. **Issue RFP to Solicit Proposals and Execute Contract for Media, Advertising and Public Outreach Campaign for 2019/20 Check Before You Burn Program**

Legislative, Public Affairs & Media Deputy Executive Officer Derrick Alatorre, recommended that this item be continued to the March Administrative Committee meeting. The Committee Members concurred.

13. **Execute Contract for Consultant Services for SCAQMD Environmental Justice Outreach and Initiatives**

Mr. Alatorre reported that this item is to execute a one-year contract for \$160,000, with two one-year options, to continue environmental justice services. The Lee Andrews Group provided a presentation highlighting past environmental justice activities and future goals. Mayor Mitchell asked what can be done to improve the program attendance. Ms. Alisha James, Lee Andrews Group, responded that this year information on the SCAQMD and its programs will be targeted to parents and students. Mayor Mitchell asked which schools will be targeted. Ms. James responded that they recommend elementary schools to teach children about the benefits of air quality. Mayor Mitchell asked if materials will be given to the elementary school students. Ms. James responded that the students will be provided with water bottles that lists three things they can do to improve air quality, handouts on how to download the SCAQMD mobile application, letters to parents, and stickers. Mayor Mitchell stated that the Coalition for Clean Air has an application that connects monitors to a map that kids can use that displays air quality information.

Less than a quorum was present; the Committee Members concurred that this item be forwarded to the Board for consideration.

14. **Amend Charter for Environmental Justice Community Partnership Advisory Council and Young Leaders Advisory Council**

Mr. Alatorre reported that this item is to amend the charters of the Environmental Justice Community Partnership Advisory Council and the Young Leaders Advisory Council to add an attendance policy that states if any member misses two consecutive meetings without prior notice, they will be removed from advisory council membership. Dr. Burke inquired how did the attendance policy come about? Mr. Alatorre responded that members were not attending regularly and staff thought an attendance policy would be warranted. Mr. Nastri reported that Dr. Lyou suggested that this attendance policy be incorporated into other groups and committees.

Less than a quorum was present; the Committee Members concurred that this item be forwarded to the Board for consideration.

**OTHER MATTERS:**

15. **Other Business**

There was no other business.

16. **Public Comment**

Mr. Eder, Public Solar Power Coalition, commented on solar renewals for electric generation.

17. **Next Meeting Date**

The next regular Administrative Committee meeting is scheduled for March 8, 2019 at 10:00 a.m.

**Adjournment**

The meeting adjourned at 11:02 a.m.

## **ATTACHMENT B**

### **SPECIAL ADMINISTRATIVE COMMITTEE MEETING SUMMARY – TUESDAY, FEBRUARY 12, 2019**

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#### **Committee Members**

Present: Dr. William A. Burke/Chair (videoconference)  
Council Member Ben Benoit/Vice Chair  
Mayor Judith Mitchell  
Dr. Clark E. Parker, Sr.

Absent: Council Member Michael Cacciotti

#### **Call to Order**

Dr. Burke called the meeting to order at 10:04 a.m.

#### **DISCUSSION ITEM:**

1. **Approval of Compensation for Board Member Assistant(s)/Consultant(s)**  
The Committee Members approved the new Board Consultant proposal for James Dinwiddie (Supervisor Lisa Bartlett); the contract modifications for Diane Moss (Supervisor Janice Hahn) and Guillermo Gonzalez (Supervisor V. Manuel Perez). This item is noted as a receive and file.

#### **OTHER MATTERS:**

2. **Public Comment**  
There were no public comments.
3. **Next Meeting Date**  
The next regular Administrative Committee meeting is scheduled for March 8, 2019 at 10:00 a.m.

#### **Adjournment**

The meeting adjourned at 10:09 a.m.