



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
AD HOC BUILDING OVERSIGHT COMMITTEE MEETING

COMMITTEE MEMBERS

MARK ROSS – CHAIR
TERESA BARRETT
SCOTT HAGGERTY
KAREN MITCHOFF

DAVID CANEPA – VICE-CHAIR
PAULINE RUSSO - CUTTER
LIZ KNISS
JIM SPERING

WEDNESDAY
APRIL 3, 2019
9:00 A.M.

1ST FLOOR BOARD ROOM
375 BEALE STREET
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL**
PLEDGE OF ALLEGIANCE
PUBLIC MEETING PROCEDURE

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.

This meeting will be webcast. To see the webcast, please visit www.baaqmd.gov/bodagendas at the time of the meeting. Closed captioning may contain errors and omissions, and are not certified for their content or form.

Public Comment on Agenda Items *The public may comment on each item on the agenda as the item is taken up. Public Comment Cards for items on the agenda must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to the Board taking up the particular item. Where an item was moved from the Consent Calendar to an Action item, no speaker who has already spoken on that item will be entitled to speak to that item again.*

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

Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3 *For the first round of public comment on non-agenda matters at the beginning of the agenda, ten persons selected by a drawing by the Clerk of the Boards from among the Public Comment Cards indicating they wish to speak on matters not on the agenda for the meeting will have two minutes each to address the Board on matters not on the agenda. For this first round of public comments on non-agenda matters, all Public Comment Cards must be submitted in person to the Clerk of the Board at the location of the meeting and prior to commencement of the meeting.*

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

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Ad Hoc Building Oversight Committee meeting of February 6, 2019.

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

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will consider recommending the Board of Directors authorize the Executive Officer/APCO 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.

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

Speakers who did not have the opportunity to address the Board in the first round of comments on non-agenda matters will be allowed two minutes each to address the Board on non-agenda matters.

6. **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).

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

At the Call of the Chair.

8. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
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, CA 94105

FOR QUESTIONS PLEASE CALL (415) 749-4941

EXECUTIVE OFFICE:

MONTHLY CALENDAR OF AIR DISTRICT ANTICIPATED MEETINGS

APRIL 2019

<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	Wednesday	3	9:00 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting	Wednesday	3	9:30 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee	Monday	22	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget and Finance Committee	Monday	22	10:30 a.m.	1 st Floor, Board Room
Board of Directors Legislative Committee	Wednesday	24	9:30 a.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee	Thursday	25	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee	Monday	29	9:30 a.m.	1 st Floor Board Room

MAY 2019

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting	Wednesday	1	9:30 a.m.	1 st Floor Board Room
Board of Directors Special Meeting Budget Hearing	Wednesday	15	9:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting	Wednesday	15	10:00 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee	Thursday	16	9:30 a.m.	1 st Floor Board Room
Board of Directors Community and Public Health Committee	Monday	20	9:30 a.m.	1 st Floor, Board Room
Board of Directors Legislative Committee	Wednesday	22	9:30 a.m.	1 st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee	Thursday	23	9:30 a.m.	1 st Floor Board Room

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Mark Ross and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 21, 2019

Re: Approval of the Minutes of February 6, 2019

RECOMMENDED ACTION

Approve attached draft minutes of the Ad Hoc Building Oversight Committee (Committee) meeting of February 6, 2019.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting on February 6, 2019.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

Attachment 3A: Draft Minutes of the Committee Meeting of February 6, 2019

AGENDA 3A – ATTACHMENT

Draft Minutes – Ad Hoc Building Oversight Committee Meeting of February 6, 2019

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, February 6, 2019

1. CALL TO ORDER – ROLL CALL

Ad Hoc Building Oversight Committee (Committee) Chairperson, Mark Ross, called the meeting to order at 9:04 a.m.

Present: Chairperson Mark Ross; Vice Chairperson David Canepa; and Directors Teresa Barrett, Pauline Russo Cutter, Scott Haggerty, Liz Kniss, and Jim Spring.

Absent: Director Karen Mitchoff.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

3. APPROVAL OF THE MINUTES OF SEPTEMBER 19, 2018

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Vice Chair Canepa made a motion, seconded by Director Barrett, to approve the minutes of September 19, 2018; and the motion carried by the following vote of the Committee:

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

4. FINANCIAL PARTICIPATION IN CREATION OF A LARGE MULTI-USE SPACE AT 375 BEALE STREET

NOTED PRESENT: Director Haggerty was noted present at 9:05 a.m.; Director Kniss was noted present at 9:07 a.m.

Dr. Jeff McKay, Chief Financial Officer, gave the staff presentation *Financial Participation in Creation of a Large Multi-Use Space at 375 Beale Street*, including: current reserves; floor plan; bistro option; furniture setups; renderings; approach to furniture and accessories; configuration options; audio/visual solutions; proposed operation; construction status; Metro Center: January 2019 cost and funding; funding plan; and recommended action.

Andrew Robinson, Executive Director of The East Cut Community Benefit District, gave a presentation about the proposed multi-use space that will be designed to provide community-driven art, culture, and civic programming, supported through revenue-generating events.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the demand for daycare and emergency medical services; the request that the space be made available for the public’s use; the Bay Area Headquarters Authority’s funding sources for this space; potential revenue opportunities from renting the space; the lucrativeness of retail properties; possible food preparation and dining-in service capabilities at the space; the possibility of adding energy-efficient systems to the space; and whether the space could be used as an overflow room to supplement Board Room capacity.

Committee Action

Director Barrett made a motion, seconded by Director Spring, to recommend that the Board approve the Bay Area Air Quality Management District’s financial participation in the build out of the northwest corner of the first floor of 375 Beale Street, and designate the space as Jointly Shared Space, for a total cost not to exceed \$3,000,000, and authorize the Executive Officer to negotiate and execute the Agreements and Instructions with the Bay Area Headquarters Authority, and to negotiate and execute amended Covenants, Conditions, and Restrictions; and the motion carried by the following vote of the Committee:

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

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 9:29 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Mark Ross and Members
of the Ad Hoc Building Oversight Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 28, 2019

Re: Consider Recommending the Board of Directors Authorize Execution of Contracts for
Build-Out of a Portion of the Richmond, Lakeside Drive Building

RECOMMENDED ACTION

Recommend the Board of Directors authorize the Executive Officer/APCO 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.

BACKGROUND

At the August 1, 2018 meeting of the Board of Directors, staff was authorized to execute the purchase of a building in Richmond, CA for offices, and various other uses. The prior owner continues to lease back a portion of the building until the end of 2019. However, approximately 7,300 square feet of the building are available for immediate reconfiguration as office space.

DISCUSSION

The offices and cubicles in the Richmond, Lakeside building are intended to be essentially identical to those at the Beale Street headquarters. The Air District has a continuing contract for cubicles and furniture from the original build-out of Beale Street.

The proposed work at Richmond, Lakeside would be carried out after a bidding process including not less than three bidders for General Contracting.

The built-out space would include:

- Six Offices
- Twenty-Eight Cubicles
- Two Meeting Rooms
- One Copy Room
- One Pantry
- One Server Room
- Restrooms

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding is included in the proposed budget for Fiscal Year Ending 2020.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay