



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
SPECIAL MEETING  
NOVEMBER 30, 2015

A special meeting of the Bay Area Air Quality Management District Board of Directors will be held in the 7<sup>th</sup> Floor Board Room at the Air District Headquarters, 939 Ellis Street, San Francisco, California.

**Questions About  
an Agenda Item**

The name, telephone number and e-mail of the appropriate staff Person to contact for additional information or to resolve concerns is listed for each agenda item.

**Meeting Procedures**

The public meeting of the Air District Board of Directors begins at 9:45 a.m. The Board of Directors generally will consider items in the order listed on the agenda. However, any item may be considered in any order.

After action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/The-Air-District/Board-of-Directors/Agendas-and-Minutes.aspx> at the time of the meeting.

## Public Comment Procedures

Persons wishing to make public comment must fill out a Public Comment Card indicating their name and the number of the agenda item on which they wish to speak, or that they intend to address the Board on matters not on the Agenda for the meeting.

**Public Comment on Non-Agenda Matters, Pursuant to Government Code Section 54954.3** For the first round of public comment on non-agenda matters at the beginning of the agenda, ten persons selected by a drawing by the Clerk of the Boards from among the Public Comment Cards indicating they wish to speak on matters not on the agenda for the meeting will have three minutes each to address the Board on matters not on the agenda. For this first round of public comments on non-agenda matters, all Public Comment Cards must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to commencement of the meeting. The remainder of the speakers wishing to address the Board on non-agenda matters will be heard at the end of the agenda, and each will be allowed three minutes to address the Board at that time.

Members of the Board may engage only in very brief dialogue regarding non-agenda matters, and may refer issues raised to District staff for handling. In addition, the Chairperson may refer issues raised to appropriate Board Committees to be placed on a future agenda for discussion.

**Public Comment on Agenda Items** After the initial public comment on non-agenda matters, the public may comment on each item on the agenda as the item is taken up. Public Comment Cards for items on the agenda must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to the Board taking up the particular item. Where an item was moved from the Consent Calendar to an Action item, no speaker who has already spoken on that item will be entitled to speak to that item again.

Up to ten (10) speakers may speak for three minutes on each item on the Agenda. If there are more than ten persons interested in speaking on an item on the agenda, the Chairperson or other Board Member presiding at the meeting may limit the public comment for all speakers to fewer than three minutes per speaker, or make other rules to ensure that all speakers have an equal opportunity to be heard. Speakers are permitted to yield their time to one other speaker; however no one speaker shall have more than six minutes. The Chairperson or other Board Member presiding at the meeting may, with the consent of persons representing both sides of an issue, allocate a block of time (not to exceed six minutes) to each side to present their issue.

# BOARD OF DIRECTORS SPECIAL MEETING AGENDA

MONDAY  
NOVEMBER 30, 2015  
9:45 A.M.

BOARD ROOM  
7TH FLOOR

## CALL TO ORDER

Chairperson, Carole Groom

1. **Opening Comments**  
**Roll Call**  
**Pledge of Allegiance**

*The Chair shall call the meeting to order and make opening comments. The Clerk of the Boards shall take roll of the Board members. The Chair shall lead the Pledge of Allegiance.*

## PUBLIC COMMENT ON NON-AGENDA MATTERS

2. **Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3**

*For the first round of public comment on non-agenda matters at the beginning of the agenda, ten persons selected by a drawing by the Clerk of the Boards from among the Public Comment Cards indicating they wish to speak on matters not on the agenda for the meeting will have three minutes each to address the Board on matters not on the agenda. For this first round of public comments on non-agenda matters, all Public Comment Cards must be submitted in person to the Clerk of the Board at the location of the meeting and prior to commencement of the meeting.*

## CONSENT CALENDAR (ITEMS 3 – 5)

Staff/Phone (415) 749-

3. Minutes of the Board of Directors Meeting of November 18, 2015      **Clerk of the Boards/5073**

*The Board of Directors will consider approving the draft minutes of the Board of Directors Meeting of November 18, 2015*

4. Authorization to Transfer Reserves to Offset the Purchase and Outfitting of 435 Bryant Street  
**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*Recommend Board of Directors authorize the Executive Officer/APCO to transfer \$3 million from undesignated reserves to the fiscal year ending 2016 budget to complete the purchase (\$2.5 million) and outfitting (\$0.5 million) of 435 Bryant Street.*

5. Authorization of Procurement for Replacement of Multi-Function Photocopiers

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

*Recommend the Board of Directors authorize the Executive Officer/APCO to enter into an agreement with Canon Solutions America, in an amount not to exceed \$390,840, for the replacement of Canon multi-function photocopiers.*

**COMMITTEE REPORT**

6. Report of the **Climate Protection Committee** Meeting of November 19, 2015

CHAIR: J. Pepper

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

*The Committee received the following reports:*

A) **Consumption-Based Greenhouse Gas Emissions Inventory**

*1) None; receive and file.*

B) **California Air Resources Board Draft Short-Lived Climate Pollutant Strategy**

*1) None; receive and file.*

**PRESENTATIONS**

7. Presentations by Community and Industry Stakeholders Regarding the Air District's Refinery Strategy

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

*The Board of Directors will receive a presentation by Community and Industry Stakeholders regarding the Air District's Refinery Strategy.*

**PUBLIC COMMENT ON NON-AGENDA MATTERS**

8. **Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3**

*Speakers who did not have the opportunity to address the Board in the first round of comments on non-agenda matters will be allowed three minutes each to address the Board on non-agenda matters.*

**BOARD MEMBERS' COMMENTS**

9. *Any member of the Board, 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)*

## **OTHER BUSINESS**

10. **Report of the Executive Officer/APCO**

11. **Chairperson's Report**

12. **Time and Place of Next Meeting**

*Wednesday, December 16, 2015, Bay Area Air Quality Management District Office, 939 Ellis Street, San Francisco, California 94109 at 9:45 a.m.*

13. **Adjournment**

*The Board meeting shall be adjourned by the Board Chair.*

## CONTACT:

**MANAGER, EXECUTIVE OPERATIONS**  
**939 ELLIS STREET, SAN FRANCISCO, CA 94109**  
[mmartinez@baaqmd.gov](mailto:mmartinez@baaqmd.gov)

**(415) 749-5016**  
**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. Please note that all correspondence must be addressed to the “Members of the Board of Directors” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Board meeting. Any correspondence received after that time will be presented to the Board at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- 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**

**NOVEMBER 2015**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	25	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> - CANCELLED	Thursday	26	9:30 a.m.	Board Room
<b>Board of Directors Special Meeting</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	30	9:45 a.m.	Board Room

**DECEMBER 2015**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	2	9:45 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>	Wednesday	2	9:30 a.m.	Board Room
<b>Advisory Council Meeting</b> <i>(At the Call of the Chair)</i>	Thursday	3	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>	Monday	7	9:30 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	14	9:30 a.m.	Board Room
<b>Board of Directors Ad Hoc Building Committee</b> <i>(At the Call of the Chair)</i>	Monday	14	11:00 a.m.	Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i> CANCELLED	Monday	21	10:30 a.m.	Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	23	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> - CANCELLED	Thursday	24	9:30 a.m.	Board Room

## **JANUARY 2016**

<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> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	6	9:45 a.m.	Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	18	9:30 a.m.	Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	18	10:30 a.m.	Board Room
<b>Special Board of Directors Meeting / Retreat</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	<b><u>Location:</u></b> Port of San Francisco Bayside Room Pier 1 San Francisco, CA 94111
<b>Board of Directors Climate Protection Committee</b> <i>(Meets 3<sup>rd</sup> Thursday of every other Month)</i>	Thursday	21	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	27	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>	Thursday	28	9:30 a.m.	Board Room
HL – 11/19/15 (3:25 p.m.)				G/Board/Executive Office/Moncal



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Carole Groom and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: November 18, 2015

Re: Minutes of the Board of Directors Meeting of November 18, 2015

RECOMMENDED ACTION

Approve the attached draft minutes of the Board of Directors (Board) Meeting of November 18, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Board Meeting of November 18, 2015.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Tom Flannigan  
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Board Meeting of November 18, 2015

## AGENDA: 3 – ATTACHMENT

Draft Minutes - Board of Directors Regular Meeting of November 18, 2015

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

Board of Directors Regular Meeting  
Wednesday, November 18, 2015

### **DRAFT MINUTES**

*Note: Audio and video recordings of the meeting are available on the website of the Bay Area Air Quality Management District at <http://www.baaqmd.gov/about-the-air-district/board-of-directors/resolutionsagendasminutes>.*

1. **CALL TO ORDER:** Chairperson Carole Groom called the meeting to order at 9:49 a.m.

**Opening Comments:** None.

#### **Roll Call:**

Present: Chairperson Carole Groom; Vice-Chairperson Eric Mar; Secretary Liz Kniss; and Directors John Avalos, Teresa Barrett, Tom Bates, David J. Canepa, Cindy Chavez, John Gioia, Scott Haggerty, David Hudson, Margaret Fujioka, Roger Kim (on behalf of Edwin Lee), Nate Miley, Karen Mitchoff, Jan Pepper, Katie Rice, Mark Ross, Rod Sinks, Jim Spering and Brad Wagenknecht.

Absent: Director Shirlee Zane.

**Pledge of Allegiance:** Chairperson Groom led the Pledge of Allegiance.

2. **PUBLIC COMMENT ON NON-AGENDA MATTERS:**

Steve Ardito, Chevron, addressed the Board of Directors (Board) regarding his supposition that there is a political agenda to close all Bay Area refineries held by the minority constituency speaking repeatedly in support of the proposed refinery rules.

NOTED PRESENT: Director Pepper was noted present at 9:53 a.m.

3. **COMMENDATIONS / PROCLAMATIONS / AWARDS**

Chairperson Groom and Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), in turn, each recognized the former Advisory Council (AC) for their years of dedicated service to the Air District.

Chairperson Groom gifted tokens of appreciation to former AC Members Hayes, Kurucz and Lutzker.

Directors Ross, Wagenknecht, Haggerty, Miley, Gioia and Bates each expressed their thanks in turn.

**CONSENT CALENDAR (ITEMS 4 – 12)**

- 4. Minutes of the Board Meeting of October 21, 2015;**
- 5. Board Communications Received from October 21, 2015 through November 17, 2015;**
- 6. Air District Personnel on Out-of-State Business Travel;**
- 7. Quarterly Report of the Executive Office and Division Activities;**
- 8. Projects and Contracts with Proposed Grant Awards over \$100,000;**
- 9. Authorization of Contracts for IT [information technology] Infrastructure and IT Disaster Recovery;**
- 10. Authorization of Procurement for Replacement of Computer Workstations;**
- 11. Consider Establishing New Job Classifications; and**
- 12. Adoption of Proposed Amendments to the Air District’s Record Retention Schedule.**

Board Comments: None.

Public Comments: No requests received.

Board Action:

Director Wagenknecht made a motion, seconded by Director Kniss, to approve Consent Calendar Items 4 through 12, inclusive; and the motion carried by the following vote of the Board:

- AYES: Avalos, Barrett, Bates, Canepa, Chavez, Fujioka, Gioia, Groom, Haggerty, Hudson, Kim, Kniss, Miley, Mitchoff, Pepper, Rice, Ross, Sinks, Spering and Wagenknecht.
- NOES: None.
- ABSTAIN: None.
- ABSENT: Mar and Zane.

**COMMITTEE REPORTS**

**13. Report of the Mobile Source Committee (MSC) Meeting of October 22, 2015**

MSC Chairperson Haggerty read:

The MSC met on Thursday, October 22, 2015, and approved the minutes of September 24, 2015.

The MSC reviewed and discussed the staff presentation *Overview of the Air District’s Trip Reduction Programs*, including background information; a summary of the types of trip reduction programs and services that have been funded by the Air District; an overview of how the Air District and the Metropolitan Transportation Commission partner to support trip reduction in the region; and an update on a new pilot trip reduction incentive program that will be offered by the Air District early next year.

The MSC then reviewed and discussed the staff presentation *Fiscal Year Ending (FYE) 2016 Transportation Fund for Clean Air (TFCA) Regional Fund Shuttle and Regional*

*Rideshare Program*, including program background, the results of the solicitation, a summary of the projects that are eligible for award; and recommendations. The MSC recommends the Board:

1. Approve the proposed awards for the seven TFCA projects listed in Attachment A to the staff memorandum; and
2. Authorize the Executive Officer/APC to enter into agreements for the recommended TFCA projects in Attachment A to the staff memorandum.

The MSC finally reviewed and discussed the staff presentation *TFCA County Program Manager Fund Policies for FYE 2017*, including program background; a review of the proposed revisions and the process to solicit and incorporate public input; a request to modify a prior year policy to align its requirements with those of the Regional Fund, and recommendations. The MSC recommends the Board:

1. Approve the proposed FYE 2017 TFCA County Program Manager Fund Policies in Attachment A to the staff memorandum, as amended to delete the following language relative to Policy 29, *Bicycle Projects*, on page 7, first paragraph, that reads, "Projects must also have a completed and approved environmental plan. If a project is exempt from preparing an environmental plan as determined by the public agency or lead agency, then that project has met this requirement."; and
2. Approve a proposed change to FYE 2016 TFCA County Program Manager Fund Policy #28 to increase the cost-effectiveness limit up to \$175,000/ton of emissions reduced for shuttle projects to align it with the FYE 2015 TFCA Regional Fund cost-effectiveness limit.

The next meeting of the MSC is at the call of the Chairperson.

Public Comments: No requests received.

Board Comments: None.

Board Action:

Director Haggerty made a motion, seconded by Director Kim, to approve the recommendations of the MSC; and the motion carried by the following vote of the Board:

AYES: Avalos, Barrett, Bates, Canepa, Chavez, Fujioka, Gioia, Groom, Haggerty, Hudson, Kim, Kniss, Miley, Mitchoff, Pepper, Rice, Ross, Sinks, Sperring and Wagenknecht.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Mar and Zane.

#### **14. Report of the Public Engagement Committee (PEC) Meeting of October 26, 2015**

PEC Chairperson Ross read:

The PEC met on Monday, October 26, 2015, and approved the minutes of June 4, 2015.

The PEC received and discussed the staff presentation *2015 Spare the Air Campaign*, including a summary of advertising; radio promos; Spare the Air websites; media relations; social media; in-language on social media; employer outreach; and the commuter benefits program.

The PEC then received and discussed the staff presentation *YES! Youth for the Environment and Sustainability 2016 Bay Area Conference*, including program overview; event details; program features; and outreach.

Lastly, the PEC received and discussed the staff presentation *2015-2016 Winter Spare the Air Campaign*, including a summary of outreach components; outreach overview map; summary of advertising elements; SpareTheAirNow.org; a television advertisement; media outreach; social media; and alert notification.

The next meeting of the PEC is at the call of the Chair.

Public Comments: No requests received.

Board Comments: None.

Board Action: None; receive and file.

#### **15. Report of the Legislative Committee (LC) Meeting of October 26, 2015**

LC Chairperson Bates read:

The LC met on Monday, October 26, 2015, and postponed approval of the minutes of March 30, 2015 for lack of a quorum.

The LC reviewed and discussed the staff memorandum *Review of the 2015 Legislative Year*, including a summary of bills signed into law and the effects on major environmental legislation resulting from the various recent political changes at the Capitol.

The next meeting of the LC is at the call of the Chair.

Public Comments: No requests received.

Board Comments: None.

Board Action: None; receive and file.

## **PRESENTATIONS**

### **16. AC SUMMARY OF PAST ACTIVITIES [OUT OF ORDER AGENDA ITEM 17]**

Liza Lutzker, Former AC Chairperson, gave the presentation *AC: A Summary of Past Activities*, including an overview of the AC and its topics from 2009 through 2015; and a summary of significant past AC recommendations.

