

JPC ORGANIZATIONAL PLANNING

Role of JPC in Regional Agency Joint Projects

Allison Brooks, JPC Executive Director
Bay Area Air Quality Management District
Executive Committee
July 21, 2014

JPC Organizational Planning Objectives

- Clarify Roles, Responsibilities and Functions
- Development of Organizational Policies and Bylaws
- Identify best practices for structure, budget, staffing for complex interagency effort
- Zero in on shared understanding of value-add of JPC and build around that

JPC Organizational Planning Timeline

- Interviews of prospective consultants on July 24, 2014
- Project launch on September 2, 2014
- 6-month Scope of Work
- Organizational Plan goes to JPC for approval in March 2015

Building Blocks for Org Planning

- Start from where we are – *build from progress made over last 10 years.*
- Understand range of Regional Agency Joint Projects underway
- Outline degrees of integration among agencies on different projects
- Identify different ways JPC, JPC staff and member agency staff can best support projects.

JPC Current Project Categories

1. Climate Change
2. Major Regional Planning Efforts
3. Economic Competitiveness
4. State Agency Engagement and State Legislation

Ongoing:

- JPC Organizational Development

Levels of Integration – Initial Analysis

1

Not led by any one of the agencies. JPC member agencies and/or JPC staff play an advisory or leadership role.

2

Led by one agency, with some input and guidance from other regional agencies. Share progress with JPC.

3

Led by two or more agencies that regularly coordinate on project. JPC staff engaged in effort. Timely reports to JPC.

4

Fully integrated work plan among two or more agencies. Integrated staff team. Identified as a JPC project.

Next Steps:

- Launch JPC Organizational Planning in September:
 - Clear criteria for what regional joint projects become focus of JPC and types of focus
 - Criteria regarding how the degree of integration influences the work plans of JPC member agency staff.
 - Criteria regarding how degree of integration influences the work plan of JPC staff – project management, fundraising, facilitation, agenda setting, developing work products, etc.
- Report to BAAQMD Executive Committee on progress and other JPC activities.



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AGENDA: 6

Remote Participation Protocol for Committee Meetings

Jack M. Colbourn
Director, Administrative Services Division

A faded background image of the Golden Gate Bridge in San Francisco, spanning across the water with the city skyline visible in the distance.

Background

- In 2010, the Executive Committee discussed remote participation of Committee meetings from remote locations.
- In October 2010, the Executive Committee recommended that the Board develop a protocol to allow remote participation via videoconference.
- In January 2011, the Executive Committee recommended, and the Board adopted, a protocol for remote participation.
- In May 2013, the Executive Committee revisited the protocol, recommended changes to the protocol and the Board adopted a Remote Participation Protocol for Committee meetings.

A background image of the Golden Gate Bridge in San Francisco, viewed from a distance across the water. The bridge's red towers and suspension cables are prominent against the hazy sky and city skyline in the background.

Current Protocol

In May 2013, the Board adopted the following Remote Participation Protocol for Committee meetings:

- Allow remote participation by committee members for all committee meetings held in the Air District Headquarters' 4th floor Conference, with the exception of Executive Committee and Personnel Committee meetings.
- Any remote participation for committee meetings will occur only via videoconferencing at identified and secured locations.
- 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.

A faded background image of the Golden Gate Bridge in San Francisco, spanning across the water with the city skyline in the distance.

Remote Locations

- Sonoma County: Santa Rosa Junior College
- South Bay: San Jose State University
- East Bay: California State University – Oakland Center.

The background of the slide features a scenic view of the Golden Gate Bridge in San Francisco, California. The bridge's iconic red-orange towers and suspension cables are visible against a hazy sky. The city skyline is in the distance, and the water of the bay is in the foreground. The title "Low – Cost / Free Options" is overlaid on the right side of the image in a large, blue, serif font.

Low – Cost / Free Options

- Staff researched the option of using low-cost/free alternatives to videoconferencing such as Skype and FaceTime
- These options are generally used for casual-use interactions and are not meant for formal public meetings in which the camera, software and technology is controllable by the meeting attendees and the Air District in order make certain that the meeting complies with the requirements of the Brown Act.



