



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
AD HOC BUILDING OVERSIGHT COMMITTEE MEETING

COMMITTEE MEMBERS

MARK ROSS – CHAIR
TERESA BARRETT
SCOTT HAGGERTY
KAREN MITCHOFF

DAVID CANEPA – VICE-CHAIR
PAULINE RUSSO CUTTER
LIZ KNISS
JIM SPERING

WEDNESDAY
SEPTEMBER 18, 2019
9:00 A.M.

1ST FLOOR BOARD ROOM
375 BEALE STREET
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL**
PLEDGE OF ALLEGIANCE
PUBLIC MEETING PROCEDURE

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.

This meeting will be webcast. To see the webcast, please visit www.baaqmd.gov/bodagendas at the time of the meeting. Closed captioning may contain errors and omissions, and are not certified for their content or form.

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

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

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

3. **APPROVAL OF THE MINUTES OF APRIL 3, 2019**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of April 3, 2019.

4. **CONSIDER RECOMMENDING THE BOARD OF DIRECTORS AUTHORIZE EXECUTION OF AN EXTENSION OF CONTRACTS FOR BUILD-OUT OF A PORTION OF THE RICHMOND, LAKESIDE DRIVE BUILDING**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will consider recommending the Board of Directors authorize the Executive Officer/APCO to execute an extension of contracts to build-out approximately 7,300 square feet of the Richmond, Lakeside building with cubicles and offices, in an amount not to exceed \$250,000. The Committee will also consider recommending the Board of Directors authorize the Executive Officer/APCO to obtain bids and execute contracts to install video conferencing capabilities at the site, in an amount not to exceed \$235,000.

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

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

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

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

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

At the Call of the Chair.

8. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Ad Hoc Building Oversight Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that 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, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE:

MONTHLY CALENDAR OF AIR DISTRICT ANTICIPATED MEETINGS

SEPTEMBER 2019

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting - CANCELLED AND RESCHEDULED TO DECEMBER 9, 2019	Monday	9	10:00 a.m.	1 st Floor Board Room
Board of Directors Community & Public Health Committee	Thursday	12	9:30 a.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Stationary Source Committee	Monday	16	10:00 a.m.	Milpitas City Hall Council Chambers 455 E. Calaveras Blvd. Milpitas, CA 95035
Board of Directors Executive Committee - CANCELLED	Wednesday	18	9:30 a.m.	1 st Floor Board Room
Board of Directors Ad Hoc Building Oversight Committee	Wednesday	18	9:00 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting	Wednesday	18	9:30 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee	Thursday	19	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee - CANCELLED	Wednesday	25	9:30 a.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee	Thursday	26	9:30 a.m.	1 st Floor Board Room

OCTOBER 2019

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Special Meeting	Wednesday	2	9:30 a.m.	The Waterfront Hotel Spinnaker Room 10 Washington St. Oakland, CA 94607
Board of Directors Technology Implementation Office (TIO) Steering Committee	Friday	4	9:30 a.m.	1 st Floor Board Room
Board of Directors Legislative Committee	Wednesday	9	9:30 a.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Executive Committee	Wednesday	16	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee	Wednesday	23	9:30 a.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee	Thursday	24	9:30 a.m.	1 st Floor Board Room
Advisory Council Meeting	Monday	28	10:00 a.m.	1 st Floor Board Room
Board of Directors Community & Public Health Committee	Wednesday	30	9:30 a.m.	1 st Floor Board Room

HL – 9/6/2019 – 1:05 p.m.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Mark Ross and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 6, 2019

Re: Approval of the Minutes of April 3, 2019

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of April 3, 2019.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on April 3, 2019.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

Attachment 3A: Draft Minutes of the Committee Meeting of April 3, 2019

AGENDA 3A – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of April 3, 2019

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
Ad Hoc Building Oversight Committee Meeting
Wednesday, April 3, 2019

1. CALL TO ORDER – ROLL CALL

Ad Hoc Building Oversight Committee (Committee) Vice Chairperson, David Canepa, called the meeting to order at 9:05 a.m.

