

**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., Wednesday, October 26, 2005

1. **Call to Order:** Chairperson Julia Miller called the meeting to order at 9:50 a.m.

Roll Call: Julia Miller, Chair; Chris Daly, Jerry Hill, Mark Ross, Gayle B. Uilkema (9:56 a.m.).

Absent: Harold Brown, Roberta Cooper, Scott Haggerty, Patrick Kwok.

Also Present: Marland Townsend.

2. **Public Comment Period:** Will Saltz was introduced as the Employees' Association President and Vanessa Johnson was introduced as the Executive Secretary for Jean Roggenkamp, Deputy APCO.

3. **Approval of Minutes of September 28, 2005:** Director Hill moved approval of the minutes; seconded by Director Ross; carried unanimously without objection.

4. **First Quarter Financial Report for Fiscal Year 2005/2006:** *The Financial Report for the First Quarter of Fiscal Year 2005/2006 was presented. This is an informational item.*

Jeff McKay, Chief Financial Officer, presented the report and reviewed the Statement of Revenue and Expenditures for the General Fund and the Transportation Fund for Clean Air (TFCA) Fund. Mr. McKay also provided a list of the fund balances for special reserves and unreserved.

Director Gayle B. Uilkema arrived at 9:56 a.m.

In response to a question from Board Chairperson Townsend, Mr. McKay stated that the audit results should be available in April 2006.

Mr. McKay stated that ADP, the District's payroll service, has indicated that as of June 2006, they will no longer support the ADP product the District uses. Mr. McKay noted that staff will bring this item to the Committee at a future meeting.

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

5. **Consider Recommendation to Amend Fiscal Year 2005/2006 Budget with the Transfer of \$80,075 from Reserve for Capital Equipment and Authorize Approval of Purchase**

Order in Excess of \$70,000: *The Committee considered recommending that the Board of Directors amend FY 2005/06 budget by transferring \$80,075 from the Reserve for Capital Equipment to the Technical Services Budget, and authorize the Executive Officer/APCO to issue a purchase order in the amount of \$80,075 to Thermo Environmental Instruments for five Methane/Non-Methane Organic Carbon Analyzers.*

Mr. McKay reported that in fiscal year 2002/2003, Air Monitoring was allocated \$80,000 to replace old equipment. Staff was unable, at that time, to find equipment that would meet the District's needs, therefore, the money was set aside until the right equipment could be found. Staff has evaluated Methane/Non-Methane analyzers from four manufacturers and has found a manufacturer that successfully meets all the District requirements.

Staff recommended that the Committee consider recommending that the Board of Directors amend the fiscal year 2005/2006 Budget with the transfer of \$80,075 from the Reserve for Capital Equipment and authorize approval of a Purchase Order in the amount of \$80,075 to Thermo Environmental Instruments for five Methane/Non-Methane Organic Carbon Analyzers.

Committee Action: Director Daly moved that the Committee recommend approval of the staff recommendation to the Board of Directors; seconded by Director Uilkema; carried unanimously without objection.

6. **Status Report of Phase Once Implementation of Video-Conferencing Equipment and Installation in the 4th Floor Conference Room:** *The Committee received a status report on progress being made with regard to the installation of teleconferencing equipment in the 4th floor conference room.*

Mr. McKay provided a status report on the implementation of video-conferencing in the 4th floor conference room. Mr. McKay stated that the lighting will be replaced this week, electronic installation will begin in late November, and it will be available for use in January 2006.

There was extensive discussion on several issues regarding this item and the Committee requested the item be referred to the Executive Committee for further discussion when the plans for the project are received.

Committee Action: The item was referred to the Executive Committee for further discussion.

7. **Committee Member Comments/Other Business.** There were none.
8. **Time and Place of Next Meeting:** 9:45 a.m., Monday, November 21, 2005.
9. **Adjournment:** The meeting adjourned at 10:33 a.m.

/s/ Mary Romaidis
Mary Romaidis
Clerk of the Boards