



BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

ASH KALRA – CHAIR  
TOM BATES  
CAROLE GROOM  
MARY PIEPHO  
BRAD WAGENKNECHT

NATE MILEY – VICE-CHAIR  
JOHN GIOIA  
SCOTT HAGGERTY  
MARK ROSS

MONDAY  
JUNE 17, 2013  
9:30 A.M.

4<sup>TH</sup> FLOOR CONFERENCE ROOM  
939 ELLIS STREET  
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER – ROLL CALL**
2. **PUBLIC COMMENT PERIOD** (*Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3*) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at Air District headquarters, 939 Ellis Street, San Francisco, CA, and at the Air District's website [www.baaqmd.gov](http://www.baaqmd.gov) at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.
3. **APPROVAL OF THE MINUTES OF MAY 20, 2013**
4. **UPDATE ON DISPOSITION OF 939 ELLIS STREET AND RELOCATION TO 390 MAIN STREET**  
J. McKay/4629  
[jmckay@baaqmd.gov](mailto:jmckay@baaqmd.gov)  
  
*The Committee will receive an update on the disposition of 939 Ellis Street and Relocation to 390 Main Street.*
5. **RECOMMENDATION OF WEB REDESIGN AND DEVELOPMENT SERVICES VENDOR**  
J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)  
  
*The Committee will consider recommending Symsoft Solutions as the Web Redesign and Development Vendor.*
6. **UPDATE ON MY AIR ONLINE PROGRAM**  
J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)  
  
*The Committee will receive an update on the My Air Online program and consider authorizing the Executive Officer/APCO to execute contract amendment with project vendors and consider reclassifying a management position.*

**7. COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

*Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).*

**8. TIME AND PLACE OF NEXT MEETING** – Monday, July 15, 2013, Bay Area Air Quality Management District Office, 939 Ellis Street, San Francisco, California 94109 at 9:30 a.m.

**9. ADJOURNMENT**

**CONTACT THE CLERK OF THE BOARDS**  
**939 ELLIS ST, SF, CA 94109**

**(415) 749-5073**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
[www.baaqmd.gov](http://www.baaqmd.gov)

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Clerk's Office should be given at least three working days prior to the date of the meeting so that arrangements can be made accordingly.

Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District's offices at 939 Ellis Street, San Francisco, CA 94109, at the time such writing is made available to all, or a majority of all, members of that body.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
**939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109**  
**FOR QUESTIONS PLEASE CALL (415) 749-4963**

**EXECUTIVE OFFICE:**  
**MONTHLY CALENDAR OF DISTRICT MEETINGS**

**JUNE 2013**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	17	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month) - CANCELLED</i>	Monday	17	10:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	19	9:45 a.m.	Board Room
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Thursday	20	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month) - CANCELLED</i>	Wednesday	26	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month) - CANCELLED</i>	Thursday	27	9:30 a.m.	Board Room

**JULY 2013**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month) - CANCELLED</i>	Wednesday	3	9:45 a.m.	Board Room
<b>Advisory Council Regular Meeting</b> <i>(Meets on the 2<sup>nd</sup> Wednesday of each Month)</i>	Wednesday	10	9:00 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	15	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month) - CANCELLED</i>	Monday	15	10:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday every other month)</i>	Thursday	18	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room

## JULY 2013

<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	24	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
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<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	25	9:30 a.m.	Board Room
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## AUGUST 2013

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	7	9:45 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i> - CANCELLED	Monday	19	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i> - CANCELLED	Monday	19	10:30 a.m.	4 <sup>th</sup> Floor Conf. Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i> - CANCELLED	Thursday	22	9:30 a.m.	Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	21	9:45 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	28	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room

MM – 6/12/13 (11:25 a.m.)

P/Library/Forms/Calendar/Calendar/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson Ash Kalra and Members  
of the Executive Committee

From: Jack P. Broadbent  
Executive Officer/Air Pollution Control Officer

Date: June 6, 2013

Re: Approval of the Minutes of May 20, 2013

RECOMMENDED ACTION

Approve attached draft minutes of the Executive Committee meeting of May 20, 2013.

DISCUSSION

Attached for your review and approval are the draft minutes of the Executive Committee meeting of May 20, 2013.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Sean Gallagher  
Reviewed by: Ana Sandoval

Attachment

Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, California 94109  
(415) 749-5073

**DRAFT MINUTES**

Summary of Board of Directors  
Executive Committee Meeting  
Monday, May 20, 2013

**1. Call to Order – Roll Call**

Chairperson Ash Kalra called the meeting to order at 9:38 a.m.

Present: Chairperson Ash Kalra; Vice Chairperson Nate Miley; and Directors Tom Bates, John Gioia, Carole Groom, Scott Haggerty, Mary Piepho, Mark Ross and Brad Wagenknecht.

Absent: None.

Also Present: None.

**2. Public Comment Period: None.**

**3. Approval of the Minutes of February 25, 2013**

Committee Comments: None.

Public Comments: None.

Committee Action: Director Haggerty made a motion to approve the Minutes of February 25, 2013; Director Ross seconded; and the motion carried unanimously.

**4. Hearing Board Quarterly Report – January through March 2013**

Hearing Board Chairperson Terry Trumbull, Esq., presented the quarterly report of the Air District Hearing Board for January through March of 2013 and notified the Board of upcoming term expirations on the Hearing Board.

Committee Comments:

Director Bates asked for guidance on appointment considerations, which was provided by Hearing Board Chairperson Trumbull. The Committee, Hearing Board Chairperson Trumbull and staff discussed the same.

Director Bates suggested the Committee consider staggering the future terms of Hearing Board members.

Public Comments: None.

Committee Action: None; informational only.

## **5. Report of the Advisory Council – January through May 2013**

Advisory Council Chairperson Robert Bornstein, Ph.D., presented the report of the Advisory Council for January through May 2013 and asked for direction regarding the current and future topics for Council consideration and regarding possible changes in Council procedure.

Committee Comments:

Director Ross suggested a topic regarding climate action plans, specifically the work of creating an accessible but comprehensive document that details the most efficacious pathways by which an average citizen may reduce emissions and exposure, while preparing for climate change.

Director Bates suggested a topic regarding review of the cumulative effects of the various pollutants that are currently tracked and considered individually.

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), said the Climate Protection Committee had a thorough conversation about and provided direction regarding an overall Air District strategy in terms of the climate protection program.

Public Comments: None.

Committee Action: None; informational only.

## **6. Update on Joint Regional Agency Co-Location at 390 Main Street**

Jeffrey McKay, Deputy APCO, gave the staff presentation Update on Joint Regional Agency Co-Location at 390 Main Street, including overviews of the site location, floor plans and shared space, components for disposition of 939 Ellis, comparisons of the annual costs for each building, a detailed review of the financing principles and next steps.

Mr. Broadbent added, regarding slide #11, Disposition of 939 Ellis, that staff suggests convening an Executive Committee meeting on June 17, 2013, so staff may present on the status of the production system and on the disposition of 939 Ellis, which Committee meeting would be followed by a Board of Directors closed session on the disposition of 939 Ellis. Brian Bunker, District Counsel, said the contingency revolves around not knowing when the Air District can move in to 390 Main and this uncertainty will affect bids on 939 Ellis.

Mr. McKay concluded the presentation.

Mr. Broadbent said staff is working with the Air District's future co-tenants on consolidating administrative functions and enhancing synergies where appropriate.

Committee Comments:

Director Haggerty asked for information regarding the cohabitation of the regional agencies, such as if a central phone operator will be screening calls for all of the agencies. Mr. Broadbent said those types of things are a subject of current discussions and the outcome will be reported to the Executive Committee.

Director Ross asked, regarding slide #16, BAAQMD 390 Main Financing Principles, fourth bullet, about the possibility of having a period of time where the Air District could be confronted with making payments for both locations, which questions were answered by Messrs. McKay and Bunger.

Director Bates asked about a backup plan should 939 Ellis fail to sell for at least \$8 million, which question was answered by Mr. McKay.

Public Comments: None.

Committee Action: None; informational only.

**7. Discussion on Directors' Obligation to Vote**

Mr. Bunger delivered the staff report Discussion on Directors' Obligation to Vote, including background of the relevant Administrative Code provision and an overview of recent Board discussions.

Committee Comments:

Director Ross suggested the voting rules be reviewed and clarified, if needed, as the Air District begins to allow remote participation at its Board committee meetings. Mr. Bunger said the rules require a roll call vote in those instances but that a provision can be added to the Administrative Code for the sake of clarification.

Director Groom asked if language needed to be included regarding conflicts of interest, which question was answered by Mr. Bunger.

Director Piepho noted the County of Santa Barbara Board of Supervisors as a possible exemplar of remote participation in public meetings.

Director Bates asked the meaning and ramification of not voting, which was provided by Mr. Bunger.

Chairperson Kalra suggested restating both the duty to vote provision and the roll call vote requirement in the Administrative Code.

Director Haggerty asked about jurisdictional authority relative to the Administrative Code and requested a copy of the enabling legislation, which questions were answered by Mr. Bunger.

Public Comments: None.



Committee Action: None; informational only.

**8. Committee Member Comments/Other Business:**

Director Bates asked if staff has considered transitioning to the use of electronic tablets in the place of paper and computer monitors, which questions were answered by Mr. Broadbent. Director Bates suggested the move to 390 Main Street as an opportune time to implement the change in conjunction with the other regional agencies.

**9. Time and Place of Next Committee Meeting:** Monday, June 17, 2013, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 9:30 a.m.

**10. Adjournment:** The meeting adjourned at 10:24 a.m.

Sean Gallagher  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Ash Kalra and Members  
of the Executive Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 5, 2013

Re: Update on Disposition of 939 Ellis Street and Relocation to 390 Main Street

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

At the April 17, 2013 Board of Directors Meeting, Air District staff described the status of brokerage and marketing services for the disposition of 939 Ellis Street.

The proceeds from the disposition of 939 Ellis Street will contribute to the funds available for the Air District's anticipated acquisition of a portion of 390 Main Street.

Air District staff will discuss the timeline for the disposition process.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Jeff McKay

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Ash Kalra and Members  
of the Executive Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 10, 2013

Re: Recommendation of Web Redesign and Development Services Vendor

**RECOMMENDED ACTION**

Recommend Board of Directors authorize Executive Officer/APCO to:

1. Execute a contract up to \$747,845 with SymSoft Solutions for Website Redesign and Development Services for RFP 2013-003; and
2. Execute up to \$100,000 in contract amendments for contingency tasks.

**BACKGROUND*****Project Phase I***

In June 2012, the Board of Directors authorized the Executive Officer/APCO to execute agreements not to exceed \$500,000 for an assessment (Phase I) and a rebuild and redesign of the Air District website (Phase II). In spring 2012, staff completed the Request for Proposal (RFP) process for Phase I of the project. On June 6, 2012, the Board approved the recommendation of vendor Lightmaker, Inc. to complete the website assessment for an amount not to exceed \$100,000. Lightmaker completed the website assessment in fall of 2012.

***Project Phase II***

Phase II of the project was budgeted at \$400,000. Phase II was to include the rebuild and redesign of the existing Air District website based on findings from the assessment to increase functionality, usability and accessibility for the public and internal staff. At the Board of Directors Executive Committee meeting of December 17, 2012, the Executive Officer/APCO gave the staff presentation "Authorize Additional Funding for Web Site and Production System Integration" in which he informed the Committee of the need to integrate the public features of the Production System into the rebuild and redesign of the website.

Based on this direction, the Project Team, made up of Air District staff and the Executive Project Manager (a consultant to the Air District) developed an RFP for the expanded Phase II of this project. The overall goal of Phase II is to extend the Air District's online services through the implementation of a redeveloped public-facing website with a creative, compelling, engaging, and consistent design.

DISCUSSION

***Request for Proposal***

The RFP was issued on March 27, 2013. Responses were due to the Air District no later than May 2, 2013. The RFP was posted on the Air District website and distributed to a list of over 60 potential bidders identified by the Project Team. Six proposals were received by the Air District from the following bidders:

1. Extractable
2. Lightmaker
3. Propane Studio
4. SolutionSet
5. SymSoft Solutions
6. Viaspire

***Evaluation***

The proposals were evaluated with the criteria set forth in the RFP: Organization and Background, Expertise, Approach, Cost, and Firm’s Specialty Focus Area. The Project Team evaluated all six proposals and recommended four firms for an interview. The interview panel consisted of Air District staff, the Executive Project Manager (a consultant to the Air District), and a Communications Professional from a sister regional agency, the Metropolitan Transportation Commission (MTC). The results of the interview panel’s scores are summarized below:

Scoring of Proposals

<b>Vendor</b>	<b>Score</b> (100 points possible)
SymSoft Solutions	83.9
Lightmaker	78.9
Extractable	77.3
Solution Set	71.2

***Recommendation***

Based on the review of the proposals and the interviews, Symsoft Solutions scored the highest. Staff is recommending Symsoft Solutions as the Web Redesign and Development Services Vendor.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for this project is included in the Fiscal Year Ending (FYE) 2013 and proposed FYE 2014 budget. General Revenue will be used to fund this project.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Jack M. Colbourn

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Ash Kalra and Members  
of the Executive Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: June 10, 2013

Re: Update on My Air Online Program

**RECOMMENDED ACTION**

Recommend Board of Directors:

- 1) Authorize the Executive Officer/APCO to execute contract amendments with the following vendors in the amounts listed below:

<b>Vendor</b>	<b>Amount</b>	<b>Service Description</b>
C&G Technology Services	\$79,040	Software testing services for the permitting and compliance systems software.
Cybercoders	\$275,600	Software development and implementation services for permitting and compliance software systems.
IT Dependz, Inc.	\$221,052	Software development, automated testing and quality assurance services related to the implementation of Production System and registration software.
Trinity Technology Group	\$299,000	Data clean-up and transfer services from legacy permitting and compliance systems to the new permitting and compliance systems. Software development, database and business rules logic implementation permitting and enforcement processes.
Vertigo Software, Inc.	\$624,000	Software development, automated testing and quality assurance services related to the implementation of Production System and registration software.
<b>TOTAL</b>	<b>\$1,498,692</b>	

- 2) Approve reclassification of one management level position to the position of Deputy Air Pollution Control Officer (DAPCO) effective July 1, 2013.

## BACKGROUND

At the Board of Directors Executive Committee meeting of December 17, 2012, the Executive Officer/APCO presented an update on the Production System project. He discussed the integration of the production system project, website redesign, and other Air District data platforms, such as air quality monitoring and CARE data, for a unified face to the public. This integrated program is called *My Air Online*.

At the Board of Directors meeting of December 19, 2012, the Board authorized the Executive Officer/APCO to enter into a contract with IntelliBridge Partners, Inc. for the purpose of managing the My Air Online program.

At your committee meeting, staff will present the current status of the My Air Online Program, recommend semi-annual contract amendments for vendors assisting with the development of the permitting and compliance systems of the My Air Online Program, and recommend the reclassification of one vacant management position to the position of Deputy Air Pollution Control Officer (DAPCO) in order to oversee the My Air Online Program and related functions within the Air District.

## DISCUSSION

In the coming fiscal year, the My Air Online Program will aim to:

- Complete the rebuild and redesign of the BAAQMD.gov website (see Item #5);
- Provide online permitting for gas stations, auto body shops and dry cleaners for the public;
- Provide the public with tools to submit air quality complaints online; and
- Provide the public with enhanced interactive air quality data mapping tools.

In order to continue progress on the permitting and compliance systems of the My Air Online program, staff is recommending the continued use of proven vendors familiar with Air District systems for the first half of Fiscal Year End (FYE) 2014. The Air District has used these firms to assist with the design, development and testing of the permitting and compliance software systems, and they have performed well.

Staff is also recommending the reclassification of one one vacant management position to the position of Deputy Air Pollution Control Officer (DAPCO) effective July 1, 2013. The proposed DAPCO will be responsible for the My Air Online Program and related functions.

## BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the vendor contract recommendations is included in the proposed FYE 2014 budget and will be funded from the My Air Online Program (#125).

The annual cost to the Air District of utilizing an outside vendor to manage the My Air Online program is approximately \$325,000.

The difference between a fully burdened manager position and a fully burdened DAPCO position is \$183,673. The reclassified position was a non-budgeted vacancy, thus the FYE 2014 budget will reflect a fully burdened cost of \$238,828 for this position.

By discontinuing the use of an outside vendor to manage the My Air Online Program and reclassifying a management position, a net annual cost savings of \$86,000 is achieved.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Jack Colbourn and Jaime A. Williams