

BOARD MEETING DATE: October 4, 2019

AGENDA NO. 23

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting on Friday, September 13, 2019. 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 Judith Mitchell  
Council Member Michael Cacciotti (teleconference)

Absent: Council Member Ben Benoit/Vice Chair

### **Call to Order**

Chair Burke called the meeting to order at 10:02 a.m.

### **DISCUSSION ITEMS:**

- 1. Board Members' Concerns:** None to report.
- 2. Chairman's Report of Approved Travel:** As noted on the travel report, Dr. Burke attended meetings with leadership in both the Assembly and State in Sacramento on September 9-10, 2019. Mayor Mitchell will attend the monthly CARB Board meeting as South Coast AQMD's representative in Sacramento on September 18-19, 2019. Mayor Pro Tem McCallon and Mayor Mitchell will attend the 2019 UCLA Lake Arrowhead Symposium in Lake Arrowhead on October 20-22, 2019.
- 3. Report of Approved Out-of-Country Travel:** None to report.
- 4. Review October 4, 2019 Governing Board Agenda:** There were no comments.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):**  
None to report.
6. **South Coast AQMD's FY 2018-19 Budget vs. Actual (Unaudited):** Sujata Jain, Deputy Executive Officer/Chief Financial Officer, provided an overview of the FY 2018-19 quarter budget vs. actual for the fourth quarter which ended on June 30, 2019. Dr. Burke inquired about the Health Effects Research funds. Ms. Jain responded that for FY 2018-19 \$2.7 million was moved into the Health Effects Research Fund as required by Board policy. The full amount to make up a previous shortfall will be done over five years.
7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Deputy Executive Officer/Chief Information Officer, reported that testing has been completed for Office 365. Deployment and staff training will be scheduled soon. Ingres database upgrade has been successfully completed in support of CLASS, e-commerce, online payments and online filing.

**ACTION ITEMS:**

8. **Appropriate Funds and Execute Contract for Office Data Cable Infrastructure:** Mr. Moskowitz reported that this item involves the transfer and appropriation of funds in order to execute a contract for office data cable infrastructure for the first floor. Funds are available in the budget.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

9. **Issue Purchase Order for Ingres Relational Database Management System Software Support:** Mr. Moskowitz reported that this request is to purchase an Ingres subscription and support for one year. Ingres is the centralized data repository for permitting, finance, compliance and many other e-commerce applications. Funds are available in the budget.

Moved by Cacciotti; seconded by Mitchell, unanimously approved.

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

- 10. Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this request is to amend contracts to provide short- and long-term systems development, maintenance and support services. It is a standard request to amend development contracts previously approved by the Board. This funding is for projects including AQ-SPEC, Annual Emissions Reports, systems enhancements, as well as maintaining web support services. The funds are available in the budget. Mayor Mitchell asked about the total cost of this request and if it is a sole source. Mr. Moskowitz responded the total cost is \$811,300 and the four contracts were previously approved by the Board through an RFP process.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

- 11. Amend South Bay Field Office Lease to Expand Occupancy and Extend Term:** John Olvera, Deputy Executive Officer/Administrative and Human Resources, reported that this request is to expand occupancy and to extend the term of the current lease for the South Bay area field office. The extra space will be used to increase staffing and functionality to implement new programs and emerging enforcement strategies, including the Rule 1180 refinery community air monitoring program. There will be space for 45 permanent staff and additional space for working on monitoring equipment. This action is to amend the lease with Circle Racquetball Courts, adding 7,904 square feet of work space and extending the term to five years to end in September, 2026. There is currently money in the budget to accommodate payments through June 2020 and future funding will be requested for the remainder of the lease amendment. Dr. Burke inquired if the employees will be new hires or existing employees. Mr. Olvera responded that 30 are current employees and the remainder are new employees. Dr. Burke inquired if this is related to AB 617. Mr. Wayne Natri, Executive Officer, responded that it is a combination of AB 617 and existing personnel for monitoring. Dr. Jason Low, Assistant Deputy Executive Officer/Science & Technology Advancement, responded that it is projected that about 20 new staff will be centered in the areas of the Carson, Wilmington and Torrance refineries. Since all of the air monitoring stations will be based in those areas, having the expansion in Long Beach would provide better access to refineries.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

- 12. Appropriate Funds and Issue Purchase Orders to Replace Building-Related Equipment:** Mr. Olvera reported that this is a request for a security monitors server and related equipment that must be replaced as the equipment will not be supported by Microsoft beginning in January, 2020. In addition, a new rack conveyor dishwashing system is needed in the South Coast AQMD's cafeteria which was installed originally in 1990. Every attempt was made to repair it, but it is now time for replacement. These are unbudgeted fixed assets over \$10,000, which requires Board action to allocate funding and authorize the expenditure. The request is to appropriate \$109,496 from the Undesignated Fund Balance to the Capital Outlays Account and issue two purchase orders.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

- 13. Transfer and Appropriate Funds and Execute Purchase Orders and Contracts for Air Monitoring Programs:** Dr. Low reported that this item is to transfer \$72,000 into the U.S. EPA STAR program for AQ-SPEC, reallocate \$240,000 as part of the AB 617 program, and execute purchase orders for air monitoring equipment, which includes black carbon analyzers, upgrades to low cost sensors and the second AQ-SPEC chamber. Mayor Mitchell inquired if this request is also part of AB 617. Dr. Low responded yes.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

- 14. Local Government & Small Business Assistance Advisory Group Minutes for the June 14, 2019 Meeting:**  
The report was acknowledged by the Committee.

**OTHER MATTERS:**

- 15. Other Business:**

There was no other business.

- 16. Public Comment:**

Mr. Bill LaMarr of the California Small Business Alliance asked how many permits for auto body shops, gas stations and dry cleaners were processed through the new online system. Mr. Amir Dejbakhsh, Acting Deputy Executive Officer/Engineering & Permitting, explained that this project was a three-phase

process. The first phase was the development of the modules for the simpler pieces of equipment. The dry cleaning program is running, and there have been approximately 20-30 applicants that have used the online system. With the projection of next year's rule implementation for dry cleaners eliminating the use of perchloroethylene, it is anticipated that there will be an increase in the number of applications submitted. There are approximately 2,000 dry cleaners and about 100-200 use perchloroethylene. The auto body spray booth and the gasoline dispensing online filing systems are still in the testing phase, with facilities being offered the opportunity to utilize the programs. As soon as it can be ensured that the programs are functioning effectively, the programs will then be released. There are approximately 5,000-6,000 gas stations and several thousand auto body shops. Phase 2 includes Rule 222 registration. Phase 3 involves elimination of paper and moving to electronic processing. Ms. Jill Whynot, Chief Operating Officer, stated that when this project was started, the dry cleaners, auto body shops and gas stations represented about 7% of the total number of applications received per year, and these types of permits were chosen to start the automation process because they are generally not complex. Mr. LaMarr commented that many public members are not aware of the program. Mr. Dejbakhsh responded that additional efforts are being made to advertise to the public.

**17. Next Meeting Date**

The next regular Administrative Committee meeting is scheduled for October 11, 2019 at 10:00 a.m.

**Adjournment**

The meeting adjourned at 10:33 a.m.

**Attachment**

Local Government & Small Business Assistance Advisory Group Minutes for the June 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, JUNE 14, 2019 MEETING MINUTES

### **MEMBERS PRESENT:**

Ben Benoit, Council Member and LGSBA Chairman  
V. Manuel Perez, Supervisor, Fourth District, Riverside County  
Rachelle Arizmendi, Mayor Pro Tempore, City of Sierra Madre  
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  
Eddie Marquez, Roofing Contractors Association  
Carlos Rodriguez, Council Member, City of Yorba Linda  
David Rothbart, Los Angeles County Sanitation District

### **MEMBERS ABSENT:**

Janice Rutherford, Supervisor, Second District, San Bernardino County  
Felipe Aguirre  
Todd Campbell, Clean Energy  
Cynthia Moran, Mayor, City of Chino Hills  
Rita Loof, RadTech International

