

BOARD MEETING DATE: September 6, 2024

AGENDA NO. 20

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, August 9, 2024. The following is a summary of the meeting.

RECOMMENDED ACTION:
Receive and file.

Vanessa Delgado, Chair
Administrative Committee

SN:cb

Committee Members

Present: Chair Vanessa Delgado, Committee Chair
Vice Chair Michael Cacciotti
Supervisor Curt Hagman
Supervisor V. Manuel Perez

Absent: Board Member Gideon Kracov

Call to Order

Chair Delgado called the meeting to order at 10:00 a.m. Chair Delgado appointed Supervisor Hagman to the Administrative Committee for this meeting to ensure a quorum for this meeting.

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

DISCUSSION ITEMS:

1. **Board Members' Concerns:** No Board Members' concerns were reported.
2. **Chair's Report of Approved Travel:** Travel reported for Board Member Gideon Kracov to attend CARB meetings in Sacramento and Fresno, California.

3. **Report of Approved Out-of-Country Travel:** Out-of-country travel was reported for Mayor Pro Tem Larry McCallon and Supervisor V. Manuel Perez and the following staff: Executive Officer Wayne Nastri; Dr. Aaron Katzenstein, Dr. Sarah Rees, Dr. Elaine Shen and Mei Wang, to China on September 20 through 27, 2024. For additional information, please refer to the [Webcast at 4:39](#).
4. **Review September 6, 2024 Governing Board Agenda:** Mr. Nastri noted an addition to the agenda to establish a special fund for the recognition of revenue for the U.S. EPA's Climate Pollution Reduction Grant award and a change to the item regarding Amending Rule 117 due to the CEQA variation. For additional information please refer to the [Webcast at 5:39](#).
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** This item was moved to Action Items, as approval from the Administrative Committee is needed. For additional information please refer to the [Webcast at 6:34](#).
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 updates on agency efforts, seasonal events, cultural displays, Statewide DEI Working Group and discussed Rigoberta Menchu Tum for Fabulous Female Friday.

Supervisor Perez expressed appreciation for the work to address these issues. For additional information please refer to the [Webcast at 7:35](#).

7. **South Coast AQMD's FY 2023-24 Fourth Quarter Ended June 30, 2024 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, presented the third quarter budget information that ended on June 30, 2024. Ms. Jain's summary included revenue and expenditure comparisons, fund balance and the five-year projection.

Supervisor Perez inquired about the rainy-day fund. Ms. Jain stated that the unreserved fund balance is at 45 percent right now. Mr. Nastri commented that the presented projections are very conservative and have not dropped below 20 percent. Vice Chair Cacciotti inquired about interest rates for CD rates. Ms. Jain stated that South Coast AQMD budgets a certain amount for interest and that information is presented to the Investment Committee. For additional information please refer to the [Webcast at 16:23](#).

8. **Report of RFQs/RFPs Scheduled for Release in September:** Ms. Jain reported on the release of an RFP to establish a vendor list for language interpretation and translation services for a 1-year term, beginning in October 2024, which can be extended for two additional years. Funds are included for one year in the FY 2024-25 budget and will be requested for subsequent fiscal years. For additional information please refer to the [Webcast at 26:30](#).
9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported on the status of various projects. For additional information please refer to the [Webcast at 27:13](#).

ACTION ITEMS:

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):**
There were four proposals for the compensation of the Board Member Assistant(s)/Consultant(s) for new FY 2024-25. The contracts will be effective from July 1, 2024 through June 30, 2025. There was one new proposal for a contract effective August 1, 2024 through June 30, 2025 and one modification for a contract effective August 1, 2024 through June 30, 2025. For additional information please refer to the [Webcast at 6:34](#).

Moved by Hagman; seconded by Cacciotti, unanimously approved.

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

10. **Authorize Purchase of Microsoft Office 365:** Mr. Moskowitz reported that this item is to authorize the purchase of Microsoft Office 365 license, for a period of three years. Funds for the first year's purchase are included in the budget for FY 2024-25 and will be included in subsequent fiscal year budget requests.

Harvey Eder, Public Solar Power Coalition, inquired about the types of information that was exposed and sensitivity.

For additional information please refer to the [Webcast at 29:54](#).

Moved by Cacciotti; seconded by Hagman, unanimously approved.

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

11. **Seek Direction from Administrative Committee on Local Government and Small Business Assistance Advisory Group Members' Suggestion Regarding AB 617 Community Steering Committees:** Lisa Tanaka, Assistant Deputy Executive Officer/Legislative, Public Affairs & Media, explained that this item is regarding a letter transmitted by the Local Government and Small Business Assistance Advisory Group which voted in favor to ask the Board to request CARB to include industry trade groups and associations in AB 617 Community Steering Committees (CSCs).

Supervisor Hagman commented as a member of this advisory group and indicated this request has been going back and forth for a long time and it is now expired, therefore no action is needed, and he moved to receive and file this item.

Chair Delgado inquired about CARB having already taking action on this. Mr. Nastri provided additional background about the CSCs. For additional information please refer to the [Webcast at 32:17](#).

Mr. Eder commented on AB 617 history.

Moved by Hagman; seconded by Cacciotti, unanimously approved.

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

12. **Transfer and Appropriate Funds and Authorize a Sole Source Purchase to Replace the Uninterruptable Power Supply System at Diamond Bar Headquarters:** John Olvera, Deputy Executive Officer/Administrative & Human Resources, indicated that this item requests the sole-source purchase of an uninterruptible power supply system using a budget transfer of \$224,000 from the Infrastructure Improvement Fund. This equipment protects Information Management's critical data center and server infrastructure from utility power disruption. For additional information, please refer to the [Webcast at 37:13](#).

Moved by Hagman; seconded by Cacciotti, unanimously approved.

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

WRITTEN REPORT:

13. **Local Government & Small Business Assistance Advisory Group Minutes for the February 9, 2024 Meeting:** The report was acknowledged and received.

OTHER MATTERS:

14. **Other Business:** There was no other business to report.
15. **Public Comment:** Mr. Eder commented on the budget, purging of documents and information on presentations. For additional information please refer to the [Webcast at 39:45](#).
14. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, September 13, 2024 at 10:00 a.m.

Adjournment

The meeting was adjourned at 10:41 a.m.



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE (LGSBA) ADVISORY GROUP THURSDAY, FEBRUARY 9, 2024 MEETING MINUTES

MEMBERS PRESENT:

South Coast AQMD Board Members:
Councilmember Carlos Rodriguez, LGSBA Chair
Supervisor Curt Hagman
Mayor Patricia Lock Dawson
Mayor José Luis Solache

Public Members:

Felipe Aguirre
Rachelle Arizmendi
Paul Avila, P.B.A. & Associates
Geoffrey Blake, Metal Finishers of Southern California
Vice Mayor Ted Bui, City of Fountain Valley
Todd Campbell, Clean Energy
John DeWitt, JE DeWitt, Inc.
Bill LaMarr, California Small Business Alliance
Rita Loof, RadTech International
David Rothbart, Los Angeles County Sanitation Districts
Mayor Pro Tem Blair Stewart, City of Brea

MEMBERS ABSENT:

Public Members:
LaVaughn Daniel, DancoEN
Eddie Marquez, Roofing Contractors Association

OTHERS PRESENT:

Mark Abramowitz
Sarai Arellano
Jessi Davis
Stephanie Macias
Mark Taylor, Board Member Consultant (*Rodriguez*)

SOUTH COAST AQMD STAFF:

Susan Nakamura, Chief Operating Officer
Derrick Alatorre, Deputy Executive Officer
Aaron Katzenstein, Deputy Executive Officer
Sarah Rees, Deputy Executive Officer

Lisa Tanaka, Assistant Deputy Executive Officer
Mei Wang, Assistant Deputy Executive Officer
Daphne Hsu, Principal Deputy District Counsel
Philip Crabbe III, Senior Public Affairs Manager
Sang-Mi Lee, Planning and Rules Manager
Elaine Shen, Planning and Rules Manager
Elaine-Joy Hills, Senior Staff Specialist
Van Doan, Air Quality Specialist
Debra Ashby, Senior Public Affairs Specialist
Cristina Lopez, Senior Public Affairs Specialist
Cindy Bustillos, Executive Secretary
Aisha Reyes, Senior Administrative Secretary
Brisa Lopez, Secretary
Lara Brown, Senior Administrative Assistant
Ghislain Muberwa, IM Contractor

Agenda Item #1 – Roll Call/Call to Order/Opening Remarks

LGSBA Chair Carlos Rodriguez called the meeting to order at 11:30 a.m., roll call was taken, and a quorum was present.

For additional details of the LGSBA Advisory Group Meeting, please refer to the [Webcast](#).

Agenda Item #2 – Approval of August 11, 2023 Meeting Minutes

LGSBA Chair Rodriguez called for approval of the August 11, 2023, meeting minutes.

There were no public comments.

Motion to approve minutes made by Mayor Solache; seconded by Geoffrey Blake; approved.

Ayes: Avila, Blake, DeWitt, Hagman, LaMarr, Lock Dawson, Loof, Rothbart, Rodriguez, Solache

Noes: None

Abstained: Aguirre, Bui, Campbell, Stewart

Absent: Arizmendi, Daniel, Marquez

For additional details, please refer to the [Webcast](#), beginning at 5:05.

Agenda Item #3 – Approval of November 9, 2023 Meeting Minutes

LGSBA Chair Rodriguez called for approval of the November 9, 2023, meeting minutes.

There were no public comments.

Motion to approve minutes made by Mayor Solache; seconded by Geoffrey Blake; approved.

Ayes: Avila, Blake, DeWitt, Hagman, Lock Dawson, Loof, Rothbart, Rodriguez, Solache

Noes: None

Abstained: Aguirre, Bui, Campbell, LaMarr, Stewart

Absent: Arizmendi, Daniel, Marquez

For additional details, please refer to the [Webcast](#), beginning at 5:05.

Agenda Item #4 – Approval of LGSBA 2023 Accomplishments and 2024 Goals & Objectives

Chair Rodriguez called for approval of LGSBA advisory group 2023 accomplishments and 2024 goals and objectives.

Rita Loof referenced #13 – Update on AB 617 and mentioned the letter to CARB on the Community Air Protection Blueprint. Ms. Loof also proposed to amend the LGSBA Charter to clarify language regarding quorum and voting. Daphne Hsu, Principal Deputy District Counsel, Legal, clarified that Governing Board members serving on the LGSBA Advisory were asked to abstain from voting on that topic to avoid a serial communication. LGSBA Chair Rodriguez explained that charter revision is unnecessary at this time as a quorum can be met with the addition of new members to the Advisory Group and asked to bring the letter back for voting at the next meeting. For additional details, please refer to the [Webcast](#), beginning at 13:10.

Bill LaMarr shared his experiences interacting with CARB representatives and suggested to invite them to present at a future LGSBA meeting. Mr. LaMarr proposed to add proposed Rule 317.1 – Clean Air

Act Nonattainment Fees for the 8-Hour Ozone Standards. For additional details, please refer to the [Webcast](#), beginning at 21:18.

David Rothbart proposed to revise the meeting format, consolidate #10 – Update on implementation of OEHHA’s cancer risk estimating methods and #15 – Update on OEHHA’s and CARB’s presentations on provisional health values, include #8 – Update on greenhouse gas-related activities, and revise #17 – Overview of Rule 317 fee equivalency account reconciliation report to “Overview of Rule 317.1 - Clean Air Act Nonattainment Fees for the 8-Hour Ozone Standards and potential fee equivalency.” For additional details, please refer to the [Webcast](#), beginning at 28:22.

Paul Avila proposed to remove #18. For additional details, please refer to the [Webcast](#), beginning at 36:08.

Mayor Patricia Lock Dawson expressed support for the proposed topics and suggested to allow time at each meeting for members to propose new topics as they arise. LGSBA Chair Rodriguez confirmed that discussion could occur during “Other Business.” For additional details, please refer to the [Webcast](#), beginning at 37:30.

Supervisor Curt Hagman commented that related agenda topics should be selected well in advance of rule adoption or amendments to allow ample time for input. . For additional details, please refer to the [Webcast](#), beginning at 40:52.

John DeWitt proposed to add a discussion on the impacts and costs of rules and regulations. For additional details, please refer to the [Webcast](#), beginning at 43:30

Mr. LaMarr proposed to add an overview of EPA Toxic Substances Control Act and to revise the LGSBA charter. For additional details, please refer to the [Webcast](#), beginning at 45:25.

Ms. Loof expressed support for Mr. LaMarr’s proposal to revise the charter and #20. For additional details, please refer to the [Webcast](#), beginning at 51:50.

There were no public comments.

Motion to approve accomplishments and goals and objectives, including suggested edits, made by Rita Loof; seconded by David Rothbart: approved.

Ayes: Aguirre, Arizmendi, Avila, Blake, Bui, Campbell, DeWitt, Hagman, LaMarr, Loof, Rothbart, Rodriguez, Solache, Stewart

Noes: None

Abstained: None

Absent: Daniel, Marquez, Lock Dawson

For additional details, please refer to the [Webcast](#), beginning at 8:40.

Agenda Item #5 – Review of Follow-Up and Action Items

There were no follow-up or action items.

Agenda Item #6 – Upcoming State Implementation Plan (SIP) Actions

Sang-Mi Lee, Planning and Rules Manager, Planning, Rule Development, and Implementation, provided an update on upcoming SIP actions for the South Coast Air Basin and Coachella Valley. Chair Rodriguez referenced slide #19 and asked where proposed Rule 317.1 – Clean Air Act Nonattainment Fees for the 8-Hour Ozone Standards would fall on the timeline. Dr. Lee replied Summer 2024. For additional details, please refer to the [Webcast](#), beginning at 1:13:00.

Paul Avila asked if emissions data during events such as heavy rain and wildfires are used to determine deadlines. Dr. Lee replied that impacts from exceptional events such as wildfires and drought could be excluded. For additional details, please refer to the [Webcast](#), beginning at 1:15:00.

Todd Campbell asked about findings of failure. Ian MacMillan, Assistant Deputy Executive Officer, Planning, Rule Development, and Implementation, replied that the potential sanctions would include two-to-one offsets, 18 months after EPA final action, loss of federal highway funding, within 24 months, and development and implementation of a federal implementation plan. For additional details, please refer to the [Webcast](#), beginning at 1:17:55.

Mr. Rothbart commented on the deficiency of the Clean Air Act. Susan Nakamura, Chief Operating Officer, mentioned that EPA is taking public comment period through March 4th. For additional details, please refer to the [Webcast](#), beginning at 1:19:30.

Vice Mayor Ted Bui asked if there have been studies on how Rule 317.1 would impact small business owners and commented that rules should be applicable to all industries. LGSBA Chair Rodriguez asked if there are immediate actions that could be taken at this time. Mr. MacMillan replied that there is a public comment period for the Contingency Measure Plan for 1997 Ozone Standard. Chair Rodriguez asked about Rule 317.1 and how many businesses would be impacted. Mr. MacMillan replied that it is on the rule calendar for June and the fee would be effective in 2026 or 2027 and applicable only to 300-400 major sources. For additional details, please refer to the [Webcast](#), beginning at 1:21:33.

Ms. Loof commented on the fee impact to businesses and asked about two SIP elements that could be problematic. Dr. Lee explained that they were notifications for failure to submit for two SIP elements. For additional details, please refer to the [Webcast](#), beginning at 1:29:13.

Mr. LaMarr shared his experiences traveling to Washington D.C. and asked if staff would consider reaching out to former Congressman Henry Waxman to request a letter or ask to speak to his constituents on the inequity of the sanctions and fees on stationary sources. For additional details, please refer to the [Webcast](#), beginning at 1:31:41.

For additional details on the presentation and discussions, please refer to the [Webcast](#), beginning at 57:48.

There were no public comments.

Agenda Item #7 – Update on Indirect Source Rule

Due to time constraints, this presentation was deferred to the next meeting.

Agenda Item #8 – Other Business

Geoffrey Blake suggested to create a committee, led by Bill LaMarr, to discuss and prepare charter revisions to be presented at the next meeting. LGSBA Chair Rodriguez stated that due to limited time, charter revisions may not be added to the 2024 Goals and Objectives.

There were no public comments.

For additional details, please refer to the [Webcast](#), beginning at 1:40:48.

Agenda Item #9 – Public Comment

There were no public comments.

Agenda Item #10 – Next Meeting Date

The next regular LGSBA Advisory Group meeting is scheduled for Friday, June 14, 2024, at 11:30 a.m.

Adjournment

The meeting was adjourned at 1:16 p.m.