

Bay Area Air Quality Management District  
939 Ellis Street  
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## **APPROVED MINUTES**

Summary of Board of Directors  
Ad Hoc Building Oversight Committee Meeting  
Wednesday, September 23, 2015

### **1. CALL TO ORDER – ROLL CALL**

Chairperson Carole Groom called the meeting to order at 9:42 a.m.

Present: Chairperson Carole Groom; Vice-Chairperson Eric Mar; and Directors David Hudson and Liz Kniss.

Absent: Directors Scott Haggerty and Jim Spering.

Also Present: None.

### **2. PUBLIC COMMENT ON NON-AGENDA MATTERS:** No requests received.

### **3. BAY AREA METRO CENTER – 375 BEALE STREET – PROJECT STATUS REPORT – SEPTEMBER 2015 [OUT OF ORDER AGENDA ITEM 4]**

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced Mary Ann Okpalaugo, Strategic Facilities Planning Manager of the Executive and Administrative Resources Division, who gave the staff presentation *Bay Area Metro Center – 375 Beale Street Project Status Report*, including a construction update and photos; furniture procurement update; move coordinator update; 375 Beale Street building name; and next steps.

NOTED PRESENT: Director Mar was noted present at 9:51 a.m.

The Ad Hoc Building Oversight Committee (Committee) and staff discussed, at slide 14, *375 Beale Street Building Name*, the need for agency coordination and planning to prepare for shared use of conference rooms; the details of conference room and multi-purpose room accommodations; whether all the agencies are utilizing the same or different moving companies; the commendable endeavor to construct an engineering and architectural feat that will serve as a shared work space; and the desire among Committee members to tour the facility.

Ms. Okpalaugo concluded the presentation.

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

**4. APPROVAL OF THE MINUTES OF APRIL 15, 2015 [AGENDA ITEM 3]**

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Director Hudson made a motion, seconded by Director Kniss, to approve the minutes of April 15, 2015; and the motion carried by the following vote of the Committee:

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

**5. UPDATE ON PARKING FOR AIR DISTRICT OPERATIONS [OUT OF ORDER AGENDA ITEM 7]**

Damian Breen, Deputy APCO, gave the staff presentation *Update on Parking for Air District Operations*, including an overview of Air District fleet and current parking; parking available at 375 Beale Street; potential solutions investigated; parking solutions; and Board of Directors (Board) direction.

The Committee and staff discussed, at slide 6, *Parking Solutions*, the difference in building options available at the Ellis and Beale street buildings; staff's successful effort to turn the seeming negative aspect of limited parking into a positive in the form of fleet minimization; the impact of the timing of the purchase; and the identification of a possible site for Board consideration at the meeting on October 7, 2015.

Mr. Breen concluded the presentation.

Committee Comments:

The Committee and staff discussed where Board members will park at Beale; transit options available at Beale; what types of public parking are available on the surrounding streets; and whether discussions have occurred regarding a shared services shuttle to provide last mile service from various nearby transit hubs.

Public Comments: No requests received.

Committee Action: None; receive and file.

**6. UPDATE ON DESIGN AND FINANCING OF NEW INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE**

Chairperson Groom postponed this item to the next Committee meeting in the interest of time.

**7. UPDATE ON THE PROPOSED SHARED SERVICES ORGANIZATION [AGENDA ITEM 5]**

Mr. Breen gave the staff presentation *Bay Area Metro Center – 375 Beale Street Update on Proposed Shared Services Organization*, including background; update; shared services draft budget framework; and next steps.

Committee Comments:

The Committee and staff discussed how the various employee associations representing agency staffs have been involved in this process; details of the proposed plan on slide 5, *Update*; the existence of operational gains resulting from sharing of appropriate services; whether there will be an opportunity to form an executive committee to help resolve intractable disagreements between agency heads; and a recommendation to establish a very formal process to ensure this is a fair and equitable situation.

Public Comments: No requests received.

Committee Action: None; receive and file.

**8. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS:** None.

**9. TIME AND PLACE OF NEXT MEETING:** At the call of the Chairperson.

**10. ADJOURNMENT:** The meeting adjourned at 10:39 a.m.

*151 Sean Gallagher*

Sean Gallagher  
Clerk of the Boards