Present: Vice Chairperson David Canepa; and Directors Teresa Barrett, Pauline Russo Cutter, Scott Haggerty, Karen Mitchoff, and Jim Spering.

Absent: Chairperson Mark Ross; and Director Liz Kniss.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

3. APPROVAL OF THE MINUTES OF FEBRUARY 6, 2019

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Barrett made a motion, seconded by Director Spering, to approve the minutes of February 6, 2019; and the motion carried by the following vote of the Committee:

AYES: Barrett, Canepa, Cutter, Haggerty, Mitchoff, Spering.
NOES: None.
ABSTAIN: None.
ABSENT: Kniss and Ross.

4. CONSIDER RECOMMENDING THE BOARD OF DIRECTORS AUTHORIZE EXECUTION OF CONTRACTS FOR BUILD-OUT OF A PORTION OF THE RICHMOND, LAKESIDE DRIVE BUILDING

Dr. Jeff McKay, Chief Financial Officer, gave the staff presentation *Build-Out of a Portion of the Richmond, Lakeside Drive Building*, including: background; description, estimated cost, diagram, funding of build-out; and recommended action.

NOTED PRESENT: Director Kniss was noted present at 9:08 a.m.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the additional square footage that the Air District will occupy when the previous owner vacates the property in January 2020; relocation options for Air District staff; the cost per square foot; and the formula used to determine the estimated cost for furnishings.

Committee Action

Director Mitchoff made a motion, seconded by Director Spering, to recommend that the Board authorize the Executive Officer/Air Pollution Control Officer to obtain bids and execute contracts to build-out approximately 7,300 square feet of the Richmond, Lakeside building with cubicles and offices, in an amount not to exceed \$1,800,000; and the motion carried by the following vote of the Committee:

AYES:	Barrett, Canepa, Cutter, Haggerty, Kniss, Mitchoff, Spering.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Ross.

5. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

6. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

None.

7. TIME AND PLACE OF NEXT MEETING

At the call of the Committee Chair.

8. ADJOURNMENT

The meeting adjourned at 9:14 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Mark Ross and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 10, 2019

Re: Consider Recommending the Board of Directors Authorize Execution of an Extension of Contracts for Build-Out of a Portion of the Richmond, Lakeside Drive Building

RECOMMENDED ACTION

Recommend the Board of Directors authorize the Executive Officer/APCO to obtain bids and execute contracts to build out approximately 7,300 square feet of the Richmond, Lakeside building with cubicles and offices, in an amount not to exceed \$250,000, in addition to the initial \$1,800,000 authorization in April 2019. Further recommend that the Board of Directors authorize the Executive Officer/APCO to obtain bids and execute contracts to install video conferencing capabilities at the site, in an amount not to exceed \$235,000.

BACKGROUND

At the August 1, 2018 meeting of the Board of Directors, staff was authorized to execute the purchase of a building in Richmond, California, for offices and various other uses. The prior owner will continue to lease back a portion of the building until the end of 2019. However, approximately 7,300 square feet of the building are available for immediate reconfiguration as office space. In April 2019, the Board of Directors authorized \$1,800,000 for the build-out of this space. Following this authorization, three bids were obtained for general contracting, and work commenced.

DISCUSSION

The offices and cubicles in the Richmond, Lakeside building are intended to be essentially identical to those at the Beale Street headquarters. The Air District has a continuing contract for cubicles and furniture from the original build-out of Beale Street.

In the process of construction, it was discovered that the original HVAC duct work could not be re-used. In addition, the HVAC requirements were increased to allow higher density occupation of the multi-purpose room (the site of the recommended video conferencing equipment). For this reason, the current recommendation adds \$250,000 to the original \$1,800,000 authorization.

As the construction plans were finalized, it became clear that the multi-purpose room could serve as an East Bay video conferencing site. For this reason, the current recommendation includes

video conferencing identical to that used in Beale Street conference rooms, in the amount of \$235,000.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding is included in the proposed budget for Fiscal Year Ending 2020.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay