



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

LIZ KNISS – CHAIR  
TERESA BARRETT  
CAROLE GROOM  
MARK ROSS  
BRAD WAGENKNECHT

DAVID E. HUDSON – VICE CHAIR  
JOHN GIOIA  
KAREN MITCHOFF  
JIM SPERING

MONDAY  
JULY 31, 2017  
9:30 A.M.

1<sup>ST</sup> FLOOR BOARD ROOM  
375 BEALE STREET  
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

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

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

*(Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at Air District headquarters, 375 Beale Street, San Francisco, CA, 94105, and at the Air District's website at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.*

*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.*

**Staff/Phone (415) 749-**

3. **APPROVAL OF THE MINUTES OF FEBRUARY 22, 2017**

**Clerk of the Boards/5073**

*The Committee will consider approving the draft minutes of the Executive Committee meeting of February 22, 2017.*

4. **HEARING BOARD QUARTERLY REPORT: JANUARY – MARCH 2017 AND APRIL – JUNE 2017**  
V. Armento/5073  
[valeriearmento@yahoo.com](mailto:valeriearmento@yahoo.com)

*The Hearing Board Chair will present the Hearing Board Quarterly Report for the period of January through March 2017 and April through June 2017.*

5. **CONTRACT AWARD FOR SPARE THE AIR WEBSITE REDESIGN**  
J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will consider recommending the Board of Directors authorize the Executive Officer/APCO to execute a contract with Cylogy, Inc. in the amount of \$300,000 for website upgrades, architecture, rebuild, and design services for the Spare the Air Website.*

6. **TECHNOLOGY IMPLEMENTATION OFFICE (TIO) UPDATE**  
J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will be introduced to the Technology Officer and will receive an update on a preliminary work plan and next steps for the office.*

7. **UPDATE ON MY AIR ONLINE PERMITTING AND COMPLIANCE SYSTEM**  
J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee will receive an update on My Air Online Permitting and Compliance System.*

### **CLOSED SESSION**

8. **CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6(a))**

*Agency Negotiators: Jack P. Broadbent, Executive Officer/APCO  
Rex Sanders, Director of Administrative Resources*

*Employee Organization: Bay Area Air Quality Employee's Association, Inc.*

9. **COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

*Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).*

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

*Monday, September 18, 2017, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.*

11. **ADJOURNMENT**

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

**CONTACT:**

**MANAGER, EXECUTIVE OPERATIONS**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**  
[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 Executive Committee” 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**

**JULY 2017**

<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 Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i> - CANCELLED	Monday	17	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	17	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> - CANCELLED	Wednesday	19	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	20	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Advisory Council Meeting</b> <i>(Meets on Monday Quarterly)</i>	Monday	24	10:00 a.m.	1 <sup>st</sup> Floor Board Room
<b>Ad Hoc Refinery Cap Committee</b> <i>(At the Call of the Chair)</i>	Wednesday	26	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	26	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	Thursday	27	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(At the Call of the Chair)</i>	Monday	31	9:30 a.m.	1 <sup>st</sup> Floor Board Room

## AUGUST 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	2	9:45 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	16	9:45 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	21	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	21	10:30 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	23	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	24	9:30 a.m.	1 <sup>st</sup> Floor Board Room

HL – 7/10/17 - 2:10 p.m.

G/Board/Executive Office/Moncal

**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: July 17, 2017

Re: Approval of the Minutes of February 22, 2017

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RECOMMENDED ACTION

Approve the attached draft minutes of the Executive Committee (Committee) meeting of February 22, 2017.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of February 22, 2017.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 3A: Draft Minutes of the Committee Meeting of February 22, 2017

# AGENDA: 3A – ATTACHMENT

Draft Minutes – Executive Committee Meeting of February 22, 2017

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

## **DRAFT MINUTES**

Summary of Board of Directors  
Executive Committee Meeting  
Wednesday, February 22, 2017

### **1. CALL TO ORDER – ROLL CALL**

Executive Committee (Committee) Chairperson, Liz Kniss, called the meeting to order at 10:39 a.m.

#### **Roll Call:**

Present: Committee Chairperson Liz Kniss; Vice Chairperson David Hudson; and Directors Teresa Barrett, John Gioia, Karen Mitchoff, Mark Ross, Jim Spering, and Brad Wagenknecht.

Absent: Director Carole Groom.

Also Present: Directors Cindy Chavez and Scott Haggerty.

**CLOSED SESSION** (commenced at 10:39 a.m.)

### **2. CONFERENCE WITH LEGAL COUNSEL (OUT OF ORDER, ITEM 8)**

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

Brian Bunger, District Counsel, had nothing to report from Closed Session.

**OPEN SESSION** (commenced at 11:30 a.m.)

### **3. PUBLIC COMMENT ON NON-AGENDA MATTERS (ITEM 2)**

Public comments were made by the following members of Communities for a Better Environment (CBE): Laura Gracia, Nancy Cuellar, Lucero Rios, and Yanelit Madriz.

### **4. APPROVAL OF THE MINUTES OF NOVEMBER 21, 2016 (ITEM 3)**

Public Comments:

No requests received.



Committee Comments:

None.

Committee Action:

Vice Chair Hudson made a motion, seconded by Chair Kniss, to approve the minutes of November 21, 2016; and the motion carried by the following vote of the Committee:

AYES: Barrett, Gioia, Hudson, Kniss, Mitchoff, Ross, Spering, and Wagenknecht.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Groom.

**5. HEARING BOARD QUARTERLY REPORT: JULY – SEPTEMBER 2016 AND OCTOBER – DECEMBER 2016 (ITEM 4)**

Staff explained that Hearing Board Chairperson, Terry Trumbull, was unable to attend the meeting to give this report. The Committee had no questions regarding the content of this report.

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

None; receive and file.

**6. BAY AREA REGIONAL COLLABORATIVE (BARC) UPDATE (ITEM 5)**

Jean Roggenkamp, Deputy Executive Officer, introduced Allison Brooks, Executive Director of BARC, who gave a verbal update of recent activities, including: the election of new BARC Board Officers; the development of the solar reach ordinance (for new residential construction) as part of the BARC Member Agency Climate Technical Assistance Program; BARC member agencies receiving leadership training from the Government Alliance on Race and Equity; and BARC's involvement with the Bay Area: Resilient by Design challenge, addressing solutions to climate change and sea-level rise.

Public Comments:

No requests received.

Committee Comments:

The Committee and Ms. Brooks discussed where to find additional information on the Bay Area: Resilient by Design Challenge; the need to equip local communities with criteria that will discourage adverse impacts and encourage the maximization of benefits when evaluating new projects in the Challenge; and the anticipated timeline of the solar ordinance project.

Committee Action:

None; receive and file.

**7. TECHNOLOGY IMPLEMENTATION OFFICE UPDATE (ITEM 6)**

Jack Broadbent, Executive Officer/Air Pollution Control Officer introduced Damian Breen, Deputy Air Pollution Control Officer, who gave the staff presentation *Update on Technology Implementation Office (TIO)*, including: the vision; TIO concepts; project examples; TIO implementation; and next steps.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed the potential issues regarding recruitment; staff's desire that the Board be involved with TIO development; retooling the Clean Air Foundation to align its mission with that of the TIO; and how carbon sequestration can be integrated into the TIO's initiatives.

Committee Action:

None; receive and file.

**8. ADVISORY COUNCIL OPINION ON GREENHOUSE GAS (GHG) CAPS AT BAY AREA REFINERIES (ITEM 7)**

Mr. Broadbent explained how staff had planned to present the Committee with a summary of the Advisory Council's process, their deliberations, and their final opinion on GHG caps on Bay Area refineries. However, due to the shortage of time, Mr. Broadbent asked the Committee if it would be willing to table the presentation. The consensus of the Committee was to hear the public comments pertaining to this item, and table the presentation.

Public Comments:

Public comments were made by Greg Karras, CBE; Steve Nadel, Sunflower Alliance; and Rebecca Auerbach, Richmond resident.

Committee Comments:

None.

Committee Action:

None; receive and file.

**9. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

Vice Chair Hudson suggested the City of San Ramon as a satellite meeting location.

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

Monday, April 17, 2017, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.

**11. ADJOURNMENT**

The meeting adjourned at 12:22 p.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Liz Kniss and Members  
of the Executive Committee

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

Date: July 17, 2017

Re: Hearing Board Quarterly Report: January – March 2017 & April – June 2017

**RECOMMENDED ACTION**

None; receive and file.

**DISCUSSION**

Since the most recent Executive Committee meeting was held in February 2017, this report covers the first *and* second calendar quarters (January – March and April – June) of 2017.

**During the first quarter of 2017 (January - March), the Hearing Board:**

- Held no Hearings of any kind; and
- Processed a total of zero Orders; 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:** Sonoma County; City of Petaluma

**Docket:** 3698 - APCO vs. Spring Hill Jersey Cheese, Inc., et al – *Accusation*

**Regulation(s):** Regulation 2, Rule 1; and Regulation 9, Rule 7

**Synopsis:** Complainant was informed and believed and thereon alleged that since 2004, Respondents had owned or been operating a facility in Petaluma, California without a District permit to operate two boilers and a milk dryer required pursuant to District Regulation 2, Rule 1, despite knowing about this requirement. Further, despite the prohibition to do so, Respondents had been operating the boilers, which violated requirements of District Regulation 9, Rule 7. Complainant sought an order that Respondents cease operating the unpermitted and non-compliant equipment until they complied with District Regulation 2, Rule 1 and Regulation 9, Rule 7.

**Status:** Accusation filed on February 28, 2017; Pre-Hearing Conference was scheduled for March 28, 2017, but was cancelled due to a schedule conflict of the Respondent; Hearing scheduled for April 18, 2017.

**During the second quarter of 2017 (April - June), the Hearing Board:**

- Held a total of one Pre-Hearing Conference (Docket No. 3700)
- Held a total of two Hearings (Docket No. 3698 and Docket No. 3699)
- Processed a total of three Orders, including one Order for Dismissal of a Respondent (3690), one Stipulated Conditional Order for Abatement (3698), and one Conditional Order for Abatement (3699); 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:** Santa Clara County; City of Milpitas

**Docket:** 3690 APCO vs. SULAIMAN DOSOUQI, et al – *Accusation*

**Regulation(s):** Regulation 2, Rule 1 - Section 302

**Synopsis:** Respondents owned or operated a gas station in Milpitas, California for which they must hold a current and valid District permit to operate gasoline dispensing equipment, pursuant to District Regulation 2, Rule 1. Since at least October 2010, one or more of the Respondents had been conducting gasoline dispensing operations continuously at this gas station. Since at least September 1, 2012, they had been operating without a permit to operate, in violation of District Regulation 2-1-302. Complainant sought an order that Respondents cease gasoline dispensing operations at this facility until they obtained a current, valid District permit to do so.

**Status:** Pre-Hearing Conference held on May 20, 2016; Hearing held on June 9, 2016; Stipulated Conditional Order for Abatement filed on June 27, 2016, but Respondents failed to adhere to the conditions within the Order, and are currently in litigation with the District; Request by one of the Respondents (Hussain) to be removed from the action, due to parting company with the facility, filed on April 21, 2017; the request was considered as a Consent Calendar item on May 30, 2017; Order Dismissing Respondent Hussain from action filed on June 6, 2017.

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**Location:** Sonoma County; City of Petaluma

**Docket:** 3698 - APCO vs. Spring Hill Jersey Cheese, Inc., et al – *Accusation*

**Regulation(s):** Regulation 2, Rule 1; and Regulation 9, Rule 7

**Synopsis:** Complainant was informed and believed and thereon alleged that since 2004, Respondents had owned or been operating a facility in Petaluma, California without a District permit to operate two boilers and a milk dryer required pursuant to District Regulation 2, Rule 1, despite knowing about this requirement. Further, despite the prohibition to do so, Respondents had been operating the boilers, which violated requirements of District Regulation 9, Rule 7. Complainant sought an order that Respondents cease operating the unpermitted and non-compliant equipment until they comply with District Regulation 2, Rule 1 and Regulation 9, Rule 7.

**Status:** Accusation filed on February 28, 2017; Pre-Hearing Conference was scheduled for March 28, 2017, but was cancelled due to a schedule conflict of the Respondent; Hearing held on April 18, 2017; Stipulated Conditional Order for Abatement filed on April 19, 2017; Continued Hearing scheduled for October 24, 2017.

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**Location:** Alameda County; City of Fremont

**Docket:** 3699 - APCO vs. T&N Grimmer Enterprise Inc., et al - *Accusation*

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

**Synopsis:** Respondents own or operate a gas station in Fremont, California for which they must hold a current and valid District permit to operate gasoline dispensing equipment, pursuant to District Regulation 2, Rule 1. Since at least December 2013, one or more of the Respondents have been conducting gasoline dispensing operations continuously at this gas station without a District permit to operate, in violation of District Regulation 2-1-302. Complainant sought an order that Respondents cease gasoline dispensing operations at this facility until they obtain a current, valid District permit to do so.

**Status:** Accusation filed on May 4, 2017; Pre-Hearing Conference was scheduled for May 23, 2017, but was cancelled at request of Respondent; Hearing held on May 30, 2017, but Respondent failed to appear; Conditional Order for Abatement filed on June 21, 2017.

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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 have been operating – and are currently 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 May 15, 2017; Pre-Hearing Conference held on June 20, 2017; Hearing scheduled for July 11, 2017.

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Respectfully submitted,

Valerie 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/APCO

Date: July 17, 2017

Re: Contract Award for Spare the Air Website Redesign

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**RECOMMENDED ACTION**

The Committee will consider recommending the Board of Directors:

- 1) Authorize the Executive Officer/APCO to execute a contract with Cylogy, Inc. in the amount of \$300,000 for website upgrades, architecture, rebuild, and design services for the Spare the Air website.

**BACKGROUND**

The Spare the Air program is now in its 26<sup>th</sup> year. The sparetheair.org website is the public face of the widely known Spare the Air program. The website provides easy access to information and questions about the program, Spare the Air Alerts and helpful commuter information for students, teachers, and the public. Visitors can access daily air quality forecasts, commuter benefit information links into the 511.org ride matching, bicycle mapping systems and more. The website was last updated in 2010.

An RFP was put out in May requesting bids from contractors with experience in Sitecore, the website content management system. We received bids from seven vendors throughout the United States who submitted proposals. We had a panel of five who reviewed and scored all proposals. Proposal scores are attached.

Cylogy, Inc. has provided website maintenance and support for the Air District since 2009. This company has an experienced team of website architects, designers and project team members to complete this project. They provided a realistic timeline to complete this project. The proposed budget was in the low to mid-range of all proposals submitted.

## DISCUSSION

The Air District website was updated in 2015 with a new look and feel to create a better user experience for the information being searched for most often. It is time to update the Spare the Air website to a similar structure and design, while maintaining a friendly, more easily accessible website experience.

## BUDGET CONSIDERATIONS/FINANCIAL IMPACT

Funding for the vendor contract recommendations was held over the FYE 2017 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Lisa Fasanao  
Reviewed by: Jeff McKay

Attachment 5A: RFP Proposal Scores



AGENDA 5A - ATTACHMENT

**RFP #2017-006  
Website Redesign  
for Spare the Air**

<b>Cylogy</b>							
<b>Evaluative Criteria</b>	<b>Points</b>	<b>Evaluator 1</b>	<b>Evaluator 2</b>	<b>Evaluator 3</b>	<b>Evaluator 4</b>	<b>Evaluator 5</b>	<b>Avg</b>
Organizational Background	5	4	4	3	4	3	4
Expertise	30	30	29	29	30	27	29
Design Capabilities	30	27	30	25	29	27	28
Cost	10	9	9	9	9	8	9
Approach	20	17	19	19	19	18	18
Firm's Specialty Focus Area	5	4	4	4	4	4	4
<b>Total Points</b>	<b>100</b>	<b>91</b>	<b>95</b>	<b>89</b>	<b>95</b>	<b>87</b>	<b>91</b>

<b>Barretto-Co</b>							
<b>Evaluative Criteria</b>	<b>Points</b>	<b>Evaluator 1</b>	<b>Evaluator 2</b>	<b>Evaluator 3</b>	<b>Evaluator 4</b>	<b>Evaluator 5</b>	<b>Avg</b>
Organizational Background	5	4	2	3	3	1	3
Expertise	30	28	12	25	13	20	20
Design Capabilities	30	28	25	25	25	25	26
Cost	10	7	8	9	10	8	8
Approach	20	14	11	19	11	15	14
Firm's Specialty Focus Area	5	1	4	4	4	4	3
<b>Total Points</b>	<b>100</b>	<b>82</b>	<b>62</b>	<b>85</b>	<b>66</b>	<b>73</b>	<b>74</b>

<b>Rightpoint</b>							
<b>Evaluative Criteria</b>	<b>Points</b>	<b>Evaluator 1</b>	<b>Evaluator 2</b>	<b>Evaluator 3</b>	<b>Evaluator 4</b>	<b>Evaluator 5</b>	<b>Avg</b>
Organizational Background	5	5	4	3	4	3	4
Expertise	30	26	20	25	28	27	25
Design Capabilities	30	25	18	25	16	20	21
Cost	10	3	2	2	2	1	2
Approach	20	18	19	18	19	18	18
Firm's Specialty Focus Area	5	1	2	2	2	1	2
<b>Total Points</b>	<b>100</b>	<b>78</b>	<b>65</b>	<b>75</b>	<b>71</b>	<b>70</b>	<b>72</b>

<b>STI</b>							
<b>Evaluative Criteria</b>	<b>Points</b>	<b>Evaluator 1</b>	<b>Evaluator 2</b>	<b>Evaluator 3</b>	<b>Evaluator 4</b>	<b>Evaluator 5</b>	<b>Avg</b>
Organizational Background	5	4	4	4	5	3	4
Expertise	30	27	26	26	29	27	27
Design Capabilities	30	20	21	20	20	27	22
Cost	10	3	2	4	3	3	3
Approach	20	17	16	18	17	18	17
Firm's Specialty Focus Area	5	1	3	3	3	3	3
<b>Total Points</b>	<b>100</b>	<b>72</b>	<b>72</b>	<b>75</b>	<b>77</b>	<b>81</b>	<b>75</b>

<b>Velir</b>							
<b>Evaluative Criteria</b>	<b>Points</b>	<b>Evaluator 1</b>	<b>Evaluator 2</b>	<b>Evaluator 3</b>	<b>Evaluator 4</b>	<b>Evaluator 5</b>	<b>Avg</b>
Organizational Background	5	4	4	4	4	3	4
Expertise	30	20	23	28	23	24	24
Design Capabilities	30	15	20	23	22	24	21
Cost	10	8	7	5	7	5	6
Approach	20	12	16	14	16	18	15
Firm's Specialty Focus Area	5	1	3	3	2	2	2
<b>Total Points</b>	<b>100</b>	<b>60</b>	<b>73</b>	<b>77</b>	<b>74</b>	<b>76</b>	<b>72</b>

<b>Ameex</b>							
<b>Evaluative Criteria</b>	<b>Points</b>	<b>Evaluator 1</b>	<b>Evaluator 2</b>	<b>Evaluator 3</b>	<b>Evaluator 4</b>	<b>Evaluator 5</b>	<b>Avg</b>
Organizational Background	5	3	3	3	2	4	3
Expertise	30	15	20	24	21	10	18
Design Capabilities	30	13	20	20	14	20	17
Cost	10	9	5	7	4	8	7
Approach	20	10	13	12	15	10	12
Firm's Specialty Focus Area	5	1	2	2	0	0	1
<b>Total Points</b>	<b>100</b>	<b>51</b>	<b>63</b>	<b>68</b>	<b>56</b>	<b>52</b>	<b>58</b>

<b>HQE Systems</b>							
<b>Evaluative Criteria</b>	<b>Points</b>	<b>Evaluator 1</b>	<b>Evaluator 2</b>	<b>Evaluator 3</b>	<b>Evaluator 4</b>	<b>Evaluator 5</b>	<b>Avg</b>
Organizational Background	5	3	4	4	4	2	3
Expertise	30	15	12	15	10	15	13
Design Capabilities	30	12	8	15	12	15	12
Cost	10	9	4	5	3	9	6
Approach	20	10	6	10	5	10	8
Firm's Specialty Focus Area	5	1	4	4	4	2	3
<b>Total Points</b>	<b>100</b>	<b>50</b>	<b>38</b>	<b>53</b>	<b>38</b>	<b>53</b>	<b>46</b>

**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: July 17, 2017

Re: Technology Implementation Office (TIO) Update

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**RECOMMENDED ACTION**

None; receive and file.

**BACKGROUND**

At the Board of Directors (Board) Special Meeting on January 18, 2017, staff introduced the concept of establishing a Technology Implementation Office (TIO). The purpose of this office is to serve as a catalyst for innovation in the field of greenhouse gas (GHG) emissions reduction by deploying disruptive, low-cost solutions in the areas of zero emissions vehicles; smart/connected technologies; and zero emissions energy generation and efficiency technologies.

Staff believes that this office is necessary in order to assist regulated stationary sources with the deployment of the technologies that will help us achieve the goal of a carbon-free Bay Area by 2050, as envisioned in the Bay Area Air Quality Management District's (Air District's) Spare the Air, Cool the Climate Clean Air Plan (CAP). While the transportation and public sector have moved relatively quickly to embrace climate protection, the Air District believes that the stationary source sector has lagged in adopting climate change goals and technologies. This is in large part due to economic and regulatory uncertainties, a lack of information sharing across industry sectors and a reluctance to invest in unfamiliar technologies.

Additionally, while the electric vehicle and the enhanced and connected mobility sectors are thriving in the Bay Area, staff believes that additional support will be necessary for both to achieve the carbon free future envisioned in the CAP. In order to ensure that the Air District continues to encourage innovation and zero emissions technologies in the transportation sector, staff is proposing the transfer of the Electric Vehicle and Enhanced Mobility Programs from the Strategic Incentives Division to the TIO. This transfer will require an ongoing commitment of Transportation Fund for Clean Air monies to the TIO to support these efforts.

DISCUSSION

At the upcoming meeting, staff will introduce the Technology Officer, and describe a preliminary work plan and next steps for the office with the Executive Committee.

BUDGET CONSIDERATIONS/FINANCIAL IMPACT

None.

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 Executive Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: July 17, 2017

Re: Update on My Air Online Permitting & Compliance System

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Staff will provide an update on the My Air Online permitting and compliance system progress for Fiscal Year End (FYE) 2017, and discuss the goals for the first half of FYE 2018.

DISCUSSION

**My Air Online Program**

The My Air Online Program is composed of the design, implementation and maintenance of online permitting and compliance systems and the public website. In FYE 2017, the My Air Online completed the following:

- Migration of legacy registered sources (char-broilers, mobile refinishing and graphic arts operations) of air pollution to newer online permitting platform
- Mobile inspections for asbestos renovation and demolition notifications
- Online stipulated abatement order agreements for small boilers
- Enhanced air quality complaint wizard for the public
- Enhanced air quality complaint dispatching and assignment

Staff plan to complete the following items in the first half of the FYE 2018:

- Training and rollout of new Asbestos Renovation/Demolition compliance program
- Enhanced investigations for air quality complaints
- Enforcement action (violations and notices to comply) processing
- Enhanced facility inspection dashboards and forms
- Initial design for complex facility emissions inventory reporting (BAAQMD Regulation 12, Rule 15)
- Enhancements to support toxic health risk assessment results (BAAQMD Regulation 11, Rule 18)
- Integration with new financial system (JD Edwards 9.2)

#### BUDGET CONSIDERATIONS/FINANCIAL IMPACT

Funding for the vendor contracts to support these activities will be provided from the My Air Online Program (#125) budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

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