



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

BRAD WAGENKNECHT – CHAIR
JOHN GIOIA – SECRETARY
CAROLE GROOM
MARK ROSS
GAYLE B. UILKEMA

TOM BATES – VICE-CHAIR
SUSAN GARNER
SCOTT HAGGERTY
PAMELA TORLIATT

WEDNESDAY
OCTOBER 20, 2010
9:45 A.M.

4TH FLOOR CONFERENCE ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

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 AUGUST 5, 2010**
4. **UPDATE ON THE STRATEGIC FACILITIES PLANNING PROJECT – PHASE II STUDY FINDINGS**
J. Broadbent/5052
jbroadbent@baaqmd.gov
The Committee will receive an update on the Strategic Facilities Planning Project – Phase II Study Findings.
5. **UPDATE ON WEBCASTING FROM THE BOARD ROOM**
J. Broadbent/5052
jbroadbent@baaqmd.gov
The Committee will receive an update on webcasting from the Board Room.
6. **UPDATE ON VIDEO CONFERENCING FROM THE FOURTH FLOOR CONFERENCE ROOM**
J. Broadbent/5052
jbroadbent@baaqmd.gov
The Committee will receive an update on video conferencing from the Fourth Floor Conference Room.
7. **UPDATE ON IMPLEMENTATION OF THE DISTRICT'S CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES**
J. Broadbent/5052
jbroadbent@baaqmd.gov
The Committee will receive an update on the implementation of the District's CEQA Guidelines and thresholds of significance adopted by the Board of Directors at its June 2, 2010 meeting.

8. **WORKPLAN AND PREPARATION FOR BOARD RETREAT**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will discuss the Air District's accomplishments and identify major initiatives for the upcoming year.

9. **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).

10. **TIME AND PLACE OF NEXT MEETING: AT THE CALL OF THE CHAIR**

11. **ADJOURNMENT**

**CONTACT EXECUTIVE OFFICE- 939 ELLIS STREET SAN
FRANCISCO, CA 94109**

(415) 749-5130
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.
- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District's offices at 939 Ellis Street, San Francisco, CA 94109, at the time such writing is made available to all, or a majority of all, members of that body. Such writing(s) may also be posted on the District's website (www.baaqmd.gov) at that time.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
(415) 771-6000

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF DISTRICT MEETINGS

OCTOBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Regular Meeting	Wednesday	13	9:00 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	20	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(At the Call of the Chair)</i>	Wednesday	20	9:45 a.m.	4 th Floor Conf. Room
Board of Directors Public Outreach Committee <i>(At the Call of the Chair)</i>	Monday	25	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	28	9:30 a.m.	4 th Floor Conf. Room

NOVEMBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Nominating Committee <i>(At the Call of the Chair)</i>	Wednesday	3	9:00 a.m.	Room 716
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	3	9:45 a.m.	Board Room
Advisory Council Regular Meeting	Wednesday	10	9:00 a.m.	Board Room
Joint Policy Committee Special Meeting	Friday	12	10:00 a.m.	MTC Auditorium 101 – 8 th Street Oakland, CA 94607
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Wednesday	17	9:00 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	18	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i> - RESCHEDULED TO NOVEMBER 18, 2010 at 9:30 a.m.	Thursday	25	9:30 a.m.	4 th Floor Conf. Room

DECEMBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	1	9:45 a.m.	Board Room
Board of Directors Legislative Committee <i>(At the Call of the Chair)</i>	Monday	6	9:45 a.m.	4 th Floor Conf. Room
Board of Directors Stationary Source Committee Meeting <i>(At the Call of the Chair)</i>	Monday	13	9:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	Board Room
Joint Policy Committee Special Meeting	Friday	17	10:00 a.m.	MTC Auditorium 101 – 8 th Street Oakland, CA 94607
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i> - RESCHEDULED TO NOVEMBER 18, 2010 at 9:30 a.m.	Thursday	25	9:30 a.m.	4 th Floor Conf. Room

HL – 10/12/10 (11:35 a.m.)
P/Library/Forms/Calendar/Calendar/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Brad Wagenknecht and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 8, 2010

Re: Executive Committee Draft Meeting Minutes

RECOMMENDED ACTION

Approve attached draft minutes of the Executive Committee meeting of August 5, 2010.

DISCUSSION

Attached for your review and approval are the draft minutes of the August 5, 2010 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) 749-5000

DRAFT MINUTES

Summary of Board of Directors
Executive Committee Meeting
9:30 a.m., Thursday, August 5, 2010

Call to Order - Roll Call: Chairperson Brad Wagenknecht called the meeting to order at 9:30 a.m.

