

BOARD MEETING DATE: November 6, 2020

AGENDA NO. 17

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely, Friday, October 9, 2020. 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 (videoconference)  
Council Member Judith Mitchell (videoconference)

Absent: None

### **Call to Order**

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

### **DISCUSSION ITEMS:**

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** None to report.
3. **Report of Approved Out-of-Country Travel:** None to report.

4. **Review November 6, 2020 Governing Board Agenda:**  
There were no comments.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):**  
There were no proposals to consider.
6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:**  
Wayne Nastri, Executive Officer, reported that the Inclusion, Diversity and Equity Advisory (IDEA) panel continues to meet and has been working on defining its framework and operational parameters. They are also reviewing the hundreds of comments that were received from the original survey of employees. The Board recently approved the Diversity, Equity and Inclusion Officer position and we are currently working on the job description. Dr. Burke asked about the composition of the IDEA panel. Mr. Nastri responded it is comprised of staff as represented across the entire organization, with up to two staff members from each division, with approximately 19 panel members. The panel is looking into forming subcommittees as well. Ultimately, the IDEA panel will make recommendations to Executive Council. Bayron Gilchrist added that Mr. Nastri, Jill Whynot, John Olvera and two members from the IDEA panel will be participating in an in-depth training provided by the Government Alliance on Race and Equity (GARE). Dr. Burke further asked who selects the two members from each department. Mr. Nastri responded that Executive Council reviewed the list of volunteers and he made the selections. Dr. Burke commented that Mr. Nastri was moving in a great and expeditious manner.
7. **Budget and Economic Outlook Update:** Jill Whynot, Chief Operating Officer, reported that revenue increased slightly from the previous month as we had received an additional \$3 million; however, it is basically made up of two streams of revenue that normally would have been received in October. Dr. Burke asked where the money come from. Ms. Whynot responded there were two checks worth \$1.5 million each; one from DMV fees and the other was for the state portable equipment registration program (PERP) equipment. which are those engines that are registered throughout the state, rather than individual districts. Dr. Burke asked if it was state money. Ms. Whynot responded yes. While there has been some improvement lately in permits received, the year-to-date for permit applications received is down about 21 percent.
8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information Management reported that we are developing a system to automate all of our contract processes to be 100 percent electronic with digital signatures. This will eliminate paperwork and improve staff efficiency and is estimated to go live in about three weeks. As of today, we have a total of \$38,020 mobile app users. The

app is continuing to be enhanced and a new AQI grid map will be released by the end of the year. All other projects are on schedule. Vice Chair Ben Benoit commended Mr. Moskowitz for a job well-done. Dr. Burke commented that he was watching Channel 5 news and a member of Coalition for Clean Air discussed available apps that the public could use to check air quality in their specific area, but he didn't mention the South Coast AQMD's app. Mr. Nastri responded that he would check into it.

9. **Report of RFPs Scheduled for Release in November:** Sujata Jain, Chief Financial Officer/Finance reported that this item is to release two RFPs; one is for software systems development and maintenance, and the second one is for AB 2766 audit services for a two-year period.

#### **ACTION ITEMS:**

10. **Appropriate Funds, Execute and/or Amend Contracts, and Issue Solicitations and Purchase Orders for AB 617 Implementation:** Ms. Jain reported that this item is to ask for appropriation authority of up to \$1.7 million for the AB 617 implementation funds that were received in June, and to authorize the Executive Officer to execute and/or amend contracts, and issue solicitations and purchase orders for AB 617 implementation. Dr. Burke asked if we were behind in receiving AB 617 funds so far this year. Ms. Jain responded we have the funds and are not behind. Mr. Nastri clarified that these funds are for implementation and added that we received a small increase compared to last year.

Moved by Mitchell; seconded by Benoit, unanimously approved.

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

11. **Establish Board Meeting Schedule for Calendar Year 2021:** Mr. Nastri reported that this item is to request approval of the 2021 Board meeting schedule. The January Board meeting is scheduled for January 8, 2021 due to the first Friday in January is on January 1<sup>st</sup>. We will continue to be dark in July rather than in August as in previous years.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

**WRITTEN REPORT:**

12. **Local Government & Small Business Assistance Advisory Group Minutes for the August 14, 2020 Meeting:** The report was acknowledged and received.

**OTHER MATTERS:**

13. **Other Business:** There was no other business.
14. **Public Comment:** There were no public comments.
15. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for November 13, 2020 at 10:00 a.m.

**Adjournment**

The meeting adjourned at 10:21 a.m.

**Attachment**

Local Government & Small Business Assistance Advisory Group Minutes for the August 14, 2020 meeting



# South Coast Air Quality Management District

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## LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, AUGUST 14, 2020 MEETING MINUTES

### MEMBERS PRESENT:

Council Member Ben Benoit, LGSBA Chairman (Board Member)  
Supervisor V. Manuel Perez (Board Member)  
Supervisor Janice Rutherford (Board Member)  
Felipe Aguirre  
Mayor Pro Tempore Rachelle Arizmendi, City of Sierra Madre  
Paul Avila, P.B.A. & Associates  
Geoffrey Blake, Metal Finishers of Southern California  
Todd Campbell, Clean Energy  
LaVaughn Daniel, DancoEN  
John DeWitt, JE DeWitt, Inc.  
Bill LaMarr, California Small Business Alliance  
Rita Loof, RadTech International  
Eddie Marquez, Roofing Contractors Association  
David Rothbart, Los Angeles County Sanitation District

### MEMBERS ABSENT:

### OTHERS PRESENT:

Mark Ambrowitz  
Dan McGirney, SoCal Gas  
Andy Silva, San Bernardino County  
Mark Taylor, Board Member Consultant (*Rutherford*)  
Ben Wong  
Jose Luis Zavola

### SOUTH COAST AQMD STAFF:

Derrick Alatorre, Deputy Executive Officer  
Philip Fine, Deputy Executive Officer  
Terrence Mann, Deputy Executive Officer  
Fabian Wesson, Assistant Deputy Executive Officer  
Teresa Barrera, Senior Deputy District Counsel  
Lisa Tanaka O'Malley, Senior Public Affairs Manager  
Victor Yip, Senior Enforcement Manager  
Scott Epstein, Program Supervisor

Anthony Tang, Information Technology Supervisor  
Ricardo Rivera, Senior Staff Specialist  
Van Doan, Air Quality Specialist  
Elaine-Joy Hills, Air Quality Specialist  
Alicia Rodriguez, Senior Public Information Specialist  
Jeanette Short, Senior Public Information Specialist  
Paul Wright, Senior Information Technology Specialist  
Daniei Brown, Career Development Intern

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

Ms. Lisa Tanaka O'Malley called the meeting to order at 11:30 a.m. and provided guidelines and general instructions for participation in the remote meeting for the Local Government & Small Business Assistance Advisory Group (LGSBA) meeting via Zoom webinar and teleconference.

**Agenda Item #2 – Approval of June Meeting Minutes/Review of Follow-Up/Action Items**

Supervisor Janice Rutherford called for approval of the June 12, 2020 meeting minutes. The minutes were approved unanimously.

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

Supervisor Rutherford stated that there were no follow-up or action items, which was confirmed by Ms. Tanaka O'Malley.

**Agenda Item #4 – Emissions Reductions and Air Quality Impacts from COVID-19 Pandemic Response**

Dr. Scott Epstein provided information on data using various indicators to estimate the changes in emissions and the impacts on regional air quality.

Supervisor Rutherford referenced slide #4 and asked how naturally-occurring air quality challenges influence air quality. Dr. Epstein replied that naturally-occurring volatile organic compounds (VOC), such as emissions from vegetation, react in the atmosphere in the same way as VOC's emitted by humans and affect ozone and particulate matter (PM<sub>2.5</sub>) concentrations. Although those VOC's cannot be reduced, attainment goals could be met by reducing human emissions. Supervisor Rutherford stated that due to the South Coast Air Basin's (SCAB) geography, poor air quality is present even without emission sources presented on the slide. Dr. Epstein replied that several factors contribute to air pollution, including warm temperature, sunlight, geography, and high emissions. There are 17 million people living in the SCAB contributing to the high level of emissions, particularly from fossil fuel combustion for transportation of people and goods. Furthermore, the SCAB is surrounded by mountains and prevailing wind from the coast pushes emissions inland and traps them there.

Ms. Rita Loof referenced slide #7 and asked for clarification on the last purple line on the timeline. Dr. Epstein replied that it represented very unhealthy air quality.

Supervisor Rutherford referenced slide #13 and inquired about the average nitrogen oxide (NO<sub>x</sub>) and ozone levels used in graphs versus the maximum PM<sub>2.5</sub> levels. Dr. Epstein indicated that NO<sub>x</sub> levels shown in the graph are used as a surrogate for emissions because its concentrations are not high enough to pose a health problem; therefore, not driving the air quality index. The graph for NO<sub>x</sub> shows how the

levels have trended. On the other hand, PM<sub>2.5</sub> and ozone are more relevant since they drive the air quality index, so the maximum levels were used.

Mr. David Rothbart commented that based on the models, the NO<sub>x</sub> levels decreased while the ozone levels didn't and asked if the increase in VOC levels complicated the chemistry, resulting in the increased ozone levels. Dr. Epstein replied that the results were consistent with the expectations; however, more VOC data is needed. Mr. Rothbart stated that attainment is difficult to achieve, and this was a great way to validate the models. Dr. Epstein indicated that these experiments are valuable for validating models like these and the regional modeling group is working with California Air Resources Board (CARB) on a coronavirus disease (COVID) emissions inventory and models. Mr. Rothbart suggested to consider the VOC emissions from hand sanitizer. Dr. Epstein replied that hand sanitizer may not be a dominant emission source, but could be an example of how certain categories have increased significantly.

Ms. Loof summarized that media showed air quality was good due to the stay-at-home order. It appeared to be valid in the first few weeks; however, air quality issues are still present. Dr. Epstein stated that the media was not wrong in stating that there was good air quality at the beginning. There were some articles showing empty freeways and very clean air, and it was easy to draw that connection. Realistically, the connection is more complicated and was likely due to meteorology. In the early days, there were increased rainfall and frequent wind events that improved the air quality and when those events subsided, the poor air quality returned.

Mr. John DeWitt asked if there are any cost and emissions reductions analyses. Dr. Philip Fine replied that when a rule or plan is in development, the cost-effectiveness and benefits are carefully assessed to determine the costs incurred by industry. It is also included in the rule making process for CARB and Environmental Protection Agency (EPA). After the rules have passed, many have tried to obtain compliance cost data from industry, but were unsuccessful. However, the overall cost and benefits are analyzed for various regulatory measures and are included in the Air Quality Management Plan (AQMP).

***Action item:** Provide links for past cost-effectiveness analyses.*

#### **Agenda Item #5 – Environmental Justice Updates**

Ms. Fabian Wesson and Ms. Alicia Rodriguez presented on Environmental Justice outreach efforts, including updates on the Environmental Justice Community Partnership.

Ms. Loof asked why the Inter-Agency Task Force staff directory is confidential. Ms. Wesson replied that the staff directory may include private cellular phone numbers, intended for internal use only.

***Action item:** Provide a link to register for the 6<sup>th</sup> Annual Environmental Justice Conference.*

Supervisor V. Manuel Perez stated that in working with the Assembly Bill (AB) 617 environmental justice groups in the Coachella Valley and with staff, struggles regarding governance and the process were found. Supervisor Perez stated that it is important to provide updates and allow for others to make recommendations. They are interested in having a governance structure, which follows the Brown Act. He further stated that he might not agree with it, but believed that it is important to provide the facts, listen and understand why they would like to move in that direction. They could decide for themselves

and present it to the Governing Board (GB). Ms. Wesson replied that there have been three charter working group meetings regarding the Brown Act. At the last meeting, the charter working group voted to not include the Brown Act and will present its recommendation to the Community Steering Committee (CSC) at the next meeting on August 26, 2020. There has been an open and transparent process, which allowed for the groups to provide input and recommendations.

Ms. Rodriguez stated that there is an Environmental Justice Community Partnership Advisory Council that advises staff on Environmental Justice Conference, Clean Air Program for Elementary Students (C.A.P.E.S), and other community programs. The members of the advisory council are from all four counties and new members are invited to participate.

Ms. Loof expressed support for Supervisor Perez's comments and indicated that the LGSBA advisory group previously faced a similar issue and needed clarification on the process to provide recommendations as a group. Ms. Loof asked if the charter working groups are considered an advisory committee and if they would fall under the Brown Act. Ms. Wesson replied that a committee must be appointed by the GB to fall under the Brown Act. Ms. Teresa Barrera stated that the Brown Act does not apply at this time.

**Agenda Item #6 –Monthly Report on Small Business Assistance Activities**

No comments.

**Agenda Item #7 - Other Business**

None.

**Agenda Item #8- Public Comment**

None.

**Agenda Item #9 – Next Meeting Date**

The next regular Local Government & Small Business Assistance Advisory Group meeting is scheduled for Friday, September 11, 2020 at 11:30 a.m.

**Adjournment**

The meeting adjourned at 12:44 p.m.