



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
MAY 18, 2016
9:45 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.

Staff/Phone (415) 749-

3. **APPROVAL OF THE MINUTES OF APRIL 20, 2016** Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of April 20, 2016.

4. **BAY AREA METRO CENTER (375 BEALE STREET) PROJECT STATUS REPORT – MAY, 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 STREET, SAN FRANCISCO, 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

MAY 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Ad Hoc Building Oversight Committee <i>(At the Call of the Chair)</i>	Wednesday	18	9:45 a.m.	Board Room
Special Board of Directors Meeting - Budget Hearing <i>(At the Call of the Chair)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other month) - CANCELLED</i>	Thursday	19	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month) - CANCELLED</i>	Wednesday	25	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month) - CANCELLED</i>	Thursday	26	9:30 a.m.	Board Room

JUNE 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) - CANCELLED</i>	Wednesday	1	9:45 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Wednesday	1	9:30 a.m.	Board Room

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
375 BEALE STREET, SAN FRANCISCO, CALIFORNIA 94105
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941**

**EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

JUNE 2016

Board of Directors Special Meeting as the Sole Member of The Bay Area Clean Air Foundation	Wednesday	15	9:45 a.m.	1st Floor Boardroom
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	1st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	20	9:30 a.m.	1st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	20	10:30 a.m.	1st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	22	9:30 a.m.	1st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - RESCHEDULED TO JUNE 30, 2016	Thursday	23	9:30 a.m.	1st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	30	9:30 a.m.	1st Floor Board Room

JULY 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.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	9:30 a.m.	1 st Floor Board Room
Advisory Council Meeting <i>(Meets at the Call of the Chair)</i>	Monday	18	10:00 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	10:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other Month)</i>	Thursday	21	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	27	9:30 a.m.	1 st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	28	9:30 a.m.	1 st Floor Board Room

VJ – 5/16/16 (11:48 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: May 16, 2016

Re: Approval of the Minutes of April 20, 2016

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of April 20, 2016.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on April 20, 2016.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marjorie Villanueva
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Committee Meeting of April 20, 2016

AGENDA 3 – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of April 20, 2016

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
Wednesday, April 20, 2016

1. CALL TO ORDER – ROLL CALL

Director Hudson called the meeting to order at 9:32 a.m.

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

Absent: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS:

No requests received.

3. APPROVAL OF THE MINUTES OF FEBRUARY 17, 2016

Ad Hoc Building Oversight Committee (Committee) Comments:

None.

Public Comments:

No requests received.

Committee Action:

Director Hudson made a motion, seconded by Director Spering, to approve the minutes of February 17, 2016; and the motion carried by the following vote of the Committee:

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

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

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), announced that the Air District will move to 375 Beale Street over Memorial Day Weekend, with the first day of work at the Beale Street office on May 31, 2016. Mr. Broadbent introduced Damian Breen, Deputy Air Pollution Control Officer, who introduced Mary Ann Okpalaugo, Strategic Facilities Manager, who gave the staff presentation *Bay Area Metro Center – 375 Beale Street Project Status Report*, which included construction and furniture updates; shared services/service level agreements; and next steps.

NOTED PRESENT: Committee Vice Chair Kniss was noted present at 9:37 a.m.

Committee Comments:

The Committee and staff discussed parking spaces for Board Members at 375 Beale Street; and public transit routes and options to 375 Beale Street.

Public Comments:

No requests received.

Committee Action:

None; receive and file.

5. MOVE-IN SCHEDULE FOR 375 BEALE STREET

Mr. Broadbent re-introduced Mr. Breen, who gave the staff presentation *Move-In Schedule for 375 Beale Street*, including move date; move requirements underway; and next steps.

Committee Comments:

The Committee and staff discussed the location of the Stationary Source Committee meeting schedule for June 1, 2016.

Public Comments:

No requests received.

Committee Action:

None; receive and file.

6. OVERVIEW OF DECOMMISSIONING ACTIVITIES AT 939 ELLIS STREET AND SELECTION OF CONTRACTOR FOR EQUIPMENT DISPOSAL AND RECYCLE

Mr. Broadbent thanked his staff for their time and effort regarding the move. He introduced Rex Sanders, Director of Executive and Administrative Resources, who gave the staff presentation, *Overview of Decommissioning Activities at 939 Ellis Street*, including overview; RFPs and other options; hybrid approach; and recommendation.

Committee Comments:

The Committee and staff discussed what types of things the Air District would put up for auction; who is eligible to bid; how any funds generated from the online auction would be put into the designated building reserve; and whether or not the funds generated from the auction would cover the cost of recycling and disposal.

Public Comments:

No requests received.

Committee Action:

Director Haggerty made a motion, seconded by Director Hudson, to Authorize the Executive Officer/APCO to enter into contract with Bluewater Environmental Services, Inc. not to exceed \$88,940.00 for the disposal and recycle of equipment at 939 Ellis Street; and Authorize the Transfer of \$88,940.00 from the designated building reserve into the Fiscal Year Ending 2016 budget; and the motion carried by the following vote of the Committee:

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

7. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS:

None.

8. TIME AND PLACE OF NEXT MEETING:

Wednesday, May 18, 2016, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, California 94109 at 9:45 a.m.

9. ADJOURNMENT:

The meeting adjourned at 9:56 a.m.

Marcy Hiratzka
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: May 16, 2016

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

RECOMMENDED ACTION

None, receive and file.

BACKGROUND

939 Ellis Street has served as the Bay Area Air Quality Management District's (Air District) headquarters for 50 years. On Tuesday, May 31, 2016, the Air District will begin operations at its new headquarters building at 375 Beale Street in San Francisco.

DISCUSSION

Construction Update

Major construction has been completed of the Air District's space at 375 Beale Street. The punch list for furniture and construction items are currently being addressed with the majority of punch list items to be completed prior to move-in.

Relocation

The Air District has already moved some file cabinets and their contents. Air District staff are in the process of packing offices and workstations. The Laboratory, Meteorology, and Field Communications/Dispatch Section will be moved starting May 23, 2016 with the remainder of the Air District materials and staff moving on Thursday, May 26, 2016.

To facilitate the physical move, the Air District's 939 Ellis Street headquarters will be closed beginning at noon on Thursday, May 26, 2016 through the May 30th Memorial Day holiday. The Air District's field operations and offices will remain open during this time. The Air District headquarters will reopen on Tuesday, May 31, 2016 at 375 Beale Street.

Decommissioning of 939 Ellis Street

Decommissioning of 939 Ellis Street will begin on May 31, 2016. The decommissioning will include identifying and moving furniture and supplies to the Air District's field offices; a public surplus auction, donations to other public agencies and recycling and disposal of unusable items. The Air District will relinquish 939 Ellis Street to its current owners at the completion of decommissioning on June 24, 2016.

Board Meeting Schedule

The first Regular Board of Directors meeting will be held in the Bay Area Metro Center at 375 Beale Street in San Francisco on Wednesday, June 15, 2016 at 9:45 a.m. Board members and the public will find the new headquarters location convenient to public transportation and freeway access. Staff will present transportation options and parking instructions for Board members as part of the presentation of this item.

BUDGET CONSIDERATIONS/FINANCIAL IMPACTS

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Mary Ann Okpalaugo
Approved by: Rex Sanders