

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

APPROVED MINUTES

Summary of Board of Directors
Stationary Source Committee Meeting
Thursday, July 7, 2011
9:30 a.m.

1. CALL TO ORDER: Chairperson Gayle B. Uilkema called the meeting to order at 9:34 a.m.

Roll Call: Present: Chairperson Gayle B. Uilkema, Directors David Hudson, Carol Klatt, and Jim Spering were present.

Absent: Vice Chairperson John Gioia, Directors John Avalos, Susan Garner, Eric Mar and Johanna Partin were absent.

Also Present: Board Chairperson Tom Bates

2. Public Comments: Chair Uilkema opened the public comment period. Mr. Douglas Dougherty representing the California Metal Coalition appeared before the Committee to comment on the Metal Melting Rule currently in development by the Air District.

3. Approval of Minutes of May 5, 2011

Committee Action: Director Hudson moved to approve the minutes of May 5, 2011. The motion was seconded by Director Spering and carried unanimously without opposition.

4. Production System Status Update

Jeff McKay, Deputy Air Pollution Control Officer, presented the staff report and gave Committee members an overview of the Production System demonstration. Mr. McKay outlined the history of the project, which began with a proposal in 2006 for a District-wide redesign of permitting and compliance processes. Mr. McKay stated that the regulated community, especially the California Council for Environmental and Economic Balance (CCEEB), stated a strong desire for updated Air District Permitting systems during their participation in the cost recovery study.

John Chiladakis, Director of Information Services, continued the presentation and provided the Committee members with detailed information about the various technologies, software systems and programs used over the years by the Air District. He described the uses and limitations of the current, non-integrated systems and the need to update and integrate the processes. Mr. Chiladakis explained

the goal of the new production system was to create a program that was consistent, efficient and customer service oriented as well as integrated and accessible. He explained the benefits of an integrated system that allows both the Air District and users to view information, track status of permits, and update files.

Committee Member Comments:

Committee members discussed the development of a procedures manual, cost recovery work, and the reduction in staff time.

Committee members expressed concern about implementing the Production System into a long term strategy and keeping it updated. Training methods for Air District personnel were also discussed.

Public Comment: Chair Uilkema opened the public comment period.

Mr. Quinn, CCEEB, stated that he is thrilled with the system. Mr. Quinn stated that he supports moving to a system where customers have access to the same information as the Air District. Mr. Quinn supports using CCEEB members to assist with trial testing of the Production System. Mr. Quinn congratulated staff on their efforts.

Committee Comments/Questions:

Director Uilkema asked if customers can pay for permits online and how these customers are protected from having sensitive information released.

Mr. Chiladakis stated that some permits can be paid online, and that this system was designed with security in mind. The system has encrypting software to protect the customers.

Director Uilkema asked if the Air District sells any of the customer's data or if it is released.

District Counsel Brian Bunker stated that most of the information is considered to be public information and may be obtained through a Public Records request.

Director Sperring asked if correspondence and letters can be seen for each individual customer.

Mr. Chilidakis stated that all correspondence and letters are scanned and accessible.

Committee members discussed presenting the full presentation to the Board of Directors or presenting a shorter version of the presentation. Recommend short version.

Committee Action:

None; receive and file.

5. **Committee Member Comments/Other Business:**
6. **Time and Place of Next Meeting:** At the call of the Chairperson.
7. **Adjournment:** Meeting adjourned at 11:08 a.m.

/s/ Jennifer Cooper

Jennifer Cooper
Acting Clerk of the Board