BOARD MEETING DATE: September 4, 2026 AGENDA NO. 25

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, August 14, 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 10:14 a.m.

Roll Call

<u>Committee Members</u>
Present: Chair Michael Cacciotti, Committee Chair
Senator (Ret.) Vanessa Delgado
Vice Chair Larry McCallon, Committee Vice Chair

Absent: Supervisor Curt Hagman
Supervisor V. Manuel Perez

For additional details of the Administrative Committee Meeting, please refer to the Webcast.

<u>DISCUSSION ITEMS:</u>

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 and Chair Cacciotti to Sacramento.

3. **Report of Approved Out-of-Country Travel:** There was out of country travel reported for Dr. Wilton Mui, Program Supervisor, Monitoring & Analysis, to participate in the final ceremony of the 2025 AIRLAB Microsensors (air quality sensors) Challenge, held in Paris, France on September 6-10, 2026. Out of country travel was also reported for Executive Officer Nastri and several staff to participate in the 4th Shipping and Environment Conference and a tour of the Port in Gothenburg, Berlin, Hamburg, and The Hague on September 18-30, 2026. For additional information, please refer to the Webcast at 00:58.

4. **Review September 4, 2026 Governing Board Agenda:** Executive Officer Wayne Nastri noted that two Technology Advancement items that were listed on the draft September Governing Board agenda are being moved to October Board Meeting: Recognize Additional Revenue for Volkswagen Environmental Mitigation Trust Program and Reimburse General Fund for Administrative Costs; and Issue RFP, Program Announcement and Execute Contracts for AB 617 Emergency Residential Air Filtration Program in SB 535 Communities. For additional information, please refer to the Webcast at 2:18.

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 4:23.

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 Erika Cremer for Fabulous Female Friday. For additional information, please refer to the Webcast at 5:03.

   Harvey Eder, Public Solar Power Coalition, provided public comment unrelated to the agenda. For additional information, please refer to the Webcast at 10:52.

7. **Audit Reports of AB 2766 Fee Revenue Recipients for Fiscal Years Ending June 30, 2022 and 2023:** Sujata Jain, Chief Financial Officer, stated that this item is to transmit the results of the AB 2766 Biannual Audit for fiscal year 2021-22 and 2022-23 and highlighted key findings from the audit that was conducted by Simpson & Simpson CPAs. For additional information, please refer to the Webcast at 11:55.

8. **South Coast AQMD's FY 2025-26 Fourth Quarter Ended June 30, 2026 Goals & Priority Objectives and Budget vs. Actual (Unaudited):** Ms. Jain presented the Governing Board Goals and Priority Objectives and budget versus actual results for the fourth quarter of fiscal year 2025-26.

Vice Chair McCallon inquired about the percentage for transparent governance. Executive Officer Nastri stated that this percentage is related to the packages and materials being sent out before meetings. For additional information, please refer to the Webcast at 13:16.

Mr. Eder provided public comment regarding the attachments and the budget. For additional information, please refer to the Webcast at 19:59.

9. **Report of RFQs/RFPs Scheduled for Release in September:** Ms. Jain stated that this item is to release the RFP to solicit bids for consultants for providing a full range of high-quality system development, maintenance and support services, which will include a contract for one year with the option to extend for two more years. For additional information, please refer to the Webcast at 20:46.

10. **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 21:46.

    Vice Chair McCallon inquired if we are on schedule for the permit workflow automation. Mr. Moskowitz responded that staff will be providing an update to the full Board in the next few months and that staff is conducting user acceptance testing. For additional information, please refer to the Webcast at 23:38.

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were two contract modification proposals for Supervisor Janet Nguyen and three new contract proposals for Supervisor Hagman for fiscal year 2026-27. For additional information, please refer to the Webcast at 4:23.

   Moved by McCallon; seconded by Delgado, unanimously approved.

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

11. **Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this item is a steady request to amend a contract and provide short- and long-term systems, development, maintenance, and support services and funds are available in the budget. For additional information, please refer to the Webcast at 24:23.

Mr. Eder provided public comment regarding climate change. For additional information, please refer to the Webcast at 24:44.

Moved by McCallon; seconded by Delgado, unanimously approved.

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

12. **Recognize Revenue, Appropriate Funds, Issue Solicitations and Purchase Orders for Air Monitoring Equipment for Photochemical Assessment Monitoring Stations Program:** Brandon Feenstra, Atmospheric Measurements Manager, Monitoring & Analysis, reported that this item is to recognize revenue and appropriate $393,000 into the Monitoring & Analysis budget for fiscal year 2026-27 and 2027-28, to issue solicitations and purchase orders for air monitoring equipment and to recognize revenue of $72,000 from a prior year PAMS grant and appropriate that into the Monitoring & Analysis budget for fiscal year 2026-27. For additional information, please refer to the Webcast at 25:55.

Moved by McCallon; seconded by Delgado, unanimously approved.

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

Executive Officer Nastri noted for the record that Mr. Eder raised his hand for public comment after the item passed. For additional information, please refer to the Webcast at 27:56.

13. **Recognize Revenue, Appropriate Funds, and Issue Purchase Order for Air Monitoring Equipment for National Air Toxic Trends Station Network Program:** Mr. Feenstra reported that this item is to recognize revenue and appropriate $85,000 into the Monitoring & Analysis fiscal year 2026-27 budget and issue a sole source purchase order for air monitoring equipment. For additional information, please refer to the Webcast at 28:08.

Mr. Eder provided public comment regarding climate change. For additional information, please refer to the Webcast at 28:51.

Moved by McCallon; seconded by Delgado, unanimously approved.

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

14. **Execute Contract for Three-Year Service Agreement for South Coast AQMD Access to Online Legal Research Libraries:** Bayron Gilchrist, General Counsel, Legal, reported that this item is to execute a sole source contract with Thomson Reuters West for a three-year service agreement in an amount not to exceed $103,788 in this fiscal year, $110,016 in fiscal year 2027-28 and $116,617 in fiscal year 2028-29, which is a total of approximately $330,421 for the three-year period. For additional information, please refer to the Webcast at 30:04.

    Chair Cacciotti inquired if we are still getting legal books in print. Mr. Gilchrist confirmed that we do still receive updates in print. Chair Cacciotti inquired if we use AI for citing and Mr. Gilchrist indicated that we do not currently use AI, but the agency is evaluating its use. For additional information, please refer to the Webcast at 31:00.

    Mr. Eder provided public comment regarding deaths and previous references. For additional information, please refer to the Webcast at 32:40.

    Moved by McCallon; seconded by Delgado, unanimously approved.

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

WRITTEN REPORTS:

No written reports.

OTHER MATTERS:

15. **Other Business:** Chair Cacciotti noted that the next Administrative Committee meeting will be at the Inn at the Mission in San Juan Capistrano.

16. **Public Comment:** Mr. Eder provided public comment unrelated to the Committee. For additional information, please refer to the Webcast at 33:51.

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

Adjournment

The meeting was adjourned at 10:52 a.m.