



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

AGENDA: 12

Comprehensive Administrative Code Update Project

**Board of Directors Meeting
November 15, 2023**

**Alexander Crockett, District Counsel
Sharon Landers, Interim Chief Operating Officer
Amy Ackerman, Renne Public Law Group**

Presentation Outcome



- Overview of Administrative Code Update Project
 - Proposed New Administrative Code
 - Proposed Board Rules of Procure
 - Proposed Implementation Policies
- Vote on Adoption of Code, Rules, and Policies

Requested Action



Adopt a Resolution doing the following:

- **Adopt** the Revised Administrative Code
- **Adopt** the Board Rules of Procedure
- **Adopt** the Implementation Policies
 - Meeting Compensation & Expense Reimbursement Policy
 - Remote Teleconferencing Meeting Policy
 - Records Management & Access Policy
 - Revised Records Retention Schedule
 - Procurement Policy
 - Grants Policy
 - Sponsorships Policy
 - Non-Discrimination Policy
 - Employer-Employee Relations Resolution
- Provide an Effective Date of **January 1, 2024**

Project Overview



Objective: Update Administrative Code to improve efficiency of Board and agency functions, align with current law, and incorporate best practices for public agency management

Project Team:

- Consultant: Amy Ackerman, Renne Public Law Group
 - Board Ad Hoc Committee: Chair Bauters and Directors Barnacle, Jue & Melgar
 - Staff Team: Sharon Landers, John Chiladakis, Lisa Fasano, Alexander Crockett
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- **Phase One (2023)**
 - Replace Division I – Operating Provisions
 - Replace Division II – Fiscal Provisions
 - **Phase Two (2024)**
 - Replace Division III – Personnel Provisions

Guiding Principles



- Consistency with Current Law
- More Effective Board Oversight
- Increased Transparency
- Incorporate Public Agency Best Practices
- Streamline the Work of the Board of Directors

Administrative Code vs. Procedures & Policies



- **Administrative Code** specifies how agency governs itself
- **Board Rules of Procedure** sets forth how meetings are run
- **Policy Documents** provide procedures for specific functions
 - Remote Meeting Policy for Standing Committees
 - Meeting Compensation & Expense Reimbursement Policy
 - Records Management and Access Policy
 - Records Retention Schedule
 - Procurement Policy
 - Grants Policy
 - Sponsorship Policy
 - Non-Discrimination Policy
 - Employer-Employee Relations Resolution
 - Executive Leadership Continuity Policy

Project Timeline



March	Board of Directors directs staff to commence Admin Code Update Project
March-May	RFP and Vendor Selection – Renne Public Law Group
May-June	Document review, project planning, Ad Hoc Committee selection
July	Conceptual outlining with Ad Hoc Committee
July-August	Drafting detailed language
September	Finalize draft code language with Ad Hoc Committee
October 4	F&A Committee considered and recommended proposed Admin Code
October 18	Finalize draft implementation policies with Ad Hoc Committee
November 1	F&A Committee considered and recommended proposed Policies
November 15	Board of Directors considers adoption of proposed Admin Code and Policies

New Administrative Code



Effective Board Leadership

- Two-Officer Model: Chair and Vice-Chair
 - Clerk serves the function of recording actions of the Board
- Two-Year Officer Terms
 - Promotes continuity
 - Promotes effective leadership
 - Promotes greater oversight

New Administrative Code (cont'd)



Streamlined Standing Committees

- Stationary Source Committee
- Community, Equity, Health & Justice Committee
- Finance & Administration Committee
- Policy, Grants & Technology Committee
 - Combines:
 - Mobile Source & Climate Impacts Committee
 - Legislative Committee
 - Technology Implementation Office Steering Committee



New Administrative Code (cont'd)

Board and Committee Meeting Schedules

- **Board Meetings**
 - Default rule is one regular meeting a month (first Wednesday)
 - Additional regular meetings per calendar adopted at beginning of year
 - All Board meetings in person (AB 2449 exceptions allowed)
 - Start time 10:00 am
- **Committee Meetings**
 - Remote teleconferencing options permitted
 - Requirements specified in Remote Meeting Policy
- **Quorum Required for All Board and Committee Meetings**

New Administrative Code (cont'd)



Advisory Councils & Hearing Board

- Community Advisory Council (CAC)
 - Formally added to Administrative Code
 - Governance structure as approved by Board 7/5/23
- Advisory Council
 - State law now allows compensation – proposed \$200 per meeting
- Hearing Board
 - No changes to Hearing Board provisions

New Administrative Code (cont'd)



Codified Staff & Board Roles

- Clearly Specify Staff Duties & Responsibilities
 - APCO
 - General Counsel
 - Clerk of the Boards
- Non-Interference in Administrative Affairs
 - Currently implicit – would add explicit provision in Administrative Code
 - Board direction only from Board as a whole, through APCO (or designee)

New Administrative Code (cont'd)



More Effective & Efficient Financial Practices

- Codifies Budget Preparation and Approval Process
- APCO Contracting Authority Increased to **\$200,000** (from \$100,000)
- APCO Grants Authority Remains at \$500,000
- APCO can settle claims up to \$50,000 (with Board reporting)
- Proposed policies to govern implementation:
 - Procurement Policy
 - Grants Policy
 - Sponsorships Policy

Board Rules of Procedure



- Establishes Rules of Procedure
 - Relevant Content from Current Code
 - Brown Act Requirements
 - Board Procedure Best Practices
- Provisions for Handling Disruptive Public Commenters
- Code of Conduct for Board Members
- Board Action for Code of Conduct Violations

Implementation Policies



Remote Meeting Policy for Standing Committees:

- Mandatory training for Board members and their staff
- Signed Board member agreement to comply with the rules
- Provide two on-site points of contact to assist with meeting
- Post agenda & email photo 72 hours before meeting
- Location must be open to public, even if Board member not present
- Requests to host remote location (or cancel earlier request) must be made at least 8 days in advance
- Committee Chair & Vice Chair must attend at Beale Street
- Security will be provided according to each location's standard policy; if special circumstances warrant additional security, staff will discuss appropriate measures

Implementation Policies (cont'd)



- Meeting Compensation & Expense Reimbursement Policy
 - Consolidates rules for all Boards and Councils
 - Drawn from existing Admin Code & related documents
 - Covers Board representative to CARB
- Records Management & Access Policy
 - Maintain records per Retention Schedule
 - Maintain records in secure digital format
 - Detailed procedures for handling Public Records Act requests
 - Minor revision to Records Retention Schedule to address ephemeral records of no significant or lasting value

Implementation Policies (cont'd)



- **Procurement Policy**
 - Staff currently working with consultant to improve procurements
 - Interim policy while comprehensive new policy is being developed
- **Grants Policy**
 - Prohibits grants except through formal grant programs
- **Sponsorships Policy**
 - Must align with Air District mission, policy and goals
 - \$35,000 limit without Board approval (\$70,000 for Spare the Air)
 - Review by DEO for Public Affairs and APCO
 - Annual reporting to Board

Implementation Policies (cont'd)



- **Non-Discrimination Policy**
 - Copies current policy from Admin Code (Div. I, § 15)
 - Incorporates EPA Guidance for Title VI complaints
- **Employer-Employee Relations Resolution**
 - Copies current policy from Admin Code (Div. I, § 10)
 - Formally recognizes EA as employees' bargaining representative
- **Executive Leadership Continuity Policy**
 - Provides for Deputies to act if APCO/Counsel incapacitated
 - As adopted by Board July 5, 2023; no further action needed at this time

Action Requested



Adopt a Resolution enacting the following, effective 1/1/2024:

- Proposed revised **Administrative Code**
- Proposed **Board Rules of Procedure**
- Proposed **Implementation Policies**
 - Remote Teleconferencing Meeting Policy
 - Meeting Compensation & Expense Reimbursement Policy
 - Records Management & Access Policy
 - Revised Records Retention Schedule
 - Procurement Policy
 - Grants Policy
 - Sponsorships Policy
 - Non-Discrimination Policy
 - Employer-Employee Relations Resolution



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AGENDA: 13

Overview of 2023-24 Spare the Air Winter Season and Summary of 2023 Spare the Air Summer Season

Board of Directors Meeting
November 15, 2023

Kristine Roselius
Communications Director
kroselius@baaqmd.gov

Outcome



To provide an overview of the 2023-2024 Spare the Air winter season and summary of the 2023 Spare the Air summer season.

