



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
AD HOC BUILDING OVERSIGHT COMMITTEE MEETING

COMMITTEE MEMBERS

CAROLE GROOM – CHAIR
SCOTT HAGGERTY
LIZ KNISS

ERIC MAR – VICE-CHAIR
DAVID HUDSON
JAMES SPERING

MONDAY
DECEMBER 14, 2015
11:00 A.M.

7th FLOOR BOARD 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 ON NON-AGENDA MATTERS** (*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 SEPTEMBER 23, 2015** Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of September 23, 2015.

4. **BAY AREA METRO CENTER (375 BEALE STREET) PROJECT STATUS REPORT- NOVEMBER, 2015**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive a project status report on the Bay Area Metro Center project at 375 Beale Street.

5. **MOVE-IN SCHEDULE FOR 375 BEALE STREET**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive an update regarding the move in schedule for 375 Beale Street.

6. **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).

7. **TIME AND PLACE OF NEXT MEETING:** *At the Call of the Committee Chair.*

8. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
939 ELLIS ST, SF, CA 94109
mmartinez@baaqmd.gov

(415) 749-5016
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Ad Hoc Building Oversight Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Committee meeting. Any correspondence received after that time will be presented to the Committee at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- **Accessibility and Title VI:** The Air District provides services and accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Board matters. For accommodations or translations assistance, please call 415-749-5016 at least three days in advance of a meeting, so that arrangements can be made accordingly.

Accesibilidad y Título VI: El Distrito del Aire ofrece servicios y realiza las adaptaciones necesarias para las personas con discapacidades y para las personas con un dominio limitado del inglés siempre que estos servicios se soliciten y se deseen tratar asuntos relacionados con la Junta. Si necesita ayuda con algún tipo de adaptación o traducción, llame al 415-749-5016 como mínimo tres días antes de la reunión de manera que puedan realizarse las adaptaciones necesarias.

Magagamit na Tulong at Título VI: Nagbibigay ang Air District ng mga serbisyo at mga akomodasyon, kapag hiniling, sa mga taong may kapansanan at mga taong limitado ang kakayahan sa Ingles na gustong magpahayag tungkol sa mga usapin sa harap ng Lupon. Para sa mga tulong sa akomodasyon o sa pagsasalin, mangyaring tumawag sa 415-749-5016 nang tatlong araw man lamang na una pa sa miting, para makapaghanda ayon sa pangangailangan.

可及度及標題VI：空氣管理局根據申請為殘障人士和英語熟練程度有限但卻希望參與董事會事宜的人員提供服務和住宿。關於住宿或者翻譯幫助，請至少在會議之前三天致電 415-749-5016，以便作出相應安排。

Tạo Khả Năng Truy Cập và Chương VI: Đặc Khu cung cấp dịch vụ và phương tiện đáp ứng, khi có yêu cầu, cho những người bị khuyết tật và cho những cá nhân không thông thạo Anh ngữ muốn được tham gia các vấn đề của Hội Đồng. Để được phương tiện đáp ứng hoặc trợ giúp phiên dịch, xin gọi số 415-749-5016 ít nhất ba ngày trước khi có hội thảo, để tiện bố trí các phương tiện

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 2015

<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>	Monday	7	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	14	9:30 a.m.	Board Room
Board of Directors Ad Hoc Building Committee <i>(At the Call of the Chair)</i>	Monday	14	11:00 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
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> CANCELLED	Monday	21	10:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	23	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED	Thursday	24	9:30 a.m.	Board Room

JANUARY 2016

<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> - CANCELLED	Wednesday	6	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	18	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	10:30 a.m.	Board Room
Special Board of Directors Meeting / Retreat <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	Location: Port of San Francisco Bayside Room Pier 1 San Francisco, CA 94111

JANUARY 2016

TYPE OF MEETING	DAY	DATE	TIME	ROOM
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday of every other Month)</i> - CANCELLED	Thursday	21	9:30 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.	Board 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

FEBRUARY 2016

<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	3	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	15	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	15	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	24	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	25	9:30 a.m.	Board Room
 HL – 12/4/15 (4:00 p.m.)				 G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Carole Groom and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 30, 2015

Re: Approval of the Minutes of September 23, 2015

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of September 23, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on September 23, 2015.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Committee Meeting of September 23, 2015

AGENDA 3 – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of September 23, 2015

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

DRAFT MINUTES

Summary of Board of Directors
Ad Hoc Building Oversight Committee Meeting
Wednesday, September 23, 2015

1. CALL TO ORDER – ROLL CALL

Chairperson Carole Groom called the meeting to order at 9:42 a.m.

Present: Chairperson Carole Groom; Vice-Chairperson Eric Mar; and Directors David Hudson and Liz Kniss.

Absent: Directors Scott Haggerty and Jim Spering.

Also Present: None.

2. **PUBLIC COMMENT ON NON-AGENDA MATTERS:** No requests received.

3. BAY AREA METRO CENTER – 375 BEALE STREET – PROJECT STATUS REPORT – SEPTEMBER 2015 [OUT OF ORDER AGENDA ITEM 4]

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced Mary Ann Okpalaugo, Strategic Facilities Planning Manager of the Executive and Administrative Resources Division, who gave the staff presentation *Bay Area Metro Center – 375 Beale Street Project Status Report*, including a construction update and photos; furniture procurement update; move coordinator update; 375 Beale Street building name; and next steps.

NOTED PRESENT: Director Mar was noted present at 9:51 a.m.

The Ad Hoc Building Oversight Committee (Committee) and staff discussed, at slide 14, *375 Beale Street Building Name*, the need for agency coordination and planning to prepare for shared use of conference rooms; the details of conference room and multi-purpose room accommodations; whether all the agencies are utilizing the same or different moving companies; the commendable endeavor to construct an engineering and architectural feat that will serve as a shared work space; and the desire among Committee members to tour the facility.

Ms. Okpalaugo concluded the presentation.

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

4. APPROVAL OF THE MINUTES OF APRIL 15, 2015 [AGENDA ITEM 3]

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Director Hudson made a motion, seconded by Director Kniss, to approve the minutes of April 15, 2015; and the motion carried by the following vote of the Committee:

AYES: Groom, Hudson, Kniss and Mar.
NOES: None.
ABSTAIN: None.
ABSENT: Haggerty and Spering.

5. UPDATE ON PARKING FOR AIR DISTRICT OPERATIONS [OUT OF ORDER AGENDA ITEM 7]

Damian Breen, Deputy APCO, gave the staff presentation *Update on Parking for Air District Operations*, including an overview of Air District fleet and current parking; parking available at 375 Beale Street; potential solutions investigated; parking solutions; and Board of Directors (Board) direction.

The Committee and staff discussed, at slide 6, *Parking Solutions*, the difference in building options available at the Ellis and Beale street buildings; staff's successful effort to turn the seeming negative aspect of limited parking into a positive in the form of fleet minimization; the impact of the timing of the purchase; and the identification of a possible site for Board consideration at the meeting on October 7, 2015.

Mr. Breen concluded the presentation.

Committee Comments:

The Committee and staff discussed where Board members will park at Beale; transit options available at Beale; what types of public parking are available on the surrounding streets; and whether discussions have occurred regarding a shared services shuttle to provide last mile service from various nearby transit hubs.

Public Comments: No requests received.

Committee Action: None; receive and file.

6. UPDATE ON DESIGN AND FINANCING OF NEW INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE

Chairperson Groom postponed this item to the next Committee meeting in the interest of time.

**7. UPDATE ON THE PROPOSED SHARED SERVICES ORGANIZATION
[AGENDA ITEM 5]**

Mr. Breen gave the staff presentation *Bay Area Metro Center – 375 Beale Street Update on Proposed Shared Services Organization*, including background; update; shared services draft budget framework; and next steps.

Committee Comments:

The Committee and staff discussed how the various employee associations representing agency staffs have been involved in this process; details of the proposed plan on slide 5, *Update*; the existence of operational gains resulting from sharing of appropriate services; whether there will be an opportunity to form an executive committee to help resolve intractable disagreements between agency heads; and a recommendation to establish a very formal process to ensure this is a fair and equitable situation.

Public Comments: No requests received.

Committee Action: None; receive and file.

- 8. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS:** None.
- 9. TIME AND PLACE OF NEXT MEETING:** At the call of the Chairperson.
- 10. ADJOURNMENT:** The meeting adjourned at 10:39 a.m.

Sean Gallagher
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 30, 2015

Re: Bay Area Metro Center (375 Beale Street) Project Status Report- November, 2015

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Bay Area Air Quality Management District (Air District) is scheduled to relocate its headquarters and operations to the Bay Area Metro Center located at 375 Beale Street in the first quarter of 2016. The Bay Area Metro Center Headquarters for the Air District will help foster collaboration among the Metropolitan Transportation Commission (MTC), the Association of Bay Area Governments (ABAG) and the Air District through co-location.

The Drug Enforcement Administration (DEA) moved out of 375 Beale Street on March 18, 2015. The Construction schedule was revised by McCarthy Builders, Inc. (McCarthy) to account for the DEA's move and the subsequent decommissioning of the space.

DISCUSSION

Construction

The State Fire Marshall inspections needed to obtain a Certificate of Occupancy started in November, 2015. This inspection includes testing of the fire alarm system, and the testing of the atrium smoke evacuation system. The exterior scaffolding will remain in place through December when the window seals have been installed. Move-in dates are being evaluated for our partner agencies. These dates will depend on several factors, including receiving a Certificate of Occupancy by the Fire Marshall; technology implementation for shared technology services and completion of the installation of a new Beale Street sidewalk.

Inter-Agency Collaboration

The Air District, MTC, and ABAG staff meet regularly to discuss shared business operations and technology solutions. The current focus of these meetings is on finalizing a plan to jointly share various business operations services.

Furniture Procurement

The ordering of furniture for workstations and private offices has been completed. Workstations and office furniture has been installed on Level 6, and installation of workstation and office furniture has begun on Level 7. Other furniture including conference room tables; furniture for public spaces, ancillary rooms, and teaming areas is being sourced. Agency staff are working with move contractor, ReloConnect, to identify existing furniture that can be reused at the Bay Area Metro Center.

BUDGET CONSIDERATION

None.

Respectfully,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Mary Ann Okpalaugo
Reviewed by: Damian Breen

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 30, 2015

Re: Move-in Schedule for 375 Beale Street

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Construction of the Bay Area Metro Center began in January, 2013, with excavation, foundation strengthening, and demolition of the interior of the building including the atrium demolition that concluded in January, 2014. The framing of offices and installation of utilities work began in July, 2014, and is continuing on Levels 1, 2, 6, 7 and 8. As this work nears completion, it is important to have certainty as to when the facility will be both fully ready for occupancy and fully capable of supporting Bay Area Air Quality Management District (Air District) operations.

DISCUSSION

In order to establish certainty around a move in date, Air District, Metropolitan Transportation Commission (MTC), Bay Area Headquarters Authority (BAHA), and Association of Bay Area Governments (ABAG) staff have been working together to establish a schedule that highlights key milestones by which to track the construction project.

Based on the schedule, staff can fine-tune its move planning and adjust its operations to minimize disruption for staff, the regulated community and public. As part of this report staff will present the jointly developed schedule to the Committee, discuss its move planning activities and its operational plan for the transition from 939 Ellis Street to 375 Beale Street.

BUDGET CONSIDERATIONS

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Damian Breen