

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET
SAN FRANCISCO, CALIFORNIA 94109**

APPROVED MINUTES

Summary of Board of Directors
Budget & Finance Committee Meeting
Wednesday, May 7, 2003
Following adjournment of 9:45 a.m. Board Meeting

1. **Call to Order:** Chairperson Miller called the meeting to order at 11:10 a.m.

Roll Call: Julia Miller, Chair, Roberta Cooper, Chris Daly, Jerry Hill, Marland Townsend.

Absent: Harold Brown, Gayle Uilkema.

2. **Public Comment Period:** There were none.

3. **Approval of Minutes of April 23, 2003:** Director Hill moved approval of the minutes; seconded by Director Daly; carried unanimously by acclamation.

4. **Third Quarter Financial Report for Fiscal Year 2002/2003:** *The Financial Report for the Third Quarter of Fiscal Year 2002/2003 was presented.*

Wayne Tanaka, Director of Administrative Services, presented the Third Quarter Financial Report for Fiscal Year 2002/2003 and reviewed the Statement of Revenue and Statement of Expenditures comparing the budget to actual. Mr. Tanaka noted that the Capital Outlay was only 16% of estimated expenditures because money that has been allocated for the HVAC system and computer supplies has not yet been spent. Mr. Tanaka also reviewed the Transportation Fund for Clean Air (TFCA) Statement of Income and Expenditures.

Committee Action: Director Townsend moved acceptance of the report; seconded by Director Cooper; carried unanimously by acclamation.

5. **FY 1999/2000 Audit Report Recommendation to Tag Assets:** *Staff provided information on how the District complied with a FY 1999/2000 audit recommendation and Government Accounting Standards Board Rule 34 (GASB 34) regarding fixed asset inventory management.*

Mr. Tanaka presented the report and in response to a question from Director Miller stated that the District had implemented an inventory inspection prior to the audit report and the District has one staff person that handles the asset tracking.

Committee Action: None. This report provided for information only.

6. **Continued Discussion of the Fiscal Year 2003/2004 Proposed Budget and Consideration to Refer the Proposed Budget to the Board of Directors:** *The Committee continued discussion of the FY 2003/2004 proposed budget and considered referral of the proposed budget to the Board of Directors for adoption.*

Mr. Tanaka presented the proposed budget and noted that the two public hearings on the budget will be conducted on June 4, 2003 and June 18, 2003. Director Hill requested staff list, for comparison purposes, figures for the current budget, what the Board actually approves, and any revisions or amendments to the budget. Mr. Tanaka stated that the staff would provide this information in the future.

William C. Norton, Executive Officer/APCO stated that the staff is recommending that the Board go through the process of adopting the District's budget and noted that the District would not spend certain monies until issues with the State budget have been resolved. If there were changes in the State budget that affect the District, the District would then come back to the Board for any amendments to the budget.

Committee Action: Director Townsend moved to accept the budget and recommended it be forwarded to the Board, with the changes requested by Director Hill; seconded by Director Daly; carried unanimously by acclamation.

7. **Committee Member Comments/Other Business.** There were none.
8. **Time and Place of Next Meeting:** 9:30 a.m., Wednesday, June 25, 2002, 939 Ellis Street, San Francisco, CA.
9. **Adjournment:** The meeting adjourned at 11:25 a.m.

Mary Romaidis

Mary Romaidis
Clerk of the Boards

mr

Budget & Finance Committee

Follow-up Items for Staff

May 7, 2003 meeting

1. Director Hill requested staff list, for comparison purposes, figures for the current budget, what the Board actually approves, and any revisions or amendments to the budget. Staff has made the requested change to the budget.