Board Comments: None.

Public Comments: No requests received.

Board Action: None; receive and file.

### **17. AC REPORT ON URBAN HEAT ISLAND (UHI) IMPACTS [AGENDA ITEM 16]**

Kraig Kurucz, Former AC Member, gave the presentation *UHI Impacts on Energy Use, Climate, Air Pollution, Greenhouse Gases, and Health* through slide 10, *Trees Offer Important Co-benefits*, including AC 2015 activities, topics and speakers; the definition and causes of UHI; impacts of high urban temperatures; Bay Area geography and UHI variation; mitigation strategies; and trees as an urban cooling strategy and the important co-benefits offered.

Mr. Kurucz then introduced Ms. Lutzker, who gave the remainder of the presentation, including cool roofs and their impact on ozone formation; the significance of ozone reductions available through a regional cool roof effort; and recommendations.

Board Comments:

The Board, Mr. Kurucz, Ms. Lutzker and staff discussed the relevance and accuracy of the data for the Livermore area; the possibility of including this information in the California Environmental Quality Act guidelines crafted by the Air District; the co-benefits of cool roofs; whether and how the Air District staff present measures to local governments that may have multiple benefits that are not air quality-related; with whom on staff at the county level the Air District staff should be interfacing about these and similar proposals; the possibility of including these measures in the Title 24 process; the possible existence of a continued federal tax rebate to incentivize installation of cool roofs; a recommendation to contact the public works departments in local governments regarding tree planting measures; additional details regarding the emission of volatile organic compounds by trees and past Air District efforts to remove eucalyptus from public spaces; the long-term benefit of tree planting more than offsetting the sometimes daunting investment of resources; the indisputable difference in health impacts in areas with and without trees; the varied effectiveness of cool roofs; the desire to see some proposed tree measures; the importance of public outreach and education; the viability of a mobile Air District campaign to encourage tree planting and the availability of resources for the same; which cities are in California Climate Zone 3 on slide 7, *Bay Area Geography and UHI Variation*; the importance of strengthening Air District communication lines with local jurisdictions, particularly sustainability officers and public health officers; details and challenges relative to cooling pavements instead of roofs; the availability of guidance information regarding the ideal trees for various regions and proposed measures that serve as possible components of the reforestation plan; the viability of an incentive program for airports modeled on that done for the Port of Oakland; the viability of

integrating a cool roofs measure in the Property Assessed Clean Energy Programs; a suggestion that the California Energy Commission update its agency logo; a recommendation that a reference guide or pamphlet be crafted with the information from today; whether cap-and-trade revenue will be available to fund reforestation efforts; how the analysis concluded annual regional benefits to be approximately \$5.1 billion on slide 10, *Trees Offer Important Co-benefits*; and whether a resource exists that contains landscaping recommendations for non-tree plants.

Public Comments: No requests received.

Board Action: None; receive and file.

### **CLOSED SESSION**

The Board adjourned to Closed Session at 11:14 a.m.

#### **18. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Pursuant to Government Code Section 54956.9(d)(2), the Board met in closed session with legal counsel to discuss significant exposure to litigation in one potential case.

### **OPEN SESSION**

The Board resumed Open Session at 12:22 p.m. with no reportable action.

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

**20. BOARD MEMBERS' COMMENTS**: None.

### **OTHER BUSINESS**

#### **21. Report of the Executive Officer/APCO:**

Mr. Broadbent reported the likely announcement of the season's first Spare the Air Day in the days ahead; noted the flash drive available at each Board director's seat containing the outreach components of the upcoming Winter Spare the Air campaign; announced the appointment of Jaime Williams to serve as the new Director of the Engineering Division; announced that Damian Breen, Deputy APCO, will begin to oversee the Engineering Division; introduced Christopher Coelho, President, and Derek Klein, Vice-President, as the new elected officers of the Employee Association; introduced and welcomed Zeng Jinghai and Liu Xin as representatives of a Chinese delegation visiting the Air District; and provided a reminder and additional details regarding the Air District's 60<sup>th</sup> Anniversary event on December 10, 2015.

#### **22. Chairperson's Report:**

Chairperson Groom announced the cancellation of the Board meeting on December 2, 2015; the scheduling of an Ad Hoc Building Oversight Committee meeting on December 14, 2015; the appointment of Director Sinks as the ex-officio member of the newly formed AC; and that Board

directors should begin contemplating their preferred committee assignments for 2016 to inform their upcoming discussion with Chairperson Elect Mar.

**23. Time and Place of Next Meeting**

Monday, November 30, 2015, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, California 94109 at 9:45 a.m.

**24. Adjournment:** The Board meeting adjourned at 12:27 p.m.

Sean Gallagher  
Clerk of the Boards



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Carole Groom and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: November 19, 2015

Re: Authorization to Transfer Reserves to Offset the Purchase and Outfitting of 435  
Bryant Street

RECOMMENDED ACTION

Recommend Board of Directors authorize the Executive Officer/APCO to transfer \$3 million from undesignated reserves to the fiscal year ending 2016 budget to complete the purchase (\$2.5 million) and outfitting (\$0.5 million) of 435 Bryant Street.

DISCUSSION

Per the Board's instructions, staff completed the purchase of 435 Bryant Street on November 17, 2015. The funds for the purchase, \$2.5 million, were taken from general fund revenue. The proposed budget action offsets the purchase using monies from undesignated reserves.

Additionally, in order to configure this space to meet the Air District's needs, certain modifications will be necessary. These include, repainting the exterior of the building, upgrading electrical service, replacing portions of the slab to take the additional weight of car stackers and upgrading the current doors and windows. It is anticipated that the costs of these upgrades will not exceed \$500,000 and staff will return to the Board of Directors with full details on the final costs as part of the contractor selection process.

BUDGET CONSIDERATION/FINANCIAL IMPACT

In order to offset the purchase and outfit the property at 435 Bryant Street, staff is recommending a transfer \$3 million from undesignated reserves to the FYE 2016 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Damian Breen

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Carole Groom and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: November 30, 2015

Re: Authorization of Procurement for Replacement of Multi-Function Photocopiers

**RECOMMENDED ACTION**

Recommend the Board of Directors to authorize the Executive Officer/APCO to enter into a contract agreement with Canon Solutions America, in an amount not to exceed \$390,840, for the replacement of Canon multi-function photocopiers.

**BACKGROUND**

The Air District currently owns 19 Canon multi-function photocopiers that range from approximately 3 to 10 years old. The older photocopiers are limited in their functions and as the machines reach their end-life, about 8 to 10 years depending on usage and age, maintenance issues increase progressively and require frequent vendor support.

The Air District plans to relocate the machines that are still in good condition to 375 Beale Street to be used primarily by Air District staff. The remaining machines will either be moved to the Air District's storage facility in Richmond or be retired from the fleet. The Air District seeks to lease 24 Canon Image Runner C5255 multi-function copiers as part of the shared services at 375 Beale Street, and also lease an additional 5 to be used exclusively by Air District staff.

**DISCUSSION**

Various models of multi-function photocopiers were considered for this procurement taking into account the needs for longevity, functionality, and cost. After reviewing and comparing other multi-function copiers in functionality and price, the three agencies (Metropolitan Transportation Agency, Association of Bay Area Governments and Air District) recommended leasing a single model, the Canon Image Runner C5255. This model allows staff to print, scan, and use the job build function for large document reproduction. Additionally, the similarities between one of the Air District's current machines, the Canon Image Runner 8205, and the Canon Image Runner C5255 allow transitioning to the new multi-function machine easier for staff. Furthermore, a single photocopier model provides efficiency in troubleshooting.

The three agencies are able to take advantage of the National Intergovernmental Purchasing Alliance (NIPA), which allows savings through cooperative contracting. This reduces costs and

saves time as all master agreements under NIPA are competitively solicited, publicly awarded and administered by a public agency/governmental entity. Canon Solutions America was selected through a national cooperative contract for Multifunction Device Equipment, Supplies, Software and Services solutions. The national aggregate pricing allows for immediate cost savings opportunities.

The Air District's lease cost under the shared services is a fixed fee of \$4,680 per month, for a 60 month term. The annual lease is \$56,160. Over a period of 60 months, the total lease is \$390,840. The Air District anticipates leasing 5 additional photocopiers at a cost of \$1,834 per month for 60 months. The total lease for these 5 copiers is \$110,040 for 60 months. The total cost for the lease of 29 Canon Image Runner C5255 copiers not to exceed \$390,840.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None. The cost for this contract will be included in fiscal year ending (FYE) 2017, FYE 2018, FYE 2019, FYE 2020 and FYE 2021 budgets.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Satnam Hundel  
Reviewed by: Rex Sanders

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Carole Groom and Members  
of the Board of Directors

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

Date: November 19, 2015

Re: Report of the Climate Protection Committee Meeting of November 19, 2015

RECOMMENDED ACTION

The Climate Protection Committee (Committee) received only informational items and has no recommendations of approval by the Board of Directors.

BACKGROUND

The Committee met on Thursday, November 19, 2015, and received the following reports:

- A) Consumption-Based Greenhouse Gas Emissions Inventory; and
- B) California Air Resources Board Draft Short-Lived Climate Pollution Strategy.

Chairperson Jan Pepper will give an oral report of the meeting.

BUDGET CONSIDERATION/FINANCIAL IMPACT

- A) The Air District provided \$60,000 for a two-year membership in the Cool Climate Network, using funds in the Fiscal Year Ending 2015 budget.
- B) None.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Tom Flannigan  
Reviewed by: Maricela Martinez

Attachment 6A: 11/19/15 – Climate Protection Committee Meeting Agenda #4  
Attachment 6B: 11/19/15 – Climate Protection Committee Meeting Agenda #5

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Jan Pepper and Members  
of the Climate Protection Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: November 5, 2015

Re: Consumption-Based Greenhouse Gas Emissions Inventory

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Air District uses emissions inventories as an essential tool for air quality and climate planning; an inventory provides the empirical foundation for the development of regulations and emission control strategies. The Air District developed its first regional greenhouse gas (GHG) inventory in 2006, and updated the GHG inventory in 2010 and 2015. Like inventories for ozone precursors and particulate matter, the GHG inventory is a production-based inventory that quantifies the emissions produced within the Air District's boundaries.

Emission inventories can also characterize and quantify emissions on the basis of goods and services that are *consumed* within a given area. A consumption-based GHG inventory (CBEI) quantifies the emissions embedded in the production of all goods and services consumed within a given area. CBEIs are especially relevant for purposes of climate action planning since greenhouse gases and climate change are global in scale, and because, in modern integrated economies, goods and services are often produced outside the area where they are consumed. Therefore, a consumption-based GHG inventory can provide additional data and a complementary perspective to guide climate planning.

A number of entities have developed consumption-based GHG inventories in recent years, including King County (Seattle area) in the state of Washington, the State of Oregon, the City and County of San Francisco, and New York City. Staff of the Energy Resources Group at UC Berkeley are leading practitioners in the field of consumption-based GHG analysis via their *Cool Climate Network* program.

## DISCUSSION

In fall 2014, the Air District joined the *Cool Climate Network* as a “Partner Member.” As one of the membership benefits, the UC Berkeley Energy Resources Group agreed to prepare a consumption-based GHG inventory for the Bay Area based upon the *Cool Climate Network* methodology. The *Cool Climate Network* methodology analyzes full life-cycle emissions, (from materials extraction, production, use, and disposal,) for goods and services consumed within the region. Air District staff worked with UC Berkeley researchers to define the inventory parameters, to ensure that the inventory is based upon the most accurate input data for the Bay Area, and to prepare maps that display the consumption-based GHG inventory data in a user-friendly format.

The CBEI will help to inform the development of the Regional Climate Protection Strategy. It will also be valuable for the purpose of educating Bay Area residents about the most effective actions they can take to reduce their GHG footprint, and it will provide information that staff of local jurisdictions can use in their climate action planning efforts.

Air District staff will describe the CBEI methodology and summarize key findings for the Committee.

## BUDGET CONSIDERATION / FINANCIAL IMPACT

The Air District provided \$60,000 for a two-year membership in the Cool Climate Network, using funds in the Fiscal Year Ending (FYE) 2015 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: David Burch  
Reviewed by: Henry Hilken

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Jan Pepper and Members  
of the Climate Protection Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: November 5, 2015

Re: California Air Resources Board Draft Short-Lived Climate Pollutant Strategy

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Short-lived climate pollutants (SLCPs) are climate forcers that have a relatively short lifetime in the atmosphere but play a major role in heating the climate. Their relative potency, when measured in terms of how they heat the atmosphere, can be tens, hundreds, or even thousands of times greater than that of carbon dioxide (CO<sub>2</sub>). Because of their relatively short atmospheric lifetime and their high global warming potential, reducing SLCP emissions offers an effective means to reduce GHG emissions in the near term, along with strategies to reduce emissions of longer-lived CO<sub>2</sub>.

In 2014, Governor Brown signed SB 605 into law, requiring the California Air Resources Board (ARB) to develop a statewide plan to reduce SLCPs by the end of 2015. Air District staff has followed the development of ARB's Draft SLCP Strategy, including providing comments on the initial concept and on the current draft.

DISCUSSION

Staff will present on ARB's Draft SLCP Strategy, including key elements of the Strategy and proposed approaches to reducing SLCP emissions in California. Staff will include discussion of how ARB's Draft SLCP Strategy may impact GHG emissions in the Bay Area, and how the Air District's Regional Climate Protection Strategy will complement and support ARB's efforts.

BUDGET CONSIDERATION / FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Abby Young  
Reviewed by: Henry Hilken



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Carole Groom and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: November 17, 2015

Re: Presentations by Community and Industry Stakeholders Regarding the Air District's  
Refinery Strategy

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**RECOMMENDED ACTION**

None; receive and file.

**BACKGROUND**

In response to the Board of Directors approved “*Work Plan for Action Items Related to Accidental Releases from Industrial Facilities*” (October, 2012) and Resolution Number 2014-07, staff developed the following proposed regulations:

- Regulation 12, Rule 15: Petroleum Refining Emissions Tracking
- Regulation 12, Rule 16: Emissions Limits and Risk Thresholds
- Regulation 6, Rule 5: Particulate Emissions From Refinery Fluid Catalytic Cracking Units
- Regulation 8, Rule 18: Equipment Leaks
- Regulation 9, Rule 14: Petroleum Coke Calcining Operations
- Regulation 11, Rule 10: Hexavalent Chromium from All Cooling Towers and Total Hydrocarbon Emissions from Petroleum Refinery Cooling Towers.

These proposed regulations, along with additional regulations currently in development, will achieve further emission reductions at refineries. This Refinery Strategy is designed to meet the following goals:

- Reduce harmful emissions from refineries
- Provide continuous monitoring of refinery emissions
- Limit refinery emissions and protect the health of nearby communities
- Ensure that best practices are employed at all refineries

## DISCUSSION

The rule development process has prompted substantial engagement by community organizations and industry. Staff has convened numerous meetings and held seven public workshops and open houses. The Refinery Strategy has been addressed in numerous Board of Directors and Committee meetings.

Industry and community organizations have requested an opportunity to provide their opinions and feedback at a Board of Directors meeting without the constraint of a 2-3 minute public comment limit. As a result, Communities for a Better Environment, representing engaged community groups, and the Western States Petroleum Association, representing the five refineries the proposed rules will affect, have been invited to provide a 15 minute presentation to the Board of Directors on the Refinery Strategy.

## BUDGET CONSIDERATIONS/FINANCIAL IMPACT

None.

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Eric Stevenson  
Reviewed by: Jean Roggenkamp