



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

ADVISORY COUNCIL EXECUTIVE COMMITTEE

COMMITTEE MEMBERS

FRED GLUECK, CHAIR
HAROLD BRAZIL, SECRETARY
KEN BLONSKI
KRAIG KURUCZ

LOUISE BEDSWORTH, PH.D - VICE-CHAIR
SAM ALTSHULER P. E
JEFFREY BRAMLETT

WEDNESDAY
MARCH 14, 2007
9:00 A.M.

CONFERENCE ROOM
716

AGENDA

1. Call to Order – Roll Call
2. Public Comment Period

Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3. The public has the opportunity to speak on any agenda item. All agendas for Advisory Council Committee meetings are posted at the District, 939 Ellis Street, San Francisco, at least 72 hours before a meeting. At the beginning of the meeting, an opportunity is also provided for the public to speak on any subject within the Committee's purview. Speakers are limited to five minutes each.

3. Approval of Minutes of November 8, 2006
4. Committee Reports

- a) Air Quality Planning Committee Meeting of February 14, 2007 Chairperson Blonski
- b) Public Health Committee Meeting of February 14, 2007 Chairperson Bramlett
- c) Technical Committee Meeting of February 28, 2007 Chairperson Altshuler

5. Overview of Chairperson, Glueck's Report to the Board of Directors' Executive Committee Meeting of February 9, 2007

Chairperson Glueck will give an overview of his report to the Board of Directors' Executive Committee.

6. Committee Discussion Regarding Proposed Revision to the Advisory Council's Code of Conduct: Article II

The Committee will consider a proposed revision to the Advisory Council's Code of Conduct: Article II.

7. Committee Member Comments/Other Business

Committee or staff members on their own initiative, or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on their own activities, provide a reference to staff about 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.

8. Time and Place of Next Meeting

9:00 a.m. May 9 2007, Conference Room 716, 939 Ellis Street, San Francisco, CA 94109.

9. Adjournment

FG:cd

**CONTACT CLERK OF THE BOARDS
939 ELLIS STREET SF, CA 94109**

**(415) 749-4965
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BAAQMD homepage:
www.baaqmd.gov**

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Clerk's Office should be given in a timely manner so that arrangements can be made accordingly.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
(415) 771-6000

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF DISTRICT MEETINGS

MARCH 2007

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	7	9:45 a.m.	Board Room
Board of Directors Stationary Source Committee – <i>(Meets 2nd Thursday of the Month Quarter)</i>	Thursday	8	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Legislative Committee <i>(Meets 4th Monday of every Month)</i>	Monday	12	9:30 a.m.	4 th Floor Conf. Room
Advisory Council Executive Committee	Wednesday	14	9:00 a.m.	Room 716
Advisory Council Regular Meeting	Wednesday	14	10:00 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday every other month)</i> - CANCELLED	Thursday	15	1:30 p.m.	4 th Floor Conf. Room
Joint Policy Committee	Friday	16	10:00 a.m. – 12:00 p.m.	Metro Center Auditorium 101 – 8 th Street Oakland, CA 94607
Board of Directors Public Outreach Committee <i>(Meets 1st Thursday every other Month)</i>	Monday	19	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	21	9:45 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets 4th Wednesday of each Month)</i>	Wednesday	28	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee – <i>(Meets 4th Thursday of each Month)</i>	Thursday	29	9:30 a.m.	4 th Floor Conf. Room

APRIL 2007

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	Board Room
Advisory Council Air Quality Planning Committee <i>(Meets 2nd Wednesday of each even Month)</i>	Wednesday	11	9:30 a.m.	Board Room

APRIL 2007

Advisory Council Public Health Committee <i>(Meets 2nd Wednesday of each even Month)</i>	Wednesday	11	1:30 p.m.	Board Room
Advisory Council Technical Committee <i>(Meets 2nd Monday of each even Month)</i>	Monday	16	9:00 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Legislative Committee <i>(Meets 4th Monday of every Month)</i>	Monday	23	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Budget & Finance Committee <i>(Meets 4th Wednesday of each Month)</i>	Wednesday	25	9:30.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee – <i>(Meets 4th Thursday of each Month)</i>	Thursday	26	9:30 a.m.	4 th Floor Conf. Room

MAY 2007

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	2	9:45 a.m.	Board Room
Board of Directors Public Outreach Committee <i>(1st Thursday every other Month)</i>	Thursday	3	9:30 a.m.	4 th Floor Conf. Room
Advisory Council Executive Committee	Wednesday	9	9:00 a.m.	Room 716
Advisory Council Regular Meeting	Wednesday	9	10:00 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 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 every other month)</i>	Thursday	17	9:30 a.m.	4 th Floor Conf. Room
Joint Policy Committee	Friday	18	10:00 a.m. – 12:00 p.m.	Metro Center Auditorium 101 – 8 th Street Oakland, CA 94607
Board of Directors Budget & Finance Committee <i>(Meets 4th Wednesday of each Month)</i>	Wednesday	23	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee – <i>(Meets 4th Thursday of each Month)</i>	Thursday	24	9:30 a.m.	4 th Floor Conf. Room

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3/6/07 (2:10 p.m.)
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Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109

DRAFT MINUTES

Advisory Council Executive Committee
9:00 a.m., Wednesday, November 8, 2006

1. **Call to Order – Roll Call.** Chairperson Kurucz called the meeting to order at 9:07 a.m.
Present: Kraig Kurucz, Chairperson, Fred Glueck, Vice-Chairperson, Louise Bedsworth, Ph.D., Secretary, Robert Bornstein, Ph.D., Jeffrey Bramlett, Stan Hayes, Brian Zamora.

Other Advisory Council Members Present: Sam Altshuler.

2. **Public Comment Period.** There were no public comments.
3. **Approval of Minutes of July 12, 2006.** Mr. Zamora moved approval of the minutes; seconded by Mr. Glueck; carried unanimously.
4. **Review of Work Plan Accomplishments with Committee Chairs.** Chairperson Kurucz asked each Chairperson to report on the work of the Standing Committees.

- Air Quality Planning Chairperson Hayes stated that the Committee has discussed the possible implications of AB 32's passage for the Air District's Climate Protection program and future Committee and full Advisory Council actions on the issue. The Committee has also discussed implementation of the Advisory Council's climate change motion adopted at its September, 2006 meeting. The motion established as a Council goal the reduction of its carbon footprint beyond carbon neutral to achieve AB 32's greenhouse gas reduction targets. Mr. Hayes distributed the Carbon Footprint Analysis for the Year 2006: BAAQMD Advisory Council, and explained the calculations and tabulations. Mr. Hayes stated that he would like to incorporate accurate data for each of the Advisory Council members so that a more complete version of the footprint could be developed. He pointed out that the vast majority of carbon emissions derive from the air travel to attend the Air & Waste Management Annual Exhibit & Meeting. Once the completed footprint for the full Council is calculated, the Planning Committee will address the issue of how the Council could identify areas where it could make reductions in emissions.

Mr. Hayes stated that the Planning Committee will continue to work on this issue during next year, and at its next meeting in December, 2006, the Committee will attempt to establish an implementation plan.

- Technical Committee Chairperson Bornstein stated that the last meeting did not occur because the speaker from South Coast AQMD was unavailable to make the presentation. Efforts are still being made to contact the person for the next meeting. The next meeting will be scheduled on a date to accommodate the speaker's schedule.
- Public Health Committee Chairperson Bramlett reported on two items:
(1) the recommendations on the Wood Burning Control Strategies for the full Advisory

Council's consideration and adoption. Mr. Bramlett stated that he would be proposing three changes to the recommendations at the Council's Regular meeting later that morning. Committee members were asked if they had any suggestions or comments that might assist in the adoption of the recommendations made by the Public Health Committee; and (2) Indoor Air Quality and Asthma: Dr. Kmucha had drafted a letter to the city and county health officers to respond to questions on this issue. The purpose of the letter was to engage the public health department and the medical community in this process to avoid duplication of efforts. No responses to the letter were received to date. This matter will be continued by the Public Health Committee for its discussions next year.

5. **Proposal of Slate of Officers for 2007.** Chairperson Hanna nominated the following individuals for the slate of Officers and Committee Chairs for calendar year 2007: Chairperson – Fred Glueck; Vice-Chairperson – Louise Bedsworth, Ph.D.; and Secretary – Harold Brazil; Technical Committee Chairperson: Sam Altshuler, P.E.; Public Health Committee: Jeffrey Bramlett; and Air Quality Planning Committee: Ken Blonski. Mr. Hayes moved that the Committee accept these nominations for Council Officers and Committee Chairpersons; seconded by Mr. Zamora; carried unanimously.
6. **Committee Member Comments/Other Business.** Chairperson Kurucz thanked the Standing Committee Chairs for their excellent work and accomplishment of their work plans during the year.

Chairperson Kurucz thanked Mr. Hayes for his role and 12 years of service in the Advisory Council. Mr. Hayes thanked the Committee for its support and expressed his gratitude for having been part of the Advisory Council for 12 years; he applauded the Council for its dedication to the District and to the goal for achieving clean air.

