BOARD MEETING DATE: August 7, 2026 AGENDA NO. 20

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, June 12, 2026. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Michael A. Cacciotti, Chair
Administrative Committee

SN:cb

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
Vice Chair Larry McCallon, Committee Vice Chair
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 August 7, 2026 Governing Board Agenda:** Executive Officer Wayne Nastri commented that there is no July Board meeting and that the next Board meeting is in August. For additional information, please refer to the Webcast at 4:08.

   Vice Chair McCallon inquired about the South Coast AQMD Building Corporation. Chief Deputy Counsel Barbara Baird provided background information about the South Coast AQMD Building Corporation. For additional information, please refer to the Webcast at 4:43.

   Chair Cacciotti asked how much money is left in the Electric Lawn and Garden Program. Dr. Aaron Katzenstein, Deputy Executive Officer, Technology & Advancement stated there was just over $2,000,000 in the commercial program about a month ago and would follow up later with the Chair regarding the residential program. For additional information, please refer to the Webcast at 7:25.

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 8:22.

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 Cherri Foytlin for Fabulous Female Friday. For additional information, please refer to the Webcast at 9:05.

   Supervisor Perez requested to highlight women veterans. For additional information, please refer to the Webcast at 13:28.

7. **Pre-Audit Conference (Presenter: Joseph Moussa, Audit Partner):** Joseph Moussa, Audit Partner, Simpson & Simpson, provided a pre-audit conference which outlined the financial statement audit for fiscal year 2025-26. For additional information, please refer to the Webcast at 14:36.

   Chair Cacciotti asked to confirm staff's responsibility throughout the year for the audit. Mr. Moussa confirmed it is to prepare the documents correctly. For additional information, please refer to the Webcast at 21:26.

8. **Report of RFQs/RFPs Scheduled for Release in August:** Sujata Jain, Chief Financial Officer, stated that this item is to request the release of two RFQs and one RFP for automotive mechanical, repairs and services, milling services, and janitorial services at headquarters.

Chair Cacciotti reminded staff to ensure products used by janitorial services are clean air products and meet CARB standards. For additional information, please refer to the Webcast at 23:32.

9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Howard Lee, Information Management Manager, reported on the status of various Information Management projects.

   Vice Chair McCallon inquired if we are on schedule for the permit workflow automation. Mr. Lee confirmed that we are working to go live in October. Senator (Ret) Delgado supported this schedule. For additional information, please refer to the Webcast at 25:40.

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were 5 new contract proposals for fiscal year 2026/27 contracts for July 1, 2026 through June 30, 2027. For additional information, please refer to the Webcast at 8:22.

   Moved by McCallon; seconded by Hagman, unanimously approved.

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

10. **Authorize Purchase of OnBase Software:** Mr. Lee reported that this item is to obtain approval for the renewal of OnBase Software subscription which expires July 31, 2026 for a period of three years at a cost not to exceed $660,000. Funds for the first year's purchase are included in the Information Management's fiscal year 2026-27 budget and will be requested for subsequent years. For additional information, please refer to the Webcast at 28:05.

    Moved by Hagman; seconded by McCallon, unanimously approved.

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

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 an existing agreement with Philips 66 to continue fenceline air monitoring using the optical tent, recognize revenue of up to $175,000, appropriate those funds into the

Monitoring & Analysis budget, and amend a contract with UCLA for up to one year. For additional information, please refer to the Webcast at 20:13.

Vice Chair McCallon inquired if this program with Philips 66 is ongoing under Rule 1180 why does it require a contract of only one year. Dr. Low explained that the contract is with UCLA for quality assurance and data reporting. Chair Cacciotti asked what is being stored at Philips 66 with the pending closure. Dr. Low and Executive Officer Nastri stated the storage tanks contain petroleum products. For additional information, please refer to the Webcast at 30:05.

Moved by Hagman; seconded by McCallon, unanimously approved.

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

12. **Approve Lease of South Bay Field Office through April 2027:** John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that this item is to realign the Board's approval for the lease of the Long Beach office. The prior approval for a seven-year lease was through September of this year, but due to upgrades and modifications to the space, staff is now seeking Board approval to continue the lease through April 2027. For additional information, please refer to the Webcast at 31:47.

Moved by Hagman; seconded by McCallon, unanimously approved.

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

WRITTEN REPORTS:

No written reports.

OTHER MATTERS:

13. **Other Business:** There was no other business to report.

14. **Public Comment:** Mr. Eder provided public comment unrelated to this Committee. For additional information, please refer to the Webcast at 34:36.

15. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, August 14, 2026 at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:34 a.m.