

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

APPROVED MINUTES

Summary of Board of Directors
Budget & Finance Committee Meeting
9:45 a.m., Thursday, September 30, 2004

1. **Call to Order:** Chairperson Julia Miller called the meeting to order at 9:58 a.m.

Roll Call: Julia Miller, Chair; Chris Daly, Jerry Hill, Gayle Uilkema.

Absent: Harold Brown, Roberta Cooper, Patrick Kwok.

Also Present: Pam Torliatt.

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

3. **Approval of Minutes of August 4, 2004:** There being no quorum present, approval of the minutes was deferred to the next meeting.

4. **Fourth Quarter Financial Report for Fiscal Year 2003/2005:** *The financial report for the fourth quarter of FY 2003/2004 was presented.*

Wayne Tanaka, Director of Administrative Services, presented the report and reviewed the General Fund budget statements of revenue and expenditures. Mr. Tanaka also reviewed the Transportation Fund for Clean Air (TFCA) statement of income and expenditures.

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

5. **Consideration of Contractor to Perform Cost Recovery Analysis:** *The Committee considered staff recommendation on the selection of a contractor to complete a cost recovery study for the District.*

Brian Bateman, Director of Engineering, presented the report and reviewed the objectives of the 2005 Cost Recovery Study. Mr. Bateman noted that this Study would provide a better picture of where the District is today. Mr. Bateman reviewed the membership of the Steering Committee and noted Ms. Ortendahl of the Economic Development Alliance for Business (EDAB) has been added to the Committee. The tasks completed from July 19th through September 30th were reviewed.

Mr. Bateman reviewed the single proposal submitted by Stonefield Josephson, Inc. and stated that based on the evaluation of the proposal and interviews conducted, staff recommends the Board approve the contract for the 2005 Cost Recovery Study to Stonefield Josephson, Inc. Mr. Bateman discussed the tentative schedule for completion of the Study and indicated that

staff would provide monthly updates to the Budget and Finance Committee. Director Uilkema requested staff contact the South Coast AQMD to see what their study cost.

Committee Action: The Committee concurred with the staff recommendation for the 2005 Cost Recovery Study.

7. **Committee Member Comments/Other Business.** Chairperson Miller noted that several issues brought up at the Executive Committee meeting will be coming to the Budget and Finance Committee.
8. **Time and Place of Next Meeting:** 9:45 a.m., Wednesday, October 27, 2004, 939 Ellis Street, San Francisco, CA 94109.
9. **Adjournment:** The meeting adjourned at 10:22 a.m.

/s/ Mary Romaidis
Mary Romaidis
Clerk of the Boards

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Budget and Finance Committee

Follow-Up Items for Staff

September 30, 2004 meeting

1. Staff was requested contact the South Coast AQMD to find out the cost of their cost recovery study.