

Bay Area Air Quality Management District  
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San Francisco, California 94105  
(415) 749-5073

## **APPROVED MINUTES**

Summary of Board of Directors  
Ad Hoc Building Oversight Committee Meeting  
Wednesday, April 3, 2019

### **1. CALL TO ORDER – ROLL CALL**

Ad Hoc Building Oversight Committee (Committee) Vice Chairperson, David Canepa, called the meeting to order at 9:05 a.m.

Present: Vice Chairperson David Canepa; and Directors Teresa Barrett, Pauline Russo Cutter, Scott Haggerty, Karen Mitchoff, and Jim Spering.

Absent: Chairperson Mark Ross; and Director Liz Kniss.

Also Present: None.

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

No requests received.

### **3. APPROVAL OF THE MINUTES OF FEBRUARY 6, 2019**

#### Public Comments

No requests received.

#### Committee Comments

None.

#### Committee Action

Director Barrett made a motion, seconded by Director Spering, to approve the minutes of February 6, 2019; and the motion carried by the following vote of the Committee:

AYES: Barrett, Canepa, Cutter, Haggerty, Mitchoff, Spering.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Kniss and Ross.

**4. CONSIDER RECOMMENDING THE BOARD OF DIRECTORS AUTHORIZE EXECUTION OF CONTRACTS FOR BUILD-OUT OF A PORTION OF THE RICHMOND, LAKESIDE DRIVE BUILDING**

Dr. Jeff McKay, Chief Financial Officer, gave the staff presentation *Build-Out of a Portion of the Richmond, Lakeside Drive Building*, including: background; description, estimated cost, diagram, funding of build-out; and recommended action.

NOTED PRESENT: Director Kniss was noted present at 9:08 a.m.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the additional square footage that the Air District will occupy when the previous owner vacates the property in January 2020; relocation options for Air District staff; the cost per square foot; and the formula used to determine the estimated cost for furnishings.

Committee Action

Director Mitchoff made a motion, seconded by Director Spering, to recommend that the Board authorize the Executive Officer/Air Pollution Control Officer to obtain bids and execute contracts to build-out approximately 7,300 square feet of the Richmond, Lakeside building with cubicles and offices, in an amount not to exceed \$1,800,000; and the motion carried by the following vote of the Committee:

AYES: Barrett, Canepa, Cutter, Haggerty, Kniss, Mitchoff, Spering.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Ross.

**5. PUBLIC COMMENT ON NON-AGENDA MATTERS**

No requests received.

**6. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

None.

**7. TIME AND PLACE OF NEXT MEETING**

At the call of the Committee Chair.

**8. ADJOURNMENT**

The meeting adjourned at 9:14 a.m.

*/s/ Marcy Hiratzka*  
Marcy Hiratzka  
Clerk of the Boards