



BOARD OF DIRECTORS
FINANCE AND ADMINISTRATION COMMITTEE

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

COMMITTEE MEMBERS

JOHN J. BAUTERS – CHAIR
MARGARET ABE-KOGA
DAVID HAUBERT
DAVID HUDSON
SERGIO LOPEZ
MARK ROSS

DAVINA HURT - VICE CHAIR
BRIAN BARNACLE
LYNDA HOPKINS
TYRONE JUE
KATIE RICE

**MEETING LOCATION(S) FOR IN-PERSON ATTENDANCE BY
COMMITTEE MEMBERS AND MEMBERS OF THE PUBLIC**

**Bay Area Metro Center
1st Floor Board Room
375 Beale Street
San Francisco, CA 94105**

**Office of Contra Costa County
Supervisor John Gioia
11780 San Pablo Ave., Suite D
El Cerrito, CA 94530**

**Office of Santa Clara County
Supervisor Otto Lee
70 W Hedding St
East Wing, 10th Floor**

**Office of Alameda County Supervisor
David Haubert
4501 Pleasanton Avenue
Pleasanton, CA 94566**

**County of Sonoma
County Administrator's Office
575 Administration Drive
Sunroom, Suite #110A
Santa Rosa, CA 95403**

**Santa Rosa Junior College Campus
Doyle Library, Room 148
1501 Mendocino Ave.
Santa Rosa, CA, 95401**

THE FOLLOWING STREAMING OPTIONS WILL ALSO BE PROVIDED

These streaming options are provided for convenience only. In the event that streaming connections malfunction for any reason, the Finance and Administration Committee reserves the right to conduct the meeting without remote webcast and/or Zoom access.

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.

Members of the public may participate remotely via Zoom at <https://bayareametro.zoom.us/j/82709131562>, or may join Zoom by phone by dialing (669) 900-6833 or (408) 638-0968. The Webinar ID for this meeting is: 827 0913 1562

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 a matter on the agenda will have two minutes each to address the Committee on that agenda item, unless a different time limit is established by the Chair. No speaker who has already spoken on an item will be entitled to speak to that item again.

The Committee welcomes comments, including criticism, about the policies, procedures, programs, or services of the District, or of the acts or omissions of the Committee. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Committee meeting. The District is committed to maintaining a workplace free of unlawful harassment and is mindful that District staff regularly attend Committee meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is *per se* disruptive to a meeting and will not be tolerated.

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

WEDNESDAY, SEPTEMBER 6, 2023

1:00 PM

1. **Call to Order - Roll Call**

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

2. **Pledge of Allegiance**

CONSENT CALENDAR (Items 3-4)

3. Approval of the Draft Minutes of the Finance and Administration Committee Meeting of July 5, 2023

The Committee will consider approving the Draft Minutes of the Finance and Administration Committee meeting of July 5, 2023.

4. Committee Authorization for Chair Bauters, Vice Chair Hurt, Director Rice, and Director Veenker to Attend the Air District's Washington D.C. Advocacy Trip

The Committee will consider approving Chair John J. Bauters, Vice Chair Davina Hurt, Director Katie Rice, and Director Vicki Veenker to attend the Air District's D.C. Advocacy Trip from October 22, 2023 to October 25, 2023, and reimbursement for actual and necessary travel expenses incurred in connection with such attendance.

ACTION ITEM(S)

5. Conduct Interviews and Consider Recommending Board of Directors Approval of Candidates for Appointment to the Air District's Hearing Board

This is an action item for the Finance and Administration Committee to conduct interviews and consider recommending the Board of Directors' approval of candidates for appointment to the professional engineering and medical professional positions on the Air District's Hearing Board. The Committee will also discuss and develop a process to consider candidates and make recommendations to the Board of Directors on appointments to fill the positions designated for members of the public.

6. Remote Teleconferencing Guidance

The Committee will provide the Board with recommendations for when in-person meetings are desirable, when remote teleconferencing is appropriate, a remote teleconferencing policy, and direction to staff regarding exploring possible satellite office locations.

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 will be given an opportunity to address the Finance and Administration Committee. Members of the public will have two minutes each to address the Committee, unless a different time limit is established by the Chair. The Committee welcomes comments, including criticism, about the policies, procedures, programs, or services of the District, or of the acts or omissions of the Committee. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Committee meeting. The District is committed to maintaining a workplace free of unlawful harassment and is mindful that District staff regularly attend Committee meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is per se disruptive to a meeting and will not be tolerated.

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, October 4, 2023, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Committee members and members of the public will be able to either join in-person or via webcast.

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

(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, Suma Peesapati, at (415) 749-4967 or by email at 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

SEPTEMBER 2023

| <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 st Floor Board Room |
| Board of Directors Finance and Administration Committee | Wednesday | 6 | 1:00 p.m. | 1 st Floor Board Room |
| Advisory Council Meeting | Monday | 11 | 9:30 a.m. | 1 st Floor Board Room |
| Board of Directors Stationary Source and Climate Impacts Committee | Wednesday | 13 | 10:00 a.m. | 1 st Floor, Yerba Buena Room |
| Board of Directors Mobile Source and Climate Impacts Committee - CANCELLED | Wednesday | 13 | 1:00 p.m. | 1 st Floor, Yerba Buena Room |
| Community Advisory Council Retreat (2-day event) | Thurs/Fri | 14/15 | 11:00 a.m. / 8:00 a.m. | Sheraton Sonoma Wine Country Petaluma Hotel Ballroom 745 Baywood Drive Petaluma, CA 94954 |
| Board of Directors Meeting | Wednesday | 20 | 9:00 a.m. | 1 st Floor Board Room |
| Board of Directors Community Equity, Health and Justice Committee | Wednesday | 20 | 1:00 p.m. | 1 st Floor Board Room |

OCTOBER 2023

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | <u>ROOM</u> |
|--|------------|-------------|-------------|---|
| Board of Directors Meeting | Wednesday | 4 | 9:00 a.m. | 1 st Floor Board Room |
| Board of Directors Legislative Committee | Wednesday | 4 | 11:30 a.m. | 1 st Floor Board Room |
| Board of Directors Finance and Administration Committee | Wednesday | 4 | 1:00 p.m. | 1 st Floor Board Room |
| Board of Directors Stationary Source and Climate Impacts Committee | Wednesday | 11 | 10:00 a.m. | 1 st Floor, Yerba Buena Room |
| Board of Directors Mobile Source and Climate Impacts Committee | Wednesday | 11 | 1:00 p.m. | 1 st Floor, Yerba Buena Room |

OCTOBER 2023

| <u>TYPE OF MEETING</u> | <u>DAY</u> | <u>DATE</u> | <u>TIME</u> | ROOM |
|--|-------------------|--------------------|--------------------|--|
| Board of Directors Meeting | Wednesday | 18 | 9:00 a.m. | 1st Floor Board Room |
| Board of Directors Finance and Administration Committee | Wednesday | 18 | 11:30 a.m. | 1st Floor Board Room |
| Board of Directors Community Equity, Health and Justice Committee | Wednesday | 18 | 1:00 p.m. | 1st Floor Board Room |

HL 8/31/2023 – 1:55 p.m.
G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

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

From: Philip M. Fine
Executive Officer/APCO

Date: September 6, 2023

Re: Approval of the Draft Minutes of the Finance and Administration Committee
Meeting of July 5, 2023

RECOMMENDED ACTION

Approve the Draft Minutes of the Finance and Administration Committee meeting of July 5, 2023.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the Draft Minutes of the Finance and Administration Committee meeting of July 5, 2023.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENTS:

1. Draft Minutes of the Finance and Administration Committee Meeting of July 5, 2023

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

Finance and Administration Committee
Wednesday, July 5, 2023

DRAFT MINUTES

This meeting was webcast, and a video recording is available on the website of the Bay Area Air Quality Management District at www.baaqmd.gov/bodagendas

CALL TO ORDER

1. **Opening Comments:** Finance and Administration Committee (Committee) Chairperson, John J. Bauters, called the meeting to order at 1:00 p.m.

Roll Call:

Present, In-Person (375 Beale Street, Board Room, San Francisco, California, 94105): Chairperson John J. Bauters; Vice Chairperson Davina Hurt; and Directors Tyrone Jue, Sergio Lopez, and Katie Rice.

Present, In-Person Satellite Location (Office of Alameda County Supervisor David Haubert, 4501 Pleasanton Ave., Pleasanton, CA 94566): Directors David Haubert and David Hudson.

Present, In-Person Satellite Location (Santa Rosa Junior College Campus, Doyle Library, 1501 Mendocino Ave., Room 148, Santa Rosa, California 95401): Director Lynda Hopkins.

Absent: Directors Abe-Koga, Brian Barnacle, and Mark Ross.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF JUNE 7, 2023**
4. **PROPOSED AMENDMENTS TO ADMINISTRATIVE CODE REGARDING PROBATIONARY PERIODS AND RETURN RIGHTS FOR CURRENT EMPLOYEES PROMOTED TO DEPUTY EXECUTIVE OFFICER OR SENIOR ASSISTANT COUNSEL**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hudson made a motion, seconded by Vice Chair Hurt, to **approve** the Consent Calendar, Items 3 and 4; and the motion **carried** by the following vote of the Committee:

| | |
|----------|--|
| AYES: | Bauters, Haubert, Hopkins, Hudson, Hurt, Jue, Lopez, Rice. |
| NOES: | None. |
| ABSTAIN: | None. |
| ABSENT: | Abe-Koga, Barnacle, Ross. |

ACTION ITEM

5. BAY AREA AIR DISTRICT REMOTE MEETING LOCATIONS

Sharon L. Landers, Interim Chief Operating Officer, gave the staff presentation *Bay Area Air District Remote Meeting Locations*, including: outcome; outline; often used locations; risk; policy ideas to mitigate risk; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the rationale for sending Air District staff to support some remote meeting locations but not all, and the request for remote locations that do not require Air District staff's support; the need for accountability of the Board members hosting remote locations; whether members of the public have utilized the remote locations; whether the Chairpersons and Vice Chairpersons of the Board's committees have been attending meetings at 375 Beale Street or at remote locations; whether state legislation has changed to mandate full in-person attendance at Brown Act meetings of public agencies; the current remote attendance policies of other Bay Area regional agencies' Brown Act bodies and those of other California air districts; the desire to establish meeting dates on which all Board members are expected to meet in person; the belief that Board members should uphold the Air District's missions by reducing vehicle miles traveled and being stewards of clean air; the feasibility of holding a monthly Board meeting instead of the current bi-weekly schedule, and the possibility of a later starting time, if it is feasible; whether the Board's committee meetings would still utilize remote locations, if monthly Board meetings required full in-person participation; the suggestion of having only four remote locations (North, South, East, and West Bay Area), and whether to rent, lease, or purchase office space; and the request that Air District staff brings the Board a proposed hybrid plan for committee meetings, shared with other Bay Area regional agencies.

Committee Action

Chair Bauters made a motion, seconded by Director Haubert, to recommend the Board **adopt** a Bay Area Air Quality Management District Board of Directors Remote Meeting Locations Policy, effective September 6, 2023, containing the following requirements:

- a) One Board of Directors meeting will be held per month, on the first Wednesday of each month.
- b) The Board meeting may begin at 9:30 a.m. or 10:00 a.m., but the Board will seek staff’s recommendation.
- c) Board members will attend monthly Board meetings in person at 375 Beale Street, San Francisco, California, 94105 (no remote locations/satellite offices allowed.) Remote attendance is permissible, per Assembly Bill 2449 (Rubio), for just cause, with the Chair’s permission.
- d) The Board’s committee meetings may utilize remote locations/satellite offices, but Air District staff will not staff those locations.
- e) Staff is directed to bring back to the Committee the following to options: 1) staff recommendation reflecting remote locations/satellite offices identified by staff, to be staffed by Air District staff; and 2) recommendation reflecting remote locations/satellite offices identified by Board members, not to be staffed by Air District staff (which may enforce minimum guidelines, including, but not limited to: a designated non-Air District staff person, and a policy around failure to have that location live prior to a committee meeting, resulting in the loss of that location as an Air District remote location/satellite office for several months).

Item B of Chair Bauters’ original motion said “the Board meeting may begin at 9:30 a.m.,” but Director Hopkins made a **friendly amendment**, which revised the language to “the Board meeting may begin at 9:30 a.m. or 10:00 a.m. **Bauters accepted and said** we can start at 9:30 or 10:00 a.m., once we see meeting agendas, advised by staff.

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

- AYES: Bauters, Haubert, Hopkins, Hurt, Jue, Lopez, Rice.
- NOES: Hudson.
- ABSTAIN: None.
- ABSENT: Abe-Koga, Barnacle, Ross.

INFORMATIONAL ITEM

6. STATUS UPDATE REGARDING THE HUMAN RESOURCES CORRECTIVE ACTION PLAN

John Chiladakis, Acting Deputy Executive Officer of Finance and Administration, gave the staff presentation *Status Update Regarding the Human Resources Corrective Action Plan*, including: requested action; background; implementation progress; corrective actions – categories; and Action Plan For Human Resources Recommendations Compensation Plan, position management, and processes and controls.

Public Comments

Public Comments were given by “Call-In-User 1”.

Committee Comments

The Committee and staff discussed the status and completion date of Audit Recommendation No. 2.3 (Staff will include the steps recommended in 2.2 [Create an Administrative Operating Procedures for mid-year personnel budget adjustments] into an Administrative Operating Procedures for position status changes); and whether a Human Resources staffing increase is needed to complete the Corrective Action Plan by the intended deadline.

Committee Action

None; receive and file.

OTHER BUSINESS

7. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

8. COMMITTEE MEMBER COMMENTS

None.

9. TIME AND PLACE OF NEXT MEETING

Wednesday, September 6, 2023, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Committee members and members of the public will be able to either join in-person or via webcast.

10. ADJOURNMENT

The meeting was adjourned at 2:29 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Philip M. Fine
Executive Officer/APCO

Date: September 6, 2023

Re: Committee Authorization for Chair Bauters, Vice Chair Hurt, Director Rice, and
Director Veenker to Attend the Air District's Washington D.C. Advocacy Trip

RECOMMENDED ACTION

Consider approving Chair John J. Bauters, Vice Chair Davina Hurt, Director Katie Rice, and Director Vicki Veenker to attend the Air District's Washington D.C. Advocacy Trip from October 22, 2023 to October 25, 2023, and reimbursement for actual and necessary travel expenses incurred in connection with such attendance.

BACKGROUND

In previous years, the Air District has not always taken full advantage of opportunities related to federal advocacy, including sharing the good work of the Air District with elected officials and agency leadership, learning about current and future initiatives of our federal partners, and how the Air District's work, narratives and goals align with the goals and objectives of Congress, the White House, and federal agencies.

Directors may attend the advocacy trip upon approval by the Finance and Administration Committee. Directors are also authorized to receive reimbursement for actual and necessary expenditures incurred in connection with attendance at meetings of this type on behalf of the Air District pursuant to Division II, Section 5. of the Administrative Code. For meetings outside of California, travel needs to be approved in advance by the Finance and Administration Committee. Approval by the Finance and Administration Committee is sufficient to authorize such travel; the Administrative Code does not require further approval by the full Board of Directors. The Board of Directors will consider the Board Compensation associated with this trip at its next meeting on September 20, 2023.

DISCUSSION

The Air District's Board of Director's Chair believes that the Air District will benefit greatly from relationship development, learning from and engaging with our Bay Area elected delegation, federal agency leaders, the White House, and other organizations working in air quality, climate, and public health.

The D.C. Advocacy Trip will allow the Board of Directors to connect with federal agency leaders and inform them of how the Air District's goals align with the objectives of the federal government, and potentially bring additional federal resources to the Air District and the Bay Area.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for Board member travel for this trip, including travel expenses and per diem compensation for meeting attendance, is estimated at \$10,000 and is included in Program 121, Fiscal Year Ending 2024.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Aloha de Guzman
Reviewed by: Philip M. Fine

ATTACHMENTS:

None

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Philip M. Fine
Executive Officer/APCO

Date: September 6, 2023

Re: Conduct Interviews and Consider Recommending Board of Directors Approval of
Candidates for Appointment to the Air District's Hearing Board

RECOMMENDED ACTION

Conduct interviews and consider recommending the Board of Directors' approval of candidates for appointment to the professional engineering and medical professional seats on the Air District's Hearing Board, and recommend establishing a special meeting for the purpose of interviewing candidates for the Hearing Board positions to be filled by members of the public.

BACKGROUND

Pursuant to Section 40800 of the California Health and Safety Code, the Air District is required to maintain a Hearing Board consisting of five members including, one member who is a professional engineer registered as such pursuant to the Professional Engineers Act (Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code), one member from the medical profession whose specialized skills, training, or interests are in the fields of environmental medicine, community medicine, or occupational/toxicologic medicine, one member admitted to the practice of law in this state, and two public members. The Air District Board of Directors may also appoint one alternate for each member. The alternate shall have the same qualifications, specified in Section 40801, as the member for whom such person is the alternate. The alternate may serve only in the absence of the member, and for the same term as the member. It has been the Air District's practice to fill all ten seats of the Hearing Board.

Pursuant to Division I, Section 8.6 of the Air District's Administrative Code, Hearing Board Member terms are limited to fifteen (15) consecutive years, with reappointment possible after a three-year absence.

DISCUSSION

There are currently two vacancies: 1) Principal Member in the Professional Engineer category and 2) Alternate Member in the Professional Engineer category. The following three Hearing Board Member terms will expire October 7, 2023 and become vacant on that date: 1) Principal Member B in the Public category, 2) Alternate Member B in the Public category, and 3)

Alternate Member in the Medical category. As a result, there are five positions to fill. Staff initiated recruitment processes to fill these positions. Outreach and advertisement included listings on 12 job boards, including those focusing on diversity, volunteering, medical professions, and engineering professions. The job posting remained open for eight weeks, during which time 16 applications were received from candidates interested in serving on the Hearing Board. One applicant is interested in serving in the Professional Engineer (Principal/Alternate) Member category. One applicant is interested in serving in either the Professional Engineer (Principal/Alternate) Member category or Public (Principal/Alternate) Member B category. One applicant is interested in serving in the Medical (Alternate) Member category. Three applicants are interested in serving in the Public (Principal) Member B category. Nine applicants are interested in serving in the Public (Principal/Alternate) Member B category. One applicant withdrew from consideration.

Interviews of the two candidates for the Professional Engineer position and one candidate for the Medical Professional position will occur during the Finance and Administration Committee meeting of September 6, 2023. The length of each interview will be approximately 15-30 minutes. The application materials submitted by the candidates will be provided to you for your review.

Because of the substantial number of candidates interviews for public positions, the Finance and Administration Committee will consider scheduling a special meeting of the committee for the purpose of conducting the public position interviews.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Erica Trask
Reviewed by: John Chiladakis

ATTACHMENTS:

1. Hearing Board Packet September 6, 2023



HEARING BOARD INTERVIEWS

FINANCE AND ADMINISTRATION COMMITTEE

September 6, 2023

HEARING BOARD INTERVIEW BINDER TABLE OF CONTENTS

September 6, 2023

- Hearing Board Vacancy Announcement
- Hearing Board Member Roster/Attendance Sheet
- Applicants' Application Materials and Evaluation Forms:

Professional Engineer (Principal and Alternate) Category

Rajiv Dabir – El Sobrante
Principal/Alternate Category

Jeffrey Maddox – Walnut Creek
Principal/Alternate Category

Medical (Alternate) Category

Sumeet Batra – Dublin
Alternate Category



Bay Area Air Quality Management District Hearing Board Member

| | | | |
|---------------------|---|---------------------|---------------------------|
| SALARY | \$0.00 Hourly \$0.00 Biweekly \$0.00 Monthly \$0.00 Annually | LOCATION | CA, CA |
| JOB TYPE | Volunteer | JOB NUMBER | ET23.6.21 |
| DEPARTMENT | Board of Director's Councils or Boards | DIVISION | Hearing Board |
| OPENING DATE | 06/26/2023 | CLOSING DATE | 8/18/2023 5:00 PM Pacific |

Description



The Bay Area Air Quality Management District (Air District) is a regional government agency, committed to achieving clean air to protect the public's health and the environment. The Air District accomplishes this goal through regulation of industrial facilities and various outreach and incentive programs designed to encourage clean air choices.

The Air District's jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.

The Hearing Board is established by state law and consists of five members and their alternates - an attorney, a professional engineer, a member from the medical profession, and two members of the public.

The Air District is currently recruiting for the following five (5) Hearing Board seats:

- Principal in the Public category
- Principal in the Professional Engineer category
- Alternate in the Public category
- Alternate in the Medical category
- Alternate in the Professional Engineer category

Examples of Duties for this Position

The Hearing Board is a quasi-judicial body that rules on particular cases that affect only individual facilities. It is authorized to hear requests for variance relief, permit revocation, abatement orders, and appeals by permit applicants, or by interested

third parties, concerning the issuance or denial of permits.

These are volunteer positions. There is no salary. Members of the Hearing Board receive a stipend of \$400 per meeting day, plus travel expenses, if applicable.

Minimum Qualifications

The applicants for the Hearing Board are evaluated based on their qualifications to serve as representatives for their profession, field of endeavor, or the community, as the case may be.

Members in the Professional Engineer category must be registered as a Professional Engineer in the State of California, pursuant to the Professional Engineers Act (Chapter 7 (commencing with Section 6700) of Division 3 of the California Business and Professions Code).

Members in the Medical category must be in a medical profession whose specialized skills, training, or interests are in the fields of environmental medicine, community medicine, or occupational/toxicologic medicine.

How to Apply & Selection Criteria

Hearing Board members serve a term of three years and may be reappointed to a maximum of fifteen consecutive years. The Hearing Board can meet as often as 1-3 times a week depending on the volume of cases filed, usually on Tuesdays, at the Air District's office at 375 Beale Street, San Francisco, CA 94105.

Interviews are held during the Air District's Board of Director's Finance and Administration Committee Meeting. If you are selected for an interview, our staff will contact you to request your presence at this meeting/interview.

HOW TO APPLY & SELECTION CRITERIA:

Interested individuals must submit the following materials no later than 5:00p.m. on **Friday, August 18, 2023:**

- 1) A completed BAAQMD Hearing Board application, along with;
- 2) A chronological resume

Applications are accepted online. For an application, contact the Human Resources Office at (415) 749-4667 or you may download a copy at our website at www.baaqmd.gov/jobs. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 375 Beale Street, Suite 600, San Francisco, CA 94105. Faxes will be accepted, as long as a hard copy original is submitted by mail or in person by the filing deadline.

Agency

Bay Area Air Quality Management District

Address

375 Beale Street Suite 600

San Francisco, California, 94105

Phone

415-749-4980

415-749-4980

Website

<http://www.baaqmd.gov>

Hearing Board Member Supplemental Questionnaire

QUESTION 1

Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards.

QUESTION 2

Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.

QUESTION 3

Please list relevant accomplishment, publications, or awards.

QUESTION 4

The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?

* Required Question

Hearing Board Attendance from 2019 - 2023 (Current Members Only)
as of 8/9/23

| Hearing Date | V. Armento Principal Member, Attorney Category | B. Toole O'Neil Principal Member A, Public Category | Q. Tan Alternate Member A, Public Category | P. Chiu Principal Member, Medical Category | D. Conrad Alternate Member, Medical Category | A. Timbers Principal Member B, Public Category | J. Lee Alternate Member, Attorney Category | F. Lam Alternate, Public Category |
|-------------------------|---|--|---|---|---|---|---|--------------------------------------|
| 2019 | | | | | | | | |
| 4/16/2019 | X | X | Not present | X | | | | |
| 5/7/2019 | X | X | Not present | X | | | | |
| 7/23/2019 | X | X | X | X | | | | |
| 12/10/2019 | X | X | Not present | X | | | | |
| 2020 | | | | | | | | |
| NO HEARINGS HELD | | | | | | | | |
| 2021 | | | | | | | | |
| 1/12/2021 | X | X | x | X | Not present | Not present | | |
| 1/26/2021 | X | X | Not present | X | Not present | X | | |
| 4/20/2021 | X | X | Not present | X | Not present | Not present | | |
| 2022 | | | | | | | | |
| 3/15/2022 | X | X | Not present | X | Not present | X | | |
| 4/12/2022 | X | X | X | X | Not present | X | Not present | |
| 6/28/2022 | X | X | Not present | X | Not present | X | X | |
| 7/5/2022 | X | X | Not present | X | Not present | X | X | |
| 7/12/2022 | X | X | Not present | X | Not present | X | X | |
| 9/13/2022 | X | X | Not present | Not present | Not present | Not present | X | |
| 10/18/2022 | X | X | Not present | X | Not present | X | Not present | |
| 11/8/2022 | X | X | Not present | X | Not present | Not present | Not present | |
| 2023 | | | | | | | | |
| 8/8/2023 | X | X | Not present | X | Not present | Not present | Not present | X |

"X" means "present"

Gray indicates that the member was not yet appointed to the Hearing Board

Current Hearing Board Roster and Vacancy Status
as of June 2023

| Category | Hearing Board Position | Name | County of Residence |
|-----------------------|------------------------|---|----------------------|
| | | | |
| Public | Principal A | A. Timbers Term expires 4/6/25 | Contra Costa County |
| | Alternate A | F. Lam Term expires 6/21/26 | Marin County |
| | Principal B | B. Toole O'Neil (<i>Vice Chair</i>) Term expires 10/7/23 | San Mateo County |
| | Alternate B | Q. Tan Term expires 10/7/23 | Santa Clara County |
| | | | |
| Attorney | Principal | V. Armento (<i>Chair</i>) Term expires 4/6/25 | Santa Clara County |
| | Alternate | J. Lee Term expires 4/6/25 | San Francisco County |
| | | | |
| Professional Engineer | Principal | VACANT | |
| | Alternate | VACANT | |
| | | | |
| Medical | Principal | P. Chiu Term expires 4/6/25 | Santa Clara County |
| | Alternate | D. Conrad Term expires 10/7/23 | San Mateo County |



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

HEARING BOARD INTERVIEW EVALUATION FORM

| | |
|--|--|
| NAME OF APPLICANT: Rajiv Dabir | CANDIDATE FOR CATEGORY: Professional Engineer (Principal/Alternate) |
|--|--|

| | | | | | |
|--|--------------------|----------------------|----------------|----------------------|---------------------|
| This section is to be completed after the applicant has been interviewed. Please record the extent to which you feel the applicant possesses or has demonstrated the qualities listed below. | | | | | |
| | Outstanding | Above Average | Average | Below Average | Unacceptable |
| 1. Education: Extent to which the applicant's level of educational attainment will enable the applicant to contribute to the Hearing Board's goal and objectives. | | | | | |
| 2. Work Experience: Extent to which the applicant's work experience can be applied to the responsibilities of the position. | | | | | |
| 3. Air Quality Related Experience: Extent to which the applicant has experience, knowledge, and/or interest in air quality related matters. | | | | | |
| 4. Experience on other Boards: Extent to which the applicant has experience serving on other Boards or Commissions. | | | | | |
| 5. Interest: Extent to which the applicant's interest can be applied to personal and/or professional goals. | | | | | |
| 6. Communication: Extent to which the applicant is able to present and communicate ideas and abilities. | | | | | |
| 7. Availability: Extent to which the applicant can commit to the time necessary to carry out the responsibilities of the position. | | | | | |

COMMENTS

| | |
|------------------|-------------|
| SIGNATURE | DATE |
|------------------|-------------|

EMPLOYMENT APPLICATION



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 Beale Street Suite 600
San Francisco, California 94105
415-749-4980
<http://www.baaqmd.gov>

**Dabir, Rajiv
ET23.6.21 HEARING BOARD MEMBER**

Received: 6/25/23 11:46 AM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

| | | |
|---|---------------------------------------|---|
| POSITION TITLE: HEARING BOARD MEMBER | | EXAM ID#: ET23.6.21 |
| NAME: (Last, First, Middle) Dabir, Rajiv | | SOCIAL SECURITY NUMBER: N/A |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) ██████████ El Sobrante, California 94803 | | EMAIL ADDRESS: ██████████ |
| HOME PHONE: ██████████ | ALTERNATE PHONE: ██████████ | NOTIFICATION PREFERENCE: Email |
| DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DRIVER'S LICENSE: State: CA | LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| What is your highest level of education? Master's Degree | | |

PREFERENCES

| |
|---|
| ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |
| WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular |
| TYPES OF WORK YOU WILL ACCEPT: Full Time |

EDUCATION

| | | |
|---|---|---------------------------------------|
| DATES: From: 7/2001 To: 7/2003 | SCHOOL NAME: University of California, Los Angeles | |
| LOCATION: (City, State/Province) Los Angeles, California | DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DEGREE RECEIVED: Master's |
| MAJOR: Master of Business Administration (MBA) | | |
| DATES: From: 8/1986 To: 3/1988 | SCHOOL NAME: Florida Institute of Technology | |
| LOCATION: (City, State/Province) Melbourne, Florida | DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DEGREE RECEIVED: Other |
| MAJOR: Master of Science in Mechanical Engineering | | |
| DATES: From: 7/1982 To: 7/1986 | SCHOOL NAME: Indian Institute of Technology | |
| LOCATION: (City, State/Province) New Delhi, International | DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DEGREE RECEIVED: Bachelor's |
| MAJOR: Bachelor of Science in Mechanical Engineering | | |

WORK EXPERIENCE

| | | |
|--|--|---|
| DATES: From: 2/2022 To: 4/2023 | EMPLOYER: WSP USA Inc. | POSITION TITLE: Senior Vice President |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) ██████████ San Francisco, California, 94105 | | |
| PHONE NUMBER: ██████████ | SUPERVISOR: ██████████ - District Lead | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| HOURS PER WEEK: 40 | | |

DUTIES:

Lead the Sustainability, Energy and Climate Change Team which helps clients navigate a complex sustainability and energy transition landscape and unlock opportunities to reduce cost, create brand value and mitigate risk across the value chain, ultimately building more resilient organizations that can thrive in a changing global market.

Developed a comprehensive delivery plan for a major U.S. Utility to harden their grid infrastructure as part of their Wildfire Mitigation Plan. The plan included actionable measures to reduce costs and expedite delivery of moving 10,000 miles of power lines underground, with an initial goal of burying 3,600 miles by 2026.

Created and submitted detailed proposal for a major U.S. Airport to identify and analyze critical infrastructure assets and contingency planning for water (potable and fire protection), sanitary sewage, industrial waste, storm sewer, natural gas, electrical, telecom (fiber/copper), and aviation jet fuel. Implementation would allow the Airport to maintain business continuity after events like earthquakes, increased precipitation or intensity, increased temperatures, increased wildfires and impacted air quality, sea level rise, terrorism,

cyberattack, resource disruption, unplanned outages from external utility providers.

*Exceeded all annual business goals for revenue growth, EBITDA, Utilization, Backlog and Days Sales Outstanding (DSO).

REASON FOR LEAVING:

██████████

| | | |
|--|---|---|
| DATES: From: 7/2019 To: 2/2022 | EMPLOYER: BAY AREA RAPID TRANSIT | POSITION TITLE: Group Manager, Sustainability |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) Oakland, California | | |
| PHONE NUMBER: ██████████ | SUPERVISOR: ██████████ - Chief Planning & Development Officer | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| HOURS PER WEEK: 40 | | |

DUTIES:

Led the Sustainability and Energy Division teams (\$70M budget, 5 FTEs) responsible for procuring energy and implementing a long-term Sustainability Action Plan focused on reducing BART's and the Bay Area's environmental footprint by conserving energy, reducing emissions, reducing waste generation, conserving water, and adapting to climate changes. Renegotiated 105MW of wholesale solar and wind PPAs to accelerate delivery of energy and progress against renewable energy commitments at a cost savings of \$2.9 million and no impact on the value of energy, Renewable Energy Credits (RECs) and System Resource Adequacy delivered. Completed a Green-House-Gas (GHG) inventory and strategic action plan to reduce GHG emissions, increase energy efficiency, reduce water and waste. Closed a \$12M On-Bill-Financing agreement with a local utility to finance LED lighting upgrades in 14 garage parking structures with 12GWh annual energy savings and \$30M total savings over 20 years. Compiled and published annual Sustainability Reports (2019, 2020, 2021) Secured post-issuance approval for BART's General Obligation Bonds from the Climate Bonds Standard Board.

REASON FOR LEAVING:

██████████

| | | |
|---|--|---|
| DATES: From: 6/2016 To: 6/2019 | EMPLOYER: Ygrene Energy Fund | POSITION TITLE: Senior Director |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) Petaluma, California | | |
| PHONE NUMBER: ██████████ | SUPERVISOR: ██████████ - General Manager | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| HOURS PER WEEK: 40 | | |

DUTIES:

Responsible for Residential and Commercial Property Assessed Clean Energy (PACE) financing products (\$1B Sales, 4 FTEs) for energy efficiency, renewable energy, energy storage, water conservation, hurricane protection, electric vehicle charging and seismic upgrades. Identified, structured, negotiated, documented, and closed project finance transactions using \$200M in back levered debt and \$75M in partnership-flip type tax equity for 40MW of Solar and Energy Storage assets. Served as principal for renewable energy projects financing - responsible for business case, selecting financing sources, structuring the transaction, preparing pro forma economics, EPC, O&M, and origination platform contracts.

REASON FOR LEAVING:

██

| | | |
|--|---|---|
| DATES: From: 11/2013 To: 5/2016 | EMPLOYER: Sunrun / Sunedison | POSITION TITLE: Senior Director |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) San Francisco, California | | |
| SUPERVISOR: ██████████ - Vice President | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| HOURS PER WEEK: 40 | | |

DUTIES:

At Sunrun and SunEdison, led a team of engineers, product/pricing and project finance managers (\$500M Sales, 20 FTEs) to design, develop and implement Solar and storage service products and services for the Residential and Small Commercial Solar markets in the U.S. for Sunrun, and, U.S., U.K. and Australia for SunEdison. Developed and executed a complete quote-to-cash cloud-based platform, which enabled Design, Sales, Financing and Operations for multiple channels and multiple product configurations (e.g. solar, solar + storage), resulting in 4x increase in customer contracts signed and executed. Conceived, designed and launched Customer-Owned and Third-Party-Owned Solar and Solar + Storage products (resulting in 30% increase in revenue and margin) which involved negotiating key financing partnerships, regulatory policy advocacy, prototyping, piloting, supply chain management, delivering great and consistent customer experience, sales tools and training.

| | | |
|--|---|--|
| DATES: From: 7/2010 To: 11/2013 | EMPLOYER: Pacific Gas & Electric | POSITION TITLE: Energy Solutions Manager |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) San Francisco, California | | |
| SUPERVISOR: ██████████ - Senior Director | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| HOURS PER WEEK: 40 | | |

DUTIES:

Led a team of engineers, solutions marketing, financial analysts, channel and product managers (\$40M 3-yr budget, 15 FTEs) to design, develop and implement energy efficiency and renewable energy products and services for the Residential, Small Medium Business, Commercial and Industrial markets.

Rationalized product portfolio and executed a cost-effective point-of-sale platform with top 3 national retailers (Sears, Best Buy and Home Depot) resulting in a 50% increase in adoption of energy efficient appliances and 92% customer satisfaction in the Residential market.

Created and Implemented product roadmap resulting in increased revenue from new and existing products through cost containment, feature enhancements and diversified channels of distribution for the Small Medium Business market.

Implemented an Integrated Energy Efficiency plan (Emerging Technologies, Rebates and Codes & Standards) which resulted in 769 GWh/yr electricity savings (52% increase) equivalent to 530K metric tons of Green House Gas reductions and \$505M energy bill savings in 2020 for 5.1M California customers; American Council for an Energy-Efficient Economy (ACEEE) Champion of Energy Efficiency in Buildings Award recipient.

CERTIFICATES AND LICENSES**TYPE:**

Professional Engineer (PE)

LICENSE NUMBER:

[REDACTED]

ISSUING AGENCY:

State of California

TYPE:

Certified Energy Manager (CEM)

LICENSE NUMBER:

[REDACTED]

ISSUING AGENCY:

Association of Energy Engineers

TYPE:

Project Management Professional (PMP)

LICENSE NUMBER:

[REDACTED]

ISSUING AGENCY:

Project Management Institute

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Max Bloom

POSITION:**ADDRESS:** (Street, City, State/Province, Zip/Postal Code)**EMAIL ADDRESS:**

[REDACTED]

PHONE NUMBER:

[REDACTED]

REFERENCE TYPE:

Professional

NAME:

Mark Colby

POSITION:**ADDRESS:** (Street, City, State/Province, Zip/Postal Code)**EMAIL ADDRESS:**

[REDACTED]

PHONE NUMBER:

[REDACTED]

REFERENCE TYPE:

Professional

NAME:

Kent Harrison

POSITION:**ADDRESS:** (Street, City, State/Province, Zip/Postal Code)**EMAIL ADDRESS:**

[REDACTED]

PHONE NUMBER:

[REDACTED]

REFERENCE TYPE:

Professional

NAME:

Paula Gartner

POSITION:**ADDRESS:** (Street, City, State/Province, Zip/Postal Code)**EMAIL ADDRESS:**

[REDACTED]

PHONE NUMBER:

[REDACTED]

REFERENCE TYPE:

Professional

NAME:

Monica Meagher

POSITION:**ADDRESS:** (Street, City, State/Province, Zip/Postal Code)**EMAIL ADDRESS:**

[REDACTED]

PHONE NUMBER:

[REDACTED]

Agency-Wide Questions

1. How did you find out about this position?

District Bulletin Board

2. If other, please tell us where.

3. Are you currently legally authorized to work in the United States on a full-time basis?

Yes

4. Are you related to any District employee or Board member?

No

5. Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status)?

No

6. If related to a District employee or Board member, what is their name and their relationship to you?

n/a

Job Specific Supplemental Questions

1. Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards.

At WSP, I led the Sustainability, Energy and Climate Change Team which helps clients navigate a complex sustainability and energy transition landscape and unlock opportunities to reduce cost, create brand value and mitigate risk across the value chain, ultimately building more resilient organizations that can thrive in a changing global market. At SF BART, I led the Sustainability and Energy Division teams (\$70M budget, 5 FTEs) responsible for procuring energy and implementing a long-term Sustainability Action Plan focused on reducing BART's and the Bay Area's environmental footprint by conserving energy, reducing emissions, reducing waste generation, conserving water, and adapting to climate changes. At PG&E, I led a team of engineers, solutions marketing, financial analysts, channel and product managers (\$40M 3-yr budget, 15 FTEs) to design, develop and implement energy efficiency and renewable energy products and services for the Residential, Small Medium Business, Commercial and Industrial markets under this Investor-Owned Utility (IOU) regulated by the California Public Utilities Commission (CPUC).

2. Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.

Institute of Electrical and Electronic Engineers (IEEE), Power and Energy Society; Association of Energy Engineers (AEE); Project Management Institute (PMI)

3. Please list relevant accomplishments, publications, or awards.

Awards and honors:

2023 Project Management Professional (PMP), ID# [REDACTED]

2023 Environmental, Social & Governance (ESG) Specialization, ID# [REDACTED]

2019 Certified Energy Manager (CEM), ID# [REDACTED]

2019 Deep Learning Specialization (deeplearning.ai).

2017 OSHA 10-hour Construction Safety and Health, Card# [REDACTED]

2012 American Council for an Energy-Efficient Economy (ACEEE) Champion of Energy Efficiency in Buildings Award – awarded to California Utilities' Statewide Codes and Standards Team for providing valuable assistance in advancing energy efficiency codes and standards in California and helping spur actions in the rest of the United States.

2012 Richard A. Clarke Environmental Leadership Award for Retail Strategy and Engagement.

Refereed Publications:

Kerestecioglu, A., Swami, M., Dabir, R., Razaq, N., Fairey, P., Florida Solar Energy Center, 1988, "Theoretical and Computational Investigation of Algorithms for Simultaneous Heat and Moisture Transport in Buildings", Task 2 Final Report prepared for U.S.

Department of Energy, Gas Research Institute and Florida Power & Light Company.

4. The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?

Yes

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Air District and will not be returned. I understand the the Air District may contact prior employers and other references. I understand that I must notify the Human Resources Office at (415) 749-4980 of any changes in my name, address, or phone number.

This application was submitted by Rajiv Dabir on 6/25/23 11:46 AM

Summary:

- ✓ 25+ years of demonstrated accomplishments in design, development, marketing, financing, and Environmental, Social and Governance (ESG) reporting in the Renewables, Transportation, Utility, Data Center, and Financial Services industries.
- ✓ Professional Engineer (PE), Certified Energy Manager (CEM), Patents holder and Project Management Professional (PMP) adept in predictive, Agile and hybrid approaches.
- ✓ Servant leader focused on building/retaining high-performing teams, succession planning and leading by example to proactively model diversity, equity, inclusion, accountability, and stewardship.
- ✓ Working experience with government and regulatory agencies (CPUC, CEC, CARB, DOE), CAISO, utilities (PG&E, SCE, SDG&E, SMUD, HECO, FPL and others), standards (Title 24, LEED, Envision, Title 20, Energy Star), national laboratory (PNNL).
- ✓ Teaching experience - undergraduate courses in design, structures, and thermal-fluid sciences.
- ✓ Research experience – DOE/FPL funded research in heat transfer, moisture transfer, thermal systems design and optimization, energy efficiency and renewable energy systems at the Florida Solar Energy Center (FSEC).
- ✓ Recognized for ability to identify key drivers of emerging energy challenges and implement appropriate business and technical solutions for utilities/aggregators/enterprises in energy efficiency, demand response, distributed generation/storage, EV charging, smart meters, microgrids, machine learning and network optimization.

Core executive skills:

- Setting Strategic Enterprise Priorities
- Innovative, Cost-Effective Products/Services
- Contracts Development and Management
- Financial Modeling and Analysis
- Agile, Predictive, Hybrid project management
- Data-based decision making
- Project Finance – PPA/Lease/Loan
- Software as a service
- Cross-functional collaboration
- Building and Directing Global Teams

Employment:

WSP USA Inc.

Senior Vice President, Energy

Feb. 2022 – April 2023

Led the Sustainability, Energy and Climate Change Team which helps clients navigate a complex sustainability and energy transition landscape and unlock opportunities to reduce cost, create brand value and mitigate risk across the value chain, ultimately building more resilient organizations that can thrive in a changing global market.

- ✓ Developed a comprehensive delivery plan for a major U.S. Utility to harden their grid infrastructure as part of their Wildfire Mitigation Plan. The plan included actionable measures to reduce costs and expedite delivery of moving 10,000 miles of power lines underground, with an initial goal of burying 3,600 miles by 2026.
- ✓ Created and submitted detailed proposal for a major U.S. Airport to identify and analyze critical infrastructure assets and contingency planning for water (potable and fire protection), sanitary sewage, industrial waste, storm sewer, natural gas, electrical, telecom (fiber/copper), and aviation jet fuel. Implementation would allow the Airport to maintain business continuity after events like earthquakes, increased precipitation or intensity, increased temperatures, increased wildfires and impacted air quality, sea level rise, terrorism, cyberattack, resource disruption, unplanned outages from external utility providers.
- ✓ Led the formation of a Joint Venture consisting of more than 50% participation from local and disadvantaged business enterprises – micro, small, minority-owned, woman-owned, and disabled veteran-owned.

Bay Area Rapid Transit (BART)

Sustainability Group Manager

July 2019 – Feb. 2022

Led the Sustainability and Energy Division teams (\$70M budget, 5 FTEs) responsible for procuring energy and implementing a long-term Sustainability Action Plan focused on reducing BART's and the Bay Area's environmental footprint by conserving energy, reducing emissions, reducing waste generation, conserving water, and adapting to climate changes.

- ✓ Renegotiated 105MW of wholesale solar and wind PPAs to accelerate delivery of energy and progress against renewable energy commitments at a cost savings of \$2.9 million and no impact on the value of energy, Renewable Energy Credits (RECs) and System Resource Adequacy delivered.