In response to Mr. Glueck's inquiries regarding the Retreat scheduled to be held in January, 2007, staff provided details of the format and logistics of the Retreat.

Chairperson Kurucz suggested to incoming Chairperson Glueck that he send an email to the Advisory Council members in December, 2006, requesting their choices for Committee assignments during 2007. Mr. Glueck mentioned that he would also make an announcement between the breakout sessions during the January 2007 Retreat of the Council on this matter.

7. **Time and Place of Next Meeting.** 9:00 a.m., Wednesday, January 10, 2007, 939 Ellis Street, San Francisco, CA 94109.
8. **Adjournment.** 9:30 a.m.

Neel Advani
Deputy Clerk of the Boards

Code of Conduct for the Advisory Council

Interpretation and application

Article 1

1. This Code applies to all Advisory Council members.
2. For the purpose of this Code "members" means a person appointed to the Advisory Council(Council), Bay Area Air Quality Management District (District)

Article 2

1. On the coming into effect of this Code, the District Executive Officer or his/her designee shall inform members about its provisions.
2. This Code shall form part of the provisions governing the appointment of members from the moment they certify that they have been informed about it.
3. Every member has the duty to take all necessary action to comply with the provisions of this Code.

Article 3 – Object of the Code

The purpose of this Code is to specify the standards of integrity and conduct to be observed by members, to help them meet those standards and to inform the public of the conduct it is entitled to expect of public officials.

General principles

Article 4

1. The member shall carry out his or her duties in accordance with the law, and with those lawful instructions and ethical standards which relate to his or her functions.
2. The member shall act in a politically appropriate manner and shall not attempt to frustrate the lawful policies, decisions or actions of the Council.

Article 5

1. The member has the duty to serve the Council loyally.
2. The member is expected to be honest, appropriate, courteous and efficient and to perform his or her duties to the best of his or her ability with skill, fairness and

understanding, having regard for the District's mission and the relevant circumstances of the case.

Article 6

In the performance of his or her duties, the member shall not act arbitrarily to the detriment of any person, group or body and shall have due regard for the rights, duties and proper interests of all others.

Article 7

1. The member shall not allow his or her private interest to conflict with his or her public position. It is his or her responsibility to avoid such conflicts of interest.
2. The member shall never take undue advantage of his or her position for his or her private interest.

Article 8

The member has a duty to conduct himself or herself in a way that the public's confidence and trust in the integrity, impartiality and effectiveness of the public service are preserved and enhanced.

Article 9

The member is accountable to the Council Chairperson. A member shall not represent or speak for the Council without the authorization of the Chairperson on behalf of the Council.

Article 10 – Conflict of interest

1. Conflict of interest arises from a situation in which the member has a private interest which is such as to influence, or appear to influence, the impartial and objective performance of his or her official duties.
2. The member's private interest includes any advantage to himself or herself, to his or her family, close relatives, friends and persons or organizations with whom he or she has or has had business or political relations. It includes also any liability, whether financial or civil, relating thereto.
3. Since the member is usually the only person who knows whether he or she is in that situation, the member has a personal responsibility to:
 - be alert to any actual or potential conflict of interest;
 - take steps to avoid such conflict, including but not necessarily limited to recusal;

- disclose to the Council Chairperson any such conflict as soon as he or she becomes aware of it;
 - comply with any final decision to withdraw from the situation or to divest himself or herself of the advantage causing the conflict.
4. Whenever required to do so, the member shall declare whether or not he or she has a conflict of interest.
 5. Any conflict of interest declared by a candidate for Council membership shall be resolved before appointment.

Article 11 – Protection of the member’s privacy

All necessary steps shall be taken to ensure that the member's privacy is appropriately respected; accordingly, declarations provided for in this Code are to be kept confidential unless otherwise provided for by law.

Article 12 – Misuse of official position

1. The member shall not offer or give any advantage in any way connected with his or her position as a public official, unless lawfully authorized to do so.
2. The member shall not seek to influence for private purposes any person or body, including other public officials, by using his or her official position or by offering them personal advantages.

Article 13 – Public and official resources

The member shall ensure that the public property, facilities, services and financial resources with which he or she is entrusted are managed and used effectively, efficiently and economically. They shall not be used for private purposes except when permission is lawfully given.

Article 14 – Observance of this Code and sanctions

1. This Code is issued under the authority of the Executive Officer of the District. The member has a duty to conduct himself or herself in accordance with this Code and therefore to keep himself or herself informed of its provisions and any amendments. He or she shall seek advice from an appropriate source when he or she is unsure of how to proceed.
2. Subject to Article 2, paragraph 2, the provisions of this Code form part of the terms of appointment to the Council of the member. Breach of them may result in removal from the Council by the Board.