

BOARD MEETING DATE: August 6, 2021

AGENDA NO. 18

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely, Friday, June 11, 2021. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Ben J. Benoit, Chair
Administrative Committee

JW:cb

Committee Members

Present: Chair Ben Benoit, Committee Chair
Mayor Pro Tem Michael Cacciotti
Board Member Gideon Kracov

Absent: Senator Vanessa Delgado, Vice Chair
Supervisor Janice Rutherford

Call to Order

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** There were no concerns to report.
2. **Chairman's Report of Approved Travel:** There was no travel to report.
3. **Report of Approved Out-of-Country Travel:** There was no travel to report.
4. **Review August 6, 2021 Governing Board Agenda:** There were no comments to report.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Vice Chair Delgado, Board Member Kracov, Mayor Pro Tem Rodriguez and Supervisor Rutherford submitted proposals for their Board Member Assistants(s)/Consultants(s) modifications for the month of June. Contract proposals for fiscal year 2021/2022 were also submitted for existing and new Board Member Assistant(s)/Consultant(s).

Moved by Cacciotti; seconded by Benoit, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov

Noes: None

Absent: Delgado, Rutherford

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Anissa (Cessa) Heard-Johnson, Diversity, Equity & Inclusion Officer, reported about events in May, which included an Asian Pacific Islander+ Group Employee Lunch and Learn and an Asian American Pacific Islander Heritage Month Commemoration. June is LGBTQI+ Pride month, Loving Day, and Juneteenth. A watch-party event will be taking place on June 18 to commemorate Juneteenth. A new initiative that is starting is Fabulous Female Fridays to educate employees about women leaders, such as Grace Lee Boggs, who fought for issues around clean water and clean air in Detroit, Michigan.

Ms. Heard-Johnson will be speaking with Board Members regarding organizational cultural competence in preparation for the Board Retreat. She also reported that efforts are taking place as we bring employees back to the office. Meetings are taking place to recruit additional employee representation from Veterans, LGBTQIA+, Persian and Allies. Diversity, Equity and Inclusion Plans for 1 year and 3 years are being developed.

Board Member Kracov noted his appreciation for the presentation and efforts and indicated he would like to participate in more of the events. He asked if Board Members can participate in such events and asked that they get invited. Chair Benoit asked Board Members and staff to be mindful of Board participation to prevent a quorum.

Board Member Kracov asked for a timeline for the DEI Plan to have expectations and accountability, and what the Board's role should be in creating, participating and oversight. Wayne Nastri, Executive Officer, responded that he will come back to the Board with recommendations after review of existing practices in the coming months.

Mayor Pro Tem Cacciotti commented that he received an email from an environmental organization announcing the hiring of a new Environmental Equity Officer. He noted that he can see many parallel tracks and indicated the

need for the Board Members to reach out to those marginalized communities and pointed out that each Member has a diverse and different audience to represent.

Board Member Kracov inquired about the status of our revised employment policies and harassment policy. Bayron Gilchrist, General Counsel, responded that it is being worked on along with our Administrative Code and should be completed soon. Mr. Nastri indicated we will report back at the next Administrative Committee meeting.

Board Member Kracov further inquired about training for different agencies that overlap, such as Ethics Training and Harassment Training. Mr. Gilchrist said staff can look into this to ensure training classes can be transferable. Chair Benoit asked for this to be included as part of our policy to make sure we are consistent.

Harvey Eder, Public Solar Power Coalition, commented that the diversity, equity and inclusion meetings should be open to the public. Mr. Nastri explained that the meetings Ms. Heard-Johnson has referenced are for staff only.

7. **Budget and Economic Outlook Update:** Jill Whynot, Chief Operating Officer, reported that the trends we have seen for the last year are continuing. She reported that last month there was an almost 50 percent decrease for incoming permit applications compared to last year and that overall, year-to-date, we are down about 25 percent. This trend is being monitored as the economy opens back up and businesses expand or resume.
8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Mark Henninger, Information Technology Manager/Information Management, reported that the ISR Rule Web Portal is under development and will be ready in August. An electronic contract approval management system has been deployed agency wide. A major enhancement was deployed to integrate Replace Your Ride with our PeopleSoft and OnBase electronic invoice system, which fully automated the entire life cycle of the invoice business flow. He also reported that a contract is being prepared for the cyber security assessment contractor selected, and that we have over 46,000 devices on our mobile application.
9. **Pre-Audit Conference:** Helen Chu, Quality Control Partner from BCA Watson Rice LLP, reported on the process of auditing the fiscal year 2021 financials, the timeline and responsibility as auditors. They will provide an opinion at the end of the audit on the financial statements to indicate whether or not they are presented fairly. The audit will start August 3 and will be completed by September 30. A draft audit report will be presented by November 5, 2021.

