

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  
Monday, December 15, 2014

**1. CALL TO ORDER – ROLL CALL**

Chairperson Nate Miley called the meeting to order at 11:01 a.m.

Present: Chairperson Nate Miley; and Directors Scott Haggerty, Eric Mar and Jim Sperring.

Absent: Vice-Chairperson Carole Groom and Director Ash Kalra.

Also Present: None.

**2. PUBLIC COMMENT ON NON-AGENDA MATTERS:** No requests received.

**3. APPROVAL OF THE MINUTES OF JUNE 18, 2014**

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

Public Comments: No requests received.

Committee Action:

Director Sperring made a motion, seconded by Director Haggerty, to approve the Minutes of June 18, 2014; and the motion carried by the following vote of the Committee:

AYES: Haggerty, Mar, Miley and Sperring.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Groom and Kalra.

**4. REGIONAL AGENCY HEADQUARTERS (RAHQ) AT 375 BEALE STREET – PROJECT STATUS REPORT – DECEMBER 2014**

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced the topic and Mary Ann Okpalaugo, Strategic Facilities Planning Manager of the Administrative Services Division, who gave the staff presentation *Regional Agency Headquarters – 375 Beale Street*,

*Project Status Report*, including a construction update and future schedule; photographs of construction; and schematics of floor designs.

Committee Comments:

The Committee and staff discussed audience seating in the board room; atrium square footage; the last day of Air District occupancy at 939 Ellis Street without penalty; whether the delayed construction schedule will allow for an undisturbed work place for staff; how the media wall will be used; whether there will be a chambers area, publicly accessible library and cafeteria/break room and what form each will take; the hardware that will be installed in the dais; whether agency names will be etched in the glass at the main entrance; where the Board of Directors (Board) member pictures will be posted; whether the Metropolitan Transportation Commission (MTC) has sent letters of interest to possible additional occupants; the continued possibility of co-tenancy by the San Francisco Bay Conservation and Development Commission; whether there is an expectation of operational downtime for the Air District during the physical move; and a recommendation to share the staff presentation with the Board.

Public Comments: No requests received.

Committee Action: None; receive and file.

## **5. CONSTRUCTION, FURNITURE AND NETWORK REDESIGN COSTS**

Mr. Broadbent introduced Damian Breen, Deputy APCO, who gave the staff presentation *Regional Agency Headquarters – 375 Beale Street, Construction, Furniture, and Network Redesign Costs*, including background; progress to date; fiscal year ending (FYE) 2015 shared and construction project budget plan; and staff recommendations.

The Committee and staff discussed, at slide 4, *Progress to Date*, which vendors are handling information technology (IT) infrastructure under the shared services agreement and the scope of the same work.

Mr. Breen concluded the presentation.

Committee Comments:

The Committee and staff discussed the statutory scheme regarding the disposal of Air District property and whether an auction firm has been contacted regarding any property at 939 Ellis that will not be moved to 375 Beale Street; the desire to offset expenses through the sale of property; the Air District's size in comparison to MTC and the Association of Bay Area Governments relative to expense allocations; the normalcy of cost overruns for projects of this nature; secondary plans relative to IT infrastructure; possible contingency expenses in the future; and staff commitment to complete transparency with the Board throughout this process.

Public Comments: No requests received.

Committee Action:

Director Spring made a motion, seconded by Director Mar, to recommend the Board:

1. Authorize the Executive Officer/APCO to reimburse the Bay Area Headquarters Authority an additional \$500,000 for building redesign and construction; furniture; network redesign and consulting work associated with the Air District's tenant improvements and shared services costs at 375 Beale Street; and
2. Increase the FYE 2015, Program 702, budget by a corresponding \$500,000, to be transferred from the Air District's Building and Facilities reserve.

The motion carried by the following vote of the Committee:

AYES: Haggerty, Mar, Miley and Spering.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Groom 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 11:45 a.m.

*151 Sean Gallagher*

Sean Gallagher  
Clerk of the Boards