



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
ADMINISTRATION COMMITTEE

COMMITTEE MEMBERS

| | |
|-----------------------------|-------------------------|
| CINDY CHAVEZ – CO CHAIR | CAROLE GROOM – CO CHAIR |
| KAREN MITCHOFF – VICE CHAIR | MARGARET ABE-KOGA |
| JOHN BAUTERS | RICH CONSTANTINE |
| ERIN HANNIGAN | TYRONE JUE |
| KATIE RICE | MARK ROSS |
| BRAD WAGENKNECHT | |

THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES IN ACCORDANCE WITH ASSEMBLY BILL 361

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

www.baaqmd.gov/bodagendas

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

<https://bayareametro.zoom.us/j/83974432990>

(669) 900-6833 or (408) 638-0968

WEBINAR ID: 839 7443 2990

- **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**

**WEDNESDAY
DECEMBER 1, 2021
11:00 A.M.**

AGENDA

1. CALL TO ORDER - ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC MEETING PROCEDURE

The Committee Co-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.*

CONSENT CALENDAR (ITEMS 2-3)

Staff/Phone (415) 749-

2. APPROVAL OF THE MINUTES OF NOVEMBER 17, 2021

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Administration Committee meeting of November 17, 2021.

3. HEARING BOARD QUARTERLY REPORT: JULY 2021 – SEPTEMBER 2021

**Valerie Armento
Hearing Board Chair**

The Committee will receive the Hearing Board Quarterly Report for the period of July 2021 through September 2021.

END OF CONSENT CALENDAR

REGULAR AGENDA (ITEMS 4-7)

4. **FORMATION OF AN EXECUTIVE SUPPORT STANDING COMMITTEE**
Chairperson, Cindy Chavez

The Committee will consider the establishment of an Executive Support Committee.

5. **REPORT ON UNDERSTANDING THE HEALTH AND ECONOMIC COSTS OF WILDFIRES IN THE SAN FRANCISCO BAY AREA**
J. McKay/4629
jmckay@baaqmd.gov

The Committee will receive a presentation from Patrick Kallerman, Vice President of Research at the Bay Area Council Economic Institute on understanding the health and economic costs of wildfires in the San Francisco Bay Area.

6. **FOURTH 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 preliminary financial results for the fourth quarter of the Fiscal Year Ending (FYE) 2021.

7. **FIRST QUARTER FINANCIAL REPORT – FISCAL YEAR ENDING (FYE) 2022**
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) 2022.

END OF REGULAR AGENDA

8. **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.

9. **COMMITTEE MEMBER COMMENTS**

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

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

At the call of the Chair, via webcast, pursuant to procedures in accordance with Assembly Bill 361.

11. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Co-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 Air 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, Terri Levels, at (415) 749-4667 or by email at tlevels@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 2021

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>ROOM</u> |
|---|------------|-------------|-------------|--|
| Board of Directors Mobile Source and Climate Impacts Committee – CANCELLED AND RESCHEDULED TO MONDAY, DECEMBER 6, 2021, AT 1:00PM | Thursday | 25 | 9:30 a.m. | Webcast only pursuant to Assembly Bill 361 |

DECEMBER 2021

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>ROOM</u> |
|---|------------|-------------|-------------|--|
| Board of Directors Special Meeting | Wednesday | 1 | 8:00 a.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Administration Committee | Wednesday | 1 | 11:00 a.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Community Equity, Health and Justice Committee | Thursday | 2 | 9:30 a.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Mobile Source and Climate Impacts Committee | Monday | 6 | 1:00 p.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Technology Implementation Office Steering Committee - CANCELLED | Thursday | 9 | 1:00 p.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Legislative Committee | Thursday | 9 | 2:00 p.m. | Webcast only pursuant to Assembly Bill 361 |
| Advisory Council Meeting | Monday | 13 | 8:30 a.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Special Meeting | Wednesday | 15 | 8:30 a.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Administration Committee - CANCELLED AND RESCHEDULED TO WEDNESDAY, DECEMBER 1, 2021 AT 11:00 AM | Wednesday | 15 | 11:00 a.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Legislative Committee - CANCELLED | Wednesday | 15 | 1:00 p.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Stationary Source and Climate Impacts Committee | Monday | 20 | 9:00 a.m. | Webcast only pursuant to Assembly Bill 361 |
| Board of Directors Mobile Source and Climate Impacts Committee – CANCELLED AND RESCHEDULED TO MONDAY, DECEMBER 6, 2021, AT 1:00PM | Thursday | 23 | 9:30 a.m. | Webcast only pursuant to Assembly Bill 361 |

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 24, 2021

Re: Approval of the Minutes of November 17, 2021

RECOMMENDED ACTION

Approve the attached draft minutes of the Administration Committee (Committee) meeting of November 17, 2021.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of November 17, 2021.

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 November 17, 2021

AGENDA 2A - ATTACHMENT

Draft Minutes - Administration Committee Meeting of November 17, 2021

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

Administration Committee Meeting
Wednesday, November 17, 2021

DRAFT MINUTES

Note: Audio recordings of the meeting are available on the website of the Bay Area Air Quality Management District at www.baaqmd.gov/bodagendas

This meeting was conducted under procedures in accordance with Assembly Bill 361. Members of the Committee participated by teleconference.

OPENING ITEMS

1. Call to Order - Roll Call

Opening Comments: Administration Committee Co-Chairperson Chavez, called the meeting to order at 11:05 a.m.

Roll Call:

Present: Co-Chairperson Cindy Chavez; Vice Chair Karen Mitchoff; and Directors John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Mark Ross, Brad Wagenknecht.

Absent: Co-Chairperson Carole Groom; and Directors Margaret Abe-Koga and Katie Rice.

CONSENT CALENDAR (ITEM 2)

2. Approval of the Minutes of October 20, 2021

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Bauters made a motion, seconded by Director Wagenknecht, to **approve** the minutes of October 20, 2021; and the motion Passed by the following vote of the Administration Committee:

Yes 8, No 0, Abstained 0

AYES: John Bauters, Cindy Chavez, Rich Constantine, Erin Hannigan, Tyrone Jue, Karen Mitchoff, Mark Ross, Brad Wagenknecht.

NOES: None

ABSTAIN: None

ABSENT: Margaret Abe-Koga, Carole Groom, Katie Rice.

REGULAR AGENDA (ITEMS 3-6)

3. Summary of 2021 Spare the Air Summer Season and Update of 2021-2022 Spare the Air Winter Season

Kristina Chu, Communications Manager, and Dr. Tim McLarney from True North Research gave the presentation *Summary of 2021 Spare the Air Summer Campaign and Update of 2021-2022 Spare the Air Winter Campaign*, including: outcome; outline; requested action; summer campaign; creative and advertising; media and social media; outreach; Eemployer Program; survey; winter campaign; creative and advertising; media and social media; forecasting air quality; and feedback requested prompt.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether the Air District targets Aassembly Bill 617 communities for Spare the Air program outreach, and whether the Air District uses data to determine its allocation of Spare the Air program advertising for particular communities; the status of the reestablishment of an air monitoring station in Napa County; the request that the Air District monitors whether Spare the Air advertisements affect the public’s behavior and informs their choices; the request for door-to-door outreach (door hanger advertisements) in areas that are geographically far from dominant press, and the suggestion of piloting that effort in Santa Clara County; and the need to educate the unhouses population on the dangers of burning things for a heat source, and discuss this at the Stationary Source Committee meeting.

Committee Action

None; receive and file.

4. Management Audit Vendor Qualification Recommendation

John Chiladakis, ISS Officer, gave the staff presentation *Management Audit Vendor Qualification Recommendation*, including: outcome; requested action; outline; timeline to date; vendor scores; next steps; and requested action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the total possible interview and proposal scores; and the average award for a contract for management audit services, and whether \$250,000 is a sufficient amount of funds to meet the Air District's objectives.

Committee Action

Director Bauters made a motion, seconded by Vice Chair Mitchoff, to enter discussions with vendors (Sjoberg Evashenk or TAP International) qualified under Request for Qualifications No. 2021-011, to establish a contract for management audit services in an amount not to exceed \$250,000; and the motion carried by the following vote of the Committee:

Yes 8, No 0, Abstained 0

AYES: John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Mark Ross, Brad Wagenknecht, Karen Mitchoff, Cindy Chavez
NOES: None
ABSTAIN: None
ABSENT: Margaret Abe-Koga, Carole Groom, Katie Rice.

5. Request to Amend Fiscal Year Ending 2022 Budget to Increase Staffing

Jack Broadbent, Executive Officer/Air Pollution Control Officer, Adan Schwartz, Acting District Counsel; and Chair Chavez gave the presentation *Request to Amend Fiscal Year Ending (FYE) 2022 Budget to Increase Staffing*, including: outcome; outline; requested action; overview of discussions of Ad-Hoc Executive Support Committee; restructuring of the Executive Office and Legal Department; new staffing request; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether the four proposed positions will be at-will positions; whether to begin the recruitment process before the management audit is conducted; will these whether the four proposed positions will require administrative support (additional hires); and the date on which the Board will consider this item, and the request for a current organizational chart and another capturing the additional proposed positions when the Board does consider it.

Committee Action

Board Member Mitchoff made a motion, seconded by Board Member Ross, to do the following:

- 1) Amend the FYE 2022 Budget to authorize the creation of four additional full-time positions (a Senior Deputy Executive Officer, Senior Assistant Counsel, Director/Officer, and Assistant Counsel) for immediate recruitment;
- 2) Request that the vendor selected to conduct the Air District’s management audit review the creation of the aforementioned positions and recruitment before offers of employment are made; and
- 3) Direct Air District staff to present a status update to the Board on the work of MEB Consulting Group no later than February 2022.

The motion Passed by the following vote of the Administration Committee:

Yes 8, No 0, Abstained 0

AYES: John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Mark Ross, Brad Wagenknecht, Karen Mitchoff, Cindy Chavez
NOES: None
ABSTAIN: None
ABSENT: Margaret Abe-Koga, Carole Groom, Katie Rice.

6. Board of Directors International Travel Policy

Mr. Broadbent gave the presentation *Board of Directors International Travel Policy*, including: outcome; outline; requested action; other agency board travel policies; past practice; proposed Board member international travel policy – guidelines and reimbursement; and requested action. Director Bauters explained the components of the travel and expenditure policy that he had drafted and Mr. Broadbent added that the Board would have to consider adopting changes to the Air District’s Administrative Code to implement such a policy.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether additional auto insurance coverage will be required within this policy; the request that the policy requires an estimated cost for each trip request,

especially for international travel, and a report from each person who traveled that captures how the trip will benefit the Air District; whether upgrades to premium economy or business class for long distance flights may be covered in the policy; whether the policy pertains to Air District staff, in addition to Board members; the request that travel expenses covered by the Air District be made available to the public, upon request; whether certain levels of travel (regional, out of state, out of county) are to be approved by the Board Chair or the Administration Committee; and the current policy for Air District staff and whether to combine it with the proposed travel policy for the Board members.

Committee Action

None; receive and file.

7. Public Comment on Non-Agenda Matters

No requests received.

8. Committee Member Comments

Vice Chair Mitchoff mentioned a scheduling conflict on December 1 with the California State Association of Counties Annual Meeting.

9. Time and Place of Next Meeting

Wednesday, December 1, 2021, 11:00 a.m., via webcast, pursuant to procedures in accordance with Assembly Bill 361.

10. Adjournment

The meeting adjourned at 12:39 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

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

Date: November 24, 2021

Re: Hearing Board Quarterly Report: July 2021 – September 2021

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

This report covers the third calendar quarter (July - September) of 2021.

