



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
NOVEMBER 16, 2016
9:30 A.M.

1ST FLOOR BOARD ROOM
375 BEALE STREET
SAN FRANCISCO, CA 94105

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, 375 Beale Street, San Francisco, CA, 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/about-the-air-district/board-of-directors/resolutionsagendasminutes> at the time of the meeting.

3. **APPROVAL OF THE MINUTES OF MAY 18, 2016** Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of May 18, 2016.

4. **BAY AREA METRO CENTER (375 BEALE STREET) REPORT – NOVEMBER, 2016**

J. Broadbent/5052

jbroadbent@baaqmd.gov

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

5. **375 BEALE STREET ACQUISITION UPDATE**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive an update on the purchase of the facility, and on the possibility of a subsequent transaction to acquire an additional portion of the facility.

6. **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).

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

8. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
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 Board meeting. Any correspondence received after that time will be presented to the Board at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- 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 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at rsanders@baaqmd.gov.

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

NOVEMBER 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Nominating Committee <i>(At the Call of the Chair)</i>	Wednesday	16	9:00 a.m.	1 st Floor Board Room
Board of Directors Ad Hoc Building Oversight Committee <i>(At the Call of the Chair)</i>	Wednesday	16	9:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	16	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	17	9:30 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	21	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	21	10:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	23	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> - CANCELLED	Thursday	24	9:30 a.m.	1 st Floor Board Room

DECEMBER 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	7	9:45 a.m.	1 st Floor Board Room
Board of Directors Legislative Committee <i>(At the Call of the Chair)</i>	Monday	12	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	15	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets 4th Wednesday of Each Month)</i>	Friday	16	9:30 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	19	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	19	10:30 a.m.	1 st Floor Board Room

DECEMBER 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	21	9:45 a.m.	1 st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED	Thursday	22	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> - CANCELLED	Wednesday	28	9:30 a.m.	1 st Floor Board Room

JANUARY 2017

<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	4	9:45 a.m.	1 st Floor Board Room
Advisory Council Meeting <i>– (At the Call of the Chair)</i>	Thursday	5	10:00 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	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	18	9:45 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday of Every Other Month)</i>	Thursday	19	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	25	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	26	9:30 a.m.	1 st Floor Board Room

HL – 11/4/16 (12:00 p.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: November 2, 2016

Re: Approval of the Minutes of May 18, 2016

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of May 18, 2016.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on May 18, 2016.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Maricela Martinez

Attachment 3A: Draft Minutes of the Committee Meeting of May 18, 2016

AGENDA 3A – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of May 18, 2016

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Ad Hoc Building Oversight Committee Meeting
Wednesday, May 18, 2016

1. CALL TO ORDER – ROLL CALL

Ad Hoc Building Oversight Committee (Committee) Chairperson, Eric Mar, called the meeting to order at 9:46 a.m.

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

Absent: Director Carole Groom.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS:

No requests received.

3. APPROVAL OF THE MINUTES OF APRIL 20, 2016

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Director Hudson made a motion, seconded by Vice Chair Kniss, to approve the minutes of April 20, 2016; and the motion carried by the following vote of the Committee:

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

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

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced Mary Ann Okpalaugo, Strategic Facilities Manager, who gave the staff presentation *Bay Area Metro Center (375 Beale Street) Project Status Report – May 2016*, which included: Construction/move dates; decommission of 939 Ellis Street; streetscape/Rincon Place; driving directions and parking at 375 Beale Street; and next steps.

NOTED PRESENT: Director Haggerty was noted present at 9:58 a.m.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed: other tenants at 375 Beale Street; when meeting webcasting capabilities will be activated; transit hubs and schedules; remaining punch list items; parking capacity for Air District Board members and directions; the experience of Air District Board members who also serve on the Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments' Boards of Directors and have already attended meetings at 375 Beale Street; anticipated ribbon-cutting ceremonies of the Air District and MTC; and the reason why the June 1 Stationary Source Committee meeting will be held at 939 Ellis Street, rather than 375 Beale Street.

Committee Action:

None; receive and file.

5. COMMITTEE MEMBER COMMENTS/OTHER BUSINESS

None.

