BOARD MEETING DATE: December 4, 2026 AGENDA NO. 16

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, November 13, 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
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:** There were no Board Member concerns.

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 December 4, 2026 Governing Board Agenda:** Executive Officer Nastri noted Set Public Hearings for Proposed Amended Rule 401 for visible emissions and Proposed Amended Regulation XXX to address the affirmative defense provisions for Title V facilities, and a Public Hearing for Proposed Amended Rule 1168 that are proposed based on the results of the technology check in for phasing out pCBtF and tBAc used in adhesives and sealants. For additional information, please refer to the Webcast at 3:29.

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There was no approval of compensation to report.

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 Dolores Huerta for Fabulous Female Friday. For additional information, please refer to the Webcast at 4:30.

7. **Annual Audited Financial Statements for FY Ended June 30, 2026:** Sujata Jain, Chief Financial Officer introduced Joseph Moussa from auditing firm Simpson & Simpson LLP to present the annual audited financial statements for fiscal year 2025-26. Mr. Moussa reported that South Coast AQMD received an unmodified opinion (the highest obtainable) on its financial statements. For additional information, please refer to the Webcast at 9:09.

8. **South Coast AQMD's FY 2026-27 First Quarter Ended September 30, 2026 Goals & Priority Objectives and Budget vs. Actual (Unaudited)** Sujata Jain, Chief Financial Officer, Ms. Jain presented the Governing Board Goals and Priority Objectives and budget versus actual results for the first quarter of fiscal year 2026-27. For additional information, please refer to the Webcast at 14:57.

   Chair Cacciotti asked a question on behalf of Vice Chair McCallon of why the Permitting Enhancement (PEP) was behind. Ms. Jain explained that it is the timing of this quarterly report and PEP catch up in the next quarterly report. For additional information, please refer to the Webcast at 16:49.

9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported on the status of various Information Management projects. For additional information, please refer to the Webcast at 26:20.

Supervisor Hagman inquired if the security training done with other agencies would fulfill the requirement of our mandatory security training. Staff confirmed not at this time. For additional information, please refer to the Webcast at 28:22.

10. **Receive and File Annual Report on South Coast AQMD's Deferred Compensation Plans:** John Olvera, Deputy Executive Officer, Administrative & Human Resources, reported that this annual report is submitted in relation to the agency's deferred compensation plans and highlighted key aspects of the plans. |For additional information, please refer to the Webcast at 30:03.

ACTION ITEMS:

11. **Establish List of Prequalified Vendors for Automotive Mechanical Repair and Service and for Mailing Services, Amend Purchase Order for Lease and Maintenance of Mailing System Equipment:** Mr. Olvera reported that this item is to establish prequalified lists of vendors for automotive mechanical repair services and mailing services. This item is also to add $25,000 and $25,600 to a previously approved purchase order for mail processing equipment through Pitney Bowes, to cover taxes over the five-year lease period. For additional information, please refer to the Webcast at 31:13.

    Moved by Hagman; seconded by Perez, unanimously approved.

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

12. **Execute Contract for Janitorial Services at Diamond Bar Headquarters:** Mr. Olvera reported that this item is to execute a contract for janitorial services at Diamond Bar Headquarters. Five proposals were evaluated and Santa Fe Janitorial Maintenance Services received the highest overall score and is our current provider. This contract would be a new 42-month contract in the amount of $2.8 million and funding is included in this year's budget and will be requested in future budgets. For additional information, please refer to the Webcast at 32:29.

    Chair Cacciotti asked for confirmation that the agency is happy with the current services. Mr. Olvera confirmed that they have been our provider since 2013 and we are happy with their staff, work and ability to respond. For additional information, please refer to the Webcast at 33:17.

    Moved by Hagman; seconded by Perez, unanimously approved.

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

13. **Recognize Revenue, Transfer and Appropriate Funds, Issue Purchase Orders and Solicitation for Community Air Monitoring Near Refineries and Related Facilities:** Dr. Jason Low, Deputy Executive Officer, Monitoring & Analysis, reported that this item is to recognize revenue up to $2,309,469 into the General Budget, appropriate up to $2,121,316 from General Fund and Designated Fund balance to the Monitoring & Analysis budget, appropriate up to $372,000 from the General Fund Balance to the Monitoring & Analysis budget, transfer and appropriate $180,000 from the Rule 1180 Special Revenue Fund to the Monitoring & Analysis budget, and issue sole-source purchase orders for air monitoring and supporting equipment and service and supplies and issue purchase orders based upon results from a solicitation for office essentials. For additional information, please refer to the Webcast at 33:56.

    Moved by Hagman; seconded by Delgado, unanimously approved.

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

OTHER MATTERS:

14. **Other Business:** Executive Officer Nastri reported that there was an emergency incident over the Veteran's Day holiday and thanked and acknowledged staff which included Dr. Low for their service and support. For additional information, please refer to the Webcast at 36:11.

15. **Public Comment:** There was no public comment.

16. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, December 11, 2026 at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:35 a.m.