### **OTHERS PRESENT:**

Ruth Ann, Board Member Consultant  
Terry Ahn, Orange County Sanitation District

### **SOUTH COAST AQMD STAFF:**

Derrick Alatorre, Deputy Executive Officer  
Fabian Wesson, Assistant Deputy Executive Officer  
Nancy Feldman, Principal Deputy District Counsel  
Mark Henninger, Information Technology Manager  
Michael Morris, Planning & Rules Manager  
Carol Gomez, Planning & Rules Manager  
Philip Crabbe III, Public Affairs Manager  
Lane Garcia, Program Supervisor  
De Groeneveld, Sr. Information Technology Specialist  
Elaine-Joy Hills, AQ Inspector II  
Van Doan, AQ Inspector II  
Julie Valencia, Radio Telephone Operator

**Agenda Item #1 - Call to Order/Opening Remarks**

Chair Ben Benoit called the meeting to order at 11:36 a.m. and introduced a new member of the Local Government & Small Business Assistance Advisory Group, Mr. Carlos Rodriguez.

**Agenda Item #2 – Approval of March 8, 2019 Meeting Minutes/Review of Follow-Up/Action Items**

Chair Benoit called for approval of the March 8, 2019 meeting minutes. The minutes were approved unanimously.

**Agenda Item #3 – Review of Follow Up/Action Items**

Mr. Derrick Alatorre stated that there are no follow up or action items.

**Agenda Item #4 – Online Subscription Services**

Mr. Mark Henninger and Mr. Michael Morris presented on South Coast Air Quality Management District's (South Coast AQMD) online subscription services.

Mr. David Rothbart asked if emails are already in the system or they need to be transferred. Mr. Morris replied that emails need to be transferred. At this point in the rule development process, notifications have been sent. However, email updates need to be added to this process.

Mr. Bill LaMarr asked if there are any reminders sent to companies to update South Coast AQMD when the contact information changes. Mr. Morris stated that adding reminders into the program is a great suggestion. Currently, the companies are contacted after several unsuccessful email deliveries.

Chair Benoit suggested that it is effective to set up an email box dedicated to notifications and allowing it to be accessible by multiple staff members.

Ms. Fabian Wesson suggested that it is effective to request that companies update South Coast AQMD if a new staff member assumes the designated title that is listed.

Mr. Rodriguez asked how many stakeholders are currently receiving the notifications. Mr. Morris replied that it depends on the rule development process, it could be from hundreds to tens of thousands of interested stakeholders. Approximately 30,000 stakeholders were notified regarding this topic. Councilman Rodriguez asked when this transition will occur and if it is an opt-in. Mr. Morris stated that the goal is 2022 and confirmed that it will be an opt-in.

**Agenda Item #5 – Update on AB 2766**

Ms. Carol Gomez provided an update on the Assembly Bill (AB) 2766 subvention fund program.

Mr. John DeWitt asked if emission reductions were determined by air monitoring data or calculations. Ms. Gomez responded that there are air monitors throughout the South Coast AQMD region. However, they don't measure emission reductions for specific projects. Mr. LaMarr asked if air monitoring data indicates overall emission reductions. Ms. Gomez replied yes.

Mr. Alatorre asked for an explanation as to why the results are for fiscal year (FY) 2016-17 and not 2018-19. Ms. Gomez explained that the reports are for the previous fiscal year because of the time required to collect, analyze, and report the data.

Mr. Paul Avila asked if the cities and counties have total latitude on how to spend the funds they receive. Ms. Gomez stated that the funds have to be spent in any of the 11 listed categories related to mobile emission reductions.

Mr. LaMarr referenced the slide on financial summary and commented that Los Angeles County received the most funding. Ms. Gomez stated that the funding was based on population.

Chair Benoit stated that cities also receive funding based on population.

Mr. LaMarr asked if any of the funds will be used for AB 617 implementation. Ms. Gomez responded the funds could be used for AB 617 implementation if the projects fall within any of the 11 listed categories and if that is how the local government chooses to use their allocation.

Mr. Rothbart referenced the slide on program summary and commented that the nitrogen oxide (NOx) reduction accounted for 1/3 of the total emissions reduced. Mr. Rothbart asked why this program is not State Implementation Plan (SIP) approved. Ms. Gomez responded that this program is not SIP-approved because some projects are claimed in other projects, so they can't be double counted and others are part of Rule 2202 implementation.

Ms. Rachelle Arizmendi referenced the slide on the history of emissions reduced and asked how the emission reductions for previous years compare to FY 2016-17 if the revised methodology was used. Ms. Gomez responded that the results would likely be similar.

