



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
BUDGET AND FINANCE COMMITTEE MEETING

COMMITTEE MEMBERS

CAROLE GROOM – CHAIR
MARGARET ABE-KOGA
CINDY CHAVEZ
DAVID HUDSON
KAREN MITCHOFF
BRAD WAGENKNECHT

JOHN BAUTERS – VICE CHAIR
DAVID CANEPA
PAULINE RUSSO CUTTER
TYRONE JUE
MARK ROSS

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

- **THE PUBLIC MAY OBSERVE THIS MEETING THROUGH THE WEBCAST BY CLICKING THE LINK AVAILABLE ON THE AIR DISTRICT'S AGENDA WEBPAGE AVAILABLE AT**

www.baaqmd.gov/bodagendas

- **THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE FOLLOWING LINK OR BY PHONE**

<https://bayareametro.zoom.us/j/81701322441>

669 900 6833 or 408 638 0968

WEBINAR ID: 817 0132 2441

- **THOSE PARTICIPATING BY PHONE WHO WOULD LIKE TO MAKE A COMMENT CAN USE THE “RAISE HAND” FEATURE BY DIALING “*9”. IN ORDER TO RECEIVE THE FULL ZOOM EXPERIENCE, PLEASE MAKE SURE YOUR APPLICATION IS UP TO DATE**

**MONDAY
NOVEMBER 23, 2020
9:30 A.M.**

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.

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. Members of the public who wish to speak on matters on the agenda for the meeting, will have three minutes each to address the Committee. No speaker who has already spoken on that item will be entitled to speak to that item again.*

Staff/Phone (415) 749-

2. APPROVAL OF THE MINUTES OF SEPTEMBER 30, 2020

Clerk of the Boards/5073

The Committee will consider approving the draft minutes of the Budget and Finance Committee Meeting of September 30, 2020.

3. FOURTH QUARTER FINANCIAL REPORT – FISCAL YEAR ENDING (FYE) 2020

J. McKay/4629

jmckay@baaqmd.gov

The Committee will receive an update on the Air District's preliminary financial results for the fourth quarter of the Fiscal Year Ending (FYE) 2020.

4. FIRST QUARTER FINANCIAL REPORT – FISCAL YEAR ENDING (FYE) 2021

J. McKay/4629

jmckay@baaqmd.gov

The Committee will receive an update on the Air District's financial results for the first quarter of the Fiscal Year Ending (FYE) 2021.

5. **REQUEST TO AMEND THE FISCAL YEAR ENDING (FYE) 2021 BUDGET TO INCREASE STAFFING**

J. McKay/4629

jmckay@baaqmd.gov

The Committee will consider recommending the Board of Directors amend the Fiscal Year Ending (FYE) 2021 budget to increase staffing.

6. **FUNDING FOR OTHER POST-EMPLOYMENT BENEFIT (OPEB) OBLIGATIONS**

J. McKay/4629

jmckay@baaqmd.gov

The Committee will consider recommending approval of the funding of \$4.0 million for Other Post Employment Benefit (OPEB).

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

Members of the public who wish to speak on matters not on the agenda for the meeting, will have three minutes each to address the Committee.

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

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

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

At the Call of the Chair.

10. **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

NOVEMBER 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Nominating Committee	Wednesday	18	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Regular Meeting	Wednesday	18	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee – CANCELLED AND RESCHEDULED TO THURSDAY, DECEMBER 3, 2020 AT 11:30 A.M.	Thursday	19	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Climate Protection Committee	Thursday	19	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Budget & Finance Committee	Monday	23	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Stationary Source Committee – CANCELLED	Monday	23	11:30 a.m.	Webcast only pursuant to Executive Order N-29-20

DECEMBER 2020

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting	Wednesday	2	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Legislative Committee	Thursday	3	9:00 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Mobile Source Committee	Thursday	3	11:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Advisory Council Meeting	Thursday	3	2:00 p.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Ad Hoc Committee on Equity, Access, and Inclusion	Monday	14	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors & Advisory Council Joint Meeting	Wednesday	16	9:30 a.m.	Webcast only pursuant to Executive Order N-29-20
Board of Directors Stationary Source Committee	Thursday	17	11:30 a.m.	Webcast only pursuant to Executive Order N-29-20

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 17, 2020

Re: Approval of the Minutes of September 30, 2020

RECOMMENDED ACTION

Approve the attached draft minutes of the Budget and Finance Committee (Committee) meeting of September 30, 2020.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of September 30, 2020.

