

**Errata Sheet**

Revised Agenda

Board of Directors Meeting

Wednesday, May 18, 2016

The revised agenda reflects the addition of the New Agenda Item Number 20, Report of the Ad Hoc Building Oversight Committee Meeting of May 18, 2016



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

## REVISED BOARD OF DIRECTORS REGULAR MEETING

MAY 18, 2016

A regular meeting of the Bay Area Air Quality Management District Board of Directors will be held at 9:45 a.m. in the 7<sup>th</sup> Floor Board Room at the Air District Headquarters, 939 Ellis Street, San Francisco, California 94109.

### Questions About an Agenda Item

The name, telephone number and e-mail of the appropriate staff Person to contact for additional information or to resolve concerns is listed for each agenda item.

### Meeting Procedures

The public meeting of the Air District Board of Directors begins at 9:45 a.m. The Board of Directors generally will consider items in the order listed on the agenda. However, any item may be considered in any order.

After action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

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.

## Public Comment Procedures

Persons wishing to make public comment must fill out a Public Comment Card indicating their name and the number of the agenda item on which they wish to speak, or that they intend to address the Board on matters not on the Agenda for the meeting.

**Public Comment on Non-Agenda Matters, Pursuant to Government Code Section 54954.3** For the first round of public comment on non-agenda matters at the beginning of the agenda, ten persons selected by a drawing by the Clerk of the Boards from among the Public Comment Cards indicating they wish to speak on matters not on the agenda for the meeting will have three minutes each to address the Board on matters not on the agenda. For this first round of public comments on non-agenda matters, all Public Comment Cards must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to commencement of the meeting. The remainder of the speakers wishing to address the Board on non-agenda matters will be heard at the end of the agenda, and each will be allowed three minutes to address the Board at that time.

Members of the Board may engage only in very brief dialogue regarding non-agenda matters, and may refer issues raised to District staff for handling. In addition, the Chairperson may refer issues raised to appropriate Board Committees to be placed on a future agenda for discussion.

**Public Comment on Agenda Items** After the initial public comment on non-agenda matters, the public may comment on each item on the agenda as the item is taken up. Public Comment Cards for items on the agenda must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to the Board taking up the particular item. Where an item was moved from the Consent Calendar to an Action item, no speaker who has already spoken on that item will be entitled to speak to that item again.

Up to ten (10) speakers may speak for three minutes on each item on the Agenda. If there are more than ten persons interested in speaking on an item on the agenda, the Chairperson or other Board Member presiding at the meeting may limit the public comment for all speakers to fewer than three minutes per speaker, or make other rules to ensure that all speakers have an equal opportunity to be heard. Speakers are permitted to yield their time to one other speaker; however no one speaker shall have more than six minutes. The Chairperson or other Board Member presiding at the meeting may, with the consent of persons representing both sides of an issue, allocate a block of time (not to exceed six minutes) to each side to present their issue.

# BOARD OF DIRECTORS REGULAR MEETING REVISED AGENDA

WEDNESDAY  
MAY 18, 2016  
IMMEDIATELY FOLLOWING  
9:45 A.M. BOARD OF DIRECTORS  
SPECIAL MEETING - BUDGET HEARING

BOARD ROOM  
7<sup>th</sup> FLOOR

## CALL TO ORDER

Chairperson, Eric Mar

1. **Opening Comments**  
**Roll Call**  
**Pledge of Allegiance**

*The Chair shall call the meeting to order and make opening comments. The Clerk of the Boards shall take roll of the Board members. The Chair shall lead the Pledge of Allegiance.*

## PUBLIC COMMENT ON NON-AGENDA MATTERS

2. **Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3**

*For the first round of public comment on non-agenda matters at the beginning of the agenda, ten persons selected by a drawing by the Clerk of the Boards from among the Public Comment Cards indicating they wish to speak on matters not on the agenda for the meeting will have three minutes each to address the Board on matters not on the agenda. For this first round of public comments on non-agenda matters, all Public Comment Cards must be submitted in person to the Clerk of the Board at the location of the meeting and prior to commencement of the meeting.*

## COMMENDATIONS/PROCLAMATIONS/AWARDS

3. *The Board of Directors will recognize Barry Wallerstein, former South Coast Air Quality Management District Executive Officer, for his service, leadership and dedication to protecting air quality.*

## CONSENT CALENDAR (ITEMS 4 – 14)

Staff/Phone (415) 749-

4. Minutes of the Board of Directors Regular Meeting of April 20, 2016

Clerk of the Boards/5073

*The Board of Directors will consider approving the draft minutes of the Board of Directors Regular Meeting of April 20, 2016.*

5. Board Communications Received from April 20, 2016 through May 17, 2016  
**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*A copy of communications directed to the Board of Directors received by the Air District from April 20, 2016 through May 17, 2016, if any, will be at each Board Member's place.*

6. Notices of Violations Issued and Settlements in Excess of \$10,000 in the month of April 2016  
**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*In accordance with Resolution No. 2012-08, the Board of Directors will receive a list of all Notices of Violation issued, and all settlements for amounts in excess of \$10,000 during the month of April 2016.*

7. Air District Personnel on Out-of-State Business Travel  
**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*In accordance with Section 5.4 (b) of the Air District's Administrative Code, Fiscal Policies and Procedures Section, the Board is hereby notified that the attached memorandum lists Air District personnel who have traveled on out-of-state business in the preceding month.*

8. Quarterly Report of the Executive Office and Division Activities for the Months of January 2016 – March 2016  
**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*A summary of Board of Directors, Hearing Board and Advisory Council meeting activities for the fourth quarter is provided for information only. Also included is a summary of the Executive Office and Division Activities for the months of January 2016 – March 2016.*

9. Authorize the Executive Officer/APCO to Enter into a Contract with Hogue Inc., for Additional Furniture and Ergonomic Equipment in an Amount not to Exceed \$200,000  
**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Board of Directors will consider authorizing the Executive Officer/APCO to enter into a contract with Hogue Inc., for ongoing and additional furniture and ergonomic equipment (e.g., keyboard trays, sit/stand desks, shelving, file cabinets etc.) in an amount not to exceed \$200,000.*

10. Consider Authorization of a Purchase Order in Excess of \$70,000 Pursuant to Administrative Code Division II Fiscal Policies and Procedures, Section 4.3 Contract Limitations for Purchase of Greenhouse Gas (GHG) Measurement Equipment  
**J. Broadbent/5052**  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Board of Directors will consider authorizing the Executive Officer/APCO to execute a purchase order to Picarro, Inc. in the amount of \$80,619.95 for GHG measurement equipment.*

11. Transfer \$500,000 from the Building Proceeds Reserve to Retrofit Backup Generator at 375 Beale Street

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Board of Directors will consider transferring \$500,000 from the building proceeds reserve to the fiscal year ending (FYE) 2016 budget; and authorizing the Executive Officer/APCO to enter into all necessary agreements and contracts to retrofit the backup generator for the new regional agency headquarters building at 375 Beale Street.*

12. Extension of Contracts for My Air Online Development Services

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Board of Directors will consider authorizing the Executive Officer/APCO to execute contract amendments to extend five (5) contracts for the development of the online permitting system in an amount not to exceed \$993,325.*

13. Extension of Contracts for Website Development and Maintenance

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Board of Directors will consider authorizing the Executive Officer/APCO to execute contract amendments to extend three (3) contracts for the website development and maintenance in an amount not to exceed \$353,847.*

14. Consider Authorization to Issue a Purchase Order and Execute Contract in Excess of \$70,000 Pursuant to Administrative Code Division II Fiscal Policies and Procedures Section 4.3 Contract Limitations

