

**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., Monday, December 20, 2004

1. **Call to Order:** Chairperson Julia Miller called the meeting to order at 9:45 a.m.

Roll Call: Julia Miller, Chair; Harold Brown, Roberta Cooper, Chris Daly (10:27 a.m.), Jerry Hill, Patrick Kwok.

Absent: Gayle Uilkema.
2. **Public Comment Period:** There were none.
3. **Approval of Minutes of August 4, 2004 and September 30, 2004:** Director Hill moved approval of the minutes; seconded by Director Kwok; carried unanimously without objection.
4. **First Quarter Financial Report for Fiscal Year 2004/2005:** *The financial report for the first quarter of Fiscal Year 2004/2005 was presented. This is an informational item only.*

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. Mr. Tanaka stated that the District does have a contingency plan if there are additional cuts from the next state budget and that the District's budget process for the next fiscal year will start soon.

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

5. **Request Approval of Purchase Order for Teleconferencing Equipment and Installation in Board and 4th Floor Conference Rooms, and Transfer of Funds from the Contingency Reserve:** *The Committee considered approval of purchase order to Commercial Video for teleconferencing equipment and installation in the amount of \$81,910, approval of transfer of \$110,310 from Contingency Reserve, and increase the Fiscal Year 2004/2005 budget by \$110,310.*

Mr. Tanaka presented the report and stated that the District received three bids through the Request for Proposals (RFP) process. Mr. Tanaka noted that all three bidders determined that the lighting and acoustic properties of the rooms would require upgrades at an estimated additional cost of \$20,000.

Mr. Tanaka stated that staff recommends approval of a purchase order not to exceed \$81,910, to Commercial Video; approval of a request to transfer \$110,310 from the Reserves for Contingency; and an amendment to the fiscal year 2004/2005 Capital Budget in the amount of \$101,910 and ISS Budget in the amount of \$8,400.

The Committee discussions included the following: 1) a cost benefit analysis being conducted; 2) where the remote locations would be and staffing of the remote locations; 3) video conferencing versus teleconferencing; 4) how many times the system would be used; 5) the issue of poor reception or poor sound quality; 6) one remote location instead of two; and 7) Brown Act issues.

Director Townsend requested copies of the specifications that went out with the RFP.

The Committee requested staff report back with an estimate of how many times a year the system would be used and the number of car trips that would be saved as a result of its use.

Committee Action: Director Townsend moved that the matter be continued to the next meeting; seconded by Director Cooper.

There was discussion on researching the system used by the South Coast AQMD and if their system is what this District could use. Director Miller requested staff prepare a cost comparison of teleconferencing versus video conferencing. There was also a suggestion that the Board could establish a policy that meetings could be cancelled on Spare the Air days.

Director Daly arrived at 10:27 a.m.

The motion then passed unanimously without objection.

6. **Committee Member Comments/Other Business.** In response to a question from Chairperson Miller, Peter Hess, Deputy APCO, stated that the Economic Development Alliance for Business (EDAB) is the Alameda County representative on the Cost Recovery Steering Committee. Mr. Hess reported that the consultants are in the building doing the work and at a future meeting of the Budget and Finance Committee the interim report of the Cost Recover Study will be presented.

Mr. Hess stated that a letter has been sent to the South Coast, San Diego and San Joaquin districts requesting information on their Cost Recovery Studies, but the information has not yet been received. When the District has the information, it will be forwarded to the Board.

The Committee was invited to participate in the holiday party in the 7th Floor Board Room.

7. **Time and Place of Next Meeting:** 9:45 a.m., Wednesday, January 26, 2005, 939 Ellis Street, San Francisco, CA 94109.
8. **Adjournment:** The meeting adjourned at 10:32 a.m.

/s/ Mary Romaidis
Mary Romaidis
Clerk of the Boards

Budget and Finance Committee

Follow-Up Items for Staff

December 20, 2004 meeting

1. Director Townsend requested copies of the specifications that went out with the RFP.
2. The Committee requested staff report back with an estimate of how many times a year the system would be used and the number of car trips that would be saved as a result of its use.
3. Director Miller requested staff prepare a cost comparison of teleconferencing versus video conferencing.