Mr. Rodriguez referenced the slide on the history of emissions reduced and asked if the amount of emissions reduced for FY 2016-17 would be the new norm. Ms. Gomez replied yes. Mr. Rodriguez referenced slide #14 on project implementation and asked what 61% of projects quantified meant. Ms. Gomez stated that local governments are encouraged to apply the funds towards quantifiable projects that obtain emission reductions, and the 61% typically stays the same.

Chair Benoit asked if the project categories were set up legislatively. Ms. Gomez replied yes.

Mr. Avila asked why results from the Winfrey methodology are no longer precise. Ms. Gomez explained that the emission factors changed over time, but the methodology was not updated to reflect that change.

Ms. LaVaughn Daniel asked how the cost-effectiveness of \$25.37 per pound of emissions reduced compares to other South Coast AQMD programs. Mr. Lane Garcia responded that a comparison of different programs were not completed. Mr. Garcia stated that the guidance from the legislation is to achieve approximately \$10 per pound of emissions reduced; however, that's not a requirement.

Mr. Rodriguez referenced slide #11 on the financial summary and asked if the remaining undesignated funds of \$8.4 million is for all four counties. Ms. Gomez replied yes. Mr. Rodriguez asked, if there is a list of cost-effective projects that could be used as a guide. Ms. Gomez indicated there is a list of projects and its respective cost-effectiveness included in the AB 2766 annual report, available on the South Coast AQMD website. Mr. Rodriguez asked if the Southern California Association of Governments (SCAG) reviewed any of those projects and provided its recommendations. Ms. Gomez stated that during the AB 2766 training courses, staff highlights the preferred projects.

### **Agenda Item #6 – Public Nuisance**

Ms. Nancy Feldman provided an overview on public nuisance enforcement.

Mr. Avila asked for clarification on what a considerable number of persons is. Ms. Feldman responded that it could not be clarified as it is not a legal standard. This is only a general guideline for enforcement purposes, which could be modified when necessary.

Mr. Rothbart asked if there are complaint response guidelines. Ms. Feldman stated yes.

Mr. La Marr asked how inspectors are able to verify the problem with six different complainants if inspectors are unable to solicit complaints. Ms. Feldman stated that inspectors do not go door to door to solicit complaints; however, they are notified when complaints are reported to South Coast AQMD.

Mr. Avila asked if complaints regarding homeless people are reported to South Coast AQMD. Ms. Feldman replied no, those are reported to the city.

Mr. Rothbart asked if there is a threshold where complaints are not investigated. Ms. Feldman responded that all complaints reported to South Coast AQMD are investigated. Mr. Rothbart suggested that businesses should be notified if there is a complaint against them. Ms. Feldman stated that as part of the complaint investigation, the businesses are typically inspected or notified.

Mr. Geoffrey Blake asked if the leak at the Aliso Canyon Natural Gas Storage Facility is from a tank. Ms. Feldman responded the leak was from an underground gas well.

Mr. LaMar asked if the Notice of Violation (NOV) issued was for violating Rule 402 for four months. Ms. Feldman replied yes, only one NOV was issued.

Mr. Rothbart asked what actions follow a NOV if a facility continues to be in violation. Ms. Feldman stated that a petition for an Order for Abatement is filed with the South Coast AQMD Hearing Board against facilities with ongoing issues.

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

No comments.

### **Agenda Item #8 - Other Business**

Mr. LaMarr asked if funds are still available in the Dry Cleaner Grant Program and what machines are qualified. Ms. Wesson replied yes and stated that Mr. Ricardo Rivera will contact Mr. LaMarr.

*Action item: Provide information regarding Dry Cleaner Grant Program.*

Mr. Avila requested a presentation on the Cap-and-Trade program.

*Action item: Agendize a presentation on the Cap-and-Trade program.*

Mr. John DeWitt asked for the number of remaining pending permit applications.

*Action item: Provide information regarding permit backlog reduction.*

**Agenda Item #9 - Public Comment**

There was no public comment.

**Agenda Item #10 – Next Meeting Date**

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, July 19, 2019 at 11:30 a.m.

**Adjournment**

The meeting adjourned at 12:56 p.m.