

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, June 18, 2014

1. Call to Order – Roll Call

Vice-Chairperson Carole Groom called the meeting to order at 9:05 a.m.

Present: Chairperson Nate Miley; Vice-Chairperson Carole Groom; and Directors Eric Mar and Jim Sperring.

Absent: Directors Scott Haggerty and Ash Kalra.

Also Present: None.

2. Public Comment Period: No requests received.

3. Approval of the Minutes of April 16, 2014

Ad Hoc Building Oversight Committee (Committee) Comments: None.

Public Comments: No requests received.

Committee Action:

Director Sperring made a motion, seconded by Director Groom, to approve the Minutes of April 16, 2014; and the motion carried by the following vote of the Committee:

AYES: Groom, Mar, Miley and Sperring.

NOES: None.

ABSTAIN: None.

ABSENT: Haggerty and Kalra.

4. Regional Agency Headquarters (RAHQ) Status Report – June 2014

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced the topic and Mary Ann Okpalaugo, Strategic Facilities Planning Manager of Administrative Services,

who gave the staff presentation *RAHQ Status Report 375 Beale Street*, including a construction project update; status of shared services delivery assessment; and furniture procurement update.

The Committee screened a video provided by the Bay Area Headquarters Authority summarizing construction progress to date.

Committee Comments:

The Committee and staff discussed the furniture procurement vendor; shared services progress; the date the U.S. Drug Enforcement Administration (DEA) is expected to move out of 375 Beale Street, the possibility of an earlier departure and the state of negotiations; the possibility of a later move date than initially expected for the Air District and the financial implications of the same; how the Air District's move schedule came to vary so greatly from the DEA's; and the commitments made by and obligations of the Metropolitan Transportation Commission (MTC).

Public Comments: No requests received.

Committee Action: None; receive and file.

- 5. Authorize the Executive Officer/APCO to Enter into a Contract for Project/Construction Management Services to Assist in Oversight of Improvements to Air District Space in 375 Beale Street in an Amount not to Exceed \$300,000; Further Recommend that the Board of Directors (Board) Increase the Fiscal Year Ending (FYE) 2015, Program 104 Budget by a Corresponding \$300,000.00, to be Drawn from the Air District's Undesignated Reserves**

Mr. Broadbent gave the staff presentation *Contract with Project/Construction Manager*, including project/construction manager role and recommendations.

Committee Comments:

The Committee and staff discussed the wisdom of this modest investment; the possibility of more work being required than anticipated; the history of change orders to date; the proposed vendor's level of expertise specific to 375 Beale Street; whether this item should or must go out to bid and the sole source determination; whether anything out of the ordinary has emerged yet, the likelihood of it happening in the future and communication with MTC on this topic; and the wisdom of properly conducting one, well-done renovation rather than a series of poor ones.

Public Comments: No requests received.

Committee Action:

Director Spring made a motion, seconded by Director Groom, to recommend the Board authorize the Executive Officer/APCO to enter into a contract with a Project/Construction Manager to assist staff with oversight of the development and construction of the improvements for the Air District's space in 375 Beale Street, in an amount not to exceed \$300,000.00; and

further recommend that the Board increase the FYE 2015, Program 104 budget by a corresponding \$300,000.00, to be drawn from the Air District's undesignated reserves; and the motion carried by the following vote of the Committee:

AYES: Groom, Mar, Miley and Spering.

NOES: None.

ABSTAIN: None.

ABSENT: Haggerty and Kalra.

6. **Committee Member Comments/Other Business:** None.
7. **Time and Place of Next Meeting:** At the call of the Chairperson.
8. **Adjournment:** The meeting adjourned at 9:33 a.m.

15/Sean Gallagher
Sean Gallagher
Clerk of the Boards