

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

Finance and Administration Committee
Wednesday, May 15, 2024

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) Chairperson, Davina Hurt, called the meeting to order at 10:03 a.m.

Roll Call:

Present, In-Person (Bay Area Metro Center (375 Beale Street, 1st Floor Board Room, San Francisco, California, 94105): Committee Chairperson Davina Hurt; and Directors Juan González III, David Haubert, and Katie Rice.

Present, In-Person Satellite Location (Mountain View City Hall, 500 Castro Street, City Clerk Conference Room, 3rd Floor, Mountain View, CA 94041): Director Margaret Abe-Koga.

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

Present, In-Person Satellite Location (Hall of Justice, Criminal Justice Training Room, 400 County Center, 1st Floor, Redwood City, California, 94063): Director Ray Mueller.

Absent: Director Tyrone Jue.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF APRIL 17, 2024

The Committee approved the Draft Minutes of the Finance and Administration Committee Meeting of April 17, 2024.

4. HEARING BOARD QUARTERLY REPORT: JANUARY 2024 – MARCH 2024

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director González made a motion, seconded by Director Haubert to **approve** the Draft Minutes of the Finance and Administration Committee Meeting of April 17, 2024, inclusive; and the motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, González, Haubert, Hurt, Mueller, Rice, Ross.
NOES: None.
ABSTAIN: Hopkins.
ABSENT: Jue.

Director González made a motion, seconded by Director Haubert to **accept** the Hearing Board Quarterly Report: January 2024 – March 2024; and the motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, González, Haubert, Hopkins, Hurt, Mueller, Rice, Ross.
NOES: None.
ABSTAIN: None.
ABSENT: Jue.

INFORMATIONAL ITEM

5. UPDATE ON THE AIR DISTRICT’S MANAGEMENT AUDIT RESPONSES

John Chiladakis, Chief Technology Officer, and Hyacinth Hinojosa, Deputy Executive Officer of Finance and Administration, gave the staff presentation *Update on the Air District’s Management Audit Responses*, including: management audit status agenda; Human Resources Corrective Action Plan status and estimated timeline; My Air Online recap; audit recommendation status; celebrating the decommissioning of both legacy systems; cost savings from decommissioning; completed audits; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed concerns about staff's proposal to pause external management audits to allow time for internal assessments and Strategic Plan implementation planning, and the suggestion of establishing a time certain for resuming the management audits; whether the Air District offers a permitting portal for transparency with stakeholders and the public, and whether such a portal is an audit recommendation; the suggestions that invoices for permit renewals and applications list details about actions that have been taken, for transparency and improved communication between the Air District and the regulated community; the request that the Air District tracks (in writing) internal changes to the My Air Online system and makes work plans transparent for the public; and the request that the Air District measures customer satisfaction, level of required maintenance of the My Air Online replacement system.

Committee Action

No action taken.

ACTION ITEMS

6. PERMITTING AND COMPLIANCE SYSTEM (MY AIR ONLINE) STATUS UPDATE AND AUTHORIZATION TO EXECUTE CONTRACT AMENDMENTS

Mr. Chiladakis gave the staff presentation *My Air Online Status Update and Authorization to Execute Contract Amendments*, including: outline; My Air Online recap; past and projected costs for maintenance and development; cost savings from Legacy System decommissioning; past and projected costs with decommissioning savings; My Air Online – Enterprise Technology Solutions Fiscal Year Ending (FYE) 25; examples of features in My Air Online (applying for a permit, automated calculations, checking permit application status); and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether the My Air Online screenshots within the presentation reflect the current system, or future features of the system; whether status reporting for Engineering, Legal, and Compliance and Enforcement workflows need to be expanded, and are already built out; the request for a My Air Online product roadmap that shows the projected activity over the next six months (Legacy decommissioning, transition and performance enhancements, and Legal Department integration); the manner in which the Air District prioritizes decisions about the My Air Online system and how that affects the customer's experience (are funds being spending money correctly, how much artificial intelligence is being utilized); whether permit applicants can view the amount of time remaining in the process, and who their assigned Air District permit engineer is; whether the Air District

currently offers a “pre-application” process for those who might want or need an Air District permit in the future and want to know how the process would work, and whether potential permitted facilities may view the history of an existing permit to see what it entails (or the public in general); the way in which the Air District plans to measure the success of the My Air Online system; the suggestion of reaching out to entities who have already launched successful similar infrastructure for lessons learned; the manner in which new Air District regulations may affect the current software, and whether that would delay implementation; and whether the Air District maintains conversation logs that can be shared with applicants, if so, whether those are kept in the My Air Online system, and the suggestion of providing legal language for staff regarding risk management.

Committee Action

Director Haubert made a motion, seconded by Director González, to do the following:

Recommend the Board of Directors **authorize** the Executive Officer/Air Pollution Control Officer (ACPO) to amend current vendor contracts to extend the term of each contract through July 1, 2025, and increase the contracted amounts by the amounts listed in the staff report and totaling \$1.4M for projected expenditures during the first half of Fiscal Year Ending 2025. These expenditures will be contingent upon the Board of Directors’ approval of the proposed FYE 2025 budget which includes these funds.

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

AYES:	Abe-Koga, González, Haubert, Hopkins, Hurt, Mueller, Rice, Ross.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Jue.

7. MODERNIZATION OF INFORMATION TECHNOLOGY INFRASTRUCTURE

Mr. Chiladakis gave the staff presentation *Modernization of Information Technology Infrastructure*, including: outline; requested action; background; current infrastructure connectivity; proposed infrastructure connectivity; cost; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether Microsoft would provide cloud infrastructure and management, and whether they, or Dell, will be held accountable to the Air District; and the Air District’s definition of “competitively qualified vendors.”

Committee Action

Director González made a motion, seconded by Director Rice, to do the following:

Recommend the Board of Directors approve reallocating and expending Capital Expenditure funds to modernize the Air District's information technology infrastructure, which is at the end of its useful life. Specifically:

- Authorize the Executive Officer/APCO to execute contracts with qualified Information Technology fulfillment partners ePlus Technologies, Inc., CDWG Inc., SSP Data, Inc., and/or SHI, Inc. for information technology equipment and installation services in a total amount not to exceed \$1.5M; and
- Authorize the transfer of funds not to exceed \$650,000 for this effort from multiple program budgets where actual expenditures are below projected expenditures in their Fiscal Year Ending 2024 services, supply and capital budgets; and
- Authorize the Executive Officer/APCO to amend the competitively bid Contract with Dell, Inc to increase the annual expenditure on Microsoft Cloud services by \$250,000 per year.

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

AYES: Abe-Koga, González, Haubert, Hopkins, Hurt, Jue, Mueller, Rice, Ross.
NOES: None.
ABSTAIN: None.
ABSENT: Jue.

OTHER BUSINESS

8. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

9. COMMITTEE MEMBER COMMENTS

None.

10. TIME AND PLACE OF NEXT MEETING

At the end of the meeting, the next meeting of the Finance and Administration Committee was to be June 26, 2024. After the meeting concluded, the next meeting was scheduled for Wednesday, July 10, 2024, but due to a lack of quorum, that meeting had to be cancelled. As a result, the next meeting of the Finance and Administration Committee was scheduled for Wednesday, September 18, 2024, at 10:00 a.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.

11. **ADJOURNMENT**

The meeting was adjourned at 11:10 a.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards