

Bay Area Air Quality Management District  
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San Francisco, California 94105  
(415) 749-5073

## **APPROVED MINUTES**

Summary of Board of Directors  
Administration Committee Meeting  
Wednesday, February 17, 2021

**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**

Administration Committee (Committee) Co-Chairperson, Cindy Chavez, called the meeting to order at 9:30 a.m.

Present: Co-Chairpersons Cindy Chavez and Carole Groom; Vice Chairperson Karen Mitchoff; and Directors Margaret Abe-Koga, John Bauters, Rich Constantine, Erin Hannigan, Tyrone Jue, Katie Rice, Mark Ross, and Brad Wagenknecht.

Absent: None.

Also Present: None.

### **CONSENT CALENDAR (ITEMS 2-5)**

- 2. APPROVAL OF THE MINUTES OF THE AD HOC BUILDING OVERSIGHT COMMITTEE MEETING OF APRIL 15, 2020**
- 3. APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF OCTOBER 5, 2020**
- 4. APPROVAL OF THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF OCTOBER 21, 2020**
- 5. APPROVAL OF THE MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING OF NOVEMBER 23, 2020**

### **Public Comments**

No requests received.

### **Committee Comments**

None.

Committee Action

Director Constantine made a motion, seconded by Director Abe-Koga to **approve** the Consent Calendar Items 2 through 5, inclusive; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Groom, Jue, Mitchoff, Ross, Wagenknecht.  
NOES: None.  
ABSTAIN: Hannigan.  
ABSENT: Rice.

**6. HEARING BOARD QUARTERLY REPORT: OCTOBER 2020 – DECEMBER 2020**

Hearing Board Chairperson, Valerie Armento, presented the Hearing Board Quarterly Report for the period of October 2020 through December 2020, noting that this report used to be presented quarterly at the Board’s former Executive Committee.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

**7. ADVISORY COUNCIL RECRUITMENT**

Greg Nudd, Deputy Air Pollution Control Officer (APCO) of Policy, gave the staff presentation *Advisory Council Recruitment*, including: presentation outcome, outline, and requested action; review of California Health and Safety Code; background on recruitment; review of qualified candidates; Board of Directors selection of candidates; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the number of open positions; minimum qualifications required of applicants; the current number of applications submitted, and whether those applicants reflect the diverse demographics of the Bay Area; term length and limits for the council; and whether the current Advisory Council members have reapplied.

Committee Action

None; receive and file.

**8. SECOND QUARTER FINANCIAL REPORT – FISCAL YEAR ENDING (FYE) 2021**

Stephanie Osaze, Finance Manager, gave the staff presentation *Second Quarter Financial Report Fiscal Year Ending (FYE) 2021*, including: presentation outcome, outline, and requested action; second quarter results FYE 2021; revenue and expenditure comparisons (prior versus current year); General Fund expenditures; investments; fund balance and outstanding liabilities; purchasing reporting requirements; FYE 2021 vendor payments; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

**9. AIR DISTRICT FINANCIAL PLAN OVERVIEW**

Dr. Jeff McKay, Chief Financial Officer, gave the staff presentation *Air District Financial Plan Overview*, including: presentation outcome, outline, and requested action; Plan purpose; historical financial conditions/trends; actions taken during downturn; actual reserves and policy; historical revenues and expenditures; cost recovery overview and fee increases; FYE 2021 approved budget overview; current financial outlook and reserves; reserves designations; economic outlook – economic indicators for the United States; 2020: worst labor market conditions on record; economic outlook – California labor market and economic growth in California; Bay Area’s labor market trends and analysis; construction activity and property taxes; financial forecast; forecast summary; five-year financial forecast key revenue assumptions; five-year financial forecast; unfunded liabilities – Other Post-Employment Benefits (OPEB) and pension; next steps; and feedback requested/prompt.

Public Comments

Public comments were given by Jed Holtzman, 350 Bay Area.

NOTED PRESENT: Director Rice was noted present at 10:22 a.m.