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 30, 2020

AGENDA: 2A – ATTACHMENT

Draft Minutes – Budget and Finance Committee Meeting of September 30, 2020

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
Budget and Finance Committee Meeting
Wednesday, September 30, 2020

This meeting was conducted under procedures authorized by executive order N-29-20 issued by Governor Gavin Newsom. Members of the committee participated by teleconference.

1. CALL TO ORDER – ROLL CALL

Budget and Finance Committee (Committee) Chairperson, Carole Groom, called the meeting to order at 1:30 p.m.

Present: Committee Chairperson Carole Groom; Vice Chair John Bauters; and Directors Margaret Abe-Koga, Cindy Chavez, David Hudson, Karen Mitchoff, Mark Ross, and Brad Wagenknecht.

Absent: David Canepa, Pauline Russo Cutter, and Tyrone Jue.

Also Present: Board Chairperson Rod Sinks.

2. APPROVAL OF THE MINUTES OF MAY 20, 2020

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Vice Chair Bauters made a motion, seconded by Board Chair Sinks, to approve the Minutes of May 20, 2020; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Groom, Hudson, Mitchoff, Ross, Sinks.
NOES: None.
ABSTAIN: None.
ABSENT: Canepa, Cutter, Jue, Wagenknecht.

3. UPDATE ON ECONOMIC IMPACT OF COVID-19

Dr. Jeff McKay, Chief Financial Officer, introduced Leonid Bak, Economist, who gave the staff presentation *Update on Economic Impact of COVID-19*, including: updated projections as of September 2020; US Gross Domestic Product forecasts as of May and September 2020; US unemployment forecasts as of May and September 2020; US Consumer Price Index inflation - 2020 monthly change and yearly rate; select California economic indicators; Bay Area selected indicators as of September 2020; and conclusions.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether change in the focus of the US Federal Reserve from inflation targeting to getting to full employment will help to fight inequality and improve minority labor force participation; the request that “labor force” be divided into categories in future presentations; how the selling of residential property could affect the Air District; which California industries have experienced the most unemployment; and how continued remote work, beyond the pandemic, could affect California’s tax base if people live out of state.

Committee Action

None; receive and file.

4. REVIEW FISCAL YEAR ENDING (FYE) 2021 BUDGET

Dr. McKay gave the staff presentation, *Review Fiscal Year Ending 2021 Budget*, including: background; outline; some key items deferred in budget process; actions taken during downturns; Fiscal Year Ending (FYE) 2021 General Fund Proposed Budget revisions; actual reserves and policy; staffing trend-filled positions; General Fund revenue and expenditure trends; General Fund revenue sources and reserves; reserves projections assumptions; FYE 2021 adopted budget summary; state revenues in FYE 2021; Clean Air Protection Program (Assembly Bill [AB] 617) implementation grants and Community Health Impact Fee; Criteria Pollutant and Toxics Emissions Reporting Regulation Fee; cost recovery background; pre-pandemic fee proposal; actions deferred in budget process; and some possible actions.

Public Comments

Public comments were given by Jed Holtzman, 350 Bay Area; Frances Keeler, California Council for Environmental and Economic Balance; and Bob Brown, Western States Petroleum Association.

Committee Comments

The Committee and staff discussed the projected reduction of AB 617 grants from the State each year, and the concern that Air Districts will have to make up the funding difference for a mandated program; why Air District permit fees increased in 2019 and 2020; reserves calculations; property taxes predictions; and the Air District’s definition of “transfer from grants”.

Committee Action

None; receive and file.

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 conclusion of the meeting, the next meeting was to be held at the Call of the Chair. After the meeting adjourned, the next meeting was scheduled for Monday, November 23, 2020 at 9:30 a.m. via webcast, pursuant to procedures authorized by Executive Order N-29-20 issued by Governor Gavin Newsom.

8. ADJOURNMENT

The meeting adjourned at 2:57 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Memorandum

To: Chairperson Carole Groom and Members
 of the Budget and Finance Committee

From: Jack P. Broadbent
 Executive Officer/APCO

Date: November 17, 2020

Re: Fourth Quarter Financial Report – Fiscal Year Ending (FYE) 2020

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

Finance staff will present an update on the Air District’s financial results for the fourth quarter of the 2019-2020 fiscal year. The following information summarizes those results.

GENERAL FUND: STATEMENT OF REVENUES – Comparison of Prior Year Quarter Actual and Current Year Budget to Actual

REVENUE TYPE	4th QTR FY 2019	4th QTR FY 2020	FY 2020 - % of BUDGETED REVENUE
County Receipts	\$35,823,934	\$37,482,345	104%
Permit Fee Receipts	\$41,420,976	\$44,533,338	114%
Title V Permit Fees	\$6,597,440	\$6,112,355	102%
Asbestos Fees	\$4,434,539	\$4,493,319	138%
Toxic Inventory Fees	\$475,140	\$580,338	893%
Penalties and Settlements	\$2,123,615	\$1,352,778	49%
Interest Income	\$1,503,779	\$1,382,733	141%
Misc. Revenue	\$500,419	\$457,380	457%
Total Revenue	\$92,879,842	\$96,394,586	109%

GENERAL FUND: STATEMENT OF EXPENDITURES - Comparison of Prior Year Quarter Actual and Current Year Budget to Actual

EXPENDITURE TYPE	4th QTR FY 2019	4th QTR FY 2020	FY 2020 - % of BUDGETED EXPENDITURES
Personnel - Salaries*	\$42,855,571	\$47,266,818	96%
Personnel - Fringe Benefits*	\$22,852,038	\$20,996,053	100%
Operational Services /	\$23,677,660	\$30,788,924	113%
Capital Outlay	\$17,104,098	\$6,804,017	72%
Total Expenditures	\$106,489,367	\$105,855,812	99%
* Consolidated (includes Special Funds)			

CASH INVESTMENTS IN COUNTY TREASURY – Account Balances as of 4th Quarter

CASH/INVESTMENTS	4th QTR FY 2019	4th QTR FY 2020
General Fund	\$76,168,239	\$81,745,113
TFCA	\$102,067,763	\$117,735,644
MSIF	\$44,406,270	\$51,366,177
Carl Moyer	\$42,880,496	\$87,118,737
CA Goods Movement	\$15,148,526	\$20,979,038
AQ Projects	\$1,095,158	\$2,821,017
Vehicles Mitigation		\$2,457,095
Total	\$281,766,453	\$364,222,821

FUND BALANCES	6/30/2018	6/30/2019	6/30/2020
	Audited	Audited	Projected
DESIGNATED: *			
Diversity, Equity & Inclusion	100,000		
Economic Contingency	\$17,390,311	\$19,084,769	\$20,082,966
IT - Event Response	\$500,000		
Litigation	\$500,000		
Napa/Sonoma Fireplace Replacement Grant	\$1,000,000	\$1,000,000	
Pension & Post Employment Liability	\$1,000,000	\$2,000,000	\$2,000,000
Tech - Meteorological Network Equipment	\$131,100		
Tech - Mobile Monitoring Instruments	\$80,000		
Technology Implementation Office	\$3,350,000		\$3,350,000
GHG Abatement Technology Study	\$1,500,000		
Woodchip Program	\$150,000		
Woodsmoke Grant	\$1,000,000	\$1,000,000	\$1,000,000
Worker's Comp Self-Funding	\$1,000,000		
Total Designated Reserves	\$27,701,411	\$23,084,769	\$26,432,966
Undesignated Fund Balance	\$18,101,141	\$22,332,894	\$12,334,898
TOTAL DESIGNATED &	\$45,802,552	\$45,417,663	\$38,876,864
Building Proceeds			
	\$4,668,200	\$209,489	
TOTAL FUND BALANCE	\$50,470,752	\$45,627,152	\$38,876,864
* Designated Fund Balances are subject to change at Board's discretion.			
OUTSTANDING LIABILITIES			
CalPERS Pension Retirement			\$86,309,901
Other Post-Employment Benefits			\$18,840,854
Certificate of Participation Notes			27,130,400
TOTAL OUTSTANDING LIABILITIES			\$132,281,155

VENDOR PAYMENTS

In accordance with provisions of the Administrative Code, Division II Fiscal Policies and Procedures - Section 4 Purchasing Procedures: 4.3 Contract Limitations, staff is required to present recurring payments for routine business needs, such as utilities, licenses, office supplies and the like, more than, or accumulating to more than \$100,000 for the fiscal year. In addition, this report includes all of the vendors receiving payments in excess of \$100,000 under contracts that have not been previously reviewed by the Board. In addition, staff will report on vendors that undertook work for the Air District on several projects that individually were less than \$100,000, but cumulatively exceed \$100,000.

Below is a list of vendors with cumulative payments made through the third quarter of 2019-20 fiscal year that exceeded \$100,000 and meets the reporting criteria noted above. All expenditures have been appropriately budgeted as a part of the overall Air District budget for Fiscal Year 2019-2020.

	VENDOR NAME	AMOUNT PAID (July 2019 - June 2020)	Explanation
1	Accountemps	\$214,643	Temporary Staffing Services
2	Acterra	\$107,500	Public Outreach & Other Services
3	Alliant Insurance Services	\$580,575	Various Business Insurance Policies
4	BAAQMD Employee Association	\$110,382	Employee Union Dues
5	Bay Area Headquarters Authority	\$2,570,999	Shared Services & Common Areas
6	BAAQMD Employee Association	\$110,382	Employee Union Dues
7	Benefits Coordinators Corp.	\$1,099,315	Life Insurance Plan & LTD Insurance
8	CA Public Employee Retirement System	\$7,445,891	Health Insurance Plan
9	CA Public Employee Retirement System	\$9,374,554	Retirement Benefits & 457 Supplemental Plan
10	CAPCOA	\$643,152	Pass through EPA grants
11	CDW Government	\$256,822	Computer equipment
12	Ceridian	\$200,526	Payroll Processing Services
13	Comcast Cable Communications	\$164,408	Ethernet Services
14	Cubic Transportation Systems	\$560,058	Clipper Transit Subsidy
15	Enterprise Fleet Services	\$631,081	Fleet Leasing and Maintenance services
16	E-N-G Mobile System	\$104,340	Field Sampling Vehicle Customization Services
17	EPLUS Technology	\$310,126	Cisco computer network equipment warranty
18	Hartford Life Ins Co.	\$852,299	457 Supplemental Insurance
19	Office Team	\$230,995	Temporary Staffing Services
20	P & A Administrative Services	\$224,408	Flexible Spending & Cobra Benefit Services
21	Preferred Benefit Insurance AD	\$722,932	Dental Insurance Plan
22	Precott-Joseph Center	\$101,000	Sponsorship
23	Pacific Gas & Electric	\$201,216	Utility services
24	Regents of the University of California	\$103,306	Sponsorship
25	Sloan Sakai Yeung & Wong LLP	\$360,624	Human Resources Consulting Services
26	TSI Incorporated	\$116,414	Ambient Monitoring Repair Services
27	Verizon Wireless	\$230,678	Cell phone services
28	Wang Brothers Investment, LLC	\$497,291	Richmond Site Lease
29	Wright Express Universal	\$159,203	Fuel for fleet

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 17, 2020

Re: First Quarter Financial Report – Fiscal Year Ending (FYE) 2021

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

Finance staff will present an update on the Air District’s financial results for the first quarter of the 2020-2021 fiscal year. The following information summarizes those results.

GENERAL FUND: STATEMENT OF REVENUES – Comparison of Prior Year Quarter Actual and Current Year Budget to Actual

REVENUE TYPE	1st QTR FY 2020	1st QTR FY 2021	FY 2021 - % of BUDGETED REVENUE
County Receipts	\$309,911	\$951,725	2%
Permit Fee Receipts	\$13,141,305	\$11,898,338	35%
Title V Permit Fees	\$1,357,024	\$1,288,039	25%
Asbestos Fees	\$1,401,272	\$1,121,781	69%
Toxic Inventory Fees	\$195,422	\$204,377	33%
Penalties and Settlements	\$382,486	\$307,791	21%
Interest Income	\$386,870	\$308,291	37%
Misc. Revenue	\$155,897	\$7,144	7%
Total Revenue	\$17,330,185	\$16,087,485	20%

GENERAL FUND: STATEMENT OF EXPENDITURES - Comparison of Prior Year Quarter Actual and Current Year Budget to Actual

EXPENDITURE TYPE	1st QTR FY 2020	1st QTR FY 2021	FY 2021 - % of BUDGETED EXPENDITURES
Personnel - Salaries*	\$9,727,760	\$10,094,070	19%
Personnel - Fringe Benefits*	\$9,035,441	\$10,422,224	44%
Operational Services /	\$4,035,126	\$3,526,066	13%
Capital Outlay	\$1,470,771	\$1,778,934	42%
Total Expenditures	\$24,269,099	\$25,821,294	24%
* Consolidated (includes Special Funds)			

CASH INVESTMENTS IN COUNTY TREASURY – Account Balances as of First Quarter

CASH/INVESTMENTS	1st QTR FY 2020	1st QTR FY 2021
General Fund	\$64,630,650	\$68,593,776
TFCA	\$109,044,018	\$120,534,841
MSIF	\$44,183,563	\$52,907,649
Carl Moyer	\$60,150,229	\$86,881,175
CA Goods Movement	\$12,912,125	\$21,061,702
AQ Projects	\$3,120,905	\$1,590,518
Vehicles Mitigation	\$985,795	\$2,468,705
Total	\$295,027,285	\$354,038,365

FUND BALANCES	6/30/2019	6/30/2020	6/30/2021
	Audited	Projected	Projected
DESIGNATED: *			
Economic Contingency	\$19,084,769	\$20,082,966	\$21,294,922
Napa/Sonoma Fireplace Replacement Grant	\$1,000,000	0	0
Pension & Post Employment Liability	\$2,000,000	\$2,000,000	\$2,000,000
Technology Implementation Office	0	\$3,350,000	\$3,350,000
Woodsmoke Grant	\$1,000,000	\$1,000,000	\$1,000,000
Total Designated Reserves	\$23,084,769	\$26,432,966	\$27,644,922
Undesignated Fund Balance	\$22,332,894	\$12,443,898	\$6,072,260
TOTAL DESIGNATED & UNDESIGNATED	\$45,417,663	\$38,876,864	\$33,717,182
Building Proceeds	\$209,489	0	0
TOTAL FUND BALANCE	\$45,627,152	\$38,876,864	\$33,717,182
* Designated Fund Balances are subject to change at Board's discretion.			
OUTSTANDING LIABILITIES			
CalPERS Pension Retirement			\$86,309,901
Other Post-Employment Benefits			\$18,840,854
Certificate of Participation Notes			27,130,400
TOTAL OUTSTANDING LIABILITIES			\$132,281,155

VENDOR PAYMENTS

In accordance with provisions of the Administrative Code, Division II Fiscal Policies and Procedures - Section 4 Purchasing Procedures: 4.3 Contract Limitations, staff is required to present recurring payments for routine business needs, such as utilities, licenses, office supplies and the like, more than, or accumulating to more than \$100,000 for the fiscal year. In addition, this report includes all of the vendors receiving payments in excess of \$100,000 under contracts that have not been previously reviewed by the Board. In addition, staff will report on vendors that undertook work for the Air District on several projects that individually were less than \$100,000, but cumulatively exceed \$100,000.

Below is a list of vendors with cumulative payments made through the third quarter of 2020-21 fiscal year that exceeded \$100,000 and meets the reporting criteria noted above. All expenditures have been appropriately budgeted as part of the overall Air District budget for Fiscal Year 2020-21.

