



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

THURSDAY
DECEMBER 14, 2017
9:30 A.M.

1ST 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 up 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. Closed captioning may contain errors and omissions, and are not certified for their content or form.

Staff/Phone (415) 749-

3. **APPROVAL OF THE MINUTES OF OCTOBER 16, 2017**

Clerk of the Boards/5073

The Committee will consider approving the draft minutes of the Executive Committee meeting of October 16, 2017.

4. **UPDATE ON TECHNOLOGY IMPLEMENTATION OFFICE (TIO) ACTIVITIES**
J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive an update on key activities and accomplishments from the TIO for the period of July 2017 – December 2017.

5. **UPDATE ON COMPLEX FACILITY PERMITTING AND COMPLIANCE STRATEGY**
J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive an update on the approach and progress for supporting permitting and compliance activities for complex facilities through My Air Online system platform.

6. **REQUEST TO AMEND THE FISCAL YEAR ENDING 2018 BUDGET TO INCREASE STAFFING**
J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive a request to amend the Fiscal Year Ending 2018 budget to increase staffing.

7. **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).

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

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

9. **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

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

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the 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 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.

**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**

DECEMBER 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Thursday	14	9:30 a.m.	1st Floor Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	18	9:30 a.m.	1st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	10:30 a.m.	1st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	1st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month</i> - CANCELLED AND RESCHEDULED TO THURSDAY, DECEMBER 7, 2017 AT 10:30 A.M.	Wednesday	27	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED AND RESCHEDULED TO THURSDAY, DECEMBER 7, 2017 AT 9:30 A.M.	Thursday	28	9:30 a.m.	1st Floor Board Room

JANUARY 2018

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	3	9:45 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	15	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	15	10:30 a.m.	1 st Floor Board Room
Board of Directors Regular Mtg. / Retreat <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Dougherty Station Community Center 17011 Bollinger Canyon Rd, San Ramon, CA 94582
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other Month)</i>	Thursday	18	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	24	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	25	9:30 a.m.	1 st Floor Board Room
AG – 12/11/17 – 4:42 pm.				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: November 2, 2017

Re: Approval of the Minutes of October 16, 2017

RECOMMENDED ACTION

Approve the attached draft minutes of the Executive Committee (Committee) meeting of October 16, 2017.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of October 16, 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 October 16, 2017

AGENDA: 3A – ATTACHMENT

Draft Minutes – Executive Committee Meeting of October 16, 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
Monday, October 16, 2017

1. CALL TO ORDER – ROLL CALL

Executive Committee (Committee) Vice Chairperson, David Hudson, called the meeting to order at 9:30 a.m.

Roll Call:

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

Absent: Committee Chairperson Liz Kniss.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS

Public comments were given by Richard Gray, Larry Chaset, Janet Stromberg, and Jed Holtzman of 350 Bay Area.

NOTED PRESENT: Director Ross was noted present at 9:40 a.m.

3. APPROVAL OF THE MINUTES OF JULY 31, 2017

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Director Wagenknecht made a motion, seconded by Director Mitchoff, to approve the minutes of July 31, 2017; and the motion carried by the following vote of the Committee:

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

4. UPDATE ON WILDFIRES

Jack Broadbent, Executive Officer/Air Pollution Control Officer, introduced Wayne Kino, Director of Compliance & Enforcement, Judith Cutino, Acting Health Officer, Eric Stevenson, Director of Meteorology and Measurements, and Lisa Fasano, Communications Officer, who all gave the staff presentation *Update on Wildfires*, including: overview; discovery and notification; response objectives; map of Bay Area Fires; fire timeline; smoke facts; efforts to reduce exposure; North Bay wildfires; monitoring response; summary of daily average Particulate Matter (PM)_{2.5} concentrations; historical PM_{2.5} concentrations; communicating air impacts; and summary.

Public Comments:

Public comments were made by Jed Holtzman, San Francisco resident.

Committee Comments:

The Committee and staff discussed reasons why daily averages of PM_{2.5} concentrations could not be monitored in particular areas on particular days, which included loss of instrumentation due to power outages, and the monitors' inability to process results based on particulate overload; the need for legends and keys to accompany graphs and charts in staff presentations; the Committee's appreciation of staff's activity in response to the North Bay fires, including mask distribution to shelters, and distribution of updated information to the media and residents; the crash of the District website due to an excess of website traffic; how the District is improving relations with university athletic directors, and the suggestion to follow up with athletes' to provide information to those who performed during smoky conditions; the fact that national air quality standards are less stringent than California standards, and how easily misinformation can be perpetuated on social media; how affected residents in the North Bay were cut off from electricity and cell phone reception, so were unable to receive District information and health advisories; the need for enhanced interaction between the District and the California Office of Emergency Services (OES) so that the District may participate in the planning efforts of OES and have an established role during emergencies; the suggestion of using the District's cigarette chimney image on social media to indicate that breathing wildfire smoke is just as harmful as smoking cigarettes, in case people are not aware of the implications; the suggestion that the District provide information on how to prepare for changes in air quality resulting from predicted rainstorms; how heavy reliance on computers and cell phones dwarves the need for radios, and the suggestion that staff enhance its methods of getting information to radio stations; and the suggestion of putting N95 masks at shelters-in-place locations ahead of time.

