



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
SHAMANN WALTON

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

**THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY
EXECUTIVE ORDER N-29-20 ISSUED BY
GOVERNOR GAVIN NEWSOM**

- **MEMBERS OF THE BOARD OF DIRECTORS MAY PARTICIPATE BY
TELECONFERENCE**
- **THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST
OF THE MEETING BY CLICKING THE LINK AVAILABLE ON THE AIR
DISTRICT'S AGENDA WEBPAGE FOR THE MEETING AVAILABLE AT**

www.baaqmd.gov/bodagendas

- **PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS
FOR THIS MEETING MAY BE SUBMITTED BY EMAIL TO**

Comments@baaqmd.gov

**PLEASE INDICATE THE AGENDA ITEM TO WHICH YOUR EMAILED
COMMENT IS ADDRESSED**

**WEDNESDAY
APRIL 15, 2020
9:00 A.M.**

AGENDA

1. CALL TO ORDER - ROLL CALL

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

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.

***Email Comment on Agenda Items:** The public may comment on each item on the agenda. Email Comments for items on the agenda must be submitted to Comments@baaqmd.gov prior to the Committee taking up the particular item and indicate the agenda item to which the comment relates. Emailed comments will be considered as the agenda item is taken up by the Committee. Emailed comments containing 250 words or less will be read aloud by staff. Emailed comments exceeding 250 words may be summarized during the meeting, if feasible.*

Staff/Phone (415) 749-

2. APPROVAL OF THE MINUTES OF SEPTEMBER 18, 2019

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of September 18, 2019.

3. CONSIDER RECOMMENDING THE BOARD OF DIRECTORS AUTHORIZE EXECUTION OF CONTRACTS FOR ARCHITECTURAL PLANNING AND SEISMIC UPGRADE WORK AT THE RICHMOND, LAKESIDE BUILDING

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will consider recommending the Board of Directors authorize the Executive Officer/APCO to execute contracts with Brereton Architecture + Interiors and Cushman & Wakefield to plan and design approximately 31,000 square feet of the Richmond, Lakeside building, in an amount not to exceed \$315,000, and to obtain bids to seismically upgrade the Richmond, Lakeside building. Staff will return to the Committee to discuss authorization to execute contracts for the seismic work.

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

Emailed comments indicating the comment pertains to non-agenda matters will be considered under this item. Emailed comments containing 250 words or less will be read aloud by staff. Emailed comments exceeding 250 words may be summarized during the meeting, if feasible.

5. **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).

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

At the Call of the Chair.

7. **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

- 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 MEETINGS

APRIL 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Legislative Committee	Wednesday	15	8:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Ad Hoc Building Oversight Committee	Wednesday	15	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Regular Meeting	Wednesday	15	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Personnel Committee	Wednesday	15	1:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Climate Protection Committee - CANCELLED & RESCHEDULED TO WEDNESDAY, APRIL 22, 2020 AT 3:00 P.M.	Thursday	16	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Budget & Finance Committee	Wednesday	22	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee	Wednesday	22	10:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Stationary Source Committee	Wednesday	22	12:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee	Wednesday	22	2:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Climate Protection Committee	Wednesday	22	3:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee - CANCELLED & RESCHEDULED TO WEDNESDAY, APRIL 22, 2020 AT 2:00 P.M.	Thursday	23	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20

MAY 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Special Meeting Budget Hearing	Wednesday	6	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Special Meeting	Wednesday	6	10:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Community & Public Health Committee – CANCELLED & RESCHEDULED TO WEDNESDAY, MAY 27, 2020 AT 12:30 P.M.	Thursday	7	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Technology Implementation Office (TIO) Steering Committee	Friday	15	1:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Budget & Finance Committee - CANCELLED	Wednesday	27	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee	Wednesday	27	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee	Wednesday	27	11:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Community & Public Health Committee	Wednesday	27	12:30 p.m.	Webcast only pursuant to Executive Order N-29-20

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: April 8, 2020

Re: Approval of the Minutes of September 18, 2019

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of September 18, 2019.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on September 18, 2019.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

Attachment 2A: Draft Minutes of the Committee Meeting of September 18, 2019

AGENDA 2A – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of September 18, 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, September 18, 2019

1. CALL TO ORDER – ROLL CALL

Ad Hoc Building Oversight Committee (Committee) Vice Chairperson, David Canepa, called the meeting to order at 9:09 a.m.

Present: Vice Chairperson David Canepa; and Directors Teresa Barrett, Liz Kniss, and Jim Spering.

Absent: Chairperson Mark Ross; and Directors Pauline Russo Cutter, Scott Haggerty, and Karen Mitchoff.

Also Present: Board Chairperson Katie Rice.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

3. APPROVAL OF THE MINUTES OF APRIL 3, 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 April 3, 2019; and the motion carried by the following vote of the Committee:

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

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

Dr. Jeff McKay, Chief Financial Officer, gave the staff presentation *Contract Extension: Build-Out of a Portion of the Richmond, Lakeside Drive Building*, including: mapped location; background; construction photos; diagram of build-out; contract extension; and recommended actions.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the Air District’s reaction to the additional scope of work that was identified at the space, and the source of funding that will cover those costs; the anticipated move-in date; the estimated number of employees that will be moving to the space; and whether the space will offer videoconferencing space for Board members, space for the public workshops and community meetings, and whether the Air District plans to offer the space to other organizations for non-Air District events.

Committee Action

Director Spering made a motion, seconded by Director Kniss, to authorize the Executive Officer/Air Pollution Control Officer 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, and to obtain bids and execute contracts to install video conferencing capabilities at the site, in an amount not to exceed \$235,000; and the motion carried by the following vote of the Committee:

AYES: Barrett, Canepa, Kniss, Rice, Spering.
NOES: None.
ABSTAIN: None.
ABSENT: Cutter, Haggerty, Mitchoff, 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 9:21 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: April 9, 2020

Re: Consider Recommending the Board of Directors Authorize Execution of Contracts for
Architectural Planning and Bids for Seismic Upgrade Work at the Richmond, Lakeside
Building

RECOMMENDED ACTION

The Committee will consider recommending the Board of Directors authorize the Executive Officer/APCO to execute contracts with Brereton Architecture + Interiors and Cushman & Wakefield to plan and design approximately 31,000 square feet of the Richmond, Lakeside building, in an amount not to exceed \$315,000, and to obtain bids to seismically upgrade the Richmond, Lakeside building. Staff will return to the Committee to discuss authorization to execute contracts for the seismic work.

BACKGROUND

In late 2019, working together with selected contractors, the Air District completed reconfiguration and improvements of approximately 7,300 square feet of the building. Additionally, at the end of 2019, the former owner completed their lease-back of the building and vacated. With their move, approximately 31,000 square feet of the building is available for architectural design planning. In addition, the Air District would like to move forward with recommended seismic upgrade work to ensure the continued safety of staff and the building.

DISCUSSION

Utilizing contractors onboarded to complete the initial build-out at the Lakeside, Richmond building, Brereton Architecture + Interiors and Cushman & Wakefield, the Air District would like to continue architectural planning and design for the remaining approximately 31,000 square feet to accommodate essential Air District work, including cubicles and offices for staff and spaces for air monitoring and source testing. At present, the Air District estimates architectural planning and design, including structural engineering costs to plan the seismic upgrade, should not exceed a cost of \$315,000.

Additionally, the Air District would like to move forward and complete seismic upgrades to the Richmond, Lakeside Drive building to ensure the continued safety of staff and the building. The proposed work at Richmond, Lakeside would be carried out after a bidding process, including not less than three bidders for general contracting. At present, the Air District estimates this seismic upgrade work should not exceed a cost of \$1,500,000. After obtaining bids, staff would return to the Committee to discuss authorization to execute contracts for the seismic work.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the architectural planning and design of the Richmond, Lakeside building is included in the proposed budget for Fiscal Year Ending 2020. Funding for the seismic upgrade work, if approved at a future meeting will be allocated from the Air District reserve fund.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay