



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

MARLAND TOWNSEND – CHAIRPERSON
MARK ROSS – SECRETARY
SCOTT HAGGERTY
JULIA MILLER
BRAD WAGENKNECHT

GAYLE B. UILKEMA – VICE CHAIRPERSON
MARK DeSAULNIER
JERRY HILL
SHELIA YOUNG

WEDNESDAY
OCTOBER 12, 2005
9:30 A.M.

FOURTH FLOOR CONFERENCE ROOM
DISTRICT OFFICES

AGENDA

1. **CALL TO ORDER – ROLL CALL**
2. **PUBLIC COMMENT PERIOD** (*Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3*) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.
3. **APPROVAL OF MINUTES OF MAY 20, 2005**
4. **QUARTERLY REPORT OF THE HEARING BOARD** **T. Dailey/4965**
5. **REPORT OF THE ADVISORY COUNCIL** **B. Zamora/4965**
bzamora@co.sanmateo.ca.us
 - a) *Review of previous minutes of the Council;*
 - b) *Consider Recommendation to the Board of Directors on an appointment to the Regional Park District category position; and*
 - c) *Consider recommendation from the Council on Indoor Air Quality.*
6. **UPDATE ON THE JOINT POLICY COMMITTEE** **J. Roggenkamp/4646**
jroggenkamp@baaqmd.gov

Ted Droettboom, Regional Planning Program Director of the Joint Policy Committee will provide an update on the activities of the Joint Policy Committee.
7. **UPDATE TO AFFIRMATIVE ACTION PLAN** **J. Broadbent/5052**
jbroadbent@baaqmd.gov

The Committee will receive a report on the Update to the Affirmative Action Plan.
8. **INFORMATIONAL REPORT ON ORGANIZATIONAL CHANGES** **J. Broadbent/5052**
jbroadbent@baaqmd.gov

The Committee will receive a report on organizational realignment of various divisions.

9. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957 and 54957.6, the Committee will meet in closed session to conduct performance evaluations of the Executive Officer/APCO and the District Counsel.

10. OPEN SESSION: COMMITTEE MEMBER COMMENTS/OTHER BUSINESS

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).

11. TIME AND PLACE OF NEXT MEETING AT THE CALL OF THE CHAIR

12. ADJOURNMENT

**CONTACT CLERK OF THE BOARDS - 939 ELLIS STREET
SAN FRANCISCO, CA 94109**

**(415) 749-4965
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov**

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Clerk's Office should be given at least three working days prior to the date of the meeting so that arrangements can be made accordingly.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Townsend and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 4, 2005

Re: Executive Committee Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Executive Committee meeting of May 20, 2005.

DISCUSSION

Attached for your review and approval are the draft minutes of the May 20, 2005, Executive Committee meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

**Bay Area Air Quality Management District
939 ELLIS STREET
SAN FRANCISCO, CALIFORNIA 94109
(415) 771-6000**

DRAFT MINUTES

Summary of Board of Directors
Executive Committee Meeting
9:30 a.m., Friday, May 20, 2005

1. **Call to Order - Roll Call:** Chairperson Marland Townsend called the meeting to order at 9:34 a.m.

Present: Marland Townsend, Chairperson, Scott Haggerty, Jerry Hill, Julia Miller, Mark Ross, Gayle B. Uilkema, Shelia Young.

Absent: Mark DeSaulnier, Brad Wagenknecht.

2. **Public Comment Period:** There were no public comments.

3. **Approval of Minutes of March 30, 2005:** Director Miller moved approval of the minutes; seconded by Director Uilkema; carried unanimously without objection.

4. **Report of the Advisory Council:**

- a) *Overview of Advisory Council Activities.*
- b) *Recommendation regarding Climate Change Program.*

Brian Zamora, Chairperson of the Advisory Council, presented the Report of the Advisory Council and provided an overview of the work of the Council. Mr. Zamora noted that at its last meeting, the Council unanimously passed a resolution encouraging the Air District to address climate change.

Stan Hayes, Chairperson of the Advisory Council Technical Committee, gave a presentation on the background and recent developments of global climate change.

In response to a question from Director Haggerty, Jack Broadbent, Executive Officer/APCO, stated that in the 2005/2006 budget there is approximately \$225,000 for the Climate Protection Program and that about \$60,000 of the money is for services and supplies. Mr. Broadbent stated that the program would help discussion on how the Air District, as an agency, recognizes the problem. The District would then work with local cities and counties to implement measures, such as developing model ordinances, by cities and counties that would seek to further reduce CO2 and NOx emissions for ozone reduction. The proposed resolution would be a start to include climate change as part of the District's lexicon.

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

5. **Establishment of Climate Protection Program:** *The Committee considered recommending that the Board of Directors adopt a resolution to establish a climate protection program.*

Ina Shelz, Principal Environmental Planner, presented the report on climate protection and climate change and how these issues relate to the District's core mission to reduce criteria and toxic air pollutants. The report included information on the science of climate change, evidence of climate change, the principal greenhouse gases (GHGs) contributing to global warming, the benefits of reducing GHGs and criteria pollutants, current climate protection activities, and potential Air District climate protection activities. Ms. Shelz stated that staff recommends that the Board of Directors adopt a resolution establishing a Climate Protection Program at the Air District.

Committee Action: Director Young moved that the Committee recommend that the Board adopt the staff's recommendation; seconded by Director Haggerty; carried unanimously without objection.

6. **Update on the Joint Policy Committee:** *Ted Droettboom, Regional Planning Program Director of the Joint Policy Committee provided an update on the activities of the Joint Policy Committee.*

Mr. Droettboom updated the Committee on the activities of the Joint Policy Committee (JPC). The next meeting of the JPC is scheduled for June 17th.

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

7. **Status Report on Internal Systems and Controls Audit:** *Staff presented a status report on the audit.*

Jeff McKay, Interim Director of Administrative Services, provided background information on the internal systems and controls audit and reviewed the work that has been completed. Mr. McKay reviewed the status of the items that need to be completed. The work on the audit was initiated on April 25, 2005.

There was a discussion on the side letter received from the auditors and Mr. Broadbent stated that part of the status updates will include the District's response to the side letter. Brian Bunger, Counsel, clarified that this is the first side letter the District has received.

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

8. **Budgetary Discussion and Direction from the Committee:** *Staff discussed cost recovery, reserve designations and capital planning.*

Mr. Broadbent stated that the District is going through its budget cycle now and that the first Public Hearing on the budget will be at the June 1st Board meeting. Two main issues this year are cost recovery and the fund balance. The District will develop a plan or policy to address the appropriate levels of cost recovery.

Mr. McKay reviewed the reserve designations and noted that the District has ten designated reserves and one undesignated. The plan is to consolidate fund designations and use a five-year capital plan to describe targeted expenditures and dates, which is a more appropriate way to account for the fund balances and it allows for forecasting for fund balances. There was discussion on reallocation of some of the reserve funds.

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

9. **Information Systems Division Update:** *Staff presented an update on the ongoing work on the Production System Replacement.*

Jeff McKay, Director of Information Services, provided an update on the ongoing work on the Production System replacement. The current focus is on product selection and finding what product is most appropriate for the District.

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

10. **Committee Member Comments:** Director Miller stated that it is important to get a Budget and Finance Committee meeting scheduled and recommended a possible meeting date of Thursday, June 16th.

Chairperson Townsend discussed decorum at meetings.

11. **Time and Place of Next Meeting:** At the Call of the Chair.

12. **Adjournment.** The meeting was adjourned at 11:17 a.m.

Mary Romaidis
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

TO: Chairperson Marland Townsend and Members of the Executive Committee
FROM: Chairperson Thomas M. Dailey, M.D., and Members of the Hearing Board
DATE: September 8, 2005
RE: Hearing Board Quarterly Report – APRIL 2005 – JUNE 2005

RECOMMENDED ACTION:

This report is provided for information only.

DISCUSSION:

<u>COUNTY/CITY</u>	<u>PARTY/PROCEEDING</u>	<u>REGULATION(S)</u>	<u>STATUS</u>	<u>PERIOD OF VARIANCE</u>	<u>ESTIMATED EXCESS EMISSIONS</u>
Alameda/Union City	UNITED STATES PIPE AND FOUNDRY COMPANY (Variance – Docket No. 3491) – Variance from regulation requiring compliance with permit conditions	2-1-307	Withdrawn. Variance not needed to complete the Source Tests	===	===
Contra Costa/Martinez	TESORO REFINING & MARKETING (Variance - Docket No. 3485) – Variance from regulation requiring implementation of the operating permit requirements of Title V of the federal Clean Air Act, as amended in 1990; from regulation limiting the quantity of particulate matter in the atmosphere through the establishment of limitations on emission rates, concentration, visible emissions and opacity; and from regulation limiting emissions of nitrogen oxides and carbon monoxide from boilers, steam generators, and process heaters in petroleum refineries (APCO opposed.)	2-6-307; 6-301, 302, 310 & 310.3; 9-10-301	Withdrawn	===	(Ringelmann No. 1) (Opacity) (Particulate Matter) (VOC) (NOx) and (CO)
Contra Costa/Martinez	APCO vs. TESORO REFINING & MARKETING CO., GOLDEN EAGLE REFINERY SITE NO. B2758 (Accusation – Docket No. 3492) – Accusation and Request for Conditional Order for Abatement from regulation requiring compliance with standards of Public Nuisance; from regulation requiring compliance with permit conditions; from regulation requiring compliance with an orderly procedure for the review of new sources of air pollution, and of the modification and operation of existing sources and of associated air pollution control devices, through the issuance of authorities to construct and permits to operate; from regulation limiting the quantity of particulate matter in the atmosphere through the establishment of limitations on emission rates, concentration, (continued on next page)	1-301 2-1-307 2-6-407 6-301, 302, 305 & 310 9-10-301 & 304 H&SC Section 41700	Stipulated Conditional Order for Abatement issued. Further hearing on 9/29/05 per Condition No. 4 of the Order	===	===

<u>COUNTY/CITY</u>	<u>PARTY/PROCEEDING</u>	<u>REGULATION(S)</u>	<u>STATUS</u>	<u>PERIOD OF VARIANCE</u>	<u>ESTIMATED EXCESS EMISSIONS</u>
	<i>visible emissions and opacity; from regulation establishing emission limits for sulfur dioxide from all sources including ships, and limits ground level concentrations of sulfur dioxide; and from Health & Safety Code Section 41700 (public nuisance)</i>				
Contra Costa/Richmond	NARDSON'S ENTERPRISES, INC. (Variance – Docket No. 3493) – <i>Variance from regulation limiting emissions of organic compounds from gasoline dispensing facilities (APCO opposed.)</i>	8-7-301.2	Withdrawn	===	===
Contra Costa/Rodeo	CONOCOPHILLIPS COMPANY (Variance – Docket No. 3494) – <i>Variance from regulation limiting emissions of nitrogen oxides and carbon monoxide from boilers, steam generators, and process heaters in petroleum refineries</i>	9-10-301 & Title V	Withdrawn. Not in violation of 9-10-301	===	===
Santa Clara/San Jose	USA GASOLINE CORPORATION (Variance – Docket No. 3497) – <i>Variance from regulation limiting emissions of organic compounds from gasoline dispensing facilities</i>	8-7-301.1, 301.2, 301.7, 301.8 & 301.9	Withdrawn	===	===
Santa Clara/Santa Clara	SILICON VALLEY POWER-PICO POWER PLANT CITY OF SANTA CLARA, CA. (Long-Term Variance – Docket No. 3481) – <i>Variance from regulation requiring compliance with permit conditions; and from regulation to provide for the review of new and modified sources and provide mechanisms, including the use of BACT, TBACT and emissions offsets, by which authorities to construct such sources may be granted (APCO not opposed.)</i>	2-1-307 2-2-419	Granted	2/28/05 to 3/24/05. Total testing period time will be 60 hrs/turbine for two turbines (total of 120 hrs) during the variance period.	===

NOTE: During the second quarter of 2005, the Hearing Board dealt with three Dockets on three hearing days. A total of \$299.75 was collected as excess emission fees during this quarter.

Respectfully submitted,

Thomas M. Dailey, M.D.
Chair, Hearing Board

Prepared by: Neel Advani
Reviewed by: Mary Romaidis

FORWARDED: _____
NA:na (9/8/05HBEXQURT)

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Townsend and Members of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 21, 2005

Re: Report of the Advisory Council

RECOMMENDED ACTIONS:

- (A) Receive and file attached minutes.
- (B) Consider recommending Board of Director approval of Applicant Selection Working Group appointment recommendation of Ken Blonski to the “Regional Park District” category on the Advisory Council effective October 19, 2005 to fill an unexpired term of office ending December 31, 2005.
- (C) Consider recommendation regarding Indoor Air Quality.

DISCUSSION:

Presented in Items 5A1-8, 5B and 5C are the minutes and recommendations of the Advisory Council referred to above.

Respectfully submitted,

Jack P. Broadbent
Executive Officer

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BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Townsend and Members of the Executive Committee
From: Brian Zamora, Chairperson, Advisory Council
Date: September 21, 2005
Re: Report of the Advisory Council: May 11 – August 16, 2005

RECOMMENDED ACTIONS:

Receive and file.

DISCUSSION:

Presented below are summaries of the key issues discussed at meetings of the Advisory Council and its Standing Committees during the above reporting period.

- 1) Executive Committee – May 11, 2005. The Committee reviewed a draft Code of Conduct for the Advisory Council, and heard Committee reports on work plan progress. *(Minutes included in the October 12, 2005 Executive Committee Meeting Agenda packet.)*
- 2) Regular Meeting – May 11, 2005. The Council received a staff presentation on District public information and outreach efforts in 2005. It received the reports of its Standing Committees, as well as an overview of District activities presented by the Executive Officer. *(Minutes included in the October 12, 2005 Executive Committee Meeting Agenda packet.)*
- 3) Joint Air Quality Planning & Technical Committee Meeting – June 8, 2005. The Committees received staff presentations on climate change, on the District's Community Air Risk Evaluation (CARE) program, and the Governor's hydrogen highway blueprint. *(Minutes included in the October 12, 2005 Executive Committee Meeting Agenda packet.)*
- 4) Public Health Committee Meeting – June 13, 2005. The Committee reviewed the subject of indoor air quality, and discussed possible District roles in this air pollution field. *(Minutes included in the October 12, 2005 Executive Committee Meeting Agenda packet.)*
- 5) Executive Committee – July 13, 2005. The Committee reviewed and edited a draft Code of Conduct for the Advisory Council, and reports on Committee work plans. *(Minutes included in the October 12, 2005 Executive Committee Meeting Agenda packet.)*
- 6) Regular Meeting – July 13, 2005. The Council received a staff presentation on the District's Enhanced Mobile Source Incentive Program, and reviewed its Standing Committee reports and an overview of District activities presented by the Executive Officer. *(Minutes included in the October 12, 2005 Executive Committee Meeting Agenda packet.)*

- 7) Public Health Committee Meeting – August 15, 2005. The Committee met to further discuss and refine its recommendations on Indoor Air Quality for presentation to the Advisory Council. *(Draft minutes included in the October 12, 2005 Executive Committee Meeting Agenda packet.)*

- 8) Joint Air Quality Planning & Technical Committee Meeting – August 16, 2005. The Joint Committee received and discussed a presentation from Diane Wittenberg, President, California Climate Action Registry, on the work of the Registry and possible areas of collaboration with the Air District. *(Draft minutes included in the October 12, 2005 Executive Committee Meeting Agenda packet.)*

Respectfully submitted,

Brian Zamora
Advisory Council Chairperson

Prepared by: James N. Corazza

FORWARDED BY: _____

G:Acreports/2005/

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

APPROVED MINUTES

Advisory Council Executive Committee Meeting
9:00 a.m., Wednesday, May 11, 2005

1. **Call to Order – Roll Call.** 9:04 a.m. Present: Brian Zamora, Chairperson, Elinor Blake, Fred Glueck, Stan Hayes, John Holtzclaw, Ph.D., Victor Torreano. Absent: Kraig Kurucz.
2. **Public Comment Period.** There were none.
3. **Approval of Minutes of March 9, 2005.** Mr. Glueck moved approval of the minutes as submitted; seconded by Dr. Holtzclaw; carried, with Ms. Blake abstaining.
4. **Update of Advisory Council By-Laws.** Chairperson Zamora summarized the changes in the By-Laws and called for discussion. Dr. Holtzclaw suggested that “and” be added after “September” in Article I and moved adoption of the By-Laws as further amended; seconded by Mr. Hayes; carried unanimously. Chair Zamora directed that today’s correction and the other tracked changes be incorporated into the By-Laws for review at the next Regular meeting.
5. **Code of Conduct.** Chairperson Zamora called for discussion on the first draft of the “Code of Conduct for Public Officials” as it might be applied to a Code of Conduct for the Advisory Council. The following comments were offered by the Committee members:
 - The first draft is an excellent overview from which to consider and address a wide variety of issues. However, the extensive detail should be reduced and the direction of the document be revised to reflect a more general orientation. There is no need for a clause referencing the matter of “confidentiality” as the Council performs an advisory function. (Holtzclaw)
 - The text should identify which Council positions are the responsible spokespersons for the Council or a Committee. When Council members are contacted by groups, there should be clear direction as to whom to refer the inquiry: whether to the Air District staff or the Council Chair, or a Committee Chair if it concerns a guest speaker at a Committee meeting. Such direction should be placed into a single section and entitled “Council representation.” It should identify the Council’s duties, and explain that the membership must vote on a matter before it goes to the Governing Board. It should also note that Council recommendations are made only to the full Council, and that the Chair alone speaks for the Council unless a member is designated by the Chair to represent an issue. (Glueck, Holtzclaw)
 - There are some underlying assumptions in the draft document that differ from the principles that govern the operation and purpose of the Council. The California Health & Safety Code establishes the Advisory Council as representing diverse interest groups and a variety of stakeholders, and any references in the Code of Conduct to incompatible interests and neutrality should be considered in light of the statutory mandate. A member should not feel that being active politically outside the Council is limited by the Code of Conduct. (Hayes)

- The meaning of “loyalty” in Article V is unclear. The reference to “public confidence” in Article IX is commendable. References to conflict-of-interest should be brief and incorporate any references to “misuse of position.” (Blake)
- The document should provide a baseline that educates any new member on the expectations that concern proper conduct on an advisory panel. (Zamora)
- The text does not affect business activities outside the Advisory Council. It is a template that offers guidance that can be edited over time. (Torreano)

Suggestions were made by Committee members that the following articles should be deleted: 18, 19, 20, 22, 24, 25, 26, 27 and sections 3 and 4 of Article 28. Article 21 should be reworked to include the issue of Advisory Council representation, and Article 10 revised to deal with use of resources without reference to “discretionary powers.” Chairperson Zamora requested Committee member assistance in incorporating the suggestions made at today’s meeting into a second draft of the Code. Messrs. Holtzclaw and Hayes volunteered to so assist the Chair.

- 6. Work Plan Review with Committee Chairs.** Mr. Hayes stated that the Technical Committee is reviewing the Community Air Risk Evaluation (CARE) program and focusing on the source apportionment for air toxics and particulates. In its review of climate change, the Committee is evaluating the connection between the regulation of criteria and greenhouse gas emissions.

Dr. Holtzclaw reported that the Air Quality Planning Committee received a presentation on the Governor’s Hydrogen Highway Blueprint from Dr. Shannon Baxter-Clemmons of the California Environmental Protection Agency. The Committee will consider adopting recommendations on this Blueprint at its next meeting. Messrs. Holtzclaw and Hayes agreed that on June 8, 2005 their respective Committees will meet jointly. The agenda will contain three items: the CARE program, the hydrogen highway blueprint and greenhouse gas emissions. The full Council’s discussion of a resolution on climate change later today will provide the baseline for discussion at the Committee level on next steps.

Mr. Torreano reported that the Public Health Committee received a presentation from California Air Resources Board staff on indoor air quality. At its next meeting, the Committee will consider crafting recommendations based on previous presentations and discussions at both the Committee and Council level. In discussion, several Executive Committee members suggested that the Public Health Committee examine the linkage between indoor and outdoor pollutants and the ability of the District to conduct public outreach and education on indoor air quality.

- 7. Committee Member Comments/Other Business.** There were none.
- 8. Time and Place of Next Meeting.** 9:00 a.m., Wednesday, July 13, 2005, 939 Ellis Street, San Francisco, CA 94109.
- 9. Adjournment.** 9:56 a.m.

James N. Corazza

James N. Corazza
Deputy Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

939 ELLIS STREET - SAN FRANCISCO, CALIFORNIA 94109

Approved Minutes: Advisory Council Regular Meeting – May 11, 2005

CALL TO ORDER

Opening Comments: Chairperson Zamora called the meeting to order at 10:06 a.m.

Roll Call: Present: Brian Zamora, Chair, Sam Altshuler, P.E., Diane Bailey, Elinor Blake, Jeffrey Bramlett, Harold M. Brazil, Irvin Dawid, Emily Drennen, Fred Glueck, William Hanna, Stan Hayes, John Holtzclaw, Ph.D., Victor Torreano, Linda Weiner.

Absent: Cassandra Adams, Louise Bedsworth, Ph.D., Bob Bornstein, Ph.D., Kraig Kurucz, Norman A. Lopera, Jr., Kevin Shanahan.

PUBLIC COMMENT PERIOD: There were no public comments.

CONSENT CALENDAR:

1. **Approval of Minutes of March 9, 2005.** Chairperson Zamora deferred this item to the July 13, 2005 Advisory Council Regular meeting.

PRESENTATION:

2. **Public Outreach at the District.** Teresa Lee, Director, Public Information & Outreach Division, stated that free morning commutes on all Bay Area transit lines will be provided for the first five Spare the Air days on non-holiday weekdays this summer. The free commute is offered this summer in connection with the 8-hour ozone standard. The goal is to reduce the heavy traffic during the morning work commute when ozone precursors are released into the atmosphere from the vast number of vehicles on the road.

Funding for the five free transit days includes the \$780,000 from the Transportation Fund for Clean Air (TFCA) and \$3.9 million in Congestion Management Air Quality (CMAQ) funds. The program will access its employer network and the public through advertisement over a wide array of print and electronic media. Program effectiveness will be measured through telephone surveys and ridership counts. Nineteen transit operators have opted into the program and must submit an operating plan to show how they will accommodate the anticipated 10% increase in ridership.

Approximately 80% of the population in the Bay Area knows what a Spare the Air day is. To obtain a total clean air commute, and to increase the incentive to take public transit, shuttle service to BART stations in the Bay Area has been organized and is steadily expanding.

Ms. Lee presented two District videos entitled, respectively, “*30 Years of Progress: 1955-1985*” and “*Sparing the Air for a healthier future.*”

3. Resolution on Climate Change. Technical Committee Chair Hayes introduced the draft Advisory Council Resolution No. 89 “A Resolution Encouraging the Bay Area Air Quality Management District to Address Climate Change.” He stated that the item was discussed at the Technical Committee meeting of April 13, 2005. The Committee conceptually endorsed the subjects set forth in the text and requested staff to prepare a first draft. If the text is endorsed by the Council, it can be submitted in the context of the District’s 50th Anniversary and prior to World Environment Day.

Ina Shlez, Principal Environmental Planner, observed that the correlation between higher temperatures generated by global warming and increased ozone exceedances provides a link to the ambient air and health protection standards which are at the core of the District’s mission. Temperature variation impacts regional air quality: last summer, there were few instances of high temperatures and few Spare the Air days. Higher temperatures will generate a greater number of Spare the Air Days. Reduction of greenhouse gas emissions will lessen global warming, keeping temperatures lower and reducing the number of ozone excesses.

In discussion of the resolution, Council members offered the following observations and suggestions:

- add “and precipitation” after “wind” in the third “Whereas”; add “refineries and chemical plants” after “generation” in the first “Whereas” on page two; add “data collection and analysis” to the last paragraph on page two where it is most appropriate. (Holtzclaw)
- change “overwhelming” to “strong and convincing” in the first “Whereas”; add “increases the severity storms” after “patterns” in the third “Whereas”; add “and the public health and welfare” after “local air quality” in line three of the same paragraph; add “the” before “photochemical” on line one of paragraph four and add “that cause ozone and other pollutants to form” after “sunlight and heat” in the same paragraph. Add “adversely” before “impact” in the last line of paragraph five. (Hayes)
- the evidence is “overwhelming” that greenhouse gases are causing global warming, and the language should remain as originally drafted. (Bailey, Weiner).
- add a reference to the relationship between increased temperatures and mortality where the text references adverse impacts on human health; add “potential energy independence” to the next to last “Whereas” on page one as an additional benefit of reducing greenhouse gas emissions; add the measurement of greenhouse gas emissions to permit applications, environmental review processes, the Carl Moyer and Transportation Fund for Clean Air grant criteria; and replace “support” with “leadership” in the last paragraph. (Altshuler)
- the resolution should include a commitment to an action plan with specific goals for reductions in greenhouse gas emissions. (Bailey)
- the resolution is a call to action, rather than an action plan, and should remain as such. Next steps can be discussed once general direction from the Board of Directors is received. (Glueck)

In reply to questions, Ms. Shlez stated that greenhouse gases are now being included in the District’s emissions inventory of stationary sources. This will provide major assistance to local municipalities and agencies in developing a baseline inventory. If the state develops a cap and trade program, for which the California Climate Action Registry is preparing, the District will be ready to join it.

Jack Broadbent, Executive Officer/APCO, added that the Board of Directors has inquired as to the Advisory Council’s opinion on whether climate change is an issue that should be addressed by this agency. Some groups, such as the Western States Petroleum Association, believe that the regulation

of greenhouse gases is outside the District's purview. While the State Legislature will decide this issue, it is preferable to begin review of this complex topic now. Increases in temperatures may also erode gains made in the District's Ozone Attainment Plan. Mr. Broadbent noted that he has asked the Advisory Council Chair to present the resolution on May 20, 2005 to the Board Executive Committee. If it is approved, the staff and the Council can commence with discussing next steps.

After further discussion, the Council reached consensus on all of the proposed language changes except for the substitution of "strong and convincing" for "overwhelming" and Mr. Hanna moved adoption of the resolution as modified; seconded by Dr. Holtzclaw; carried unanimously. Mr. Dawid requested that a copy of the resolution also be sent to the regional water quality agencies.

AIR DISTRICT OVERVIEW

- 4. Report of Air Pollution Control Officer.** Mr. Broadbent summarized the proposed budget for Fiscal Year 2005-06 with regard to proposed new staff positions, fiscal challenges facing the agency this year in increased PERS and medical insurance costs, and the loss of 10% in county revenues. Staff proposes to increase permit fees based on the recommendations of the Cost Recovery Study. It is also proposing a modest transfer from undesignated reserves to balance the budget.

As a result of AB 923, the District will also receive \$11 million to distribute in mobile source incentive funds deriving from increases in vehicle registration fees and the Carl Moyer program. The CARE program is moving forward, as well as the District's efforts to convert its database production system to a newer architecture. Mr. Broadbent added that he would provide a copy of the presentation on the budget that he gave to the Budget & Finance Committee to the Council for its review.

Other activities this year include the presentation to the Board next month of an air toxics regulation under the New Source Review rule, and the development of a flare control rule for refineries in July. On June 20, a Symposium on the 50th Anniversary of the District is scheduled in Yerba Buena Gardens near the Moscone Center. The Advisory Council is invited to attend this event.

In discussion, Mr. Broadbent stated that three of the proposed new positions will assist with the mobile source incentive funds, overseeing accounting and working with cities and counties. With regard to the recent Supreme Court decision on fleet rules in the South Coast AQMD, the results are limited to public fleets, and such fleet rules may be adopted only for districts designated "severe" or "extreme." The Advisory Council may elect to further investigate the issue of fleet rules and make recommendations to the Board of Directors. Some Board members are interested in seeing the District adopt a rule requiring school bus fleets to be retrofitted with pollution abatement devices.

COMMITTEE REPORTS

- 5. Report of the Air Quality Planning Committee of April 4, 2005.** Dr. Holtzclaw stated that the Committee received a presentation on the Governor's Hydrogen Highway Blueprint. This topic will be taken up again, with input from District staff, at the June 8 joint meeting with the Technical Committee. The Committees will also address the CARE program and greenhouse gas emissions.
- 6. Report of the Technical Committee Meeting of April 13, 2005.** Mr. Hayes stated that the Committee is reviewing greenhouse gas emissions and tracking the progress of the CARE program.

The Committee is especially interested in the issue of source apportionment in air toxics emission inventory analyses.

7. **Report of the Public Health Committee Meeting of April 18, 2005.** Mr. Torreano stated that the Committee received a presentation on indoor air quality from the Air Resources Board. At its next meeting the Committee will consider developing recommendations on the District's role in this field.
8. **Report of the Executive Committee Meeting of May 11, 2005.** Chairperson Zamora stated that the Committee has completed its revisions to the Council's By-Laws, which will be presented for adoption at the July 13, 2005 Advisory Council Regular Meeting. It also reviewed a first draft of the proposed Advisory Council Code of Conduct and will review a second draft at its next meeting.

OTHER BUSINESS

9. **Report of Advisory Council Chair.** Chairperson Zamora stated that Board Chairperson Townsend reads the Advisory Council's reports with great care and has expressed appreciation for the Advisory Council's work.
10. **Council Member Comments/Other Business.** Ms. Bailey stated that World Environment Week will take place June 1-5 in San Francisco. Mr. Dawid indicated that the Sierra Club is a co-sponsor of this event and encouraged Advisory Council members to attend. He also expressed an interest in seeing a demonstration of the two fuel cell vehicles that will be used by the City and County of San Francisco. Jean Roggenkamp, Deputy APCO, replied that the Air District will be allocated two DaimlerChrysler fuel cell vehicles, which can be demonstrated for the Council at a future date.
11. **Time and Place of Next Meeting.** 10:00 a.m., Wednesday, July 13, 2005, 939 Ellis Street, San Francisco, CA 94109.
12. **Adjournment.** The meeting was adjourned at 12:03 p.m.

James N. Corazza

James N. Corazza
Deputy Clerk of the Boards

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

APPROVED MINUTES

Joint Air Quality Planning & Technical Committee
9:30 a.m., Wednesday, June 8, 2005

- 1. Call to Order – Roll Call.** Chairperson Holtzclaw called the meeting to order at 9:40 a.m. Air Quality Planning Committee (AQPC) Members Present: John Holtzclaw, Ph.D., Harold Brazil, Irvin Dawid, Emily Drennen, Fred Glueck, Kraig Kurucz. Air Quality Planning Committee Members Absent: Kevin Shanahan. Technical Committee Members Present: Sam Altshuler, P.E., Diane Bailey, Louise Bedsworth, Ph.D., William Hanna, John Holtzclaw, Ph.D., Norman Lapera, Jr. Technical Committee Members Absent: Stan R. Hayes, Chairperson, Robert Bornstein, Ph.D.
- 2. Public Comment Period.** There were no public comments.
- 3. Approval of Minutes.**
 - A. Air Quality Planning Committee – April 4, 2005.** Mr. Glueck moved approval of the minutes; seconded by Ms. Drennen; carried.
 - B. Technical Committee – April 13, 2005.** Dr. Holtzclaw requested that at the bottom of page two on item five, after “this” insert “absorbed energy is remitted as” and delete “is absorbed and re-emitted” in the same sentence. In line three of paragraph four on page three, insert “of” after “development.” Mr. Lapera moved approval of the minutes as corrected; seconded by Mr. Altshuler; carried.
- 4. Continuing Review of Climate Change.** Henry Hilken, Planning Division Director, presented a memorandum entitled “Draft: District Climate Protection Activities.” He noted that the Advisory Council resolution on climate change that it adopted on May 11 was endorsed by the Board Executive Committee on May 20, 2005 and adopted by the Board on June 1, 2005. Several Board members emphasized the importance of linking climate change to the mission of the District to reduce criteria pollutants, as well as to establish a connection between climate protection and citizen actions. He added that the District is part of the California Climate Action Registry and is developing a greenhouse gas (GHG) emission inventory. Jean Roggenkamp, Deputy Air Pollution Control Officer, added that the District’s FY 05-06 budget provides funding for a climate change protection program.

Mr. Altshuler stated that the relationship of fine carbon to global warming as explained by Professor Mark Jacobson to the Council a few years ago should be considered. Mr. Hanna added that some experts have spoken of the difficulty in tracing the impact of individual actions to slow global warming given how slowly global temperatures increase over time.

- 5. Community Air Risk Evaluation (CARE) Program.** Janet Stromberg, CARE Program Manager, distributed a memorandum entitled “Goals and Objectives” for the CARE program. The goals include staff consultation with the Advisory Council and Care Task Force, development of an average annual toxic air contaminant emission inventory, contracting with Sonoma Technologies to develop appropriate emissions maps, and embarking on a two-pronged review of emissions for toxic air contaminant and diesel particulate matter (PM). The first assessment will be based on the District’s emissions inventory for stationary source emissions. The area selected for the pilot project will be reviewed in greater detail. The Council’s input on the selection of the neighborhood is welcome. A health risk assessment will then be conducted in the pilot project area. The results at each step will be brought to the Advisory Council and the CARE Task Force for review. Peter Hess, Deputy APCO, indicated that staff would like for the Council to suggest criteria for neighborhood selection.

Dr. David Fairley, District Statistician, presented “Sources of Bay Area Fine Particles,” noting that ten years ago the District conducted a study of wintertime particles in the Bay Area, and more recently the Central California Ozone Study studied data from some Bay Area sites. Analysis of data from filters loaded with ambient PM is compared with the emission inventory to estimate contributions from more specific sources. Information gaps can, in part, be filled by using Carbon 14 measurement and organic speciation.

Dr. Fairley showed a slide distinguishing PM₁₀ and PM_{2.5} size fractions, and noted that the health effects associated with PM exposure include asthma exacerbation, chronic bronchitis, hospitalizations for respiratory and cardiovascular effects. For the San Francisco Bay Area in the year 2000, there were 1,400 deaths associated with PM exposure and 500 to motor vehicle accidents. Notwithstanding uncertainty, this is an order of magnitude difference.

The District does not attain the state standards for PM₁₀ and PM_{2.5} but does attain the national annual and 24-hour standards. However, the latter will be modified, and it is not clear whether the attainment status will continue under the revised standards.

The goal of the District’s present study of PM is to estimate the contributions of various sources to Bay Area PM_{2.5} whether derived from direct emissions from woodsmoke, motor vehicle exhaust and road dust or through secondary formation from gases in the atmosphere and undergo chemical reactions to form ammonium nitrate. There are two approaches to estimating PM sources. The first is the emissions inventory with engineering calculations for a relatively complete set of sources even though ambient concentrations may not be reflected within it, and secondary PM is omitted from it. The second is chemical mass balance (CMB) analysis of PM filter samples: this reflects actual PM and includes secondary PM. However, only certain sources can be measured and it is difficult to distinguish among some sources.

CMB analysis begins with an ambient filter sample, and the aim is to find, measurement by measurement, the mix of sources that best represents the PM on the filter. Available PM_{2.5} speciation studies include the California regional Particulate Air Quality Study (CREPAQS) which addressed data from three Bay Area sites (Bethel island, Livermore, San Francisco); the Speciated Trends Network which evaluated San Jose data, and the Interagency Monitoring of Protected Visual Environments in Point Reyes.

The chemical species measured were divided in arrays of higher molecular weight elements, ranging from aluminum through zirconium, and then ions such as nitrates, sulfates, ammonium, sodium, chloride, soluble potassium, and then by elemental and organic carbon. In evaluating PM_{2.5} species from annual averages, there is ample evidence of large amounts of secondary PM in the Bay Area. In terms of sodium and chloride concentrations, which derive from sea salt in marine air, the Point Reyes monitor registers the greatest amount. Organic and elemental carbon are found in the greatest abundance at the Livermore and San Jose stations. Geologic dust does not register very much in the data. As for peak PM_{2.5} measurements, Point Reyes registered considerable quantities of sea salt but less sulfate.

The sources used in the CMB analysis include those that are directly emitted such as road dust, motor vehicle exhaust, tire and break wear, wood smoke, meat cooking, and marine air, as well as those from secondary formation in the atmosphere such as ammonium nitrate and ammonium sulfate. According to the analysis, tire and break wear are minor sources.

With regard to annual PM_{2.5} contributions in sources such as ammonium sulfate, ammonium nitrate, marine air, road dust, fossil fuels and woodsmoke and fires, for six Bay Area sites, the data indicate that at Point Reyes marine air and ammonium sulfate predominate. For the same sites, peak PM_{2.5} contributions differ somewhat in that there is a significantly more ammonium nitrate than in the annual averages, though it is significant in the annual measurements as well. Ammonium nitrate is a large contributor to Bay Area PM_{2.5} in both annual averages and peak concentrations, while ammonium sulfate contributes more to the annual level than to peak concentrations. In both scenarios, fossil fuels contribute a great deal to PM_{2.5}, but road and geological dust, and tire and break wear, contribute insignificantly.

The CMB analysis provides information on source categories more than individual sources. It can be combined with the emissions inventory to estimate contributions from specific sources and assess contributions to secondary PM from nitric oxide (NO_x) and sulfur dioxide (SO₂). Dr. Fairley showed a slide with estimates of the percentage total contribution to annual PM_{2.5} concentrations from various sources including wood burning, cooking, on-road, off-road, refining, power plants, aircraft, marine air, and others. On- and off-road combustion directly or indirectly contributed nearly 50% to the total. For peak PM_{2.5}, wood burning is a large source that contributes 25% to the total and off- and on-road sources 20%. Other substantial sources of Bay Area PM are refineries, commercial cooking, aircraft and power plants. Almost all Bay Area PM derives directly or indirectly from combustion.

However, some gaps remain in the ability to distinguish fossil fuel sources from wood burning and cooking. Carbon-14 analysis can assist in differentiating between “new” carbon (i.e., woodsmoke, cooking, wildfire) and “fossil” carbon (i.e., gasoline, diesel, natural gas). Preliminary results from Carbon-14 analysis, when compared with the CMB analysis, indicate that at San Jose 4th Street, San Francisco, Livermore and Bethel Island there is considerably more new than old carbon. On weekdays, two of the sites had more new than old carbon, while the others had as much new as old carbon. However, in the summer, levels of new carbon far exceed old carbon. Mr. Brazil observed that the Reid Vapor Pressure in reformulated fuel might be responsible for the latter phenomenon.

Dr. Fairley stated that the University of Arizona will use Carbon 14 methodology to analyze samples of District PM₁₀ filters obtained in 2004, to quantify new and fossil carbon on an annual basis. The District is contracting with Desert Research Institute to speciate organic carbon for a range of PM_{2.5} filters collected at the San Jose Jackson Street site to evaluate individual sources using organic markers for meat cooking, motor vehicle emissions, wood smoke, and secondary organic aerosol. No unique marker exists for diesel emissions. Ms. Bailey noted that some diesel fuels have a dye which may serve as a potential tracer. Mr. Hanna added that tax payments on red dye diesel are not required. In reply to a question on the high levels of Bay Area ammonia, Gary Kendall, Technical Division Director, stated that the exhaust from the five million Bay Area vehicles may be the primary ammonia.

Dr. Holtzclaw observed that PM concentrations are highest at their sources—highways, ports and freight yards—and their concentrations fall off rapidly downwind. He opined it would be important to sample PM at the sources and at two or nearby downwind sites. Dr. Fairley responded that the District has mobile samplers and could conduct this kind of monitoring.

6. **Hydrogen Highway Blueprint.** Michael Murphy, Advanced Projects Advisor, presented “Update on the California Hydrogen Highway Blueprint.” He noted that through the Transportation Fund for Clean Air (TFCA) the District is sponsoring three hydrogen fuel demonstration projects: (1) an AC Transit fuel cell bus that will go into revenue service in September 2005; (2) one of three Santa Clara VTA/SAMTRANS fuel cell buses that is already in revenue service, and (3) the leasing and fueling of two Honda fuel cell vehicles for San Francisco.

The TFCA will support a fuel cell project at Pleasant Hill BART station, involving a stationary fuel cell that will in turn generate fuel for vehicles. The District recently joined the California Hydrogen Business Council and also participates in the California Stationary Fuel Cell Collaborative. A District chemist participates in the American Society for Testing and Materials (ASTM) Hydrogen Fuel Cell Committee which will be developing fuel standards. District staff will also participate in the Santa Clara County Hydrogen Working Group, as well as in a DaimlerChrysler & BP F-Cell three-year vehicle demonstration project. These vehicles will have 100 mile range on 2 kilograms of hydrogen fuel.

The Blueprint initially focuses on Southern California and the Bay Area, and on stationary fuel cells to produce fuel for vehicles. The 2005-2006 state budget proposes \$9.5 million for the Blueprint, with 15 staff positions and \$1 million for contracts. Mr. Murphy noted that a possible District role is to work with local planning and safety departments on the fueling network, and apply its incentive funding toward fuel cell vehicle projects and the development of refueling stations that rely on renewable resources. Adopting a policy that directs support exclusively for projects approved of, or supported by, the Blueprint is also possible. Mr. Altshuler noted that different sources of hydrogen fuel produce fuel with varying efficiency. Those that produce fuel from renewable sources are the most energy-efficient.

7. **Committee Member Comments/Other Business.** In response to Ms. Bailey’s question on SB 656, Ms. Roggenkamp indicated that staff would be providing a presentation to the full Advisory Council at the July 13 meeting on the District’s mobile source incentive program.

8. Time and Place of Next Meeting. AQPC - 9:30 a.m., Wednesday, August 10, 2005.
Technical Committee - at the call of the Chair, 939 Ellis Street, San Francisco, CA 94109.

9. Adjournment. 11:59 a.m.

James N. Corazza

James N. Corazza
Deputy Clerk of the Boards

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

APPROVED MINUTES

Advisory Council Public Health Committee Meeting
1:30 p.m., Tuesday, June 13, 2005

- 1. Call to Order – Roll Call.** Chairperson Torreano called the meeting to order at 1:37 p.m. Present: Victor Torreano, Chairperson, Elinor Blake, Jeffrey Bramlett, Linda Weiner. Absent: Cassandra Adams.
- 2. Public Comment Period.** There were no public comments.
- 3. Approval of Minutes of April 18, 2005.** Chairperson Torreano moved approval of the minutes; seconded by Mr. Bramlett; carried unanimously.
- 4. Discussion of Recommendations Regarding the District’s Role in Indoor Air Quality (IAQ) Management.** Chairperson Torreano briefly reviewed the chronology of the Committee’s discussion on IAQ and distributed his memorandum entitled “Air District’s Role in Indoor Air Quality (IAQ)” dated June 13, 2005. It set forth the following:
 - A. The District develops a relationship with applicable crafts through State Registered training facilities where registered apprentices and service technicians:
 - are trained to assist schools and homeowners to perform District approved IAQ assessment when on site for “best practice” in repair, maintenance or construction of building systems.
 - Are educated to the health risks related to poor indoor air quality and their role in identifying, reducing and removing indoor contaminant sources and emissions.
 - Work from a District endorsed standard for the commissioning of mechanical system in schools and homes. Approach school districts on developing and requiring new building practice and requiring new building commissioning and retro commissioning.
 - B. Have the Air District publicly endorse a list of acceptable and unacceptable portable indoor air cleaners/filters.
 - C. Concentrate on homes and schools for “high priority, high benefit” action.
 - D. Form a summit/workshop with university/industry researchers to legislatively develop IAQ standards and regulations through state and local government. Addressing product labeling requirements with manufacturers held responsible to test products and publish the data on labels.
 - E. Partner with labor organizations and management associations to create a viable supply source of certified contractors and technicians for school districts and housing authorities to measure CO, CO₂, radon, ozone, VOC and airborne particulates.

In discussion of the foregoing memorandum, the following comments were raised:

Pending Legislation

- Pending state legislation would provide the California Air Resources Board (CARB) with more authority over IAQ. Efforts to regulate IAQ were made by CARB and several air districts in the 1980s but were successfully opposed by the business community. The District has a brochure on radon, but it has not adopted a program on IAQ. (Jean Roggenkamp, Deputy APCO) Were California to adopt an IAQ program, the District could move forward with an IAQ program that would supplement a state's program. (Peter Hess, Deputy APCO)
- The Committee should hear about the state legislation that is currently proposed and avoid recommendations that go ahead of the proposed bills, especially if home servicing or home ownership standards are being contemplated in the legislation. (Bramlett)

Committee Recommendations from 2004

- Recommendations from 2004 should be combined with those that are adopted today. (Weiner)
- The Committee's previous recommendation that the District hire a graduate student to work on IAQ issues was intended primarily to establish a liaison with academic researchers. (Blake)
- The Committee's previous recommendation that the District hold an IAQ workshop can also be used as a survey tool of community needs as well as a forum within which to obtain and discuss ideas. (Weiner) Information from future meetings should be combined with data gathered at previous community meetings which were the context from which this referral to the Council originated. The extent to which state and local health departments and CARB have already gathered such information should be assessed to avoid duplicating completed surveys. (Blake)

Regulatory Jurisdiction and Available Information

- The District has jurisdiction over exposure to outdoor air but people spend nearly 90% of their time indoors. Since the District has received numerous questions on IAQ from the public at community meetings, the issue concerns whether the District should respond and, if so, in what manner. The District should improve its ability to redirect or refer questions to the agencies that have set pieces of this issue and also be prepared to answer such questions. (Bramlett) The District does refer some questions to other agencies but also has IAQ information available that could be added to a larger mission statement. (Roggenkamp)
- The American Lung Association (ALA), Environmental Protection Agency (EPA), and the California Department of Health Services (SHSD) have developed considerable information on IAQ, which could be distributed by the District.
- Effective development of educational materials could be achieved by market research of the target audience, and addressing specific areas for action, and examining additional channels of dissemination beyond the more standard public workshops. (Weiner)

Focusing on IAQ in Residences

- Residential IAQ assessment at the time of appliance change-out or retrofit by a technician mirrors a PG&E energy audit. The deeper question is how to make IAQ a priority in a residence. (Roggenkamp) The graduate student recommended by the Council could develop the informational materials on how individual citizens affect IAQ in the home. (Bramlett)

- District inspectors can inspect facilities with operating permits and conduct odor nuisance abatement visits at residences, but they may not inspect homes for IAQ. (Roggenkamp)
- Owners of larger buildings might be concerned over liability for sick building syndrome. Therefore, residences are a better starting point from which to address IAQ. At the time homes are repaired or modified, a technician could conduct an IAQ assessment. A list of things that the homeowner or resident would look out for could be provided by the District to renters, homeowners, and the various trades crafts. Union locals could have IAQ training as part of their apprenticeship training, and this could be applied to any contractor who wants training. Addressing the larger building facilities would be a next step in the IAQ process. (Torreano)
- The District's role in IAQ must be defined before home assessment can be recommended. It is unclear that homeowners could afford such assessments. (Blake, Weiner)
- EPA provides an extensive check list in its informational materials. (Bramlett) Then it is more of a distribution issue, and dissemination issue at the time of repair or retrofit. (Torreano) The type of asthma programs administered by local health departments would have to first be assessed and local planning departments accessed for residential permit data. At this point information could be provided to homes and also advertise the District. (Blake)

Focusing on Schools

- The District does conduct public outreach on air quality in general to students in schools. Barbara Spark of EPA indicated California has taken up the "Tools for Schools" program less robustly than other states. (Roggenkamp)
- The ALA "Open Airways for Schools" teaches about asthma in schools. Educational materials were developed in an incremental manner, starting with small, doable steps. The same could be distributed to home owners, renters, and environmental justice groups. (Weiner)

Future Focus on Collaboration with Labor Crafts

- The District could collaborate with applicable labor crafts to ensure consistent training and testing of indoor environments. A technician could volunteer to assess the home for appliance efficacy, pesticide and chemical use indoors and walk through the home. (Torreano)
- Hard copy materials could be developed for distribution, addressing how District programs influence IAQ, thus initiating the documentation and distribution process. Distribution should begin through local channels and work outward toward unions and other groups. (Bramlett)
- Training the trades' technicians in the field of IAQ and providing them with information from the District, ALA, CARB and EPA's check list is a potentially fruitful idea for long-term, future development, but this entails a massive program beyond the District's present capability. The extent to which such associations would like to become distributors of such information should be ascertained, and if they would like to do so, they should be encouraged. (Blake)
- Trades craft training involves approximately two evenings a week with a five-year program, and IAQ could be incorporated into the curriculum. A pilot program targeted only toward specific locals cannot be considered because such training should be consistent throughout all the locals of the Central Labor Councils. (Torreano)

Other Areas of Future Focus

- Interview health department staff that operate asthma programs and also check in with planning departments and ascertain if the District could supply something that is missing. (Blake)
- There are large mailing lists for community forums. A lot of information has already been gathered by the District and other agencies on IAQ and the District should evaluate recent material to make sure there is no duplication. Such meetings should reach more than the traditional attendees with which the District has had a long-standing relationship. (Blake)

The Committee reached consensus that the District's IAQ focus should initially be on residences, followed by schools. It should involve developing materials on IAQ awareness that identify the issues of concern, sources of available information, and accesses a larger distribution network. Both the EPA and ALA have considerable IAQ information for schools and it is best to refer others to such information. However, there are academic studies on IAQ to which additional reference would need to be made in the District's IAQ awareness documentation. Representatives from CARB, EPA and the SHSD all strongly suggested the District disseminate information on IAQ.

Regarding the issue of ozone-generating residential air cleaners, CARB indicated this is an issue of false advertising and the state Attorney General is investigating the matter. However, the Council could consider recommending the District indicate that its ambient program aims to reduce ozone, and that residents that add ozone to the indoor home environment refute the District's efforts.

5. **Committee Member Comments/Other Business.** There was none.
6. **Time and Place of Next Meeting.** 1:30 p.m., Monday, August 15, 2005, 939 Ellis Street, San Francisco, CA 94109.
7. **Adjournment.** 3:03 p.m.

James N. Corazza

James N. Corazza
Deputy Clerk of the Boards

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

APPROVED MINUTES

Advisory Council Executive Committee Meeting
9:00 a.m., Wednesday, July 13, 2005

- 1. Call to Order – Roll Call.** 9:02 a.m. Present: Brian Zamora, Chairperson, Elinor Blake, Fred Glueck, Stan Hayes, John Holtzclaw, Ph.D., Victor Torreano.
- 2. Public Comment Period.** There were no public comments.
- 3. Approval of Minutes of May 11, 2005.** Mr. Glueck moved approval of the minutes; seconded by Mr. Torreano; carried unanimously.
- 4. Code of Conduct.** Chairperson Zamora stated that the changes made to the first draft of the Code were incorporated into the second draft contained in the agenda packet. Throughout the text, “public official” has been replaced with “council member.” The Committee reviewed each Article in the Code, and reached consensus on the following editorial decisions:

Throughout the text, replace “should” with “shall.”

Articles 1-3: no further amendments.

Article 4: replace “neutral” with “appropriate.”

Article 5: No. 1 – no further amendments; No. 2 – delete “only”; replace “impartial” with “appropriate, courteous”; No. 3 – delete entirely.

Article 6: no further amendments.

Article 7: delete entirely.

Article 8: insert a period after “interest” and delete the last clause of the sentence.

Article 9: delete “always.”

Article 10: in the second sentence, insert “or speak for” after “shall not represent”; replace “from” with “of” before “the Chairperson”; and add “on behalf of the Council” as the final clause.

Article 11: delete entirely.

Article 12: no further amendments.

Article 13: Nos. 1, 2 and 4 – no further amendments; No. 3, after “such conflict” in the second bullet insert “including but not necessarily limited to recusal”; No. 5 – replace “candidate to the public service” with “for council membership.”

Article 14: delete entirely.

Articles 15 and 16: no further amendments to their deletion from the text.

Article 17: no further amendments

Articles 18-20: no further amendments to their deletion from the text.

Article 21: no further amendments.

Article 22: no further amendments to its having been stricken from the text.

Article 23: delete “on” from the first line.

Articles 24-27: no further amendments to their deletion from the text.

Article 28: add “by the Board” to the end of the final sentence in No. 2.

Mr. Torreano moved that the Committee adopt the edits set forth in the discussion of this item; seconded by Dr. Holtzclaw; carried unanimously.

Chairperson Zamora stated that the third draft of the Code of Conduct would be placed on the Agenda of a future Advisory Council Regular Meeting. The Committee also agreed that the Code of Conduct, once adopted, should be added to the packet of materials that is sent to every candidate selected for interview by the Applicant Selection Working Group.

5. **Work Plan Review With Committee Chairs.** Dr. Holtzclaw stated that the Air Quality Planning and Technical Committees met jointly on June 8, 2005 to receive staff presentations on climate change, the Community Air Risk Evaluation (CARE) program, and the Hydrogen Highway Blueprint. Mr. Torreano reported that the Public Health Committee met on June 13 and reviewed previous presentations on indoor air quality (IAQ) and the Council’s previous recommendations from last year. At its August 15 meeting the Committee will review an initial report on its review of, and recommendations regarding, IAQ.
6. **Committee Member Comments/Other Business.** Mr. Glueck inquired if in fact there is enough evidence to justify implying a correlation between asthma and the ambient air conditions, as recent Air District public outreach and advertisement seems to do. Chairperson Zamora replied that a prominent public health figure, Dr. Richard Jackson, will address the Council in September, and this question should be reserved for his answer.
7. **Time and Place of Next Meeting.** 9:00 a.m., Wednesday, September 14, 2005, 939 Ellis Street, San Francisco, CA 94109.
8. **Adjournment.** 9:58 a.m.

James N. Corazza

James N. Corazza
Deputy Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

939 ELLIS STREET - SAN FRANCISCO, CALIFORNIA 94109

Approved Minutes: Advisory Council Regular Meeting – July 13, 2005

CALL TO ORDER

Opening Comments: Chairperson Zamora called the meeting to order at 10:13 a.m.

Roll Call: Present: Brian Zamora, Chair, Cassandra Adams, Diane Bailey, Elinor Blake, Bob Bornstein, Ph.D., Jeffrey Bramlett, Harold M. Brazil, Irvin Dawid, Emily Drennen, Fred Glueck, Stan Hayes, John Holtzclaw, Ph.D., Kraig Kurucz, Kevin Shanahan, Victor Torreano, Linda Weiner.

Absent: Sam Altshuler, P.E., Louise Bedsworth, Ph.D., William Hanna.

PUBLIC COMMENT PERIOD: There were no public comments.

CONSENT CALENDAR:

1. **Approval of Minutes of March 9 and May 11, 2005.** Mr. Glueck moved approval of the March 9 minutes; seconded by Mr. Torreano; carried unanimously. Mr. Glueck moved approval of the May 11 minutes; seconded by Ms. Bailey; carried unanimously.

PRESENTATION:

2. **Mobile Source Incentive Program.** Juan Ortellado, Grants Manager, Planning Division, stated that on-road motor vehicles are the most significant sources of ozone precursors and particulate matter (PM) in the San Francisco Bay Area. The Bay Area’s Clean Air Plan contains transportation control measures that aim to reduce vehicle miles traveled and vehicle trips, as well as mobile source measures which encourage the retirement of older, more polluting vehicles. The Transportation Fund for Clean Air (TFCA) is the largest and best known grant program in the District. Since 1992, it has imposed a \$4 fee for vehicle registration. To date the District has allocated \$300 million to over 1,600 projects. The additional \$2 vehicle registration surcharge approved recently by the state Legislature is not allocated to the TFCA but instead to the Mobile Source Incentive Fund.

Of the TFCA’s \$21 million, 60% will be allocated to the “regional fund” and 40% to the “program manager” fund. Only public entities, or private entities that provide essential public services, are eligible for TFCA funds. The Regional Fund allocates money based on a competitive process which evaluates, ranks and scores projects. A cost-effectiveness threshold of \$90,000 per ton of pollutant is required to be eligible for funding. The Program manager funds are allocated by the Congestion Management Agencies in each county, and public agencies can apply within their counties. The amount of available funds varies in each county. Program managers adopt their own criteria for evaluating projects. The District’s Governing Board must approve the projects proposed in Program Manager Expenditure Plans. These are due for submittal to the District by the end of April. The Regional and Program Manager fund is audited once every two years.

Programs funded by the TFCA include several programs:

- The *Vehicle Incentive Program*, which began in FY 1999-2000, aims to streamline the process for awarding incentives to public agencies to obtain alternative fuel light-duty vehicles. The fund contains \$500,000 per year.
- The *Vehicle Buy-Back Program* provides \$650 per vehicle (usually 1985 or older), which must be roadworthy and registered as operable for three months prior to being scrapped.
- The *Solid Waste Collection Vehicle Incentive Program* is not permanent, but is presently open to public and private fleets and applies only to particulate matter reduction. It offers incentives to solid waste vehicle operators to purchase new natural gas vehicles or retrofit diesel filters that reduce NOx. For this purpose, \$1.5 million in TFCA funds, and \$2 million in Congestion Management Air Quality funds, have been made available.
- The state's *Carl Moyer Program* was created in 1998 and seeks to achieve near term NOx reductions from heavy-duty diesels. Its eligibility criteria now include particulate matter (PM) reductions and its cost-effectiveness threshold is \$13,600 per ton. It is jointly administered by CARB and the air districts, and both public and private entities may apply for funding. In the upcoming funding cycles \$2.5 million are available. To date, 80 projects have been funded. Recent legislation ensured a 10-year funding source for the program.
- The *Lower Emission School Bus* program funds new, cleaner school buses to replace existing diesel buses. Funding for this program derives primarily from the State of California, although some TFCA funds have been used for this program as well.
- The *Mobile Source Incentive Fund* was created by AB 923 and authorized an additional \$2 surcharge per vehicle registration. Funding collection began this April. The \$11 million that will be allocated through the District will be allocated to four specific project types: Carl Moyer program-like projects, lower emission school buses, accelerated vehicle retirement or repair programs, and agricultural projects. Both private and public entities will be eligible for funding.

In reply to questions, District staff replied as follows:

- The South Coast AQMD also splits Regional and Program Manager funds, although the formula is different from the District's. The \$2 per vehicle surcharge from the Mobile Source Incentive Fund is not split like the TFCA funds are. (Jean Roggenkamp, Deputy Air Pollution Control Officer)
- Of the 400,000 pre-1985 vehicles driven in the Bay Area, approximately 25,000 have been replaced. Regarding buses, 800 new buses have been purchased, 160 retrofitted and 30 received new engines. Brochures for the TFCA program were just recently distributed. (Ortellado)
- For the Carl Moyer Program and Lower Emission School Bus program, state guidelines require that 50% of the funds be used for projects in areas greater exposure to air pollution. (Ortellado)
- For the buy-back program for light duty vehicles, there are very specific requirements, including a survey for each person who sells the vehicle to the program. (Ortellado)
- Traffic counts are used to assess the cost-effectiveness of pedestrian and bike projects. (Ortellado)

- Staff has published in its annual report and uploaded to its website information on tons of specific pollutants that are saved and the percentage reduction of total emissions of a given pollutant. The conclusion is that ozone precursors and PM are being significantly reduced. (Roggenkamp)
- Although Carl Moyer funds are not being allocated to a MUNI diesel-hybrid electric buses, there is the potential for Moyer funds to be spend on transit operator projects. (Ortellado)
- The state's vehicle buy-back program will purchase a non-operating vehicle, and pay \$1,000 per vehicle, whereas the District's program will scrap only operable vehicles and pay \$650 for each. The District tracks legislation that concerns vehicle registration fees, even if the purpose of such fees is to be dedicated to projects with criteria that differ from those in the TFCA. (Roggenkamp)

PRESENTATION:

3. Report of the Executive Officer/APCO. Jack P. Broadbent, Executive Officer/Air Pollution Control Officer (APCO), stated:

- a) The District has adopted a new fee schedule that will shore up anticipated shortfalls identified in the Cost Recovery Study. The loss of \$1.6 million in county property tax revenues will continue this year, and retirement costs and medical insurance expenses will also be increased this year.
- b) A major effort to update the District's production system in permitting and enforcement activities is now in the design phase and will cost several million dollars to implement.
- c) There are pending discussions with EPA on the matter of approving Title V permit applications. The issues under review concern monitoring and reporting requirements.
- d) The District is looking to replace the radio system for its inspection.
- e) The penalties accrued under the compliance and enforcement system have netted significant revenues and collected \$1 million beyond the \$1.7 million anticipated in the previous budget.
- f) Efforts are underway to enhance the District's monitoring system, particularly under the CARE program and the Biowatch program.
- g) Enhanced public outreach is taking place this year regarding the Spare the Air Program with five days of free transit to be provided on Spare the Air days.
- h) To celebrate its 50th anniversary, the District held a Symposium in San Francisco last month. It featured former San Francisco Mayor Willie Brown, Professor Steven Schneider of Stanford University, former District Governing Board member Sunne Wright McPeak who is now a member of the Governor's Office, and former EPA Administrator Christine Todd-Whitman.
- i) The District's CARE is moving forward. Two meetings of its advisory group having been held.
- j) EPA revoked the 1-hour ozone standard on June 15 of this year.
- k) On July 20, the District's Board of Directors will hold a public hearing regarding the adoption of a refinery flare control rule. This follows the refinery flare monitoring rule which was implemented a few years ago and is the first of its kind in the country.
- l) The Council's resolution on climate change was adopted by the Board and was featured at the Symposium. A series of resolutions endorsing this approach were presented at the Symposium. The Board is interested in the Council's views and this showed excellent cooperation between the Council and the Board. The six-hour Symposium was filmed and is being edited for a DVD.

In reply to Mr. Torreano, Mr. Broadbent stated that the flare control rule was contained as a “further study measure” in the 2001 Ozone Plan, and the Council provided initial review through its initial review of measures contained in the Plan. As part of the rule-making process, staff has sought public input through the workshop process. Peter Hess, Deputy Air Pollution Control Officer, added that for the last 25 years staff has ceased placing regulations in front of the Advisory Council for review, and that it is important to meet statutory deadlines in the rule-making process. Gary Kendall, Technical Division Director, noted that staff did take the results of the flare monitoring rule before the Technical Committee and the Council and part of its inquiry with the Advisory Council was whether or not rule-making could be justified.

In reply to Dr. Bornstein, Mr. Broadbent stated that the District’s role in emergency response is as a secondary response support to primary responders—chiefly in providing technical support—which is fairly typical of most air pollution control agencies. Mr. Hess added that the District also has cooperative arrangements with Lawrence Livermore Laboratory for catastrophic situations. Chairperson Zamora stated the best approach is preventative. Dr. Bornstein observed that, at this writing, Lawrence Livermore Laboratory does not have the latest generation of models to evaluate plume dispersal in street canyons. Instead, all of its plume modeling focuses on rooftops. The newer models are becoming available, although the District does not engage in that scale of modeling. Mr. Broadbent added that the Federal Emergency Management Agency (FEMA) will take the lead in the event of a catastrophic release. It has some complex instructions in such a scenario and the District is a part of that if there is such a release.

Mr. Dawid stated that at the Symposium, Ms. McPeak had requested the District become involved in a comprehensive study that assesses whether ambient concentrations of pollution over a long period of time can be correlated with data in the cancer registry. Mr. Broadbent stated that the CARE program is heading in this direction in some of its approaches to evaluating areas with higher exposure to pollution. Ms. Bailey added that for cancer risk maps, the California Air Resources Board (CARB) has them and she could provide Advisory Council members with the website.

COMMITTEE REPORTS AND RECOMMENDATIONS

- 4. Joint Technical & Air Quality Planning Committee Meeting of June 8, 2005.** Dr. Holtzclaw stated that the Committees discussed staff reports on climate change, the CARE program and the Governor’s hydrogen highway blueprint. Recommendations may be forthcoming on these topics.
- 5. Public Health Committee Meeting of June 13, 2005.** Mr. Torreano stated that the Committee reviewed previous minutes of meetings at which indoor air quality (IAQ) was discussed. It is in the process of adding further recommendations to those adopted by the Council last year on IAQ. Dr. Bornstein suggested the Committee hear from Dr. Wayne Ott as he is a major expert in the IAQ field.
- 6. Executive Committee Meeting of July 13, 2005.** Chairperson Zamora stated the Committee met this morning to further review the proposed Code of Conduct, which will be presented for review by the full Council at its November Regular meeting. At the September Regular meeting, the Council will receive a presentation on public health from Dr. Richard Jackson.

OTHER BUSINESS

- 7. Approval of Revised Advisory Council By-Laws.** Chairperson Zamora stated the Executive Committee has been updating the Council’s By-Laws over its last several meetings, and the final draft of them is contained in the Agenda Packet.

Ms. Drennen requested that the gender-specific language in Article IV under Vice-Chair (“in ‘his’ absence” and “at ‘his’ request”) and in Article VI (“when ‘he’ attends Committee meetings”) be modified in such a way that it is not gender-specific. Dr. Holtzclaw moved adoption of the By-Laws with Ms. Drennen’s amendment; seconded by Mr. Hayes; carried unanimously. Dr. Bornstein requested that, in terms of typesetting, “ex officio” and “Robert’s Rules of Order” be italicized in the text, and the word “Second” revised to “second” where it refers to the Council’s meeting schedule.

- 8. Report of Advisory Council Chair.** Chairperson Zamora thanked Mr. Hayes for his presentation to the Board Executive Committee on climate change. He also announced that Mr. Lopera has resigned from the “Regional Park District” category, and inquired as to the status of the application process. The Deputy Clerk responded that the application period began June 15 and will end on July 15. The California Park and Recreation Service kindly provided 88 mailing labels for purposes of conducting a comprehensive, targeted mailing to park districts and agencies in the nine Bay Area counties.
- 9. Council Member Comments/Other Business.** Mr. Dawid raised a concern over the proliferation of diesel and hybrid automobiles. Chairperson Zamora suggested he start the discussion of the subject in the Air Quality Planning Committee. Ms. Bailey urged the District to consider other benchmarks for mobile source emission reduction programs beyond cost effectiveness, such as sensitive receptors that include school children and the elderly. School buses were separated from receipt of Carl Moyer funds as they could not successfully compete for Moyer funds on cost-effectiveness criteria alone. Also, two workshops on diesel emissions will be held in August. Lastly, a study was released today in Seattle that quantifies the economic costs of health impacts related to environmental pollution.
- 10. Time and Place of Next Meeting.** 10:00 a.m., Wednesday, September 14, 2005, 939 Ellis Street, San Francisco, CA 94109.
- 11. Adjournment.** The meeting was adjourned at 11:52 p.m.

James N. Corazza

James N. Corazza
Deputy Clerk of the Boards

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

DRAFT MINUTES

Advisory Council Public Health Committee Meeting
1:30 p.m., Tuesday, August 15, 2005

1. **Call to Order – Roll Call.** Chairperson Torreano called the meeting to order at 1:37 p.m.
Present: Victor Torreano, Chairperson, Elinor Blake, Linda Weiner. Absent: Cassandra Adams, Jeffrey Bramlett.
2. **Public Comment Period.** Marissa Yau, Intel Corporation, Environmental Health & Safety, introduced herself, noting she was attending on behalf of Council member Kraig Kurucz.
3. **Approval of Minutes of June 13, 2005.** Ms. Weiner requested that on page two, paragraph seven, the phrase “that could be imprinted with the District’s logo” be deleted and the remainder of the sentence to read “which could be distributed by the District.” In the next paragraph “gathering leads from” should be replaced with “conducting market research of.” At the top of page three, “Areas of Future Focus” should be an underlined above the three bulleted items set forth below. She moved approval of the minutes as amended; seconded by Ms. Blake; carried unanimously.
4. **Continued Discussion of Recommendations Regarding the District’s Role in Indoor Air Quality (IAQ) Management.** Chairperson Torreano reviewed his memorandum entitled “Air District Role in Indoor Air Quality (IAQ)” along with an e-mail from Committee Member Jeffrey Bramlett dated August 10, 2005 concerning the memorandum. In discussion of the recommendations contained in the memorandum, the Committee agreed to the following:
 - Shorten the statement on the role of the Council in IAQ to read “Further recommendations from the Advisory Council on the District’s role in IAQ.” Transfer the more elaborate statement to the “Background” section and note the APCO requested further Council review.
 - Identify the title of each of the guest speakers listed on the meeting history be included as well. Leave No. 1 in the section on recommendations from 2004 as written.
 - Delete the paragraph concerning “elaboration in 2005” that immediately follows No. 1.
 - Leave No. 2 on graduate student investigator as written, but add “In addition to having an entirely District controlled program, the District could also seek out grants that others might be applying for, to seek out a Bay Area-specific component for them to leverage existing District money.” Additional reference should be made to leveraging state and national study grants.

On Recommendations from 2005:

- Replace the “Background” paragraph with: “In September of 2004, the Board of Directors Executive Committee accepted the Advisory Council’s report and recommendations for District action concerning IAQ. That report noted the generation of indoor air pollution by outdoor as well as indoor sources, and the well-documented harm of indoor air pollution on the public’s health. This year the APCO requested the Council to further review the District’s role in IAQ.”
- Eliminate No. 1 on legislative issues and await developments in the 2006 Legislative session.
- Modify No. 2 to read: “The District should disseminate information on IAQ, with initial focus on residences, followed by schools.” From subpoint A(1) two phrases should be deleted: “could be imprinted with the District’s logo” and “State Health Services Department,” with the latter revised to read “California Department of Health Services.” Subpoint A(2) should read: “The District should develop educational materials based on market research on target audiences. (For example, EPA’s “Tools for Schools” and the ALA’s “Open Airways for Schools.”)” The final subpoint should be deleted.
- Revise the phrase that follows “Information for Residences” to read: “The District should develop educational materials based on market research on the target audiences.”
- Replace the entire text on “Possible Future Collaboration with Labor Crafts” with the following: “Future Collaboration with Crafts and Professions: As a subsequent step, the District should collaborate with the craft, professional and other organizations whose work impinges on IAQ to seek further ways to disseminate information and develop programs to reduce and prevent indoor air pollution.”

- 5. Committee Member Comments/Other Business.** There were no public comments.
- 6. Time and Place of Next Meeting.** Rescheduled from 1:30 p.m., Monday, October 17, 2005 to Monday, October 24, 2005, 939 Ellis Street, San Francisco, CA 94109.
- 7. Adjournment.** 2:50 p.m.

James N. Corazza
Deputy Clerk of the Boards

AGENDA NO. 5A8

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

DRAFT MINUTES

Joint Air Quality Planning & Technical Committee
10:00 a.m., Wednesday, August 16, 2005

- 1. Call to Order – Roll Call.** Chairperson Holtzclaw called the meeting to order at 10:00 a.m. Air Quality Planning Committee (AQPC) Members Present: John Holtzclaw, Ph.D., Harold Brazil, Irvin Dawid, Emily Drennen, Fred Glueck. Air Quality Planning Committee Members Absent: Kraig Kurucz, Kevin Shanahan. Technical Committee Members Present: Stan R. Hayes, Chairperson, Louise Bedsworth, Ph.D., Robert Bornstein, Ph.D., William Hanna, John Holtzclaw, Ph.D. Technical Committee Members Absent: Sam Altshuler, P.E., Diane Bailey,
- 2. Public Comment Period.** There were no public comments.
- 3. Approval of Joint Committee Meeting Minutes of June 8, 2005.** Mr. Dawid requested that in line four of paragraph four on page four the acronym “ASTM” be spelled out to reflect “American Society for Testing and Materials.” Mr. Hanna moved approval of the minutes as corrected; seconded by Mr. Glueck; carried unanimously.
- 4. California Climate Action Registry.** Diane Wittenberg, President, California Climate Action Registry, stated the Registry would like to collaborate with the Air District and appreciates the District’s initiative and leadership regarding global climate change. The Registry is not an advocacy group; rather, it performs an emissions banking function and engages in data collection which ensures the accuracy, consistency and relevance of the data, harmonizing them with a given state, nationally or internationally.

The Registry is non-profit voluntary organization, created by state statute in 2000, and which became public in 2002. Over those two years, the Registry created a protocol for reporting and accounting greenhouse gases (GHGs). The Registry has a nine-member Board, seven of whom are appointed by the Governor, and two from the state legislature. Members of the Registry represent business, government and some non-government organizations. The state supports the Board and is charged with standing behind the data, and tries to have regulatory quality data. The California Energy Commission (CEC) assists the Registry in terms of data acquisition and maintenance. The Registry came into being as a result of companies contacting Senator Byron Sher and sought credit for early actions in reducing emissions of GHGs. Senator Sher observed that the legislature encourages early action prior to regulation of GHGs. If an agency belongs to the Registry, it has a choice of whether or not to report California emissions or US-wide emissions. These are categories of certified emissions.

The Governor’s “Action Plan” encourages companies and government agencies to join the Registry. Once a company joins the Registry, it inventories GHGs according to Registry protocols. These are available on the web or can be sent by mail. For the first three years,

only CO₂ requires registration, and thereafter all six Kyoto gases. The categories involved are direct stationary emissions, mobile, process, fugitive emissions, and indirect emissions from electricity and steam. Product use emissions are excluded from the foregoing.

The certification of emissions in the inventory occurs by using a Registry-approved third-party certifier, and once the certification is approved, the aggregate of data are reported on the Registry's website. The Registry keeps every year of data separate, so that if there is a future regulatory plan, the data can be reviewed year-by-year. There is a general reporting protocol derived from an operational handbook based on internationally accepted guidelines. It is based primarily on categories of combustion. There are specific power utility and forest project guidelines. There is a certification protocol that must be followed as well. The goal is to lower the cost of a certification over time.

In reply to questions, Ms. Wittenberg noted that the Registry envisions participating in a broader US registry framework that is collaborative. Direct and indirect emissions must be counted separately. The Registry works with organizations rather than individuals; hence, emissions from individual activities will not be captured in the Registry's emissions inventory. The Registry does not issue "credit" since these are only offered by regulatory agencies. However, the Registry does measure emissions from agency mobile fleets.

To date, the Registry has 53 members, 130 of which certified 2002 data, 17 of which certified 2003 data, and 35 are expected to certify 2004 data. About 12% of the state's entire GHG emissions are captured by the Registry. There are also "affiliate" members to the Registry, that use the Registry's protocols and software on an internal basis to calculate their GHG emissions but do not certify the data and have it reported on the Registry's website. Affiliate members may be approached by the Registry twice a year to join. The Registry is looking at emissions associated with agriculture as an emission offset category. The Registry considers the severity of a particular GHG being measured, such as methane fugitive emissions, whether from agricultural, landfill or natural gas storage and delivery systems.

California has committed to use its best efforts to ensure that organizations establish GHG emission baselines and register emissions results, receive appropriate consideration under any national federal or state regulatory scheme of national, state or international origin.

The benefits of full participation in the Registry include baseline data protection, the management of risks and early detection and reduction of GHG emissions, money saving due to energy efficiency, use of software and participation in the development of standards, the strengthening of environmental leadership, addressing of shareholder concerns, preparation for emission trading, learning best practices, and using the Climate Action Leader logo. The Air District could collaborate with the Registry in a number of these areas.

The Registry feels that companies in the Silicon Valley and oil and gas companies ought to join in greater numbers. In reply to questions, Ms. Wittenberg noted that despite a number of conversations with colleges and universities, such as the University of California, campus affiliation with the Registry is pursued by campuses individually rather than on a system basis. Some may join initially join at the affiliate level. Community colleges can certainly be canvassed for membership in the Registry as well.

A major project for the Registry concerns standardization in emissions across regions and borders and regimes. The next level concerns establishing an emissions common currency. The Registry will be discussing this approach with US EPA, and the states in the nations are all offered the same protocols and software in measuring and quantifying their GHGs.

The certification of emissions remains the Registry's largest challenge, due to the cost. Membership would increase in the absence of a certification requirement. Nonetheless, companies that have certified data have found it a positive experience. The data will be available if inquiries as to GHGs are made, along with a real commitment to reduce GHGs. Small companies can be certified for about \$500, while a larger company may be certified for about \$15,000-\$20,000. The Registry keeps close tracking of certification costs among third-party certifiers. The cleaner the data to be certified, the less the cost of certification. Once data is collected and certified, a structure is established and costs decrease over time.

There are benefits to conducting entity-wide certification, to avoid leakage and approximate a kind of source regulation within an entity. It is important to capture fleet and indirect emissions, and to be consistent with international standards. The Registry is working with the Department of Energy on a CO₂ sequestration project in Shasta County, and receives assistance from the CEC in choosing certifiers and auditing them, and conducting agency and public review of proposed protocols/measurement guidelines. In forest project protocols, reforestation is being registered and the tons sequestered that the Registry will verify are real. Project protocols that quantify reductions enable the marketing of them.

The Registry is working with the public utilities in the state with regard to reporting GHG emissions over megawatt hours delivered in order to capture out-of-state power transmission. GHG emissions will also be considered as part of energy efficiency monitoring projects, and utilities have been discussing with the Registry the possible creation of an offset tariff that customers would pay in order to be climate neutral. The Registry is seeking absolute reductions in GHG emissions over time and not merely in the "intensity" of such emissions.

Registry working with the California Environmental Protection Agency (Cal/EPA) and has a climate action team which will make recommendations to the Governor on how to reach the GHG emission reduction targets. These recommendations are due in January. Whether these will involve mandatory reporting or a cap and trade program remains to be seen.

With regard to brainstorming ideas for collaboration between the Air District and the Registry, the District's commitment to "become leader and institutional home for climate change protection in the Bay Area" is most praiseworthy. The first task to be done is to identify and measure the emissions, because what cannot be measured cannot be managed. From there, the encouragement of reduction, and then the mandating of emission reductions, can take place. But the Air District does not have authority under the California Clean Air Act to regulate GHGs. There is litigation pending elsewhere in the country regarding the declaration of GHGs as a pollutant. The extent to which state regulation of mobile source emissions affords a basis for establishing a regulatory scheme for GHGs from stationary sources is not clarified. Nonetheless, there are ways to promote voluntary reporting, through sponsoring meetings of companies that the District regulates to encourage voluntary reporting, and also to provide incentives for reporting GHG emissions reductions to the Registry. Letters from the Executive Officer, or from the District's Governing Board, would contribute toward this kind of encouragement, along with publicity and recognition.

The extent to which GHG emission inventorying can be linked to permitting is another field of inquiry. Mr. Hayes suggested making GHGs an optional category in a permit application, with a link to an inventory protocol provided therein. Ina Shlez, Principal Environmental Planner, stated there are many opportunities in the District for collecting permit data, from various grants programs such as the Transportation Fund for Clean Air and the Carl Moyer Program. Opportunities also exist for public outreach and education, to bring stakeholders into the Registry process, first through their own internal processes, examining their daily operations, and how climate change reference can be incorporated into daily business.

Mr. Hayes added that a motivation for a company to join is to be accurately represented in a Bay Area GHG emission inventory. Ms. Shlez added that the District's modelers have taken a first draft approach, and included CO₂, methane and NO_x data from stationary and mobile source categories. Mr. Glueck expressed concern that companies will resist this because it will lead to regulation. Ms. Wittenberg replied that as a non-profit organization the Registry tends to minimize this kind of concern and provide the basis for acknowledging and quantifying efforts early on so that these are not lost in future scenarios.

She added that another idea concerns ranking large commercial building for energy efficiency, so that they can see how well they do in contrast with their peers. This could in turn lead to the development of a best practices list and approach, in which the District could provide a major assist. Commercial buildings could report electrical usage to the Registry and would then be ranked. Information would remain confidential and be seen only by the utility in question. The potential for self-correction is significant in this type of approach. Mr. Dawid encouraged the Registry to work with the United States Green Building Council, which has a rating system for buildings and would seem to be a natural collaborator. Ms. Wittenberg replied that the Registry has been in contact with that Council, and is also promoting the use of a "Climate Action Leader" logo for companies with certified emissions.

The Registry has found that the largest challenge in certification is with cities, as it is often quite expensive to collect the data and certify it. Some discussion on pre-certification with Cities for Climate Protection (ICLEI) has occurred in this context. Emissions would be quantified primarily through government agency emissions from operations and fleets. Ms. Shlez observed that different cities in climate action plans have taken diverse approaches. San Francisco examined vehicle miles traveled within city boundaries not only for city owned equipment but for passenger vehicles in general. It has also examined energy use on the county level. Sonoma County has closely looked at city operations. The City of Oakland conducted an emission inventory in 1996. Consistency is a chief issue in city inventories.

Cities have an incentive, however, to engage in inventory work if offsets can be identified and used in projects as potential credits. The Registry is considering development of templates for offsets. Examples of these include traffic light coordination, diverting 60% of corporate waste from landfills, incorporating local shuttles in downtown areas, boiler replacements in schools and biodigesters/manure management.

The Registry is focusing on developing a Project Registry framework and the next iteration of possible industry protocols for solid waste streams, methane capture, cement operations and oil and gas. Mr. Hanna noted that he had heard on public radio that at a National Mayor's conference a resolution was passed on cities joining the effort to reduce GHGs.

Mr. Hayes suggested that at the next meeting the Joint Committee could evaluate and endorse the staff effort to develop a Bay Area GHG emission inventory, investigate options for reporting GHG emissions voluntary efforts or approaches that provide for more encouragement in this field, including best practices, incentives, publishing data, ranking GHG emitters, energy conservers identifying good citizens.

5. **Committee Member Comments/Other Business.** Mr. Dawid encouraged a Council to review diesel hybrids. He noted that in the South Coast AQMD remote sensing is being used to address vehicle emissions and requested a staff update on that effort at a future point. Peter Hess, Deputy APCO, clarified that the Bureau of Automotive Repair, rather than the South Coast AQMD, is conducting the vehicular remote sensing program.
6. **Time and Place of Next Meeting.** Air Quality Planning & Technical Joint Committee meeting, 9:30 a.m., Wednesday, October 12, 2005, 939 Ellis Street, San Francisco, Ca. 94109.
7. **Adjournment.** 12:08 a.m.

James N. Corazza
Deputy Clerk of the Boards

AGENDA NO. 5A8

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

DRAFT MINUTES

Joint Air Quality Planning & Technical Committee
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Registry working with the California Environmental Protection Agency (Cal/EPA) and has a climate action team which will make recommendations to the Governor on how to reach the GHG emission reduction targets. These recommendations are due in January. Whether these will involve mandatory reporting or a cap and trade program remains to be seen.

With regard to brainstorming ideas for collaboration between the Air District and the Registry, the District's commitment to "become leader and institutional home for climate change protection in the Bay Area" is most praiseworthy. The first task to be done is to identify and measure the emissions, because what cannot be measured cannot be managed. From there, the encouragement of reduction, and then the mandating of emission reductions, can take place. But the Air District does not have authority under the California Clean Air Act to regulate GHGs. There is litigation pending elsewhere in the country regarding the declaration of GHGs as a pollutant. The extent to which state regulation of mobile source emissions affords a basis for establishing a regulatory scheme for GHGs from stationary sources is not clarified. Nonetheless, there are ways to promote voluntary reporting, through sponsoring meetings of companies that the District regulates to encourage voluntary reporting, and also to provide incentives for reporting GHG emissions reductions to the Registry. Letters from the Executive Officer, or from the District's Governing Board, would contribute toward this kind of encouragement, along with publicity and recognition.

The extent to which GHG emission inventorying can be linked to permitting is another field of inquiry. Mr. Hayes suggested making GHGs an optional category in a permit application, with a link to an inventory protocol provided therein. Ina Shlez, Principal Environmental Planner, stated there are many opportunities in the District for collecting permit data, from various grants programs such as the Transportation Fund for Clean Air and the Carl Moyer Program. Opportunities also exist for public outreach and education, to bring stakeholders into the Registry process, first through their own internal processes, examining their daily operations, and how climate change reference can be incorporated into daily business.

Mr. Hayes added that a motivation for a company to join is to be accurately represented in a Bay Area GHG emission inventory. Ms. Shlez added that the District's modelers have taken a first draft approach, and included CO₂, methane and NO_x data from stationary and mobile source categories. Mr. Glueck expressed concern that companies will resist this because it will lead to regulation. Ms. Wittenberg replied that as a non-profit organization the Registry tends to minimize this kind of concern and provide the basis for acknowledging and quantifying efforts early on so that these are not lost in future scenarios.

She added that another idea concerns ranking large commercial building for energy efficiency, so that they can see how well they do in contrast with their peers. This could in turn lead to the development of a best practices list and approach, in which the District could provide a major assist. Commercial buildings could report electrical usage to the Registry and would then be ranked. Information would remain confidential and be seen only by the utility in question. The potential for self-correction is significant in this type of approach. Mr. Dawid encouraged the Registry to work with the United States Green Building Council, which has a rating system for buildings and would seem to be a natural collaborator. Ms. Wittenberg replied that the Registry has been in contact with that Council, and is also promoting the use of a "Climate Action Leader" logo for companies with certified emissions.

The Registry has found that the largest challenge in certification is with cities, as it is often quite expensive to collect the data and certify it. Some discussion on pre-certification with Cities for Climate Protection (ICLEI) has occurred in this context. Emissions would be quantified primarily through government agency emissions from operations and fleets. Ms. Shlez observed that different cities in climate action plans have taken diverse approaches. San Francisco examined vehicle miles traveled within city boundaries not only for city owned equipment but for passenger vehicles in general. It has also examined energy use on the county level. Sonoma County has closely looked at city operations. The City of Oakland conducted an emission inventory in 1996. Consistency is a chief issue in city inventories.

Cities have an incentive, however, to engage in inventory work if offsets can be identified and used in projects as potential credits. The Registry is considering development of templates for offsets. Examples of these include traffic light coordination, diverting 60% of corporate waste from landfills, incorporating local shuttles in downtown areas, boiler replacements in schools and biodigesters/manure management.

The Registry is focusing on developing a Project Registry framework and the next iteration of possible industry protocols for solid waste streams, methane capture, cement operations and oil and gas. Mr. Hanna noted that he had heard on public radio that at a National Mayor's conference a resolution was passed on cities joining the effort to reduce GHGs.

Mr. Hayes suggested that at the next meeting the Joint Committee could evaluate and endorse the staff effort to develop a Bay Area GHG emission inventory, investigate options for reporting GHG emissions voluntary efforts or approaches that provide for more encouragement in this field, including best practices, incentives, publishing data, ranking GHG emitters, energy conservers identifying good citizens.

5. **Committee Member Comments/Other Business.** Mr. Dawid encouraged a Council to review diesel hybrids. He noted that in the South Coast AQMD remote sensing is being used to address vehicle emissions and requested a staff update on that effort at a future point. Peter Hess, Deputy APCO, clarified that the Bureau of Automotive Repair, rather than the South Coast AQMD, is conducting the vehicular remote sensing program.
6. **Time and Place of Next Meeting.** Air Quality Planning & Technical Joint Committee meeting, 9:30 a.m., Wednesday, October 12, 2005, 939 Ellis Street, San Francisco, Ca. 94109.
7. **Adjournment.** 12:08 a.m.

James N. Corazza
Deputy Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Townsend and Members of the Executive Committee
From: Bill Hanna, Chairperson, Applicant Selection Working Group
Date: September 6, 2005
Re: Recommendation for “Regional Park District” Category on the Advisory Council

RECOMMENDED ACTION: Appoint Ken Blonski to the “Regional Park District” category on the Advisory Council to complete an unexpired term beginning January 1, 2004 and ending December 31, 2004.

BACKGROUND: Norman A. Lapera, Jr. was appointed to the “Regional Park District” category in February of 2001. He tendered his resignation from the Council effective June 8, 2005, in anticipation of his retirement from the East Bay Regional Park District. His term expires December 31, 2005.

DISCUSSION: A Press Release soliciting applications for the vacancies on the Advisory Council was issued on June 15, 2005, posted on the District’s website and forwarded to the Board of Directors, Advisory Council and Hearing Board. It was transmitted via fax to the District’s list of newsprint, radio and television recipients and mailed to over 80 representatives of regional park districts and local park and recreation districts in the nine Bay Area counties. The application period concluded on July 15, 2005. On August 12, the Applicant Selection Working Group received and reviewed seven applications, of which three were selected for subsequent interview. The remaining applications were for categories not currently vacant on the Council, and were submitted by the applicants in case vacancies arise in those categories in the future. The three candidates were interviewed on September 6, 2005. The Group unanimously recommends appointment of Ken Blonski for the “Regional Park District” category. His resume is attached.

I will attend the Executive Committee meeting to answer any questions that you may have.

Respectfully submitted,

Bill Hanna
Chairperson
Applicant Selection Working Group

Prepared by: James N. Corazza

FORWARDED BY: _____
BH:jc



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

APPLICATION FOR ADVISORY COUNCIL

1. NAME First Middle Last
 Kenneth S. Blonski

2. ADDRESS (If Address is temporary, please indicate.)

Street: 6928 Balsam Way City: Oakland
 State: CA. Zip: 94611

3. TELEPHONE NUMBER:

Home: 510-655-2175 Office: 510-544-3056 Cell Phone:

FAX: 510-881-4942 E-Mail: kblonski@ebparks.org

4. Please circle the Advisory Council category (or categories) for which you are applying:

Conservation Organization	Colleges & Universities	Regional Park Districts	Park and Recreation
Public Mass Transportation	Agriculture	Industry	Community Planning
Transportation	Organized Labor	General Contractor	Architect
Registered Professional Engineer	Public Health Agency		

5. Do you have any commitments which would prevent you from meeting the attendance requirements of the Advisory Council? Please explain:

No _____

6. EDUCATIONAL BACKGROUND

COLLEGE OR UNIVERSITY ATTENDED AND POST GRADUATE EDUCATION :

	Mo. / Yr.	to	Mo. / Yr.	Major Courses	Degrees & Subject
Colorado State University	01/76		05/78	Forestry/Resource Mgmt.	MS. Forestry
Univ. of California, Berkeley	03/69		06/71	Criminology	MS. Criminology
Chico State University	1966		1969	Social Science	BA.
Contra Costa College	1964		1966	General Ed.	AA.

7. Please list professional, trade, or business associations held which relate to the Advisory Council category for which you are applying.

Presently Vice-Chair of The California Fire Safe Council Bd. of Directors, Bd. member of the Diablo Fire Safe Council, Staff liaison EBRPD to the Hills Emergency Forum.

8. EMPLOYMENT HISTORY:	
<p>FROM: Mo. <u> 9 </u> Yr. <u> 03 </u> TO: Mo. <u> </u> Yr. <u> </u> Present <u> </u></p> <p><i>Name and Address of Employer:</i> <u>East Bay Regional Park District Fire Department</u> <u>17930 Lake Chabot Rd.</u> <u>Castro Valley, Ca. 94546-1950</u></p>	<p>Title of Position: <u>Fire Marshal</u></p> <p>Brief Description of Responsibilities: <u>I'm responsible for the development and implementation of fire protection planning and/or prevention programs including management, administrative and technical overview of specialized projects.</u></p>
<p>FROM: Mo. <u> 6 </u> Yr. <u> 02 </u> TO: Mo. <u> 9 </u> Yr. <u> 03 </u></p> <p><i>Name and Address of Employer:</i> <u>University of California</u> <u>1301 So. 46th St.</u> <u>Richmond, Ca. 94804</u></p>	<p>Title of Position: <u>Forest Advisor</u></p> <p>Brief Description of Responsibilities: <u>Extension Advisor hired to develop a program on Urban Wildland Interface Fire (UWI) Authored papers, organized workshops and communicated to publics ways to mitigate the threat of UWI Fire.</u></p>
<p>FROM: Mo. <u> 5 </u> Yr. <u> 00 </u> TO: Mo. <u> 6 </u> Yr. <u> 02 </u></p> <p><i>Name and Address of Employer:</i> <u>Fire Management</u> <u>USDA Forest Service</u> <u>1322 Club Drive</u> <u>Vallejo, Ca. 94592</u></p>	<p>Title of Position: <u>Deputy Director Fire Management</u></p> <p>Brief Description of Responsibilities: <u>Developed a full range of Fire Management Strategies including: Prevention, Detection, Fuels Management and Suppression. Responsible for internal relations (Union) and external (Federal, State, Local and Tribal governments).</u></p>
<p>FROM: Mo. <u> </u> Yr. <u> 1989 </u> TO: Mo. <u> </u> Yr. <u> 1989 </u></p> <p><i>Name and Address of Employer:</i> <u>Same as above</u></p>	<p>Title of Position: <u>Asst. Chief Administration</u></p> <p>Brief Description of Responsibilities: <u>Program leader for Planning, Computer Systems and Telecom. Coordinated Regional Dispatching. Initiated action necessary to respond to changes to risk including : incendiary outbreaks, industrial operations, fire weather and cooperatior issues.</u></p>
<p>9. Please describe any experience or education that directly relates to air quality, and provide any references along those lines.</p> <p><u>When working for the Forest Service I was actively involved In the Prescribed Fire Program Statewide. This included all aspects of fuels treatment and fire use. I have attended many workshops on Rx fire as: sponsor, speaker and participant.</u></p>	
<p>10. List relevant accomplishments, publications, or awards:</p> <p><u>2000 Recognition for Cooperative Fire Protection by Director CDF, 2002 Partnership Award Director CDF, 2004 Leadership California Fire Alliance.</u></p> <p><u>Co-author: Code Red: Urban Wildland Interface Fires Lessons from the 1991 Oakland Berkeley Tunnel Fire .The Environmental Monitor, Summer 2003; Green to Gold-Helping California Stay Out Of The Black, Growing Points, Volume 7, Number 3, Summer 2003., Wildfire: Coming This Summer to a Community Near You!, Cal-Planner, July/August 2003. see Google for more!</u></p>	
<p>- PLEASE ATTACH RESUME -</p>	
<p>I hereby certify that all statements made in this application are true and complete.</p> <p style="text-align: center;">DATE: <u> July 12, 2005 </u> SIGNATURE (<i>In full</i>): <u> S/K/Blonski </u></p>	
<p>BAY AREA AIR QUALITY MANAGEMENT DISTRICT, 939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109</p> <p>ATTN: CLERK OF THE BOARDS</p>	

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

August 16, 2005

To: Chairperson Townsend and Members of the Board Executive Committee

From: Brian Zamora, Chairperson, Advisory Council

Subject: Air District Role in Indoor Air Quality (IAQ)

Topic:

Further recommendations from the Advisory Council on the District's role in IAQ.

Background:

In September of 2004, the Board of Directors Executive Committee accepted the Advisory Council's report and recommendations for District action concerning IAQ. That report noted the generation of indoor air pollution by outdoor as well as indoor sources, and the well-documented harm of indoor air pollution on the public's health. This year the APCO requested the Council to further review the District's role in IAQ.

The Public Health Committee and Advisory Council held the following meetings at which IAQ was discussed (only key 2004 meetings are noted):

- (a) Council Meeting, May 12, 2004, Guest Speaker: Jed Waldman, Chief, Indoor Air Quality Section, California Dept. of Health Services.
- (b) Public Health Committee Meeting, August 9, 2004 – deliberation of draft recommendations.
- (c) Council Meeting, September 8, 2004 – adoption of Committee recommendations on IAQ.
- (d) Council Meeting, January 12, 2005 – placement of continued review of IAQ on the Council's work plan for 2005
- (e) Public Health Committee Meeting, February 15, 2005, Guest Speaker: Barbara Spark, Indoor Air Program Coordinator, U.S. Environmental Protection Agency Region IX, on IAQ from the federal perspective.
- (f) Public Health Committee Meeting, April 18, 2005, Guest Speaker: Peggy Jenkins, Manager, Indoor Exposure Assessment Section Research Division, California Air Resources Board, on IAQ from the state perspective.
- (g) Public Health Committee Meeting, June 13, 2005 – deliberations on draft recommendations
- (h) Public Health Committee Meeting, August 15, 2005 – adoption of recommendations.

Recommendations from 2004:

- (1) Regional IAQ Workshop. The District convene or initiate a workshop or series of workshops, or summit, within the next year in which government agencies, researchers, and organizations concerned with IAQ can discuss the current and potential roles of the District and others in improving IAQ. Included among the issues to be addressed should be building materials and their appropriate installation and maintenance. These workshops might be convened as state-wide, involving other air districts, or as Bay Area workshops with state agency representation. Such workshop(s) would provide a forum for the generation and exchange of ideas and information to develop District proposals and programs for a cohesive approach to IAQ.
- (2) Graduate Student Investigator. The District should consider establishing a graduate student investigator initiative to research impacts of regional air pollution on indoor environments. The Bay Area has an impressive number of universities that conduct research on IAQ: this initiative would allow the District to tap into those resources at relatively little cost, with the added benefit of providing recognition to the District. CARB, CDHS and other agency experts could also be mentors. The District could administer the program or arrange with another entity to do so (e.g., a non-profit such as the Public Health Institute; a university President's Office; a Bay Area foundation). Students would apply annually for the funds, and a review committee would select among the proposals. The California Interagency Working Group on IAQ, in which the District participates, could assist by suggesting potential IAQ-related research topics. In addition to having an entirely District controlled program, the District could also seek out grants that others might be applying for, to seek out a Bay Area-specific component for them to leverage existing District money.

Recommendations from 2005: The Council affirms its 2004 recommendations, and adds:

The District should disseminate information on IAQ, with an initial focus on residences, followed by schools.

(1) The District should distribute information:

(a) Development of General Information.

- (1) The American Lung Association (ALA), Environmental Protection Agency (EPA), and the California Department of Health Services (CDHS) have developed considerable information on IAQ, which could be distributed by the District. (For example, EPA's *Tools for Schools* and the ALA's *Open Airways for Schools*.)
- (2) The District should develop educational materials based on market research on the target audiences.
- (3) We encourage the District to triage questions to other agencies as appropriate.

(b) Future Collaboration with Crafts and Professions: As a subsequent step, the District should collaborate with the craft, professional and other organizations whose work impinges on IAQ to seek further ways to disseminate information and develop programs to reduce and prevent indoor air pollution.

(2) Research: In addition to initiating the graduate student program recommended last year, the District should consider leveraging others' IAQ research by offering District support to augment current and proposed state and national IAQ studies with Bay-Area-specific components.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Inter-Office Memorandum

To: Chairperson Townsend and Members
of the Executive Committee

From: Jean Roggenkamp,
Deputy Air Pollution Control Officer

Date: October 4, 2005

Re: Joint Policy Committee Update

RECOMMENDED ACTION:

Receive and file.

DISCUSSION

At the October 12, 2005, meeting of the Executive Committee, Ted Droettboom will provide an update on the activities of the Joint Policy Committee.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jean Roggenkamp
Deputy Air Pollution Control Officer

FORWARDED: _____

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Marland Townsend and
Members of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 12, 2005

Re: Update to Affirmative Action Plan

RECOMMENDATION

Receive and file.

BACKGROUND

Pursuant to Division III, Section 2 of the District's Administrative Code, the Board of Directors affirms its policy to provide equal employment opportunities and commits itself and the District to implementing an Affirmative Action Plan (AAP). The Human Resources Officer (HRO) reviewed the AAP upon his appointment in July of 2003 and determined that it had not been updated since 1995. This lapse was probably due to passage of Proposition 209 in November of 1996 and subsequent threats of legal action by the Pacific Legal Foundation directed at local government agencies that continued to promulgate affirmative action plans.

Since the passage of Proposition 209 the legality of affirmative action plans has been affirmed so long as the actions prescribed by the plans are narrowly and carefully tailored to remedy past discrimination while not creating quotas or an unfair advantage for minorities and females. The HRO contracted with an expert on affirmative action plan development, Biddle Consulting Group, to assist in preparing an updated, legally viable plan that fulfills the Board's commitment to equal employment opportunities and affirmative action. The HRO and the consultant updated the AAP in 2004 and advised the Executive Committee at the meeting of November 29, 2004.

DISCUSSION

The updated Affirmative Action Plan is comprised of two parts: 1) a narrative that explains the basis for the plan, its goals, and the roles and responsibilities for staff in administering the plan; and, 2) exhibits with data showing the racial and ethnic breakdown of the District's workforce along with analysis of the availability of minorities and women based on 2000 census data to determine where women and minorities may be underrepresented in particular job groups. Implementation of the Plan was to include the reestablishment of an Affirmative Action Council comprised of District employees who would periodically review the plan and hiring statistics in order to develop recommendations on how to achieve the goals of the Plan. However, the Employees' Association has expressed legal concerns about participation of represented employees on an Affirmative Action Council and, in the interest of having any such body be balanced between management and

represented employees, Executive management has decided to not go forward with that aspect of plan.

The Plan will be updated each year to reflect new hiring data and workforce analysis to determine whether the District is moving toward its goals. The update for 2005 indicates that the District has improved the diversity of administrative management staff, which now reflects the gender and ethnic make-up of the region among available candidates. A comparison of incumbency to availability indicates that the District has fewer female incumbents relative to the available pool of candidates in 4 out of 8 job groups, and fewer minority incumbents relative to the available pool of candidates in 3 out of 8 job groups (Hispanics in 3 job groups, Asians in 1 job group). A compensation analysis indicates that females are paid less than males in 3 out of 8 job groups where the difference in pay cannot be attributed to seniority. A complete copy of the Affirmative Action Plan, including detailed reports, is available from staff upon request.

BUDGET CONSIDERATION/FINANCIAL IMPACT

There is no fiscal impact beyond what has already been contemplated and approved in the current budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Michael K. Rich

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Office Memorandum

To: Chairperson Townsend and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer / APCO

Date: October 12, 2005

Re: Informational Report on Organizational Changes

RECOMMENDED ACTION

Receive and file.

BACKGROUND

Recent and pending personnel changes have provided an opportunity to review and analyze the organization of the Public Information & Outreach Division, the Administrative Services Division, the Information Services Division, and the Planning & Research Division. Staff has concluded that organizational realignments of these Divisions will foster better integration of their various functions and activities. In addition, staff has reviewed the existing functions in PI&O to determine whether they are correctly staffed.

DISCUSSION

Administrative and Information Services

Some of the organizational changes have already occurred on a temporary basis and will now be formalized and made permanent. Specifically, in March of this year the Administrative Services Division was temporarily re-organized concurrent with an audit of systems and review of financial controls. At that time the Director of Information Services was assigned to act as the Director of Administrative Services while continuing to also serve as the Director of Information Services. This arrangement of functions has worked very well and staff has concluded that it should be made permanent. As part of this change the Information Services Division will become a section within a newly titled Finance Administration and Information Services Division and the current Director of Information Services, Jeff McKay, who has been acting as the Director of Administrative Services, will become the permanent head of that Division. The position of Director of Information Services will not be backfilled at that level.

Human Resources Office

Part of the temporary re-organization of the Administrative Services Division in March of 2005 involved moving the Human Resources function to the Executive Office, with the Human Resources Officer reporting directly to the Executive Officer/APCO. This arrangement has also served the District well by including a human resource perspective in the development of strategic and long-term planning. The reporting relationship and increased role of the Human Resources Officer will be made permanent. The Executive Committee will receive a supplemental briefing on this aspect of the organizational changes later this year, to include a review of the compensation of the Human Resources Officer position.

Public Information & Outreach and Planning & Research

Currently, the Public Information and Outreach Division have the following functions:

- Spokesperson for the agency
- Community Outreach and Relations
- Voluntary curtailment programs (e.g., Spare the Air, Woodsmoke)
- Education and Public Outreach

The Division is currently staffed as follows (total of 12 staff):

- Division Director
- Air Quality Program Manager, Community Relations
- Supervising Public Information Officer
- Senior Public Information Officer
- 5 Public Information Officers
- Air Quality Technician
- Administrative Secretary
- Office Assistant

Staff has concluded that the District's administration of grants could be enhanced through additional outreach and increased public awareness of available grant funding. As the District's outreach efforts are currently centralized in the Public Information & Outreach (PI&O) Division, staff believes that moving the grant section from the Planning & Research Division to the PI&O Division would provide better integration of the grant funding with public outreach and awareness. Better integration will in turn result in more public awareness of the various grants offered by the District. This change will also increase the functional and numeric (from 12 FTE to 24 FTE) span of control in the Division to provide more balance and consistency relative to other Divisions. In consideration of realignment of functions the working title for the Division will be Outreach and Incentives Division.

In addition, staff has concluded that the spokesperson role that has been performed at the Director level should instead be performed by a separate, manager-level position. This is in part due to the fact that the Division Director must be able to focus primarily on managing and administrative tasks that would be compromised by the new demands of being the primary spokesperson. In addition, it is very difficult if not impossible to find candidates who could fill both roles effectively.

BUDGET CONSIDERATION/FINANCIAL IMPACTS

Due to the reassignment of the Director of Information Services to also fill the role of the Director of Administrative Services, there is an opportunity to downgrade the Director of Information Services position and transfer it to the Outreach and Incentives Division for use as the new, manager-level spokesperson position. This will result in a net savings of approximately \$24,000 per year.

Respectfully submitted,

Jack P. Broadbent
Executive Officer /APCO