

**Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 749-5000**

APPROVED MINUTES

Summary of Board of Directors
Mobile Source Committee Meeting
Immediately Following Budget & Finance Committee Meeting
Wednesday, July 18, 2007

1. Call to Order – Roll Call: Director Tom Bates called the meeting to order at 10:51 a.m.

Present: Jake McGoldrick, Vice-Chairperson (10:55 a.m.); Tom Bates, Jerry Hill, Patrick Kwok, John Silva, Gayle B. Uilkema.

Absent: Scott Haggerty, Carol Klatt, Tim Smith.

Also Present: Pamela Torliatt.

2. Public Comment Period: There were none.

3. Approval of Minutes of April 25, 2007: Director Kwok moved approval of the minutes; seconded by Director Hill; carried unanimously without objection.

4. Transportation Fund for Clean Air (TFCA) County Program Manager Expenditure Plans for Fiscal Year 2007/2008, and Certain Prior Fiscal Years: *The Committee considered recommending Board of Directors' approval of TFCA County Program Manager expenditure plans for fiscal year 2007/2008, and certain prior fiscal years.*

Jack Colbourn introduced the item and noted that an amendment to Table 1, page 5, was at each Committee member's place. The sponsor of project number 07SF15 is the Yellow Cab Cooperative, not the County of San Francisco.

David Wiley, Supervising Environmental Planner, presented the report and provided background information on the County Program Manager expenditure plans.

Committee Vice-Chair Jake McGoldrick arrived at 10:55 a.m.

Mr. Wiley discussed the project evaluation guidelines, the expenditure plans for fiscal year 2007/2008, and the proposal to exchange TFCA funds in Alameda and Santa Clara counties with Congestion Mitigation and Air Quality (CMAQ) funds. Tables 1 and 2 were reviewed, along with the cost-effectiveness and emission reductions that will be achieved.

Staff recommended that the Committee recommend Board of Directors approval of the following:

- Fiscal year 2007/2008 TFCA County Program Manager projects listed on Table 1, as amended to replace the County of San Francisco as the project sponsor of Project No. 07SF15 with the Yellow Cab Cooperative;
- Exchange \$853,354 and \$1,070,778 of the fiscal year 2007/2008 TFCA County Program Manager funds of the Alameda and Santa Clara County Program Managers, respectively, with CMAQ funds; and
- Amend TFCA County Program Manager Expenditure Plans for fiscal year 2005/2006 and fiscal year 2006/2007 for the Contra Costa Transportation Authority.

Committee Action: Director Silva moved the staff recommendation with the amended page 5 of Table 1 as stated; seconded by Director Bates.

The following individual spoke on this agenda item:

Marcella Ronsi
VTA
San Jose, CA 95134

The motion then carried unanimously without objection.

- 5. Transportation Fund for Clean Air Regional Fund Projects Auditor Selection:** *The Committee considered recommending Board of Directors' approval to award a contract of up to \$168,600 to the firm of Caporicci & Larson to perform an audit of TFCA Regional Fund projects.*

Andrea Gordon, Senior Environmental Planner, presented the report and provided background information on the auditor selection process. Ms. Gordon noted that Health and Safety Code Section 44242 requires that a fiscal audit of TFCA-funded projects be performed at least once every two years. A Request for Proposals was issued and the District received four proposals by the deadline. The criteria for evaluation of the proposals were provided to the Committee and it was noted that the criteria includes a new green/local business element.

Staff recommended that the Committee recommend Board of Directors approval of the following:

- The selection of Caporicci & Larson to conduct the fiscal audits of TFCA Regional Fund projects; and
- Authorization for the Executive Officer/APCO to execute a contract with Caporicci & Larson to conduct TFCA fiscal audit services, the contract for which shall conform with the policies and requirements of the Air District and shall not exceed \$168,600.

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

- 6. Status of Carl Moyer Program Audits:** *Staff presented a status report on the Carl Moyer Program audits.*

Jack Broadbent, Executive Officer/APCO, introduced the item and stated that the three separate Carl Moyer audit reviews have been completed; the Air District is responding to the audits; and the District will be hiring personnel to assist the District in meeting the required actions.

Jeff McKay, Chief Financial Officer, reviewed the required actions. The areas requiring action include past project funding, program execution and oversight, financial record keeping, recipient oversight, and additional techniques to measure effectiveness of outreach.

Mr. Broadbent stated that there were a series of recommendations from the three audits relative to how the District administers the program. There are extensive guidelines regarding how Carl Moyer money should be spent. Most of the recommendations and required actions deal with “shoring up” what has been done relative to these guidelines. All of the projects will need to be reviewed and additional documentation will be needed. Mr. Broadbent discussed the recommendations regarding additional staff, additional outreach, and improving the effectiveness of the program.

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

7. **Committee Member Comments/Other Business:** There were none.
8. **Time and Place of Next Meeting:** At the Call of the Chair.
9. **Adjournment:** The meeting adjourned at 11:25 a.m.

/s/ Mary Romaidis
Mary Romaidis
Clerk of the Boards