

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

APPROVED MINUTES

Summary of Board of Directors
Ad Hoc Building Oversight Committee Meeting
Wednesday, April 16, 2014

1. Call to Order – Roll Call

Chairperson Nate Miley called the meeting to order at 1:07 p.m.

Present: Chairperson Nate Miley; Vice-Chairperson Carole Groom; and Directors Scott Haggerty, Ash Kalra and Jim Spering.

Absent: Director Eric Mar.

Also Present: None.

2. Public Comment Period: No requests received.

3. Approval of Expenditure in Excess of \$70,000 (Agenda Item #4 taken out of order)

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), gave the staff presentation *Approval of Expenditure in Excess of \$70,000*, including a description of agency space design and programming; consulting on shared services in the new building; and recommendation.

NOTED PRESENT: Director Haggerty was noted present at 1:09 p.m.

The Ad Hoc Building Oversight Committee (Committee) and staff discussed, at slide 5, *Construction Photos*, the expectation that the increased cost of developing shared services will be offset by efficiencies gained by the implementation of the same and staff's approach to dealing with positions that become unnecessary as a result.

Committee Action:

Director Kalra made a motion to recommend the Board authorize the Executive Officer/APCO to reimburse the Bay Area Headquarters Authority for change orders and third party services in the development and operations of the Air District's space at the new Regional Agency Headquarters in an amount not to exceed \$500,000.00.

Committee Comments:

The Committee and staff discussed the methodology for the calculation of agency cost sharing, how much is held in contingency by the Air District, and from where in the Air District budget the recommended reimbursement is paid.

Committee Action (continued):

Director Spring seconded the motion.

Committee Comments (continued):

The Committee and staff discussed whether the staff recommendation is to grant an unusual amount of authority to the APCO; when updates to the Committee are likely to occur; how specific Accenture's recommendations are expected to be; and the reasoning behind the flexibility requested in the staff recommendation.

Public Comments: No requests received.

Committee Action (continued):

The motion carried by the following vote of the Committee:

AYES: Groom, Haggerty, Kalra, Miley and Spring.

NOES: None.

ABSTAIN: None.

ABSENT: Mar.

4. Regional Agency Headquarters (RAHQ) Status Report – April 2014 (Agenda Item #3)

Mr. Broadbent introduced the topic and Mary Ann Okpalaugo, Strategic Facilities Planning Manager of Administrative Services, who gave the staff presentation *Regional Agency Headquarters Status Report 375 Beale Street*, including a construction update; shared services vision; a description of shared technology services at move-in; the recent furniture fair and procurement update; and next steps.

The Committee and staff discussed, at slide 4, *Construction Update*, the nature of the delays involved in the prerequisite move by the U.S. Drug Enforcement Agency office currently at 375 Beale Street.

Ms. Okpalaugo continued the presentation.

The Committee and staff discussed, at slide 6, *Shared-Services at 375 Beale Street*, the Memorandum of Understanding and the relationship of the “375 Beale Committee” to this Committee.

Ms. Okpalaugo concluded the presentation.

Committee Comments:

The Committee and staff discussed concerns expressed by Air District staff regarding workspace accommodations; the expected furniture of resident agencies and whether alternative furniture options exist; the Committee desire to acquire durable furniture that lends to staff comfort and workplace satisfaction; security considerations, current security expectations among agency representatives, and the Air District security stance; the degree of Air District input on the design of the board room and the board room dais; whether an electronic voting system will be incorporated; whether and in what form videoconferencing and webcasting capability will be available; and what will likely happen to the furniture at 939 Ellis and the legal requirements relative to its disposal.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. **Committee Member Comments/Other Business:** None.
6. **Time and Place of Next Meeting:** At the call of the Chairperson.
7. **Adjournment:** The meeting adjourned at 1:42 p.m.

151 Sean Gallagher
Sean Gallagher
Clerk of the Boards