

Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, California 94109  
(415) 749-5000

APPROVED MINUTES

Advisory Council Executive Committee  
9:00 a.m., Thursday, August 9, 2007

- 1. Call to Order – Roll Call:** 9:06 a.m. Present: Fred Glueck, Chairperson, Sam Altshuler, Kraig Kurucz, Louise Bedsworth, Ph.D., Absent: Ken Blonski, Jeffrey Bramlett, Also Present: Emily Drennen, MPA, Robert Bornstein, Ph. D., and Linda Weiner, MPH
- 2. Public Comment Period:** There were no public comments.
- 3. Approval of July 11, 2007 Minutes:** Chairperson Glueck called for approval of minutes, 2 minor revisions were requested. Mr. Altshuler moved approval of the July 11, 2007 minutes to include revisions; second by Mr. Kurucz; carried unanimously.
- 4. Discussion of Possible Advisory Council Committee Restructuring:** Chairperson Glueck called for discussion of possible Advisory Council Committee restructuring, bearing in mind the goals of the Executive Committee to: 1) Efficiently provide recommendations and guidance to the Board of Directors; and 2) Design a structure that is proactive and responsive to issues. A possible restructuring of committees could include organizing discussions and recommendations based on topics/subjects versus the committee approach.

Chairperson Glueck requested that Dr. Bedsworth prepare a presentation to review the recommendations based on Executive Committee discussions of the Proposed Advisory Council Committee Restructuring to review and discuss at the Wednesday, September 12, 2007 meeting of the Advisory Council and for subsequent review by the Board of Directors and the Executive Officer.

The discussion that ensued focused on a number of proposals and ideas that were suggested by the members present at the meeting. A brief description follows.

Chairperson Glueck suggested an alternative structure similar to the Air District's Board of Directors and possibly creating a public outreach committee for the Advisory Council. He also added that the Council could possibly be more effective identifying some of the major issues facing the region over the next several years. Major topics include: climate protection, particulate matter, indoor air quality, alternate fuels or energy production opportunities, and port initiatives; focusing subcommittees around those topics.

Chairperson Glueck requested input from District Counsel, Brian C. Bunker with regard to legal ramifications of the restructuring of Advisory Council Committees. District Counsel gave an overview of the Board of Director's Committee structure which includes utilization of Ad Hoc Committees as needed. District Counsel advised that the Advisory Council Committee structure is designed and approved by the Advisory Council and that the Advisory Council is not prohibited from restructuring its Committees.

Chairperson Glueck requested Air District input prior to Advisory Council retreats in order for the Council to be more prepared and make better use of its time.

Discussion ensued with regard to possible restructuring scenarios and definition of committees. Dr. Bornstein suggested a possible structure to include committees designed to address issues. He stated that people have issues regarding Source Control (e.g., types, inventories, land use planning), Atmospheric Processes (e.g., ambient concentrations, meteorology, chemistry, removal), and Impact and Regulation (e.g., health and welfare); these committees could be arranged according to expertise and would deal with issues related to Ozone, PM and Wood Smoke, Toxics, and Climate Change.

Mr. Kurucz gave an overview and background data with regard to the current Committee structure, the overlap in topic discussions and Committee schedule over the past years. He stated that each group meets approximately six times a year; but, if there is a joint meeting where people with common expertise are dealing with a particular issue, there is a tendency for quick resolution and recommendations. He added that the recommendation thus reached will be brought to the Council for further input from members.

Chairperson Glueck confirmed that Mr. Jack Broadbent, Executive Officer/APCO will provide the Council with the Air District's main topics for discussion prior to the Council's January retreat.

Chairperson Glueck presented another option for the Council meetings that would eliminate the role of standing committees. He suggested the full Council meet once a month; the Council could select three or more topics for the year as its initiative. At each meeting, potentially one or two presenters can be scheduled and the meetings take on the form of a seminar/convention since the entire presentation will be agendaized. Members of the Advisory Council would go between parallel presentations and discussions. Alternatively, the day's activities could be scheduled where the presenter would be allowed a certain amount of time so members of the committee could attend either session. For instance, if it is a three hour meeting, a presenter could be allowed to present from 9:00 a.m. to 10:00 a.m., another presenter will present from 10:00 a.m., to 11:00 a.m., and from 11:00 a.m., to 12:00 noon, the Council will convene for discussions. The remaining time of the day's activities could be the Council convening for discussions and/or recommendations. In the event that there are members who would want to take the discussions even further, an Ad Hoc Committee could be created to meet in between Council monthly meetings to further

the research and eventually make a presentation to the full Council at its next meeting.

Ms. Drennen suggested the formation of a transportation committee.

Mr. Bunger advised that the Council Chair has the authority to designate an Ad Hoc Committee. He also stated that creating more Ad Hoc Committees might be overwhelming for the Committee and strain staff availability.

The Committee recessed for 10 minutes. The Committee reconvened at 10: 45 a.m.

Chairperson Glueck summarized discussions prior to the break which included:

- 1) Maintain current structure of committees and preempt assignments and scheduling;
- 2) Utilize Ad Hoc Committees as needed to assist standing committees;
- 3) Utilize Topics/Issues approach;
- 4) Limit topics to include discussion by the full Council;
- 5) Possible Transportation Committee implementation.

The Committee acknowledged the following structure and definition/scope of the Committees as an alternative.

**Committees**

	Executive Committee	Planning, Transportation and Energy Committee	Atmospheric Sciences and Source Emissions Committee	Public Health & Outreach Committee
<b>Definition/ Scope of Committee</b>		1.) Source Control 2.) Transportation 3.) Land Use Planning 4.) Energy/Fuels	1.) Inventories 2.) Measurement of Ambient Concentrations 3.) Meteorology 4.) Modeling 5.) Chemistry Removal for Model Evaluation	1.) Health Impacts 2.) Regulation 3.) Education/ Outreach 4.) Odor 5.) Spare the Air/ Spare the Air Tonight

Chairperson Glueck explained that the purpose of defining the Committees based on topics; hopefully would be more efficient and directed use of committee time. Also the Council will decide when a topic requires more time and attention and requires the benefit of an ad hoc committee. When topics are selected, they can be prioritized and emphasized according to the request of the Board of Directors or the staff.

The meeting discussion concluded with a consensus that the Advisory Council should maintain a system of standing committees organized according to expertise. The committees were renamed to provide a more explicit definition of what each committee will consider and a short scope description was provided for each committee. The table above outlines the proposed committee structure.

In addition, it was agreed that there should be an effort by future Advisory Council officers and Committee Chairs to ensure good communication and coordination between the committees. The January retreat will be used to explicitly define what aspect of different topics each committee will consider. In the event that a topic is assigned to more than one committee, a full Council meeting will be used as a means to provide common background presentations that can be useful for both committees as well as final recommendations on a topic.

Chairperson Glueck reemphasized that the result of restructuring the Committee will be taken to the Advisory Council meeting in September. Chairperson Glueck requested Dr. Bedsworth formalize the issues discussed so far, and be made as a formal presentation to the Council. Also between the November and January Council meeting, the Executive Committee will understand what issue they will be considering for the 2008 year.

Chairperson Glueck requested that the title "Review and Approval of restructuring by the Council" be included on the September agenda.

5. **Committee Members Comments/Other Business:** Dr. Bornstein inquired whether potential speakers could be asked to provide summaries of their presentation as the information provided is very technical in nature. Chairperson Glueck noted other agenda items for the September meeting to include: "Suggested Topics for Future Meetings" and "Suggested Guidelines for Speakers."
6. **Time and Place of Next Meeting:** 9:00 a.m., September 12, 2007, Conference Room 716, 939 Ellis Street, San Francisco, CA 94109.
7. **Adjournment:** The meeting adjourned at 11:55 a.m.

*/s/ Chioma Dimude*  
Chioma Dimude  
Acting Executive Secretary