ACTION ITEMS:

10. **Recognize Revenue, Appropriate Funds, Issue Solicitation and Purchase Orders for Air Monitoring Equipment:** Jason Low, Assistant Deputy Executive Officer/Science & Technology Advancement, reported that this is a routine annual item to recognize anticipated revenue of approximately \$180,000 from U.S. EPA for the NATTS Program and to appropriate approximately \$120,000 of these funds into the Science & Technology Advancement Budget. Mr. Low reported that about \$80,000 of revenue from this grant has already been included in the fiscal year 2021/22 budget and that this action is also to issue a solicitation and issue purchase orders for air monitoring equipment.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov
Noes: None
Absent: Delgado, Rutherford

11. **Authorization to Amend Contract for Security Guard Services:** John Olvera, Deputy Executive Officer/Administrative & Human Resources, reported that this item requests a seven-month extension of the current security services contract with Contact Security. Additional time will be used to better assess the security needs of South Coast AQMD to give our new Risk Manager an opportunity to observe our security protocols and to provide recommendations for a new RFP for these services, which we anticipated bringing to the Board in about six months. Mr. Olvera indicated that there is sufficient funding in this year's and next year's budget for the extension.

Chair Benoit inquired how long Contact Security has had the contract. Mr. Olvera indicated that the contract was initiated as a result of an RFP in October 2019.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov
Noes: None
Absent: Delgado, Rutherford

12. **Transfer and Appropriate Funds for Implementation of Warehouse Indirect Source Rule (ISR) Online Portal:** Mr. Henninger reported that this action is to appropriate funding for the development of an online portal to support the Warehouse ISR Rule which was adopted in May. The online portal will be used by warehouse owners and operators to submit reports.

Chair Benoit commented that it is great to get items like these online from the start and to have them set up this way will be very helpful.

Mayor Pro Tem Cacciotti inquired if the public will have access to this portal. Mr. Henninger indicated that the initial focus is on requirements for the warehouse operation notification reports in August, but data will be available to the public in our FIND application in the future.

Chair Benoit indicated that he has seen an excel spreadsheet for a sizable warehouse with various options for different warehouse ISR opportunities and inquired if this excel document will be part of the process. Ian Macmillan, Assistant Deputy Executive Officer, Planning, Rules and & Area Sources, clarified that the software will be a staged release. The first piece will go out in August and will continue to develop as new reports will be required. The calculator will be available in future revisions to track points. Outreach is the key focus at this time, including online materials and resources.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov
Noes: None
Absent: Delgado, Rutherford

13. **Approve Charter for South Coast AQMD's Young Leaders Advisory Council:** Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, Counsel, reported that this item is to amend the Young Leaders Advisory Council, which involves minor edits as well as expanding the age of people that are eligible from 18 to 35 years old.

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov
Noes: None
Absent: Delgado, Rutherford

14. **Recommend to Approve Membership to South Coast AQMD Local Government and Small Business Assistance Advisory Group (LGSBA):** Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, reported that this item is to appoint Randon Lane to the Local Government and Small Business Assistance Advisory Group.

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov

Noes: None

Absent: Delgado, Rutherford

15. **Recommend to Appoint New Member to South Coast AQMD's Environmental Justice Advisory Group:** Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, reported that this item is to appoint Angelica Balderas to the Environmental Justice Advisory Group.

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Benoit, Cacciotti, Kracov

Noes: None

Absent: Delgado, Rutherford

WRITTEN REPORT:

16. **Local Government & Small Business Assistance Advisory Group Minutes for the April 9, 2021 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

17. **Other Business:** There was no other business to report.
20. **Public Comment:** Mr. Eder expressed concerns about climate change and threats to democracy.
21. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for August 13, 2021 at 10:00 a.m.

Adjournment

The meeting adjourned at 11:00 a.m.

Attachments

Local Government & Small Business Assistance Advisory Group Minutes for April 9, 2021



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, APRIL 9, 2021 MEETING MINUTES

MEMBERS PRESENT:

Mayor Pro Tempore Ben Benoit, LGSBA Chairman (Board Member)
Felipe Aguirre
Mayor Rachelle Arizmendi, City of Sierra Madre
Paul Avila, P.B.A. & Associates
Todd Campbell, Clean Energy
LaVaughn Daniel, DancoEN
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
Eddie Marquez, Roofing Contractors Association
David Rothbart, Los Angeles County Sanitation Districts

MEMBERS ABSENT:

Supervisor Janice Rutherford (Board Member)
Geoffrey Blake, Metal Finishers of Southern California
John DeWitt, JE DeWitt, Inc.