During this time, the Hearing Board:

- Held zero hearings;
- Processed zero orders; and
- Collected a total of \$0 in Hearing Board filing fees and/or excess emissions fees.

Respectfully submitted,

/s/ Valerie J. Armento

Valerie J. Armento, Esq.
Chair, Hearing Board

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Members of the Administration Committee

From: Members of the Ad-Hoc Executive Support Committee:
Board Chair Cindy Chavez
Director John Bauters
Director David Haubert
Director Davina Hurt
Director Karen Mitchoff
Director Lori Wilson

Date: November 24, 2021

Re: Formation of an Executive Support Standing Committee

RECOMMENDED ACTIONS

Recommend that the Board of Directors of the Bay Area Air Quality Management District create an oversight structure for the ongoing evaluation and support of the Executive Director and the District Counsel.

To facilitate this effort, the following actions are recommended:

1. Creation of an oversight standing Committee that includes minimally the Board Chair, Vice Chair and past or recent past Chair.
2. Set quarterly meetings with the Committee and the Executive Officer to review current and planned actions and activities and discuss how they connect to the Board's goals.
3. Set quarterly meetings with the Committee and the District Counsel to review current and upcoming legal actions and any other relevant information.
4. Perform an employee 360* or other innovative evaluation of the Executive Officer every 3 years to gain clarity about how District employees perceive the direction of the agency under the leadership of the Executive Officer. Evaluation reports should be written with an emphasis on confidentiality.
5. Perform an employee 360* or other innovative evaluation of the District Counsel every 3 years to gain clarity about District employees' opinion of the current legal direction of the agency. Evaluation reports should be written with an emphasis on confidentiality.
6. Retain outside counsel to assess the current annual evaluation process.
7. Work with outside counsel to create a standardized annual evaluation process, including performance measures and a standardized set of evaluation questions.

8. Create an annual practice of providing each board member with a list of the annual evaluation questions, past years' materials, and previous evaluations at the beginning of the year to help inform their future assessment.

BACKGROUND

The Air District's Executive Officer and Air District Counsel report directly to the Board of Directors. Currently, and at the direction of the Chair, the Board conducts evaluations of the Executive Officer and District Counsel approximately each year.

DISCUSSION

In March of 2021, an Ad-Hoc Executive Support Committee (Committee) was formed for the purpose of conducting the annual evaluations, and the committee determined that the current evaluation process may not provide sufficient feedback or guidance from the Board to the District's Executive Officer and District Counsel. The Committee discussed creating a standing Committee of the Board that would meet quarterly to provide direction to its direct reports and engaging outside legal counsel to improve the current process used by the Board to evaluate its direct reports. The Committee emphasized that the process should include steps that would assess the perception of the leadership by staff, and that appropriate confidentiality must be incorporated into the process.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Cindy Chavez
Board Chairperson

Prepared by: Hope Cahan

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members
of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 24, 2021

Re: Report on Understanding the Health and Economic Costs of Wildfires in the San
Francisco Bay Area

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Wildfires have been a natural threat to the Bay Area and State of California for centuries, but longer wildfire seasons and more destructive fires have now pushed much of California into a heightened state of alert for wildfires and the smoke-filled skies they produce. The acreage burned per wildfire has been increasing drastically in recent years, resulting in more destructive wildfire events and larger economic losses.

The record-breaking fires over the last five years have illustrated an urgent need for policy action to reduce economic losses and adverse health effects experienced across the state. This report explores the health and economic costs of wildfires in California, with a particular focus on the Bay Area, and outlines a set of immediate and long-term strategies for intervention and resilience.

DISCUSSION

Patrick Kallerman, Vice President of Research at the Bay Area Council Economic Institute, the author of the report, which was co-sponsored by the Air District, will present the main findings and conclusions. As wildfire seasons increase in length and intensity, the resulting economic, environmental, and health impacts worsen.

The total economic impacts of a wildfire go well beyond the cost of damages, as they include health costs and indirect losses due to power shut-offs, business closures, travel cancellations, supply chain disruptions, among other costs. This report explores recent wildfire case studies—the North Bay fires of 2017 and the Camp Fire of 2018—to further illuminate the economic and health costs associated with wildfires in California and the Bay Area.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Leonid Bak
Reviewed by: Jeff McKay

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 24, 2021

Re: Fourth 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 Fourth 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 | 4th QTR FY 2020 | 4th QTR FY 2021 | FY 2021 - % of BUDGETED REVENUE |
|---------------------------|---------------------|---------------------|------------------------------------|
| County Receipts | \$37,558,118 | \$39,778,798 | 103% |
| Permit Fee Receipts | \$39,725,516 | \$40,368,495 | 120% |
| Title V Permit Fees | \$5,771,882 | \$6,210,781 | 122% |
| Asbestos Fees | \$3,601,111 | \$3,587,447 | 221% |
| Toxic Inventory Fees | \$1,236,573 | \$1,995,672 | 318% |
| Community Health Impact | \$0 | \$750,623 | 75% |
| Penalties and Settlements | \$1,047,451 | \$4,264,158 | 284% |
| Interest Income | \$712,829 | \$827,785 | 99% |
| Total Revenue | \$89,653,479 | \$97,783,760 | 118% |

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

| EXPENDITURE TYPE | 4th QTR FY 2020 | 4th QTR FY 2021 | FY 2021 - % of BUDGETED EXPENDITURES |
|---------------------------------|----------------------|----------------------|--|
| Personnel - Salaries* | \$47,266,818 | \$51,515,900 | 99% |
| Personnel - Benefits* | \$20,996,053 | \$26,992,260 | 92% |
| Operational Services / Supplies | \$31,700,489 | \$24,565,654 | 90% |
| Capital Outlay | \$6,645,716 | \$4,039,697 | 95% |
| Total Expenditures | \$106,609,075 | \$107,113,512 | 95% |

* Consolidated (includes Special Funds)

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

| CASH/INVESTMENTS | 4th QTR FY 2020 | 4th QTR FY 2021 |
|---------------------|----------------------|----------------------|
| General Fund | \$81,745,113 | \$84,042,994 |
| TFCA | \$117,735,644 | \$119,332,833 |
| MSIF | \$51,366,177 | \$48,518,058 |
| Carl Moyer | \$87,118,737 | \$74,573,104 |
| CA Goods Movement | \$20,979,038 | \$21,186,646 |
| AQ Projects | \$2,821,017 | \$1,609,109 |
| Vehicles Mitigation | \$2,457,095 | \$7,615,319 |
| Total | \$364,222,821 | \$356,878,064 |

| 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 | \$3,000,000 | \$3,000,000 |
| 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 | \$27,432,966 | \$28,644,922 |
| Undesignated Fund Balance | \$22,332,894 | \$26,401,581 | \$20,029,943 |
| TOTAL DESIGNATED & UNDESIGNATED | \$45,417,663 | \$53,834,547 | \$48,674,865 |
| Building Proceeds | \$209,489 | 0 | 0 |
| TOTAL FUND BALANCE | \$45,627,152 | \$53,834,547 | \$48,674,865 |
| * Designated Fund Balances are subject to change at Board's discretion. | | | |
| OUTSTANDING LIABILITIES | | | |
| CalPERS Pension Retirement | | | \$86,309,901 |
| Other Post- Employment Benefits | | | \$18,368,386 |
| Certificate of Participation Notes | | | 21,556,670 |
| TOTAL OUTSTANDING LIABILITIES | | | \$126,234,957 |

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 Fourth quarter of 2020-2021 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 2020-2021.

| | VENDOR NAME | AMOUNT PAID (July 2020 - June 2021) | Explanation |
|----|---------------------------------------|--|---|
| 1 | Accountemps | \$188,771 | Temporary Staffing Services |
| 2 | Acterra | \$154,030 | Public Outreach & Other Services |
| 3 | Alliant Insurance Services | \$663,482 | Various Business Insurance Policies |
| 4 | Bay Area Headquarters Authority | \$2,387,009 | Shared Services & Common Areas |
| 5 | Benefits Coordinators Corp. | \$1,132,089 | Life Insurance Plan & LTD Insurance |
| 6 | CA Public Employee Retirement System | \$8,433,518 | Health Insurance Plan |
| 7 | CA Public Employee Retirement System | \$14,132,183 | Retirement Benefits & 457 Supplemental Plan |
| 8 | CA Vision Service Plan | \$107,192 | Vision Insurance Plan |
| 9 | CAPCOA | \$653,718 | Pass through EPA grants |
| 10 | CDW Government | \$207,936 | Computer equipment |
| 11 | Ceridian | \$161,872 | Payroll Processing Services |
| 12 | Comcast Cable Communications | \$181,404 | Ethernet Services |
| 13 | Cubic Transportation Systems | \$490,970 | Clipper Transit Subsidy |
| 14 | Denovo Ventures LLC. | \$182,084 | Financial system hosting & support services |
| 15 | Enterprise Fleet Services | \$654,451 | Fleet Leasing and Maintenance services |
| 16 | EPlus Technology | \$270,751 | Cisco computer network equipment warranty |
| 17 | Farella Bruan + Martell LLP | \$416,464 | Legal consulting services |
| 18 | Flir Systems, Inc. | \$111,751 | Optical gas imaging camera for inspections/investigations |
| 19 | Hartford Life Ins Co. | \$613,038 | 457 Supplemental Insurance |
| 20 | Metropolitan Transportation Authority | \$326,266 | Bay Area Regional Collaborative Staffing Support |
| 21 | P&A Administrative Services | \$268,760 | Flexible Spending & Cobra Benefit Services |
| 22 | Preferred Benefit Insurance | \$807,763 | Dental Insurance Plan |
| 23 | Pacific Gas & Electric | \$203,698 | Utility services |
| 24 | Sedwick Claims Management Services | \$124,964 | Worker's Compensation Insurance Services |
| 25 | Sloan Sakai Yeung & Wong LLP | \$184,298 | Human Resources Consulting Services |
| 26 | Wang Brothers Investment LLC | \$558,441 | Richmond Site Lease |
| 27 | Verizon Wireless | \$245,963 | Cell phone services |
| 28 | Wright Express Universal | \$114,603 | Fuel for fleet |

BUDGET CONSIDERATION/FINANCIAL IMPACT

None; receive and file.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairpersons Cindy Chavez and Carole Groom and Members of the Administration Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 24, 2021

Re: First Quarter Financial Report – Fiscal Year Ending (FYE) 2022

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 2021-2022 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 2021 | 1st QTR FY 2022 | FY 2022 - % of BUDGETED REVENUE |
|---------------------------|---------------------|---------------------|------------------------------------|
| County Receipts | \$951,725 | \$285,283 | 1% |
| Permit Fee Receipts | \$12,242,317 | \$11,524,272 | 29% |
| Title V Permit Fees | \$1,288,868 | \$1,252,982 | 20% |
| Asbestos Fees | \$1,193,413 | \$1,040,021 | 26% |
| Toxic Inventory Fees | \$204,382 | \$190,575 | 26% |
| Community Health Impact | \$0 | \$166,909 | 18% |
| Criteria Pollutant Toxic | \$0 | \$270,293 | 27% |
| Penalties and Settlements | \$311,091 | \$353,855 | 27% |
| Interest Income | \$308,512 | \$192,877 | 12% |
| Total Revenue | \$16,500,307 | \$15,277,067 | 16% |

