

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

APPROVED MINUTES

Summary of Board of Directors
Budget & Finance Committee Meeting
9:30 a.m., Tuesday, December 16, 2003

1. **Call to Order:** Chairperson Miller called the meeting to order at 9:41 a.m.

Roll Call: Julia Miller, Chair; Roberta Cooper (9:46 a.m.), Marland Townsend.

Absent: Harold Brown, Chris Daly, Jerry Hill, Gayle Uilkema.

Also Present: Pam Torliatt.

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

3. **Approval of Minutes of September 24, 2003:** Due to the lack of a quorum, approval of the minutes was deferred.

4. **First Quarter Financial Report for Fiscal Year 2003/2004:** *The Financial Report for the First Quarter of Fiscal Year 2003/2004 was presented. This was an informational item only.*

Wayne Tanaka, Director of Administrative Services, presented the First Quarter Financial Report for Fiscal Year 2003/2004. Mr. Tanaka reviewed the Statement of Revenue and Statement of Expenditures comparing the budget to actual. Mr. Tanaka noted that the interest earned on the money on deposit with the San Mateo County Treasurer was 2.83% as compared to 1.68% for the LAIF rate. The District received \$84,000 from Tesoro which is why the Miscellaneous Revenue is so high at this time. In reviewing the Statement of Expenditures, Mr. Tanaka noted that the Capital Outlay would even out as the roof repair, HVAC system and other expenditures are completed.

Mr. Tanaka reviewed the income and expenditures of the Transportation Fund for Clean Air (TFCA) fund. In response to a question from Chairperson Miller, Mr. Tanaka explained the 14% variance on expenditures for the General Fund was due to an extra pay period in August and the additional expenditure of \$900,000 for payroll during this one cycle. In response to a question from Director Townsend, Mr. Tanaka explained that the variance for the Personnel Expenditures in the TFCA program is due to several unfilled positions.

During discussion, Mr. Tanaka stated that the Governor will have a budget briefing on January 10, 2004 and more information will be available at that time regarding the extent of any additional cuts that would affect the Air District.

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

- 5. Request Approval of Purchase Order for Office Furniture, Cubicle Partitions and Transfer of Funds from Furniture Reserve:** *Requested approval of transfer of funds from the Furniture Reserve and purchase order to Allsteel for workstation partitions and furniture in the amount of \$105,825.*

Mr. Tanaka presented the report and stated that staff is requesting approval of \$105,825 for the purchase of furniture and the transfer of the funds from the Furniture Reserve and noted that there would be no impact on the current budget. Mr. Tanaka stated that the purchase is necessary because the Field Engineering Section from the Compliance and Enforcement Division will be relocating to the Engineering Division, which necessitated the creation of workstations for the affected staff. In addition, some new workstations needed to be created, and others needed replacement.

Committee Action: Due to the lack of a quorum, the Committee forwarded this item to the full Board without a recommendation

- 6. Committee Member Comments/Other Business.** There was discussion on the start time of the meetings and a determination was made to start future meetings at 9:45 a.m.
- 7. Time and Place of Next Meeting:** 9:45 a.m., Wednesday, January 28, 2004.
- 8. Adjournment:** The meeting adjourned at 10:03 a.m.

Director Daly arrived, which constituted a quorum for the Committee, therefore Chairperson Miller reconvened the meeting at 10:04 a.m.

- 1. Roll Call:** Julia Miller, Chair; Roberta Cooper, Chris Daly, Marland Townsend.

Absent: Harold Brown, Jerry Hill, Gayle Uilkema.

- 2. Public Comment:** There were none.
- 3. Approval of Minutes of September 24, 2003:** Director Townsend moved approval of the minutes; seconded by Director Cooper; carried unanimously without objection.
- 4. First Quarter Financial Report for Fiscal Year 2003/2004:**

Mr. Tanaka reviewed the First Quarter Financial Report for Director Daly.

- 5. Request Approval of Purchase Order for Office Furniture, Cubicle Partitions and Transfer of Funds from Furniture Reserve.**

Mr. Tanaka reviewed the need for the purchase of the furniture and cubicle partitions.

Committee Action: Director Townsend moved approval of the staff recommendation for Board approval of a purchase order to Allsteel in the amount of \$105,825, a transfer of funds in that amount from the Furniture Reserves, and amend the fiscal year 2003/2004 Capital Budget; seconded by Director Cooper.

In response to a question from Chairperson Miller, Mr. Tanaka stated that the District looked at one company in Oakland that had some used furniture, but that the furniture was not in good shape. Mr. Tanaka noted that Allsteel has a history with the Air District, its furniture is build to military specs, and they came in with the best bid. The motion then carried unanimously without objection.

6. **Committee Member Comments/Other Business:** There were none.
7. **Time and Place of Next Meeting:** 9:45 a.m., Wednesday, January 28, 2004.
8. **Adjournment:** The meeting adjourned at 10:13 a.m.

/s/ Mary Romaidis

Mary Romaidis
Clerk of the Boards

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