OTHERS PRESENT:

Debra Mendelsohn, Board Member Consultant (*Rutherford*)
Mark Taylor, Board Member Consultant (*Rutherford*)
Peter Whittingham

SOUTH COAST AQMD STAFF:

Lisa Tanaka O'Malley, Assistant Deputy Executive Officer
Daphne Hsu, Senior Deputy District Counsel
Joseph Impullitti, Technology Demonstration Manager
Mark Henninger, Information Technology Manager
Jillian Wong, Planning & Rules Manager
Olga Pikelnaya, Program Supervisor
Lijin Sun, Program Supervisor
Anthony Tang, Information Technology Supervisor
Ricardo Rivera, Senior Staff Specialist
Van Doan, Air Quality Specialist
De Groeneveld, Senior Information Technology Specialist
Stacy Day, Legislative Assistant

Agenda Item #1 – Call to Order/Opening Remarks

Ms. Lisa Tanaka O'Malley called the meeting to order at 11:33 a.m.

Agenda Item #2 – Approval of March 12, 2021 Meeting Minutes

Ms. Tanaka O'Malley called for approval of the March 12, 2021 meeting minutes, which was temporarily delayed until additional members arrived to reach a quorum. When a quorum was reached, Chair Ben Benoit called for a motion on the meeting minutes.

Ms. Rita Loof offered an amendment to the minutes on page 3, item #4, paragraph 2, the first sentence. She stated it should read, "Ms. Rita Loof commented that, although ultraviolet and electron beam (UV/EB) coatings may have a higher cost on a per-gallon basis..." with no changes to the rest of the sentence. The minutes were then approved unanimously with the amendment.

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

Ms. Tanaka O'Malley reviewed the follow-up and action items from the previous meeting. Ms. Loof acknowledged receiving the follow-up information from South Coast Air Quality Management District (South Coast AQMD) staff on permitting requirements for hybrid coating systems. She disagreed with the interpretation of the permitting requirements and will follow-up on the issue with the appropriate staff person.

Ms. Tanaka O'Malley noted the other action items include a Multiple Air Toxics Exposure Study V (MATES V) presentation at the May meeting and Local Government and Small Business Assistance (LGSBA) meetings will continue to be held via Zoom until further notice.

Agenda Item #4 – The California Environmental Quality Act (CEQA) and South Coast AQMD's Role

Ms. Lijin Sun provided an overview of CEQA and information on South Coast AQMD's Intergovernmental Review Program and activities.

Mr. David Rothbart mentioned inconsistencies with greenhouse gas (GHG) thresholds used by different agencies and asked if South Coast AQMD has considered revisions. Ms. Sun responded that South Coast AQMD is planning an update of CEQA policies, including the GHG thresholds. Revision to CEQA policies requires a public process, including gathering input and comments, which would be presented to the Governing Board for consideration. Ms. Jillian Wong confirmed the CEQA policy update process.

Agenda Item #5 – Update on Technology Advancement Office Clean Fuels Program, 2020 Annual Report and 2021 Plan

Mr. Joseph Impullitti presented an update on 2020 accomplishments and 2021 plans for the Clean Fuels Program.

Mr. Todd Campbell expressed support for former Governing Board Member Dwight Robinson joining the Clean Fuels Advisory Group.

Agenda Item #6 – Update on Refinery and Community Air Monitoring

Dr. Olga Pikelnaya provided an update on the implementation of Rule 1180: Refinery Fenceline and Community Air Monitoring. The first year of fenceline and community air monitoring for refineries commenced in Spring 2020.

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

No comments.

Agenda Item #8 – Other Business

Ms. Loof commented that Dr. William Burke’s last Governing Board meeting is in May and wanted to thank him for his years of service and for approving the membership of this committee. Chair Benoit recommended that staff draft a letter to Dr. Burke on behalf of LGSBA expressing appreciation for his years of leadership and service.

Action item #1: Prepare a letter to Dr. Burke expressing the advisory group’s appreciation for his service.

Agenda Item #9 – Public Comment

No comments.

Agenda Item #10 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, May 14, 2021 at 11:30 a.m.

Adjournment

The meeting adjourned at 12:39 p.m.