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

| EXPENDITURE TYPE | 1st QTR FY 2021 | 1st QTR FY 2022 | FY 2021 - % of BUDGETED EXPENDITURES |
|---|---------------------|---------------------|--|
| Personnel - Salaries* | \$10,094,070 | \$10,811,701 | 19% |
| Personnel - Benefits* | \$10,468,386 | \$11,531,583 | 41% |
| Operational Services / Supplies | \$3,730,698 | \$3,763,973 | 12% |
| Capital Outlay | \$956,204 | \$650,851 | 13% |
| Total Expenditures | \$25,249,357 | \$26,758,108 | 22% |
| * Consolidated (includes Special Funds) | | | |

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

| CASH/INVESTMENTS | 1st QTR FY 2021 | 1st QTR FY 2022 |
|---------------------|----------------------|----------------------|
| General Fund | \$68,593,776 | \$77,533,047 |
| TFCA | \$120,534,841 | \$123,064,145 |
| MSIF | \$52,907,649 | \$51,202,639 |
| Carl Moyer | \$86,881,175 | \$69,711,310 |
| CA Goods Movement | \$21,061,702 | \$21,238,479 |
| AQ Projects | \$1,590,518 | \$1,613,118 |
| Vehicles Mitigation | \$2,468,705 | \$6,670,879 |
| Total | \$354,038,365 | \$351,033,617 |

| FUND BALANCES | 6/30/2020 | 6/30/2021 | 6/30/2022 |
|---|---------------------|---------------------|----------------------|
| | Audited | Projected | Projected |
| DESIGNATED: * | | | |
| Community Benefits | | | \$3,000,000 |
| Economic Contingency | \$20,082,966 | \$21,294,922 | \$23,303,025 |
| Pension Liability | \$3,000,000 | \$3,000,000 | \$3,000,000 |
| Technology Implementation Office | \$3,350,000 | \$3,350,000 | \$3,350,000 |
| Wildfire Mitigation | \$1,000,000 | \$1,000,000 | \$2,000,000 |
| AB617 Staffing Contingency | | | \$6,000,000 |
| Pandemic Contingency | | | \$7,000,000 |
| Total Designated Reserves | \$27,432,966 | \$28,644,922 | \$47,653,025 |
| Undesignated Fund Balance | \$26,401,581 | \$20,029,943 | \$521,840 |
| TOTAL DESIGNATED & UNDESIGNATED | \$53,834,547 | \$48,674,865 | \$48,174,865 |
| TOTAL FUND BALANCE | \$53,834,547 | \$48,674,865 | \$48,174,865 |
| * Designated Fund Balances are subject to change at Board's discretion. | | | |
| OUTSTANDING LIABILITIES | | | |
| CalPERS Pension Retirement | | | \$86,309,901 |
| Other Post- Employment Benefits | | | \$18,368,386 |
| Certificate of Participation Notes | | | 21,556,670 |
| TOTAL OUTSTANDING LIABILITIES | | | \$126,234,957 |

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 first quarter of 2021-2022 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 2021-2022.

| | VENDOR NAME | AMOUNT PAID (July 2021 - Sept 2021) | Explanation |
|---|--------------------------------------|--|---|
| 1 | Alliant Insurance Services | \$129,152 | Various Business Insurance Policies |
| 2 | Benefits Coordinators Corp. | \$278,310 | Life Insurance Plan & LTD Insurance |
| 3 | CA Public Employee Retirement System | \$2,873,281 | Health Insurance Plan |
| 4 | CA Public Employee Retirement System | \$1,644,916 | Retirement Benefits & 457 Supplemental Plan |
| 5 | Cubic Transportation Systems | \$120,515 | Clipper Transit Subsidy |
| 6 | Enterprise Fleet Services | \$158,481 | Fleet Leasing and Maintenance services |
| 7 | Preferred Benefit Insurance AD | \$129,241 | Dental Insurance Plan |
| 8 | Wang Brothers Investment LLC | \$128,218 | Richmond Site Lease |

BUDGET CONSIDERATION/FINANCIAL IMPACT

None; receive and file.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay