

BOARD MEETING DATE: December 6, 2024

AGENDA NO. 19

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, November 8, 2024. The following is a summary of the meeting.

RECOMMENDED ACTION:  
Receive and file.

Vanessa Delgado, Chair  
Administrative Committee

SN:cb

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### **Committee Members**

Present: Chair Vanessa Delgado, Committee Chair  
Vice Chair Michael Cacciotti  
Board Member Gideon Kracov

Absent: Supervisor V. Manuel Perez

### **Call to Order**

Vice Chair Cacciotti called the meeting to order at 10:00 a.m. Chair Delgado arrived at approximately 10:20 a.m.

For additional details of the Administrative Committee Meeting, please refer to the [Webcast](#).

### **DISCUSSION ITEMS:**

1. **Board Members' Concerns:** There were no Board Members' concerns to report.
2. **Chair's Report of Approved Travel:** There was approved travel for Board Member Gideon Kracov for the California Lawyers Association Environmental Law Conference in Yosemite, California and for the CARB meeting in Sacramento.
3. **Report of Approved Out-of-Country Travel:** No out-of-country travel was reported.

4. **Review December 6, 2024 Governing Board Agenda:** Executive Officer Wayne Nastri indicated there will be a Set Hearing for Proposed Amended Rule 1179.1 and Proposed Amended Rule 3002. There will be a Public Hearing on Proposed Rule 1159.1, which is regarding NOx emissions from nitric acid tanks. For additional information, please refer to the [Webcast at 5:00](#).
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were none for approval.
6. **Update on South Coast AQMD Diversity, Equity and Inclusion Efforts:** Anissa Heard-Johnson, Diversity, Equity & Inclusion (DEI) Officer, DEI with Community Air Programs, provided an update on agency efforts, seasonal events, cultural displays, Statewide DEI Working Group, and discussed Winona LaDuke for Fabulous Female Friday. For additional information, please refer to the [Webcast at 6:43](#).
7. **Annual Audited Financial Statements for FY Ended June 30, 2024:** Brandon Young from Lance, Soll & Lunghard, LLC, presented the annual comprehensive financial report for FY 2023-24 and the results of the audit. For additional information, please refer to the [Webcast at 12:40](#).
8. **South Coast AQMD's FY 2024-25 First Quarter Ended September 30, 2024 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, presented an overview of the budget versus actual results for the first quarter of FY 2024-25, provided a revenue and expenditure comparison with last fiscal year's first quarter, and an update of the five-year projection. For additional information, please refer to the [Webcast at 17:51](#).
9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Xin Chen, Information Technology Manager/Information Management, reported on the status of various projects. For additional information, please refer to the [Webcast at 22:42](#).

**ACTION ITEMS:**

10. **Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. Chen reported that this item is a standard request to amend contracts for systems development, maintenance and support systems and funds are available in the budget. For additional information, please refer to the [Webcast at 24:50](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov  
Noes: None  
Absent: Perez

11. **Amend Contracts for Legislative Representation in Sacramento, California:** Lisa Tanaka, Assistant Deputy Executive Officer/Legislative, Public Affairs and Media indicated that this item is to approve a one-year extension contract for our State legislative representatives, Gonsalves and Sons and authorize California Advisors to assign its current contract to Buckley Government Affairs.

Chair Delgado inquired about the RFP related to this item. Ms. Tanaka confirmed there was an RFP that authorized one year, plus two additional one-year contract extensions. This would be first contract extension. Ms. Tanaka also confirmed that in December, staff will bring this item back to the Legislative Committee with an RFP to add an additional State legislative representative firm for Board approval in January. For additional information, please refer to the [Webcast at 25:43](#).

Moved by Cacciotti; seconded by Kracov, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov  
Noes: None  
Absent: Perez

12. **Transfer and Appropriate Funds, Issue Solicitations and Purchase Orders for MATES VI:** Scott Epstein, Planning and Rules Manager/Planning, Rule Development and Implementation reported that this item is to transfer and appropriate funds for a MATES VI study on ethylene oxide, and to purchase additional instrumentation and temporary services, and laboratory supplies. For additional information, please refer to the [Webcast at 29:04](#).

Moved by Kracov; seconded by Cacciotti, unanimously approved.

Ayes: Cacciotti, Delgado, Kracov  
Noes: None  
Absent: Perez

**WRITTEN REPORT:**

No written reports.

**OTHER MATTERS:**

13. **Other Business:** There was no other business to report.

14. **Public Comment:** Harvey Eder, Public Solar Power Coalition, provided public comment on the start time of the administrative committee meeting. For additional information, please refer to the [Webcast at 32:07](#).
15. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, December 13, 2024 at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 10:30 a.m.