



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
REGULAR MEETING  
OCTOBER 18, 2017

A meeting of the Bay Area Air Quality Management District Board of Directors will be held at 9:45 a.m. in the 1<sup>st</sup> Floor Board Room at the Air District Headquarters, 375 Beale Street, San Francisco, California 94105.

**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/about-the-air-district/board-of-directors/resolutionsagendasminutes> at the time of the meeting. Closed captioning may contain errors and omissions, and are not certified for their content or form.

## 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** Speakers wishing to address the Board on non-agenda matters will be heard at the end of the agenda, and each will be allowed up to 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** 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.

Speakers may speak for up to three minutes on each item on the Agenda. However, 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. 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 REGULAR MEETING AGENDA

WEDNESDAY  
OCTOBER 18, 2017  
9:45 A.M.

BOARD ROOM  
1<sup>ST</sup> FLOOR

## CALL TO ORDER

Chairperson, Liz Kniss

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.*

## CONSENT CALENDAR (ITEMS 2 – 7)

Staff/Phone (415) 749-

2. Minutes of the Regular Board of Directors Meeting of October 4, 2017

Clerk of the Boards/5073

*The Board of Directors will consider approving the draft minutes of the Regular Board of Directors Meeting of October 4, 2017.*

3. Board Communications Received from October 4, 2017 through October 17, 2017

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*A copy of communications directed to the Board of Directors received by the Air District from October 4, 2017 through October 17, 2017, if any, will be at each Board Member's place.*

4. Air District Personnel on Out-of-State Business Travel

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*In accordance with Section 5.4 (b) of the Air District's Administrative Code, Fiscal Policies and Procedures Section, the Board is hereby notified that the attached memorandum lists Air District personnel who have traveled on out-of-state business in the preceding month.*

5. Notices of Violation Issued and Settlements in Excess of \$10,000 in the month of September 2017

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*In accordance with Resolution No. 2012-08, the Board of Directors will receive a list of all Notices of Violations issued, and all settlements for amounts in excess of \$10,000 during the month of September 2017.*

6. Set a Public Hearing on November 15, 2017 to Consider Adoption of Proposed New Regulation 11, Rule 18: Reduction of Risk from Air Toxic Emissions at Existing Facilities and California Environmental Quality Act (CEQA) Environmental Impact Report

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

*At the November 15, 2017 Board of Directors Regular meeting, the Board of Directors will consider adopting proposed new Regulation 11, Rule 18: Reduction of Risk from Air Toxic Emissions at Existing Facilities.*

7. Authorization to Execute Contract Amendments for Cloud Infrastructure & Data Analytics

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

*The Board of Directors will consider authorizing the Executive Officer/APCO to execute a contract amendment with vendors AvantPage, Claytablet, Cylogy, Malinda Lai, Rackspace, & SiteCore in an amount not to exceed \$467,127 for cloud infrastructure and data analytics to meet 2017 calendar year end goals.*

### **COMMITTEE REPORTS**

8. Report of the **Executive Committee** Meeting of October 16, 2017

**CHAIR: L. Kniss**

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

*The Committee will receive the following reports:*

**A) Update on Wildfires**

*1) None; receive and file.*

**B) Hearing Board Quarterly Report: July – September 2017**

*1) None; receive and file.*

**C) Bay Area Regional Collaborative (BARC) Update**

*1) None; receive and file.*

**D) Contract award for Records Management System Procurement and implementation**

*1) Authorize the Executive Officer/APCO to execute a contract with Xerox, Inc., in an amount not to exceed \$650,000 for a Records Management System.*

## **PRESENTATIONS**

9. **Update on Wildfires**

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

*Staff will present the Board of Directors with an update regarding staff's response, actions, and future issues related to the numerous fires burning and impacting the region.*

10. **Winter Spare the Air Season 2017-18 Update**

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

*Staff will present the Board of Directors with the Winter Spare the Air Season 2017-18 update.*

11. **2017 Summer Spare the Air Season Summary**

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

*Staff will present the Board of Directors with the 2017 Summer Spare the Air Season Summary.*

## **PUBLIC COMMENT ON NON-AGENDA MATTERS**

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

*Speakers will be allowed up to three minutes each to address the Board on non-agenda matters.*

## **BOARD MEMBERS' COMMENTS**

13. *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**

14. Report of the Executive Officer/APCO

15. Chairperson's Report

16. Time and Place of Next Meeting:

*Wednesday, November 15, 2017, at 375 Beale Street, San Francisco, CA 94109 at 9:45 a.m.*

17. Adjournment

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

## CONTACT:

**MANAGER, EXECUTIVE OPERATIONS**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**  
**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.
- 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 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

### **Accessibility and Non-Discrimination Policy**

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at [www.baaqmd.gov/accessibility](http://www.baaqmd.gov/accessibility) to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at [rsanders@baaqmd.gov](mailto:rsanders@baaqmd.gov).

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
375 BEALE STREET, SAN FRANCISCO, CALIFORNIA 94105  
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941**

**EXECUTIVE OFFICE:  
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

**OCTOBER 2017**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	16	9:30 a.m.	1 <sup>st</sup> Floor 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	16	10:30 a.m.	1 <sup>st</sup> Floor 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	18	9:45 a.m.	1 <sup>st</sup> Floor 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	25	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	26	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Advisory Council Mtg.</b> <i>(Meets on Monday Quarterly)</i>	Monday	30	10:00 a.m.	1 <sup>st</sup> Floor Board Room

**NOVEMBER 2017**

<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	1	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Nominating Committee</b> <i>(At the Call of the Chair)</i>	Wednesday	15	9:30 a.m.	1 <sup>st</sup> Floor 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	15	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of every other Month)</i>	Thursday	16	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	10:30 a.m.	1 <sup>st</sup> Floor Board Room

## NOVEMBER 2017

<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>	Wednesday	22	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i> - CANCELLED AND RESCHEDULED TO THURSDAY, DECEMBER 7, 2017 AT 9:30 A.M. IN THE YERBA BUENA CONFERENCE ROOM, 1 <sup>ST</sup> FLOOR	Thursday	23	9:30 a.m.	1 <sup>st</sup> Floor Board Room

## DECEMBER 2017

<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>	Wednesday	6	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	7	9:30 a.m.	1st Floor, Yerba Buena Room #109
<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.	1 <sup>st</sup> Floor 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.	1 <sup>st</sup> Floor 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	20	9:45 a.m.	1 <sup>st</sup> Floor 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.	1st Floor, Yerba Buena Room #109
<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.	1 <sup>st</sup> Floor Board Room

VJ – 10/12/17 - 10:25 a.m.

G/Board/Executive Office/Moncal



**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 6, 2017

Re: Minutes of the Regular Board of Directors Meeting of October 4, 2017

RECOMMENDED ACTION

Approve the attached draft minutes of the Board of Directors Regular Meeting of October 4, 2017.

DISCUSSION

Attached for your review and approval are the draft minutes of the Board of Directors Regular Meeting of October 4, 2017.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 2A: Draft Minutes of the Board of Directors Regular Meeting of October 4, 2017

## AGENDA 2A– ATTACHMENT

Draft Minutes - Board of Directors Regular Meeting of October 4, 2017

Bay Area Air Quality Management District  
375 Beale Street, Suite 600  
San Francisco, CA 94105  
(415) 749-5073

Board of Directors Regular Meeting  
Wednesday, October 4, 2017

### DRAFT MINUTES

*Note: Audio 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>*

#### **CALL TO ORDER:**

1. **Opening Comments:** Chairperson, Liz Kniss, called the meeting to order at 9:49 a.m.

#### **Roll Call:**

Present: Chairperson Liz Kniss; Vice Chairperson Dave Hudson; Secretary Katie Rice; and Directors Margaret Abe-Koga, David J. Canepa, Cindy Chavez, John Gioia, Carole Groom, Scott Haggerty, Tyrone Jue, Rebecca Kaplan, Nate Miley, Karen Mitchoff, Mark Ross, Rod Sinks, Jim Spering, and Brad Wagenknecht.

Absent: Directors Teresa Barrett, Pauline Russo Cutter, Doug Kim, Hillary Ronen, Pete Sanchez, Jeff Sheehy, and Shirlee Zane.

#### **COMMITTEE REPORTS**

2. **Report of the Climate Protection Committee Meeting of September 21, 2017 (OUT OF ORDER, ITEM 5)**

Climate Protection Committee Vice Chair Sinks read:

*The Climate Protection Committee met on Thursday, September 21, 2017, and approved the minutes of July 20, 2017.*

*The Committee received and discussed the staff presentation Update on the Air District's Basin-Wide Methane Strategy.*

*Finally, the Committee received and discussed the staff presentation Climate Protection Grant Program.*

*The next meeting of the Committee will be held on Thursday, November 16, 2017, at 9:30 a.m., at 375 Beale Street, San Francisco, CA 94105.*

*This concludes the Chair report of the Climate Protection Committee.*

NOTED PRESENT: Director Miley was noted present at 9:52 a.m.

Public Comments:

Public comments were made by Jed Holtzman of 350 Bay Area.

Board Comments:

None.

Board Action:

None; receive and file.

**3. Report of the Public Engagement Committee Meeting of September 25, 2017 (ITEM 6)**

Public Engagement Committee Vice Chair Kaplan read:

*The Committee met on Monday, September 25, 2017 and approved the minutes of March 6, 2016.*

*The Committee reviewed and discussed the staff presentation Update on the Spare the Air Resource Teams Idle-Free Bay Area Campaign.*

*The Committee then reviewed and discussed the staff presentation Fiscal Year Ending 2018 James Cary Smith Community Grant Program Guidelines. The Committee recommends that the Board approves staff's recommendation of:*

- 1. Approval of the Fiscal Year Ending 2018 Community Grant Program guidelines.*

*The Committee then reviewed and discussed the staff presentation Summary of 2017 Spare the Air Season.*

*Lastly, the Committee reviewed and discussed the staff presentation Update on the 2017/2018 Winter Spare the Air Season Outreach Program.*

*The next meeting is at the call of the Chair. I move that the Board approve the Public Engagement Committee's recommendation. This concludes the Chair Report of the Public Engagement Committee.*

NOTED PRESENT: Director Haggerty was noted present at 9:54 a.m.

Public Comments:

No comments received.

Board Comments:

None.

Board Action:

Director Kaplan made a motion, seconded by Vice Chair Hudson, to **approve** the recommendations of the Public Engagement Committee; and the motion **carried** by the following vote of the Board:

AYES: Canepa, Chavez, Gioia, Groom, Haggerty, Hudson, Kaplan, Kniss, Miley, Rice, Sinks, Wagenknecht, and Spering.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Abe-Koga, Barrett, Cutter, Jue, Kim, Mitchoff, Ronen, Ross, Sanchez, Sheehy, and Zane.

**4. Report of the Mobile Source Committee Meeting of September 28, 2017 (ITEM 7)**

Mobile Source Committee Vice Chair Haggerty read:

*The Committee met on Thursday, September 28, 2017 and approved the minutes of May 25, 2017.*

*The Committee reviewed and discussed the staff presentation Projects and Contracts with Proposed Grant Awards Over \$100,000. The Committee recommends the Board:*

- 1) Approve the Transportation Fund for Clean Air and Commercial Lawn and Garden Equipment Replacement projects with proposed grant awards over \$100,000 as shown in Attachment 1; and*
- 2) Authorize the Executive Officer/Air Pollution Control Officer to enter into all necessary agreements with applicants for the recommended projects.*

*The Committee then reviewed and discussed the staff presentation Selection of a Vendor to Conduct Financial and Compliance Audits. The Committee recommends the Board:*

- 1) Approve the selection of Simpson & Simpson, LLP to conduct a Financial Audit for Fiscal Year Ending 2018 and a Compliance Audit of the Transportation Fund for Clean Air programs and projects that closed by Fiscal Year Ending 2017;*
- 2) Authorize the Executive Officer/Air Pollution Control Officer to execute a contract with Simpson & Simpson, LLP at a cost not to exceed \$119,350 for services performed in Fiscal Year Ending 2018 (Year 1); and*
- 3) Authorize the Executive Officer/Air Pollution Control Officer to extend the contract with Simpson & Simpson, LLP in an amount not to exceed \$151,350 annually for up to two additional years, at the Air District's discretion, based on contractor's performance.*

*Finally, the Committee reviewed and discussed the staff presentation Accept, Obligate, and Expend Funding from the United States Environmental Protection Agency. The Committee recommends the Board:*

- 1) *Adopt a Resolution authorizing the Bay Area Air Quality Management District to accept, obligate, and expend up to \$639,670 from the Environmental Protection Agency to replace one locomotive; and*
- 2) *Authorize the Executive Officer/Air Pollution Control Officer to enter into all agreements necessary to accept and expend this funding.*

*The next meeting of the Mobile Source Committee will be held on Thursday, October 26, 2017 at 375 Beale Street, 1<sup>st</sup> Floor Board Room, San Francisco, CA 94105. I move that the Board approve the Mobile Source Committee's recommendations. This concludes the Chair Report of the Mobile Source Committee.*

NOTED PRESENT: Director Abe-Koga was noted present at 10:00 a.m.

Public Comments:

No comments received.

Board Comments:

None.

Board Action:

Director Haggerty made a motion, seconded by Director Kaplan, to **approve** the recommendations of the Mobile Source Committee; and the motion **carried** by the following vote of the Board:

AYES:	Canepa, Chavez, Gioia, Groom, Haggerty, Hudson, Kaplan, Kniss, Miley, Rice, Sinks, Wagenknecht, and Spering.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Abe-Koga, Barrett, Cutter, Jue, Kim, Mitchoff, Ronen, Ross, Sanchez, Sheehy, and Zane.

**CONSENT CALENDAR (ITEMS 2 – 4)**

- 5. Minutes of the Regular Board of Directors Meeting of September 20, 2017 (ITEM 2)**
- 6. Board Communications Received from September 20, 2017 to October 3, 2017 (ITEM 3)**
- 7. Consider Approval of Agreement with Employees' Association and Recommendation that Allows Employees to Sell-Back Leave for Donations to Victims of the 2017 Hurricane Season (ITEM 4)**

Public Comments:

No comments received.

Board Comments:

None.

Board Action:

Director Kaplan made a motion, seconded by Vice Chair Hudson, to **approve** the Consent Calendar Items 2 through 4, inclusive; and the motion **carried** by the following vote of the Board:

AYES: Abe-Koga, Canepa, Chavez, Gioia, Groom, Haggerty, Hudson, Kaplan, Kniss, Miley, Rice, Sinks, Wagenknecht, and Spering.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Barrett, Cutter, Jue, Kim, Mitchoff, Ronen, Ross, Sanchez, Sheehy, and Zane.

**PRESENTATIONS**

**8. Update on Assembly Bill (AB) 617**

Jean Roggenkamp, Deputy Executive Officer, introduced Eric Stevenson, Director of Meteorology, Measurement, and Rules, who gave the staff presentation *Assembly Bill 617 Update*, including: overview; healthy air for all Bay Area residents; Clean Air Communities Initiative; Air District leadership; AB 617 components; air monitoring in impacted communities; emission reductions plans; Best Available Retrofit Control Technologies (BARCT) requirements; emissions inventory reporting; working with partners and timelines in AB 617; and next steps.

NOTED PRESENT: Director Jue was noted present at 10:17 a.m., and Directors Mitchoff and Ross were noted present at 10:07 a.m.

Public Comments:

Public comments were made by Jed Holtzman, 350 Bay Area; Bill Quinn, California Council for Environmental and Economic Balance; and Tony Fisher, Coalition for Clean Air.

Board Comments:

The Board and staff discussed how AB 617 relates to AB 398, and the District's advocacy efforts at the Legislature regarding its concerns with the bills; the strengths and weaknesses of cutting-edge air monitoring equipment, how the District can form partnerships with innovators, and the District's plan to host a workshop about new technologies; the need for the District to interpret and convey data in a way that the public can better understand; how and when the BARCT rule schedule will be brought back to the Board for adoption and then implemented; anticipated challenges regarding the aggressive implementation timeline for AB 617; why monitoring takes so long to deploy; whether AB 617 applies to stationary or mobile sources of emissions, and how stationary sources have been blamed on mobile sources of pollution; how the Board can help put the District in touch with County Health Officers so that public health data may be assembled to identify additional locations for potential monitoring; the number of monitoring stations that are currently deployed by the District; the concern that the demand of new air monitoring technologies will exceed the available supply in the future; the

comparison of current and future fees that the District may collect, based on the increase of allowable fines mandated by AB 617; and; the fact that the District does not rely on penalty fees to meet its budget; ways in which the District measures its success, and how that is largely determined by fence line communities; the suggestion of a new committee to deal with public relations regarding relaying data effectively to the public and hearing the public's concerns; the need for the District to proactively include city and county Planning Directors in discussions of climate change; the need for the District to identify a way to coexist with technologies and ideas that will "do good work in the world" but may have unintended consequences; the need to identify emission hotspots and distinguish mobile versus stationary sources of pollution; whether AB 617 includes monitoring carbon and methane, as it focuses primarily on Toxic Air Contaminants and Criteria Pollutants; and how the District can estimate carbon reductions that will result from the extension of the Cap and Trade Program.

Board Action:

None; receive and file.

9. **Winter Spare the Air Season 2017-18 Update**

This item was tabled until October 18, 2017.

10. **2017 Summer Spare the Air Season Summary**

This item was tabled until October 18, 2017

**CLOSED SESSION** (commenced at 11:39 a.m.)

11. **CONFERENCE WITH LEGAL COUNSEL**

**ANTICIPATED LITIGATION (Government Code Section 54956.9 (d)(2))**

*Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9.*

Chair Kniss stated that there was no reportable action on this item.

**OPEN SESSION** (commenced at 12:02 p.m.)

**PUBLIC COMMENTS ON NON-AGENDA MATTERS**

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

No requests received.

## **BOARD MEMBERS' COMMENTS**

### **13. Board Members' Comments**

Vice Chair Hudson shared about the Contra Costa Transportation Authority's pilot demonstration project operating electric, low-speed, multi-passenger autonomous vehicles on public roads.

Chair Kniss commented on an article in *The Wall Street Journal* called "China, With Methodical Discipline, Conjures a Market for Electric Cars" that was published on October 2, 2017.

## **OTHER BUSINESS**

### **14. Report of the Executive Officer/Air Pollution Control Officer**

Mr. Broadbent gave the staff report *Executive Officer's Report*, including: background; Rule 12-16; Assembly Bill 398; Air District greenhouse gas regulatory authority; moving forward; and Ad Hoc Refinery Oversight Committee. Mr. Broadbent explained that several Board members had asked him for the most updated status of Draft Rule 12-16: Petroleum Refining Greenhouse Gas Emissions Limits, and that his report would summarize the discussions that staff has been having for several months. He explained that a version of Draft Rule 12-16 was presented to the Board for final consideration on June 21, 2017, ensuring that emissions would not increase due to extreme crudes, and creating a backstop to ensure that GHG emissions would not increase. He described how the Board elected to not adopt the staff proposal, but have staff return with an improved version at the August 2, 2017 Board meeting. He stated that between those two Board meetings, Assembly Bill 398, California Global Warming Solutions Act of 2006, was signed by Governor Brown, preempting local Air Districts from regulating CO2 from sources under the Cap and Trade Program, among other things. Mr. Broadbent explained that at the September 20, 2017 Board meeting, he stated that the staff no longer recommended the adoption of Draft Rule 12-16, based upon review of Legislative intent and language in AB 398. He said that the District was still concerned about crudes coming to the Bay Area, and recommended that the District continue to track crude slates and emissions impact, while proceeding with other regulations that will reduce GHG emissions from stationary sources. Mr. Broadbent described the creation of the Ad-Hoc Refinery Oversight Committee, which was created at the request of Chair Kniss, and explained that the Committee will review crude slate data that is required to be reported to the District, per Rule 12-15, to ensure that communities are protected as crude slates change at refineries. He suggested that the Committee refrain from holding its first meeting until after Draft Rule 11-18 has been adopted. At the conclusion of the presentation, Mr. Broadbent reiterated that the District is suspending further action on Draft Rule 12-16.

#### **Public Comments:**

No requests received.

#### **Board comments:**

The Board and staff discussed the need for this presentation to be emailed to the entire Board so that Board members who were absent may be informed of the District position; the suggestion to re-evaluate the crude slate reporting requirements under Rule 12-15 due to crude content not being measured before it is blended; the suggestion for the Ad-Hoc Refinery Oversight Committee



membership to include Board members who represent cities that have permitting power; the need to focus on how AB 398 affects the District's Clean Air Plan; which agencies monitor/regulate and capture the data regarding shipping activity in the Bay Area, and what impact it is having on Bay Area air quality; the District's position on Rule 12-16 and how it would be communicated to the public.

**15. Chairperson's Report**

Chair Kniss had nothing to report.

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

Wednesday, October 18, 2017, at 375 Beale Street, San Francisco, CA 94105 at 9:45 a.m.

**17. Adjournment**

The meeting adjourned at 12:24 p.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 13, 2017

Re: Board Communications Received from October 4, 2017 through October 17, 2017

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

Copies of communications directed to the Board of Directors received by the Air District from October 4, 2017, through October 17, 2017, if any, will be at each Board Member's place at the October 18, 2017 Board meeting.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Vanessa Johnson  
Reviewed by: Maricela Martinez

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 2, 2017

Re: Air District Personnel on Out-of-State Business Travel

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In accordance with Section 5.4 (b) of the District's Administrative Code, Fiscal Policies and Procedures Section, the Board is hereby notified of Air District personnel who have traveled on out-of-state business.

The report covers the out-of-state business travel for the month of September 2017. The monthly out-of-state business travel report is presented in the month following travel completion.

DISCUSSION

The following out-of-state business travel activities occurred in the month of September 2017:

- Jeffrey McKay, Deputy Air Pollution Control Officer, attended the Association of Air Pollution Control Agencies Fall Business Meeting, Raleigh, North Carolina, September 19<sup>th</sup> – 22<sup>nd</sup>, 2017.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Stephanie Osaze  
Reviewed by: Rex Sanders

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 4, 2017

Re: Notices of Violations Issued and Settlements in Excess of \$10,000 in the month of  
September 2017

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RECOMMENDED ACTION

None; receive and file.

DISCUSSION

In accordance with Resolution No. 2012-08, attached to this Memorandum is a listing of all Notices of Violations issued, and all settlements for amounts in excess of \$10,000 during the calendar month prior to this report.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The amounts of civil penalties collected are included in the Air District's general fund budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Brian C. Bungler

Attachment 5A: Notices of Violation for the Month of September 2017

AGENDA 5A - ATTACHMENT

**NOTICES OF VIOLATION ISSUED**

The following Notice(s) of Violation were issued in September 2017:

<b>Alameda</b>						
<b>Site Name</b>	<b>Site #</b>	<b>City</b>	<b>NOV #</b>	<b>Issuance Date</b>	<b>Regulation</b>	<b>Comments</b>
City of Berkeley/Engr Div/Public Works	A3590	Berkeley	A56278A	9/28/17	2-1-307	Flare failed to operate for minimum number of hours (PC1826). PGE power unavailable.
Figueroa Tank Lines	T0514	Berkeley	A56794A	9/12/17	8-33-304	8-33-304.6: CA-4MTS277, failure to meet vapor tight requirement.

<b>Contra Costa</b>						
<b>Site Name</b>	<b>Site #</b>	<b>City</b>	<b>NOV #</b>	<b>Issuance Date</b>	<b>Regulation</b>	<b>Comments</b>
Chevron Products Company	A0010	Richmond	A57528A	9/12/17	10	H2S Conc. > 230 mg/dscm in V-870; dev 4743
Chevron Products Company	A0010	Richmond	A57529A	9/12/17	2-6-307	NOx emissions > 40ppm @3% O2 for F-1361; dev 4788 & 4739
Chevron Products Company	A0010	Richmond	A57530A	9/12/17	10	Flaring @ FCC; H2S > 230 mg/dscm; dev 4760
Chevron Products Company	A0010	Richmond	A57531A	9/12/17	10	Flaring @ FCC; H2S > 230 mg/dscm; dev 4790
Chevron Products Company	A0010	Richmond	A57532A	9/12/17	10	Flaring @ FCC flare; H2S > 230 mg/dscm; dev 4794
Chevron Products Company	A0010	Richmond	A57533A	9/12/17	10	Flaring @ FCC flare; H2S > 230 mg/dscm; dev 4819
Crockett Cogeneration, A Cal Ltd Partnership	A8664	Crockett	A56913A	9/11/17	2-6-307	Ammonia excess at parametric monitor > P/C 14970 Subpart 17f20ppm limit

Eisen Environmental & Construction	Q7448	Concord	A57629A	9/19/17	11-2-303.9	No on-site representative
Keller Canyon Landfill Company	A4618	Pittsburg	A55825A	9/8/17	8-34-301.2	Six component leaks, all exceed 4,000 ppm
Keller Canyon Landfill Company	A4618	Pittsburg	A55825B	9/8/17	CCR	Six component leaks, all exceed 4,000 ppm
Phillips 66 Company - San Francisco Refinery	A0016	Rodeo	A56367A	9/7/17	8-44-301.2	Uncontrolled gasoline vapor emissions from 650-10 barge
Phillips 66 Company - San Francisco Refinery	A0016	Rodeo	A56367B	9/7/17	8-44-304	Uncontrolled gasoline vapor emissions from 650-10 barge
Phillips 66 Company - San Francisco Refinery	A0016	Rodeo	A56369A	9/7/17	8-44-301.2	Uncontrolled ethanol emissions from Silver Euplecta
Phillips 66 Company - San Francisco Refinery	A0016	Rodeo	A56369B	9/7/17	8-44-304	Uncontrolled ethanol emissions from Silver Euplecta
Phillips 66 Company - San Francisco Refinery	A0016	Rodeo	A56422A	9/21/17	2-6-307	Nox concentration excess; RCA 07B69; BAAQMD Dev# 4836
Plains Products Terminals LLC	A7034	Martinez	A57314A	9/5/17	8-5-306.2	Leaking PRV > 500 ppm
Plains Products Terminals LLC	A7034	Martinez	A57315A	9/5/17	8-5-306.2	Hi-High gauge hatch gasket > 500 ppm
Shell Martinez Refinery	A0011	Martinez	A57578A	9/13/17	9-1-307	E07C71 SO2 > 250 ppm
Shell Martinez Refinery	A0011	Martinez	A57579A	9/13/17	9-1-307	E07D00 SO2 > 250 ppm
West Contra Costa County Landfill	A1840	Richmond	A56492A	9/11/17	2-6-307	AC Permit Condition 26088 part 11 exceeded.

<b>San Francisco</b>						
<b>Site Name</b>	<b>Site #</b>	<b>City</b>	<b>NOV #</b>	<b>Issuance Date</b>	<b>Regulation</b>	<b>Comments</b>
Russian Federation Consulate	Y9957	San Francisco	A56592A	9/20/17	6-3-309	Burning of prohibited material

<b>District Wide</b>						
<b>Site Name</b>	<b>Site #</b>	<b>City</b>	<b>NOV #</b>	<b>Issuance Date</b>	<b>Regulation</b>	<b>Comments</b>
SFPP	Z0505	Orange	A56491A	9/6/17	8-5-403	Failure to inspect valves

**SETTLEMENTS FOR \$10,000 OR MORE REACHED**

There was 1 settlement(s) for \$10,000 or more completed in September 2017.

On September 11, 2017, the District reached settlement with Recology San Francisco for \$10,000, regarding the allegations contained in the following 1 Notice of Violation:

<b>NOV #</b>	<b>Issuance Date</b>	<b>Occurrence Date</b>	<b>Regulation</b>	<b>Comments from Enforcement</b>
A52626A	1/8/15	1/7/15	6-1-301	VE > R1 for 9 mins for both days & no water sprayer PC#19726
A52626B	1/8/15	1/7/15	2-1-307	Water mister sprayer system is not working as required by permit condition #19726

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 5, 2017

Re: Set a Public Hearing on November 15, 2017, to Consider Adoption of Proposed New Regulation 11, Rule 18: Reduction of Risk from Air Toxic Emissions at Existing Facilities and California Environmental Quality Act (CEQA) Environmental Impact Report

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**RECOMMENDED ACTION**

Set a Public Hearing for November 15, 2017, to consider adoption of proposed new Regulation 11, Rule 18: Reduction of Risk from Air Toxic Emissions at Existing Facilities (Rule 11-18).

**BACKGROUND**

Proposed new Rule 11-18 would apply to all facilities in the Air District whose emissions of toxic air contaminants may result in a significant risk to nearby residents and workers. The purpose of Rule 11-18 is to focus on those facilities causing the highest health impacts across the Bay Area and to require these facilities to reduce that health risk.

Proposed Rule 11-18 is the next step in the Air District's efforts to protect public health from toxic air pollution. The rule is expected to substantially reduce health risks posed by various facilities by requiring the implementation of all technically and economically feasible risk reduction measures to significant sources of toxic air contaminants (TACs). The proposed rule would affect hundreds of facilities, from large facilities like petroleum refineries to much smaller businesses like some dry cleaners and crematoria. These facilities emit a variety of TACs that can adversely impact public health. These pollutants include compounds such as diesel particulate matter (DPM), benzene, polycyclic aromatic hydrocarbons (PAHs), and 1,3-butadiene.

Pursuant to the California Environmental Quality Act (Public Resources Code § 21000 et seq.), an initial study for the proposed rule has been conducted, concluding that the proposed rule may have significant adverse environmental impacts. The Board will also be considering the certification of a final Environmental Impact Report for proposed Rule 11-18 pursuant to Public Resources Code section 21080(c) and CEQA Guidelines (section 15070 et seq.).



## RULE DEVELOPMENT PROCESS

During development of this proposed rule, Air District staff posted a draft version of the proposed Rule 11-18 on the Air District's website on October 14, 2016 and presented the proposed revisions to this rule at a series of Community Open Houses from November 9 through 17, 2016 which were held in Richmond, Oakland, San Francisco, San Jose, Martinez, Fremont, and held a series of Public Workshops from March 27 through 30, 2017 in Cupertino, Benicia, Hayward, and Richmond. The Air District accepted comments on the draft rule that lead to some revisions of its regulatory language.

## BUDGET CONSIDERATIONS/FINANCIAL IMPACTS

In accordance with the adopted Cost Recovery Policy, the Air District would assess fees for facilities for which the Air District would conduct HRAs pursuant to proposed Rule 11-18. The risk screening fees in Regulation 3: Fees, Schedules B, C, D, E, F, H, I or K have recently been updated (effective July 1, 2016) to address Facility-Wide Health Risk Assessment required under Rule 11-18. Section 3-341: The Fee for Risk Reduction Plan would cover the cost of Air District staff review of the risk reduction plans required by proposed Rule 11-18. The Air District does not anticipate a need to make any additional adjustments to risk screening fees at this time.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Victor Douglas  
Reviewed by: Greg Nudd

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 10, 2017

Re: Authorization to Execute Contract Amendments for Cloud Infrastructure & Data  
Analytics

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RECOMMENDED ACTION

Recommend the Board of Directors authorize the Executive Officer/APCO to execute contract amendments with the following vendors in the amounts listed below:

<b>Vendor</b>	<b>Amount</b>	<b>Service Description</b>
AvantPage	\$50,669	Language translation for public website content.
Claytablet	\$10,890	Language translation software for transmission, editing and managing content.
Cylogy	\$247,125	Backend website content management system integration, customization and infrastructure support.
Malinda Lai	\$26,382	Website content management system and infrastructure support
Rackspace	\$8,112	Infrastructure as a Service (IaaS) cloud computing providing virtualized computing for Data Management System, SiteCore and related services.
SiteCore	\$123,949	Web Content Management (WCM) system for the District's public website.
<b>TOTAL</b>	<b>\$467,127</b>	

BACKGROUND

Air District staff is recommending contract amendments for existing vendors assisting with cloud infrastructure and data analytics to meet 2017 calendar year end goals.

## DISCUSSION

Over the past several years, the Air District has invested in web infrastructure to encourage the general public's use of the District's rich online resources. To continue supporting this mission, the Online Services staff plans to focus on the following activities during the second half of the 2017 calendar year:

- Consolidation to Sitecore cloud of: new 877NoBurn.org, smoking vehicle survey, and Moodle training module.
- Improve website elements including: contact management, emission banking tables, climate protection local government support, webcast and news section, and clean air plan module.
- Ongoing software cloud service support and maintenance for permitting, compliance, and incentive programs.

Staff recommends the continued use of vendors proven familiar with Air District systems for the Fiscal Year End (FYE) 2018 as follows:

<b>Vendor</b>	<b>Type of Services</b>	<b>Initial Contract</b>	<b>Procurement Method</b>
AvantPage	Language translation for public website content.	FYE 2015	Selected the firm and resources through a formal bid process via RFP.
ClayTablet	Language translation software for transmission, editing and managing content.	FYE 2015	Through an industry analysis and an informal bid process, staff determined that only ClayTablet provides the services necessary to meet needs of the Air District. Single Source Memo.
Cylogy, Inc.	Backend website content management system integration, customization and infrastructure support.	FYE 2013	Request for Proposal (RFP) rebid in FYE 2014. One of four firms to respond that had appropriate staff, expertise, and availability to perform the required scope of work.
Malinda Lai	Website content management system and infrastructure support	FYE 2006	Procurement occurred prior to the tenure of the web current team.
Rackspace	Infrastructure as a Service (IaaS) cloud computing providing virtualized computing for Data Management System, SiteCore and related services.	FYE 2012	Selected the firm and resources through an industry analysis and an informal bid process.
SiteCore	Web Content Management (WCM) system for the District's public website.	FYE 2009	Selected the firm and resources through an industry analysis and a formal bid process.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the vendor contract recommendations is included in the FYE 2017 budget and will be funded from the My Air Online (#125) program.

Respectfully Submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Jaime A. Williams  
Reviewed by: Damian Breen

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 6, 2017

Re: Report of the Executive Committee Meeting of October 16, 2017

RECOMMENDED ACTION

The Executive Committee (Committee) may recommend Board of Directors' approval of the following items:

A) Update on Wildfires;

1) None; receive and file.

B) Hearing Board Quarterly Report: July – September 2017;

1) None; receive and file.

C) Bay Area Regional Collaborative (BARC) Update; and

1) None; receive and file.

D) Contract Award for Records Management System Procurement and Implementation

1) Authorize the Executive Officer/APCO to execute a contract with Xerox, Inc., in an amount not to exceed \$650,000 for a Records Management System.

BACKGROUND

The Committee will meet on Monday, October 16, 2017 and receive the following reports:

A) Update on Wildfires;

B) Hearing Board Quarterly Report: July – September 2017;

C) Bay Area Regional Collaborative (BARC) Update; and

D) Contract Award for Records Management System Procurement and Implementation

Chairperson Liz Kniss will provide an oral report of the Committee meeting.

BUDGET CONSIDERATION/FINANCIAL IMPACT

A) None;

B) None;

C) None; and

D) The total cost of the quote is not to exceed \$650,000 and is currently budgeted in the (FYE) 2018 budget. No additional impact is anticipated.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 8A: 10/16/17 – Executive Committee Meeting Agenda #4  
Attachment 8B: 10/16/17 – Executive Committee Meeting Agenda #5  
Attachment 8C: 10/16/17 – Executive Committee Meeting Agenda #6  
Attachment 8D: 10/16/17 – Executive Committee Meeting Agenda #7

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Executive Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 11, 2017

Re: Update on Wildfires

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

On Sunday, October 8, 2017, multiple wildfires developed overnight in the North Bay counties that spread rapidly through several rural and suburban areas. Heavy smoke from these wildfires caused unhealthy air quality throughout the region and the strong northerly winds caused the smoke to move into other parts of the Bay Area. Multiple agencies, including fire and sheriff departments from different parts of the region, as well as the California Highway Patrol and the California National Guard, responded, but have not been able to completely control the situation. Different types of materials from open areas and thousands of residential and commercial structures have burned to the ground. Residents and hospital patients in areas affected by the different fires were evacuated because of safety concerns. Governor Brown declared a State of Emergency in the following counties: Napa, Sonoma, Solano, Yuba, Butte, Lake, Mendocino, Nevada and Orange.

DISCUSSION

Staff will discuss our response, actions and potential future issues related to the numerous fires burning and impacting the region.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Wayne Kino  
Reviewed by: Jeff McKay

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Executive Committee

From: Chairperson Valerie J. Armento, Esq., and Members  
of the Hearing Board

Date: October 2, 2017

Re: Hearing Board Quarterly Report: July – September 2017

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RECOMMENDED ACTION

None; receive and file.

DISCUSSION

During the third calendar quarter of 2017 (July - September), the Hearing Board:

- Held one Hearing; and
- Processed a total of one Order; and
- Collected a total of \$0.00 in filing fees.

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

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**Location:** San Mateo County; City of South San Francisco

**Docket:** 3700 – APCO vs. Manuel Campos, et al - *Accusation*

**Regulation(s):** Regulation 2, Rule 1

**Synopsis:** Respondents have owned or operated an auto body facility in South San Francisco, California where they conduct motor vehicle refinishing operations, for which they must hold a District permit to operate, pursuant to District Regulation 2, Rule 1. Since at least January 2006, Respondents operated the facility without a valid or current permit, despite their knowledge of the permit requirements. Complainant sought an order that Respondents cease conducting these operations until they obtain a District permit to do so.

**Status:** Accusation filed on May 15, 2017; Pre-Hearing Conference held on June 20, 2017; Hearing held on July 11, 2017 and Request from District Counsel to continue Hearing to August 15, 2017 approved by Hearing Board; Request to cancel Hearing and Dismiss Matter filed by Complainant on August 1, 2017; Order for Dismissal filed and issued on August 4, 2017.

**Period of Variance:** N/A

**Estimated Excess Emissions:** N/A



**Fees collected this quarter:** N/A

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**Location:** Contra Costa County; City of Antioch

**Docket:** 3701 – APCO vs. Bridgehead Marine Services LLC, et al - *Accusation*

**Regulation(s):** Regulation 2, Rule 1

**Synopsis:** Respondents have owned or operated a facility in Antioch, California, where they conduct a boat painting operation using solvent evaporating sources, for which they have held a District permit to operate pursuant to District Regulation 2, Rule 1. Since at least January 2014, Respondents have been operating the facility without a valid or current permit, despite their knowledge of the permit requirements. Complainant seeks an order that Respondents cease conducting these operations until they obtain a District permit to do so.

**Status:** Accusation filed on August 29, 2017; Hearing scheduled for October 17, 2017.

**Period of Variance:** N/A

**Estimated Excess Emissions:** N/A

**Fees collected this quarter:** N/A

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Respectfully submitted,

Valerie J. Armento, Esq.  
Chair, Hearing Board

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Executive Committee

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

Date: October 3, 2017

Re: Bay Area Regional Collaborative (BARC) Update

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Bay Area Regional Collaborative (BARC) 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 BARC Director, Allison Brooks, will provide an update on the activities of the BARC.

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 Liz Kniss and Members  
of the Executive Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 2, 2017

Re: Contract award for Records Management System Procurement and Implementation

RECOMMENDED ACTION

The Committee will consider recommending the Board of Directors:

- 1) Authorize the Executive Officer/APCO to execute a contract with Xerox, Inc., in an amount not to exceed \$650,000 for a Records Management System.

BACKGROUND

On November 11, 2015, the Board of Directors adopted a Records Retention Schedule (RRS) establishing a comprehensive retention policy for all Bay Area Air Quality Management District (Air District) records. The RRS is currently administered by records custodians across all of the Air District's Divisions utilizing practices and procedures that target compliance with the RRS for each record type.

During the Air District's move to the Beale Street headquarters, many paper archival records were inventoried, consolidated and moved to the Air District's Richmond office. The consolidation has exposed a need for more modern technology to support the ongoing creation and maintenance of both paper and digital records.

In order to evaluate the current state of the Air District's records, the Air District engaged Doculabs Inc., an independent firm that does not implement solutions, but rather restricts itself to evaluating and recommending records management solutions.

Doculabs Inc., investigated the current state of the Air District's records and supporting systems, and provided a detailed report recommending the implementation of a new records management procedures, and a modern computerized Records Management System (RMS). The new RMS would provide for centralizing record keeping and would help to ensure that the Air District continues to comply with its RRS, while reducing the search time for records requests not only from staff but also from members of the public.

Doculabs Inc., further assisted the Air District in developing a request for proposal to procure an appropriate RMS that would fit the Air District's needs.

DISCUSSION

On April 24, 2017, the Air District issued Request for Proposal 2017-004 (RFP) for the procurement and implementation of a RMS. The RFP required that the RMS be capable of managing compliance to the RRS for the Air District’s paper and electronic records from all Air District divisions in a consistent and auditable fashion.

The RFP was posted on the Air District’s website, and a list of various vendors known to provide similar services were notified of the RFP posting. During the two week period that the RFP was open, the Air District responded to written questions, and upon closing, ten proposals were received. The scoring matrix showing the RFP scores for each vendor is shown below in Table 1.

**Table 1 – Proposal Score Comparison**

<b>Vendor</b>	<b>Consulting Services (20 max)</b>	<b>Software Functional Requirements (20 max)</b>	<b>Technical Requirements (20 max)</b>	<b>Vendor Requirements (18 max)</b>	<b>Firm’s Specialty Focus Area (2 max)</b>	<b>Cost (20 max)</b>	<b>Total (100 max)</b>
Konica Minolta	16	18	18	15	0	15	81
Xerox	18	17	17	16	1	13	81
ECS Imaging	16	16	17	16	0	16	81
File Trail	18	17	18	15	1	9	77
Feith Systems	14	15	15	14	0	14	71
Stellar Services	16	15	14	12	1	11	69
Complete Paperless	12	16	16	12	0	12	68
General Networks	17	15	13	14	0	12	68
ForeFront	13	14	14	14	0	10	64
ShareSquare	11	13	13	12	1	14	63

The proposals were evaluated under the Air District’s RFP evaluation procedures, and the top four vendors were asked to interview with the Air District. Three vendors interviewed with the Air District, and one vendor opted to withdraw their bid. The scoring matrix showing the average presentation scores by vendor is shown below in Table 2.

**Table 2 – Interview Score Comparison**

<b>Vendor</b>	<b>Consulting Services (20 max)</b>	<b>Software Functional Requirement (20 max)</b>	<b>Technical Requirements (20 max)</b>	<b>Vendor Requirements (18 max)</b>	<b>Firm’s Specialty Focus Area (2 max)</b>	<b>Cost (20 max)</b>	<b>Total (100 max)</b>
ECS Imaging	18	18.0	18.7	16.7	0	19.0	90.3
Xerox	18	18.7	18.7	15.0	1	18.3	89.7
File Trail	16	17.0	17.7	15.3	1	13.0	80.0

Interviews with the top three vendors yielded two top scoring vendors with similar scores, so the Air District conducted a Proof of Concept investigation with both vendors. The Proof of Concept required each of the top two vendors to come on-site to further study the Air District's requirements and provide a demonstration installation of their proposed solution. The two resulting scores from the proof of concept are shown in Table 3.

**Table 3 – Proof of Concept Score Comparison**

<b>Vendor</b>	<b>Scalability and Feature Usability (20 max)</b>	<b>Ease of Set-Up (16 max)</b>	<b>Ease of Use (16 max)</b>	<b>Incorporating Paper Files (16 max)</b>	<b>Migration of Digital Files (16 max)</b>	<b>Cost (20 max)</b>	<b>Total (100 max)</b>
Xerox	19.3	14.7	15	15	14.7	11.7	<b>90.4</b>
ECS Imaging	14.7	13.3	13.3	11.3	15.3	15.3	<b>83.3</b>

The Xerox, Inc., proposal was evaluated under the Air Districts RFP evaluation procedures, and was found to be very responsive to the Air District's needs, receiving the highest total score of 90.4 on a 100 point scale.

**BUDGET CONSIDERATION/FINANCIAL IMPACT**

The total cost of the quote is not to exceed \$650,000 and is currently budgeted in the (FYE) 2018 budget. No additional impact is anticipated.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Damian Breen

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 11, 2017

Re: Update on Wildfires

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

On Sunday, October 8, 2017, multiple wildfires developed overnight in the North Bay counties that spread rapidly through several rural and suburban areas. Heavy smoke from these wildfires caused unhealthy air quality throughout the region and the strong northerly winds caused the smoke to move into other parts of the Bay Area. Multiple agencies, including fire and sheriff departments from different parts of the region, as well as the California Highway Patrol and the California National Guard, responded, but have not been able to completely control the situation. Different types of materials from open areas and thousands of residential and commercial structures have burned to the ground. Residents and hospital patients in areas affected by the different fires were evacuated because of safety concerns. Governor Brown declared a State of Emergency in the following counties: Napa, Sonoma, Solano, Yuba, Butte, Lake, Mendocino, Nevada and Orange.

DISCUSSION

Staff will discuss our response, actions and potential future issues related to the numerous fires burning and impacting the region.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Wayne Kino  
Reviewed by: Jeff McKay

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 4, 2017

Re: Winter Spare the Air Season 2017-18 Update

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**RECOMMENDED ACTION**

None; receive and file.

**BACKGROUND**

In the winter, the estimated 1.4 million fireplaces and other wood-burning residential heating devices account for more than 30% of PM<sub>2.5</sub> air pollution in the Bay Area. On July 9, 2008, the Bay Area Air Quality Management District's (Air District) Board of Directors (Board) adopted Regulation 6, Rule 3: Wood-Burning Devices, to protect Bay Area residents from the public health impacts of wood smoke pollution. Wood-burning devices include fireplaces, fire pits, wood stoves, pellet stoves, and any other wood-fired heating device. The rule bans wood burning during Winter Spare the Air Alerts; limits excess visible smoke; prohibits burning garbage; prohibits the sale and installation of non-EPA certified wood-burning devices; and requires labeling on firewood and other solid fuels sold within the Air District's jurisdiction.

Regulation 6, Rule 3 has successfully reduced wintertime PM<sub>2.5</sub> emissions regionally by about 2,660 tons per year (tpy). However, wood smoke continues to exceed the PM<sub>2.5</sub> federal health standard, and to negatively impact local air quality. On October 21, 2015, the Board adopted amendments to the rule that tighten the exemptions and the requirements from the original rule. The amendments to Regulation 6, Rule 3 include the following provisions:

- Restrictions on the availability of the "sole source of heat" exemption: Residents seeking to use the exemption will be required to replace or upgrade any existing non-certified wood-burning device or fireplace with an EPA-certified wood-burning device, and to register that EPA-certified device with the Air District;
- Adoption of EPA emissions requirements for the manufacturing, sale or resale of wood-burning devices;
- Requirement for a proactive and informative disclosure describing the negative health impacts of PM<sub>2.5</sub> when selling, leasing, or renting properties with a wood-burning device;

- Requirement for rental properties in natural gas service areas to have a permanently installed form of heat that does not burn solid fuel;
- Limits on installations in new building construction to only non-wood-burning devices; and
- Requirements for the replacement of an existing uncertified wood-burning device with a clean burning device if a fireplace or chimney remodel exceeds \$15,000 and requires a building permit.

In addition to the proposed rule change, on September 2, 2015, the Board allocated \$3 million from the Air District's reserves to fund an incentive program to aid Bay Area homeowners and landlords to change to cleaner heating devices.

The Winter Spare the Air campaign highlighted changes to the wood burning rule, publicize the benefits of changing out old fireplaces and continued to focus on the localized health impacts from wood smoke.

#### DISCUSSION

Staff will present an update on the Wood Smoke Reduction Program including information about:

- Regulation 6, Rule 3 implementation.
- The Wood Smoke Reduction Incentive Program that was developed to help Bay Area homeowners and landlords replace their wood-burning heating devices with cleaner options.
- The Winter Spare the Air campaign which highlights changes to the wood burning rule, publicizes the benefits of replacing old fireplaces and continue to focus on the localized health impacts from wood smoke.

#### BUDGET CONSIDERATION/FINANCIAL IMPACT

None.



Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Wayne Kino  
Reviewed by: Jeff McKay

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/APCO

Date: October 12, 2017

Re: 2017 Summer Spare the Air Season Summary

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Spare the Air program is now in its 26<sup>th</sup> year. Spare the Air continues to be a highly recognized program and generally well received by the public. Survey data indicate that more than 80% of Bay Area residents are aware of the Spare the Air program and more than 75% view it favorably. Each season the advertising campaign helps to elevate the visibility of the Spare the Air alerts when air quality is forecast to be unhealthy.

DISCUSSION

The 2017 Spare the Air season was book-ended this year by heat waves at the beginning and end of the summer. Temperatures in September reached record levels throughout the Bay Area including 106 in San Francisco. Air quality was made worse by smoke from northern California wildfires coming down from the northern Sacramento Valley and from northern California/southern Oregon. Smoke was blowing out to sea and then brought back in through the Golden Gate. Visibility became poor and the region reached the “Unhealthy” and “Very Unhealthy” stage during the late summer heat wave.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the Spare the Air campaign was included in the FY2016/17 and FY2017/18 budgets.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Lisa Fasano  
Reviewed by: Jean Roggenkamp