Present: Chairperson Brad Wagenknecht; Vice Chairperson Tom Bates; Secretary John Gioia; Committee Members Chris Daly, Susan Garner, Scott Haggerty, Mark Ross, Pamela Torliatt and Gayle B. Uilkema

Absent: None

Also Present: Hearing Board Chairperson Tom Dailey, M.D.

Public Comment Period: None

Approval of Minutes: **Committee Action:** Director Uilkema made a motion to approve the May 24, 2010 minutes; seconded by Director Ross; carried unanimously without objection.

Quarterly Report of the Hearing Board – April 2010 – June 2010

Hearing Board Chairperson Tom Dailey presented the Quarterly Report of the Hearing Board – April 2010 – June 2010. He briefly reviewed filings of Accusations by District Counsel relating to gas station EVR compliance, noting that several hearings have been scheduled and held before the Hearing Board, with many to follow. He especially thanked District Counsel and the Hearing Board Clerk for their work on Hearing Board matters.

Committee Action: None; for information only.

Production System Project Update

Deputy APCO, Jeffrey McKay, introduced the update and emphasized that the project team has integrated various geospatial, regulatory, and applicant information in a seamless fashion. He discussed the thoroughness of review which is reflective of results achieved.

Director of Information Services, John Chiladakis, discussed current technology for permitting and inspections and said the District is currently a paper-based organization. He discussed manual business processes of reviews and approvals, said staff reviewed overall processes in an attempt to streamline operations, and presented the current system to input permit

applications. He reviewed staff's efforts and work with a consultant to map out optimization with criteria to improve staff efficiency in permitting. The system will improve consistency for the regulated community. It will enhance customer experiences, resources and deliverables, with a project philosophy to use computer information systems to integrate information through smart inspection and permitting.

Mr. Chiladakis reviewed project metrics which involve customer self-service for 60% of permits issues and 90% of permit renewals and reducing the turnaround time for permits from 45 days to minutes with the hopes of performing more field compliance tasks.

Committee Comments/Questions:

Directors questioned how information and permitting is verified and questioned the status of registrations. Mr. Chiladakis said certain source categories are reviewed and audited, and information is also verified in the field. He then gave an example demonstration of an online registration, a permit customer portal, and an Engineering Manager portal. He explained that the District has about 1,000 registrations to date, and less than 10 questions having been received regarding registration.

In response to timeline and funding for the project, Mr. McKay said in 2006 staff brought forward the project with the goal of completing it by 2010 and at a cost of \$5.6 million from reserves. He briefly discussed outside resources, technology transfer and education of staff to support the system, as well as underlying rules created in a way that are accessible to inspection and engineering staff. He added that there could be expenses to further improve the District's business in other areas such as records storage, grants, accounting, and others. Staff proposes to cover on-going expenses utilizing internal staff with the existing information systems budget. He said senior staff will soon meet to review deployment to ensure a smooth transition, and a plan will be developed which will be presented at the next Committee meeting.

Directors questioned back-up of information and suggested staff review and consider proprietary issues. Mr. Chiladakis agreed that the District's backup servers are dated; a co-location facility has been established to currently replicate key systems. Mr. Broadbent added that staff will review the issue of District proprietary development and return to the Committee with information.

Directors questioned employee feedback and training. Mr. McKay said key personnel in many divisions were identified as leads in 2006. There is a lot of excitement among employees and the system will provide significant efficiencies. Mr. Chiladakis reviewed the support system centered around engineering to help customers in the field, in-house IS support staff to handle questions from staff, and a formalized training program being developed for staff to utilize every part of the system.

Directors questioned and confirmed that other air districts have been surveyed and do not have comparable systems. Directors questioned and discussed intellectual property protection for the system, noting the potential for it to be a valuable asset to multiple organizations. Staff was asked to ensure that copyright laws are upheld for the District's benefit. Mr. Bunger noted that the system was developed with a lot of input and customization; it is unique because of the District's licensing of underlying software and specific rights, and he suggested that there may be potential interest for the District to serve as a host to other organizations.

Mr. Broadbent provided closing remarks, emphasized that the system is one of the District's highest priorities. He recommended a presentation to the Board of Directors be held on September 1, 2010.

Committee Action: None; for information only.

Update of Strategic Facilities Planning Process

Director of Administration, Jack Colbourn, introduced and welcomed Pat Jones from ABAG and Teri Green from MTC. He reported that the Board provided staff direction to move forward with choosing a firm to develop a feasibility study in order to determine cost effectiveness.

Strategic Facilities Planning Manager, Mary Ann Okpalaugo, introduced representatives from CB Richard Ellis (CBRE). She said on May 24, 2010, the Executive Committee received a status report on the Strategic Facilities Planning process which included an overview of a Request for Information (RFI) for Commercial Real Estate Broker and Advisory Services and a Request for Proposal (RFP) for Commercial Real Estate Broker Services. At its June 2, 2010 meeting, the Board approved establishment of a Strategic Facilities Planning Ad Hoc Committee comprised of the Chair, Vice-Chair, and Executive Officer/Directors of the Air District, Metropolitan Transportation Commission (MTC), and the Association of Bay Area Governments (ABAG).

An interview process was held for the Phase II portion of the project with the primary objective of exploring alternative headquarters solutions and a real estate strategy that best fits the needs of the District, MTC, and ABAG. Eight proposals were received, panel interviews were held, and CBRE was chosen for the contract award in an amount not to exceed \$65,000 for services. Ms. Okpalaugo then introduced Raul Campos and Darin Bosch of CBRE, who provided a brief presentation.

Raul Campos discussed project organization, scope of work and process, noting that CBRE's brokerages services and capital market as being the largest in the United States. He highlighted that CBRE's core focus is larger, tenant advisory and headquarters strategies. He acknowledged the three agencies' needs of one common mission, and said their scope of work involves a strategy to determine facility and real estate planning criteria, develop alternative real estate scenarios, compare costs, benefits and risks with base case, and review with stakeholders, executives and board members to build consensus on final real estate strategy.

Aside from a common vision, he said there are more specific issues with each agency, and he noted that the Phase II will be the development of these scenarios. Three segments of work will include: 1) a needs analysis to determine facility and real estate criteria, 2) scenario planning to develop alternative real estate solution scenarios, and 3) strategy development and review with stakeholders and refining of solutions.

Mr. Campos briefly reviewed the San Francisco and Oakland real estate climates and credit market and values, which reveals that 2012 will be the peak year for lease renewals. He said CBRE looks at build-to-suit, Class A buildings, and older buildings that can be successfully renovated.

Darin Bosch, CBRE, briefly discussed rental markets in both San Francisco and Oakland. He clarified with Directors that the approximately 200,000 square feet of office space is needed for all three agencies, with shared Board meeting space, with each agency having a strong

preference for a location near transit. Purchase options and recommendations will be presented to the Strategic Facilities Ad Hoc Committee on September 21, 2010.

Pat Jones, ABAG, discussed their board's exploration of the consolidation which they believe has merit, and she noted their organization comprises of 80 employees who primarily live in the East Bay, and San Francisco and other regions.

Terry Green, MTC, voiced interest in consolidating and acknowledged the sensitivity of the office location. She said MTC has 200 employees primarily in the East Bay, expressed the importance of the proximity to public transit, and noted their Board is awaiting information from CBRE. They currently have enough space, are not growing, and the building has recently been seismically retrofitted.

Committee Action: None; for information only.

Update of Video Conferencing and Webcasting Capabilities

Jack Broadbent, Executive Officer/APCO briefly introduced the item, stating opinions have been expressed both ways about whether or not Board Members should call in by telephone and Mr. Hundel would review the District's capabilities with the Committee.

Business Manager, Satnum Hundel, gave the staff presentation and said two remote video conference locations have been confirmed; one in Santa Rosa at Santa Rosa Junior College and one in San Jose at the County of Santa Clara Building. An East Bay location is yet to be determined.

Mr. Hundel reviewed benefits such as increased public access to Committee meetings, convenience for Board Members, low cost, and he then demonstrated video conferencing capabilities at the two remote locations.

On the topic of webcasting Mr. Hundel said webcasting for Board meetings was done at the June 16, 2010 meeting, which was viewed by 40 people with 135 hits. He confirmed that the District does not have equipment in place and, therefore, the cost for each webcast meeting is currently about \$5,000, plus an additional \$660 monthly fee for software licensing. He noted that it would cost approximately \$80,000 to install robotic cameras and have one staff member control and "tag" agenda items.

After brief discussion, Committee Members unanimously recommended moving forward and supported the upfront investment of equipment at approximately \$80,000. Staff will next webcast the September 15, 2010 Board of Directors Meeting.

Committee Action: None; for information only.

Committee Member Comments/Other Business: Vice Chair Bates congratulated staff on their work on the production system. Regarding relocation efforts, he asked fellow Board Members to think about first serving the District's own purpose, as relocation may be more difficult for other agencies.

Draft Minutes of the August 5, 2010 Board Executive Committee Meeting

Time and Place of Next Meeting: At the call of the Chair

Adjournment: The meeting was adjourned at 11:15 a.m.

Lisa Harper
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brad Wagenknecht and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 12, 2010

Re: Update on the Strategic Facilities Planning Project–Phase II Study Findings

RECOMMENDED ACTION:

None. Information only.

BACKGROUND

The Bay Area Air District Board of Directors began discussions regarding alternative headquarters solutions in 2008. Motivations included the cost associated with maintaining the aging building infrastructure.

The Strategic Facility Planning project has used a multi-phased approach in order to develop a strategy that best fits the needs of the Bay Area Air District, Metropolitan Transportation Commission (MTC), and the Association of Bay Area Governments (ABAG). The Bay Area Air District's Phase I of the project was completed in October 2009 and included data gathering, visioning, goal setting, interviews and survey results conducted with the Board of Directors, the Executive Management staff, operational staff, the Advisory Council and the Hearing Board.

In September 2009, the MTC Administrative Committee approved an exploration of options study between the Bay Area Air District, MTC and ABAG. The purpose of the study was to analyze facility requirements, including comparing needs for public meeting space, shared services such as information technology, and library services.

In January 2010, Phase II of the project was executed and included a Memorandum of Understanding between the Bay Area Air District, MTC and ABAG to work jointly to explore the feasibility of a consolidation of facilities among the three agencies and the issuance of a Request for Information and a Request for Proposal for Commercial Real Estate Advisory services.

In June 2010, the Bay Area Air District Board of Directors voted unanimously to create the Strategic Facilities Planning Ad Hoc Committee to include three representatives from each of the agencies, to oversee and provide direction to staff on the feasibility of a consolidation of facilities.

CB Richard Ellis was contracted as the Commercial Real Estate Broker for advisory services and has completed the scope of work outlined in Phase II of the project; with the development of a master plan including preliminary facility requirements, preliminary cost/benefit analysis, market research, scenario planning, feasibility analysis and the development of a real estate strategy.

Phase II of the study also includes a scenario for an Air District stand alone option, should the other agencies not move forward in a consolidation. On October 20, 2010, the Executive Committee will receive a report on the background of the project and will review a preliminary report by CB Richard Ellis including the stand alone option for the Air District.

BUDGET CONSIDERATION/FINANCIAL IMPACT:

Commercial Real Estate Advisory services funding for this project is included in the Bay Area Air District Program 702 of the approved FY 2010/2011 budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Mary Ann Okpalaugo
Approved by: Jack Colbourn

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brad Wagenknecht and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 14, 2010

Re: Update on Webcasting from the Board Room

RECOMMENDED ACTION:

Authorization to issue an RFP for bids to install webcasting equipment in the District Board Room.

BACKGROUND

At the Board's direction, in an effort to improve access to District Meetings, staff has explored webcasting technology. Webcasting is a technology that enables individuals to view public meetings remotely over the internet in real time. In addition, recorded meetings may be reviewed at any time. Webcasting is a non-interactive broadcast communication that does not provide for audience participation.

DISCUSSION

The District successfully webcast two Board of Directors meetings on June 16, and September 15th 2010. For both of these meetings the District rented the production hardware, the cameras and the support personnel to create the webcast.

The District has the option to install its own equipment for webcasting. At the September 1st Board meeting, staff was directed to bring this discussion back to the Executive Committee for further direction.

In the event of a facility move, the equipment would transfer to the new facility.

BUDGET CONSIDERATION/FINANCIAL IMPACT:

Costs for webcasting a single meeting is approximately \$5,000 in addition to a \$660 monthly fee and \$150 per hour for closed captioning. Purchase and installation of District equipment would replace the \$5,000 single meeting fee with a one-time investment of approximately \$100,000 to \$150,000. Staff would seek to find funds in the current year budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Satnam Hundel
Reviewed by: Jack M. Colbourn

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brad Wagenknecht and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 13, 2010

Re: Update on Video Conferencing from the Fourth Floor Conference Room

RECOMMENDED ACTION:

Recommend Board approval of protocol for video conferencing.

BACKGROUND

At the August 5, 2010 Executive Committee meeting, staff demonstrated video conferencing from the 4th Floor Conference Room to two remote locations. Video conferencing allows remote locations to interact with each other via both audio and video communication.

VIDEO CONFERENCING OPPORTUNITIES

District staff located two suitable locations for these meetings.
They are as follows:

North Bay: Santa Rosa Junior College
South Bay: County of Santa Clara Building (San Jose)

The District has successfully tested the capabilities in each location, and found no further investment is required. As a first step, staff suggest that the protocol for video conferencing include only Committee meetings that do not include action items and are held in the 4th floor conference room.

BUDGET CONSIDERATION/FINANCIAL IMPACT:

Video conferencing costs for room rental and technical support are approximately \$500 per meeting based on the current site selection. Funds to cover these costs will come from Program 121-Board of Directors in the Fiscal Year (FY) 2010-2011 budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Satnam Hundel
Reviewed by: Jack M. Colbourn

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Brad Wagenknecht and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 13, 2010

Re: Update on the Implementation of the District's California Environmental Quality Act
(CEQA) Guidelines

RECOMMENDED ACTION:

Information only.

BACKGROUND

On June 2, 2010, the Bay Area Air Quality Management District's Board of Directors unanimously adopted the proposed CEQA thresholds of significance. The thresholds of significance are included in the Air District's updated CEQA Guidelines (June 2010). All of the adopted CEQA thresholds of significance – *except for the risk and hazards thresholds for new receptors* – are effective June 2, 2010. The risk and hazards thresholds for new receptors are effective January 1, 2011. On June 2, the District's Board of Directors also directed staff to report to the Board periodically on the implementation progress of the CEQA Guidelines and thresholds.

DISCUSSION

Since adoption of the CEQA thresholds, District staff has continued to meet extensively with local government officials and staff, consultants, and specific stakeholder groups. Staff has met with staff from many local jurisdictions to discuss specific CEQA projects; has responded to numerous phone and email inquiries from local government staff and consultants; and has presented the CEQA Guidelines and thresholds to a number of stakeholder groups. It is clear that local lead agencies are familiar with the CEQA Guidelines, are using them in environmental review processes, and understand they may call upon District staff for assistance. Staff has also heard certain concerns on the CEQA Guidelines. Staff's efforts to address concerns, provide assistance to lead agencies, and develop technical tools is summarized below.

Staff is tracking the use of the CEQA Guidelines and thresholds in environmental review documents. Staff has reviewed CEQA documents for proposed land use developments and submitted comment letters to lead agencies. The CEQA comment letters generally address a project's air quality analysis methods and recommendations for additional mitigation measures.

The District's comment letters often also compliment lead agencies that propose greenhouse gas (GHG) efficient land use developments and adequately apply the District's CEQA thresholds in their air quality analysis.

Staff has continued working with the District's regional agency partners in implementing the CEQA Guidelines and thresholds. Specifically, staff initiated a staff working group with ABAG and MTC to address potential CEQA concerns in Priority Development Areas. The working group provides an opportunity for regional agency staff to share tools and resources, identify air quality concerns, and to support the development of plan level approaches to addressing GHG and community risk and hazards in Priority Development Areas.

Staff is developing a number of additional tools and resources to assist lead agencies in applying the CEQA Guidelines and thresholds. Recent and upcoming tools and resources that address GHG emissions include: the release of the CAPCOA GHG Mitigation Quantification Report, development of a spreadsheet calculator to estimate vehicle trip reductions from transportation demand measures, and creation of an online training video for the District's recommended models. Regarding tools for applying the risk and hazard CEQA thresholds, staff is updating the roadway screening tables, and is preparing railroad screening tables, a construction risk calculator, an inventory of stationary sources in impacted communities, and a risk and hazards mitigation measure quantification spreadsheet. Staff updated the Community Risk Reduction Plan Guidance document and has discussed the document with the CARE Task Force.

Progress is underway with the development of CRRPs in San Jose and San Francisco. Staff is collaborating with staff from San Jose and San Francisco to prepare local emission inventories, conduct local modeling, and examine future development areas. In addition, staff is initiating the CRRP process in West Contra Costa County. Staff is also working with consultants to develop detailed, local emissions inventories for all the CARE communities; this data will provide a critical foundation for evaluating and mitigating potential impacts. Staff is also introducing the idea of preparing Community Development Guidelines to assist jurisdictions in achieving local risk and hazard reductions. The Community Development Guidelines would provide standardized mitigation measures and recommended buffer zones for proposed land use developments located near roadway and stationary sources.

At the Executive Committee meeting, staff will provide information related to the handout from the Center for Creative Land Recycling at the October 5, 2010 Board of Directors meeting.

BUDGET CONSIDERATION/FINANCIAL IMPACT:

Informational item only.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sigalle Michael
Review by: Henry Hilken

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Wagenknecht and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 13, 2010

Re: Workplan and Preparation for Board Retreat

RECOMMENDED ACTION:

Receive and File.

DISCUSSION

Each year, the Board of Directors looks back at accomplishments for the past year and identifies major initiatives for the upcoming year. A list of the Board initiatives identified for 2010 and their status is attached as Table 1. As shown, the Air District has had a number of key accomplishments during 2010.

Staff is developing a list of proposed initiatives for 2011 that will be discussed at the Board of Directors retreat in early 2011. This list is attached as Table 2. Many of the initiatives will stem from the 2010 Clean Air Plan recently adopted by the Board of Directors.

BUDGET CONSIDERATION/FINANCIAL IMPACT:

Resources to implement the initiatives are included in the FY 2010/11 budget and will be considered in the preparation of the FY 2011/12 budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Attachment

Bay Area Air Quality Management District
Major Initiatives 2010
Table 1

COMPLETED	INITIATIVE	COMMENTS	TARGET MONTH 2010	OVERSIGHT COMMITTEE
✓	Contract with Employees Association (EA)	EA Approved and Ratified 6/10.	March	Executive
✓	Proposed Changes to Fees	Fee Rule Adopted 6/10.	May	Budget & Finance
✓	Update to CEQA Guidelines	Guidelines Adopted 6/10.	June	Executive, Stationary Source, and Mobile Source
✓	2010/2011 Budget	Budget Adopted 6/10.	June	Budget & Finance
✓	Clean Air Plan	Clean Air Plan Adopted 9/10.	July/September	Executive, Stationary Source, and Mobile Source
	Refinery NOx Rule	Proposed Rule Under Development.	Jan-11	Stationary Source
	Production System - Live	Ongoing Internal Team Moving Forward. On Time. On Budget.	Feb-11	Executive
	Metal Melting Rule	Proposed Rule Under Development; Working Group Providing Input.	Mar-11	Stationary Source
✓	Summer/Winter Spare the Air Season Reviews	Board Reviews Underway.	Mar-11	Public Outreach
✓	Green Port Initiative	Ongoing Implementation of Emission Reduction Measures.	Ongoing	Maritime Sources and Ports* <i>(*Formerly Ad hoc Committee on Port Emissions. Board to vote on new name Wednesday, March 17, 2010.)</i>
✓	CAPCOA Climate Change Forum	Held 7/10.	August	No Committee Assignment

Draft Bay Area Air Quality Management District
Major Initiatives 2011
Table 2

INITIATIVE	COMMENTS	TARGET MONTH 2011	OVERSIGHT COMMITTEE
Refinery NOx Rule (Amendment)	Proposed Rule Under Development.	January	Stationary Source
Metal Melting Rule	Proposed Rule Under Development, Working Group Providing Input.	March	Stationary Source
Community Risk Reduction Plans	San Jose, San Francisco Pilot Projects, Detailed Local Emission Inventories Underway.	2nd Quarter	Executive
Community Development Guidelines	Developing Standardized Mitigations and Buffer Zones	Ongoing	Executive
Cement Kilns	Proposed Rule Under Development.	April	Stationary Source
General PM Rule	Proposed Rule Under Development.	June	Stationary Source
Indirect Source Rule	Technical Studies Underway, Meetings with Stakeholders and Local Jurisdictions.	Ongoing*	Executive
Vacuum Trucks	Proposed Rule Under Development.	March	Stationary Source
Public Engagement Plan	Issue request for qualifications this fall, developing plan over 2011--outlining practices for notifying the public	Ongoing	Public Outreach
Facility Relocation	First Phase of Evaluation Complete . Second Phase of Project in Progress.	Ongoing	Ad-Hoc Strategic Facilities
Contract w/Employee Association (EA)	Discussions Initiated.	Ongoing	Executive
Production System - Live	Ongoing Internal Team Moving Forward. On time. On budget. Live Beta Expected This Year.	February (Beta Live)	Executive
GHG Fee	Working Group to be Established	Ongoing	Legislative
Bay Area Business Assistance Program	Program Under Development.	Ongoing	Stationary Source

*In concert with Sustainable Community Strategy (SCS)