### Committee Comments

The Committee and staff discussed why a staffing deficiency still exists at the Air District, and the suggestion of analyzing the reasons for additional staffing recruitments prior to the finalization of the FYE 2022 Proposed Budget; whether special districts are eligible to receive funding from \$1.9 trillion “American Rescue Plan Act of 2021”; to what extent the principles behind the Air District’s objectives consider challenges of disadvantaged communities; the concern that the Air District is not recovering its cost fully; the suggestion of increasing the Air District’s cost recovery policy to just under 100 percent, how/why the 85 percent of cost recovery target (the current policy) was selected, and the request that a review of the cost recovery policy come to the committee, addressing the fee schedule and delineating on whom fees apply to by business size.

### Committee Action

None; receive and file.

## **10. UPDATE ON SPARE THE AIR ADVERTISING AND MESSAGING CAMPAIGNS**

Kristine Roselius, Communications Director, gave the staff presentation *Contract for Spare the Air Advertising and Messaging Campaigns*, including: presentation outcome, outline, and requested action; Spare the Air Request for Proposals (RFP) background; proposals received; RFP evaluation criteria; firm evaluation scores; and feedback requested/prompt.

### Public Comments

No requests received.

### Committee Comments

The Committee and staff discussed Assembly Bill 339 (Lee & Garcia), which would require all meetings of a house of the Legislature or a committee thereof to be open and public, including gatherings using teleconference technology, to include an opportunity for all persons to attend via a call-in option or an internet-based service option that provides closed captioning services and requires both a call-in and an internet-based service option to be provided to the public, as well as translation services to be provided for the 10 most-spoken languages, other than English, in California; the desire to see changed behavior in transportation use as a result of enhancements to the Spare the Air programs; and the request for contract language to be embedded in the committee and Board meeting packets.

### Committee Action

Director Wagenknecht made a motion, seconded by Director Bauters, to recommend the Board of Directors **approve** Allison+Partners as the contractor for the Spare the Air campaign and authorizing the Executive Officer/APCO to execute a contract with them, in an amount not to

exceed \$1,950,000 per contract year, during FYE 2022 and FYE 2023, and \$2,019,000 for FYE 2024; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Groom, Jue, Mitchoff, Rice,  
Ross, Wagenknecht.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Hannigan.

## **11. PROPOSED CONTRACT EXTENSION FOR CLIMATE TECH FINANCE PROGRAM**

Derrick Tang, Technology Implementation Office Manager, gave the staff presentation *Proposed Contract Extension for Climate Tech Finance Program*, including: presentation outcome, outline, and requested action; program overview and progress; funded projects; pre-funded projects; existing agreement with California Infrastructure and Economic Development Bank (IBank); changes in proposed extension; terms that remain unchanged; and feedback requested/prompt.

### Public Comments

No requests received.

### Committee Comments

The Committee and staff discussed the desire to see carbon capture and storage projects in this program's portfolio, and which entities would own or retain the carbon credits; and the request to publicize this program to entrepreneurs and innovators of color.

### Committee Action

Vice Chair Mitchoff made a motion, seconded by Director Wagenknecht, to *recommend the Board of Directors authorize the Executive Officer/APCO to negotiate and execute an agreement with the IBank to continue support for loans and loan guarantees under the Air District Climate Tech Finance Program*; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Chavez, Constantine, Groom, Jue, Mitchoff, Rice,  
Ross, Wagenknecht.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Hannigan.

## **12. AD HOC GOVERNANCE COMMITTEE – NEXT STEPS**

Co-Chair Chavez gave an update on the next steps for the proposed Ad Hoc Governance Committee, including: whether governance development of Air District public meetings should

be conducted by this committee or an Ad Hoc Governance Committee; what needs to be looked at related to governance; the suggestion of creating an internal work plan; and the possibility of reducing the number of Board members.

Public Comments

Public comments were given by Jed Holtzman, 350 Bay Area.

Committee Comments

The Committee and staff discussed the desire for less Board committees, and the public's desire for dialogue with staff and Board members.

Committee Action

None; receive and file.

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

No requests received.

**14. COMMITTEE MEMBERS' COMMENTS / OTHER BUSINESS**

Co-Chair Chavez announced that the FYE 2022 Proposed Budget will be discussed at the March 3<sup>rd</sup> Board meeting.

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

Wednesday, March 17, 2021, at 9:30 a.m., via webcast, pursuant to procedures authorized by Executive Order N-29-20 issued by Governor Gavin Newsom.

**16. ADJOURNMENT**

The meeting adjourned at 11:05 a.m.

*/S/ Marcy Hiratzka*  
Marcy Hiratzka  
Clerk of the Boards