

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

Finance and Administration Committee
Wednesday, May 3, 2023

APPROVED 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) Vice Chairperson, Davina Hurt, called the meeting to order at 1:03 p.m.

Roll Call:

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

Present, In-Person Satellite Location (Santa Rose Junior College Campus, Doyle Library, Room 148, 1501 Mendocino Avenue, Santa Rosa, California, 95401): Director Brian Barnacle.

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

Absent: Chairperson John J. Bauters; and Directors Margaret Abe-Koga, David Hudson, and Mark Ross.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF APRIL 5, 2023**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hopkins made a motion, seconded by Director Jue, to **approve** the Draft Minutes of the Finance and Administration Committee Meeting of April 5, 2023; and the motion **carried** by the following vote of the Committee:

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

ACTION ITEM

4. PROPOSED BUDGET FOR FISCAL YEAR (FY) 2023-2024 AND CONSIDERATION TO RECOMMEND ADOPTION

Stephanie Osaze, Director of Finance, gave the staff presentation *Proposed Budget for Fiscal Year (FY) 2023-2024 and Consideration to Recommend Adoption*, including: outcome; outline; requested action; FY 2023-2024 Proposed Budget summary; proposed reserves designations; next steps and; feedback requested.

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Rice made a motion, seconded by Director Hopkins, to **conduct** Public Hearings (May 17 and June 7, 2023) on the Fiscal Year 2023-2024 Proposed Budget; and the motion **carried** by the following vote of the Committee:

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

INFORMATIONAL ITEMS

5. AIR DISTRICT FINANCIAL AUDIT REPORT FOR FISCAL YEAR ENDING (FYE) 2022

Ms. Osaze introduced Joseph Moussa from Simpson & Simpson LLP, who have the presentation *Presentation of Audit Results*, including: agenda; Auditor's Required Communications Statement on Auditing Standards 114; Audit results and highlights of the Basic Financial Statements; and Audit result and highlights of the Single Audit.

NOTED PRESENT: Director Haubert was noted present at 1:16 p.m.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the corrected misstatement of \$12.6 M in the Air District's San Mateo County Investment Fund.

Committee Action

None; receive and file.

6. THIRD QUARTER FINANCIAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2023

Jun Pan, Finance Manager, gave the staff presentation *Third Quarter Financial Report Fiscal Year Ending (FYE) 2023*, including: outcome; outline; presentation for information only; Third Quarter results FYE 2023; revenue and expenditures comparison (prior year versus current year); investments; fund balances and outstanding liabilities; purchasing reporting requirements; FYE 2023 vendor payments; and feedback requested.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the difference in the number of hires from 2022 and 2023; and the request to include staffing increases in future presentations.

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, June 7, 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 1:39 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards