

BOARD MEETING DATE: April 3, 2026

AGENDA NO. 21

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, March 13, 2026. The following is a summary of the meeting.

RECOMMENDED ACTION:  
Receive and file.

Michael A. Cacciotti, Chair  
Administrative Committee

SN:cb

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### **Call to Order**

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

### **Roll Call**

#### **Committee Members**

Present: Chair Michael Cacciotti, Committee Chair  
Senator (Ret.) Vanessa Delgado  
Supervisor Curt Hagman  
Supervisor V. Manuel Perez

Absent: Vice Chair Larry McCallon, Committee Vice Chair

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 April 3, 2026 Governing Board Agenda:** There was nothing 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 3:59](#).
6. **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 Dr. Lara A. Gundel for Fabulous Female Friday.  
  
Harvey Eder, Solar Power Coalition, commented about the importance of Black and Jewish history. For additional information, please refer to the [Webcast at 4:53](#).
7. **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 14:01](#).

**ACTION ITEMS:**

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There was one contract modification proposal for Vice Mayor Brenda Olmos' Board Assistant, Marisela Santana for February 2026 through June 30, 2026 due to new committee assignments.

For additional information, please refer to the [Webcast at 3:59](#).

Moved by Hagman; seconded by Delgado, unanimously approved.

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

8. **Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this item is a standard request to amend contracts for additional system support and development. Funds are available in the Information Management budget. For additional information, please refer to the [Webcast at 15:40](#).

Moved by Hagman; seconded by Delgado, unanimously approved.

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

9. **Recognize Revenue and Execute Contract for U.S. EPA National Environmental Information Exchange Network Grant Program:** Mr. Moskowitz reported that this item is to recognize funds of up to \$249,103 from a U.S. EPA award for the Fiscal Year 2024 National Environment Information Exchange Network Grant Program to modernize South Coast AQMD’s Title V reporting system. This item requests to recognize these funds to the General Fund, appropriate up to \$75,255 from the General Fund Unassigned (Undesignated) Fund Balance to Information Management’s fiscal year 2025-26 and/or 2026-27 budgets, and execute a contract with Varsun Technologies in the amount not to exceed \$75,255 to develop the Title V submittal portal. Sufficient funding will be available to support the contractual costs and staff time and other expenses related to this project once approved and funds recognized. For additional information, please refer to the [Webcast at 16:26](#).

Moved by Hagman; seconded by Perez, unanimously approved.

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

10. **Remove Various Fixed Assets from South Coast AQMD Inventory:** Sujata Jain, Chief Financial Officer, Finance, reported that this item is to surplus and/or dispose of fixed assets that have become obsolete. The total acquisition cost of equipment assets was \$1,293,173.94 and all the assets are fully depreciated. Total acquisition cost of vehicles that need to be disposed of was \$120,976.04. The total assets being disposed are \$1,414,150. For additional information, please refer to the [Webcast at 17:58](#).

Moved by Hagman; seconded by Delgado, unanimously approved.

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

11. **Execute and/or Amend Contracts for Language Interpretation and Document Translation Services:** Dr. Heard-Johnson explained that synopsis of this item was updated and the updated version is reflected in the Agenda for the Administrative Committee. Dr. Heard Johnson reported this item is to execute contracts with TLC Interpreting and Translation Services, Interpreters Unlimited, Accidental Languages and Focus Language International to provide interpretation and translation services to support our community engagement efforts. These contracts will not exceed \$125,000 from the AB 617 Implementation Program Fiscal Years 2025-26 and 2026-27. For additional information, please refer to the [Webcast at 19:27](#).

Moved by Hagman; seconded by Perez, unanimously approved.

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

12. **Transfer and Appropriate Funds and Issue Solicitation and Purchase Orders for Community Air Monitoring Near Refineries and Related Facilities:** Dr. Jason Low, Deputy Executive Officer, Monitoring & Analysis, reported that this item is to appropriate approximately \$1,000,000 from the General Fund balance, appropriate \$593,000 from the Amended Annual Fees and appropriate \$180,000 from the Rule 1180 Special Revenue Fund into the Monitoring & Analysis budget and purchase orders for air monitoring equipment and vehicles to support ongoing operations of the Community Air Monitoring Network near refineries. For additional information, please refer to the [Webcast at 21:00](#).

Moved by Hagman; seconded by Delgado, unanimously approved.

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

13. **Execute Contract for Office Data Cable Infrastructure, Issue Purchase Order for Modular Furniture Systems Moving Services, and Transfer and Appropriate Funds:** John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that this item is to bring forward the results of an RFP and an RFQ that were released in November 2025 for services needed to upgrade and reconfigure the building's third floor in order to support operations for the Engineering and Permitting division. This item is requesting the approval of a contract with NetCentra for office data cable infrastructure services in the amount of \$382,000 and requesting authorization for the Procurement Manager to issue a purchase order to National Relocation Services in the amount of \$145,749 for modular furniture systems moving and building services. This item also requests a budget transfer from the Undesignated Fund Balance of \$527,000 to cover the cost of these services. For additional information, please refer to the [Webcast at 22:05](#).

Moved by Hagman; seconded by Perez, unanimously approved.

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

14. **Appropriate Funds from General Fund Undesignated (Unassigned) Fund Balance for Administrative and Human Resources Related Expenditures:** Mr. Olvera reported that this item requests a budget transfer in the amount of \$320,000 from the Undesignated Fund Balance to be allocated for Administrative & Human Resources

expenditures. This includes costs for legal services, security, and employee-related programs. For additional information, please refer to the [Webcast at 23:33](#).

Moved by Hagman; seconded by Delgado, unanimously approved.

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

**WRITTEN REPORTS:**

15. **Young Leaders Advisory Council Minutes for the August 20, 2025 Meeting:**  
The report was acknowledged and received.
  
16. **Young Leaders Advisory Council Minutes for the November 19, 2025 Meeting:** The report was acknowledged and received.

**OTHER MATTERS:**

17. **Other Business:** There was no other business to report.
  
18. **Public Comment:** Mr. Eder provided public comment regarding politics. For additional information, please refer to the [Webcast at 25:16](#).
  
19. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, April 10, 2026 at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 10:25 a.m.



# South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178  
(909) 396-2000 • [www.aqmd.gov](http://www.aqmd.gov)

## YOUNG LEADERS ADVISORY COUNCIL WEDNESDAY, AUGUST 20, 2025 MEETING MINUTES

### **Members Present:**

Gabriela Ballesteros  
Emanuel De Jesús Cruz  
Alexander Goytia Fajardo  
Shirley Mariel Rivera  
Jordan Ashley Salcido  
Emanuel Jeffery Alcantar Rodriguez  
Elizabeth Zamora  
Silvestre Lopez  
Andres Coronel  
Jose Marquez Cuevas  
Heaven Denham  
Maiah Itzel Rivas  
Vanessa Melesio  
Jessica Santos  
Joshua Scheel  
Gilbert Sebastian Sanchez

### **Members Absent:**

Leslie Helen Garcia  
Mark Jimenez  
Tai Nguyen  
Eric Tomas  
Linh Tran  
Roxana Marina Barrera  
Jai Lin Alise Salas  
Dominick Rodriguez

**South Coast AQMD Staff:**

Dr. Anissa Heard-Johnson, Deputy Executive Officer, Community, Engagement and Air Programs

Nicholas Sanchez, Assistant Chief Deputy Counsel, Legal

Erika Chavez, Principal Deputy District Counsel, Legal

Stephen Dutz, Laboratory Manager, Monitoring and Analysis

Arlene Farol Saria, Public Affairs Manager, Community, Engagement and Air Programs

Dr. Alexis Thrower, Senior Public Affairs Specialist, Community, Engagement and Air Programs

Cassandra Johnson, Senior Public Affairs Specialist, Community, Engagement and Air Programs

Carolina Vargas, Staff Assistant, Community, Engagement and Air Programs

Heather Pomeroy, Senior Administrative Assistant, Community, Engagement and Air Programs

Paola Servas, Senior Office Assistant, Community, Engagement and Air Programs

**Call To Order**

Dr. Heard-Johnson called the meeting to order at 12:33 p.m.

**Roll Call**

**Agenda Item #1: Staff Introductions and Agenda Overview**

Dr. Heard-Johnson welcomed members and reviewed the agenda for the meeting. For additional information, please refer to the [webcast](#) beginning 7:36.

**Agenda Item #2: Review and Approve Minutes**

Motion: Andres Coronel

Second: Gabriela Ballesteros

Aye: Gabriela Ballesteros  
Emanuel De Jesús Cruz  
Alexander Goytia Fajardo  
Shirley Mariel Rivera  
Jordan Ashley Salcido  
Emanuel Jeffery Alcantar Rodriguez  
Elizabeth Zamora  
Silvestre Lopez  
Andres Coronel  
Jose Marquez Cuevas

Heaven Denham  
Maiah Itzel Rivas  
Vanessa Melesio  
Jessica Santos  
Joshua Scheel  
Gilbert Sebastian Sanchez

Nay: None

Absent: Leslie Helen Garcia

Mark Jimenez  
Tai Nguyen  
Eric Tomas  
Linh Tran  
Roxana Marina Barrera  
Jai Lin Alise Salas  
Dominick Rodriguez

For additional information please refer to the [webcast](#) at 9:09.

**Agenda Item #3: South Coast AQMD Spotlight: Lab**

Laboratory Manager Stephen Dutz. A video showcasing the South Coast AQMD Lab was shown. After the video Mr. Dutz opened the floor for questions. YLAC members asked a series of questions related to mass spectrometers, collaboration with other organizations and colleges, pollutants that South Coast AQMD is concerned with, community monitoring and what areas are surveyed, where to find published reports, monitor placement, and issues after tropical storm Hilary. Mr. Dutz answered the questions posed by YLAC members and advised that lab tours are available on the last Friday of the month. If someone is interested, our Legislative, Media, and Public Affairs division can help to coordinate. For additional information please refer to the [webcast](#) beginning at 15:44.

**Agenda Item #4: Community Spotlight**

Elizabeth Zamora talked about Title V permit for World Oil and how odorous it is at rush hour. Gilbert Sebastian Sanchez wanted to bring awareness to warehouses being built in the Inland Empire and how close they are to living spaces and trucks not being allowed to drive on certain streets. Vanessa Melesio asked Gilbert Sebastian Sanchez if the zoning had been changed. Gilbert Sebastian Sanchez said they're already changing the streets to accommodate larger vehicles. Vanessa Melesio said to attend city meetings if the land is being re-zoned. Vanessa Melesio said she feels there's a film festival inland film festival in September. Filmmakers are going to be highlighting the warehouse issue. Vanessa Melesio also wanted to highlight Metrolink free rail pass program where Riverside and SB County riders get 90 days free. If you're a first time

user, it's a good way to try it. Ms. Arlene Farol Saria said Sofia Figaroa is someone we're trying to get as a keynote speaker for the All CSC. Sofia Figaroa is an Emmy winning filmmaker focusing on this issue. Shirley Rivera highlighted an event happening in her community on September 7<sup>th</sup> – in east LA highlighting corridors mapping activities and crafting stations. Jessica Santos wanted to bring attention to a proposed rule change from EPA – rescind greenhouse gas endangerment finding. Emanuel Jeffery Alcantar Rodriguez commented about a section of Central Ave that will be a car free zone where people can walk or bike. Joshua Scheel talked about, as a result of current admin decisions, a number of friends have lost their jobs and the importance of unity. Heaven Denham said academia feels like unsafe spaces to work in currently due to loss of funding and threats. Vanessa Melesio said she feels sad that college students are experiencing their formative years in this climate. Jessica Santos said she echoed what has been shared. For additional information please refer to the [webcast](#) at 33:07.

#### **Agenda Item #5: Engagement Opportunities**

Dr. Heard-Johnson referenced written materials. Ms. Saria talked about All CSC Event on October 25<sup>th</sup> for cross community engagement and network. Last year there were almost 200 members who participated in the event. Dr. Heard-Johnson said it's not the default to bring communities together but a lesson we have learned is regional convenings are wanted. Other air districts and CARB are also looking into this. Dr. Heard-Johnson also mentioned that the CEAP Team makes a point to be out in the communities and invited members to partner with the CEAP team to show us issues in their areas. Ms. Pomeroy will email the group asking for engagement volunteers. Andres Coronel said in Mecca on Friday something to be mindful of it's an agricultural community. A lot of the community now goes to work at night now given the current admin so participation may be more limited. Dr. Heard-Johnson talked about being mindful of needing to offer hybrid spaces as this is a reality. For additional information please refer to the [webcast](#) at 01:05:48.

#### **Agenda Item #6: mark! Lopez**

mark! Lopez was unable to join. The meeting progressed forward. For additional information please refer to the [webcast](#) at 01:15:58.

#### **Agenda Item #7: Other Business**

Andres Coronel asked to explore the Charter to see about our work and how we're adding to it. Heather will provide the Charter to members. Motion to review the Charter and come to next meeting to review and comment.

Motion: Andres Coronel  
Second: Gabriela Ballesteros

Aye: Gabriela Ballesteros  
Emanuel De Jesús Cruz  
Alexander Goytia Fajardo  
Shirley Mariel Rivera  
Jordan Ashley Salcido  
Emanuel Jeffery Alcantar Rodriguez  
Elizabeth Zamora  
Silvestre Lopez  
Andres Coronel  
Jose Marquez Cuevas  
Heaven Denham  
Maiah Itzel Rivas  
Vanessa Melesio  
Jessica Santos  
Joshua Scheel  
Gilbert Sebastian Sanchez

Nay: None

Absent: Leslie Helen Garcia  
Mark Jimenez  
Tai Nguyen  
Eric Tomas  
Linh Tran  
Roxana Marina Barrera  
Jai Lin Alise Salas  
Dominick Rodriguez

For additional information please refer to the [webcast](#) at 1:16:33.

**Agenda Item #8: Public Comment Period**

Mr. Moses Huerta said we're all in this fight together and stronger together and it is important that YLAC members don't get discouraged. Mr. Huerta also echoed Ms. Santos' comments about comments about EPA. Moses also highlighted the mobile statewide monitoring initiative. Encouraged members to take advantage of the tours offered by the lab at South Coast AQMD. For additional information please refer to the [webcast](#) at 01:20:47

**Agenda Item #9: Next Meeting Date**

The next regular YLAC meeting is scheduled for Wednesday, November 19, 2025 at 12:30 p.m. For additional information please refer to the [webcast](#) at 01:22:05

**Adjournment**

The meeting was adjourned the meeting at 1:52 p.m.



# South Coast Air Quality Management District

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## YOUNG LEADERS ADVISORY COUNCIL WEDNESDAY, NOVEMBER 19, 2025 MEETING MINUTES

### **Members Present:**

Alexander Goytia Fajardo  
Jordan Ashley Salcido  
Linh Tran  
Andres Coronel  
Jose Marquez Cuevas  
Vanessa Melesio  
Maiah Itzel Rivas  
Joshua Scheel  
Gilbert Sebastian Sanchez

### **Members Absent:**

Gabriela Ballesteros  
Emanuel De Jesús Cruz  
Elizabeth Zamora  
Anjela Lu Arellano  
Silvestre Lopez  
Roxana Barrera  
Jessica Santos  
Leslie Helen Garcia  
Mark Jimenez  
Shirley Mariel Rivera  
Robert Mendoza  
Heaven Denham  
Dominick Rodriguez  
Emmanuel Jeffery Alcantar Rodriguez

**South Coast AQMD Staff:**

Dr. Anissa Heard-Johnson, Deputy Executive Officer, Community, Engagement and Air Programs

Nicholas Sanchez, Assistant Chief Deputy Counsel, Legal

Erika Chavez, Principal Deputy Counsel, Legal

Dr. Alexis Thrower, Senior Public Affairs Specialist, Community, Engagement and Air Programs

Cassandra Johnson, Senior Public Affairs Specialist, Community, Engagement and Air Programs

Carolina Vargas, Staff Assistant, Community, Engagement and Air Programs

Heather Pomeroy, Senior Administrative Assistant, Community, Engagement and Air Programs

Paola Servas, Senior Office Assistant, Community, Engagement and Air Programs

**Call To Order**

Dr. Heard-Johnson called the meeting to order at 12:43 p.m.

**Roll Call**

**Agenda Item #1: Staff Introductions and Agenda Overview**

Dr. Heard-Johnson welcomed attendees to the meeting. For additional information, please refer to the [webcast](#) beginning 16:53.

**Agenda Item #2: Review and Approve Minutes**

The minutes could not be approved due to lack of a quorum. For additional information please refer to the [webcast](#) at 16:30.

**Agenda Item #3: YLAC Member Driven In Community Day**

This item was pulled due to lack of a quorum. For additional information please refer to the [webcast](#) beginning at 22:30.

**Agenda Item #4: Annual Report for YLAC**

Dr. Heard-Johnson reviewed the Annual Report and expressed her appreciation for the members and the opportunity visit communities. Andres Cornel commented that the Annual Report summarizes what the group has done in the past year. For additional information please refer to the [webcast](#) at 20:19.

**Agenda Item #5: Community Spotlight**

YLAC members shared work that they are doing in their careers and communities highlighting challenges with stormwater run-off, the political climate, increased warehousing in their neighborhood, increased traffic due to more housing

developments, and decreased funding for certain communities. For additional information please refer to the [webcast](#) at 25:53

**Agenda Item #6: Goals and Charter Updates**

Dr. Heard-Johnson asked the group about 2026 goals for YLAC. Maiah Rivas suggested YLAC Community days and Andres Coronel wanted to know if YLAC members could participate in Administrative Committee. Dr. Heard-Johnson explained that YLAC members can always participate in public comment and staff will find out about a joint presentation. This item will be tabled for the next meeting when more members can be present to weigh in. For additional information please refer to the [webcast](#) at 35:56.

**Agenda Item #7: Speaker Spotlight: Malinda Dumisani**

Malinda Dumisani discussed her role at the California Air Resource Board and t, laws and regulations, and the AB 617 Community Air Programs. Ms. Dumisani discussed the importance that everyone works together to make progress work. YLAC members asked about directions of research. For additional information please refer to the [webcast](#) at 42:13

**Agenda Item #8: Upcoming Engagement Opportunities**

Dr. Heard-Johnson went over the attachment with upcoming engagement opportunities where YLAC members can participate. For additional information please refer to the [webcast](#) at 1:45:43.

**Agenda Item #9: Other Business**

No other business was discussed. For additional information please refer to the [webcast](#) at 1:47:41

**Agenda Item #10: Public Comment Period**

There was no general public comment for this meeting. For additional information please refer to the [webcast](#) at 01:47:58

**Agenda Item #11: Next Meeting Date**

The next regular YLAC meeting is scheduled for Wednesday, February 18, 2025, at 12:30 p.m. For additional information please refer to the [webcast](#) at 01:48:05

**Adjournment**

The meeting was adjourned the meeting at 2:20 p.m.