Committee Action:

None; receive and file.

5. HEARING BOARD QUARTERLY REPORT: JULY – SEPTEMBER 2017

Hearing Board Chairperson, Valerie J. Armento, Esq., presented this report.

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

None; receive and file.

6. BAY AREA REGIONAL COLLABORATIVE UPDATE

Jean Roggenkamp, Deputy Executive Officer, introduced Allison Brooks, Executive Director of the Bay Area Regional Collaborative (BARC), who gave the presentation *BARC Update*, including: key projects; Model Solar Ordinance program support; advancing 6 RESILIENCE ACTIONS Plan Bay Area; key governance questions; key projects to accelerate progress – Adapting to Rising Tides Bay Area (project team, goals, objectives, and regional scale adaptation planning) and Resilient by Design (timeline, winning teams, collaborative research phase timeline.)

Public Comments:

Public comments were given by Janet Stromberg, Berkeley Energy Commission.

Committee Comments:

The Committee and staff discussed the division among policy makers regarding how governance plans should be developed; the geographic distribution of the ten selected Design Teams of Resilient by Design Bay Area Challenge; and who was eligible to apply in the competition.

Committee Action:

None; receive and file.

7. CONTRACT AWARD FOR RECORDS MANAGEMENT SYSTEM PROCUREMENT AND IMPLEMENTATION

Damian Breen, Deputy Air Pollution Control Officer, introduced John Chiladakis, Director of Information Services, who gave the staff presentation *Records Management System Procurement and Implementation*, including: Air District records management; Richmond records storage; digital storage; current challenges; approach to challenges; records management activities;

Request for Proposals (RFP) for Centralized Records Management System; proposal scores; vendor interview scores; Vendor Proof of Concept scores; and recommendation.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed the length of contract duration; the annual maintenance fee that the District will pay; and whether related costs will be apportioned to Title 5 facilities.

Committee Action:

Director Mitchoff made a motion, seconded by Director Barrett, to authorize the Executive Officer/Air Pollution Control Officer to execute a contract with Xerox, Inc. in an amount not to exceed \$650,000 for a Records Management System; and the motion carried by the following vote of the Committee:

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

8. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

None.

9. TIME AND PLACE OF NEXT MEETING

Monday, November 20, 2017, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.

10. ADJOURNMENT

The meeting adjourned at 11:13 a.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: Jack P. Broadbent
Executive Officer/APCO

Date: December 14, 2017

Re: Update on Technology Implementation Office (TIO) Activities

RECOMMENDED ACTIONS

None; receive and file.

BACKGROUND

The Technology Implementation Office (TIO) was launched as part of the Clean Air Plan vision for a post-carbon Bay Area by 2050. The TIO's mission is to establish the Air District as a catalyst for innovation to combat climate change by incentivizing disruptive, low-cost technologies that reduce greenhouse gas (GHG) emissions for mobile and stationary sources.

DISCUSSION

As part of this update, staff will discuss key activities and accomplishments from the TIO for the period July 2017 to December 2017, including the following:

Stakeholder Engagement

- The TIO held stakeholder meetings with researchers, technology developers, incubators and accelerators, utilities, stationary facilities, partner agencies, and financing authorities to get input on the TIO's initial action plan.
- Staff have extended invitations to 5 candidates for the TIO Steering Committee who it believes have the correct mix of skills to assist the Air District in launching the office.

Mobile GHG Reduction Programs

- The transition of light-duty electric vehicle (EV) incentive programs over to the TIO has begun. Once the transition is complete, TIO will administer the Charge! Program for EV infrastructure and the upcoming incentive program to accelerate light duty EV's in public and private fleets.
- TIO recently submitted a plan and application for up to \$10 million(M) to the California Air Resources Board (ARB) for the Enhanced Fleet Modernization Program Plus Up

(EFMP+Up). Pending approval by ARB, the program is scheduled to launch in 2018 and would target qualifying low-income drivers and provide participants funding options for either cleaner replacement vehicles (i.e., EVs or hybrid cars) or transit subsidies, including access to car- and bike-sharing. A resolution accepting this funding was adopted by the Board of Directors (Board) on November 1, 2017.

- The Metropolitan Transportation Commission recently approved an award of \$5M in Congestion Mitigation Air Quality funding to support the District's on-going outreach and evaluation efforts to accelerate adoption of light-duty EVs in the region. Beginning in FYE 2018, this funding will be allocated over a five-year period. A resolution accepting this funding and \$5 million in additional monies for the Spare the Air Program was adopted by the Board on November 1, 2017.

