

BOARD MEETING DATE: April 1, 2022

AGENDA NO. 17

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely on Friday, March 11, 2022. 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
Senator (Ret.) Vanessa Delgado, Vice Chair
Mayor Michael Cacciotti
Board Member Gideon Kracov
Supervisor Janice Rutherford

Call to Order

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** Chair Benoit requested staff review our policies for the Chair and Vice Chair roles and terms. Wayne Nastri, Executive Officer, will work with General Counsel.
2. **Chair'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 April 1, 2022 Governing Board Agenda:** Supervisor Rutherford inquired about hybrid and virtual meetings, with the existing State laws and emergency orders being lifted in certain counties. Bayron Gilchrist, General Counsel, indicated that local and State officials continue to recommend social distancing measures, that the State emergency order allowing remote meetings is still in effect, that Los Angeles County still holds meetings remotely, and we follow Los Angeles County guidelines. Mr. Gilchrist confirmed that he does not foresee a need for a Special Meeting to continue to have remote or hybrid meetings.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were three proposals submitted: Chris Wangsaporn, new contract proposal for Supervisor Andrew Do; Amy Wong, contract modification for Board Member Veronica Padilla-Campos; and City of Long Beach (Matthew Hamlett), contract modification for Vice Mayor Rex Richardson.

Moved by Cacciotti; seconded by Rutherford, unanimously approved.

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

6. **Update on South Coast AQMD Inclusion, Diversity and Equity Efforts:** Dr. Anissa Heard-Johnson, Diversity, Equity & Inclusion Officer, provided an update on agency efforts.

Dr. Heard-Johnson discussed a fabulous female for Fabulous Female Friday and provided updates on upcoming DEI events. Dr. Heard-Johnson indicated that a survey is being conducted to collect data and feedback on events, with the plan to provide a report at the Board Retreat.

Dr. Heard-Johnson indicated the DEI group is working closely with Human Resources to implement initiatives and a database for outside agencies to receive outreach and programing. She confirmed that statewide and regional meetings continue with equity colleagues, and a summer meeting is being planned with all state air quality agencies to develop best practices and efforts.

Supervisor Rutherford inquired about dates for the Board Retreat. Mr. Nastri indicated that we are securing the venue and hope to have it finalized within the next couple of weeks.

7. **Budget and Economic Outlook Update:** Susan Nakamura, Chief Operating Officer, indicated that our revenue and expenditures continue to be on trend.

Permit applications continue to be increasing. The vacancy rate remains about 17 percent despite hiring efforts and will continue to be a priority.

Board Member Kracov inquired about the Budget Workshop and expressed his support in our efforts to bring down the vacancy rate. Ms. Nakamura indicated that because of the pandemic, we have been cautious about the economic forecast and a 13 percent vacancy rate is built into the budget in hopes to have a balanced budget. Mayor Cacciotti expressed his concerns about the 17 percent vacancy rate and recruitment difficulties across all public agencies. Ms. Nakamura confirmed that we are being aggressive in filling positions and hiring, but when it comes to entry level positions it can take several months.

8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information Management, reported that ISR Phase 2.1 and AB 2766 were deployed successfully. We also implemented a number of servers and security updates to keep our Windows servers up to date.

ACTION ITEMS:

9. **Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Systems:** Mr. Moskowitz reported that this action is a standard request to amend contracts previously approved by the Board to add additional funding for needed software development and maintenance work and the funding is available in the budget.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

10. **Recognize Revenue, Appropriate and Transfer Funds for Air Monitoring Programs, Issue Solicitations and Purchase Orders for Air Monitoring Equipment and One Vehicle:** Dr. Jason Low, Assistant Deputy Executive Officer/Science & Technology Advancement, reported that this action is a routine annual item to recognize and appropriate anticipated funding of no more than \$700,000 from U.S. EPA and \$2.1 million from the U.S. Government for the Enhanced Particle Monitoring Program. In addition, this item is to transfer approximately \$350,000 between Major Object and the Science & Technology Fiscal Year 2022/2023 Budget to rely on expenditures for those programs and to issue a solicitation and purchase orders for air monitoring equipment and one vehicle.

Mayor Cacciotti inquired if the vehicle has to be a van. Dr. Low responded that the goal is to find the cleanest vehicle that fits the purpose of the program and operations. Mayor Cacciotti commented that vehicles with a range of 250 miles would be adequate and mentioned hybrid vehicles, gas mileage and prices.

Mr. Harvey Eder, Public Solar Power Coalition, provided public comment on vehicles with zero emissions and natural gas.

Moved by Cacciotti; seconded by Kracov, unanimously approved.

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

11. **Remove Various Fixed Assets from South Coast AQMD Inventory:** Sujata Jain, Chief Financial Officer/Finance, reported that this action is to request approval to dispose of fixed assets that have become obsolete and/or inoperable. Ms. Jain discussed specific fixed assets that were disposed of prior to Board approval and explained the steps that are being taken to ensure there are better procedures and training for handling fixed assets. Ms. Jain also indicated that one item, loaned to the Los Angeles County Fire Department, was inadvertently broken and requested to be replaced.

Mayor Cacciotti inquired about the vehicles for auction, how much we get and what fund it goes into. Ms. Jain explained the auction process and indicated that we generally receive an average of \$900 per vehicle, which goes into the General Fund.

Mr. Eder provided public comment regarding assets.

Moved by Cacciotti; seconded by Delgado, unanimously approved.

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

WRITTEN REPORT:

12. **Local Government & Small Business Assistance Advisory Group Minutes for the January 14, 2022 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

13. **Other Business:** Mayor Cacciotti inquired about solar and battery storage in efforts to include in the upcoming budget. Mr. Nastri indicated we have

completed an energy audit and made a number of improvements. Aaron Katzenstein, Assistant Deputy Executive Officer/Science & Technology Advancement, indicated that we recently made a retrofit for the Diamond Bar headquarters building, and battery storage will be the next step. He also indicated that the association in the business park does not allow for solar car ports. Chair Benoit requested that staff re-check with the association and commented on the legislative activity on solar.

14. **Public Comment:** Mr. Eder provided public comment on solar power.

Adrian Martinez, Earth Justice, provided public comment on the budget and the need for staffing for rule writing.

15. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for April 8, 2022 at 10:00 a.m.

Adjournment

The meeting adjourned at 10:51 a.m.

Attachments

Local Government & Small Business Assistance Advisory Group Minutes for January 14, 2022



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, JANUARY 14, 2022 MEETING MINUTES

MEMBERS PRESENT:

Mayor Carlos Rodriguez, LGSBA Chairman (Board Member)
Supervisor Janice Rutherford (Board Member)
Felipe Aguirre
Council Member 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

MEMBERS ABSENT:

David Rothbart, Los Angeles County Sanitation Districts

OTHERS PRESENT:

Mark Abramowitz
Harvey Eder
Matt Holder, Board Member Consultant (*Rodriguez*)
Dan McGivney
Mark Taylor, Board Member Consultant (*Rutherford*)
Janet Whittick

SOUTH COAST AQMD STAFF:

Jill Whynot, Chief Operating Officer
Derrick Alatorre, Deputy Executive Officer
Jason Aspell, Deputy Executive Officer
Ian MacMillan, Assistant Deputy Executive Officer
Susan Nakamura, Assistant Deputy Executive Officer
Lisa Tanaka O'Malley, Assistant Deputy Executive Officer
Victor Yip, Assistant Deputy Executive Officer
Daphne Hsu, Principal Deputy District Counsel
Bhaskar Chandan, Sr. Air Quality Engineering Manager
Vicki White, Planning & Rules Manager
Lane Garcia, Program Supervisor
Alfonso Baez, Program Supervisor

Bahareh Farahani, Sr. Air Quality Engineer
Rainbow Yeung, Sr. Public Affairs Specialist
Debra Ashby, Sr. Public Affairs Specialist
Jeff Inabinet, Sr. Staff Specialist
Van Doan, Air Quality Specialist
Elliot Popel, Air Quality Specialist
Laurence Brown, Air Quality Specialist
Lindsay McElwain, Sr. Administrative Assistant
Aisha Reyes, Sr. Administrative Assistant
Sindy Enriquez, Administrative Assistant
Anthony Tang, Information Technology Supervisor
Paul Wright, Senior Information Technology Specialist

Agenda Item #1 – Call to Order/Opening Remarks

Chair Carlos Rodriguez called the meeting to order at 11:34 a.m.

Agenda Item #2 – Approval of December 10, 2021 Meeting Minutes

Chair Rodriguez called for approval of the December 10, 2021 meeting minutes.

Motion to approve minutes made by Mr. Todd Campbell; seconded by Supervisor Janice Rutherford; unanimously approved.

Ayes: Aguirre, Arizmendi, Avila, Campbell, Daniel, LaMarr, Loof, Marquez, Rutherford, Rodriguez

Noes: None

Abstain: None

Absent: Blake, DeWitt, Rothbart

No public comment.

Agenda Item #3 – Discussion on Priorities for Retrospective Analysis Request

The Local Government & Small Business Assistance (LGSBA) Advisory Group members discussed priorities regarding the retrospective analysis request to be included in the 2022 Goals & Objectives of the LGSBA Advisory Group.

Mr. Derrick Alatorre commented that advisory group (AG) members were given the opportunity to send a prioritized list of rules to staff for consideration and mentioned the labor required to conduct retrospective analysis may not be feasible due to a high vacancy rate.

Ms. Rita Loof offered to assist South Coast Air Quality Management District (South Coast AQMD) staff in conducting a retrospective analysis and asked for confirmation that recommendations from the previous meeting were included in the 2022 Goals & Objectives. Mr. Alatorre thanked Ms. Loof for her assistance offer and clarified the previous email request was for a prioritized list of rules for retrospective analysis.

Mr. Bill LaMarr expressed his understanding that one of the invitations was to email a prioritized list of Goals and Objectives presentations. Another invitation was to email rules for retrospective analysis. Mr. LaMarr stated his objective was to recommend retrospective analysis on adopted rules after five to seven

years when there would be ample data available for analysis. Mr. Alatorre reiterated the request was for a list of rules to be considered for analysis.

Chair Rodriguez mentioned two rules, 1109.1 and 1426, were recommended for retrospective analysis and asked if there were any additional rules. Chair Rodriguez clarified that the AG could make recommendations to the Governing Board (GB) for consideration and is not asking staff to implement those recommendations.

Mr. Campbell commented that he is sensitive to staff turnover affecting staff response time and expressed that it would be timely to consider items of interest as they are brought before the GB for consideration. Mr. Campbell referenced #26 of the 2022 Goals & Objectives and commented that the topic should not be limited to the Memorandum of Understanding (MOU).

Mr. LaMarr reiterated the recommendation for retrospective analysis to be conducted five to seven years after GB adoption of emission-related rules. Mr. LaMarr suggested that the retrospective analysis be incorporated into the rule making process.

Ms. Loof suggested that Mr. LaMarr could prepare a pilot project so staff could prioritize one or two rules for analysis. Mr. LaMarr suggested to pick an emission-related rule adopted by the GB in 2016 or 2017 for retrospective analysis. Chair Rodriguez reminded the AG that they cannot commit staff to doing an analysis, but can only recommend a list of prioritized rules to the GB to consider for retrospective analysis. Mr. LaMarr offered to compile a list of rules adopted five to seven years ago to present at the next meeting for consideration. Chair Rodriguez asked the AG to suggest rules.

Mr. John DeWitt suggested consideration of rules regarding the trucking industry. Mr. Alatorre reminded the AG that South Coast AQMD has limited jurisdiction on mobile sources and believed the rules referenced by Mr. DeWitt is a California Air Resource's Board (CARB) rule. Mr. DeWitt suggested a rule on underground pipes and storage tanks. Mr. Alatorre responded that soil-related rules would fall under the jurisdiction of Department of Toxic Substances Control (DTSC).

Ms. Loof suggested considering rules that would impact small businesses, like Rule 1130 – Graphic Arts.

Mr. Alatorre reviewed rules for public comment. Ms. Loof stated opposition to limiting public comment to three minutes for the entire agenda.

Mr. Harvey Eder made public comment and suggested addition of solar-related rules, Rule 1121 – Control of Oxides of Nitrogen (NOx) from Residential Type, Natural Gas-Fired Water Heaters, Rule 1146 – Emissions of oxides of Nitrogen from Industrial, Institutional, and Commercial Boilers, Steam Generators, and Process Heaters, and Rule 1135 – Emissions of Oxides of Nitrogen from Electricity Generating Facilities.

Chair Rodriguez made a motion to approve 2022 Goals & Objectives with amendment to add language that the group would like to prioritize Rule 1109.1 – NOx Emission Reduction for Refinery Equipment, Rule 1426 – Emissions From Metal Finishing Operations, Rule 1130 – Graphic Arts, and Rule 1168 – Adhesive and Sealant Applications to recommend for retrospective analysis; seconded by Ms. Arizmendi; unanimously approved.

Ayes: Aguirre, Arizmendi, Avila, Blake, Campbell, Daniel, DeWitt, LaMarr, Loof, Marquez, Rutherford, Rodriguez

Noes: None

Abstain: None

Absent: Rothbart

Agenda Item #4 – Nomination of Local Government & Small Business Assistance Advisory Group member to South Coast AQMD Advisory Council

Mr. Ian MacMillan presented on the need for the AG to nominate a member to the South Coast AQMD Advisory Council, which meet once per Air Quality Management Plan (AQMP) cycle to review the health effects report and provide comments, in addition to other public processes in the AQMP. The next meeting is expected to be in the Spring.

Ms. Loof asked who previously served on the South Coast AQMD Advisory Council. Mr. MacMillan answered that the last appointment was Mr. Paul Avila.

Motion to nominate Mr. LaMarr made by Chair Rodriguez; seconded by Mr. Eddie Marquez; unanimously approved.

Ayes: Aguirre, Arizmendi, Avila, Campbell, Daniel, DeWitt, LaMarr, Loof, Marquez, Rutherford, Rodriguez

Noes: None

Abstain: None

Absent: Blake, Rothbart

No public comment.

Agenda Item #5 – Review of Follow-Up/Action Items

Mr. Derrick Alatorre reviewed the follow-up and action items from the previous meeting.

#1: Agendize discussion on LGSBA priorities associated with the retrospective analysis requested by Mr. DeWitt and Mr. LaMarr.

Staff has included this topic in today's meeting.

#2: Agendize discussion on the approach to rulemaking associated with continuous air monitoring requirements.

Staff will coordinate with Planning, Rule Development & Area Sources (PRDAS) to discuss this topic and include as an agenda item in a future meeting.

No public comment.

Agenda Item #6 – Annual Report on Assembly Bill (AB) 2766 Funds from Motor Vehicle Registration Fees for Fiscal Year (FY) 2019-2020

Mr. Lane Garcia presented a summary of the AB 2766 local government annual reporting and program implementation activities that occurred during FY 2019-2020. Mr. Garcia provided an update on the use of motor vehicle fees and the program results in terms of emissions reduced and projects implemented.

Mr. Avila asked if funds could be used to add a bus line. Mr. Garcia explained that funds could be used to expand an existing bus line or create a new line as public transportation is an eligible project.

Ms. Loof referenced slide #8 and asked what types of projects qualified as public education. Mr. Garcia responded that public education projects included alternative vehicle expositions and community outreach.

No public comment.

Agenda Item #7 – Proposed Updates to Best Available Control Technology (BACT) Guidelines

Mr. Alfonso Baez and Ms. Bahareh Farahani presented on the proposed updates to the BACT guidelines. Mr. Baez announced a public meeting on Wednesday, February 23rd at 2:00p.m.

Ms. Loof referenced slide #15 and asked what type of equipment and facilities use the equipment that qualify for the BACT exemption under Proposed Amended Rule (PAR) 1304 – Exemptions. Mr. Baez clarified that Rule 1304 was amended in November 2021 to include an exemption for selective catalytic reduction (SCR) at refineries.

Mr. Avila asked about cannabis oil used as alternative energy. Mr. Baez clarified that the equipment is a closed loop system, which is used to extract cannabis oil for use in edible products.

No public comment.

Agenda Item #8 – Other Business

No other business.

Agenda Item #9 – Public Comment

Mr. Eder highlighted an editorial in the Los Angeles Times regarding the impacts and challenges caused by climate change.

Agenda Item #10 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, February 11, 2022 at 11:30 a.m.

Adjournment

The meeting adjourned at 1:22 p.m.