



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

MONDAY  
OCTOBER 20, 2014  
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**

*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](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 JULY 21, 2014**

*The Committee will consider approving the attached draft minutes of the Executive Committee meeting of July 21, 2014.*

4. **BAY AREA COMMUTER BENEFITS PROGRAM IMPLEMENTATION**

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

*The Committee will receive an update on the implementation of the Commuter Benefits Program, adopted by the Board of Directors on March 19, 2014.*

5. **JOINT POLICY COMMITTEE UPDATE**

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

*The Committee will receive an update on the Joint Policy Committee.*

**6. UPDATE ON THE MY AIR ONLINE PROGRAM – ONLINE PERMITTING SYSTEM**

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

*The Committee will receive an update on the My Air Online Program – online permitting system.*

**7. DISCUSSION OF WEBCASTING FOR COMMITTEE MEETINGS**

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

*The Committee will discuss webcasting for Committee meetings.*

**8. 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).*

**9. TIME AND PLACE OF NEXT MEETING**

*Monday, November 17, 2014, Bay Area Air Quality Management District Office, 939 Ellis Street, San Francisco, California 94109 at 9:30 a.m.*

**10. 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](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**

**OCTOBER 2014**

| <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 Regular Meeting</b><br><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 Executive Committee</b><br><i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>                        | Monday            | 20                 | 9:30 a.m.          | 4 <sup>th</sup> Floor<br>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         | 22                 | 9:30 a.m.          | 4 <sup>th</sup> Floor<br>Conf. Room |
| <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                          |
| <b>Board of Directors Public Outreach Committee</b> <i>(At the Call of the Chair)</i>                                             | Thursday          | 30                 | 9:30 a.m.          | 4 <sup>th</sup> Floor<br>Conf. Room |

**NOVEMBER 2014**

| <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 Regular Meeting</b><br><i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>                                                                        | Wednesday         | 5                  | 9:45 a.m.          | Board Room                          |
| <b>Advisory Council Regular Meeting</b><br><i>(Meets on the 2<sup>nd</sup> Wednesday of each Month)</i>                                                                                               | Wednesday         | 12                 | 9:00 a.m.          | Board Room                          |
| <b>Board of Directors Executive Committee</b><br><i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>                                                                                            | Monday            | 17                 | 9:30 a.m.          | 4 <sup>th</sup> Floor<br>Conf. Room |
| <b>Board of Directors Nominating Committee</b><br><i>(At the Call of the Chair)</i>                                                                                                                   | Wednesday         | 19                 | 9:30 a.m.          | Room 716                            |
| <b>Board of Directors Regular Meeting</b><br><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 Climate Protection Committee</b> – <i>(Meets 3<sup>rd</sup> Thursday every other Month)</i>                                                                                     | Thursday          | 20                 | 9:30 a.m.          | Board Room                          |
| <b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>                                                                                         | Monday            | 24                 | 9:30 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         | 26                 | 9:30 a.m.          | 4 <sup>th</sup> Floor<br>Conf. Room |
| <b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i><br>- CANCELLED AND RESCHEDULED TO MONDAY, NOVEMBER 24, 2014 DUE TO THANKSGIVING HOLIDAY | Thursday          | 27                 | 9:30 a.m.          | Board Room                          |

## DECEMBER 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><br><i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i> | Wednesday  | 3           | 9:45 a.m.   | Board Room                          |
| <b>Board of Directors Executive Committee</b><br><i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>                     | Monday     | 15          | 9:30 a.m.   | 4 <sup>th</sup> Floor<br>Conf. Room |
| <b>Board of Directors Regular Meeting</b><br><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 Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>          | Wednesday  | 24          | 9:30 a.m.   | 4 <sup>th</sup> Floor<br>Conf. Room |
| <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                          |

HL – 10/8/14 (5:40 p.m.)

P/Library/Forms/Calendar/Calendar/Moncal

**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: October 8, 2014

Re: Approval of the Minutes of July 21, 2014

RECOMMENDED ACTION

Approve attached draft minutes of the Executive Committee meeting of July 21, 2014.

DISCUSSION

Attached for your review and approval are the draft minutes of the Executive Committee meeting of July 21, 2014.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Sean Gallagher  
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Executive Committee meeting of July 21, 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, July 21, 2014

**1. Call to Order – Roll Call**

Chairperson Nate Miley called the meeting to order at 9:37 a.m.

Present: Chairperson Nate Miley; and Directors John Gioia, Scott Haggerty, Mary Piepho, Mark Ross and Brad Wagenknecht.

Absent: Vice-Chairperson Carole Groom; and Directors Tom Bates and Ash Kalra.

Also Present: None.

**2. Public Comment Period:** No requests received.

**3. Approval of the Minutes of March 17, 2014 and May 28, 2014**

Executive Committee (Committee) Comments: None.

Public Comments: No requests received.

Committee Action:

Director Wagenknecht made a motion, seconded by Director Piepho, to approve the Minutes of March 17, 2014 and May 28, 2014; and the motion carried by the following vote of the Committee:

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

NOES: None.

ABSTAIN: None.

ABSENT: Bates, Groom and Kalra.

**4. Hearing Board Quarterly Report: April – June 2014**

Hearing Board Chairperson Terry Trumbull, Esq., presented the quarterly report of the Air District Hearing Board for April through June 2014, including summaries of the cases and fees collected.

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

## **5. Joint Policy Committee (JPC) Update**

Allison Brooks, Director, JPC, gave the presentation *JPC Organizational Planning*, including organizational planning objectives and timeline, building blocks of organizational planning, current project categories, levels of integration, and next steps.

Committee Comments:

The Committee and Ms. Brooks discussed the funding stream for JPC to support and develop policies and programs as well as the relationship between JPC and the four Member agencies.

Public Comments: No requests received.

Committee Action: None; receive and file.

## **6. Update of Remote Participation Protocol for Committee Meetings**

Mr. Broadbent introduced Satnam Hundel, Business Manager of Administrative Services, who gave the staff presentation *Remote Participation Protocol for Committee Meetings*, including background, current protocol, remote locations, low-cost/free options, remote participation considerations and requirements, and videoconferencing from the Board Room.

The EC and staff discussed the value added by the East Bay site being in Oakland instead of the outer East Bay.

Mr. Hundel concluded the presentation.

Committee Comments:

The EC and staff discussed the current technological capability, its genesis, and teleconferencing as a potential short-term alternative.

Chairperson Miley asked staff to investigate alternative locations in the East Bay and to prepare a summary of today's discussion for delivery to the Board of Directors, including a recommendation to implement teleconferencing capability as a short-term alternative until the Air District relocates to 375 Beale Street.

Public Comments: No requests received.

Committee Action: None; receive and file.

## **7. Final Report: Air Monitoring Technology and Methodology Expert Panel**

Jean Roggenkamp, Deputy Air Pollution Control Officer, introduced the topic and Eric Stevenson, Director of Technical Services, who gave the staff presentation *Final Report: Air Monitoring Technology and Methodology Panel*, including background, air quality monitoring, expert panel recommendations, Air District responses and next steps.

### Committee Comments:

The Committee and staff discussed those aspects of the Final Report findings that will be included in the proposed Petroleum Refining Emissions Tracking Rule; the compatibility of current fence-line and community monitoring systems with the proposed guidelines in the Final Report; whether enforcement staff may rely on fence-line and community monitoring data as the basis for the imposition of fines and penalties; the possibility of community disagreement about the implications of fence-line and community monitoring data; the timing of the proposed staffing plan; identities of the Expert Panel members; the value added by mobile monitoring; whether there will be an integration or coordination of monitoring by the community, county, Air District and U.S. Environmental Protection Agency; concerns about potential legal liabilities of fence-line and community monitoring information that may be inconsistent with emissions source monitoring data; drone capabilities and limitations; staff participation in meetings regarding low-cost personal sensor monitoring program development; and advancements in personal sensor technology.

Public Comments: No requests received.

Committee Action: None; receive and file.

## **8. Bay Area Commuter Benefits Program Implementation**

Ms. Roggenkamp introduced the topic and David Burch, Principal Environmental Planner of Planning, Rules and Research, who gave the staff presentation *Bay Area Commuter Benefits Program Implementation*, including background and overview, applicability, program requirements, the four commuter benefit options, public outreach since adoption and in the future, and registration and implementation results to date.

The Committee and staff discussed, at slide 3, *Who Needs to Comply?*, the ramifications of various field employee staffing configurations and electric vehicle use.

Mr. Burch continued the presentation.

The Committee and staff discussed, at slide 5, *Four Commuter Benefit Options*, who will enforce compliance with Option #1; potential burdens put upon participants; the scope and scale of the current program; the impact on small businesses; final compliance date; and the effect of the Metropolitan Transportation Commission's involvement in the program.

Mr. Burch continued the presentation.



The Committee and staff discussed, at slide 8, *Option 4: Menu of Measures*, at what phase in program development the guidelines emerged.

Mr. Burch continued the presentation.

The Committee and staff discussed, at slide 9, *Option 4: Menu of Measures*, the genesis of the Menu of Measures Options 4A and 4B.

Mr. Burch continued the presentation.

The Committee and staff discussed, at slide 12, *Registration Results to Date (7/15)*, continued outreach in light of the number of employers registered currently.

Mr. Burch concluded the presentation.

Committee Comments:

The Committee and staff discussed compliance by agricultural interests in Napa County and the potential challenges to achieving compliance in suburban communities.

Chairperson Miley requested that the next update include a report of registration levels that is organized under urban, suburban and rural categories based on the locations of employers.

Public Comments: No requests received.

Committee Action: None; receive and file.

**9. Committee Member Comments/Other Business:** None.

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

Monday, September 15, 2014, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 9:30 a.m.

**11. Adjournment:** The meeting adjourned at 11:04 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: Jack P. Broadbent  
Executive Officer/APCO

Date: October 9, 2014

Re: Bay Area Commuter Benefits Program Implementation

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Pursuant to Senate Bill 1339, the Air District and the Metropolitan Transportation Commission (MTC) worked together to develop a regional commuter benefits program. On March 19, 2014, the Air District Board of Directors approved Regulation 14, Rule 1: Bay Area Commuter Benefits Program (Program). The regulation took effect upon ratification by MTC on March 26, 2014. The Program requires employers with 50 or more full-time employees within the boundaries of the Air District to select one of four commuter benefit options to offer to their employees, to notify their employees about the commuter benefit selected, and to register their selected commuter benefit option via the 511.org website by September 30, 2014.

DISCUSSION

Air District staff will describe outreach and assistance provided to employers, compliance statistics to date, and efforts that have been implemented by the Air District and MTC to encourage employers to comply with the Program.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding to administer the Program is included in the Air District and MTC Fiscal Year Ending 2015 budgets.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Eric Pop  
Reviewed by: Wayne Kino

**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: October 8, 2014

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.

DISCUSSION

At the upcoming Executive Committee meeting, the JPC Director, Allison Brooks, will provide an update on the activities of the Joint Policy Committee.

BUDGET CONSIDERATIONS/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Jean Roggenkamp

**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: October 20, 2014

Re: Update on the My Air Online Program – Online Permitting System

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

At the Executive Committee meeting of May 28, 2014, the Executive Officer/APCO presented an update on the My Air Online program. He discussed the integration of the online permitting system project, website redesign, and other Bay Area Air Quality Management District (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.

Staff will present the current status of the online permitting system component of the My Air Online Program.

DISCUSSION

**My Air Online Program**

The following describes the status of the Online Permitting System component of the My Air Online Program:

By the end of the 2014 calendar year, the online permitting system project will:

- Provide online permitting for gas stations, auto body shops and dry cleaners for the public; and
- Provide the public with tools to submit air quality complaints online

In September 2014, staff conducted an internal pilot program with participants from the Compliance & Enforcement Division to simulate use of the online permitting system from the public. Participants provided feedback on ease of use of the system. This feedback was used to revise the system interface.

Recently, staff completed a three-week pilot program involving 19 permitted/registered facilities, in which participants completed permit applications and renewals for auto body coating shops, gas stations and dry cleaners. Participants provided feedback on the ease of use of the system and potential enhancements. Staff are currently reviewing the results of the pilot program, which will be used to revise the user interface with the goal of having the accessible for all users by the end of the 2014 calendar year.

#### BUDGET CONSIDERATION/FINANCIAL IMPACT

None. Costs associated with these efforts are funded under the approved Fiscal Year Ending 2015 budget for the My Air Online Program.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Jaime A. Williams

**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: October 8, 2014

Re: Discussion of Webcasting for Committee Meetings

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In 2010, the Executive Committee discussed over several meetings the option of webcasting Air District Board meetings from the Board Room and authorized the Executive Officer/APCO to issue an RFP for bids to install webcasting equipment and services.

The Air District subsequently chose a contractor, installed webcasting equipment and began regularly webcasting Board Meetings.

Over time, Board committee meetings that were held in the Fourth floor Conference Room required more space due to an increase in public attendance. These meetings were moved to the Board Room on the seventh floor. The meetings that are now regularly held in the Board Room are meetings for the Climate Protection Committee, the Stationary Source Committee, and the Mobile Source Committee. These three committees meet approximately 20 times per year.

At the September 9, 2014 Climate Protection Committee meeting, the Committee referred a discussion regarding the webcast practice of the Air District to the Executive Committee to consider the cost and feasibility of webcasting committee meetings held in the Board Room.

DISCUSSION

Staff has researched the cost and feasibility of webcasting Committee meetings held in the Board Room. Per meeting, the costs of webcasting include:

|                                        |                                          |
|----------------------------------------|------------------------------------------|
| GovTV (webcasting production services) | <b>\$500</b> per meeting                 |
| Granicus (closed captioning services)  | <b>\$450 per meeting</b> (up to 3 hours) |

The Air District currently contracts with GovTV and Granicus to provide webcasting and closed captioning services for Board Meetings and for the equipment required to webcast those

meetings. Therefore, the equipment and services are already in place and it is feasible to webcast future committee meetings held in the Board Room.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Current costs for webcasting are included in the Fiscal Year Ending (FYE) 2015 Air District Budget. Costs for adding webcasting service for additional meetings can be absorbed in the FYE 2015 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Rex Sanders