Presentation Outline



- 2023-2024 Spare the Air Winter Season Overview
- 2023 Spare the Air Summer Season Summary
- Spare the Air Summer Survey Results

Presentation Requested Action



None; informational only

Winter Campaign



- Program runs Nov. 1 – Feb. 28
- Campaign emphasizes all smoke is bad smoke
- Draws a connection between wildfire smoke and smoke from wood burning
- Bans wood burning when Spare the Air Alert is issued



Source: Bay Area Air District

Creative and Advertising



Source: Bay Area Air District

Media and Social Media



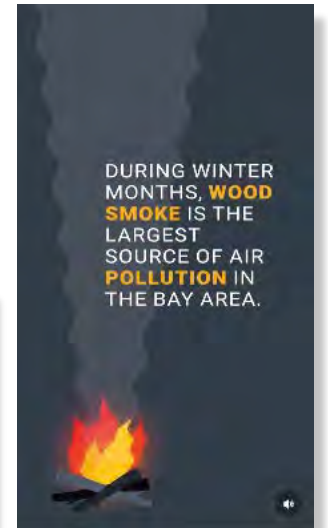
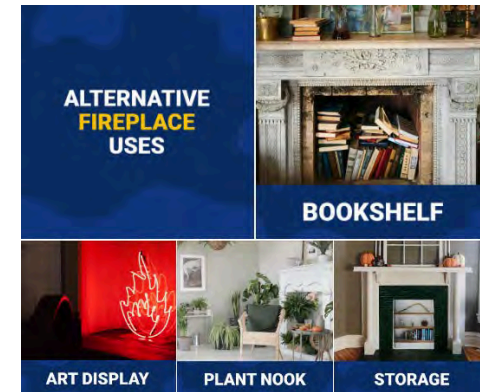
Media Outreach

- Widespread promotion of STA Alerts
- In-language outreach
- TV Meteorologist engagement



Social Media

- Educational content
 - Health impacts of wood smoke
 - Alternatives to wood burning
 - Alert notifications and actions



Door to Door Outreach



- Berkeley
- Walnut Creek
- Napa
- Redwood City
- San Jose
- Santa Rosa

spare the air

SMOKE POLLUTES OUR COMMUNITY

All Smoke Is Bad For Your Lungs

GASES
SOOT **FINE PARTICLES**
dioxins
carbon monoxide
Volatile Organic Compounds

1 in 7

BAY AREA RESIDENTS SUFFER FROM A RESPIRATORY ILLNESS

Children, older adults, and people with heart or lung disease are at a greater risk.

ASTHMA
LUNG IRRITATION
LUNG DISEASE
pneumonia
BRONCHITIS

INDOOR AND OUTDOOR BURNING IS ILLEGAL WHEN A SPARE THE AIR ALERT IS IN EFFECT.

INDOOR BURNING
Fireplaces do not efficiently heat your home. The Air District encourages residents to use cleaner heating devices (e.g., electric heater, high-efficiency heat pump).

OUTDOOR & BACKYARD BURNING
Recreational burning in backyard firepits and chimineas can cause smoke to build up in neighborhoods, which has a negative impact on everyone in your community, and the region's air quality.

It is always illegal to burn painted or treated wood, particle board, plastics, wrapping paper, green waste, or other garbage. Illegal burning can result in a violation and fine.

SPARE THE AIR ALERTS are called when air quality is forecast to be unhealthy, and wood burning may be illegal. Find out if a Spare the Air Alert is in effect:
1-877-4NO-BURN (1-877-466-2876)
www.sparetheair.org

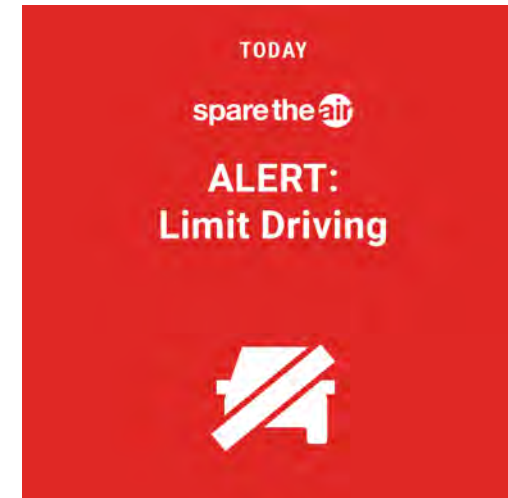
File a wood smoke or general air quality complaint: baaqmd.gov/complaints

Bay Area Air Quality Management District
For more information, contact the Air District at 877-4NO-BURN.
www.baaqmd.gov

Summer Campaign



- Alerts the public when air quality is forecast to be unhealthy
 - 11 Spare the Air Alerts
 - 15 Air Quality Advisories

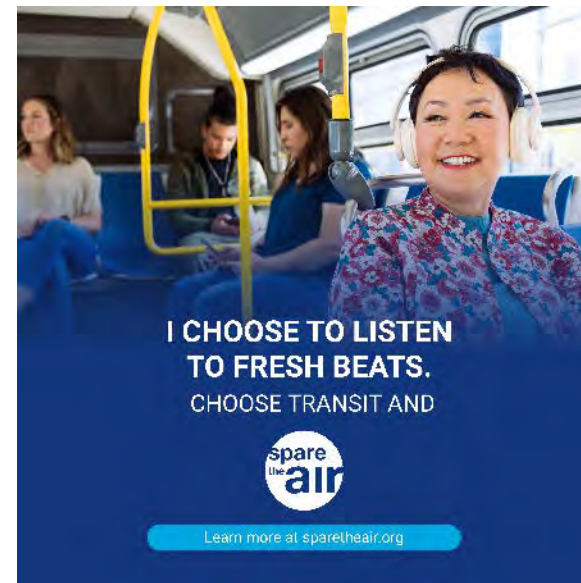


Source: Bay Area Air District

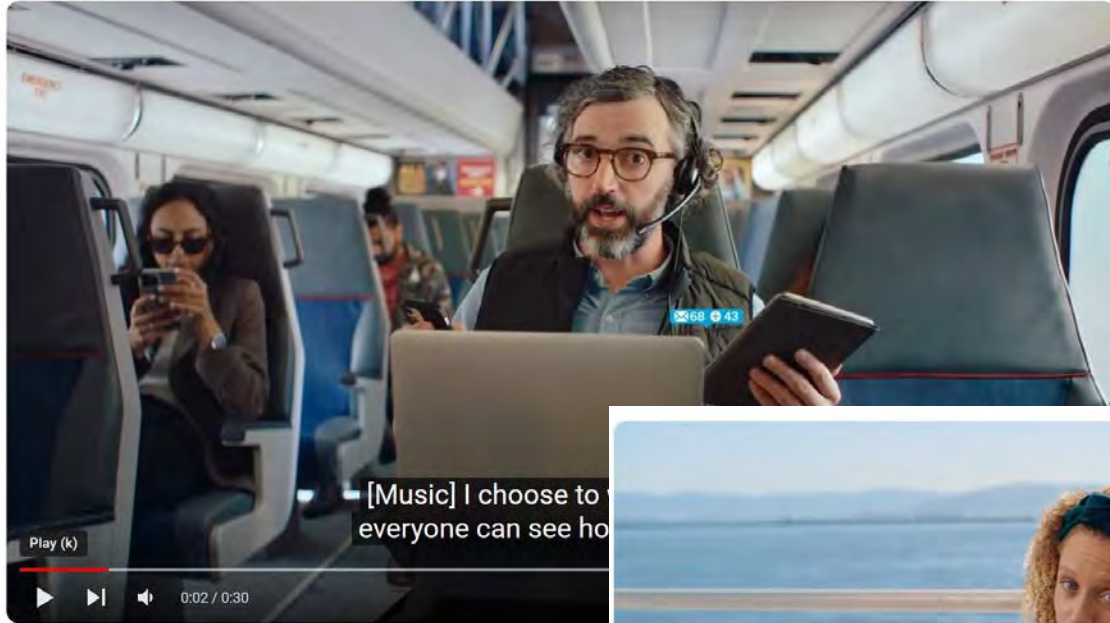
Creative and Advertising



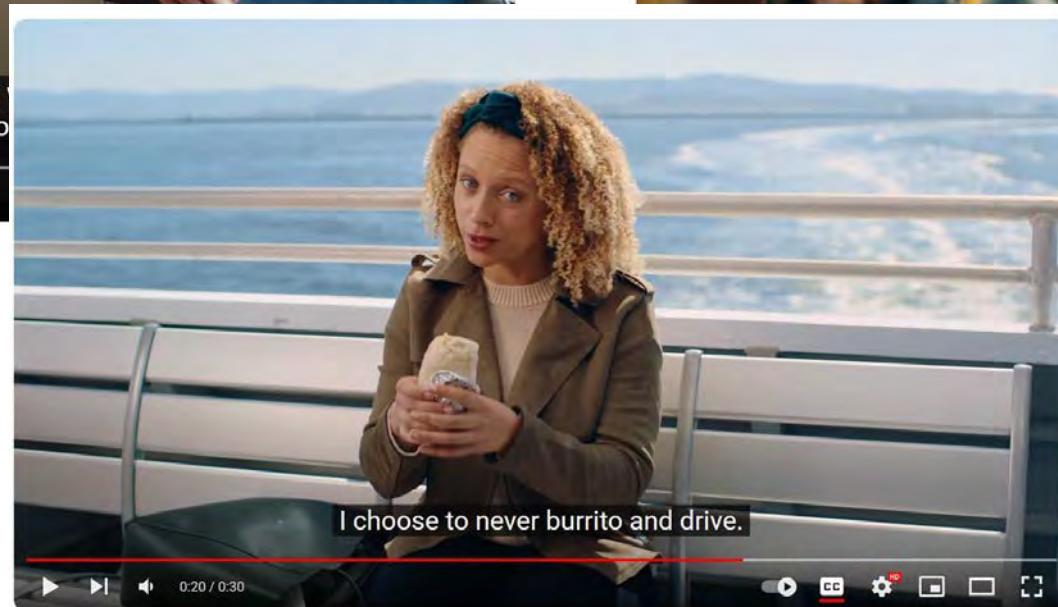
- Leveraged conveniences and comforts of transit – as well as active transportation
- Messaging strategically placed throughout Bay Area
- Advertising included Spanish, Mandarin, Cantonese, Vietnamese and Tagalog



Creative and Advertising (cont.)



Source: Bay Area Air District



Outreach and Social Media



- Media coverage included alerts & advisories
- Social media focused on transit, wildfire preparedness & alert information
- Shared new campaign creative with regional transit agencies

The Press Democrat

1st Spare the Air alert of 2023 issued for Thursday due to smog

The alert comes as Sonoma County experiences its first heat wave of the year. |

San Francisco Chronicle

A Bay Area Spare the Air alert was issued for Thursday. Here's why



Spare the Air alert extended through Saturday due to unhealthy smog

Employer Program



- Promotes remote work and choosing transit
- Brand new website this year features refreshed messaging
- Targeting membership and prospective members via eBlasts/newsletters, business community events, and relationship building

