

Bay Area Air Quality Management District  
939 Ellis Street  
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## APPROVED MINUTES

Summary of Board of Directors  
Mobile Source Committee Meeting  
9:30 a.m., Thursday, October 23, 2008

**1. Call to Order – Roll Call:** Chair Tim Smith called the meeting to order at 9:35 a.m.

**Present:** Tim Smith, Chair, Tom Bates, Scott Haggerty, Yoriko Kishimoto, Jake McGoldrick, Mark Ross, John Silva, Gayle Uilkema

**Absent:** Carol Klatt

**Also Present:** Pamela Torliatt

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

**3. Approval of Minutes of September 25, 2008:** Director Silva moved approval of the minutes; seconded by Director Uilkema; carried unanimously without objection.

**4. Consideration of Fiscal Year 2008/2009 Transportation Fund for Clean Air (TFCA) County Program Manager Expenditure Plan for Napa County:** *The Committee considered recommending Board of Directors' approval of the expenditure plan for fiscal year (FY) 2008/2009 Transportation Fund for clean Air (TFCA) Napa County Program Manager funds and authorize the Executive Officer/APCO to enter into all necessary contracts.*

Division Director, Jack Colbourn provided the Committee general background of this item. Napa County recently had a change in administration and by mutual agreement the Air District allowed Napa County to participate a few months after the initial program date.

Senior Environmental Planner, Andrea Gordon, provided further background regarding the Expenditure Plan for Napa County:

- Revenue from \$4 per vehicle annual surcharge;
- 40% of the revenues are returned to the designated Program Manager; and
- Program Manager submits to the Air District for approval an annual expenditure plan of recommended projects for its share of the allocation
- Project Evaluation Criteria included:
  - Eligibility per California Health and Safety Code (Sections 44241 and 44242)
  - Consistency with Bay Area 2005 Ozone Strategy measures
  - Reduction in emissions from motor vehicles
  - Consistency with Board-approved TFCA County Program Manager Fund Policies

- In July 2008, Board of Directors approved eight (8) 2008/2009 Program Manager Expenditure Plans
- September 2008 - Napa County submitted an expenditure plan
- Expenditure Plan included two (2) projects:
  - **Recommended for Approval:** 08NAP02 for 4 Heavy-Duty Diesel Vehicles met all Program requirements and is recommended for approval
  - **Not Recommended for Approval:** Project requested \$150,000 for purchase of 4 heavy-duty diesel-electric hybrid vehicles; **Not Cost Effective**
- Air District staff working with Napa County to allocate remaining FY 08/09 TFCA funds \$119,280.84

Ms. Gordon concluded the presentation with staff's recommendation that the Committee recommend Board of Directors':

- Approval of FY 08/09 TFCA Napa County Program Manager expenditure plan; and
- Authorization for the Executive Officer/APCO to enter into funding agreement with the Napa County Program Manager to implement Board-approved projects; and reallocate funds among Board-approved projects, consistent with Board-adopted TFCA Program Manager Policies.

Chair Smith thanked Ms. Gordon for the presentation.

**Committee Action:** Chair Uilkema made a motion to approve the item; seconded by Director McGoldrick; carried unanimously without objection.

**5. Consideration of Proposed Revisions to Transportation Fund for Clean Air (TFCA) County Program Manager Fund Policies for FY 2009/2010:** *The Committee considered recommending Board of Directors' approval of proposed revisions to TFCA County Program Manager Fund Policies to govern allocation of FY 2009/2010 TFCA funds.*

Mr. Colbourn informed the Committee that at the direction of the Committee the Air District has researched how to accommodate and coordinate better programs with the County Managers. There was a working group for a period of a year, with representatives of the CMA's to see if the Air District could allow the CMA's to have a delegated program and a more streamlined approach than in the past.

Grants Program Manager Karen Schkolnick presented the outcomes of the TFCA Program Manager Fund and Policies to be changed.

Background of the presentation included:

- Revenue from \$4 per vehicle annual surcharge in the Bay Area;
- 40% of funds to designated Program Manager in each county;
- Program Manager submits to the Air District for approval expenditure plan of recommended projects for share of the allocation; and
- Board of Directors adopts cost-effectiveness criteria that maximizes emission reductions and public health benefits

Ms. Schkolnick continued the presentation and noted the following:

- TFCA Policies reviewed and revised annually;

- September 25<sup>th</sup>: Air District solicited comments on proposed revisions for the FY 2009/2010;
- September 30<sup>th</sup>: Program Manager work group meeting to discuss proposed changes; and
- By October 8th, 4 sets of written comments were received

The current process of the program included:

- Program Manager prepares Expenditure Plan with Projects;
- Air District staff reviews projects for conformance with cost-effectiveness and Board-adopted policies; and
- Air District Board approves Expenditure Plan including Projects

### **Proposed Process**

- Air District Board approves funding allocation; and
- Within 6 months, Program Manager selects projects that meet Board-adopted cost-effectiveness and policies

Ms. Schkolnick concluded the presentation recommending:

- Air District Board approve proposed revisions to County Program Manager Fund Policies to govern allocation of FY 2009/2010 TFCA funds presented in Attachment A.

Chair Smith thanked Ms. Schkolnick for working with the CMA's to make the process simple. Chair Smith continued that this is a relatively small piece of the pie of the overall money that the Air District allocates and he appreciates the work that went into this project.

Committee discussion ensued.

### **Public Comment:**

Amber Crabbe, from the San Francisco County Transportation Authority expressed support for the proposal and thanked Air District staff for their effort and said it is a huge leap in the right direction to result in a more flexible and cost effective program.

**Committee Action:** Chair Kishimoto moved to approve this item; seconded by Director McGoldrick; carried unanimously without objection.

### **6. Consideration of Direct Mail Service Contractor Selection for the Vehicle Buy-Back**

**Program:** *The Committee considered recommending Board of Directors' approval of Direct Mail Center as the contractor for the Vehicle Buy-Back Program's direct mail service.*

Mr. Colbourn informed the Committee that Grants Supervisor, David Wiley would provide the Committee with the presentation.

Mr. Wiley provided the Committee with the background of the program:

- Vehicle Buy Back (VBB) Program
  - Scraps model year 1987 and older light-duty vehicles
  - Pays \$650 to owner of an eligible vehicle

- Since 1996, approximately 44,000 vehicles purchased
- Direct mail campaign targets owners of eligible vehicles
- DMV database has approximately 330,000 eligible vehicles registered in Bay Area

Mr. Wiley continued the presentation and provided a brief discussion of the following:

- Request for Proposals (RFP) issued September 8;
- Four proposals received by deadline September 22; and
- Proposals evaluated based on following criteria:
  - A. Technical expertise, ability to perform work – 30%
  - B. Past experience – 10%
  - C. Responsiveness of proposal – 10%
  - D. Local/Green Business – 10%
  - E. Cost – 40%

RFP results were as follows:

<b>Company</b>	<b>Score</b>	<b>City</b>	<b>Cost</b>
<b>Direct Mail</b>	<b>91</b>	<b>San Francisco, CA</b>	<b>\$112,250</b>
<b>International Security Products</b>	<b>76</b>	<b>Paso Robles, CA</b>	<b>\$ 84,159</b>
<b>National Data Service</b>	<b>73</b>	<b>Sacramento, CA</b>	<b>\$130,119</b>
<b>Spectrum</b>	<b>53</b>	<b>Irvine, CA</b>	<b>\$168,300</b>

Mr. Wiley concluded his presentation with the recommendation that the Committee:

- Recommend Direct Mail Center as the contractor for the Vehicle Buy Back (VBB) Program direct mail service; and
- Authorize the Executive Officer to execute a contract for up to \$112,250 with Direct Mail Center, with the option to renew the contract for an additional year at the Air District’s discretion.

Chair Smith asked if the Committee had any questions.

Director Haggerty asked how many points were awarded for being a local, green business. Ms. Roggenkamp responded that there are five points for being local and five for being a green business.

Director Ross asked if the wording of the letter could be revisited to strengthen the content of the letter, Chair Smith concurred with Director Ross.

In summary, Mr. Broadbent reported that he would be discussing with Board members the need for communication to school districts regarding the availability of Carl Moyer matching funds.

**Committee Action:** Chair Uilkema moved motion to approve this item; seconded by Director Kishimoto; carried unanimously without objection.

**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 10:13 a.m.

*/s/ Vanessa J. Johnson*  
Executive Secretary