



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
ADMINISTRATION COMMITTEE

COMMITTEE MEMBERS

JOHN J. BAUTERS – CHAIR  
MARGARET ABE-KOGA  
CAROLE GROOM  
TYRONE JUE  
KATIE RICE  
BRAD WAGENKNECHT

DAVINA HURT - VICE CHAIR  
JOHN GIOIA  
DAVID HUDSON  
KAREN MITCHOFF  
MARK ROSS

**THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY ASSEMBLY BILL 361 (RIVAS 2021) ALLOWING REMOTE MEETINGS. THIS MEETING WILL BE ACCESSIBLE VIA WEBCAST, TELECONFERENCE, AND ZOOM, AS WELL AS IN PERSON. A ZOOM PANELIST LINK WILL BE SENT SEPARATELY TO COMMITTEE OR BOARD MEMBERS**

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- **MEETING ATTENDEES MAY, IN LIEU OF REMOTE PARTICIPATION, ATTEND IN PERSON FOR PUBLIC COMMENT AND/OR OBSERVATION AT 375 BEALE STREET, BOARD ROOM (1ST FLOOR). IN-PERSON ATTENDEES MUST PASS REQUIRED HEALTH SCREENINGS AND ADHERE TO POSTED PUBLIC HEALTH PROTOCOLS WHILE IN THE BULIDING. THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE FOLLOWING LINK OR BY PHONE**

<https://bayareametro.zoom.us/j/81290560266>

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

WEBINAR ID: 812 9056 0266

- **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**

# ADMINISTRATION COMMITTEE MEETING AGENDA

WEDNESDAY, JUNE 15, 2022

11:00 AM

1. **Call to Order - Roll Call**
2. **Pledge of Allegiance**
3. **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](http://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 two 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 (Item 4)**

4. Approval of the Minutes of April 20, 2022

*The Committee will consider approving the attached draft minutes of the Administration Committee meeting of April 20, 2022.*

## **PRESENTATIONS (Items 5 - 6)**

5. Management Audit District Wide Risk Assessment Presentation

*This item is informational only and will be presented by John Chiladakis, Director of Information Services, and George Skiles and Lynda McCallum of Sjoberg Evashenk.*

6. Bay Area Regional Collaborative (BARC) Update

*This is an informational item only and will be presented by Allison Brooks, BARC Executive Director.*

**OTHER BUSINESS**

7. Public Comment on Non-Agenda Matters

*Pursuant to Government Code Section 54954.3*

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

8. 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)*

9. Time and Place of Next Meeting

*Wednesday, July 20, 2022, at 11:00 a.m., in person and via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).*

10. Adjournment

*The Committee meeting shall be adjourned by the Chair.*

**CONTACT:**

**MANAGER, EXECUTIVE OPERATIONS**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**  
[vjohnson@baaqmd.gov](mailto:vjohnson@baaqmd.gov)

**(415) 749-4941**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
[www.baaqmd.gov](http://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](http://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, Suma Peesapati, at (415) 749-4967 or by email at [speesapati@baaqmd.gov](mailto:speesapati@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

#### JUNE 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting - CANCELLED	Monday	13	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Monday	13	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	13	2:30 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	15	9:00 a.m.	1 <sup>st</sup> Floor, Board Room (In person option available) <b>and REMOTE</b> pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	15	11:00 a.m.	1 <sup>st</sup> Floor, Board Room (In person option available) <b>and REMOTE</b> pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee – CANCELLED & RESCHEDULED TO MONDAY, JUNE 13, 2022 AT 2:30 P.M.	Monday	20	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee - CANCELLED	Wednesday	22	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee - CANCELLED	Thursday	23	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	27	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Community Advisory Council Meeting	Thursday	30	6:00 p.m.	Webcast only pursuant to Assembly Bill 361

## JULY 2022

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	6	9:00 a.m.	1 <sup>st</sup> Floor, Board Room (In person option available) <u>and</u> REMOTE pursuant to Assembly Bill 361
Board of Directors Community Equity, Health and Justice Committee	Thursday	7	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Advisory Council Meeting	Monday	11	8:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Legislative Committee	Monday	11	1:00 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Stationary Source and Climate Impacts Committee	Monday	18	9:00 a.m.	Webcast only pursuant to Assembly Bill 361
Path to Clean Air Community Emissions Reduction Plan Steering Committee	Monday	18	5:30 p.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Meeting	Wednesday	20	9:00 a.m.	1 <sup>st</sup> Floor, Board Room (In person option available) <u>and</u> REMOTE pursuant to Assembly Bill 361
Board of Directors Administration Committee	Wednesday	20	11:00 a.m.	1 <sup>st</sup> Floor, Board Room (In person option available) <u>and</u> REMOTE pursuant to Assembly Bill 361
Board of Directors Budget and Finance Committee	Wednesday	27	9:30 a.m.	Webcast only pursuant to Assembly Bill 361
Board of Directors Mobile Source and Climate Impacts Committee	Thursday	28	9:30 a.m.	Webcast only pursuant to Assembly Bill 361

HL 6/9/2022 – 12:30 P.M.

G/Board/Executive Office/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson John J. Bauters and Members  
of the Administration Committee

From: Sharon L. Landers  
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Approval of the Minutes of April 20, 2022

RECOMMENDED ACTION

Approve the attached draft minutes of the Administration Committee (Committee) meeting of April 20, 2022.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the draft minutes of the Administration Committee meeting of April 20, 2022.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers  
Interim Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Administration Committee Meeting of April 20, 2022



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

**DRAFT MINUTES**

Administration Committee Meeting  
Wednesday, April 20, 2022

**This meeting was conducted under procedures authorized by Assembly Bill 361 (Rivas 2021), allowing remote meetings. Members of the Board of Directors participated both by teleconference (via Zoom) and in person.**

**1. CALL TO ORDER – ROLL CALL**

Administration Committee (Committee) Chairperson Karen Mitchoff called the meeting to order at 12:54 p.m.

Present: Committee Chairperson Karen Mitchoff; Committee Vice Chairperson John Bauters; and Directors Margaret Abe-Koga (ZOOM), John Gioia (ZOOM), David Hudson, Tyrone Jue, Katie Rice, Mark Ross (ZOOM).

Absent: Directors Carole Groom and Brad Wagenknecht.

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC MEETING PROCEDURE**

**CONSENT CALENDAR (ITEMS 4 – 5)**

**4. APPROVAL OF THE MINUTES OF MARCH 16, 2022**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hudson made a motion, seconded by Director Jue, to approve the Minutes of March 16, 2022; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice, Ross.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Groom, Wagenknecht.

**5. HEARING BOARD QUARTERLY REPORT: JANUARY 2022 – MARCH 2022**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

**PRESENTATIONS**

**6. RENEWAL OF CONTRACT FOR SPARE THE AIR ADVERTISING AND MESSAGING CAMPAIGNS (ITEM 8)**

Kristina Chu, Communications Manager, gave the staff presentation *Renewal of Contract for Spare the Air Advertising and Messaging Campaigns*, including: outcome; outline; requested action; Spare the Air Request for Proposal (RFP) background; proposals received; RFP evaluation criteria; firm evaluation scores; contractor team; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

The Committee members discussed concerns about a lack of depth in the Spare the Air public surveys, the request for increased funding for this in the future; and the request for data that shows the demographics of those that the Spare the Air programs are reaching.

Committee Action

Director Hudson made a motion, seconded by Director Jue, to recommend the Board **authorize** the Interim Executive Officer/APCO to amend the existing contract with Allison + Partners (A+P) for the Fiscal Year Ending 2023 Spare the Air Campaigns' Advertising, Communications & Evaluation Services in an amount not to exceed \$1,950,000 for the second year of a three-year contract; and the motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice, Ross.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Groom, Wagenknecht.

## 7. AIR DISTRICT BOARD COMPOSITION DISCUSSION (ITEM 9)

Alan Abbs, Legislative Officer, gave the staff presentation *Air District Board Composition Discussion*, including: outcome; outline; requested action; county representation; selection process; and other air districts.

### Public Comments

Public comments were given by Jed Holtzman, San Francisco resident; Dr. Stephen Rosenblum, Palo Alto resident; Lonnie Mason, First Generation. Environmental Health & Economic Development; and LaDonna Williams, All Positives Possible.

### Committee Comments

The Board and staff discussed whether input on this issue should be provided to the Board by the Air District's Community Advisory Council (CAC) and/or the agencies who appoint new members to the Air District's Board; varying opinions on increasing, reducing, or leaving alone the Board's current number of members, and which types of positions to add; how long the AC has existed, whether the Air District should wait to engage with the CAC about this issue, issues/items the CAC has considered thus far, and its future activities; and the fact that other entities (outside of the Air District) have the capability of sponsoring bills that would affect the Board's composition; next steps.

### Committee Action

Although this was not originally an action item, Vice Chair Bauters made a motion, seconded by Director Hudson, to recommend the Board executes the following:

1. Commits to having this discussion;
2. Asks the Air District's Community Advisory Council whether it wishes to provide input on the matter;
3. Publicly outlines the Board's discussion of this matter; and
4. Reports back to the Committee by October 2022 so that the Board may consider a recommendation by Nov 2022.

The motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Groom, Ross, Wagenknecht.

**8. MANAGEMENT AUDIT FISCAL YEAR ENDING (FYE) 2022 STAFFING UPDATE (OUT OF ORDER, ITEM 6)**

John Chiladakis, Director of Information Services, introduced George Skiles of Sjoberg Evashenk, the contractor hired by the Air District to conduct the management audit. Mr. Skiles gave the presentation *Performance Audit of District-Wide Human Resources Management*, including: project objective; and project approach.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed when this item will be brought to the Board.

Committee Action

Although this was not an action item, the consensus of the Committee members present was to request that this item be agendaized at the May 4, 2022 Board meeting, and to recommend that staff moves forward with Task Order No. 2.

**9. BAY AREA REGIONAL COLLABORATIVE UPDATE (ITEM 7)**

Chair Mitchoff announced that this presentation would be continued until the Committee's next meeting.

**OTHER BUSINESS**

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

Public comments were given by Lonnie Mason, First Generation. Environmental Health & Economic Development.

**11. COMMITTEE MEMBER COMMENTS**

None.

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

Wednesday, May 18, 2022, at 10:00 a.m., via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

**13. ADJOURNMENT**

The meeting adjourned at 2:06 p.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson John J. Bauters and Members  
of the Administration Committee

From: Sharon L. Landers  
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Management Audit District Wide Risk Assessment Presentation

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

On December 15, 2021, the Air District Board reviewed the scores for bids for management audit services and authorized the execution of a contract with the highest scoring vendor, Sjoberg Evashenk, for independent management audit services in an amount not to exceed \$250,000.

The initial task order under the contract called for a first deliverable in March 2022 to inform new Fiscal Year Ending (FYE) 2022 staffing authorization, and a second deliverable in May 2022 which will provide information regarding Air District-wide risk and rank the Air District's divisions for further audit priority.

Sjoberg Evashenk presented the FYE 2022 staffing authorization review to the Air District Board on April 6, 2022. The Auditor presented the conclusion that (a) the allocation of additional positions in the FYE 2022 budget is reasonable and consistent with their independent analysis; (b) internal control weaknesses led to the filling of 10 of 26 of the positions as of the end of February 2022; and, (c) despite these weaknesses, it is evident that the need for the remaining 16 positions is supported by current workload demands and Air District priorities.

During the April 6, 2022 Board meeting, the Board directed staff to execute a second Task Order under the management audit services contract with Sjoberg Evashenk that would require the immediate commencement of a performance audit of human resources management functions at the Air District. The human resources audit is underway and will be concluded in October 2022.

DISCUSSION

During today's committee meeting, the management auditor will present an overview of the District-wide Risk Assessment deliverable required under Task Order 1 and provide recommendations for additional work based on that deliverable.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers  
Interim Executive Officer/APCO

Prepared by: John Chiladakis  
Reviewed by: Sharon L. Landers and George Skiles (Sjoberg Evashenk)

ATTACHMENTS:

None

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson John J. Bauters and Members  
of the Administration Committee

From: Sharon L. Landers  
Interim Executive Officer/APCO

Date: June 15, 2022

Re: Bay Area Regional Collaborative (BARC) Update

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Bay Area Regional Collaborative (BARC) consists of Board/Commission representatives of the four regional agencies and provides a forum for discussing issues of regional importance.

DISCUSSION

At the upcoming Administration Committee meeting, BARC Executive Director, Allison Brooks, will present the BARC Shared Work Plan.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Sharon L. Landers  
Interim Executive Officer/APCO

Prepared by: Michelle Beteta  
Reviewed by: Vanessa Johnson

ATTACHMENTS:

None