

BOARD MEETING DATE: October 3, 2025

AGENDA NO. 21

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, September 12, 2025. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Vanessa Delgado, Chair
Administrative Committee

SN:cb

Call to Order

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

Roll Call

Committee Members

Present: Chair Vanessa Delgado, Committee Chair
Vice Chair Michael Cacciotti
Supervisor Curt Hagman

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

4. **Review October 3, 2025 Governing Board Agenda:** Nothing was reported.
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** No compensation was reported.
6. **Update on South Coast AQMD's Internal Engagement Activities:** Walter Shen, Director, Community Engagement and Air Programs, provided an update on agency efforts, seasonal events, cultural displays, Statewide Working Group, and discussed Dr. Paloma Beamer for Fabulous Female Friday.

For additional information, please refer to the [Webcast at 3:46](#).

7. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Howard Lee, Information Technology Manager, reported on the status of various projects. For additional information, please refer to the [Webcast at 7:09](#).

ACTION ITEMS:

8. **Issue Purchase Orders for Air Monitoring and Laboratory Equipment:** Dr. Jason Low, Deputy Executive Officer, Monitoring & Analysis, reported that this item is to purchase air monitoring laboratory equipment for an estimated amount of \$215,000. This has already been budgeted in the annual budget and it already includes funds for these purchases.

Supervisor Perez inquired where the air monitors were going to be placed. Dr. Low indicated that old data loggers will be replaced with newer ones. Executive Officer Wayne Nastri confirmed that a list could be provided indicating where the oldest dataloggers are being replaced.

For additional information, please refer to the [Webcast at 9:02](#).

Moved by Cacciotti; seconded by McCallon, unanimously approved.

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

9. **Determine That Proposed Amended Rule 301 – Permitting and Associated Fees, Is Exempt from CEQA; Amend Rule 301; and Recognize Revenue into FY 2025-26 General Fund for Increase of Rule 1180 Fees That Were Not Included in FY 2025-26 Adopted Budget:** Kalam Cheung, Planning & Rules Manager, Planning, Rule Development & Implementation, provided a presentation on Proposed Amended Rule 301, updates to refinery related community air monitoring operation and maintenance fees.

Chief Deputy Counsel Barbara Baird noted that this item is a rule and because the Health & Safety Code requires the Board Members to consider all the relevant evidence, including that presented at the Governing Board Public Hearing, a vote is not needed for this item. Chair Delgado confirmed that this rule would go to the Board in October.

For additional information, please refer to the [Webcast at 10:49](#).

10. **Amend Contract for Landscape and Tree Maintenance Services at Diamond Bar Headquarters and Approve Funding:** John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that this item is to extend the current contract for landscape and tree maintenance services at the Diamond Bar Headquarters and to approve funding. The funding has been approved for this year's budget and will be requested in the subsequent fiscal year.

Vice Chair Cacciotti wanted to ensure that we are checking to make sure electric equipment is being used. Mr. Olvera confirmed that this is regularly checked by the Building Maintenance Manager.

For additional information, please refer to the [Webcast at 15:05](#).

Moved by Cacciotti; seconded by McCallon, unanimously approved.

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

WRITTEN REPORTS:

None.

OTHER MATTERS:

11. **Other Business:** There was no other business to report.
12. **Public Comment:** Harvey Eder provided public comment but was cut-off for being off topic for items that are within the purview of this Committee.

For additional information, please refer to the [Webcast at 16:29](#).

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

Adjournment

The meeting was adjourned at 10:15 a.m.