



BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

NATE MILEY – CHAIR
TOM BATES
SCOTT HAGGERTY
MARY PIEPHO
BRAD WAGENKNECHT

CAROLE GROOM – VICE CHAIR
JOHN GIOIA
ASH KALRA
MARK ROSS

WEDNESDAY
MAY 28, 2014
9:30 A.M.

4TH FLOOR CONFERENCE ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER – ROLL CALL**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.

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 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 MARCH 17, 2014**

The Committee will consider approving the attached draft minutes of the Executive Committee meeting of March 17, 2014.

4. **HEARING BOARD QUARTERLY REPORT – JANUARY THROUGH MARCH 2014**

T. Trumbull/5073
TerryT1011@aol.com

The Committee will receive the Hearing Board Quarterly report for the months of January through March 2014.

5. **UPDATE OF REMOTE PARTICIPATION PROTOCOL FOR COMMITTEE MEETINGS**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive and update of remote participation protocol for Committee meetings.

6. UPDATE ON THE MY AIR ONLINE PROGRAM

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive and update on the My Air Online program; consider recommending Lightmaker USA, Inc., as the Geospatial Mapping and Data Visualization Tool vendor; and consider authorizing the Executive Officer/APCO to execute all contracts not to exceed \$193,320 with Lightmaker USA, Inc.

**7. INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE FOR 375 BEALE STREET
VENDOR PREPAYMENT IN EXCESS OF \$70,000**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will consider authorizing the Executive Officer/APCO to prepay one annual payment of \$368,000 for the Air District's IT infrastructure capital lease.

CLOSED SESSION

8. CONFERENCE WITH LABOR NEGOTIATORS (*Government Code § 54957.6(a)*)

Agency Negotiators: Jack P. Broadbent, Executive Officer/APCO
Jack M. Colbourn, Director of Administrative Services

Employee Organization: Bay Area Air Quality Employee's Association, Inc.

9. 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).

10. TIME AND PLACE OF NEXT MEETING

Monday, June 16, 2014, Bay Area Air Quality Management District Office, 939 Ellis Street, San Francisco, California 94109 at 9:30 a.m.

11. ADJOURNMENT

The Committee meeting shall be adjourned by the Committee Chair.

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

**(415) 749-5073
FAX: (415) 928-8560
BAAQMD homepage:
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

MAY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	28	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Wednesday	28	9:30 a.m.	4 th Floor Conf. Room

JUNE 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	Board Room
Board of Directors Public Outreach Committee <i>(At the Call of the Chair)</i>	Thursday	5	9:30 a.m.	4 th Floor Conf. Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	11	9:00 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED	Thursday	26	9:30 a.m.	Board Room

JULY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	2	9:45 a.m.	Board Room
Advisory Council Regular Meeting <i>(Meets on the 2nd Wednesday of each Month)</i>	Wednesday	9	9:00 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	Board Room

JULY 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Climate Protection Committee – <i>(Meets 3rd Thursday every other Month)</i>	Thursday	17	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	21	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	23	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	24	9:30 a.m.	Board Room

AUGUST 2014

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	6	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	27	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	28	9:30 a.m.	Board Room

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Nate Miley and Members
of the Executive Committee

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

Date: May 5, 2014

Re: Approval of the Minutes of March 17, 2014

RECOMMENDED ACTION

Approve attached draft minutes of the Executive Committee meeting of March 17, 2014.

DISCUSSION

Attached for your review and approval are the draft minutes of the Executive Committee meeting of March 17, 2014.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Rex Sanders

Attachment: Draft Minutes of the Executive Committee meeting of March 17, 2014

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, March 17, 2014

1. Call to Order – Roll Call

Chairperson Nate Miley called the meeting to order at 9:36 a.m.

Present: Chairperson Nate Miley; Vice-Chairperson Carole Groom; and Directors John Gioia, Scott Haggerty, Mark Ross and Brad Wagenknecht.

Absent: Directors Tom Bates, Ash Kalra and Mary Piepho.

Also Present: None.

2. Public Comment Period: No requests received.

3. Approval of the Minutes of December 16, 2013

Executive Committee (Committee) Comments: None.

Public Comments: No requests received.

Committee Action:

Director Wagenknecht made a motion to approve the Minutes of December 16, 2013; Director Haggerty seconded; and the motion carried by the following vote of the Committee:

AYES: Gioia, Groom, Haggerty, Miley, Ross and Wagenknecht.

NOES: None.

ABSTAIN: None.

ABSENT: Bates, Kalra and Piepho.

4. Hearing Board Quarterly Report: October – December 2013

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

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

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

Henry Hilken, Director of Planning, Rules and Research, introduced David Burch, Principal Environmental Planner of Planning, Rules and Research, who gave the staff presentation *Bay Area Commuter Benefits Program* (BACBP), including the purpose and positive benefits of the BACBP; the four commuter benefit options that employers could choose among; applicability of the BACBP; employer outreach and public workshops; input received; recent progress and preparations for implementation; and next steps.

Committee Comments:

The Committee and staff discussed population segments with the possibility of limited BACBP options, such as minimum-wage service workers in the suburbs who travel after peak hours; the logistics of payroll deductions for employers; BACBP plans for the continuing education of employers; a proposal to phase-in the BACBP in the three urban centers that receive transit funding support; plans for BACBP promotion and outreach; the possibility that the BACBP tax treatment may not be beneficial to all employers; how employers who currently provide the benefit do so; compliance enforcement plans; the next steps for the Air District; and the meaning of comments on slide 9, *Comments Received*, “Exempt worksites not near transit” and “Expand beyond commuter trips.”

Public Comments: No requests received.

Committee Action: None; receive and file.

6. Community Air Risk Evaluation (CARE) Program Update

Mr. Hilken introduced Phil Martien, Ph.D., Air Quality Engineering Manager of Planning, Rules and Research, who gave the staff presentation *CARE Program Update*, including air quality improvement and remaining challenges; CARE program objectives and accomplishments; health impact reductions; first identified cumulative impact areas; an overview of the update objectives and methodology; the effect of episodic factors; use of maps; and next steps.

The Committee and staff discussed, regarding slide 4, *Air Quality Challenges Remain*, how the cancer risk map was created; how to align it with health data and the presumed causes for some of the areas identified as having higher risk; and why there appears to be drop in the risk level for a stretch along the Interstate 580 corridor.

Dr. Martien continued the presentation.

The Committee and staff discussed, regarding slide 17, *Uses of Map*, a past staff proposal at targeted efforts in response to an earlier version of this map and possible uses going forward.

Dr. Martien concluded the presentation.

Committee Comments:

The Committee and staff discussed the possibility of cap-and-trade revenue that will have to be spent in defined communities; the need to include the defined community data on the CARE map on slide 17, *Uses of Map*; Air District concerns relative to CalEnviroScreen and the impact on the Bay Area; the Air District's intention to engage CARE areas regardless of regional demographics; the need for the development of a metric for revenue disbursement that takes into account population density; how this will affect the ongoing discussion regarding Neptune Crematorium in Oakland; and the possibility of applying stricter cumulative impact standards to new facilities in specific regions within the Bay Area and the potential impact on economic development in those areas.

Public Comments: No requests received.

Committee Action: None; receive and file.

7. Briefing Regarding Senate Bill (SB) 1415 (Hill) – Bill Regarding Air District Advisory Council

Jack Broadbent, Executive Officer/Air Pollution Control Officer, delivered the staff report *Briefing Regarding SB 1415 (Hill)*.

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

8. Committee Member Comments/Other Business: None.

9. Time and Place of Next Committee Meeting:

Monday, April 21, 2014, 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 11:10 a.m.

Sean Gallagher
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Nate Miley and Members
of the Executive Committee

From: Chairperson Terry Trumbull, Esq., and Members
of the Hearing Board

Date: April 22, 2014

Re: Hearing Board Quarterly Report – January through March 2014

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

During the first quarter of 2014 (January through March), the Hearing Board:

- Held two hearings consisting of one Accusation (3659), no Appeals and one Variance (3658);
- Processed a total of two orders consisting of one Accusation (3659), no Appeals, no Variances, no Emergency Variances and one Request for Withdrawal/Dismissal (3657); and
- Collected a total of \$6,520.00 in filing fees.

Below is a detail of Hearing Board activity during the same period:

Location: Alameda County; City of Hayward

Docket: 3657 RUSSELL CITY ENERGY COMPANY, LLC – *Application for Interim and Regular Variances*

Regulation(s): 2-1-307; Authority to Construct and Prevention of Significant Deterioration permit Condition 23763, Parts 44 and 45

Synopsis: Applicant is the owner and/or operator of a combined cycle power generation facility equipped with a nine-cell cooling tower with high-efficiency mist eliminators testing in excess of the required drift rate.

Status: Application withdrawn March 4, 2014 and Order for Dismissal filed March 13, 2014

Period of Variance: Requested December 20, 2013 through September 30, 2014

Estimated Excess Emissions: Fine and ultrafine particulate matter in amounts to be determined

Fees collected this quarter: \$0.00

Location: Santa Clara County; City of San Jose

Docket: 3658 GUADALUPE RUBBISH DISPOSAL COMPANY, INC. – *Application for Regular Variance*

Regulation(s): 8-34-301.1; and California Air Resources Board Landfill Methane Rule, Section 95464(b)(2)(A)

Synopsis: Applicant operates a landfill and states that the current abatement flare may not be able to abate all landfill gas (LFG) generated by Fall 2014 and proposes to install a non-enclosed candlestick flare in the interim in tandem with the existing enclosed flare in order to abate the additional LFG until the new larger permanent flare and power plant engines are installed by the end of October 2014. The District approved the new flare and power plant engines project in August 2012, and it is valid until August 9, 2014. However, approval of the project by the City of San Jose is pending due to CEQA and EIR review.

Status: Application denied at the hearing on March 13, 2014

Period of Variance: Requested December 31, 2013 through October 31, 2014

Estimated Excess Emissions: 18.4 tons/year nitrogen oxides and 91.98 tons/year carbon monoxide

Fees collected this quarter: \$3,260.00

Location: Alameda County; City of Hayward

Docket: 3659 AIR POLLUTION CONTROL OFFICER OF THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT VS. RUSSELL CITY ENERGY COMPANY, LLC – *Accusation*

Regulation(s): 2-2-307; Permit to Operate Condition 44

Synopsis: Respondent operates a 619 megawatt combined-cycle energy production facility that is expected to be a Title V facility once the application has been submitted. Source testing indicated that the Respondent violated the cooling tower ‘drift rate’ limit and that the regulated material in excess was particulate matter. The drift rate tested approximately one order of magnitude (i.e., ten times) above the permissible limit.

Status: Stipulated Conditional Order for Abatement filed March 13, 2014

Period of Variance: N/A

Estimated Excess Emissions: N/A

Fees collected this quarter: N/A

Location: Contra Costa County; City of Richmond

Docket: 3660 CHEVRON PRODUCTS COMPANY – *Appeal*

Regulation(s): Permit to Operate Abatement Equipment, A-629, Temporary Carbon System for Abating No. 17 Pump Station Fugitive Emissions

Synopsis: In 1992, Appellant applied for a permit to install eight thermal oxidizers to abate various pump seal fugitive emissions and applied to use thermal oxidizers for the exemptions. In August 2013, Appellant found the thermal oxidizer operating less than the minimum required temperature and filed emergency variance docket number 3653. During the course of an Enforcement investigation, Appellant was found not to have done any preventative maintenance of the thermal oxidizer since installation in 1992 (over 20 years of operation). The variance was denied on September 12, 2013. In January 2014, Respondent issued the permit to operate with new Permit Condition # 8869 Part 5 (requiring continual abatement with the thermal oxidizers) and new Permit Condition # 25708.

Status: Hearing scheduled for April 17, 2014

Period of Variance: N/A

Estimated Excess Emissions: N/A

Fees collected this quarter: \$3,260.00

Location: Contra Costa County; City of San Pablo

Docket: 3661 AIR POLLUTION CONTROL OFFICER OF THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT VS. ALEX AGUILAR – *Accusation*

Regulation(s): 2-1-302

Synopsis: Respondent is alleged to own and operate a body shop since at least 2012 without a permit to operate and failed to install a spray booth or use any filtration device for the coating operations and failed to maintain volatile organic compounds, coating, or solvent records, as required per District regulations.

Status: Hearing scheduled for April 10, 2014

Period of Variance: N/A

Estimated Excess Emissions: N/A

Fees collected this quarter: N/A

Respectfully submitted,

Terry Trumbull, Esq.
Chair, Hearing Board

Prepared by: Sean Gallagher
Reviewed by: Rex Sanders

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Nate Miley and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: May 12, 2014

Re: Update of Remote Participation Protocol for Committee Meetings

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In 2010, the Executive Committee discussed over several meetings a remote participation protocol for the Board of Directors to attend Committee meetings. Air District staff identified and tested the capabilities of two remote videoconference locations, one at the Santa Rosa Junior College in Santa Rosa and the other at the Santa Clara County Building in the City of San Jose.

In October 2010, the Executive Committee recommended that the Board develop a protocol that would allow remote participation by members via videoconference and teleconference for committee meetings.

In January 2011, the Executive Committee recommended, and the Board adopted, a protocol for remote participation of committee meetings during meetings that were informational only (no remote voting).

In May 2013, the Executive Committee revisited the protocol, recommended changes to the protocol and the Board adopted the following Remote Participation Protocol for Committee meetings:

1. Allow remote participation by committee members for all committee meetings held in the Air District Headquarters 4th floor Conference Room at 939 Ellis Street in San Francisco, with the exception of Executive Committee and Personnel Committee meetings.
2. Any remote participation for committee meetings will occur only via video-conferencing at identified and secured locations.
3. Video-conferencing locations will be made available for committee meetings upon direction of the Executive Officer/APCO or by request by one or more members of the committee; provided the location(s) is/are available and all legal noticing requirements can be met.

The Air District staff utilizes the following video-conferencing locations to implement the protocol:

North Bay: Santa Rosa Junior College in Santa Rosa

South Bay: San Jose State University in San Jose

East Bay: California State University East Bay – Oakland Center

DISCUSSION

In 2013, the Climate Protection Committee began to have larger stakeholder participation and public attendance at meetings. The Committee, which traditionally met in the 4th Floor conference room at the Air District, no longer accommodates the number of public members that attend the meetings. Air District staff, in consultation with the Chair of the Committee, moved the meeting to the 7th Floor Board Room in anticipation of a sustained increase in participation. The increase in participation has continued to date.

Director Shirlee Zane (Sonoma County) regularly participates Committee meetings via the videoconference location at Santa Rosa Junior College when the meeting is held in the 4th Floor Conference Room. Because the 7th Floor Board Room does not have videoconferencing capabilities, Director Zane is not able to participate via videoconference.

On March 18, 2014, Director Zane sent a letter to the Board of Directors asking the Board to, “revisit the remote conferencing policy to find a solution to this relatively simple problem.” The letter is attached for your reference.

At the March 19, 2014 Board Meeting, Chair Miley referred Director Zane’s request to the Executive Committee for review.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Rex Sanders

Attachment: Letter Addressed to the Board of Directors from Director Shirlee Zane dated March 18, 2014

BOARD OF SUPERVISORS

575 ADMINISTRATION DRIVE, RM. 100A
SANTA ROSA, CALIFORNIA 95403

(707) 565-2241
FAX (707) 565-3778



SHIRLEE ZANE
Supervisor, Third District

March 18, 2014

Dear Fellow Bay Area Air Quality Management District Board of Directors,

As you know I am a member of the Bay Area Air Quality Management District's (BAAQMD) Climate Protection Committee. Since last year I have been participating by videoconference when the meetings are held in the 4th floor conference room. Videoconferencing has spared me (and our crowded Bay Area freeways, our climate and our air quality) the four hour roundtrip drive I would need to make to attend the meetings. Remote participation also appeals to my environmental sensibilities. **It took quite a bit of lobbying on my part to get the videoconferencing approved; frankly it has been frustrating to me that BAAQMD has been slow to embrace remote participation for committee meetings given its mission "to protect and improve public health, air quality, and the global climate."**

I write to you today because stakeholders have been quite active in attending the Climate Committee meetings. As such, BAAQMD staff have decided to move the meetings to the 7th floor Board room—where there is no videoconferencing capability. I have been advised by BAAQMD staff that I will now have only one option—to attend the Climate meetings in person. As a compromise I suggested that I participate via teleconference but according to staff teleconferencing has not been authorized by the Board.

With all due respect to Chair Miley and our Board, it does not make any sense whatsoever to make it virtually impossible for me to attend, of all things, a Climate Protection Committee meeting because I cannot justify the drive, both in terms of time constraints and with regard to GHG emissions. I also think that having a remote location can allow more stakeholders to participate without commuting. I know that Sonoma County's leading non-profit climate partner—The Climate Protection Campaign—will also not be able to participate without the remote location in Santa Rosa.

The Climate Committee is doing important work and I feel strongly that I need to continue to participate at the level that videoconferencing has allowed. I would ask that the Board revisit the remote conferencing policy to find a solution to this relatively simple problem. **To be quite frank, I can't believe how difficult it has been to bring the Air District into the modern era of remote participation, again, given its mission.**

Please let me know if you are willing to address this issue. I appreciate your consideration of my request.

Most sincerely,

Shirlee Zane
Supervisor, Third District

**Supervisor Shirlee Zane
Sonoma County's Third District**

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Nate Miley and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: April 25, 2014

Re: Update on the My Air Online Program

RECOMMENDED ACTION

Recommend Board of Directors:

- 1) Select Lightmaker USA, Inc. (Lightmaker) as the successful vendor for the Geospatial Mapping and Data Visualization Tool for the My Air Online program website; and
- 2) Authorize the Executive Officer/APCO to execute all contracts not to exceed \$193,320 with Lightmaker USA, Inc. for this project.

BACKGROUND

At the Board of Directors meeting of June 17, 2013, the Executive Officer/APCO presented an update on the My Air Online program. 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 for the agency to the public. This integrated program is called My Air Online.

Air District staff will present the current status of the My Air Online program, an update on the website component of the project and a recommendation regarding the results of a request for proposals for a Geospatial Mapping and Data Visualization Tool for the new site.

DISCUSSION**My Air Online Program**

The following describes the status of the main components of the My Air Online Program, the production system and website:

Production System

By the end of the year, the production system project will:

- 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 business community with ability to submit asbestos payments online

At present, Air District staff is currently working to finalize the internal applications for auto body shops and complaints (having completed gas stations, online asbestos payments and dry cleaners previously). Air District staff expects that these applications will be fully functional internally by July 2014, at which point, focus groups will be formed to execute a pilot program. The pilot program will demonstrate the My Air Online public/industry interface and will seek input from a range of users (permitted facilities, asbestos contractors and members of the public making complaints) on its form and function. The pilot program is scheduled to run between July and September of 2014. Based on the results of the pilot program, staff will revise the interface and integrate it into the format of the new website design (see below) with a view to having the interface online for all users by December 2014.

Website

The discovery and assessment phases of the Air District’s website redesign project have been completed. The contractor and Air District staff has also completed the high-level information architecture, wireframes and mood boards (look and feel concepts) for the project and are now moving into the visual design of the site.

Additionally, Air District staff has completed a request for proposals (RFP) for the Geospatial Mapping and Data Visualization Tool for the My Air Online program website. Air District staff released the RFP on November 8, 2013 and responded to questions about the solicitation on November 14, 2013. The RFP closed on November 19, 2013 with the Air District receiving three responses. Responses were rated on a 100 point scale based on organizational background, expertise, approach to the project, costs and specially focus area (minority, locally owned, green business, etc.). The following table shows the results of staff’s evaluation of each of the respondents:

Table 1 - Results of RFP for Geospatial Mapping and Data Visualization Tool

Respondent	Organizational background (5 points)	Expertise (40 points)	Approach to project (40 points)	Costs (10 points)	Specially Focus Area (5 points)	Total (100 points)
Lightmaker USA, Inc.	5	38	36	6	2	86
Farallon Graphics	4	31	32	7	4	78
SymSoft	4	26	26	1	4	62

Based on the results of the RFP, staff is requesting Board approval of Lightmaker USA, Inc., as the contractor for the Geospatial Mapping and Data Visualization Tool for the My Air Online program website.

Should the Board approve Air Districts staff’s recommendation, it is expected that the Geospatial Mapping and Data Visualization Tool and the website’s main functionality will be developed between July 2014 and early 2015. Following the launch of the main site, Air District staff

expects that additional custom functionality and a range of language translations for the sites main pages will come online in the March/April 2015 time frame.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the vendor contract recommendations is included in the proposed Fiscal Year End 2014 and 2015 budgets and will be funded from the My Air Online Program (Account #125).

