

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 15, 2015

1. CALL TO ORDER – ROLL CALL

Chairperson Carole Groom called the meeting to order at 9:09 a.m.

Present: Chairperson Carole Groom; Vice-Chairperson Eric Mar; and Directors Scott Haggerty, David Hudson and Jim Spering.

Absent: Director Liz Kniss.

Also Present: None.

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

3. APPROVAL OF THE MINUTES OF DECEMBER 15, 2014

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

Public Comments: No requests received.

Committee Action:

Director Spering made a motion, seconded by Director Mar, to approve the minutes of December 15, 2014; and the motion carried by the following vote of the Committee:

AYES: Groom, Hudson, Mar and Spering.
NOES: None.
ABSTAIN: None.
ABSENT: Haggerty and Kniss.

4. 375 BEALE STREET – PROJECT STATUS REPORT – APRIL 2015

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

Headquarters – 375 Beale Street, Project Status Report – April 2015, including a construction update; photographs of construction; status of furniture procurement; move coordination; and next steps.

The Committee and staff discussed, at slide 3, *Construction Update*, the varying additional costs expected for the parties.

Ms. Okpalaugo concluded the presentation.

NOTED PRESENT: Director Haggerty was noted present at 9:17 a.m.

Committee Comments:

The Committee and staff discussed when the furnishing would be complete and the expected move-in date for each agency; the impact of data center work and parking logistics on the move-in date; which construction work on other floors of the building may impact the move-in date for the Air District; the size of the Air District automobile fleet; whether existing Air District furniture, specifically the board room chairs, will be used for the same purpose at 375 Beale Street; a suggestion to find a use for the board room chairs if not used in the board room; and the importance of establishing a modern, comfortable and effective shared work space.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. UPDATE ON THE PROPOSED SHARED SERVICES ORGANIZATION

Damian Breen, Deputy APCO, gave the staff presentation *Update on the Proposed Shared Services Organization*, including an examination of the value of shared services; a summary of business and information technology operations identified for sharing; concept and models for shared services organization; costs; and next steps.

The Committee and staff discussed, at slide 7, *Costs*, if the total is almost \$4 million; why the building share was purchased but is repeatedly referred to as “a lease;” what percentage of 375 Beale Street will be owned by the Air District when the entire process is complete; and a suggestion to avoid the term “lease” and instead use “debt service.”

Mr. Breen concluded the presentation.

Committee Comments:

The Committee and staff discussed the number of unresolved variables and when they are expected to settle enough to take action; the last-minute nature of real estate transactions in general; a recommendation that the Committee meet more frequently until the move; whether money from the sale of 939 Ellis Street will be applied to 375 Beale Street after rent payments cease; and an overview of the investment of sale proceeds and the rent schedule.

Public Comments: No requests received.

Committee Action: None; receive and file.

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 9:49 a.m.

15/ Sean Gallagher

Sean Gallagher
Clerk of the Boards