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Board of Directors will consider authorizing the Executive Officer/APCO to issue a purchase order and execute a contract for the Residential Wood Burning Status Phone Number (1-877-4NO-BURN), Wood Smoke Complaint System, Online Wood Smoke Awareness Course, Customer Service and Data System in an amount not to exceed \$90,000.*

## **COMMITTEE REPORTS**

15. Report of the **Advisory Council** Meeting of April 25, 2016

BOARD LIAISON: R. Sinks

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Council received the following reports:*

A) **Presentation on Crude Slate at Local Refineries**

1) *None; receive and file.*

B) **Perspectives on Efficacy of Greenhouse Gas Caps for Local Refineries**

1) *None; receive and file.*

C) **Presentations on Low Carbon Fuel Standard**

1) *None; receive and file.*

D) **Council Deliberation**

1) *None; receive and file.*

16. Report of the **Budget and Finance Committee** Meeting of April 27, 2016

CHAIR: D. Hudson

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee received the following reports:*

A) **Continued Discussion of Fiscal Year Ending (FYE) 2017 Proposed Air District Budget and Consideration to Recommend Adoption**

1) *Adopt the FYE 2017 Proposed Budget; and*

2) *Establish a funding policy for CalPERS Retirement Pension Plan.*

B) **Third Quarter Financial Report – Fiscal Year Ending (FYE) 2016**

1) *None; receive and file.*

17. Report of the **Public Engagement Committee** Meeting of May 2, 2016

CHAIR: M. Ross

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee received the following reports:*

A) **2016 Spare the Air Campaign**

1) *None; receive and file.*

B) **Renewal of Contract for Spare the Air Advertising and Messaging Campaigns**

1) *The Committee will consider recommending Board of Directors authorization for the Executive Officer/APCO to amend existing contract with O'Rorke, Inc. for the Fiscal Year Ending 2017 Spare the Air Campaigns' Advertising, Communications & Evaluation Services in an amount not to exceed \$1,950,000.*

C) **Overview of Climate Forward Bay Area Leadership Forum**

1) *None; receive and file.*

18. Report of the **Mobile Source Committee** Meeting of May 5, 2016

CHAIR: S. Haggerty

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee received the following reports:*

A) **Projects and Contracts with Proposed Grant Awards Over \$100,000**

1) *Approve Carl Moyer Program (CMP) and Transportation Fund for Clean Air (TFCA) projects with proposed grant awards over \$100,000 as shown in Attachment 1; and*

- 2) *Authorize the Executive Officer/APCO to enter into agreements for the recommended projects; and*
- 3) *Adopt a resolution that authorizes the Executive Officer/APCO to accept, obligate, and expend Congestion Mitigation and Air Quality Improvement (“CMAQ”) grant funding for electric vehicle signage and education.*

**B) Vehicle Buy Back Contractor Selection**

- 1) *Approve Environmental Engineering Studies, Inc. (EES) and Pick-N-Pull Auto Dismantlers (Pick-N-Pull) as the vehicle retirement contractors and Direct Mail Center as the direct mail service contractor for the fiscal year ending (FYE) 2017 Vehicle Buy Back Program (VBB).*
- 2) *Authorize the Executive Officer/APCO to execute contracts for:*
  - a. *Vehicle scrapping and related services with EES and Pick-N-Pull, for a combined amount up to \$7 million; and*
  - b. *Direct mail services for the VBB Program with Direct Mail Center for up to \$129,698.*
- 3) *Authorize the Executive Officer/APCO to extend these services for an additional three years, at the Air District’s discretion, based on contractor performance.*

**C) Fiscal Year Ending (FYE) 2017 Transportation Fund for Clean Air (TFCA) County Program Manager (CPM) Expenditure Plans and Proposed Amendments to Two FYE 2017 CPM Policies (Ridesharing and Shuttle/Feeder Bus Services)**

- 1) *Approve the allocation of new FYE 2017 TFCA CPM Funds listed in Table 1;*
- 2) *Authorize the Executive Officer/APCO to enter into funding agreements with the CPMs for the total funds to be programmed in FYE 2017, listed in Table 1; and*
- 3) *Approve the proposed changes to the cost-effectiveness limits set in two FYE 2017 TFCA CPM Fund Policies (Ridesharing and Shuttle/Feeder Bus Services).*

19. Report of the **Executive Committee** Meeting of May 16, 2016  
CHAIR: E. Mar

J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee received the following reports:*

**A) Hearing Board Quarterly Report: January – March 2016**

- 1) *None; receive and file.*

**B) Bay Area Regional Collaborative (BARC) Update**

- 1) *None; receive and file.*



C) **Consider and Discuss Proposed Amendments to the Air District's Administrative Code, Division II: Fiscal Policies and Procedures, Section 4.3: Contract Limitations**

1) *None; receive and file.*

D) **Update on My Air Online Permitting and Compliance System Progress**

1) *None; receive and file.*

E) **2016 Planning and Rulemaking Calendar**

1) *None; receive and file.*

20. Report of the **Ad Hoc Building Oversight Committee** Meeting of May 18, 2016

CHAIR: E. Mar

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Committee received the following reports:*

A) **Bay Area Metro Center (375 Beale Street) Project Status Report – May 2016**

1) *None; receive and file.*

**PUBLIC HEARING**

21. Public Hearing to Consider Adoption of Proposed Revisions to the Bay Area Air Quality Management District Manual of Procedures

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*The Board of Directors will consider adoption of the proposed additions to the Manual of Procedures.*

**PRESENTATION**

22. Planning Healthy Places

J. Broadbent/5052

[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)

*Staff will brief the Board of Directors on a recently completed guidance document, Planning Healthy Places, which is intended to assist cities and counties in promoting infill development by outlining strategies to minimize potential local air pollution exposures.*

**CLOSED SESSION**

23. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

*Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: one potential case.*

**OPEN SESSION**

## **PUBLIC COMMENT ON NON-AGENDA MATTERS**

### **24. Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3**

*Speakers who did not have the opportunity to address the Board in the first round of comments on non-agenda matters will be allowed three minutes each to address the Board on non-agenda matters.*

## **BOARD MEMBERS' COMMENTS**

25. *Any member of the Board, 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)*

## **OTHER BUSINESS**

26. Report of the Executive Officer/APCO

27. Chairperson's Report

28. Time and Place of Next Meeting:

*Wednesday, June 15, 2016, 1<sup>st</sup> Floor Board Room, 375 Beale Street, San Francisco, California 94105 at 9:45 a.m.*

29. Adjournment

*The Board meeting shall be adjourned by the Board Chair.*

## CONTACT:

MANAGER, EXECUTIVE OPERATIONS  
939 ELLIS STREET, SAN FRANCISCO, CA 94109  
[mmartinez@baaqmd.gov](mailto:mmartinez@baaqmd.gov)

(415) 749-5016  
FAX: (415) 928-8560  
BAAQMD homepage:  
[www.baaqmd.gov](http://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 Board of Directors” 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.
- 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 makapaghanda 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**

Memorandum

To: Chairperson Eric Mar and Members  
of the Board of Directors

From: Jack P. Broadbent  
Executive Officer/Air Pollution Control Officer

Date: May 17, 2016

Re: Report of the Ad Hoc Building Oversight Committee Meeting of May 18, 2016

RECOMMENDED ACTION

The Ad Hoc Building Oversight Committee (Committee) received only informational items and has no recommendations of approval by the Board of Directors (Board).

BACKGROUND

The Committee met on Wednesday, May 18, 2016, and received the following report:

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

Chairperson Eric Mar will provide an oral report of the Committee meeting.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 20A: 05/18/16 – Ad Hoc Building Oversight Committee Meeting Agenda #4

**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 30<sup>th</sup> 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