



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
AD HOC BUILDING OVERSIGHT COMMITTEE MEETING

COMMITTEE MEMBERS

LIZ KNISS – CHAIR
DAVID CANEPA
DAVID HUDSON
KAREN MITCHOFF

MARK ROSS– VICE-CHAIR
SCOTT HAGGERTY
NATE MILEY

WEDNESDAY
FEBRUARY 1, 2017
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 NOVEMBER 16, 2016**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of November 16, 2016.

4. **375 BEALE STREET ACQUISITION: TRANSFER OF FUNDS J. Broadbent/5052**
jbroadbent@baaqmd.gov

The Committee will consider recommending that the Board of Directors authorize the transfer of \$9 M from General Fund reserves to complete the purchase of the Air District's portion of 375 Beale Street.

5. **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).

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

7. **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

JANUARY 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month) -</i>	Monday	30	9:30 a.m.	1st Floor Board Room

FEBRUARY 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Ad Hoc Building Oversight Committee Meeting <i>(At the Call of the Chair)</i>	Wednesday	1	9:30 a.m.	1st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	1	9:45 a.m.	1st Floor Board Room
Advisory Council Meeting <i>(At the Call of the Chair)</i>	Monday	6	10:00 a.m.	1st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	1st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month) - CANCELLED</i>	Monday	20	9:30 a.m.	1st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month) - CANCELLED</i>	Monday	20	10:30 a.m.	1st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	23	9:30 a.m.	1st Floor Board Room

MARCH 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	1	9:45 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	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	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>	Monday	20	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	20	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>	Wednesday	22	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	23	9:30 a.m.	1 st Floor Board Room
KF – 1/26/17 (11:46 a.m.)				G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Liz Kniss and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: January 23, 2017

Re: Approval of the Minutes of November 16, 2016

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of November 16, 2016.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on November 16, 2016.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Karen Fremming
Reviewed by: Maricela Martinez

Attachment 3A: Draft Minutes of the Committee Meeting of November 16, 2016

AGENDA 3A – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of November 16, 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, November 16, 2016

1. CALL TO ORDER – ROLL CALL

Ad Hoc Building Oversight Committee (Committee) Chairperson, Eric Mar, called the meeting to order at 9:33 a.m.

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

Absent: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS:

None

3. APPROVAL OF THE MINUTES OF May 18, 2016

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Director Hudson made a motion, seconded by Director Spering, to approve the minutes of May 18, 2016; and the motion carried by the following vote of the Committee:

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

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

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced Mary Ann Okpalaugo, Strategic Facilities Manager, who gave the staff presentation *Bay Area (375 Beale Street) Report – November 2016 Metro Center*, including: construction updates; relocation of San

Francisco Bay Conservation and Development Commission (BCDC); and brochure highlighting features of the building.

NOTED PRESENT: Director Haggerty was noted present at 9:40 a.m.

Public Comments:

None.

Committee Comments:

The Committee and staff discussed the function and development of the Regional Resource Center, known as “The HUB,” and which floor will be occupied by BCDC.

Committee Action:

None; receive and file.

5. 375 BEALE STREET ACQUISITION UPDATE

Dr. Jeff McKay, Deputy Air Pollution Control Officer, gave the staff presentation *375 Beale Street Acquisition Update*, including: outline; 375 Beale Street; lease purchase agreement; financing; condominium; floorplans; additional purchase; and District reserves.

Committee comments:

The Committee and staff discussed why the building purchase cannot immediately commence and Board members’ concerns regarding the interim lease; terms of the lease and options to pay installments versus a lump sum; and the Committee’s request to notify the Budget and Finance Committee meeting.

Committee Action:

None; receive and file.

6. COMMITTEE MEMBER COMMENTS/OTHER BUSINESS

None.

7. TIME AND PLACE OF NEXT MEETING

At the call of the Committee Chairperson.

8. ADJOURNMENT

The meeting adjourned at 9:58 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Liz Kniss and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: January 23, 2017

Re: 375 Beale Street Acquisition: Transfer of Funds

RECOMMENDED ACTION

Recommend that the Board of Directors authorize the transfer of \$9 M from General Fund reserves to complete the purchase of the Air District's portion of 375 Beale Street.

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 under a lease while waiting to complete the purchase.

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

Air District General Fund Reserves will be reduced by \$9 M.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay