

BOARD MEETING DATE: January 7, 2022

AGENDA NO. 16

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a meeting remotely on Friday, December 10, 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
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:** There were no concerns to report.
2. **Chair's Report of Approved Travel:** As noted on the travel report, Board Member Kracov attended the monthly CARB meetings and Board Consultant to Councilmember Joe Buscaino, Jacob Haik, attended the National League of Cities Convention, as it relates to air quality on behalf of South Coast AQMD.
3. **Report of Approved Out-of-Country Travel:** There was no travel to report.

4. **Review January 7, 2022 Governing Board Agenda:** Chair Benoit inquired about set hearings on the agenda. Wayne Nastri, Executive Officer, confirmed there are no set hearings until February. Barbara Baird, Chief Deputy Counsel, specified that Rule 1134 has been noticed for set hearing for February, which will include the port update.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** Guillermo Gonzalez, Board Member Consultant for Supervisor V. Manuel Perez, is modifying his contract from independent contractor to employee.

Moved by Cacciotti; seconded by Benoit, 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 highlighted several cultural remembrances taking place in December and provided employee resource work group updates. They have been meeting monthly and working together to develop culturally relevant strategies on employee professional development, promotion, recruitment and retention.

Dr. Heard-Johnson reported that two Senior Public Affairs Specialists have joined the Diversity, Inclusion and Equity group.

Supervisor Rutherford commented on Hanukkah in November next year. She shared how she enjoys learning about these holidays and celebrations, and wondered why Christmas was not included.

Dr. Heard-Johnson indicated that Christmas was included in an email announcement regarding 12 days of different multi-cultural holidays. Supervisor Rutherford indicated she would like to receive a copy.

7. **Budget and Economic Outlook Update:** Jill Whynot, Chief Operating Officer, indicated that South Coast AQMD is doing well overall and managing through this last year and a half of COVID-19. She reported that there were no surprises to report, and the vacancy rate is lower due to recent hires.
8. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer/Information Management, reported that open enrollment for employee benefits was

completed. A new AQ portal was released for AB 617. The cyber security assessment was completed and contains a list of recommended projects and staffing, which will be included in the upcoming budget request. He also reported on the success of conducting hybrid meetings, including the Clean Air Awards.

Chair Benoit requested to include Board Assistants and Consultants on testing and phishing attacks.

Board Member Kracov commented on the incentive technology and requested more background on the zero emission web application. Matt Miyasato, Deputy Executive Officer/Science and Technology Advancement, provided an update on the web portal for the VW Application Process. He indicated that the zero-emission portion is currently oversubscribed for that first installment of funding received and South Coast AQMD is waiting for additional funds from CARB.

Mr. Moskowitz also reported that the application portal was completed in December.

9. **Report of RFPs/RFQs Scheduled for Release in January:** Sujata Jain, Chief Financial Officer/Finance, reported that this is a request for authorization to release an RFP for security guard services.

ACTION ITEMS:

10. **Authorize Purchase for Cisco Unified Communication Telephony System Upgrade:** Mr. Moskowitz reported that this item is to authorize the purchase of unified communications telephony system upgrade and an RFQ was released to upgrade components that are at end of life. Three bids were received, and staff recommends the lowest cost-bidder. Funds are available in the budget.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

11. **Authorize Purchase of Telecommunication Services:** Mr. Moskowitz reported that this action is to authorize the purchase of telecommunication services and an RFQ was released to select vendors for all telecommunication services. He recommended awarding three-year contracts to four vendors and the funds are available in the budget and will be requesting in subsequent years.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

12. **Interview an Additional Firm and Recommend a Firm or Firms for Legislative Representation Services in Washington, D.C. (RFP P2022-01):**
Derrick Alatorre, Deputy Executive Officer/Legislative, Public Affairs & Media, reported that at the December Board meeting there was a bid protest from a legislative consultant firm that did not get interviewed by the Administrative Committee. The Board decided to have the Administrative Committee interview Duncan Weinberg Genzer & Pembroke (DWG&P).

The committee interviewed DWG&P and considered their professional background, experience and discussed legislative efficiency issues.

After interviewing the firm and discussion among committee members, Supervisor Rutherford moved to extend the contracts to the three existing firms: The Carmen Group, Cassidy & Associates, and Kadesh & Associates; seconded by Cacciotti, unanimously approved.

Mr. Harvey Eder, Public Solar Power Coalition, provided public comment on energy, climate and solar power.

Supervisor Rutherford commented on future RFPs for this item and the need to allow flexibility for firms to respond in case they have a different model from what we have used. Chair Benoit and Mayor Cacciotti agreed.

Mayor Cacciotti inquired about the one-year option and contract term. Mr. Alatorre responded that this item is to approve for one year and there are two, one-year extension options that will be discussed by the Administrative Committee. Recommendations from the committee would then go to the Board regarding each one-year extension option.

Mayor Cacciotti further inquired if there would be presentations on the firms next year. Mr. Alatorre explained that the discussion next year would be for the contract extensions. If some or all of the extensions are not approved, then an RFP would be issued.

Moved by Cacciotti; seconded by Benoit, unanimously approved.

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

WRITTEN REPORT:

13. **Local Government & Small Business Assistance Advisory Group Minutes for the October 8, 2021 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

14. **Other Business:** There was no business to report.
15. **Public Comment:** Mr. Eder commented on Christmas trees and forest fires.
16. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for January 14, 2022 at 10:00 a.m.

Adjournment

The meeting adjourned at 11:00 a.m.

Attachments

Local Government & Small Business Assistance Advisory Group Minutes for October 8, 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, OCTOBER 8, 2021 MEETING MINUTES

MEMBERS PRESENT:

Mayor Pro Tempore Carlos Rodriguez, LGSBA Chair (Board Member)
Supervisor Janice Rutherford (Board Member)
Felipe Aguirre
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California
Todd Campbell, Clean Energy
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 Districts

MEMBERS ABSENT:

Mayor Rachelle Arizmendi, City of Sierra Madre
LaVaughn Daniel, DancoEN

OTHERS PRESENT:

Mark Abramowitz
Harvey Eder
Frank Forbes
Mark Taylor, Board Member Consultant (Rutherford)

SOUTH COAST AQMD STAFF:

Jill Whynot, Chief Operating Officer
Derrick Alatorre, Deputy Executive Officer
Jason Aspell, Deputy Executive Officer
Sujata Jain, Chief Financial Officer
Sarah Rees, 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
Karin Manwaring, Senior Deputy District Counsel
Mitch Haimov, Senior Air Quality Engineering Manager
Michael Morris, Planning and Rules Manager
Ricardo Rivera, Senior Staff Specialist
Van Doan, Air Quality Specialist

Elaine-Joy Hills, Air Quality Specialist
De Groeneveld, Senior Information Technology Specialist
Anthony Tang, Information Technology Supervisor
Paul Wright, Senior Information Technology Specialist
Aisha Reyes, Senior Administrative Secretary

Agenda Item #1 – Call to Order/Opening Remarks

Chair Carlos Rodriguez called the meeting to order at 11:30 a.m.

Supervisor Janice Rutherford commented on the Governing Board (GB) Retreat and the presence of California Air Resources Board (CARB) members. Supervisor Rutherford learned that there may be a disconnect between CARB members and South Coast Air Quality Management District (South Coast AQMD) staff regarding activities and regulations; however, was pleased that CARB members were informed and involved in the challenges faced by South Coast AQMD, particularly with the AB617 communities.

Ms. Jill Whynot indicated that the retreat was not recorded due to technical challenges; however, all the handouts are available.

Mr. Todd Campbell asked if there are any reactions to CARB's Board Member Hector De La Torre's comment regarding low nitrogen oxides (NO_x) trucks as South Coast AQMD needs CARB's assistance with this matter. Chair Rodriguez refrained from commenting and Supervisor Rutherford agreed that the solution would be to have low emission trucks, which would get us closer to attainment.

Agenda Item #2 – Approval of August 13, 2021 Meeting Minutes

Chair Rodriguez called for approval of the August 13, 2021 meeting minutes. Ms. Rita Loof requested to amend page 4, item 5 indicating her support for Supervisor Rutherford's comments made at the Administrative Committee meeting regarding the Clean Air Program. The minutes were approved unanimously.

Mr. Harvey Eder commented on his request for records and solar renewables.

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

Mr. Derrick Alatorre reviewed the follow-up and action items from the previous meeting and indicated that Ms. Loof requested to discuss with Engineering and Permitting (E&P) regarding facility names and query for ultraviolet/electron beam (UV/EB) equipment using BCAT (basic equipment) code.

Mr. Jason Aspell stated that staff closed out a public records request on May 4 that collected all active permits for UV/EB facilities in our database and E&P permitting file. Ms. Loof clarified she had made this request in December 2020 and received information that there were 108 facilities that currently had permits for UV/EB equipment. Subsequently, she submitted another request, but was informed to make a request for each facility; however, was not provided with each facility name. Mr. Aspell stated he will discuss the clarification with the records department.

Mr. Bill LaMarr expressed his concerns regarding Ms. Loof's request and make one public records request with a list of all commercial printers providing Standard Industrial Classification (SIC) codes. Mr. LaMarr suggested information be obtained independently. Ms. Loof clarified that RadTech is a non-profit organization and membership is made up of equipment manufacturers, raw material suppliers and formulators; therefore, the data collection is not a self-serving exercise and market research. Ms. Loof provided background information from 2017 regarding provisions impacting printers. Mr. Aspell indicated the information requested by Ms. Loof has been sent. Mr. LaMarr commented that Small Business Alliance represents printing industries and indicated the suppliers, manufacturer and formulators should have information on equipment sold to businesses.

Mr. Alatorre provided the next follow-up item, which was to discuss the transfer of Home Rule Advisory Group (HRAG) with Planning, Rule Development and Area Sources (PRDAS) department. It was recommended that the two advisory groups remain separate. Per the charter, HRAG reports to the Stationary Source Committee and the members are appointed by the GB. Mr. LaMarr recommended to keep the advisory groups separate, which are distinct in mission statements and charter. Mr. LaMarr added that he hopes HRAG can resume. Mr. David Rothbart agrees the groups should remain separate and asked Mr. Alatorre if he had any feedback on when HRAG would reconvene and if any GB member would volunteer to Chair HRAG. Mr. Alatorre responded he will take the inquiry to the Chair of the GB.

Action Item #1: Discuss with GB Chair regarding reconvening HRAG and appointing a new HRAG Chair.

Mr. Alatorre proceeded with the next action item, which was to consult with Mr. Wayne Natri regarding whether trade associations could be allowed to participate on the Community Steering Committee (CSC). Mr. Alatorre read CARB's adopted blueprint which indicates that the "CSC is composed of community members who live, work, or own businesses within each community. For example, community residents, small business, facility managers/workers, school personnel." It also states that "this can include the owners of the small businesses, which are important community voices, locally-based business associations such a Chamber of Commerce. The community membership must draw from workers or managers from the facility itself to keep the focus on the community." Mr. Alatorre indicated this addresses Mr. LaMarr's question about trade associations not being able to join a CSC, but are still welcome to make public comment.

Mr. LaMarr indicated he is familiar with the blueprint; however, it does not explain why the California Council for Environmental and Economic Balance (CCEEB) has a seat on the consultation group and other CSCs, which is a large business organization. Mr. LaMarr further stated that Western States Petroleum Association (WSPA), Burlington Northern and Santa Fe (BNSF) Railway, and Union Pacific are seated on a CSC, which may not have representatives that reside in the appropriate communities. Mr. LaMarr indicated that small businesses are reluctant to identify themselves in venues that may be hostile to their presence. In addition, when meetings are held during the daytime, they are during normal business hours and evenings would be a long day for these businesses. Small Business Alliance is interested in representing these businesses and industries and points of view in these communities. These businesses are as much of a community as the residents are, hiring from these communities, pay taxes, and supply revenue to these communities. Mr. Alatorre commented that this may be a consultative group, which is not the same as a CSC. The consultative/working groups are led by CARB and not by air quality districts. Mr. Alatorre further stated that representative may actually be members who work or live in these communities.

Follow-up Item #1: Research representatives in CSC.

Chair Rodriguez asked Mr. LaMarr if the intent of Small Business Alliance is to participate in AB 617 meetings. Mr. LaMarr responded he brought this up in 2018/2019 to the former Chair of the GB, and asked the same question regarding participation. Mr. LaMarr received a letter to participate; however, the invitation was rescinded by South Coast AQMD due to the location of the Small Business Alliance not being in any of the communities. Not all members are within these communities, but some of them are. Some members are reluctant because of unaccommodating members; therefore, small business representation is at a minimum. Chair Rodriguez responded that if there is an inconsistency and

requested to provide comparisons in a correspondence. Mr. Alatorre indicated that the blueprint was established and adopted by CARB and recommended questions regarding trade association representation be presented to CARB. Chair Rodriguez agreed and commented that the point of distinction is if the blueprint is being followed and there is consistency in the participants.

Ms. Loof recalled the comments Mr. LaMarr made in 2018/2019 and stated support of the concept of having a seat for business organizations. Ms. Loof has participated in the CARB meetings for Environmental Justice and indicated there are no representation for the business community at these meetings. These businesses can implement the goals and visions and can provide essential feedback. The business organizations are non-profit that are national-based and not community-based; therefore, do not fall under the definition. Ms. Loof further stated that there has been discussion about providing links within South Coast AQMD's website as resources and encourages staff to work with these business organizations to enhance the list currently on the website.

Chair Rodriguez requested staff to put on the agenda the topic of participation in CSCs and to clarify the required steps, channels, and process to reform the participation requirements.

***Action Item #2:** Put on a future agenda a discussion on participation requirements on CSCs, clarify the steps, channels, and process to reform the participation requirements, and how to seek changes from CARB.*

Mr. Alatorre asked Ms. Daphne Hsu whether a letter, with the consensus of the advisory group, would have to be submitted to the Administrative Committee, then to GB, and the GB would then take a position. Ms. Hsu indicated that LGSBA reports to the Administrative Committee, which reports to the GB. Ms. Hsu stated she would have to do research as to whether or not there are other options. Chair Rodriguez commented on his interest in LGSBA having the opportunity to make a request to CARB in making an adjustment to a policy.

Ms. Loof supported Chair Rodriguez's comment and stated she agreed with LGSBA playing a more active role. Ms. Loof provided background information regarding changes to the LGSBA charter submitting a letter as a group to the Administrative Committee.

Mr. Alatorre indicated the last action item was to distribute a letter from Mr. Nastri to Environmental Justice groups about zero-emission versus near zero-emission vehicles, which was sent to the LGSBA members on October 1, 2021.

Agenda Item #4 – FY 2021-22 General Fund Budget

Ms. Sujata Jain provided an overview of the General Fund Budget detailing staffing levels, expenditures, and revenues required to maintain current program commitments.

Mr. LaMarr inquired about renovations made on "aging infrastructure" and asked what major items fall under this category. Ms. Jain responded that there is a list of items in the budget, such as the roof and atrium, which money is set aside for maintenance. Some are deferred; however, should be budgeted.

Mr. Rothbart stated there is quite a vacancy rate and indicated that it is taking years to obtain a permit. Mr. Rothbart expressed support in getting assistance for E&P. Ms. Whynot responded that we are working hard to address permitting needs and have 12 to 13 engineers starting in a few weeks.

Mr. Eder commented about COVID-19 and solar conversion.

Agenda Item #5 – Update on Proposed Amended Rule 219 – Equipment Not Requiring a Written Permit Pursuant to Regulation II

Mr. Michael Morris provided an overview of Proposed Amended Rule 219 to address mobile fueling operations and a request for amendments for UV/EB.

Ms. Loof shared her involvement with the 1998 amendments to Rule 219 and commented that technology changes quickly; however, South Coast AQMD rules do not move fast enough to accommodate new innovations. Ms. Loof mentioned that, in the past, South Coast AQMD recognized UV/EB and light-emitting diodes (LED) processes as pollution prevention. Ms. Loof stated that some policies need to be looked at the bigger picture of cleaning the air while keeping businesses in Southern California. Ms. Loof referenced a slide regarding newly configured system not qualifying for exemption under Rule 219. Ms. Loof indicated there are some systems that are now hybrid and there is an equipment being charged for the addition of UV material with no emissions when the facility was already charged for their solvent system. She supports putting limits on Rule 219 to eliminate toxic materials. Ms. Loof asked that when a facility brings in a new innovative hybrid system, not exclusively UV and EB, with a solvent component, if the UV/EB can be assessed separately from the solvent system so as not be double charged.

Ms. Susan Nakamura informed LGSBA that the working group meeting for Rule 461 and 461.1 was cancelled.

Mr. Mitch Haimov indicated that the change in emissions associated with adding UV curing component to the existing operation at Fender Guitar was zero and not the total emissions. The coating being used is non-compliant coating, which is the reason it is sent to an afterburner for control in order to comply with Rule 1136. There is no emission benefit or detriment and was an emission neutral project. Ms. Loof agreed the emissions were neutral and the difference in emission from the UV process was zero. The non-compliant material was the solvent portion vented into an afterburner to control emissions, which already has a permit.

Mr. Campbell asked if South Coast AQMD will target mobile fueling businesses. Ms. Nakamura responded that the proposed rule would apply to retail and non-retail. Staff is essentially trying to keep the non-retail very similar to the current provisions and will be further discussed. The retail portion has been the focal point and trying to address all aspects of retail. Ms. Nakamura indicated it is just for gasoline dispensing.

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

No comments.

Agenda Item #7 – Other Business

Mr. Rothbart requested for a presentation on the summary of the status of Rule 317 Fee Equivalency Account Reconciliation Report and review the annual report provided by the Executive Office on where we are in compliance with the rule. As we move forward, the additional credits that have not been entered in the State Implementation Plan (SIP) have been used to come in compliance for Section 185 penalties. Mr. Rothbart asked if these items are going into the SIP, what will be remaining and will Rule 317 be functional.

***Action Item #3:** Put on a future agenda a presentation on an overview of Rule 317 Fee Equivalency Account Reconciliation Report.*

Chair Rodriguez requested, as an on-going update, to be briefed on the outreach efforts pertaining to Warehouse Indirect Source Rule (ISR). Chair Rodriguez also requested for ongoing updates on current discussion with Ports of Los Angeles and Long Beach, and the matter of the Memorandum of Understanding (MOU) under discussion.

Mr. Alatorre provided the Warehouse Actions and Investments to Reduce Emissions (WAIRE) hotline number (909-396-3140) and email address (waire-program@aqmd.gov).

Agenda Item #8 – Public Comment

Mr. Eder commented on local governments, Clean Power Alliance, climate change and solar energy.

Agenda Item #9 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, November 12, 2021 at 11:30 a.m.

Adjournment

The meeting adjourned at 1:19 p.m.