

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 749-5073

APPROVED MINUTES

Summary of Board of Directors
Executive Committee Meeting
Monday, June 17, 2013

1. Call to Order – Roll Call

Chairperson Ash Kalra called the meeting to order at 9:35 a.m.

Present: Chairperson Ash Kalra; and Directors Tom Bates, John Gioia, Carole Groom, Scott Haggerty, Mary Piepho and Mark Ross.

Absent: Vice Chairperson Nate Miley and Director Brad Wagenknecht.

Also Present: None.

2. Public Comment Period: None.

3. Approval of the Minutes of May 20, 2013

Committee Comments: None.

Public Comments: None.

Committee Action: Director Piepho made a motion to approve the Minutes of May 20, 2013; Director Ross seconded; and the motion carried unanimously.

4. Update on Disposition of 939 Ellis Street and Relocation to 390 Main Street

Jeffrey McKay, Deputy Air Pollution Control Officer (DAPCO), gave the staff presentation Status Report on 939 Ellis Street Disposition, including considerations for the future, accomplishments to date, next steps and timeline.

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), added that the current tenant at 390 Main Street is the United States Drug Enforcement Administration (DEA), whose lease through 2014 is the reason purchase offers are not being discussed today.

Mr. McKay noted that the DEA has identified a future site and begun the associated refurbishment project.

Committee Comments:

Director Bates asked about the nature of the interests expressed in 939 Ellis so far and whether it is advisable to market a building which will not be available until 2015, which questions were answered by Mr. McKay.

Director Ross urged staff to negotiate for a low or no cost lease from the future buyer of 939 Ellis.

Public Comments: None.

Committee Action: None; informational only.

5. Recommendation of Web Redesign and Development Services Vendor

Mr. Broadbent introduced the topic and Jean Roggenkamp, DAPCO, who gave the staff presentation Recommendation of Web Redesign and Development Services Vendor, including background, an overview of the redesign project, summaries of the request for proposals process and results, and information regarding the recommended vendor, SymSoft Solutions.

Committee Comments:

Chairperson Kalra noted the increased project cost is at least partially attributable to the expanded project scope.

Director Ross asked about the qualifications and intended approach of SymSoft Solutions, which questions were answered by Ms. Roggenkamp and representatives of SymSoft Solutions.

Director Gioia asked about the integration of the future website with new technology as it develops and becomes more prevalent, which questions were answered by representatives of SymSoft Solutions.

NOTED PRESENT: Director Haggerty was noted present at 9:57 a.m.

Chairperson Kalra said it is a technologically different world than it was only several years ago and the proposed changes are critical.

Public Comments: None.

Committee Action:

Director Piepho made a motion, seconded by Director Groom, to recommend the Board of Directors to authorize the Executive Officer/APCO to:

1. Execute a contract for \$747,845 with SymSoft Solutions for website redesign and development services for RFP 2013-003; and

2. Encumber \$100,000 in contract amendments for contingency costs.

The motion carried unanimously.

6. Update on My Air Online Program

Chairperson Kalra made introductory comments. Mr. Broadbent introduced the topic and Jaime Williams, Information Technology Officer, who gave the staff presentation Update on My Air Online Program, including background, an overview of the permitting and compliance systems status, a summary of the fiscal year ending 2014 plan and recommendations.

Committee Comments:

Director Gioia asked if there are any candidates in mind for the proposed DAPCO position, which question was answered by Mr. Broadbent.

Director Piepho asked about where applications software fit into the plans, which questions were answered by Ms. Roggenkamp, Lisa Fasano, Director of Communications & Outreach, and Mr. Broadbent.

The Committee and staff discussed the development of technology and its appropriate use by the Air District.

Director Haggerty asked why the duties affiliated with the proposal justify a DAPCO-level position, which question was answered by Mr. Broadbent.

Director Groom expressed her support for the proposal, suggested the work is too far along to reverse and said staff are requesting the necessary tools to move the project forward.

Director Bates asked about the difference in cost between the current position and the proposal and whether staff would have taken a different approach to the project in hindsight, which questions were answered by Mr. Broadbent.

Director Bates encouraged staff to market the completed system in an effort to offset the development costs.

Representatives of SymSoft Solutions addressed the Committee regarding the state of technology in terms of sharing and hosting of computer systems by governments.

The Committee and staff discussed the interest in the program by other air districts.

Director Ross said technology is such that once the program is in place the process will likely have to begin again and asked about the scope of responsibilities for the proposed DAPCO position, which question was answered by Mr. Broadbent.

Public Comments: None.

Committee Action:

Director Groom made a motion, seconded by Director Ross, to recommend the Board of Directors:

1. Authorize the Executive Officer/APCO to execute contract amendments in total of \$1,498,692 with specified vendors and amounts; and
2. Approve reclassification of one management level position to the position of DAPCO effective July 1, 2013.

Director Haggerty noted the timespan of this project and comments made during that time.

The motion carried unanimously.

7. Committee Member Comments/Other Business:

Director Bates provided an update on Senate Bill 691 Hancock.

Director Ross said the City of Martinez is using the upswing in the economy to designate a percentage of revenue for reserves. Chairperson Kalra said it is a good practice but a policy to that effect limits flexibility in a way that is cause for concern.

- 8. Time and Place of Next Committee Meeting:** Monday, August 5, 2013, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 11:00 a.m.
- 9. Adjournment:** The meeting adjourned at 10:39 a.m.

151 Sean Gallagher
Sean Gallagher
Clerk of the Boards