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Damian Breen

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Nate Miley and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: April 25, 2014

Re: Information Technology (IT) Infrastructure for 375 Beale Street Vendor Prepayment
in Excess of \$70,000

RECOMMENDED ACTION:

Recommend Board of Directors:

- 1) Authorize the Executive Officer/APCO to prepay one annual payment of \$368,000 for the Air District's IT infrastructure capital lease.

BACKGROUND

In July 2010, the Air District entered into a six year capital lease agreement for the purchase of IT infrastructure including computer servers, storage and networking equipment. The terms of the lease require that the Air District make a single annual payment of \$368,000 in July every year for six consecutive years, with the final payment due in July 2015 (Fiscal Year End 2016).

The useful life of the IT infrastructure purchased under this lease is six years and the Air District had planned to replace this equipment in 2016 (FYE 2017) as part of normal operations. However, as the Air District is currently scheduled to relocate its offices to 375 Beale Street in 2015 (FYE 2016), Air District staff believes it is best to accelerate the equipment replacement schedule.

Additionally, as part of the move the Air District wishes to replace its current desktop computers for both functional (the current desktop equipment at 939 Ellis Street is also approaching its end of life) and operational reasons. As part of this report Air District staff will update the Executive Committee on the process for purchasing new IT infrastructure and desktop equipment, the advantages of prepaying the current IT infrastructure lease and next steps.

DISCUSSION**IT Infrastructure**

Procuring equipment every six years allows the Air District to take advantage of price reductions as a result of quantity procurements. In addition, a capital lease with regular payments allows

the Air District to maintain relatively constant annual costs for IT infrastructure instead of making single large capital investments every six years.

Prepaying the current lease by one year will allow the Air District to enter into a new capital lease agreement one year early, and provide the necessary lead time for the new IT infrastructure to be installed and tested in the 375 Beale Street offices prior to the Air District's re-location. Installing new equipment at the new location will eliminate the risk and expense required to move and reconfigure existing IT infrastructure that is approaching end of life in a new building. Additionally, this purchase will allow the Air District seamless transition for critical systems during the move from 939 Ellis to 375 Beale Street.

After the move to 375 Beale Street, a portion of the current IT infrastructure will be put into back-up service to enhance the Air District's disaster recovery capabilities. Remaining portions of the IT infrastructure that cannot be utilized by the Air District will be disposed of in accordance with green e-waste practices.

If the Board approves Air District staff's recommendation, the process for seeking out best financial arrangement for future IT equipment will begin this summer. Air District staff expects to investigate a number of different financial and hardware solutions and obtain several quotes prior to recommending a new capital lease to the Board. Air District staff expects to recommend that the new leasing arrangement begin approximately six to nine months prior to the move to 375 Beale Street. This lead-time should ensure that all IT Infrastructure equipment is configured correctly for Air District operations at move-in.

Desktop Equipment

As part of upgrades to computer and phone systems, the Air District purchased new desktop equipment in October 2010. The equipment was purchased with the understanding that the desktop computers would have an approximately 4 to 5 year useful life.

As the desktop equipment is expected to reach the end of its useful life around the time of the Air District's relocation to 375 Beale Street, Air District staff will begin the process of investigating a new desktop solution that can:

- 2) Meet the new operational needs of the Air District in the 375 Beale Street space, where it is envisioned that Air District staff will need increased mobility to take advantage of communal meeting spaces.
- 3) Interface with new cloud computing software that will allow for remote storage and access of files and e-mails.

Air District staff expects a number of options regarding technology and financing and will return to the Board with recommendations in late 2014.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The advanced expenditure on IT infrastructure will increase the FYE 2014 budget by \$368,000, and create a net savings on the lease costs of approximately \$5,000. No further impact is anticipated.

Air District staff anticipates that the additional costs of new infrastructure for the 375 Beale Street location to be in the range of the current lease costs. Air District staff anticipates that these costs will be folded into the FYE 2016 budget, following Board approval of a new lease agreement.

Costs for new desktop equipment have been built into a strategic reserve fund in the FYE 2015 budget. Air District staff will return to the Board with a proposal for the purchase of the new equipment prior to seeking an increase in the FYE 2015 operating budget.

Respectfully submitted,

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Executive Officer/APCO

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