

**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., Monday, December 5, 2005

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 (9:48 a.m.), Chris Daly, Scott Haggerty, Patrick Kwok, Mark Ross.

**Absent:** Jerry Hill, Gayle B. Uilkema.

**Also Present:** Marland Townsend.

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

3. **Approval of Minutes of October 26, 2005:** Director Daly moved approval of the minutes; seconded by Director Kwok; carried unanimously without objection.

4. **Replacement of the District Payroll System:** *The Committee considered recommending that the Board of Directors amend the FY 2005/2006 Budget by transferring \$102,000 from the Reserve for Contingencies to the Payroll Budget (Program 106), and authorize the Executive Officer/APCO to issue a purchase order not to exceed \$102,000 to Ceridian Corporation to replace the District's payroll system.*

Jeff McKay, Chief Financial Officer, presented the report and provided background information on the Air District's payroll service provider. Mr. McKay stated that, as of July 1, 2006, Automatic Data Processing, Inc. (ADP) will no longer support the District's payroll product.

Director Roberta Cooper arrived at 9:48 a.m.

Mr. McKay summarized the three responses received on the Request for Proposal (RFP). The payroll provider that would best fit the District's needs is Ceridian. Mr. McKay advised the Committee that the \$102,000 is the cost to implement and integrate the new system.

Mr. McKay stated that staff recommends that the Committee recommend that the Board of Directors amend the fiscal year 2005/2006 Budget by transferring \$102,000 from the Reserve for Contingencies to the Payroll Budget (Program 106), and authorize the Executive Officer/APCO to issue a purchase order not to exceed \$102,000 to Ceridian Corporation.

**Committee Action:** Director Brown moved that the Committee recommend approval of the staff recommendation to the Board of Directors; seconded by Director Ross.

There was a discussion on the yearly cost savings of \$7,000. The motion then passed unanimously without objection.

5. **Consider Approval of Funding for Phase II Development of a New Data Management System for Ambient Air Quality and Meteorological Data:** *The Committee considered recommending that the Board of Directors amend FY 2005/2006 Budget by accepting a \$278,935 EPA grant from the National Environmental Information Exchange Network and awarding a \$278,935 contract to Sonoma Technology, Inc. for Phase II Development of a new Data Management System for Ambient Air Quality and Meteorological Data.*

Gary Kendall, Director of Technical Services, presented the report and stated that staff is requesting that the Committee recommend that the Board of Directors amend the fiscal year 2005/2006 Budget to recognize a grant in the amount of \$278,935 and to award a contract to Sonoma Technology in the same amount. This grant will be used to replace equipment that is about 25 years old. Mr. Kendall noted that the new equipment will reduce the time required to submit data to the Environmental Protection Agency (EPA) from 90 to 45 days. Mr. Kendall stated that staff did look at several contractors and determined to stay with the same contractor. Sonoma Technology, Inc. is a California Air Resources Board (CARB) and EPA approved contractor.

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

6. **Committee Member Comments/Other Business.** There were none.
7. **Time and Place of Next Meeting:** Chairperson Miller announced that the December 28, 2005 meeting is cancelled. The next meeting is scheduled for 9:45 a.m., Wednesday, January 25, 2006, 939 Ellis Street, San Francisco, California 94109
8. **Adjournment:** The meeting adjourned at 10:06 a.m.

*/s/ Mary Romaidis*  
Mary Romaidis  
Clerk of the Boards