

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

Finance and Administration Committee  
Wednesday, October 16, 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](http://www.baaqmd.gov/bodagendas)*

#### **CALL TO ORDER**

1. **Opening Comments:** Finance and Administration Committee (Committee) Chairperson, Davina Hurt, called the meeting to order at 10:04 a.m.

#### **Roll Call:**

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

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

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

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

Absent: Directors Margaret Abe-Koga and Ray Mueller.

2. **PLEDGE OF ALLEGIANCE**

#### **CONSENT CALENDAR (ITEM 3)**

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF SEPTEMBER 18, 2024**

The Committee approved the Draft Minutes of the Finance and Administration Committee Meeting of September 18, 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 September 18, 2024; and the motion **carried** by the following vote of the Committee:

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

**INFORMATIONAL ITEM**

**4. UPDATE ON THE CORRECTIVE ACTION PLAN TO IMPLEMENT RECOMMENDATIONS FROM THE ENGINEERING PERFORMANCE AUDIT**

Pamela Leong, Engineering Division Director, gave the staff presentation *Update on the Corrective Action Plan to Implement Recommendations from the Engineering Performance Audit*, including: outcome; outline; Engineering audit findings and recommendations; Corrective Action Plan (Phases); progress: key achievements, long-term; Action Plan status: timeliness/backlog, tracking of permit process and bottlenecks, tracking of management time; tracking of accounts; resource management staffing and workload; cost recovery; transition to Strategic Plan; highlight; reporting metrics and tools for the public; and next steps.

Public Comments

Public comments were given by Kevin Buchan, Western States Petroleum Association.

Committee Comments

The Committee and staff discussed the request for a table listing the status of each corrective action; whether the time it takes for the Air District and a permit applicant to correspond over an incomplete permit application skews the average permit processing amount of time, and whether those communications are public; ways to safeguard against each party losing track of the status of a permit application; whether streamlining the permitting process will be perceived as sacrificing quality or protection, and what the proposed streamlining was intended to do; the anticipated timeline for updating the New Production System, and reasons for delay; whether the Air District's permitting backlog is due to a lack of resources, a process issue, or both; lessons learned that may be useful to apply to the broader agency's processes; whether the Air District is able to level set with permit applicants at the beginning of the permit application process, regarding the anticipated amount of costs and time expectations,

depending on the level of the permit’s complexity; how the Air District plans to obtain feedback from the public and stakeholders on this issue; Permit Applications Received data on the Air District’s website (accessible to the public), and whether the Air District currently offers a public-facing dashboard; and the request for defining the term “backlog.”

Committee Action

No action taken.

**OTHER BUSINESS**

**5. PUBLIC COMMENTS ON NON-AGENDA MATTERS**

No requests received.

**6. COMMITTEE MEMBER COMMENTS**

None.

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

Wednesday, November 6, 2024, at 11:30 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. Dr. Fine added that this will be a special meeting, as it follows a Board meeting, and is being held on a different day of the month than usual.

**8. ADJOURNMENT**

The meeting was adjourned at 11:17 a.m.

*/s/ Marcy Hiratzka*  
Marcy Hiratzka  
Clerk of the Boards