6. TIME AND PLACE OF NEXT MEETING:

At the call of the Committee Chairperson.

7. ADJOURNMENT:

The meeting adjourned at 10:06 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: November 8, 2016

Re: Bay Area Metro Center (375 Beale Street) Report – November, 2016

RECOMMENDED ACTION

None, receive and file.

BACKGROUND

The Air District began operations at its new headquarters building at 375 Beale Street in San Francisco on May 31, 2016. The Laboratory, Meteorology, and Field Communications/Dispatch sections, moved to the new headquarters on May 23, 2016 with the remainder of the Air District moving on Thursday, May 26, 2016.

The business operations team consisting of representatives from each agency continue to meet weekly to support the shared services operations which include: visitor management, front desk receptionist and daily meeting management; shared IT printing operations; fleet management; the pantry/coffee bar and the copy/print mailrooms.

DISCUSSION**Construction Update**

Punch list items for all furniture have been completed. Hogue and Associates, completed furniture delivery for all offices, workstations, conference rooms and other ancillary areas. Hogue is developing the furniture inventory for fixed asset tracking and plans to provide staff training on making minor adjustments to accommodate staff needs.

The Bay Area Headquarters Authority's (BAHA) staff is working on the punch list for construction items and project close out.

EV Charging Update

BAHA is seeking a vendor to supply, install at the point of embarkation to building electrical infrastructure, operate, and maintain a state-of-the-art electric vehicle charging system for its new headquarters building located at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA

94105. The system must deploy the most technologically advanced Electric Vehicle Supply Equipment (EVSE) and Auxiliary Equipment (collectively “EVSE System”) that employs charging session management and power consumption controls and at a low operating cost.

A Request for Proposals has closed to add 21 Level 2 (240V) dual port and one DC Fast (440v) EV Charging Stations in the Beale and Harrison Street parking garages for use by staff, building occupants and the public. Approval to award the contract is expected in December. Once the vendor is selected, a separate procurement will be initiated to select a contractor to install the electrical infrastructure necessary to support the selected system. The desire is to have the entire EV system fully operational by early Spring 2017.

The RFP evaluation panel met November 9, 2016 to review proposals and discuss next steps. There were 6 proposals received.

Ada’s Café and Resource Center (“The Hub”)

Construction work was completed in September and installation of furniture, fixtures and audiovisual, technology and food service equipment is underway for the combined spaces. The operators for both spaces are in the process of hiring, training and orienting staff for their official grand opening currently planned for January 11, 2017.

The Air District will utilize The Hub as a Resource Center and has assigned staff from its various divisions to assist with the operator training.

The San Francisco Bay Conservation and Development Commission (BCDC) Relocation

BAHA staff is working with the Department of General Services (DGS) to finalize the approvals needed to relocate BCDC to 375 Beale Street. BAHA expects a move in date of first quarter 2017.

BUDGET CONSIDERATIONS/FINANCIAL IMPACTS

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Mary Ann Okpalaugo
Approved by: Rex Sanders

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: November 3, 2016

Re: 375 Beale Street Acquisition Update

RECOMMENDED ACTION

None, receive and file.

BACKGROUND

The Bay Area Air Quality Management District (Air District) currently inhabits 375 Beale Street under the terms of a Lease with an Option to Purchase.

DISCUSSION

The Air District and BAHA structured the terms of the Air District's acquisition to provide flexible timing for the purchase. Therefore, the Air District is currently able to occupy the building as a lease while waiting to complete the purchase.

Financing is already in place, however to complete the purchase, both the condominium map and the Declaration of Covenants, Conditions, and Restrictions (CC&Rs) must be recorded by BAHA. Staff will discuss the status of the condominium map and of the CC&Rs.

In addition, the Air District may have an opportunity to purchase a larger portion of the Facility than was originally contemplated. If this purchase is approved, it would occur as a second transaction, subsequent to the initial purchase. This second transaction is expected to be a cash transaction as opposed to a financed transaction.

BUDGET CONSIDERATIONS/FINANCIAL IMPACTS

None. Any financial impacts are already approved (initial building purchase) or will be the subject of a future request for approval.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay