



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  
DECEMBER 16, 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 OCTOBER 21, 2013**

4. **SB 1339 – BAY AREA COMMUTER BENEFITS PROGRAM**

H. Hilken/4642  
[hhilken@baaqmd.gov](mailto:hhilken@baaqmd.gov)

*The Committee will receive an update on the proposed Commuter Benefits Program being developed by Air District and MTC staff pursuant to SB 1339.*

5. **REGIONAL AGENCY HEADQUARTERS STATUS REPORT**

J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will receive a status report and presentation on the design of the RAHQ building located at 375 Beale Street.*

6. **JOINT POLICY COMMITTEE UPDATE**

J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will be introduced to the new Joint Policy Committee (JPC) Director and discuss upcoming JPC topics.*

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, January 20, 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) 749-5016 or (415) 749-4941**

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

**DECEMBER 2013**

<b><u>TYPE OF MEETING</u></b>	<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ROOM</u></b>
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of every other month)</i>	Monday	9	9:30 a.m.	4th Floor Conf. Room <u>And via videoconference at Santa Rosa Junior College Doyle Library, Room 4243 1501 Mendocino Avenue Santa Rosa, CA</u>
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	16	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>	Monday	16	10:30 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>	Wednesday	18	9:45 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room <u>And via videoconference at Santa Rosa Junior College Doyle Library, Room 4243 1501 Mendocino Avenue Santa Rosa, CA</u>
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i> - CANCELLED	Thursday	26	9:30 a.m.	Board Room

## JANUARY 2014

<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	1	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	8	9:00 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>	Wednesday	15	9:45 a.m.	Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets 3<sup>rd</sup> Thursday of every other month)</i>	Thursday	16	9:30 a.m.	4th Floor Conf. Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	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>	Monday	20	10:30 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	4 <sup>th</sup> Floor Conf. Room  <u>And via videoconference at</u> Santa Rosa Junior College Doyle Library, Room 4243 1501 Mendocino Avenue Santa Rosa, CA
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	23	9:30 a.m.	Board Room

MM – 12/05/13 (12:24 p.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: November 4, 2013

Re: Approval of the Minutes of October 21, 2013

RECOMMENDED ACTION

Approve attached draft minutes of the Executive Committee meeting of October 21, 2013.

DISCUSSION

Attached for your review and approval are the draft minutes of the Executive Committee meeting of October 21, 2013.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Sean Gallagher  
Reviewed by: Rex Sanders

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, October 21, 2013

**1. Call to Order – Roll Call**

Chairperson Kalra called the meeting to order at 9:39 a.m.

Present: Chairperson Ash Kalra; Vice-Chairperson Nate Miley; and Directors John Gioia, Scott Haggerty and Mark Ross.

Absent: Director Tom Bates, Carole Groom, Mary Piepho and Brad Wagenknecht.

Also Present: None.

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

**3. Approval of the Minutes of August 5, 2013**

Committee Comments: None.

Public Comments: None.

Committee Action:

Director Haggerty made a motion to approve the Minutes of August 5, 2013; Director Miley seconded.

Director Haggerty requested that future minutes include brief answers to the questions recorded. Chairperson Kalra echoed the request.

The motion carried unanimously.

**4. Hearing Board Quarterly Report – July through September 2013**

Hearing Board Chairperson Terry Trumbull, Esq., presented the quarterly report of the Air District Hearing Board for July through September 2013, including summaries of the cases and fees collected.

Committee Comments:

Director Haggerty and Hearing Board Chairperson Trumbull discussed the withdrawn petition.

Public Comments: None.

Committee Action: None; informational only.

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

Advisory Council Chairperson Robert Bornstein, Ph.D., presented the report of the Advisory Council for May through October 2013 and invited suggestions of future topics for Council consideration.

Committee Comments:

Director Ross asked about wildfire contributions to global climate change, to which question Advisory Council Chairperson Bornstein clarified that Advisory Council work has focused on local impacts instead.

Director Ross said a summary by the Advisory Council of the recent report by the Intergovernmental Panel on Climate Change would be helpful and suggested the Bay Area Rapid Transit (BART) strike will generate revealing data regarding casual carpooling and telecommuting that the Advisory Council may want to review. Advisory Council Chairperson Bornstein suggested a social scientist be invited to speak about the impact. Director Ross suggested hard data will be available.

The Committee, Advisory Council Chair Bornstein and Jean Roggenkamp, Deputy Air Pollution Control Officer, discussed the Advisory Council members who will be departing at year end when their current terms expire, the amount of turn over expected on the Advisory Council in the years ahead and the recent appearance of former Advisory Council presenter Mark Jacobsen on the Late Show with David Letterman. Director Gioia asked that an internet link to the interview be provided to the members of the Committee.

Public Comments: None.

Committee Action: None; informational only.

**6. Senate Bill (SB) 1339 – Bay Area Commuter Benefits Program**

Ms. Roggenkamp introduced David Burch, Principal Environmental Planner of Planning, Rules and Research, who gave the staff presentation Bay Area Commuter Benefits Program (Program), which is being developed by the Air District and the Metropolitan Transportation Commission (MTC) in response to SB 1339 enacted in fall 2012. The Program would require employers with 50 or more full-time employees in the Bay Area to provide commuter benefits to their employees. The presentation described the purpose of the Program; the four commuter benefit options that employers could choose among; applicability of the Program; Program

implementation efforts and recent progress; employer outreach; local and existing program coordination; and next steps in the Program development process.

Committee Comments:

Director Miley asked about integration of the Program with existing local programs and about plans for a public workshop in Oakland, which questions were answered by Mr. Burch and Ms. Roggenkamp.

Director Miley asked about past outreach event attendance and notification method used, which questions were answered by Mr. Burch, Henry Hilken, Director of Planning, Rules and Research, and Ms. Roggenkamp.

Director Miley asked what will happen if MTC and the Air District do not agree on the formulation of the Program, which question was answered by Jack Broadbent, Executive Officer/Air Pollution Control Officer.

Director Ross asked how an employer would get credit for staff that telecommute or casual carpool and why vanpools are eligible but not carpools, which questions were answered by Mr. Burch.

Chairperson Kalra said Santa Clara County is promoting the Eco Pass in the coming year so the Program will likely coincide well with that effort and the members of the Board of Directors are happy to help with outreach, generally the sooner the better for employers.

Director Miley asked if the Program is incentive based, what enforcement mechanisms are included for addressing employers that choose not to comply and what effect a BART strike would have on employers if it were to happen after Program launch, which questions were answered by Ms. Roggenkamp.

Director Haggerty expressed his concern that the message is not making it out to the appropriate employers and suggested outreach to local corporate headquarters, as well as a creative and aggressive outreach campaign overall, and that a full time employee be assigned to this project.

Director Gioia asked how contact was confirmed and how the program will be enforced, which questions were answered by Mr. Hilken and Ms. Roggenkamp.

Director Ross suggested that employee outreach is important so employees can assist with messaging employers, asked about the definition of “employee” under the rule, asked if full-time is 40 hours per week and if the IRS defines the term, which questions were answered by Mr. Burch.

Chairperson Kalra asked who the employer letters were sent to if not the human resources offices and suggested that confirmations of receipt be requested in the future, which question was answered by Mr. Burch.

Director Ross suggested adopting the IRS definition to avoid generating employer concerns about the Program’s compatibility with the tax code. Director Haggerty disagreed with Director



Ross, asked if the IRS would investigate a state program, said employers are currently under a great deal of pressure and recommended 40 hours per week because 30 hours per week will include a number of employers of part-time minors.

Chairperson Kalra asked if the definition is for an annualized 30 hour week, which question was answered by Mr. Burch.

Public Comments: None.

Committee Action: None; informational only.

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

Mr. Broadbent introduced Air District Employee Association officers Paul Grazzini, President, and Christopher Coelho, Vice-President.

**8. Time and Place of Next Committee Meeting:**

Monday, November 18, 2013, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 9:30 a.m.

**9. Adjournment:** The meeting adjourned at 10:32 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: December 2, 2013

Re: SB 1339 – Bay Area Commuter Benefits Program

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Staff last briefed the Executive Committee on the development of the Commuter Benefits Program, authorized by SB 1339 (Yee), in October 2013. This bill authorizes the Air District and the Metropolitan Transportation Commission (MTC) to jointly adopt and implement a region-wide commuter benefits program that would apply to employers with 50 or more full-time employees within the boundaries of the Air District. Staff has recently completed nine public workshops throughout the region to solicit input on a draft rule (Regulation 14, Rule 1) that will serve as the foundation for the Bay Area Commuter Benefits Program (Program). Staff is currently working to prepare a proposed rule for consideration and adoption by the Board at a public hearing in March 2014.

DISCUSSION

Air District staff will update the Committee on progress in developing the Program.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Air District resources to develop the program are included in the Fiscal Year End (FYE) 2013 and FYE 2014 budgets. MTC has also dedicated resources to program development. Funding needed to administer the program on an on-going basis will be considered in developing the FYE 2015 budget and subsequent budget cycles.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: David Burch  
Reviewed by: Henry Hilken

**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: December 2, 2013

Re: Regional Agency Headquarters Status Report

**RECOMMENDED ACTION**

None; receive and file.

**DISCUSSION****Financing of Air District's Portion of 375 Beale Street**

On February 25 and February 27, 2013 the Executive Committee and the Budget and Finance Committee recommended, and on March 6, 2013 the Board of Directors approved, an authorization for the Executive Officer/APCO to prepare and sign the necessary documents to finance the purchase of the Air District's portion of 375 Beale Street (formerly 390 Main Street), San Francisco.

The Bay Area Headquarters Authority (BAHA) at its October 23, 2013 meeting approved the Air District's financing plan. BAHA authorized the purchase of up to \$30 million in Certificates of Participation (COPs) to be used for the financing of the Air District's portion of office space at 375 Beale Street. The transaction for the funding was completed on November 7, 2013.

**Construction**

Work on the Seismic Retrofit and Hard Demolition began in June and includes concrete demolition and drilling for dowel placement. The atrium demolition and soil excavation for foundation strengthening began in November. Attachment A includes recent construction pictures. Also, Attachment B is the construction schedule for 375 Beale Street.

**Inter-Agency Shared Service Assessments**

Over the last year, staff from the Air District, BAHA, Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) have been working to develop options for sharing various business operations and to implement shared technology services upon move-in to 375 Beale Street. As part of this roadmap, the agencies engaged Accenture LLP (Accenture) to work with the information technology managers to recommend sharing levels, architecture and technology for sixteen elements identified as shared services candidates

(Attachment C). The administrative management staff from each of the agencies also developed recommendations for sharing resources to deliver other services including receptionist, meeting room management, mail, copy center and other general services.

### **Furniture Procurement**

On November 13, 2013 BAHA issued a two-part Request for Qualifications/Request for Proposals (RFQ/RFP) inviting furniture dealers to submit a Statement of Qualifications (SOQ) to provide and install workstation and office (i.e. systems furniture, conference furniture, seating, storage units), public space and other ancillary furniture for 375 Beale Street. This RFQ will be used to create a list of prequalified firms that will receive a separate RFP. The total budget is \$5.0 million and includes 550 workstations/offices, 50 conference rooms and public area furniture.

The next phase of work involves 1) developing a governance framework for ownership, oversight and resources management of these agreed-upon services and 2) developing the technical design and specifications needed to move to the procurement phase.

### **Presentation**

The board room layout design will be presented to the Executive Committee at its December 16, 2013 meeting. The Board room includes:

- A) A raised dais seating 25 board members in the front and 10 in a second row;
- B) An Executive Conference table seating 6, with podiums for public speakers and staff presentations on either side; and
- C) Raised seating for 119 audience members

The presentation will also include the design of the exterior, interior, and floor plans for the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> floors.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Mary Ann Okpalaugo  
Reviewed by: Jack M. Colbourn

Attachments

375 Beale Construction Photographs: September, October and November 2013



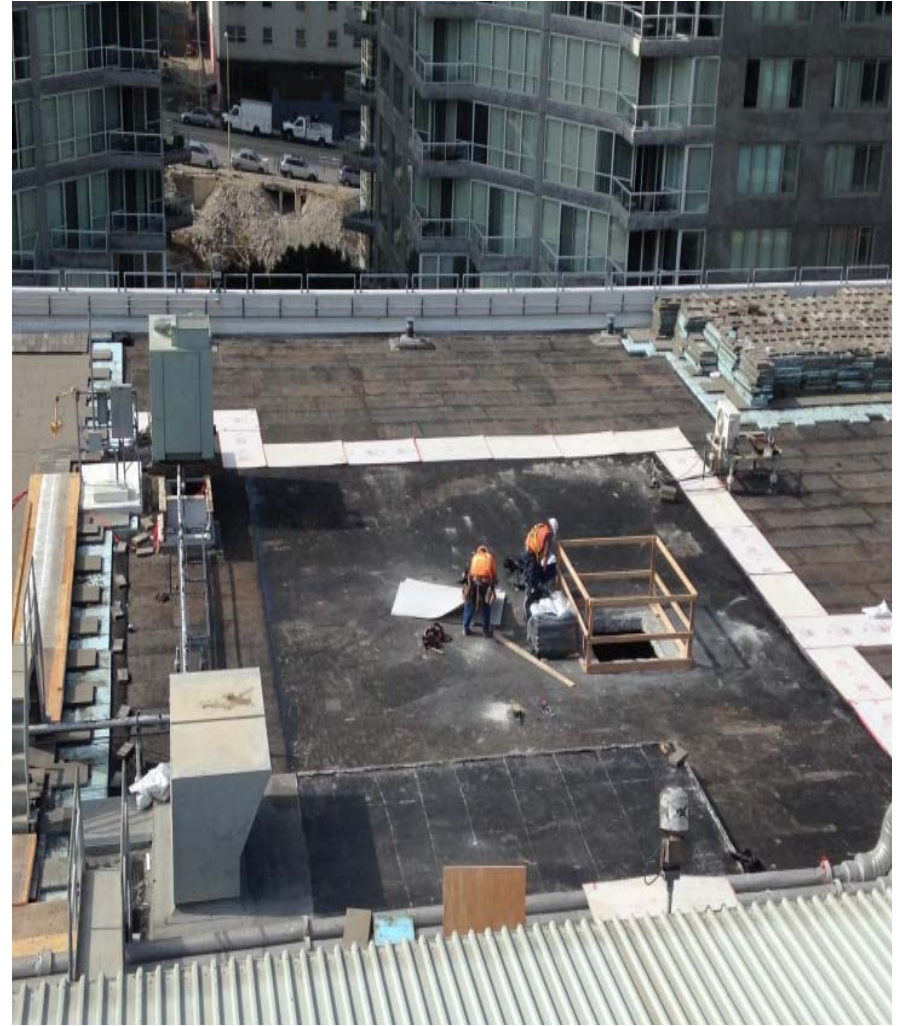
Beale Street entry: current condition.



Corner of Rincon Place and Beale Street: this former railcar entry will be the future retail entry.



Rebar dowels installed on the perimeter walls. Concrete will be shot against the walls to seismically strengthen the building.



Removal of roof waterproofing membrane to prepare for demolition over the future atrium



Removal of column above Multi-Purpose Room.



November - Shotcrete seismic retrofit work

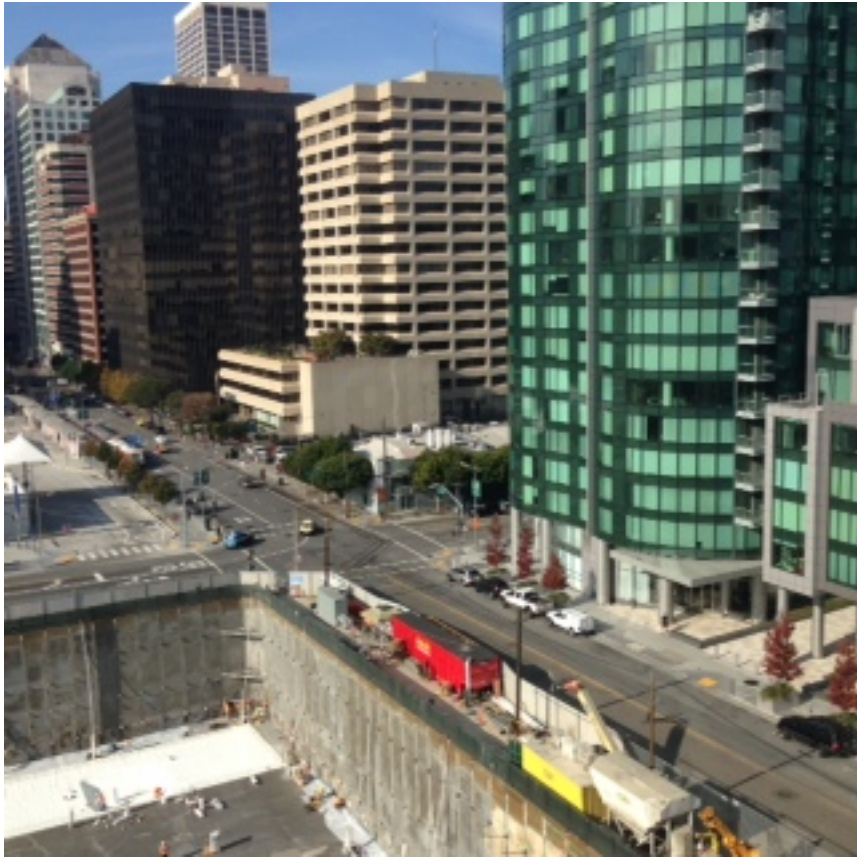




Atrium work – Standing on 8<sup>th</sup> floor



201 Folsom Work – 50 feet down



**NOT FOR  
CONSTRUCTION**

**CD GMP SET**  
Sep 13, 2013

5784-01-00-11-0015  
USA#-01-112209

Revisions

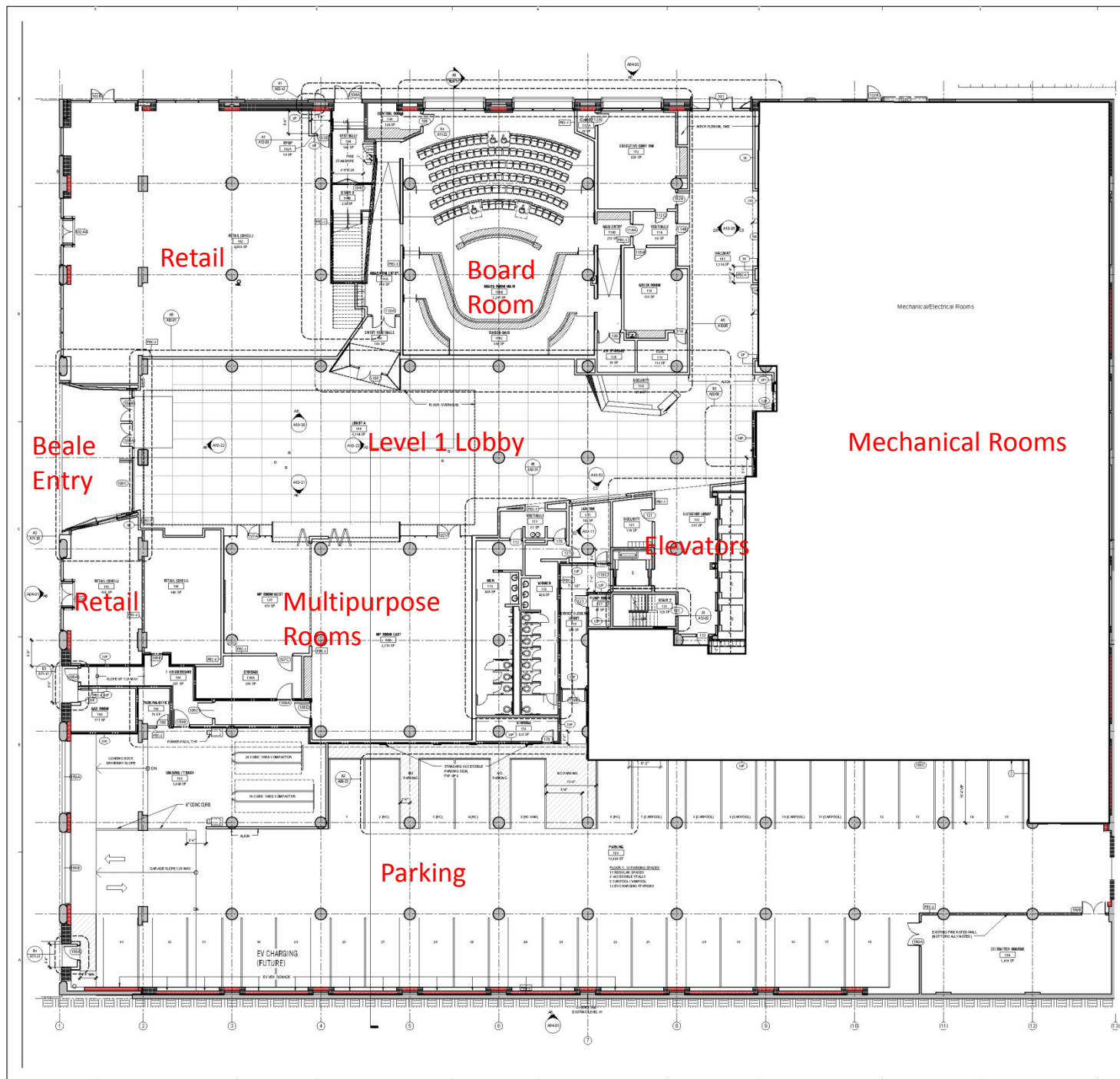
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**Sheet Information**

NO.	112209
Job Number	40-1122-000
Drawn	ES
Checked	AK
Approved	ET

**Title**  
Level 01 Overall Plan

**Sheet**  
**A03-01**



# 375 Beale Street

## Construction Schedule

375 Beale Street Construction Schedule  
 6/19/2013  
 Revised 9/18/2013

REVISED SCHEDULE	2013											2014											2015			
	Ap	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
1 Soft Demolition / Early Seismic																										
2 Seismic Retrofit GMP for BAHA Approval			X																							
3 Retrofit L1-L6																										
4 <b>Tenant Relocates 7/2014</b>																X										
5 Retrofit L7-L8																										
6 Mech/Elect/Plumb Design-Assist GMP for BAHA Approval						X																				
7 Core and Shell and Interiors GMP for BAHA Approval										X																
8 MEP, Core and Shell and Interiors																										
9 Move-in																										
10 Close out																										

Upcoming Milestones	Completion
1 MEP GMP to BAHA for approval	9/25/2013
2 Core and Shell and Interiors ready for regulatory review	8/21/2013
3 Receive Core and Shell and Interiors bids	mid-November 2013
4 Core and Shell and Interiors to BAHA approval	1/22/2014

The June 2013 schedule showed DEA moving out in April 2014 and agencies moving into 375 Beale in March and April 2015. The above schedule changes the DEA move-out to July 2014 with no impact to the agency move-in date by resquencing and phasing MEP, Core and Shell and Interiors work, which had not been considered previously.

## Shared Workspace Technology Elements

### Office Productivity Elements

- Email
- Calendaring/Meeting Scheduling
- Conference Room Scheduling
- Visitor Scheduling and Management
- Video Conferencing
- Webcasting
- Conference Room Audio/Visual Support Systems
- Printers/Copiers

### IT Infrastructure Elements<sup>1</sup>

- Electronic file storage and information collaboration services
- Telephone Systems
- Network
- Wireless (Wi-Fi) network
- Internet Connectivity
- Server Rooms
- IDF Rooms

1. *Technology already defined for most Infrastructure elements. To be considered for sharing alternatives only.*

**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: December 5, 2013

Re: Joint Policy Committee Update

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Joint Policy Committee (JPC) consists of Board/Commission representatives of the four regional agencies and provides a forum for discussing issues of regional importance. The recent focus of the JPC has been on climate adaptation and regional economic development.

DISCUSSION

The JPC has recently hired a new Director, Allison Brooks. At the December 16, 2013 meeting, the Executive Committee will have the opportunity to welcome Ms. Brooks to her new position. The topic of regional governance and the role of the JPC will be an important issue for the JPC and the regional agencies this coming year. Staff will explore this topic with the Committee at the December 16, 2013 meeting.

Respectfully submitted,

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Executive Officer/APCO

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