



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**

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

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

**City Hall, City of Mountain View  
500 Castro Street, 3rd Floor  
City Clerk's Office Conference Room  
Mountain View, CA 94041**

**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](http://www.baaqmd.gov/bodagendas).**

**Members of the public may participate remotely via Zoom at <https://bayareametro.zoom.us/j/89736351571>, or may join Zoom by phone by dialing (669) 900-6833 or (408) 638-0968. The Webinar ID for this meeting is: 897 3635 1571**

**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, OCTOBER 18, 2023**

**10:00 AM**

**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 (Item 3)**

**3. Approval of the Draft Minutes of the Finance and Administration Committee Meeting of October 4, 2023**

*The Finance and Administration Committee will consider approving the Draft Minutes of the Finance and Administration Committee Meeting of October 4, 2023.*

**INFORMATIONAL ITEM(S)**

**4. Report from the Auditor on the My Air Online Function**

*The Air District's Management Auditor will report the status, initial observations and findings from the My Air Online management performance audit.*

**ACTION ITEM(S)**

**5. Update on Decommissioning Legacy Permitting and Enforcement Computer Systems, the Implementation of the My Air Online Replacement Systems and a Request to Recommend Authorization to Execute Related Service Contracts not to Exceed \$2,650,000 Fiscal Year Ending 2024.**

*Staff will present the status of the decommissioning of legacy permitting and enforcement software and hardware systems and the implementation schedule for the new My Air Online replacement systems. The Committee will consider recommending that the Board of Directors authorize the execution of contracts for related services not to exceed \$2,650,000 for Fiscal Year Ending 2024.*

6. Remote Teleconferencing Meeting Policy for Standing Committees

*The Committee will discuss and provide staff direction for developing a remote teleconferencing meeting policy for Standing Committees to bring to the Board of Directors in November.*

**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 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, November 1, 2023, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Finance and Administration 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](mailto:vjohnson@baaqmd.gov)

**(415) 749-4941**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
[www.baaqmd.gov](http://www.baaqmd.gov)

- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

**Accessibility and Non-Discrimination Policy**

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District's policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at [www.baaqmd.gov/accessibility](http://www.baaqmd.gov/accessibility) to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District's Non-Discrimination Coordinator, Suma Peesapati, at (415) 749-4967 or by email at [speesapati@baaqmd.gov](mailto:speesapati@baaqmd.gov).

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
375 BEALE STREET, SAN FRANCISCO, CA 94105  
FOR QUESTIONS PLEASE CALL (415) 749-4941**

**EXECUTIVE OFFICE:  
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

**OCTOBER 2023**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting - CANCELLED	Wednesday	18	9:00 a.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Special Finance and Administration Committee	Wednesday	18	10:00 a.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Community Equity, Health and Justice Committee	Wednesday	18	1:00 p.m.	1 <sup>st</sup> Floor Board Room

**NOVEMBER 2023**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	1	9:00 a.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	1	1:00 p.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Stationary Source and Climate Impacts Committee	Wednesday	8	10:00 a.m.	1 <sup>st</sup> Floor, Yerba Buena Room
Board of Directors Mobile Source and Climate Impacts Committee	Wednesday	8	1:00 p.m.	1 <sup>st</sup> Floor, Yerba Buena Room
Board of Directors Meeting	Wednesday	15	9:00 a.m.	1 <sup>st</sup> Floor Board Room
Board of Directors Community Equity, Health and Justice Committee	Wednesday	15	1:00 p.m.	1 <sup>st</sup> Floor Board Room
Community Advisory Council Meeting	Thursday	16	6:00 p.m.	1 <sup>st</sup> Floor, Yerba Buena Room

HL 10/10/2023 – 3:35 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: October 18, 2023

Re: Approval of the Draft Minutes of the Finance and Administration Committee  
Meeting of October 4, 2023

RECOMMENDED ACTION

Approve the Draft Minutes of the Finance and Administration Committee Meeting of October 4, 2023.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the Draft Minutes of the Finance and Administration Committee Meeting of October 4, 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 October 4, 2023

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

Finance and Administration Committee  
Wednesday, October 4, 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](http://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 1:12 p.m.

#### **Roll Call:**

Present, In-Person (375 Beale Street, 1<sup>st</sup> Floor Board Room, San Francisco, California, 94105): Chairperson John J. Bauters; Vice Chairperson Davina Hurt; and Directors Abe-Koga, Sergio Lopez, and Katie Rice.

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

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

Present, In-Person Satellite Location (Office of Contra Costa County Supervisor John Gioia, 11780 San Pablo Ave., Suite D, Conference Room, El Cerrito, California 94530): Director Mark Ross.

Absent: Directors David Hudson and Tyrone Jue.

2. **PLEDGE OF ALLEGIANCE**

### **CONSENT CALENDAR**

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF SEPTEMBER 6, 2023**
4. **HEARING BOARD QUARTERLY REPORT: APRIL – JUNE 2023**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

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

**ACTION ITEMS**

**5. PROPOSED UPDATE OF THE ADMINISTRATIVE CODE**

Alexander Crockett, District Counsel, and Amy Ackerman of Renne Public Law Group, gave the presentation *Administrative Code Update Project*, including: outcome; Ad Hoc Committee requested action; project overview; direction from Ad Hoc Committee; Administrative Code vs. policies; effective Board leadership; streamlined standing committees; Board and committee meeting schedules; Advisory Councils and Hearing Board; codified staff roles; more effective and efficient financial practices; efficient governance practices; Board Rules of Procedure; project timeline; and action requested.

NOTED PRESENT: Director Barnacle was noted present at 2:00 p.m.

Public Comments

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

Committee Comments

The Committee and staff discussed who would facilitate a Board meeting, should neither the Chair, nor Vice Chair, be available, given the proposed “Two-Officer Board Leadership Model”; the practicality of Board members having their own Air District email address for Air District-related business; the way in which a new Chair or Vice Chair would be determined, if either officer position became vacant; proposed quorum requirements; and how the proposal for streamlining standing committees was determined; the number of members for each committee.

Committee Action

Vice Chair Hurt made a motion, seconded by Chair Bauters, to recommend the Board **adopt** a comprehensive overhaul of Division I and II of the Administrative Code, replacing those portions of the Code with a new Administrative Code, and **adopt** Rules of Procedure to accompany the new Administrative Code, excluding the proposed provision requiring Board members to use Air District email addresses for Air-District-related business; and the motion **carried** by the following vote of the Committee:

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

**6. CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING BOARD OF DIRECTORS APPROVAL OF CANDIDATES FOR APPOINTMENT TO THE AIR DISTRICT’S HEARING BOARD**

Chair Bauters explained that two Public Category Hearing Board Member terms would expire on October 7, 2023, and become vacant on that date: 1) Principal Member B, and 2) Alternate Member B. As a result, there were two positions to fill. Staff initiated recruitment processes to fill these positions. The job posting remained open for eight weeks, during which time 13 applications were received from candidates interested in serving in these positions. At the September 6, 2023 Finance and Administration Committee meeting, the Committee members designated an Ad Hoc Committee to review all Public Category applications, using established criteria discussed at the meeting, and recommend that five candidates be interviewed at the next Finance and Administration Committee meeting on Wednesday, October 4, 2023. The established criteria included: geographic diversity; whether the applicant qualifies for another Hearing Board category; diversity in professional experience; dedication to community service; and completeness of application. The Ad Hoc Committee met and chose to move six candidates forward to interview, rather than five.

The Committee conducted six interviews:

1. Barbara Toole O'Neil, San Mateo County
2. Qian Tan, Santa Clara County
3. Chuck Leonard, Contra Costa County
4. Danny Cullenward, San Francisco County
5. David Grace, San Francisco County
6. Gena Hilliard, Alameda County

The candidates were asked the following questions by the Committee: their understanding of the Hearing Board’s function and how they would use their own lived experiences to enhance the work of the Hearing Board; what makes them stand out as a candidate, including community service; why they wished to serve on the Hearing Board and how their accomplishments strengthened their candidacy; and whether things from their personal or professional backgrounds may conflict with serving on the Hearing Board.

Public Comments

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

Committee Comments

The Committee and staff discussed the status of the recruitment for the Air District’s Advisory Council seats; the manner in which the Hearing Board Officers (Chair and the Vice Chair) are determined; and how Hearing Board members determine conflict of interest and necessary self-recusal as matters/cases are brought before the Hearing Board.

Committee Action

Vice Chair Hurt made a motion, seconded by Director Rice, to recommend the Board **approve** the appointment of Barbara Toole O’Neil, as Principal Member B in the Public category of the Hearing Board, and of Danny Cullenward as Alternate Member B in the Public category of the Hearing Board; and the motion **carried** by the following vote of the Committee:

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

**OTHER BUSINESS**

**7. COMMITTEE MEMBER COMMENTS**

None.

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

Wednesday, October 18, 2023, at 10:00 a.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.

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

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

**10. ADJOURNMENT**

The meeting was adjourned at 3.58 p.m., in honor of the late Senator Dianne Feinstein, who served on the Air District’s Board of Directors from 1970-1972.

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: October 18, 2023

Re: Report from the Auditor on the My Air Online Function

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

On December 15, 2021, the Air District Board reviewed the scores for bids for management audit services and authorized the execution of a contract with the highest scoring vendor, Sjoberg Evashenk, for independent management audit services.

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

Due to the relatively high risk rating of the My Air Online function, during the April 5, 2023 Finance and Administration Committee meeting, the Committee directed staff to execute Task Order 4 under the management audit services contract with Sjoberg Evashenk that would require a performance audit of the My Air Online function. The audit began in May 2023 and is currently underway.

DISCUSSION

During today's Committee meeting, the Management Auditor will present the status of the performance audit as scoped under Task Order 4. While preliminary audit results are not typically presented to the Board until the final release of an audit report, the auditor finds it prudent to present preliminary findings in this case because management will be requesting the Board to authorize the execution of contracts related to this function before the release of the audit report, and the preliminary findings are relevant to such deliberations. The status report is included in the presentation.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine  
Executive Officer/APCO

Prepared by: John Chiladakis  
Reviewed by: George Skiles, Sjoberg Evashenk

ATTACHMENTS:

1. Report from the Auditor on the My Air Online Function - Presentation

**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: October 18, 2023

Re: Update on Decommissioning Legacy Permitting and Enforcement Computer Systems, the Implementation of the My Air Online Replacement Systems and a Request to Recommend Authorization to Execute Related Service Contracts not to Exceed \$2,650,000 Fiscal Year Ending 2024.

**RECOMMENDED ACTION**

Request that the Committee recommend the authorization to execute vendor contracts for the maintenance, operations, development and implementation of My Air Online permitting and enforcement computer systems not to exceed \$2.65 M.

**BACKGROUND**

The primary objective of the My Air Online project is the replacement of two legacy computer systems with improved modern systems. The older of the two legacy systems, called DataBank, served the function of calculating emissions, calculating fees, issuing permits and issuing invoices for the District's approximately 12,000 regulated businesses. Databank was initially developed and put into operation in 1977 on computer hardware built in the late 1960s. The newer of the two legacy systems, called IRIS, was developed in the late 1990s and serves as the electronic system for most enforcement related business processes including dispatch of inspectors, recording of notices of violations, inspections of businesses, fine collections and other related functions.

The My Air Online system is intended to replace both of these outdated legacy systems and has been in partial operation since late 2012, but My Air Online does not yet support all of the core functionality needed to decommission both legacy systems. The My Air Online system does provide important new functionality such as website transactions, online payments for air quality permit holders, and integration to the Air District's publicly facing website.

Staff provided a My Air Online project update at the April 19, 2023 Board of Director's meeting where staff noted that the District's management performance auditors (Sjoberg Evashenk) would present preliminary audit findings to the Committee prior to the next project funding request scheduled for November 1, 2023. Staff also indicated that an estimated additional \$3M would be required to fund the My Air Online project for the remaining eight months of Fiscal



Year Ending (FYE) 2024.

During the April 19, 2023 Board of Director's meeting, staff also announced that the legacy systems would be decommissioned in early 2024, and staff forecasted that project funding would progressively decrease in FYE 2025 and 2026 resulting in a normal operational cost of approximately \$1.1 Million in the 2027 timeframe.

## DISCUSSION

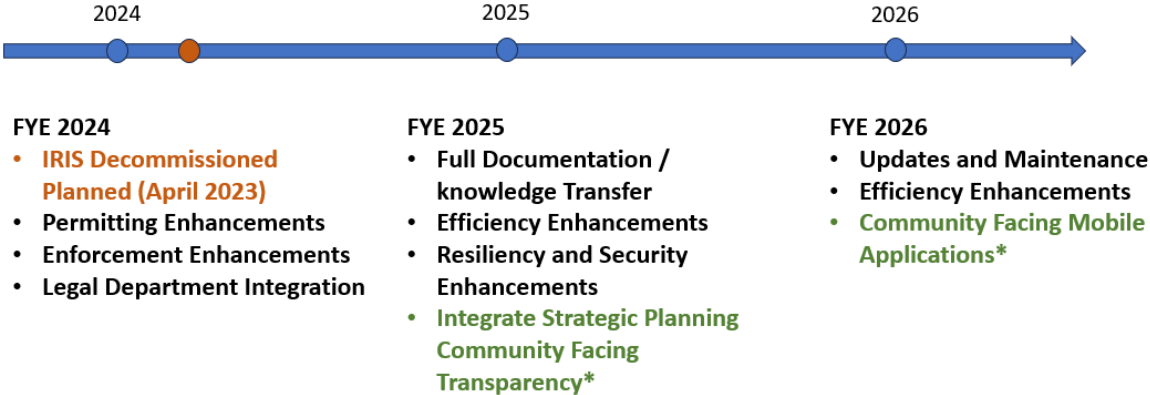
In May 2023, new leadership undertook project oversight and formed strategic partnerships with Engineering and Enforcement Divisions with the aim of restructuring the My Air Online project for improved efficiency, transparency and accountability. This change has refocused the project priorities on decommissioning the antiquated legacy systems and moving towards best practices in project management. Key activities in the prior five months have included:

- Implementing systems for transparency, oversight, prioritization and regular Board reporting.
- Applying project management frameworks in alignment with best practices, including vendor contracts that focus on deliverables and key dates and that are organized in small modular task orders with holdbacks and incentives for timely delivery.
- Developing a strategy for knowledge transfer to District staff of the complex information systems developed by vendors.

Following this restructuring, the project team identified and executed a series of tasks related to the decommissioning of DataBank. As a direct result, Databank was decommissioned on September 29th, and providing My Air Online as a single system for permitting, invoicing and tracking of all regulated businesses in the Bay Area. This resulted in the freeing of approximately six staff positions that had been designated to maintain and operate the Databank system, which amounts to a reduction of approximately \$1.2M per year in staffing resources. The staff currently assigned to these positions are available for training and reassignment to other priority functions.

The My Air Online future project roadmap presented to the Committee today, shown below as Figure 1, details key future milestones including a March 2024 decommissioning of the remaining legacy IRIS system used for enforcement operations, the transition of vendor knowledge to staff and security optimization and resiliency improvements. The functions marked with an asterisk are related to providing the community with information about the Air District's permitting and enforcement operations. These functions are intended to be developed in FYE 2025 and 2026 and have not yet been estimated. The scope and cost of the community related functions will be developed in conjunction with the Air Districts strategic planning process.

**Figure 1 Project RoadMap**



Funding requirements for the remainder of FYE 2024 remain consistent with the April, 19th Board report at \$2.65M, and are shown by vendor in Table 1. If authorized, these contracts would provide for the decommissioning of the legacy IRIS system and provide for needed enhancements to permitting, enforcement and legal operations. The vendors listed under this request were qualified through the Air District's Request for Qualifications RFQ 2022-019 Software Development Services and Data Management Services. However, all of the vendors under this request have developed deep technical knowledge over the long course of this project that has not been transitioned adequately to Air District staff, and the accumulated knowledge contributes significantly to the continued selection of the same vendors year over year. The knowledge transfer to Air District staff is scheduled to be conducted during FYE 2025, after which time the vendors' accumulated knowledge of the project should not be a deciding factor in selecting vendors for additional work. The vendor task orders listed in Table 1 for the remaining work in FYE 2024 have been written with best practices focusing on targeted deliverables with incentives and holdbacks for achieving delivery on time.

**Table1:** Requested Dollar Amounts by Vendor

<b>Vendor</b>	<b>Procurement Method</b>	<b>Service Description</b>	<b>Modular Task Order</b>	<b>Not to Exceed</b>
<b>C &amp; G Technology Services</b>	RFQ# 2022-019	Software quality assurance and business analyst service for the permitting and compliance system.	1) TO #10 Engineering System 2) TO #11 Enforcement System	<b>\$637,360</b>
<b>ClearSparc</b>	RFQ# 2022-019	Software development services for the permitting and compliance systems	1) TO #8 NPS System Stabilization 2) TO #9 IRIS / ACPO cutover 3) TO #10 Post Cutover Stabilization/enhancements	<b>\$1,315,200</b>
<b>ITDependZ</b>	RFQ# 2022-019	Software development, business analysis and design service for the permitting and compliance system	1) TO #08 Engineering System 2) TO #09 Enforcement System 3) TO #10 Web Services	<b>\$431,808</b>
<b>Support Focus</b>	RFQ# 2022-019	Legacy Data extract, transform, and load service for the permitting and compliance system	1) TO #07 Engineering System 2) TO #08 Enforcement System	<b>\$265,210</b>
				<b>\$2,649,578</b>

As reported to the Board of Directors in April 2023, staff intends to request future FYE 2025 capital funding of approximately \$2.9 M for the My Air Online budget, representing a decrease of approximately \$0.5 M from the FYE 2024 non-salary funding levels for My Air Online. When employee salaries and other operational costs are considered, there will be a net decrease of more than \$2.0 M due to cost savings related to the decommissioning of the two legacy systems.

The total amount spent with each of these vendors over prior years is shown for completeness of information in Table 2.

**Table 2:** Total Spent to Date with Vendors

<b>Vendor</b>	<b>Duration of Work</b>	<b>Services (various projects)</b>	<b>Total Spent With Vendor to Date</b>	<b>Additional Amount Requested</b>
<b>C &amp; G Technology Services</b>	2013-Present	Software Testing	\$5.8M	\$637,360
<b>ClearSparc</b>	2015-Present	Software Development	\$10.4M	\$1,315,200
<b>ITDependZ</b>	2010- Present	Software Development	\$7.7M	\$431,808
<b>Support Focus</b>	2021 - Present	Data Validation and Transfer from Legacy to My Air Online	\$7.7M	\$265,210
				<b>\$2,649,578</b>

**BUDGET CONSIDERATION/FINANCIAL IMPACT**

If approved, the recommendation to the Board of Directors to continue contracts with the project vendors listed in Table 1 will result in a cost of \$2.65 M which is included in the My Air Online, Program 125, Fiscal Year Ending 2024 budget.

Respectfully submitted,

Philip M. Fine  
Executive Officer/APCO

Prepared by: John Chiladakis

**ATTACHMENTS:**

1. Decommissioning of Legacy Systems - My Air Online Presentation

**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: October 18, 2023

Re: Remote Teleconferencing Meeting Policy for Standing Committees

**RECOMMENDED ACTION**

Committee will make recommendations on a policy to be adopted by the Board that allows Standing Committees to use remote teleconferencing locations for their meetings provided that certain specified requirements are met.

**BACKGROUND**

As part of the update of the Administrative Code, the Board is considering one in-person Board meeting per month, streamlining the number of Standing Committees from seven to four and moving the start time of Standing Committee meetings to 10:00 am.

To balance the requirement of Board members attending monthly board meetings in-person, consideration is being given to allow remote teleconferencing locations to be used for Standing Committee meetings to make it more convenient for Committee members and the public to participate. The Brown Act allows teleconferencing by legislative bodies provided the body meets certain requirements that are stated below. Consideration is being given to having the Board adopt a policy, beyond the provisions of the Brown Act, that would add additional requirements for designating remote teleconferencing locations. The purpose of the policy is to enhance the likelihood that the Brown Act requirements are met, thereby avoiding the potential consequences if there is a violation including the invalidation of action items or key votes, the postponement of a meeting or having to repeat a meeting in its entirety.

**DISCUSSION**

Allowing Air District Standing Committees to use remote teleconferencing locations will enable Committee members and the public to participate in meetings while avoiding potentially long commutes in heavy traffic to and from San Francisco where the Air District headquarters are located. The Brown Act allows legislative bodies to use teleconferencing subject to the following requirements:

- 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 in a location visible to the general public 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 Air District exercises jurisdiction, except in the case of an emergency.
- Electronic connectivity through either speaker or video, or both, where the participant can participate in a meeting via a two-way audiovisual platform or two-way telephonic function. In the event Wi-Fi connectivity is lost, the meeting can continue through a speakerphone connection.

The Committee is considering recommending to the Board that Standing Committees be allowed to use remote teleconferencing locations. However, having gained experience with utilizing remote teleconferencing locations pursuant to the Brown Act requirements once the state health emergency ended earlier this year, the Committee has recognized the need for a policy that would provide protocols around the use of teleconferencing at remote locations aimed at making the use of remote locations manageable for the Committee members and staff while enhancing the Air District's ability to comply with the Brown Act.

At a previous meeting, the Committee discussed including a number of elements in a policy that are detailed further below but did not make a final recommendation for the Board. Staff is asking for direction on which elements should be put into a policy that can be brought to the Board at its first meeting in November.

As part of this policy, staff recommends for consideration that at the beginning of the calendar year when Standing Committees have been appointed, that each Committee determine which of its members would like to regularly host a remote teleconferencing location for all the Standing Committees that year and assure that they are able to comply with the Brown Act and the Air District policy that is adopted. That will enable there to be pre-designated remote teleconferencing locations for each Standing Committee with the opportunity for additional locations to be added in compliance with the new policy.

Previous discussions included:

- Limiting the number of remote teleconferencing locations for each Standing Committee to four (not including any locations that qualify under Assembly Bill 2449). Staff suggests that locations within the City and County of San Francisco not be allowed as remote teleconferencing locations. Santa Rosa Junior College and Richmond Headquarters East may be considered as options.

- Limiting remote teleconferencing locations to within the Air District's nine (9) county jurisdiction.
- Limiting remote teleconferencing locations to offices that can access the Zoom platform.
- Limiting requests to host a remote teleconferencing location to Board members and their staff that have received training with the Air District Executive Office.
- Requiring a primary and secondary point of contact for each remote teleconferencing Committee meeting.
- Utilizing Board members' staff to post agenda(s) 72-hours in advance of the meeting to meet Brown Act requirements.
- Requiring an agreement in writing between the Board member that has offered to host a remote teleconferencing location and the Air District agreeing to all requirements established by the Board.

In addition, staff recommends the policy include these additional elements:

- To avoid having remote meeting locations clustered near each other, require that none are within a 10-mile drive of another teleconferencing location or that it would take more than 30 minutes of travel if less than 10 miles apart.
- Designating up to four remote teleconferencing locations for each Standing Committee at the beginning of the calendar year with the requirement that the host board member commits its teleconferencing location for all the meetings that year of the Standing Committee that they offered to host. Adjustments can be made as the year progresses and particular circumstances arise.
- Requiring that any requests to host a remote teleconferencing location (other than those pre-designated) be provided to the Air District Executive Office a minimum of 8 days before a Standing Committee meeting. This is needed to meet our protocols for publishing the agenda the week before the meeting.
- Requiring cancellation of a remote teleconferencing location be given to the Air District Executive Office a minimum of 8 days before meeting. This is necessary so staff can remove the location before posting the agenda.
- If the meeting is in progress and Wi-Fi goes out, requiring the remote teleconference location to be able to re-establish via telephone with speaker capability.
- Requiring remote teleconferencing spaces to be ADA compliant and accessible to the public at least 30 minutes before the start time of the meeting.
- Requiring adequate security to be made available as needed and consistent with their County/City practices.

The process that the Executive Office proposes to follow is:

- Upon selection of the remote teleconferencing location(s) by the Standing Committee Chair and its members, the Standing Committee Chair or designee shall notify the Executive Office Manager of the designated Standing Committee remote teleconferencing location(s) and provide the name of the contact persons responsible at each location. The Executive Office staff will proceed with training designated Board member staff, appropriate follow-up and noticing the remote teleconferencing location name and address on the agenda(s).

- Upon completion of posting the agenda(s), host remote location staff will notify the Executive Office Manager by email and provide a copy of photos confirming posting of agenda(s). Failure to do so may result in removal of that remote location from the agenda(s), and an updated agenda(s) sent to everyone and to have those updated agenda(s) reposted at every location with another round of photo confirmations.

Air District staff will continue researching the possibility of acquiring locations in the North and South Bay (permanent or leased) similar to the San Joaquin Valley Air Pollution Control District's Modesto and Bakersfield spaces, which are in addition to their main Fresno office. The Air District currently leases smaller office spaces throughout the Bay Area for the use of staff based in the field. New leases or purchases of space could be consolidated to provide teleconferencing locations for Standing Committee meetings as well as space for Air District public meetings. We will continue exploratory discussions with the Metropolitan Transportation Commission to determine if there is any interest in sharing the cost of space for teleconferencing in the future.

#### 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.

Respectfully submitted,

Philip M. Fine  
Executive Officer/APCO

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Reviewed by: Sharon L. Landers, Interim Chief Operations Officer

#### ATTACHMENTS:

1. Remote Teleconferencing Meeting Policy Presentation