BOARD MEETING DATE: December 5, 2025 AGENDA NO. 21

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, November 14, 2025. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Vanessa Delgado, Chair
Administrative Committee

SN:cb

Call to Order
Vice Chair Michael Cacciotti called the meeting to order at 10:02 a.m. Chair Delgado joined the meeting at 10:10 a.m.

Roll Call

Committee Members
Present: Chair Vanessa Delgado, Committee Chair
Vice Chair Michael Cacciotti
Mayor Pro Tem Larry McCallon
Supervisor V. Manuel Perez

For additional details of the Administrative Committee Meeting, please refer to the Webcast.

DISCUSSION ITEMS:

1. **Board Members' Concerns:** No Board Member concerns to report.

2. **Chair's Report of Approved Travel:** Travel was reported for Vice Chair Cacciotti for travel to Sacramento, California for California Air Pollution Control Officers Association's 50th Anniversary on October 28, 2025.

3. **Report of Approved Out-of-Country Travel:** No travel was reported.

4. **Review December 5, 2025 Governing Board Agenda:** Executive Officer Wayne Nastri reported that there will be three Public Hearings: Proposed Amended Rule 1107, Proposed Amended Rule 1469 and the AB 2588 Annual Report. An item related to street sweeping in the Eastern Coachella Valley will be added to the agenda. The agenda also includes a staff presentation addressing New Source Review requirements for composting and renewable natural gas operations.

   Supervisor Perez inquired about the funds for the street sweeping and the amount of the funds. Executive Officer Nastri responded that $220,000 for operation of street sweeping is from the Rule 1309.1 Priority Reserve Fund. The $3 million is for a combination of three projects: circular wind tunnel technology to measure dust emissions, identification of control strategies, and mitigation efforts.

   For additional information, please refer to the Webcast at 5:42.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** This item was moved to Action Items as approval from the Administrative Committee is needed. For additional information, please refer to the Webcast at 9:42.

6. **Annual Audited Financial Statements for FY Ended June 30, 2025:** Riley Greenlee from LSL, LLP presented the annual comprehensive financial report for fiscal year FY 2024-25 and the results of the audit.

   Mayor Pro Tem McCallon asked about the unfunded pension liability. Ms. Jain indicated that the agency's unfunded liability fluctuates between $250 and $300 million and that we do pay our contributions that are required by SBCERA every year and a portion of the unfunded liability does get paid out, however the long-term liability is still there in our books.

   For additional information, please refer to the Webcast at 10:13.

7. **South Coast AQMD's FY 2025-26 First Quarter Ended September 30, 2025 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, provided a presentation on the Budget versus Actual Results for the First Quarter which ended on September 30, 2025 and provided the Budget Summary for Fiscal Year 2025-26. For additional information, please refer to the Webcast at 1:01:41.

8. **Update on South Coast AQMD's Internal Engagement Activities:** Dr. Anissa Heard-Johnson, Deputy Executive Officer, Community Engagement and Air Programs, provided an update on agency efforts, seasonal events, cultural displays, Statewide Working Group, and discussed Katsi Cook for Fabulous Female Friday. For additional information, please refer to the Webcast at 1:07:28.

9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported on the status of various projects. For additional information, please refer to the Webcast at 1:13:33.

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There was one contract modification proposal and one new contract proposal for Mayor Pro Tem's Carlos Rodriguez Consultants. For additional information, please refer to the Webcast at 9:42.

   Moved by McCallon; seconded by Perez, unanimously approved.

Ayes:	Cacciotti, McCallon, Perez
Noes:	None
Absent:	Delgado

10. **Authorize Multi-Year Purchase Order With Pitney Bowes for Lease and Maintenance of Mailing System Equipment:** John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that this item is for a new five-year lease for our mailing system equipment with our current vendor, Pitney Bowes. The total five-year cost is $245,000 and the funding is in our current budget and will be requested in subsequent budgets. For additional information, please refer to the Webcast at 21:46.

    Moved by McCallon; seconded by Cacciotti, unanimously approved.

Ayes:	Cacciotti, Delgado, McCallon, Perez
Noes:	None

11. **Approve Recommendations to Revisions to Governing Board Committees and Advisory Groups:** Executive Officer Nastri indicated that this item was requested by the Chair in an effort to streamline Committee and Advisory Group meetings. He presented a recommendation to close out Local Government & Small Business Assistance Advisory Group, Environmental Justice Advisory Group, Finance, Refinery, Marine Port and Climate Change Committees.

    Supervisor Perez expressed his sentiments about Climate Change not going away and the importance of discussing climate change issues in both Mobile Source and Stationary Source Committees. Executive Officer Nastri indicated that mobile sources are the biggest contributor to climate change.

    Mayor Pro Tem McCallon agreed with the recommendations and suggested that other committees that are not attended by Board Members should also be looked at to create efficiencies for staff also.

Bill LaMarr, Executive Director of the California Alliance of Small Business Associations and David Rothbart, representing Clean Water SoCal, expressed concern and opposition to the recommendation of closing out the Local Government and Small Business Assistance Advisory Group.

This item was continued to the December Administrative Committee for further discussion.

For additional information, please refer to the Webcast at 22:31.

12. **Approve Amendments to Board Member Assistant and Board Member Consultant Policy and Methodology to Determine Support Level per Board Member:** Susan Nakamura, Chief Operating Officer, reported that this item was also a request from the Chair to revise the methodology that is used for the allocation for Board Consultants and Board Assistants.

    Executive Officer Nastri clarified for Supervisor Perez that this item is for the allocation of Board Member Consultants and Assistants, not Board Members.

    Mayor Pro Tem McCallon asked about the total budget and suggested a flat amount for all Board Members, with the exception of the Chair, Vice Chair, and CARB representative.

    This item was also continued to the December Administrative Committee for further revisions.

    For additional information, please refer to the Webcast at 47:02.

WRITTEN REPORTS:

There were no written reports.

OTHER MATTERS:

13. **Other Business:** Supervisor Perez thanked staff for their work on the Dust Summit. For additional information, please refer to the Webcast at 1:14:48.

14. **Public Comment:** There was no public comment to report.

15. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, December 12, 2025 at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:14 a.m.