	VENDOR NAME	AMOUNT PAID (July 2020 - Sept 2020)	Explanation
1	Alliant Insurance Services	\$223,753	Various Business Insurance Policies
2	Benefits Coordinators Corp.	\$265,712	Life Insurance Plan & LTD Insurance
3	CA Public Employee Retirement System	\$2,059,145	Health Insurance Plan
4	CA Public Employee Retirement System	\$1,938,615	Retirement Benefits & 457 Supplemental Plan
5	Enterprise Fleet Services	\$101,936	Fleet Leasing and Maintenance services
6	Hartford Life Ins Co.	\$202,718	457 Supplemental Insurance
7	Preferred Benefit Insurance AD	\$124,324	Dental Insurance Plan
8	Wang Brothers Investment LLC	\$122,082	Richmond Site Lease

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 17, 2020

Re: Request to Amend the Fiscal Year Ending (FYE) 2021 Budget to Increase Staffing

RECOMMENDED ACTION

Recommend the Board of Directors (Board) amend the Fiscal Year Ending (FYE) 2021 budget to include funds for nine (9) of the ten (10) full-time regular positions that were previously approved by the Board.

BACKGROUND

On December 4, 2019, the Board authorized an increase in staffing level from 405 to 415 regular full-time positions. These new positions included support for Assembly Bill (AB) 617, and backfilling staffing resources previously diverted to support AB 617 from the Air District's Engineering and Compliance and Enforcement Divisions.

However, uncertainties associated with the pandemic led staff to request, and the Board to authorize funding to support a staffing level of only 405 regular full-time positions for the FYE 2021 budget cycle.

During the budget discussions around the pandemic, staff advised the Board that there would be a mid-year request to authorize funding for a portion of the full-time positions that were previously approved by the Board.

As a result of resources required to support AB 617, staff proposed at the October 21, 2020 Executive Committee meeting an augmentation to the current year FYE 2021 budget to include funding for five (5) of the ten (10) full-time regular positions that were previously approved by the Board. The Executive Committee approved the request pending approval by the Budget and Finance Committee.

DISCUSSION

Based on recent input received at the Ad Hoc Committee on Equity, Access, and Inclusion meeting, staff is proposing an additional four (4) positions over those already recommended by the Executive Committee. Therefore, the total proposed augmentation of the FYE 2021 budget is for nine (9) of the ten (10) positions that were previously approved by the Board.

<u>Full-Time Equivalent Count</u>	<u>Position</u>	<u>Division/Office/Section</u>
1	Advanced Projects Advisor	Assessment, Inventory, and Modelling
4	Manager (1), Specialist (3)	Compliance and Enforcement and Meteorology and Measurement
4	Officer (1), Manager (1) Specialist (2)	Community Engagement

BUDGET CONSIDERATION/FINANCIAL IMPACT

The addition of the nine positions will add approximately \$1,800,000 in Personnel Expenditures to the FYE 2021 Budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay and John Chiladakis

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 17, 2020

Re: Funding for Other Post-Employment Benefit (OPEB) Obligations

RECOMMENDED ACTION

Recommend the Board of Directors (Board) approve the transfer of the \$4.0 million allocated to Other Post-Employment Benefits (OPEB) in the approved Fiscal Year Ending (FYE) 2021 budget to the existing OPEB investment trust.

BACKGROUND

In the FYE 2021 Adopted Budget, the Board approved the continuation of a \$4.0 million annual contribution towards paying down the OPEB outstanding obligation.

Unlike prior years, the Board directed that the funds be left in reserves, rather than be invested in the OPEB trust, pending further Board direction.

DISCUSSION

Staff does not anticipate any significant changes to the Fiscal Year 2021 Adopted Budget and staff is recommending the Budget and Finance Committee consider transferring funding of the \$4.0 million to the OPEB Trust with California Employer's Retirement Benefit Trust Fund.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The \$4.0 million has been approved, as a part of the Fiscal Year 2021 Adopted Budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay