

Bay Area Air Quality Management District
939 ELLIS STREET
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(415) 749-5000

APPROVED MINUTES

Summary of Board of Directors
Executive Committee Meeting
9: 30 a.m., Wednesday, May 30, 2007

1. **Call to Order - Roll Call:** Chair Mark Ross called the meeting to order at 9:34 a.m.

The Committee recited the Pledge of Allegiance.

Present: Mark Ross, Chair, Chris Daly, Scott Haggerty, Jerry Hill, Patrick Kwok, Tim Smith, Pamela Torliatt, Gayle B. Uilkema (9:38 a.m.), Brad Wagenknecht.

Absent: None.

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

3. **Approval of Minutes of April 26, 2007:** Director Haggerty moved approval of the minutes; seconded by Director Hill; carried unanimously without objection.

5. **Quarterly Report of the Hearing Board – January 2007 – March 2007:** Hearing Board Chair Thomas Dailey, M.D. presented the Hearing Board Quarterly Report – January 2007 – March 2007. Dr. Dailey noted that Christian Colline had been re-elected to the position of Vice-Chair of the Hearing Board and he had been re-elected to the position of Chair of the Hearing Board.

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

4. **Report of the Advisory Council: January 2007 – April 2007:** Advisory Council Chair Fred Glueck presented the Report of the Advisory Council. Mr. Glueck summarized the key issues discussed at the Council's Standing Committees.

Director Gayle B. Uilkema arrived at 9:38 a.m.

Mr. Glueck noted that the Advisory Council started a carbon off-set program last year and that the funds were put into a program as recommended by staff.

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

6. **Production System Project Update:** *The Committee received an update on the Production System project.*

Jeff McKay, Chief Financial Officer, presented the report and noted it is anticipated that the project will be completed in 2010. The production system project costs were reviewed and an overview of the projected versus actual Plan costs and a time line were presented to the Committee. In conclusion, Mr. McKay stated that the business process mapping (BPM) is complete; the business process improvement (BPI) is in process; and the Board of Directors' has authorized purchase orders to cover the BPI.

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

7. Status of Affirmative Action Plan Update: *The Committee received a status report on the Air District's Affirmative Action Plan Update.*

Michael Rich, Human Resources Officer, provided an update on the Air District's Affirmative Action Plan. Mr. Rich provided a response to an inquiry from the April 25th Budget and Finance Committee meeting regarding gender-based differences in compensation. The Plan is not required by state or federal law, but the District's Administrative Code requires the implementation of an Affirmative Action Plan. Mr. Rich briefly summarized the last three Plan updates and provided a preliminary analysis of data for the fiscal year 2007/2008 Plan update.

Director Daly requested that the report be sent to Director Brown.

The Committee discussed various ideas regarding outreach and provided direction to staff.

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

8. Closed Session – Audit by Bureau of State Audits to Discuss Air District's Response: *Pursuant to Government Code Section 54956.75, a need existed to meet in closed session to discuss the Air District's response to audit findings.*

The Committee convened to closed session at 9:58 a.m. and reconvened to open session at 10:31 a.m. Brian Bunger, Counsel, reported that the Committee met in closed session to discuss the Air District's response to audit findings and the Committee provided direction to staff on the item.

9. Consideration of Proposed Comprehensive Internal Systems Review: *The Committee considered staff recommendation to conduct a comprehensive internal systems review of the agency and authorization of the transfer of \$400,000 from the General Reserve and adjust the Air District's proposed fiscal year 2007/2008 budget for this purpose.*

Mr. McKay provided information on the proposed comprehensive operations and internal systems audit. The anticipated steps in the systems review include: 1) execution of the Request for Proposal; 2) compare actual practice with guidelines and best practices; 3) receive recommendations; and 4) implement update to procedures and controls.

Staff recommended that the Committee recommend that the Board of Directors' authorize the Executive Officer/APCO to solicit bids and execute an agreement to perform comprehensive operations and internal systems review of the agency and authorize the transfer of \$400,000 from the General Reserve and adjust the Air District's proposed fiscal year 2007/2008 budget for this purpose.

Committee Action: Director Haggerty moved the staff recommendation; seconded by Director Torliatt; carried unanimously without objection.

10. **Consideration of Amendments to the Smart-Growth Preamble and Policies:** *The Committee considered staff recommendations on amendments to the Smart-Growth preamble and policies.*

David Burch, Principal Environmental Planner, presented the report and provided background information on the *Smart-Growth Preamble and Policies*. In 2002, the Air District, along with the Association of Bay Area Governments (ABAG), the Bay Conservation and Development Commission (BCDC), and the Metropolitan Transportation Commission (MTC), adopted the Policies. *Focusing Our Vision* (FOCUS), a regional planning initiative to further refine and implement the regional smart growth vision, was launched in 2006. Mr. Burch reviewed the recommended new policies and revisions to existing policies.

Staff recommended that the Committee recommend Board of Directors' approval of the *Smart-Growth Preamble and Policies* as amended and dated March 2007.

Committee Action: Director Kwok moved approval of the staff recommendation; seconded by Director Wagenknecht; carried unanimously without objection.

11. **Joint Policy Committee Update:** *Ted Droettboom provided an update on the activities of the Joint Policy Committee.*

Ted Droettboom, Regional Planning Program Director, provided an update on the activities of the Joint Policy Committee (JPC). Mr. Droettboom noted that there are now 28 members of the JPC and that BCDC has been invited to join the Committee. Mr. Droettboom provided highlights of the Climate Protection Program, the Regional Transportation Plan, and the FOCUS Program.

12. **Committee Member Comments/Other Business:** There were none.

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

14. **Adjournment.** The meeting was adjourned at 10:57 a.m.

Mary Romaidis
Clerk of the Boards