



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
AD HOC BUILDING OVERSIGHT COMMITTEE MEETING

COMMITTEE MEMBERS

ERIC MAR – CHAIR
CAROLE GROOM
DAVID HUDSON

LIZ KNISS – VICE-CHAIR
SCOTT HAGGERTY
JAMES SPERING

WEDNESDAY
FEBRUARY 17, 2016
9:00 A.M.

7th FLOOR BOARD ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members. The Committee Chair shall lead the Pledge of Allegiance.

2. **PUBLIC COMMENT ON NON-AGENDA MATTERS** (*Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3*) *Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at Air District headquarters, 939 Ellis Street, San Francisco, CA, and at the Air District's website www.baaqmd.gov at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.*

This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/The-Air-District/Board-of-Directors/Agendas-and-Minutes.aspx> at the time of the meeting.

3. **APPROVAL OF THE MINUTES OF DECEMBER 14, 2015**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of December 14, 2015.

4. **BAY AREA METRO CENTER (375 BEALE STREET) PROJECT STATUS REPORT – FEBRUARY 2016**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will receive a project status report on the Bay Area Metro Center project at 375 Beale Street.

5. **COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).

6. **TIME AND PLACE OF NEXT MEETING:** *At the Call of the Committee Chair.*

7. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
939 ELLIS ST, SF, CA 94109
mmartinez@baaqmd.gov

(415) 749-5016
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Ad Hoc Building Oversight Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Committee meeting. Any correspondence received after that time will be presented to the Committee at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- **Accessibility and Title VI:** The Air District provides services and accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Board matters. For accommodations or translations assistance, please call 415-749-5016 at least three days in advance of a meeting, so that arrangements can be made accordingly.

Accesibilidad y Título VI: El Distrito del Aire ofrece servicios y realiza las adaptaciones necesarias para las personas con discapacidades y para las personas con un dominio limitado del inglés siempre que estos servicios se soliciten y se deseen tratar asuntos relacionados con la Junta. Si necesita ayuda con algún tipo de adaptación o traducción, llame al 415-749-5016 como mínimo tres días antes de la reunión de manera que puedan realizarse las adaptaciones necesarias.

Magagamit na Tulong at Título VI: Nagbibigay ang Air District ng mga serbisyo at mga akomodasyon, kapag hiniling, sa mga taong may kapansanan at mga taong limitado ang kakayahan sa Ingles na gustong magpahayag tungkol sa mga usapin sa harap ng Lupon. Para sa mga tulong sa akomodasyon o sa pagsasalin, mangyaring tumawag sa 415-749-5016 nang tatlong araw man lamang na una pa sa miting, para makapaghandang ayon sa pangangailangan.

可及度及標題VI：空氣管理局根據申請為殘障人士和英語熟練程度有限但卻希望參與董事會事宜的人員提供服務和住宿。關於住宿或者翻譯幫助，請至少在會議之前三天致電 415-749-5016，以便作出相應安排。

Tạo Khả Năng Truy Cập và Chương VI: Đặc Khu cung cấp dịch vụ và phương tiện đáp ứng, khi có yêu cầu, cho những người bị khuyết tật và cho những cá nhân không thông thạo Anh ngữ muốn được tham gia các vấn đề của Hội Đồng. Để được phương tiện đáp ứng hoặc trợ giúp phiên dịch, xin gọi số 415-749-5016 ít nhất ba ngày trước khi có hội thảo, để tiện bố trí các phương tiện

Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District’s offices at 939 Ellis Street, San Francisco, CA 94109, at the time such writing is made available to all, or a majority of all, members of that body.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

FEBRUARY 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED / RESCHEDULED TO MARCH 2, 2016	Monday	15	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	15	10:30 a.m.	Board Room
Board of Directors Ad Hoc Building Oversight Committee <i>(At the Call of the Chair)</i>	Wednesday	17	9:00 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> -CANCELLED	Wednesday	24	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	25	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Thursday	25	11:00 a.m.	Board Room

MARCH 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> -CANCELLED	Wednesday	2	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Wednesday	2	9:30 a.m.	Board Room
Board of Directors Personnel Committee <i>(At the Call of the Chair)</i>	Monday	7	9:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday of every other Month)</i>	Thursday	17	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> -CANCELLED	Monday	21	9:30 a.m.	Board Room

MARCH 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> -CANCELLED	Monday	21	10:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	23	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> -CANCELLED	Thursday	24	9:30 a.m.	Board Room

APRIL 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	6	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	27	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	28	9:30 a.m.	Board Room

HL – 2/9/16 (9:35 a.m.)

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Eric Mar and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: February 9, 2016

Re: Approval of the Minutes of December 14, 2015

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of December 14, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on December 14, 2015.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marjorie Villanueva
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Committee Meeting of December 14, 2015

AGENDA 3 – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of December 14, 2015

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

DRAFT MINUTES

Summary of Board of Directors
Ad Hoc Building Oversight Committee Meeting
Monday, December 14, 2015

1. CALL TO ORDER – ROLL CALL

Vice Chairperson Eric Mar called the meeting to order at 11:00 a.m.

Present: Vice-Chairperson Eric Mar; and Directors Scott Haggerty, David Hudson, and Liz Kniss.

Absent: Chairperson Carole Groom and Director Jim Spering.

Also Present: None.

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

3. **APPROVAL OF THE MINUTES OF SEPTEMBER 23, 2015**

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

Public Comments: No requests received.

Committee Action:

Director Hudson made a motion, seconded by Director Kniss, to approve the minutes of September 23, 2015; and the motion carried by the following vote of the Committee:

AYES: Haggerty, Hudson, Kniss, and Mar.

NOES: None.

ABSTAIN: None.

ABSENT: Groom and Spering.

4. **BAY AREA METRO CENTER (375 BEALE STREET) PROJECT STATUS REPORT- NOVEMBER, 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, gave the staff presentation *Bay Area Metro Center (375*

Beale Street) Project Status Report – November 2015, including a construction update; photographs of construction; development of Rincon Place; move coordination; and next steps.

The Committee was presented with a video “Sprint to The Finish Line” provided by Bay Area Headquarters Authority.

Ms. Okpalaugo concluded the presentation.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. MOVE-IN SCHEDULE FOR 375 BEALE STREET

Damian Breen, Deputy APCO, gave the staff presentation *Move-In Schedule for 375 Beale Street*, including getting ready to move; project planning; operations planning; monitoring progress; and move schedule.

The Committee and staff discussed, at slide 7, *Move Schedule*, if it was possible to achieve an earlier move in date and various impacts that the move process would have on staff; delay scenarios and cost of such delays based on how they impact the Air District and accountability for such delays; the current value of the property versus its purchase price, lease payments and reserves; parking and directions; possible meeting at 375 Beale Street in February; and hopes that existing vendors at MTC’s Metro Center building will have the opportunity to do business at the new building.

Mr. Breen concluded the presentation.

Committee Comments:

The Committee and staff discussed the move date March 31, 2016 to April 3, 2016; moving the fleet and lab; the operations plan; logistics of staff reporting to 375 Beale Street on April 4, 2016; training for staff, future meetings at the new location; the building purchase deal; building management; completion of Rincon Plaza; offsite parking; and space concerns relative to new representatives expanding the Board of Directors.

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 11:47 a.m.

Tom Flannigan
Acting, Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Eric Mar and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: February 9, 2016

Re: Bay Area Metro Center (375 Beale Street) Project Status Report - February, 2016

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Construction of the Bay Area Metro Center began in January, 2013 and continues today. In order to establish certainty around a move in date, the Air District, the Metropolitan Transportation Commission (MTC), the Bay Area Headquarters Authority (BAHA), and the Association of Bay Area Governments (ABAG) staff worked together to establish a schedule that highlighted key milestones by which to track the construction project. Based on that schedule, BAHA expected to receive final occupancy certificates from the Fire Marshall on or about January 29, 2016. Consequently, in January 2016, MTC and ABAG announced a move-in date of March 4, 2016 for those two agencies. Subsequently, the Air District announced a move-in date of March 31, 2016.

DISCUSSION

On January 19, 2016, the Air District was notified by BAHA that there was a complete power outage at 375 Beale Street and that the building was operating on backup power. Air District staff assisted BAHA to determine what caused this outage and has learned that restoration of regular power to the building will be delayed by a number of weeks. Additionally, the State Fire Marshall has requested unrelated changes to the wiring for the building life safety systems that BAHA has estimated will take an additional 8 weeks.

Due to this outage and the required rewiring, a Certificate of Occupancy cannot be obtained from the Fire Marshall for at least 8 weeks. As a result, MTC and ABAG announced on Monday, February 8, 2016, that they would delay their move-in date. Staff is working with BAHA to establish a new move-in schedule and will update the Committee on the project status as part of this report.

BUDGET CONSIDERATIONS

None. Staff will update the Committee on possible issues as the move schedule is solidified.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Rex Sanders
Reviewed by: Damian Breen