Remote Participation Considerations and Requirements

The Air District conducts its meetings in accordance with public law.

- Minimum 10-person meeting room capacity;
- Must be publicly accessible;
- Must meet Americans with Disability Act (ADA);
- Accessible via public transit;
- Meet 72 hour public noticing Brown Act requirement;
- Current remote videoconference locations have controllable technology that meet the Brown Act requirements.

A background image of the Golden Gate Bridge in San Francisco, California, spanning across the water. The bridge is a suspension bridge with two large towers and numerous cables. The city skyline is visible in the distance under a hazy sky.

Videoconferencing from the Board Room

For integration into the current webcasting system, utilizing the current cameras and monitors, GovTV provided the Air District with the following quote:

- Upfront hardware and installation cost \$45,000
- Video conferencing per meeting \$750
- Monthly maintenance \$500



Final Report: Air Monitoring Technology and Methodology Panel

Eric Stevenson
Director of Technical Services

Presentation to the
Executive Committee
July 21, 2014

Background – Chevron Incident

- Chevron Refinery fire Aug. 6 – approx. 6:30 PM
- Shelter-in-place called by the County
- Smoke visible throughout Bay Area
- Air District remained at scene until Shelter-in-place order lifted
- Additional air quality sampling conducted during the incident
- 7-point Action Plan developed to enhance incident response



Air Quality Monitoring

- Desert Research Institute (DRI) investigated and identified potential air monitoring capability enhancements
- Panel of recognized monitoring experts reviewed technologies, methodologies, and tools to enhance fence line and community monitoring
- Panel provided monitoring recommendations



Expert Panel Recommendations

- Require real-time, open path fence line monitoring with data available to the public
- Determine pollutant concentration changes from the fence line into the community
- Require community monitoring representing all air quality impacts (not just those from the refineries)
- Develop mobile capabilities to provide information during incidents



Air District Responses

- Implemented enhancements to current monitoring network
- Incorporate fence line and community monitoring guidance in Refinery Emissions Tracking Rule (Action Plan Point #4)
- Enhance mobile monitoring capabilities to respond to incidents



Next Steps – Incident Response

- Current capabilities augmented by EPA Incident Response agreement
- Equipment needs being finalized and funding included in reserve account for FYE 2015
- Staffing needs being reviewed to ensure appropriate readiness
- Provide recommendations to the Executive Committee in the Fall





Bay Area

Commuter Benefits Program Implementation

Executive Committee – July 21, 2014

David Burch, Principal Environmental Planner



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Background & Overview

- Bay Area Commuter Benefits Program now in effect
 - *New Regulation 14, Rule 1 serves as foundation for Program*
 - *Adopted by Air District Board & ratified by MTC Commission in March 2014*
- Developed pursuant to Senate Bill 1339
- Modeled on local ordinances in several Bay Area cities
 - *San Francisco, Berkeley, Richmond & SFO*
- Employers must comply by **September 30, 2014**
- Pilot program: 2014-2016
- Report to Legislature due by July 2016



Who Needs to Comply?

Employers with **50+ full-time** employees in the Bay Area:

- ✓ Private business
- ✓ Public Agency
- ✓ Non-profit organizations

Employee count based on all Bay Area worksites combined:

- ✓ Including branch locations with less than 50 employees

Exemptions:

- ✓ **Seasonal/temporary employees:** employees who work 120 days per year or less are **exempt** from the employee definition
- ✓ **Field employees:** employees who do not report to a permanent worksite are also **exempt** (per 6/12/14 Compliance Advisory)



Program Requirements

Key Requirements (by **September 30, 2014**):

- Select one of the four commuter benefit options
- Designate a commuter benefits coordinator
- Register online: www.commuterbenefits.511.org
- Notify employees & make commuter benefit available
- Provide information needed for Program evaluation

There are **no performance standards**



Four Commuter Benefit Options

- **Option 1:** Pre-tax payroll deduction for transit or vanpool
 - *Up to maximum allowed by IRS (currently \$130 per month)*
 - *Employers save \$ on payroll taxes*
 - *Employees save \$ on transit/vanpool fares*
- **Option 2:** Direct subsidy for transit or vanpool
 - *Maximum subsidy required is \$75 per month*
- **Option 3:** Employer-provided transportation
 - *Bus, shuttle, vanpool*
- **Option 4:** Alternative commuter benefit
 - *Must be as effective as Options 1-3*





Option 4: Alternative Commuter Benefit

- Provides flexibility for employers
- Good option in areas with limited transit service
- Promote alternative commute modes such as carpooling, bicycling, walking, telework
- Employer can propose an alternative benefit
- Or employer can select from a menu of measures





Option 4: Guidelines

Employer request

- *Input from employer meetings (spring 2013)*
- *Employers asked for guidelines to define Option 4*

Created a Working Group

- *511 rideshare program, delegated programs in 5 counties, Transportation Management Associations*
- *Conducted research to identify potential measures*
- *Menu-style approach based on Best Workplaces for Commuters program*

Employer feedback

- *Presented draft concept at October 2013 public workshops:
- menu of pre-approved measures*
- *Received consistent positive feedback from employers throughout the process*





Option 4: Menu of Measures

- Menu includes a wide range of low-cost, feasible, and effective measures
- Employers can mix & match measures to develop a program appropriate to their needs
- Menu of measures is integrated into online registration form
- easy to submit a “pre-approved” Option 4 proposal
- Approach provides both flexibility & clarity

Option 4: Menu of Measures

Option 4A: Choose one primary & two secondary measures

Option 4B: Choose four secondary measures

PRIMARY MEASURES

Carpool Subsidy (\$3/day)

Bicycle Subsidy (\$20/month)

Telework Program

Compressed Work-Week

Parking Cash-Out

Electric Vehicle Implementation

SECONDARY MEASURES

Employer-specific carpool match service (free)

Guaranteed Ride Home program (free)

Preferred parking for carpools

Secure, on-site bicycle parking

Showers/lockers for bicyclists/walkers

Employer-sponsored Bike Share Program

Employee commuting “awards” program

On-site amenity (cafe, ATM, childcare, etc.)

Provide real-time commuting info

Lunchtime shuttle



Public Outreach Since Program Adoption

- Joint MTC/Air District Press Release – March 26
- Initial direct mail letter to notify employers in early April
- Ongoing outreach & engagement with employer groups:
 - *Construction Industry*
 - *Wine/Agriculture Industry (Napa)*
 - *Employer orgs (Sustainable Silicon Valley, Mountain View & Sunnyvale Chambers)*
 - *Transit and local government agencies*
- Video: Program overview with testimonials from employers
- Continued updates to Program webpage (“What’s New?”)
- Issued **Compliance Advisory** to clarify that “field employees” are exempt
- Program Marketing: BART Platform Signage; BART Newsletter
- Provided outreach materials to Air District Board members





Next Steps: Continued Outreach

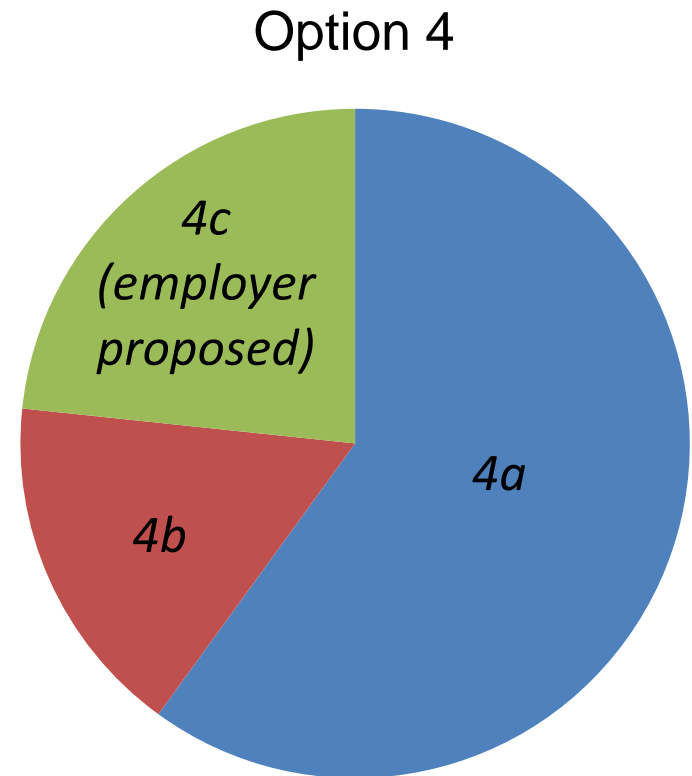
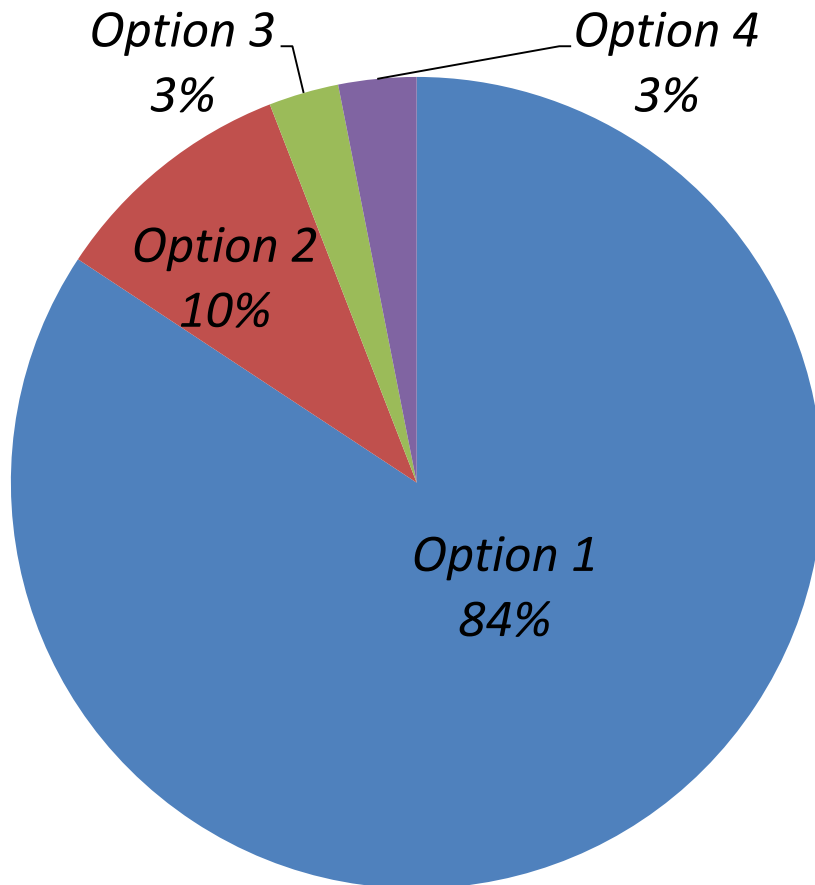
- Second letter to employers will go out this week
 - ✓ *Includes a companion support letter from Bay Area business leaders*
- Webinar scheduled for July 29
- Presentations to business groups & stakeholders: ACT conference, North Bay Leadership Council, Silicon Valley Leadership Group
- Program promotion through business organizations
 - ✓ *ABAG Green Business Program*
- Opinion pieces in business journals
- Infographic for social media
- Continue to respond to employer requests for assistance



Registration Results to Date (7/15)

- Number of Employers Registered (subject to Rule) : **900**

Commuter Benefit Option Selected:





Implementation Experience to Date

- Program is off to a good start
- Support from business community & other stakeholders
- Favorable media coverage
- 511 employer assistance staff provide positive feedback:
 - constructive response from employers
 - increase in # of payroll vendors offering commute benefits
 - smaller employers (< 50 employees) are also stepping up
- Laying groundwork for successful implementation
- Program will require on-going engagement