Stationary GHG Reduction Programs

- TIO released a Request for Information (RFI) to learn about new technologies with the potential to reduce greenhouse gas emissions (Attachment 1), with a submission deadline of December 15, 2017.
- TIO released a Request for Proposals (RFP) for an organization to conduct a technology assessment of opportunities to reduce greenhouse gas emissions from stationary sources (Attachment 2), with an application deadline of December 7, 2017.
- TIO was augmented by the arrival of U.S. Environmental Protection Agency Assistant Director Michael Montgomery via a 6-month executive development program assignment. Mr. Montgomery will evaluate the landscape of financial incentive programs, matching incentives with the needs within the stationary sources, and recommend financing and partnership models for the TIO.

Next Steps

Staff will also update the Board on next steps to implement the TIO roadmap for fiscal year ending (FYE) 2018, including the following:

- Organizing quarterly steering committee meetings. The first meeting will be held in January 2018.
- Completing the technology assessment RFP process, present recommendations to the Board on a contractor, and complete technology assessment.
- Completing the financing model evaluation and discuss financing model recommendations with Air District staff, TIO Steering Committee and Board.
- Negotiating financing partnerships for stationary technology incentives program.
- Continuing mobile programs, including Charge! Program, light duty EV Fleet program, and start up a Bay Area Enhanced Fleet Modernization Program program.
- Conducting staff recruitments.

- Event planning for Technology Implementation Office conference to connect stationary facilities, financing opportunities, and technologies.

BUDGET CONSIDERATIONS/FINANCIAL IMPACT

On November 1, 2017, the Air District Board accepted the \$5M from MTC for EV outreach, partnerships and evaluation and also agreed to accept up to \$10M in funding from ARB for the EFMP+Up Program. As a result of these actions, the TIO will be requesting approval of additional staffing, as part of a larger discussion with the Budget and Finance and Executive Committees that includes these revenues and projected funds from Assembly Bill 134 and 617.

Additionally, staff will request funding for the Technology Assessment Project referenced above and to further investigate financing mechanisms and models from designated reserves following RFP processes at an upcoming Executive Committee meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Ranyee Chiang
Reviewed by: Damian Breen

Attachment 1: Request for Information# 2017-013 Technology Opportunities to Reduce Greenhouse Gas Emissions from Stationary Sources in the Bay Area (<http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq>)

Attachment 2: Request for Proposals# 2017-011 Technology Assessment of Opportunities to Reduce Greenhouse Gas Emissions at Stationary Sources of Air Pollution in the Bay Area (<http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq>)



September 14, 2017

Request for Information# 2017-013

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Technology Opportunities to Reduce Greenhouse Gas
Emissions from Stationary Sources in the Bay Area

SECTION I – SUMMARY 1
SECTION II – GENERAL INSTRUCTIONS..... 2
SECTION III – REQUESTED INFORMATION..... 2

SECTION I – SUMMARY

A Request for Information (RFI) and Statement of Interest is issued to solicit information and ideas from companies, non-profit organizations, research organizations and other interested parties capable of assisting the Bay Area Air Quality Management District (Air District). Submissions will be used as a guide to find solutions and potentially issue Requests for Quotes (RFQ) or Requests for Proposals (RFP) and potentially influence how an RFQ or RFP is structured.

The Air District is requesting information about innovative technologies that have potential to reduce greenhouse gas emissions from stationary sources in the Bay Area, including refineries, electricity generation facilities, manufacturing facilities, waste management or treatment facilities, agricultural production, data centers, and commercial and residential buildings. The Air District is interested in technologies that have already been piloted or demonstrated successfully in a relevant environment. Technologies may include equipment, software, smart/connected technologies, or other innovations that reduce use of non-renewable energy, reduce emissions, or optimize energy efficiency. Technologies submitted in response to this RFI may be considered for inclusion in the Air District’s technology assessment based on the technology’s level of innovation and potential for impact.

To respond to this RFI, interested parties should complete the web-based questionnaire linked below:

<https://www.surveymonkey.com/r/BAAQMD-2017-013>

**The questionnaire must be submitted by 4:30 PM on December 15, 2017.
Late submissions will not be considered.**

Minority business enterprises, women's business enterprises, and Certified Green Businesses are encouraged to submit a response. **Any questions regarding this RFI should be directed to Cynthia Zhang at czhang@baaqmd.gov.**

SECTION II – GENERAL INSTRUCTIONS

1. All submissions must be made in accordance with the conditions of this RFI. Failure to address any of the requirements is grounds for rejection of the submission.
2. Organizations that have multiple technologies to suggest should submit a separate questionnaire for each technology.
3. The Air District may modify the RFI or issue supplementary information or guidelines during the period prior to December 15, 2017 due date.
4. The cost for developing the information is the responsibility of the bidder, and shall not be chargeable to the Air District.
5. All questions must be in written form and e-mailed directly to Cynthia Zhang, Purchasing Agent, and arrive by 4:00 p.m. on October 12, 2017. All questions will be answered in writing and posted on the [BAAQMD RFP/RFQ webpage](#) by 6:00 p.m. on October 26, 2017.

SECTION III – REQUESTED INFORMATION

1. Organization name
2. Office nearest to San Francisco, California (Address and telephone number)
3. Designated point of contact (Name and e-mail address)
4. Organization summary
5. Technology name
6. Description of innovation (i.e. value proposition, key differentiators from other technologies in the market)
7. Technology categories (equipment, software/application/algorithm, smart/connected technologies, other innovation)
8. Relevant emissions
 - o Greenhouse gases: Carbon dioxide (CO₂), Methane (CH₄), Nitrous oxide (N₂O), Hydrofluorocarbons (HFC)/perfluorocarbons (PFC), Sulfur hexafluoride (SF₆), Black Carbon (BC)
 - o Other pollutants: Particulate matter (PM), Nitrogen oxides (NO_x), Toxic air contaminants
9. Relevant emissions sources addressed by technology (refineries, electricity generation facilities, manufacturing facilities, waste management or treatment, agriculture, data centers, and/or commercial and residential buildings)

10. Emissions reductions possible per source, including total emissions reduction (mass) and percent reduction (%)
11. Cost of technology (including capital and operating costs), cost of comparative technology, payback period for customers
12. Investment funding amounts and dates, quarterly revenues and net income for past 8 quarters
13. Description and links to reports for completed pilots and demonstrations
14. (Optional) Barriers and support needed by organization to increase dissemination of technologies (including regulatory, permitting, or market barriers)
15. (Optional) Available local, state, or federal incentives or programs that support this technology
16. (Optional) References



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

September 27, 2017

Request for Proposals# 2017-011

Technology Assessment of Opportunities to Reduce
Greenhouse Gas Emissions at Stationary Sources of Air
Pollution in the Bay Area

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District or District) is requesting proposals from experienced and qualified organizations to perform a technology assessment to evaluate opportunities to reduce greenhouse gas emissions at stationary sources of air pollution in the Bay Area (e.g. refineries, natural gas power plants, manufacturing facilities, waste management facilities, residential and commercial buildings, etc.). Technologies may include equipment, software, smart/connected technologies, or other innovations that reduce use of non-renewable energy, reduce emissions, or optimize energy efficiency. These technology options will be evaluated on technology readiness, costs, benefits, and barriers to development, demonstration, and deployment.

To respond to this Request for Proposals (RFP), an interested organization should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to the Air District’s Procurement Portal (Portal):

Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com/>

**Proposals must be submitted by 4:00 p.m. on November 3, 2017.
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal.**

SECTION II – BACKGROUND

A. Air District Overview

The Bay Area Air Quality Management District (Air District) was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures. In 2017, the Air District adopted a Clean Air Plan, a multi-pollutant strategy to reduce ozone, particulate matter, toxic air contaminants, and greenhouse gases. The strategy includes proposed regulations, grant and incentive programs, public education and outreach, and partnerships with other agencies and stakeholders.

The Air District is governed by a twenty-four member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack Broadbent.

B. Technology Implementation Office

As part of the Clean Air Plan's vision for a post-carbon Bay Area by 2050, the Air District established the Technology Implementation Office (TIO) in 2016 to scale up technologies that reduce greenhouse gas (GHG) emissions. The TIO plans to incentivize stationary sources of GHG emissions to incorporate low-carbon intensity practices across Bay Area industries. The TIO also supports deployment of zero emissions energy generation, zero emissions vehicles and infrastructure, efficiency technologies, and new smart/connected technologies, leveraging technology and innovation opportunities from the Bay Area whenever feasible.

The selected organization will perform a technology assessment to evaluate opportunities to reduce greenhouse gas emissions at stationary sources of air pollution in the Bay Area (e.g. refineries, natural gas power plants, manufacturing facilities, waste management facilities, residential and commercial buildings, etc.). The technology assessment will evaluate technology readiness, costs, benefits, and barriers to development, demonstration, and deployment. The technology assessment for stationary sources will be used together with existing analyses of transportation technologies to support planning for TIO and Air District programs. The results of the assessment will also be shared with partner agencies, researchers, and the private sector.

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. Prospective bidders must create an account through the Portal in order to view RFP documents, addenda, and submit questions and proposal documents.
2. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
3. Proposals may include multiple organizations with a lead organization and subcontractors, to ensure a broad range of technology and analytical expertise.
4. Lead organization must declare that they have no personal or financial stake in the technology options included in the assessment.
5. All information should be complete, specific, and as concise as possible.
6. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
7. The District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Prospective bidders who register on the Portal will be notified by email of RFP updates. Please check the [Portal](#) for updates prior to the due date.
8. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the November 3, 2017, due date.
9. The District reserves the right to reject any and all proposals.
10. All questions must be in written form and submitted through the Portal no later than 4:00 p.m. on October 12, 2017. All questions will be answered in writing and posted on the [Portal](#) by 6:00 p.m. on October 20, 2017.
11. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than 4:00 p.m., November 3, 2017, and should be submitted via the Portal:

Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com/>

2. Proposals received after the time and date provided previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a return email. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the organization.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the due date. Proposals may not be modified after the due date. All proposals shall constitute firm offers valid for ninety (90) days from the November 3, 2017, due date.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for

the purpose of clarifying the proposals.

2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION IV – SCOPE OF WORK

The selected organization will perform an assessment of potential technology opportunities to reduce greenhouse gas emissions at stationary sources of air pollution in the Bay Area. The selected organization will research and evaluate promising technology opportunities and provide a detailed written report describing findings as outlined in this RFP. This technology assessment will focus on identifying and synthesizing existing studies so that they are comparable across technology categories and relevant industries and emissions sources in the Bay Area. **(Note: The final scope of work and budget for this project will be discussed and agreed upon between the Air District and the selected organization prior to contract execution)**

The technology assessment will focus on technologies that reduce the following emissions:

- Carbon dioxide (CO₂)
- Methane (CH₄)
- Nitrous oxide (N₂O)
- Hydrofluorocarbons (HFC), perfluorocarbons (PFC)
- Sulfur hexafluoride (SF₆)
- Black Carbon (BC)

The assessment will focus on technologies that are relevant for stationary emissions sources regulated by the Air District including but not limited to:

- Refineries
- Natural gas power stations and cogeneration facilities
- Cement factories
- Semi-conductor factories
- Landfills
- Composting facilities
- Animal waste and agriculture
- Wastewater/sewage treatment facilities
- Data centers
- Commercial buildings
- Residential buildings

Technologies that enable linking together multiple facilities should also be included, especially to better utilize waste products and energy.

The selected organization will evaluate technology opportunities that are at Technology Readiness Levels 7 – 9 based on the U.S. Department of Energy's definitions¹.

Technologies include but are not limited to:

¹ U.S. Department of Energy G 413.3-4A, Technology Readiness Assessment Guide, p. 9, <https://www.directives.doe.gov/directives-documents/400-series/0413.3-EGuide-04a>

- Alternatives to gas turbines and diesel internal combustion engines (including gas microturbines, hydrogen fuel cells, renewable energy and battery storage)
- Cooling and heating (including geothermal, electric heat pumps)
- Energy efficiency measures
- Smart/connected technologies (including sensors, leveraging mobile networks, big data, artificial intelligence, Internet of Things, industrial Internet of Things, software or applications)
- Methane capture and use
- Waste-to-energy
- Carbon sequestration and use

Organizations should include suggestions for additional promising technologies that can significantly reduce greenhouse gas emissions at these emissions sources. Concurrently, the Air District has issued a separate Request for Information (RFI) to seek information and suggestions for additional technology opportunities. The Air District and selected organization will review the RFI submissions and determine which, if any, will be included in the assessment and written report based on the level of innovation and potential for impact.

The analysis approach should include the following steps, as well as other steps suggested by the proposing organization:

- Desk research of relevant publications and reports.
- Interview researchers, companies, investors to gather data about emissions reduction technologies and companies.
- Analysis and modeling to fill in gaps to assess and compare technology readiness, emissions reductions, costs, market barriers.
- Develop matrix which combines these analyses into a framework which allows technologies to be evaluated by a common set of assumptions and criteria; Develop graphs which allow ranking technologies by GHG emissions reductions, costs, GHG emissions reductions per cost, and GHG emissions reductions achievable with commercially available technologies.
- Prepare the final report that includes the methodology, results (including the matrix), and limitations.

For each technology opportunity, the technology assessment report should provide and/or evaluate the following factors at a minimum:

- Description of the technology
- Technology Readiness Level. For demonstrated technologies, the report should include results and implications from the demonstration. For deployed technologies, the report should include the number in the market and recent trends for market penetration.
- Technological barriers, dependencies, and risks
- Economic, market, and policy barriers, dependencies, and risks (including maturity and stability of companies, regulatory or permitting barriers, competitiveness with baseline technologies)
- Relevant emissions sources in the Bay Area currently and anticipated in the future (including facility categories and unit operations)
- Emissions reductions that are technically and economically feasible per source; emissions reductions feasible across the Bay Area. If these are ranges, the report should include the parameters that shift the emissions reductions to the lower or higher end of the range, with uncertainty analyses.

- Additional environmental, social, or economic benefits
- Costs, costs per emissions reduction, cost comparison with baseline technologies, timeframe for cost recovery. If these are ranges, the report should include the parameters that shift the costs to the lower or higher end of the range with uncertainty analyses.
- Opportunities to catalyze energy systems change or additional GHG emissions beyond the specific technologies and emissions sources

Project timeline: 4 months from when the contract is signed

The proposed project schedule should include these milestones, which will be reviewed by Air District staff (including from Technology Implementation Office and Engineering Division):

- Kick-off planning meeting with Air District staff, including review of RFI submissions
- Regular project progress reports and meetings with Air District staff
- List of stakeholders to interview, and of data sources
- Report outline, including matrix template for organizing emissions sources and technologies and presentation to Air District staff
- Draft report and presentation to Air District Staff
- Share data and models developed as part of this scope of work
- Final report incorporating Air District staff feedback

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal

a. Cover Page (Section I) –

- Lead organization must include:
 - Address and telephone number of office nearest to San Francisco, California
 - Name and e-mail address of project manager and designated point of contact
 - Must be signed by the person(s) authorized to represent the organization
- Table of Contents – Clearly identify material contained in the proposal by section

b. Summary (Section II, maximum of 1 page) – State overall approach to Technology Assessment, including the objectives and scope of work.

c. Organization Background (Section III, maximum of 3 pages) – Provide a

statement of organization(s)' background, technical capabilities, and previous experience relating to this scope of work. Provide references of other, similar projects including contact name, title, and telephone number for all references listed and any resulting publications.

- d. Assigned Personnel (Section IV, maximum of ½ page per person) – Provide the following information about the staff to be assigned to the project:
 - List all key personnel assigned to the project, including name, title, and geographical location (if different from one provided on the cover page). Provide a summary of their training and experience in providing similar services and any specialized expertise they may have. Substitution of project manager or staff will not be permitted without prior written approval of the Air District's assigned program manager.
 - Provide a statement of the availability of staff with requisite qualifications and experience to conduct the requested project.
- e. Subcontractors (Section V) – List any subcontractors that will be used, their scope of work, and the total number of hours or percentage of time they will spend on the contract.
- f. Analysis Methodology (Section VI, maximum of 3 pages) – Describe the data, tools and methodology proposed for this scope of work. Include proposed data sources and references, anticipated challenges related to data availability, necessary assumptions, and limitations of current analysis tools and how the proposed work will address these challenges.
- g. Project Schedule (Section VII, maximum of 2 pages) – Provide projected milestones or benchmarks for completing the project within the total time allowed.
- h. Project Organization (Section VIII, maximum of 2 pages) – Describe the proposed management structure, monitoring procedures, and organization of the engagement team. Provide a statement specifically addressing the organizations' ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed schedule.
- i. Retention of Working Papers (Section IX) – All working papers are the property of the Air District. Include a statement acknowledging that if your organization is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.
- j. Conflict of Interest (Section X) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the organization on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for

other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.

- k. Declaration Statement (Section XI) – Provide a signed declaration on your organization’s letterhead attesting your organization has no personal or financial stake in the technology options to be assessed and included in the analysis.
- l. Additional Data (Section XII) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).
- m. Cost Proposal (Section XIII) – List the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. When relevant, list cost share being provided by the lead organization, including for overhead costs. In addition, costs should be estimated for each of the components of the Scope of Work. The Cost Proposal does not need to be a separate, sealed document.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFP. An example of a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Criteria	Description	Weight
Expertise	Technical expertise and experience of the organization and personnel assigned to RFP tasks; organization’s ability to perform and complete the work in a professional and timely manner. <i>(For example, as described in Organization Background, Section III; Assigned Personnel, Section IV; Subcontractors, Section V)</i>	30%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed, related challenges, and plans to mitigate those challenges. <i>(For example, as described in Summary, Section II; Analysis Methodology, Section VI; Project Schedule, Section VII; and Project Organization, Section VIII)</i>	40%
Organization’s Specialty Focus	Local organization (2.5%)/Green Business (2.5%)*	5%

Area		
Conflicts of Interest	Conflicts of interest are addressed <i>(For example, as described in Conflict of Interest, Section X; Declaration Statement, Section XI; Additional Data, Section XII)</i>	5%
Cost	Cost or cost effectiveness and resource allocation strategy, including completeness and level of detail in budget, percent of administrative and overhead costs, and whether there is cost-share <i>(For example, as described in Cost Proposal, Section XIII)</i>	20%
	Total	100%

*The Air District gives preference to local organizations and those that are certified as green businesses by a government agency or independent private rating organization. Local business refers to an organization's headquarters located in the 9 counties of the Air District's jurisdiction.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer. The Air District reserves the right to reject any and all proposals submitted and/or request additional information.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>.

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: December 5, 2017

Re: Update on Complex Facility Online Permitting and Compliance Strategy

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The My Air Online Program is composed of the design, implementation and maintenance of online permitting and compliance systems, New Production System (NPS), and the public websites. The platform currently supports permit applications, permit renewals and inspection of small businesses, which represent approximately 70% total facilities regulated by the Air District. The remaining 30% of the facilities regulated by the Air District represent the more complex operations, including refineries, chemical plants, power plants and metal melting operations. Starting in 2018, staff will begin enhancing the NPS platform and implementing a new web-based emissions inventory reporting product to support permitting and compliance activities for these operations.

DISCUSSION

The new emissions inventory validation tool will initially focus on inventory reporting activities for Regulation 12, Rule 15: Petroleum Refining Emissions Tracking and Assembly Bill 617: Nonvehicular Air Pollution: Criteria Air Pollutants and Toxic Air Contaminants. In addition, the enhanced data provided through this new product will provide an improved toxic air contaminant inventory to support implementation of Regulation 11, Rule 18: Reduction of Risk from Air Toxic Emissions at Existing Facilities. Once this tool is completed it will form the basis for the completion of the Complex Facility tool suite including permit renewals, emissions banking, new permits and individual complex facility modules (refineries, power plants etc.).

In anticipation of this development effort, the Air District released a Request for Qualifications for software professional services. This yielded five local service providers with the appropriate skills, resources and availability for effective collaboration. Additionally, a Request for Quotation was released detailing the scope of work required to estimate and build the new system. It is anticipated that vendor selection will be complete for a January kick-off with an estimated budget of \$975,520 for the remainder of the fiscal year.

Staff will provide an update on the approach and progress for supporting permitting and compliance activities for complex facilities through My Air Online permitting & compliance system platform.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the vendor contracts to support these activities is included FYE 2018 budget and will be provided from the My Air Online Program (#125) budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Blair L. Adams
Reviewed 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: December 1, 2017

Re: Request to Amend the Fiscal Year Ending 2018 Budget to Increase Staffing

RECOMMENDED ACTIONS

Recommend Board of Directors:

Amend the Fiscal Year Ending 2018 budget to authorize the creation of twenty-two (22) additional full time positions.

BACKGROUND

The Air District will be implementing new initiatives and receiving additional funding as mentioned below.

Regulation 11, Rule 18

The Air District Board has passed a new regulation to reduce health risks from toxic emissions from existing facilities - Regulation 11, Rule 18: Reduction of Risk from Air Toxic Emissions at Existing Facilities (Rule 11-18). This new rule will improve air quality and reduce toxic emissions from facilities ranging in size from large-scale plants like factories and oil refineries to smaller operations like some dry cleaners and crematoria. Rule 11-18 will rely on risk screenings and health risk assessments.

In implementing Rule 11-18, Air District staff will conduct site-specific screening analyses for all facilities that report toxic air contaminant emissions, and calculate health prioritization scores based on the amount of toxic air pollution emitted, the degree of toxicity of these pollutants, and the proximity of these facilities to local communities. For facilities found to have priority scores, a rough approximation of the health risk for a facility above the levels required by the rule, the Air District will conduct health risk assessments. Based on the health risk assessments, facilities found to have a potential health risk above the Risk Action Level will be required to reduce their risk below the Risk Action Level, or install Best Available Retrofit Control Technology for Toxics on all significant sources of toxic emissions.

Assembly Bill 617

On July 26, 2017, Governor Brown signed Assembly Bill (AB) 617 (C. Garcia, Chapter 136, Statutes of 2017) into state law. The bill establishes a program whose focus is to reduce exposure in California neighborhoods most impacted by air pollution. The bill requires the California Air Resources Board (ARB) to work closely with local air districts, community groups, community members, environmental organizations, and regulated industries to reduce harmful air emissions and create a new framework for community protection. The California State Budget provides \$27 million to support all local air districts' implementation of AB 617 of which staff expects to receive approximately \$5 million as a one time disbursement for its operations. Additional staff will be needed to fully implement the requirements of AB 617 and will be included in the draft FYE 2019 budget as well as the request to increase staff and amend the FYE 2018 budget.

Assembly Bill 134

On September 9, 2017, Assembly Bill (AB) 134 was signed into law. This legislation amends the 2017 California State Budget Act to add provisions related to its greenhouse gas expenditure plan that allocates \$50 million to the Air District. This funding is principally to address the reduction of diesel particulate matter (DPM) emissions, the primary health risk driver from toxic air contaminants, in Bay Area impacted communities. This funding is targeted to complement efforts under AB 617.

Additional New Funding

In addition to the funding provided by AB 134 listed above, the Air District has successfully secured over \$17 million in new program funding from federal, state, and other sources including the Bay Area Clean Air Foundation over the past three years. This new funding is anticipated to provide approximately \$3.7 million in new administrative revenue from the following:

Climate Initiatives Program: MTC receives funding from the Federal Highway Administration's (FHWA) Congestion Mitigation and Air Quality Program (CMAQ). Because the Air District is the lead agency in the region for implementing electric vehicle (EV) programs, MTC has awarded the Air District \$10 million in CMAQ funds through its Climate Initiatives Program to help further advance regional adoption of EVs.

Enhanced Fleet Modernization Plus-up Program (EFMP Plus-up Program): The ARB Enhanced Fleet Modernization Plus-up Program (EFMP Plus-up Program) is a voluntary vehicle retirement and replacement incentive program. Depending on how many of districts proceed the Air District may be awarded up to \$10 million to implement the EFMP Plus-up.

Bay Area Clean Air Foundation: The Foundation was recently awarded \$1.3 million in Reformulated Gas (RFG) funding to help accelerate the adoption of zero- and near-zero-emission equipment and vehicles operating in and around the Port of Oakland and the surrounding West Oakland community.

Other Grants: The following is a summary of other recent awards to the Air District:

Funding Agency	Project Title	Total Award in Millions
California Energy Commission	Bay Area Corridor Charging Expansion	\$0.50
National Fish and Wildlife Foundation	Commercial Lawn & Garden Equipment in Alameda & Contra Costa counties	\$0.47
Reformulated Gas Settlement Fund	EV Charging Demo	\$0.50
Air Resources Board	Goodwill Industries Electric Vehicle Project	\$2.74
Caltrans/ MTC	Climate Initiative Program Public Education and Signage	\$0.40
US EPA National Clean Diesel Program	Locomotive Replacement (2 projects)	\$2.06

DISCUSSION

Staffing for New Initiatives and Mandates

As a result of the new initiatives and mandates listed above, staff is proposing to rebalance existing workload, restructure the current organization and augment its numbers as follows:

Strategic Incentives Division (SID): The Air District’s grant funding is mainly administered by the SID, which currently consists of 17 permanent FTEs. In FYE 2018, the SID will administer approximately \$101 million in new revenues. As a result of the funding provided by AB 134 and the additional new grant monies available, staff is proposing to augment its numbers in the strategic incentives division as follows: ***5 proposed new FTEs: 1 Senior Staff Specialist, 2 Staff Specialists, and 2 Assistant Staff Specialists.***

Technology Information Office (TIO): As part of the Clean Air Plan’s vision for a post-carbon Bay Area by 2050, the Air District established the TIO in 2016 to scale up technologies that reduce greenhouse gas (GHG) emissions, and currently includes 5 FTEs. As a result of the grant funding being provided by AB 134 and the additional new grant monies listed above, staff is proposing to utilize those monies as appropriate in conjunction with repurposing general fund revenue currently allocated to SID to augment the TIO as follows: ***4 proposed new FTEs: 3 Staff Specialists, and 1 Assistant Staff Specialist.***

Engineering Division (Engineering): As part of the implementation of Rule 11-18, and increased needs it places on the Air District for risk screenings, health risk analyses (HRA), HRA consultant oversight, data and inventory refinement, and participation in both public and industry review processes for health risk reduction plans, Engineering will reorganize to move its most experienced staff to do this work. In order to balance the reassigned permitting and engineering workload, staff

proposes to augment Engineering as follows: *Five proposed new FTEs: One (1) Air Quality Manager and Four (4) Engineers.*

Community Protection Office (CPO): In order to meet the requirements of AB 617 and based on the importance of this initiative, staff is proposing to create a new section - the Community Protection Office. The focus of the CPO will be to engage with AB 617 communities to understand air quality impacts in each of their unique communities, to ensure that those communities have the education on monitoring and air quality issues to engage productively with both the Air District and the ARB, to understand community concerns and to advocate for them with both the Board and ARB; and to form partnerships that lead to lasting air quality improvements in those communities. Due to the importance of this work and the need for greater and more diverse community engagement, staff is recommending that the current Community Engagement Group be reorganized to be part of the CPO and that that office be augmented as follows: *Three (3) proposed new FTEs: One (1) officer level position and Two (2) Staff Specialists.*

Meteorology and Monitoring Division (M&M): In addition to commitments to develop additional monitoring in the five refinery communities, new requirements under AB 617 will require that the current ambient air monitoring network adapt and expand to focus on more localized impacts. Additional staff will be required to develop strategies for large scale localized pollution monitoring at facilities and communities; to operate, maintain and modify the current monitoring network and any additional monitoring sites; and to perform data analysis, reporting and quality control on monitoring results. In order to meet this challenge, M&M is proposing to utilize one-time funding provided by AB 617 and general fund revenue to augmented its staff as follows: *5 proposed new FTEs: 1 Principal Air and Meteorological Monitoring Specialist, 1 Air Quality Meteorologist, 2 Air Quality Instrument Specialists, and 1 Assistant Staff Specialist.*

BUDGET CONSIDERATION / FINANCIAL IMPACT

Administrative funds from new grant revenue cover costs for the associated new staff. Costs for the remaining new staff will be covered by the vacancy rate associated with recent attrition in the current fiscal year. General Fund revenue will increase by approximately \$5 million to reflect the funds from Assembly Bill 617.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay and Damian Breen