Rajiv Dabir, MSME, MBA, PMP, PE, CEM
San Francisco Bay Area | [REDACTED] | he/him/his

- ✓ Completed a Green-House-Gas (GHG) inventory and strategic action plan to reduce GHG emissions, increase energy efficiency, reduce water and waste.
- ✓ Closed a \$12M On-Bill-Financing agreement with a local utility to finance LED lighting upgrades in 14 garage parking structures with 12GWh annual energy savings and \$30M total savings over 20 years.
- ✓ Compiled and published annual Sustainability Reports ([2019](#), [2020](#), [2021](#)); secured post-issuance approval for BART's General Obligation Bonds from the Climate Bonds Standard Board.
- ✓ Hired, on-boarded and coached high-caliber diverse team members and interns.
- ✓ Oversaw the work of partners, attorneys, and consultants, ensuring that there is equity in the partner/consultant procurement process and innovation in the process.

[Ygrene Energy Fund](#)

Senior Director

May 2016 – May 2019

Responsible for Residential and Commercial Property Assessed Clean Energy (PACE) financing products (\$1B Sales, 4 FTEs) for energy efficiency, renewable energy, energy storage, water conservation, hurricane protection, electric vehicle charging and seismic upgrades.

- ✓ Identified, structured, negotiated, documented, and closed project finance transactions using \$200M in back levered debt and \$75M in partnership-flip type tax equity for 40MW of Solar and Energy Storage assets.
- ✓ Served as principal for renewable energy projects financing - responsible for business case, selecting financing sources, structuring the transaction, preparing pro forma economics, EPC, O&M, and origination platform contracts.

[SunEdison / Sunrun](#)

Senior Director / Director

Nov. 2013 – May 2016

At Sunrun and SunEdison, led a team of engineers, product/pricing and project finance managers (\$500M Sales, 20 FTEs) to design, develop and implement Solar and storage service products and services for the Residential and Small Commercial Solar markets in the U.S. for Sunrun, and U.S., U.K., and Australia for SunEdison.

- ✓ Developed and executed a complete quote-to-cash cloud-based platform, which enabled Design, Sales, Financing and Operations for multiple channels and multiple product configurations (e.g., solar, solar + storage), resulting in 4x increase in customer contracts signed and executed.
- ✓ Conceived, designed, and launched Customer-Owned and Third Party-Owned (TPO) Solar and Solar + Storage products (resulting in 30% increase in revenue and margin) which involved negotiating key financing partnerships, regulatory policy advocacy, prototyping, piloting, supply chain management, delivering great and consistent customer experience, sales tools and training.

[Pacific Gas & Electric Co.](#)

Manager, Energy Solutions

July 2010 – Nov. 2013

Led a team of engineers, solutions marketing, financial analysts, channel and product managers (\$40M 3-yr budget, 15 FTEs) to design, develop and implement energy efficiency and renewable energy products and services for the Residential, Small Medium Business, Commercial and Industrial markets under this Investor-Owned Utility (IOU) regulated by the California Public Utilities Commission (CPUC).

- ✓ Rationalized product portfolio and executed a cost-effective point-of-sale platform with top 3 national retailers (Sears, Best Buy and Home Depot) resulting in a 50% increase in adoption of energy efficient appliances and 92% customer satisfaction in the Residential market.
- ✓ Created and Implemented product roadmap resulting in increased revenue from new and existing products through cost containment, feature enhancements and diversified channels of distribution for the Small Medium Business market.
- ✓ Implemented an Integrated Energy Efficiency plan (Emerging Technologies, Rebates and Codes & Standards), in coordination with the CPUC and California Energy Commission (CEC), which resulted in 769 GWh/year electricity savings (52% increase) equivalent to 530K metric tons of Green House Gas reductions and \$505M energy bill savings in 2020 for 5.1M California customers; American Council for an Energy-Efficient Economy (ACEEE) Champion of Energy Efficiency in Buildings Award recipient.
- ✓ Hired, on-boarded and coached high-caliber diverse team members and interns.

- ✓ Oversaw the work of partners, attorneys, and consultants, ensuring that there is equity in the partner/consultant procurement process and innovation in the process.

Purcell Systems

Vice President, Products

March 2008 – March 2010

Directed all corporate Product Management strategies, which include P&L, Life Cycle Management and Product Development for an \$80M annual portfolio of products for the Telecommunications, Cable and Utility/Energy industries. The company was acquired by EnerSys Energy Solutions.

- ✓ Point person responsible for product/technology consolidation and new product development resulting in 25% revenue growth and 40% gross-margin increase across all product lines.
- ✓ Hired, developed, and led a team of product managers and engineers (10 FTEs) in the development of a new product lines (remote-wireless cell-site and Central-Office Data-Center control and monitoring, high-efficiency AC-DC rectification, low-energy high-reliability zone cooling) which reduced customers' operating expenses by 80% and increased corporate revenue by over 10%.
- ✓ Spearheaded strategic planning and product development activities to penetrate emerging smart grid and related energy/utility markets.

Spraycool

Vice President, Products

May 2005 – Jan. 2008

Developed, executed, and managed business development, marketing, product development and operations for an emerging liquid-cooling technology startup (25 FTEs) focused on an energy-efficiency platform for the Data Center industry. The company was acquired by Parker Aerospace.

- ✓ Planned and executed product development processes that incorporated innovation, portability, design for manufacturability and mass customization, leading to product release in 6 months at 50% lower development costs, demonstrated energy efficiency increase of 22% and computing density gain of 45%.
- ✓ Spearheaded key partnerships with industry-leading cooling equipment (APC and Emerson), server manufacturers (Dell, HP, and IBM) and utilities (Avista and PG&E); successfully managed completion of field trials at key customers' Data Centers - Pacific Northwest National Laboratory (PNNL), Callison, Dell, APC and Mountain Gear.
- ✓ Key contributor in all activities leading to acquisition of the company.

Rain Bird

Senior Product Manager

May 2003 – May 2005

Managed design and execution of all product development activities for a line of products for the Accessories division of this \$25M global leader in the Irrigation industry.

- ✓ Developed and launched a networked and wireless sprinkler controller coupled with cloud-based scheduling which provided easy, accessible, low-maintenance and water-savings (up to 50% when integrated with weather data and sensors) control of landscape irrigation for commercial and residential markets.
- ✓ Quadrupled market share from 6% to 25% and doubled gross margin from 30% to 60% by offering a new low-cost value-add saddle tee product at a lower price than the competition.

Pertek Engineering Co.

Partner

May 1998 – May 2003

Professional project management, product development cost reduction, getting to market faster, reducing manufacturing cost and complexity, and business development for this \$5M product development consultancy. Products included - World's first, NEBS compliant, field-replaceable, UltraSPARC application server with a MTTR of 90 seconds; Disposable flow-thru tube used with a digital spirometer to measure lung capacity; Fiber-Optic transmitter and receiver link for cellular phones; Outdoor system Booster Combiner to improve building penetration for wireless operators; Customized solutions for multi-carrier amplifiers used for various technologies including 3G; Compact, low-cost and easy-to-use laser vibrometer.

Rajiv Dabir, MSME, MBA, PMP, PE, CEM
San Francisco Bay Area | ██████████ | he/him/his

- ✓ Increased client base by 20% through identifying prospective customers, presenting company's value in compelling manner, developing proposals that addressed the needs and concerns of the customers, persistently following up and knowing when to close the deal.
- ✓ Conceived and implemented in-house manufacturing services for clients in the High-Tech industry, which improved time-to-market by 50% and reduced development costs by 25%.

[AeroVironment Inc.](#)

Senior Product Engineer

May 1996 – May 1998

Product development of energy management and battery charging products for this \$175M global leader in energy systems for the material handling, automotive and airline industries. AeroVironment developed for General Motors the first mass-produced and purpose-designed electric vehicle (EV1) of the modern era; PosiCharge, first of its kind EV charger, was initially launched to support charging the EV1.

- ✓ Led the PosiCharge product team consisting of engineers, technicians, and draftsmen (20 FTEs); Supervised, recruited, motivated and developed engineers in a team environment;
- ✓ Responsible for overall product design, manufacturing, and testing of Fast Charge stations (60kW and 125kW) used on electric and hybrid-electric vehicles, batteries, and powertrains;
- ✓ Developed and tracked schedule (10 month) and budget (\$2.5M) for timely release of demonstration and production units;
- ✓ Coordinated engineering change control, FMEA, quality improvement, production-related issues, and customer feedback.

[KOR Electronics, Inc.](#)

Mechanical Engineering Group Head / Production Manager

June 1992 – May 1996

- ✓ Supervised engineers and designers (15 FTEs) involved in electro-mechanical packaging of airborne and laboratory based Digital Radio Frequency Memories (DRFM), Radar Target Generators, Electronic Countermeasure (ECM) simulators and Vehicle Tracking systems;
- ✓ Implemented MRP system and took lead responsibility for day-to-day production issues involving materials flow, process engineering, plant layout, assembly, and production testing; Specified, procured, and coordinated installation of production equipment;
- ✓ Conducted shock, vibration, EMI/RFI, temperature, humidity, altitude and salt spray testing per MIL and Federal specifications.

[MERET Optical Communications, Inc.](#)

Mechanical Engineer

July 1990 – May 1992

- ✓ Designed and developed stand-alone desktop enclosures, rackmount multiple link VME chassis, single PCB configurations and customized electronic packaging designs used in providing high quality fiber-optic based video and data for high resolution computer graphics, CCTV, HDTV, medical imaging, military, and aerospace applications.

[JUDCO Manufacturing, Inc.](#)

Design Engineer

July 1988 – June 1990

- ✓ Developed a new technique for testing push-button switches by employing programmable controllers, resulting in an increase in productivity by 40%;
- ✓ Responsible for design of injection-molded electro-mechanical switches and assembly/test fixtures that involved conceptual design, prototyping, and testing.

[Florida Solar Energy Center](#)

Research Assistant

April 1987 - March 1988

Graduate Research Assistantship awarded for academic excellence by the Mechanical Engineering Department of Florida Institute of Technology. Conducted research in the areas of heat transfer, moisture transfer, thermal systems design and optimization, energy efficiency and renewable energy systems.

Florida Institute of Technology

Aug. 1986 - March 1987

Graduate Teaching Assistantship awarded for academic excellence by the Mechanical Engineering Department of Florida Institute of Technology. Taught undergraduate courses in design, structures, and thermal-fluid sciences.

Awards and honors:

- 2023 [Project Management Professional \(PMP\)](#), ID# [REDACTED]
- 2023 [Environmental, Social & Governance \(ESG\) Specialization](#), ID# [REDACTED]
- 2019 [Certified Energy Manager \(CEM\)](#), ID# [REDACTED]
- 2019 [Deep Learning Specialization](#) (deeplearning.ai).
- 2017 [OSHA 10-hour Construction Safety and Health](#), Card# [REDACTED]
- 2012 American Council for an Energy-Efficient Economy (ACEEE) Champion of Energy Efficiency in Buildings Award – awarded to California Utilities’ Statewide Codes and Standards Team for providing valuable assistance in advancing energy efficiency codes and standards in California and helping spur actions in the rest of the United States.
- 2012 Richard A. Clarke Environmental Leadership Award for Retail Strategy and Engagement.
- 2011 [Pragmatic Marketing](#)® Certification.
- 2010 Awarded patent [D622,709](#) – Wireless receiver unit for an irrigation flow control device.
- 2007 Awarded patent [7,219,684](#) – Saddle tee and tool for irrigation lines.
- 2005 Competent Toastmaster (CTM), Toastmasters International.
- 1996 [Professional Engineer \(PE\)](#), License# [REDACTED], State of California.
- 1992 Certificate Award in Effective Employee Management, California State University, Fullerton.
- 1984 Certificate of Merit awarded for securing 1st place in National Design contest for design and demonstration of a self-propelled flying object.

Professional affiliations:

Institute of Electrical and Electronic Engineers (IEEE), Power and Energy Society
Association of Energy Engineers (AEE)
Project Management Institute (PMI)

Education:

- Master of Business Administration (MBA) with Distinction July 2001 – July 2003
University of California, Los Angeles, USA.
- Master of Science in Mechanical Engineering (MSME) with Distinction Aug. 1986 – March 1988
Florida Institute of Technology, Melbourne, USA.
- Bachelor of Science in Mechanical Engineering (BSME) July 1982 – July 1986
Indian Institute of Technology, New Delhi, India.

MSME Thesis: Finite Element Analysis of Heat, Mass, and Momentum Transfer in Hygroscopic Duct Systems (Adviser: Dr. A. A. Kerestecioglu). The analysis was conducted on a roof duct radiator system for a novel passive cooling technique for residential buildings, located in humid climates, which combined the moisture removal capabilities of desiccant materials and the heat rejection capabilities of night sky radiation. Passive cooling for residential buildings in humid climates obviates the need for expensive vapor-compression (A/C) cooling techniques and reduces the demand on the grid.

MBA Field Study: As part of an International Field Study Team, analyzed channel attractiveness, product category attractiveness, retailer relationship management, and marketing mix optimization, for the French toy market and made actionable and portable recommendations to Mattel (\$5.7B toy maker) that would double sales in 2-4 years.

Refereed Publications:

Kerestecioglu, A., Swami, M., **Dabir, R.**, Razzaq, N., Fairey, P., Florida Solar Energy Center, 1988, “Theoretical and Computational Investigation of Algorithms for Simultaneous Heat and Moisture Transport in Buildings”, Task 2 Final Report prepared for U.S. Department of Energy, Gas Research Institute and Florida Power & Light Company.

Other:

- [Grid Alternatives](#) Volunteer – 10 rooftop solar installations in low-income communities.
- Carriage Hills Community Engagement – I serve as a go-to person, in my neighborhood, for all issues related to power (outages, wildfire mitigation, utility bills, solar, energy storage, generators, NEM etc.).

Professional References:

- Max Bloom; [REDACTED]
- Mark Colby; [REDACTED]
- Kent Harrison; [REDACTED]
- Thane Meads; [REDACTED]



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

HEARING BOARD INTERVIEW EVALUATION FORM

| | |
|---|--|
| NAME OF APPLICANT: Jeffrey Maddox | CANDIDATE FOR CATEGORY: Professional Engineer (Principal/Alternate) |
|---|--|

| | | | | | |
|--|--------------------|----------------------|----------------|----------------------|---------------------|
| This section is to be completed after the applicant has been interviewed. Please record the extent to which you feel the applicant possesses or has demonstrated the qualities listed below. | | | | | |
| | Outstanding | Above Average | Average | Below Average | Unacceptable |
| 1. Education: Extent to which the applicant's level of educational attainment will enable the applicant to contribute to the Hearing Board's goal and objectives. | | | | | |
| 2. Work Experience: Extent to which the applicant's work experience can be applied to the responsibilities of the position. | | | | | |
| 3. Air Quality Related Experience: Extent to which the applicant has experience, knowledge, and/or interest in air quality related matters. | | | | | |
| 4. Experience on other Boards: Extent to which the applicant has experience serving on other Boards or Commissions. | | | | | |
| 5. Interest: Extent to which the applicant's interest can be applied to personal and/or professional goals. | | | | | |
| 6. Communication: Extent to which the applicant is able to present and communicate ideas and abilities. | | | | | |
| 7. Availability: Extent to which the applicant can commit to the time necessary to carry out the responsibilities of the position. | | | | | |

COMMENTS

| | |
|------------------|-------------|
| SIGNATURE | DATE |
|------------------|-------------|

EMPLOYMENT APPLICATION



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 Beale Street Suite 600
San Francisco, California 94105
415-749-4980

<http://www.baaqmd.gov>

**Maddox, Jeffrey A.
ET23.6.21 HEARING BOARD MEMBER**

Received: 7/15/23 11:49 AM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

| | | |
|---|---------------------------------------|---|
| POSITION TITLE: HEARING BOARD MEMBER | | EXAM ID#: ET23.6.21 |
| NAME: (Last, First, Middle) Maddox, Jeffrey A. | | SOCIAL SECURITY NUMBER: N/A |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Walnut Creek, California 94596 | | EMAIL ADDRESS: [REDACTED] |
| HOME PHONE: [REDACTED] | | NOTIFICATION PREFERENCE: Email |
| DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DRIVER'S LICENSE: State: CA | LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| What is your highest level of education? Bachelor's Degree | | |

PREFERENCES

| | |
|--|---|
| MINIMUM COMPENSATION: \$0.00 per hour; \$0.00 per year | ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe |
| WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular | |
| TYPES OF WORK YOU WILL ACCEPT: Part Time | |
| SHIFTS YOU WILL ACCEPT: Day | |
| OBJECTIVE: Hearing Board member as a PE | |

EDUCATION

| | | |
|---|---|---------------------------------------|
| DATES: | SCHOOL NAME: University of Maryland, College Park | |
| LOCATION: (City, State/Province) College park, Maryland | DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DEGREE RECEIVED: Bachelor's |
| MAJOR: Bachelors Degree | UNITS COMPLETED: 132 - Quarter | |

WORK EXPERIENCE

| | | |
|--|--|---|
| DATES: From: 6/2006 To: 1/2022 | EMPLOYER: The Fire Consultants, Inc. | POSITION TITLE: Founding Principal |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Walnut Creek, California, 94597 | | COMPANY URL: www.thefireconsultants.com |
| PHONE NUMBER: [REDACTED] | SUPERVISOR: [REDACTED] - Principal | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| HOURS PER WEEK: 40 | SALARY: [REDACTED]/month | # OF EMPLOYEES SUPERVISED: 8 |
| DUTIES: Principal in the office. Consulting to clients. Managing 9 employees | | |
| REASON FOR LEAVING: [REDACTED] | | |
| DATES: From: 9/1986 To: 5/2006 | EMPLOYER: Rolf Jensen & Associates, Inc. | POSITION TITLE: Sr. Consultant |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Concord, California, 94520 | | COMPANY URL: https://www.jensenhughes.com/ |
| PHONE NUMBER: [REDACTED] | SUPERVISOR: [REDACTED] - Engr Manager | MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| HOURS PER WEEK: 40 | SALARY: [REDACTED]/month | # OF EMPLOYEES SUPERVISED: 5 |
| DUTIES: Project management, Engineering supervisor, Client Consulting | | |
| REASON FOR LEAVING: [REDACTED] | | |

CERTIFICATES AND LICENSES

| | |
|--|--|
| TYPE: Fire Protection Engineer Professional Engineer | |
| LICENSE NUMBER: [REDACTED] | ISSUING AGENCY: California Board for Professional Engineers and Land Surveyors |

| Skills |
|--|
| OFFICE SKILLS: Typing: Data Entry: |
| OTHER SKILLS: |
| LANGUAGE(S): English - <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write |

| ADDITIONAL INFORMATION |
|----------------------------------|
| Nothing Entered For This Section |

| REFERENCES | | |
|---|------------------------------------|-------------------------------|
| REFERENCE TYPE: Professional | NAME: Don Moeller | POSITION: Principal |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] | | |
| EMAIL ADDRESS: [REDACTED] | PHONE NUMBER: [REDACTED] | |

Agency-Wide Questions

1. How did you find out about this position?

District Website

2. If other, please tell us where.

3. Are you currently legally authorized to work in the United States on a full-time basis?

Yes

4. Are you related to any District employee or Board member?

No

5. Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status)?

No

6. If related to a District employee or Board member, what is their name and their relationship to you?

Not related

Job Specific Supplemental Questions

1. **Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards.**
30 years in the design of buildings. 30 years in fire protection engineering
 2. **Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.**
NFPA, SFPE, ASHRAE
 3. **Please list relevant accomplishments, publications, or awards.**
See resume
 4. **The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?**
Yes
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Air District and will not be returned. I understand the the Air District may contact prior employers and other references. I understand that I must notify the Human Resources Office at (415) 749-4980 of any changes in my name, address, or phone number.

This application was submitted by Jeffrey A. Maddox on 7/15/23 11:49 AM

Professional Engineer License No. 2345678374 (retired) 1986-2006

Professional Experience

Founding Principal
2006-2022 (retired)

Sr. Consultant
1986-2006

Registrations

Professional Engineer License No. 2345678374 (active)

Professional Affiliations

National Fire Protection Association (NFPA)
Society of Fire Protection Engineers, Fellow (SFPE)
UC Berkeley – Building Code Consultant to Architecture 102B class - Arch Capstone Project.

Education

Bachelor of Science, Fire Protection Engineering, 1986

Code Development Committees

Safety to Life, Assembly, Fire Protection Features Committees
Technical Committee 5.6, Smoke Management
Guide for Fire Safety in Very Tall Buildings

Jeffrey A. Maddox is a retired Founding Principal of The Fire Consultants Inc. and is a California registered fire protection engineer with over 30 years of experience in fire protection, building code consulting and building design. He is registered as a Fire Protection Engineer in California and previously as a Professional Engineer in Oregon and Colorado. Jeff holds a Bachelor of Science degree in Fire Protection Engineering from the University of Maryland, College Park, 1986. He is a Fellow of the Society of Fire Protection Engineers. He is focused on the fire and life safety design of high rise buildings with an emphasis on smoke control, occupant evacuation elevators and egress.





HEARING BOARD INTERVIEW EVALUATION FORM

| | |
|---|---|
| NAME OF APPLICANT: Sumeet Batra | CANDIDATE FOR CATEGORY: Medical (Alternate) |
|---|---|

| | | | | | |
|--|--------------------|----------------------|----------------|----------------------|---------------------|
| This section is to be completed after the applicant has been interviewed. Please record the extent to which you feel the applicant possesses or has demonstrated the qualities listed below. | | | | | |
| | Outstanding | Above Average | Average | Below Average | Unacceptable |
| 1. Education: Extent to which the applicant's level of educational attainment will enable the applicant to contribute to the Hearing Board's goal and objectives. | | | | | |
| 2. Work Experience: Extent to which the applicant's work experience can be applied to the responsibilities of the position. | | | | | |
| 3. Air Quality Related Experience: Extent to which the applicant has experience, knowledge, and/or interest in air quality related matters. | | | | | |
| 4. Experience on other Boards: Extent to which the applicant has experience serving on other Boards or Commissions. | | | | | |
| 5. Interest: Extent to which the applicant's interest can be applied to personal and/or professional goals. | | | | | |
| 6. Communication: Extent to which the applicant is able to present and communicate ideas and abilities. | | | | | |
| 7. Availability: Extent to which the applicant can commit to the time necessary to carry out the responsibilities of the position. | | | | | |

COMMENTS

| | |
|------------------|-------------|
| SIGNATURE | DATE |
|------------------|-------------|

EMPLOYMENT APPLICATION



**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

375 Beale Street Suite 600
San Francisco, California 94105
415-749-4980

<http://www.baaqmd.gov>

**BATRA, SUMEET
ET23.6.21 HEARING BOARD MEMBER**

Received: 6/24/23 9:02 PM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

| | | |
|---|---------------------------------------|---|
| POSITION TITLE: HEARING BOARD MEMBER | | EXAM ID#: ET23.6.21 |
| NAME: (Last, First, Middle) BATRA, SUMEET | | SOCIAL SECURITY NUMBER: N/A |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED], Dublin, California 94568 | | EMAIL ADDRESS: [REDACTED] |
| HOME PHONE: [REDACTED] | | NOTIFICATION PREFERENCE: Email |
| DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DRIVER'S LICENSE: State: CA | LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| What is your highest level of education? Doctorate | | |

PREFERENCES

Nothing Entered For This Section

EDUCATION

| | | |
|---|---|---|
| DATES: From: 8/2013 To: 6/2015 | SCHOOL NAME: University of Illinois at Chicago | |
| LOCATION: (City, State/Province) Chicago, Illinois | DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DEGREE RECEIVED: Master's |
| MAJOR: Public Health | | |
| DATES: From: 8/2007 To: 5/2011 | SCHOOL NAME: Northwestern University | |
| LOCATION: (City, State/Province) Chicago, Illinois | DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DEGREE RECEIVED: Professional |
| MAJOR: Medicine | | |
| DATES: From: 9/2004 To: 6/2007 | SCHOOL NAME: Northwestern University | |
| LOCATION: (City, State/Province) Evanston, Illinois | DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DEGREE RECEIVED: Bachelor's |
| MAJOR: Psychology | | |

WORK EXPERIENCE

| | | |
|--|---|--|
| DATES: From: 9/2020 To: Present | EMPLOYER: UC DAVIS HEALTH | POSITION TITLE: Medical Director of Employee Health Services |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) [REDACTED] Sacramento, California, 95817 | | |
| MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| HOURS PER WEEK: 40 | # OF EMPLOYEES SUPERVISED: 25 | |
| DUTIES: Medical Director of Employee Health Services for UC Davis Health, a tertiary academic health system in Northern California with over 17,000 employees, students and affiliated. Specific duties include care of work related injuries and illnesses, medical surveillance programs, communicable disease outbreak management. Covid-19 pandemic response activities include coordination of testing, contact tracing and vaccination for employees, students and affiliates. | | |
| DATES: From: 2/2022 To: Present | EMPLOYER: International SOS | POSITION TITLE: Senior Medical Director |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) Houston, Texas | | |
| HOURS PER WEEK: 40 | | |
| DUTIES: Senior Medical Director of Consulting and Solutions | | |

| | | |
|---|---|---|
| DATES: From: 8/2015 To: 3/2020 | EMPLOYER: Cook Children's Health Care System | POSITION TITLE: Medical Director of Occupational Health |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) Ft Worth, Texas, 76104 | | |
| MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| HOURS PER WEEK: 40 | # OF EMPLOYEES SUPERVISED: 13 | |
| DUTIES: Currently the Medical Director of Occupational Health and Wellness at Cook Children's Health Care System, a pediatric health care system with over 7,500 employees throughout North and Central Texas. Clinical responsibilities include the care and case management of occupational injuries and illnesses as well as the care of minor acute medical issues. Established wellness coaching and a corporate travel medicine program as part of expanded clinical offerings. Developed an onsite industrial athlete program utilizing an athletic trainer to work on preventive interventions for departments with high rates of injury, significant reduction in worker's compensation injuries and injury severity. Created an online reporting platform for work related injuries and illnesses in order to improve reporting and recordkeeping. • Administrative duties include the medical oversight of employee health and Worker's Compensation programs, ensuring compliance with local, state and federal occupational health and safety regulations. Additional duties include the medical oversight of system wellness programs and advisory roles on various hospital committees such as benefits, infection control, environment-of-care, risk management, and radiation safety. • Other activities including completing a year-long physician leadership course at TCU Neely School of Business, serving on task force developing programs to reduce physician burnout and participating in community outreach program awarding scholarships to local high school students interested in health professions. | | |
| DATES: From: 7/2013 To: 6/2015 | EMPLOYER: University of Illinois at Chicago | POSITION TITLE: RESIDENCY TRAINING |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) Chicago, Illinois | | |
| SUPERVISOR: [REDACTED] - Occupational Medicine Residency Program Director | MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| HOURS PER WEEK: 40 | | |
| DUTIES: Served as an occupational and environmental medicine resident for two years, learning the diagnosis, management and treatment of patients with various occupational and environmental injuries/illnesses. Other focus areas are disability management, independent medical examinations, utilization and case reviews. Concurrently pursuing an MPH with focus on environmental and occupational health; planned completion in June 2015. | | |
| DATES: From: 7/2012 To: 6/2013 | EMPLOYER: North Shore University Hospital | POSITION TITLE: Radiology Resident |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) Manhasset, New York | | |
| HOURS PER WEEK: 40 | | |
| DUTIES: Served as a first-year radiology resident rotating through various specialties in radiology, learning the diagnosis and treatment of illness through medical imaging. | | |
| DATES: From: 6/2011 To: 6/2012 | EMPLOYER: St. Francis Hospital | POSITION TITLE: Transitional Intern |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code) Evanston, Illinois | | |
| HOURS PER WEEK: 40 | | |
| DUTIES: Completed a rotating transitional internship through various fields including internal medicine, emergency medicine, surgery, and various specialty electives. Served as chief transitional intern, representing 12 transitional interns and communicating with hospital administration, ancillary clinical services and other residency programs. | | |

CERTIFICATES AND LICENSES

| | |
|---|---|
| TYPE: Texas Medical License | |
| LICENSE NUMBER: [REDACTED] | ISSUING AGENCY: Texas Medical Board |
| TYPE: BLS | |
| LICENSE NUMBER: [REDACTED] | ISSUING AGENCY: University of Illinois Chicago & American Heart Association |
| TYPE: Certified Medical Review Officer [REDACTED], MRO Certification Council | |
| LICENSE NUMBER: [REDACTED] | ISSUING AGENCY: MRO Certification Council |
| TYPE: Board Certified in Occupational Medicine, American Board of Preventive Medicine, Jan. | |

| | |
|--|---|
| LICENSE NUMBER: [REDACTED] | ISSUING AGENCY: American Board of Preventive Medicine |
| TYPE: California Medical License | |
| LICENSE NUMBER: [REDACTED] | ISSUING AGENCY: Medical Board of California |

| |
|----------------------------------|
| Skills |
| Nothing Entered For This Section |

| |
|--|
| ADDITIONAL INFORMATION |
| Professional Associations Certified Medical Review Officer [REDACTED], MRO Certification Council |
| Professional Associations BLS certification, American Heart Association |
| Professional Associations local chapter of American Industrial Hygiene Association as well as other interested |
| Honors & Awards HONORS Wayne Burton M.D. Award for Resident Research in Occupational Medicine |
| Honors & Awards Northwestern University Honors Program in Medical Education (7-year B.A./M.D. program) |
| Honors & Awards Northwestern University FSM Global Health Initiative Travel Grant Award |
| Honors & Awards Wayne Burton M.D. Award for Resident Research in Occupational Medicine |

| |
|----------------------------------|
| REFERENCES |
| Nothing Entered For This Section |

Agency-Wide Questions**1. How did you find out about this position?**

Job board/website (list specific under "other")

2. If other, please tell us where.**3. Are you currently legally authorized to work in the United States on a full-time basis?**

Yes

4. Are you related to any District employee or Board member?

No

5. Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status)?

No

6. If related to a District employee or Board member, what is their name and their relationship to you?

N/A

Job Specific Supplemental Questions

1. **Please describe any experience or education that directly relates to air quality. Also describe any experience on Boards.**
I am a Board-Certified Occupational and Environmental Medicine Physician. My consulting work has involved evaluation of indoor air quality issues, as well as other environmental health issues affecting my clients and their local communities.
 2. **Please list professional, trade, or business associations held which relate to the Hearing Board category for which you are applying.**
American College of Occupational and Environmental Medicine, Western Occupational and Environmental Medicine Association
 3. **Please list relevant accomplishments, publications, or awards.**
Master in Public Health with a focus on Occupational and Environmental Medicine
 4. **The Hearing Board's workload varies, but it can meet as often as two or three times a month in person, almost always on Tuesdays. Meetings are often completed within three hours, but sometimes they can run all day. In addition, Hearing Board members may spend two hours or more reviewing materials in advance of a hearing. Given this schedule, do you believe that you have sufficient time to devote to the Hearing Board activities?**
Yes
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the Air District and will not be returned. I understand the the Air District may contact prior employers and other references. I understand that I must notify the Human Resources Office at (415) 749-4980 of any changes in my name, address, or phone number.

This application was submitted by SUMEET BATRA on 6/24/23 9:02 PM

SUMEET BATRA, MD, MPH, FACOEM

██████████, ██████████
██████████

EDUCATION

University of Illinois at Chicago, Chicago, IL
School of Public Health (SPH)
Master of Public Health, June 2015

Northwestern University, Chicago, IL
Feinberg School of Medicine (FSM)
Doctor of Medicine, May 2011

Northwestern University, Evanston, IL
Bachelor of Arts, Psychology, June 2007

CERTIFICATIONS

Board Certified in Occupational Medicine, American Board of Preventive Medicine, Exp. Jan 2026
Texas Medical License ██████████, Texas Medical Board, Exp. May 2024
California Medical License ██████████, Medical Board of California, Exp. May 2023 (renewal submitted)
Certified Medical Review Officer ██████████, MRO Certification Council, Exp. July 2026
National Registry of Certified Medical Examiners ██████████, FMCSA, Exp. Aug 2030
BLS certification, American Heart Association, Exp. Feb 2024

WORK EXPERIENCE

June 2021 to April 2023

Corporate Medical Advisors (Intl. SOS), Senior Medical Director of Consulting & Solutions, Remote

- Serving as the Senior Medical Director of Consulting & Solutions for Corporate Medical Advisors, a subsidiary of International SOS. Advising multinational clients on a variety of occupational health, safety and wellbeing issues, including Covid-19 pandemic response and global occupational health compliance. Areas of focus include injury/illness management, OH regulatory compliance, employee wellbeing and travel risk management.

March 2022 to Oct 2022

UC Davis, Associate Medical Director of Occupational Health Services, Davis, CA

- Serving as a part-time occupational health physician and associate medical director for the UC Davis campus Occupational Health Services clinic. Primary responsibilities include workers compensation injury care, pre-placement exams, medical surveillance, post-exposure assessments. Employees requiring specialized exams include commercial drivers, police, firefighters, veterinary staff, international travelers and research staff working with novel biological, chemical and physical hazards.
- Completed 2021 UC Davis Clinician Health and Wellbeing Fellowship as well as the Stanford WellMD Physician Well-Being Director course which provided training on assessing the health and wellbeing of clinicians/providers and implementing organizational programs to manage burnout and compassion fatigue. Awarded Innovation Award for post-course project on digital solutions to improve wellbeing. Served as mentor for UC Davis Clinician Health and Wellbeing Fellowship for 2022 trainees.

Sept. 2020 to Feb. 2022

UC Davis Health, Medical Director of Employee Health/Volunteer Clinical Asst. Professor Dept. of Public Health and Internal Medicine, Sacramento, CA

- Served as Medical Director of Employee Health Services for UC Davis Health, including support for employee health at affiliated VA (Mather). Responsible for occupational injury care, medical clearance, and medical surveillance for over 17000 employees, medical/nursing students and faculty. Significant oversight of Covid-19 response including employee screening, testing, medical care and vaccination. Oversaw 2 mid-levels and one physician in clinic. Performed numerous specialized exams as part of California Workers Comp system, including PR-4 and impairment ratings. Directly involved in numerous committees, including pandemic response, infection control, safety/loss prevention and others.

March 2020 to March 2022 **Examworks/MES Solutions, Independent Medical Examiner**, Sacramento CA

- Independent medical examiner (contract/part-time) for Examworks. Exams performed include short/long-term disability exams, VA C&P exams, fitness-for-duty assessments and other medico-legal examinations.

Aug. 2015 – Mar. 2020

Cook Children's Healthcare System, Medical Director of Occupational Health/Wellness, Ft. Worth, TX

- Responsibilities included the care and case management of occupational injuries as well as the care of acute personal medical issues for over 8000 employees. Developed new programs such as wellness coaching, travel medicine and onsite athletic training. Expanded occupational health and wellness offerings through online wellness platforms and onsite fitness center. Achievements included the reduction of total employee lost-days by 80% and OSHA recordable injuries by 30% over 5 years.

Streamlined multiple workflows by creating an online platform for reporting work-related injuries/illness and fulfilling annual medical surveillance requirements.

- Completed Advancing Healthcare Leadership program and multiple additional graduate business courses at TCU Neely School of Business through partnership with employer.

RESIDENCY TRAINING

July 2013 – June 2015 **University of Illinois at Chicago, *Occupational Medicine Resident***, Chicago, IL

- Served as an occupational and environmental medicine resident, learning the diagnosis and treatment of patients with various occupational and environmental injuries and illnesses. Gained clinical expertise in the performance of independent medical examinations, utilization and case reviews, and medical surveillance exams in addition to injury/illness care. Concurrently obtained an MPH with a focus on biostatistics, epidemiology, toxicology and occupational and environmental health, completing a capstone project which was presented at numerous conferences.

SELECTED PUBLICATIONS

July 2021

Real-world impact of vaccination on coronavirus disease 2019 (Covid-19) incidence in healthcare personnel at an academic medical center. *Infection Control & Hospital Epidemiology*, Co-Author

Co-Author: Dr. Sarah Waldman, et. al

- Investigated the real-world impact of a large-scale Covid-19 vaccination campaign on healthcare workers at a large academic medical center. Findings including significant decreases in Covid-19 infection, with job classes with higher vaccination rates showing the most benefit.

Sept. 2020

Shoulder injury related to vaccine administration: Case series of an emerging occupational health concern. *Workplace Health & Safety*, First Author

Co-Author: Bridget Page, RN, MSN, COHN-S

- Investigated 5 cases of shoulder injury related to vaccine administration (SIRVA), a rare side effect of improper vaccine administration.

Jan. 2018

Preparations Beyond Residency. *Surgeons as Educators*, Co-Author

Co-Authors: Nikhil K. Gupta, MD and Tobias S. Kohler MD, MPH

- Co-authored textbook chapter titled “Preparations Beyond Residency”. Chapter focuses on practical information residents should know as they leave residency and start their independent professional careers.

SELECTED PRESENTATIONS

May 2022

American Occupational Health Conference 2022, Salt Lake City, UT

- Presented lecture titled “Electronic Health Records in the Age of Covid-19” Topic of discussion focused on emerging privacy and compliance issues with the use of Electronic Health Records in Employee and Occupational Health settings, especially in the post-pandemic era.

June 2018

UT Tyler Symposium: Emerging Issues in Occupational and Environmental Health 2018, Tyler, TX

- Presented lecture titled “Occupational Health Issues in Infection Prevention in the Healthcare Setting”. Topic of discussion was the management of infectious hazards in a healthcare setting and the role of the Occupational Health clinician to a diverse group of Occupational Health professionals.

MEMBERSHIPS AND AFFILIATIONS

- Member and Fellow of the American College of Occupational and Environmental Medicine (ACOEM), with leadership role in the Medical Center Occupational Health, Health and Human Performance and Corporate sections as well as the regional component society (WOEMA).
- Member of the review and scoring committee of ACOEM’s Corporate Health Achievement Award.
- Member of the International Commission on Occupational Health (ICOH)
- Serving on the Epic Occupational Health Steering Board, helping create module for Occupational Health in Epic EMR System.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

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

From: Philip M. Fine
Executive Officer/APCO

Date: September 6, 2023

Re: Remote Teleconferencing Guidance

RECOMMENDED ACTION

Committee to provide the Board of Directors (Board) with recommendations for one in-person Board meeting per month with online options for the public, remote teleconferencing for committee meetings and a remote teleconferencing policy. Recommend Board direct staff to research a partnership with the Metropolitan Transportation Commission for North and South Bay satellite locations and shared costs. Work on securing permanent satellite locations in the North and South Bay.

BACKGROUND

The Air District encompasses a nine-county region including, Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, San Francisco, western Solano and southern Sonoma counties and is represented by Board members whose offices are as far away as Santa Rosa in the North Bay, Campbell in the South Bay and Benicia and Concord in the East Bay. Travel time from the furthest offices to the Air District headquarters at 375 Beale Street in San Francisco for meetings, over congested highways, can take as long as two or more hours in each direction.

The Air District Board of Director's meetings are governed by the Brown Act. For three years during the pandemic, while the Governor's COVID emergency order was in place, Brown Act amendments allowed legislative bodies, like the Air District, to convene using online communication platforms to continue meetings. Although the emergency has ended, the Brown Act allows teleconferencing by legislative bodies, provided the body meets certain requirements.

Brown Act teleconferencing requirements include the following:

- All votes taken during a teleconferenced meeting shall be by roll call.
- Teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Air District.
- The Air District shall give notice of the meeting and post agendas 72 hours prior to the meeting.
- The agenda shall provide an opportunity for the public to address the Board of Directors

directly.

- Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each location shall be accessible to the public.
- During the meeting, at least a quorum of the members of the Air District shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except in the case of an emergency.
- Electronic connectivity through either speaker or video, or both, and a two-way audiovisual platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic function.

Air District staff have worked with Board members to enable remote teleconferencing in compliance with the Brown Act. Some Board members have been making their conference spaces available for teleconferencing when their spaces are equipped with high-speed Wi-Fi, the ability to join via the Zoom platform, and a camera to display meeting participants. The Air District's Executive Team has worked with these Board members and their staff to coordinate Board and Committee teleconferencing at seven offices initiated by Board members in addition to making available a meeting room in the Santa Rosa Junior College that the Air District has under contract through December 2023 (that can be renewed), and HQ East in Richmond, owned by the Air District and is set up to be a remote teleconferencing East Bay location.

Air District Initiated Locations

Bay Area Metro Center, Beale Street, SF
Air District HQ East in Richmond
Santa Rosa Junior College, Doyle Library

Board Member Initiated Locations

Director John Gioia's Office
Director David Haubert's Office
Director Nate Miley's Office
Palo Alto City Hall
Director Otto Lee's Office
Sonoma County Administrator's Office
San Ramon City Hall

DISCUSSION

While there continues to be an interest in having remote teleconferencing, there are risks associated with this as outlined below and potential consequences that could disrupt the Board's ability to conduct its business.

Risks of Multiple Remote Teleconferencing Locations

- Failure to meet the 72-hour pre-meeting posting.
- Closure of a location due to broadcasting disruption or service outage.
- Unforeseen circumstances, including personnel unavailable to open location for the public.

Potential Consequences if Brown Act Requirements are Not Met

- A disruption or service outage at any location could prevent the public from making comments using the call-in or internet options.
- A disruption or service outage at any location could cause the Board to lose its quorum.
- If any of the Brown Act requirements are not met, action items or key votes could be invalidated.
- The need to postpone or repeat a meeting with invalidated actions could result in failure to meet statutory timelines for items including budget, fees, and Air District rules.

RECOMMENDATIONS

The Finance and Administration Committee members discussed options to balance the need to minimize possible risks with the flexibility that remote teleconferencing offers. The proposal under consideration is to require Board members' attendance at Board meetings to be in-person, to reduce Board meetings to once a month, and to begin them at 9:30 a.m. or 10:00 a.m. rather than the current 9:00 a.m. start time. The public would continue to be able to attend via the Zoom platform or in-person. Committee meetings would continue to be remote teleconferencing or in-person for Committee members provided Brown Act requirements are met and the public could continue to attend via the Zoom platform or in-person.

Committee discussion for continuing remote teleconferencing included:

- Heavily promoting the locations to encourage increased in-person public participation.
- Exploring how San Joaquin Valley APCD manages its three permanent locations (Modesto, Fresno, Bakersfield).
- Consider capping the number of remote teleconferencing locations used to create predictability for staff, Board members and the public.
- Limiting remote teleconferencing to Board member office locations where Air District staff are not needed. Logistical assistance would need to be provided by Board member staff including posting meeting notices, opening the space prior to the meeting, ensuring connection with 375 Beale St. and providing technical support. It was suggested that there be a written agreement with Board members to confirm this understanding.
- Require Board members to notify Air District staff of their interest in hosting a teleconferencing location at least 30 days before the meeting date.
- Require Board members to provide a primary and secondary point of contact for their location.
- Require Board member staff responsible for assisting with the logistics of the teleconference Committee meeting to participate in training with the Air District's Manager of Executive Operations.

Air District staff have been researching the possibility of acquiring permanent North and South Bay satellite locations like the San Joaquin Valley Air Pollution Control District's Modesto and Bakersfield spaces, which are in addition to its main Fresno office. The Air District currently leases smaller office spaces throughout the Bay Area for the use of enforcement and source-test

staff. New leases or purchases of space could be consolidated to provide more permanent remote teleconferencing locations, working space for Air District staff, locations to store and charge equipment and public meeting space for other Board and Committee meetings as well as Air District public meetings. The Metropolitan Transportation Commission has indicated they might be interested in partnering with the Air District for satellite offices, which would help with shared costs. If the Committee recommended that the Board give direction to pursue this option, the Air District would need to secure a commercial real estate broker through an RFP, confirm a shared interest in satellite locations with MTC, and determine the shared budget. Acquiring new space could take 12 or more months, based on requirements, locations, availability, budget, and any possible building upgrades needed.

The Committee is requested to provide the Board with recommendations for:

- One in-person Board meeting per month with online options for the public
- Remote teleconferencing for committee meetings with online options for the public
- Remote teleconferencing policy
- Directing staff to research a partnership with the Metropolitan Transportation Commission for North and South Bay satellite locations and shared costs
- Directing staff to research securing permanent satellite locations in the North and South Bay

BUDGET CONSIDERATION/FINANCIAL IMPACT

The use of space at Santa Rosa Junior College through June 2024 is funded by the Fiscal Year 2023/24 budget. Additional Air District leased or owned locations and staffing are not currently funded.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Lisa Fasano
Reviewed by: Sharon L. Landers

ATTACHMENTS:

None