

BOARD MEETING DATE: September 5, 2025

AGENDA NO. 21

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, August 8, 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 10:04 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:** Travel was reported for Mayor Patricia Lock Dawson to attend the California Council for Environmental and Economic Balance Summer Issues Seminar in Olympic Valley, California
3. **Report of Approved Out-of-Country Travel:** Travel was reported for Dr. Elaine Shen, Planning & Rules Manager, Planning, Rule Development & Implementation, to attend the Electric & Hybrid Marine Expo Europe 2025 in Amsterdam, Netherlands.
4. **Review September 5, 2025 Governing Board Agenda:** Nothing was reported.
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 7:39](#).
6. **Update on South Coast AQMD's Internal Engagement Activities:** Anissa (Cessa) 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 Vandana Shiva for Fabulous Female Friday.

Vice Chair Cacciotti and Chair Delgado thanked staff for the Governing Board intern program.

For additional information, please refer to the [Webcast at 8:12](#).

7. **South Coast AQMD's FY 2024-25 Fourth Quarter Ended June 30, 2025 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, provided a presentation on the Budget versus Actual Results for the Third Quarter which ended on June 30, 2025 and provided the Budget Summary for Fiscal Year 2024-25.

Vice Chair Cacciotti inquired about examples of emission fees and annual fees. Ms. Jain responded that annual emission fees are based on facility emissions and annual fees are typically annual operating fees and permit renewal fees. Mr. Nastri added that sometimes facilities will upgrade their equipment and that refineries are great examples where there are constant changes at the facility and permit applications are submitted.

Harvey Eder provided public comment regarding a recession, the reserve, and any contingency plans.

For additional information, please refer to the [Webcast at 16:55](#).

8. **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 28:44](#).

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were 3 new contract proposals for Supervisor Hagman's Board Consultants for next fiscal year which was effective from July 1, 2025 through June 30, 2026. For additional information, please refer to the [Webcast at 7:39](#).

Moved by Cacciotti; seconded by Hagman, unanimously approved.

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

9. **Authorize Purchase of Microsoft Cloud Services:** Mr. Moskowitz reported that this item is to authorize the Executive Officer to execute a contract for Microsoft Cloud Services with a vendor for a period of three years at an estimated cost of \$950,000, depending on usage. Sufficient funding for the first year is included in the 2025-26 fiscal year budget and funding for the remaining two years will be included in the subsequent fiscal years' budget requests. For additional information, please refer to the [Webcast at 30:16](#).

Moved by Hagman; seconded by Cacciotti, unanimously approved.

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

10. **Adopt Resolution and Recognize Revenue for Continued AB 617 Implementation:** Ms. Jain reported that this item is to recognize revenue for the remainder of the AB 617 Grant that we received after the budget was adopted. This item seeks approval to adopt a resolution to accept the terms and conditions of AB 617 implementation Community Air Protection Program Grant Award and to recognize revenue upon receipt of \$2,270,813. For additional information, please refer to the [Webcast at 31:20](#).

Moved by Hagman; seconded by Cacciotti, unanimously approved.

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

11. **Amend Agreement with Phillips 66 Company for Continued Fenceline Air Monitoring at Phillips 66 Wilmington Refinery Using Optical Tent, Recognize Revenue, Appropriate Funds and Amend Contract:** Dr. Jason Low, Deputy Executive Officer, Monitoring & Analysis, reported that this item is to amend the existing contract with Philips 66 for continued use of the optical tent and also appropriating and recognizing revenue up to \$175,000 into the Monitoring & Analysis budget and also amending the contract with UCLA for one more year of their service.

Vice Chair Cacciotti inquired about a description of the optical tent. Dr. Low replied that a traditional fenceline air monitoring system looks along the pathway of the fenceline at the ground but the optical tent is a technology that can actually do that as well as look above in areas over the facility to look at pollutants.

For additional information, please refer to the [Webcast at 32:44](#).

Moved by Cacciotti; seconded by Hagman, unanimously approved.

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

WRITTEN REPORTS:

None.

OTHER MATTERS:

12. **Other Business:** There was no other business to report.
13. **Public Comment:** Harvey Eder provided public comment on being purged.

For additional information, please refer to the [Webcast at 34:23](#).

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

Adjournment

The meeting was adjourned at 10:38 a.m.