

BOARD MEETING DATE: February 5, 2021

AGENDA NO. 18

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely, Friday, January 15, 2021. 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)  
Mayor Pro Tem Michael Cacciotti (videoconference)  
Council Member Judith Mitchell (videoconference)

### **Call to Order**

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

### **DISCUSSION ITEMS:**

1. **Board Members' Concerns:** There was no concerns.
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 January 8, 2021 Governing Board Agenda:** There were no remarks on the January 8, 2021 Governing Board Agenda.

5. **Approval of Compensation for Board Member Assistant(s)/ Consultant(s):** Supervisor Sheila Kuehl has selected Loraine Lundquist as her Board Consultant.

Moved by Benoit; seconded by Cacciotti, unanimously approved.

Ayes: Burke, Benoit, Cacciotti, Mitchell

Noes: None

Absent: None

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Wayne Nastri, Executive Officer, reported that the recently hired Diversity, Equity & Inclusion (DEI) Officer, Anissa (Cessa) Heard-Johnson, began in her position on January 12, 2021, and will report directly to him. It was further reported that Ms. Heard-Johnson will work internally to shape policies and programs, as well as working with the community. She will also work with the Inclusion, Diversity and Equity Advisory (IDEA) panel on its recently developed diversity and inclusivity calendar, recommendations for proposed training, and events for education and celebration of cultural diversity. Mr. Nastri affirmed that the South Coast AQMD remains committed to inclusion, diversity and equity efforts, and looks forward to working with the DEI Officer, Executive Team, and IDEA Panel to develop a work plan and budget.

Dr. Burke commented that the DEI Officer should also review Board policies, and Mr. Nastri confirmed that would occur.

7. **Budget and Economic Outlook Update:** Jill Whynot, Chief Operating Officer, reported that there was little change since her presentation to the Board at its January 5, 2021 meeting; however, she noted that decreases in the incoming permit applications and fee categories remain concerning and are being closely monitored.
8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information Management reported that all time-sensitive projects had been timely completed, and the pending Affordable Care Act project is on schedule. He further remarked on receipt of the U.S. EPA Clean Air Excellence Award, which was recently awarded for the mobile app.
9. **Monitoring and Analysis Division Vehicles:** Deputy Executive Officer/ Science & Technology Advancement, Dr. Matt Miyasato, described the South Coast AQMD's extensive monitoring network and reviewed van specifications needed and equipment necessary to transport equipment, and the South Coast AQMD's efforts to outfit transport vans and vehicles for such use. Dr. Miyasato

further reviewed a comparison of available models in 2021, including range, cargo capacity, and price; and briefed the Committee on fueling infrastructure and DC Fast Charging stations, including potential charging options at modeling stations. He reported next steps include evaluating new vehicles as they become available and proposed a demonstration project for electric cargo vehicles. Vice Chair Benoit expressed appreciation for staff efforts in this matter, adding he was hopeful that Ford would come forward with appropriate vehicles. Chairman Burke commented that charging facilities may be of primary importance as the matter is further evaluated. Mayor Pro Tem Cacciotti mentioned he plans to request an opportunity to shadow staff as part of the evaluation and commented on the driving range to various monitoring stations in remote locations, suggesting installation of DC Fast Chargers at those locations. He encouraged further evaluation before the South Coast AQMD invests in additional gasoline vehicles and asked that due consideration be given to vehicle maintenance costs in the comparison. Mayor Pro Tem Cacciotti further suggested the availability of charging stations would rapidly expand in the future. Mr. Nastri responded that the South Coast AQMD has mission-critical functions which require immediate readiness, noting staff must fulfill its mission without concern over downtime or reliability. He suggested a plan to demonstrate and monitor performance with a small number of vehicles. Chairman Burke emphasized the importance of exploring new technology and suggested reserving 20 percent of the vehicles for mission-critical service, while pushing 80 percent forward into new technology. Mr. Nastri suggested a conversion at two-to-three vehicles per year to keep the program on the forefront of technology, with a commitment to converting to clean technology as soon as possible. The Committee noted its concurrence with that proposal.

### **ACTION ITEMS:**

10. **Recognize Revenue, Appropriate Funds, Execute Purchase Orders and Contracts to Design and Develop a Mobile Air Toxics Measurement Platform:** Assistant Deputy Executive Officer/Science & Technology Advancement, Dr. Jason Low, advised the proposed platform is being developed to identify major sources of particulate metals, toxic emissions, and pollution hotspots, and will be funded from a U.S. EPA grant focusing on community-scale air toxics ambient monitoring. Council Member Mitchell inquired whether this equipment would have enabled detection of hexavalent chromium in Paramount earlier than it was otherwise discovered. Dr. Low responded that this technology will measure many other compounds, but not specifically hexavalent chromium. Council Member Mitchell added the project would complement the mission and work established through AB 617. Mayor Pro Tem Cacciotti inquired about how this would work, and Dr. Low replied the equipment would

be mounted on cargo van platforms using existing vehicles or newly leased or purchased vehicles.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

11. **Amend AB 1318 Mitigation Fees Fund Contract with Coachella Valley Association of Governments:** Assistant Deputy Executive Officer/Science & Technology Advancement, Naveen Berry, advised that this item is in follow-up to last month's status report on the progress of CVAG's construction design and build out of the Coachella Valley (CV) Link, adding this action is in response to CVAG's request for addition of funds as a result of accrued interest from the original contract award balance.

Moved by Cacciotti; seconded by Mitchell, unanimously approved.

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

12. **Appropriate Funds and Amend or Initiate Contract with Outside Counsel and Specialized Legal Counsel and Services:** General Counsel, Bayron Gilchrist, advised this item is to provide contracts for specialized environmental and other litigation for Fiscal Years 2020-21 and 2021-22.

Moved by Benoit; seconded by Cacciotti, unanimously approved.

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

13. **Appropriate Funds and Amend or Initiate Contracts with Outside Counsel and Specialized Legal Counsel and Services:** Deputy Executive Officer/Administrative & Human Resources, John Olvera, advised this item is to provide contracts for legal services for labor relations and employment matters and to provide counsel on issues specific to COVID-19 and SBCERA retirement system issues.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

14. **Receive and File Annual Report on 457 Deferred Compensation Plan, Appoint Member to Deferred Compensation Plan Committee, and Issue RFP for Deferred Compensation Plan Administrator:** Deputy Executive Officer John Olvera reported that this item is to receive the Annual Report on the 457 Deferred Compensation Plan which covers approximately 1,000 participants including employees and retirees, has \$190 million in assets, and has been outperforming its performance benchmarks. Mr. Olvera further recommended the appointment of recently promoted Human Resources Manager, Raquel Arciniega, to the Deferred Compensation Plan Committee to replace a manager who retired. Finally, he recommended the issuance of an RFP to provide recordkeeping and administrative services to the Plan, advising the recommendations would return for consideration by the Committee in August 2021, with a contract for Board consideration anticipated in September 2021. Upon inquiry from Mayor Pro Tem Cacciotti, Mr. Olvera advised the Plan's performance can be attributed to a good mix of growth, equity, and target funds. Chief Financial Officer, Sujata Jain, further commented on its sound investment policy and advised that the Los Angeles County investment pool, with which it is partnered, is secure and provides a steady yield. Chairman Burke remarked on former Board Member Dr. Clark Parker's relevant advice that "slow and steady always stays the course."

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

15. **Recommend to Renew Memberships to South Coast AQMD Local Government and Small Business Assistance Advisory Group:** Deputy Executive Officer/Legislative, Public Affairs & Media, Derrick Alatorre, advised of the pending renewal of membership for nine members of the Local Government and Small Business Assistance Advisory Group, all of whom are prior members and for whom renewal of their appointments is recommended.

Moved by Mitchell; seconded by Cacciotti, unanimously approved.

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

**WRITTEN REPORT:**

16. **Local Government & Small Business Assistance Advisory Group Minutes for the November 13, 2020:** The report was acknowledged and received.

**OTHER MATTERS:**

17. **Other Business:** There was no other business.
18. **Public Comment:** There was no public comments.
19. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for February 12, 2021 at 10:00 a.m.

**Adjournment**

The meeting adjourned at 10:55 a.m.

**Attachment**

Local Government & Small Business Assistance Advisory Group Minutes for the November 13, 2020



# South Coast Air Quality Management District

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## LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE ADVISORY GROUP FRIDAY, NOVEMBER 13, 2020 MEETING MINUTES

### MEMBERS PRESENT:

Council Member Ben Benoit, LGSBA Chairman (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  
Bill LaMarr, California Small Business Alliance  
Rita Loof, RadTech International  
Eddie Marquez, Roofing Contractors Association  
David Rothbart, Los Angeles County Sanitation District

### MEMBERS ABSENT:

John DeWitt, JE DeWitt, Inc.

### OTHERS PRESENT:

Mark Abramowitz  
Thomas Gross, Board Member Consultant (*Benoit*)  
Dan McGivney, SoCal Gas  
Debra Mendelsohn, Board Member Consultant (*Rutherford*)  
Mark Taylor, Board Member Consultant (*Rutherford*)  
Janet Whittick

### SOUTH COAST AQMD STAFF:

Derrick Alatorre, Deputy Executive Officer  
Amir Dejbakhsh, Deputy Executive Officer  
Jason Aspell, Assistant Deputy Executive Officer  
Daphne Hsu, Senior Deputy District Counsel  
Carol Gomez, Planning & Rules Manager  
Mark Henninger, Information Technology Manager  
David Ono, Senior Air Quality Engineering Manager  
Lisa Tanaka O'Malley, Senior Public Affairs Manager  
Lane Garcia, Program Supervisor  
Ricardo Rivera, Senior Staff Specialist  
Anthony Tang, Information Technology Supervisor

Van Doan, Air Quality Specialist  
Elaine-Joy Hills, Air Quality Specialist  
Paul Wright, Senior Information Technology Specialist

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

Chair Ben Benoit called the meeting to order at 11:32 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 October Meeting Minutes**

Chair Benoit called for approval of the October 9, 2020 meeting minutes. The minutes were approved unanimously.

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

Mr. Derrick Alatorre responded to an inquiry from the previous meeting regarding the number of fee review cases reported in the Small Business Assistance (SBA) activities report versus the Budget and Economic Outlook update. The SBA Activities report does not account for the facilities requesting payment plans or extensions under \$10,000 which are handled directly by the Finance Department. Cases involving more than \$10,000 or other billing disputes and/or requests go to Fee Review Committee.

Mr. LaMarr commented that the reports should be consistent. Chair Benoit indicated that the differences were understood, and current reports are adequate.

**Agenda Item #4 – Annual Report on Assembly Bill (AB) 2766 Funds from Motor Vehicle Registration Fees for Fiscal Year (FY) 2018-2019**

Mr. Lane Garcia presented a summary of the AB 2766 local government annual reporting and program implementation activities that occurred during FY 2018-2019.

Chair Benoit indicated that the City of Wildomar is interested in purchasing green vehicles within the next 4-5-years but had heard that the funds could not be used if there was not a combustion engine vehicle to scrap. Mr. Garcia clarified that there is no requirement to have an older vehicle in the fleet to be scrapped. If no fleet vehicles exist, a default value provided by California Air Resources Board (CARB) for an average fleet vehicle would be used.

Mr. LaMarr indicated that the numbers for project spending, emissions reduction, and cost-effectiveness were not balanced in slides #5 and #8. Mr. Garcia stated that in 1995, CARB provided guidance and recommended that the cost-effectiveness be \$10 per pound. However, when corrected for inflation, the value would be closer to \$25 per pound which is shown on slide #8. The guidance is a suggestion, not a requirement. Some projects might not be cost-effective in the short term, but they change the city's infrastructure in the long-term.

Ms. Rita Loof referenced slide #8 and requested clarification on miscellaneous and public education project types. Mr. Garcia replied that miscellaneous projects include outreach and shuttles for large public events. Public education projects include outreach on clean air issues such as clean vehicle displays and educational programs.



Mr. Todd Campbell referenced slide #5 and indicated that 141 tons/year of emissions reductions equates to 0.38 tons/day. He further stated that in order to reach attainment by the 2023 and 2031 deadlines, reductions of 128 tons/day and 142 tons/day would be needed, respectively. He asked if the program should be updated to favor more cost-effective emission reduction options. Mr. Garcia replied that there have been discussions on cost-effectiveness and potential amendments to the existing statute. Trainings and resource guides are provided to cities to provide information on preferred and less preferred projects. The current language is extremely flexible, which the cities prefer. Mr. Campbell expressed support for a legislative effort to improve cost-effectiveness of emissions reductions in the program.

Mr. David Rothbart inquired how much emissions reductions are left to offset the Clean Air Act Section 185 penalties for stationary sources that are not already included in the State Implementation Plan. Mr. Garcia indicated that he did not have an answer. Mr. Rothbart proposed discussion of this topic in the near future.

#### **Agenda Item #5 – Update on the Permit Streamlining and Pending Permit Application Status Dashboard**

Mr. David Ono presented an update on Permit Streamlining Activities and the recently released Pending Permit Application Status Dashboard. The dashboard tool shows the current status of permit applications and is accessible through the Facility Information Detail (F.I.N.D.) application on the South Coast AQMD website. Mr. Ono described the dashboard status conditions that may be utilized by the public to improve transparency into the permitting process. South Coast AQMD staff has been monitoring the status conditions to identify streamlining opportunities. Permit streamlining highlights also included the release of three online equipment registration modules for negative air machines, commercial charbroilers, and small boilers. He also noted increase in activity in online permit processing for dry cleaners.

Mr. LaMarr noted that perchloroethylene dry cleaning operations that are scheduled for phase-out by the end of 2020. It was noted by Chair Benoit and Mr. Campbell that, while these businesses have been adversely affected during the current pandemic and reduced demand for their services, that the phase-out of perchloroethylene was scheduled as part of rulemaking over 15-years ago.

Mr. Alatorre and Mr. Jason Aspell highlighted some of the outreach efforts related to the phase-out of perchloroethylene dry cleaning equipment, including funding for upgrading equipment. Additionally, facilities would be able to use the online application module to quickly permit their equipment changeouts and staff have been monitoring and assisting the remaining roughly 134 facilities with perchloroethylene dry cleaning equipment.

Mr. Geoffrey Blake and Mr. Rothbart added that some of the permit application forms can be difficult to use with the publicly available version of the portable document file (PDF) reader software. Mr. Amir Dejbakhsh clarified that the permit application forms are in the process of being converted to an online application format and recognized that the current PDF version of the forms has been limited in some cases. The newer online forms will provide better functionality with some available potentially early next year.

#### **Agenda Item #6 – Written Report**

No comments.

**Agenda Item #8 - Other Business**

None.

**Agenda Item #9- Public Comment**

No comments.

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

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

**Adjournment**

The meeting adjourned at 12:31 p.m.