spare the air

About the Employer Program
Learn about the goals of the Employer Program

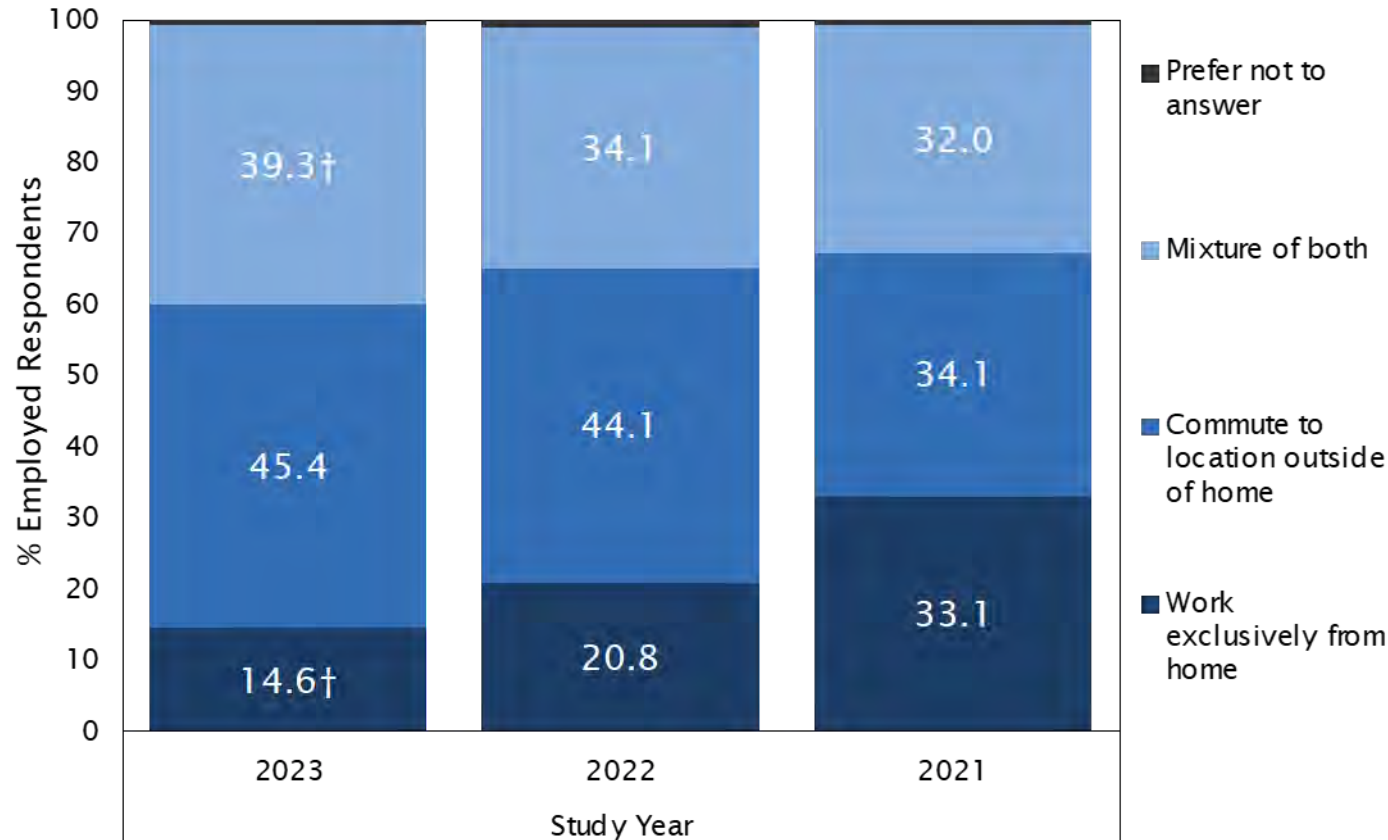
Join the Employer Program
Becoming part of the Employer Program is a simple two-step process.

Start a Commute Program
Is your company ready to start or reinvent its commute program?

Resources
Explore resources that can help you start or strengthen your commute program.

Source: Bay Area Air District

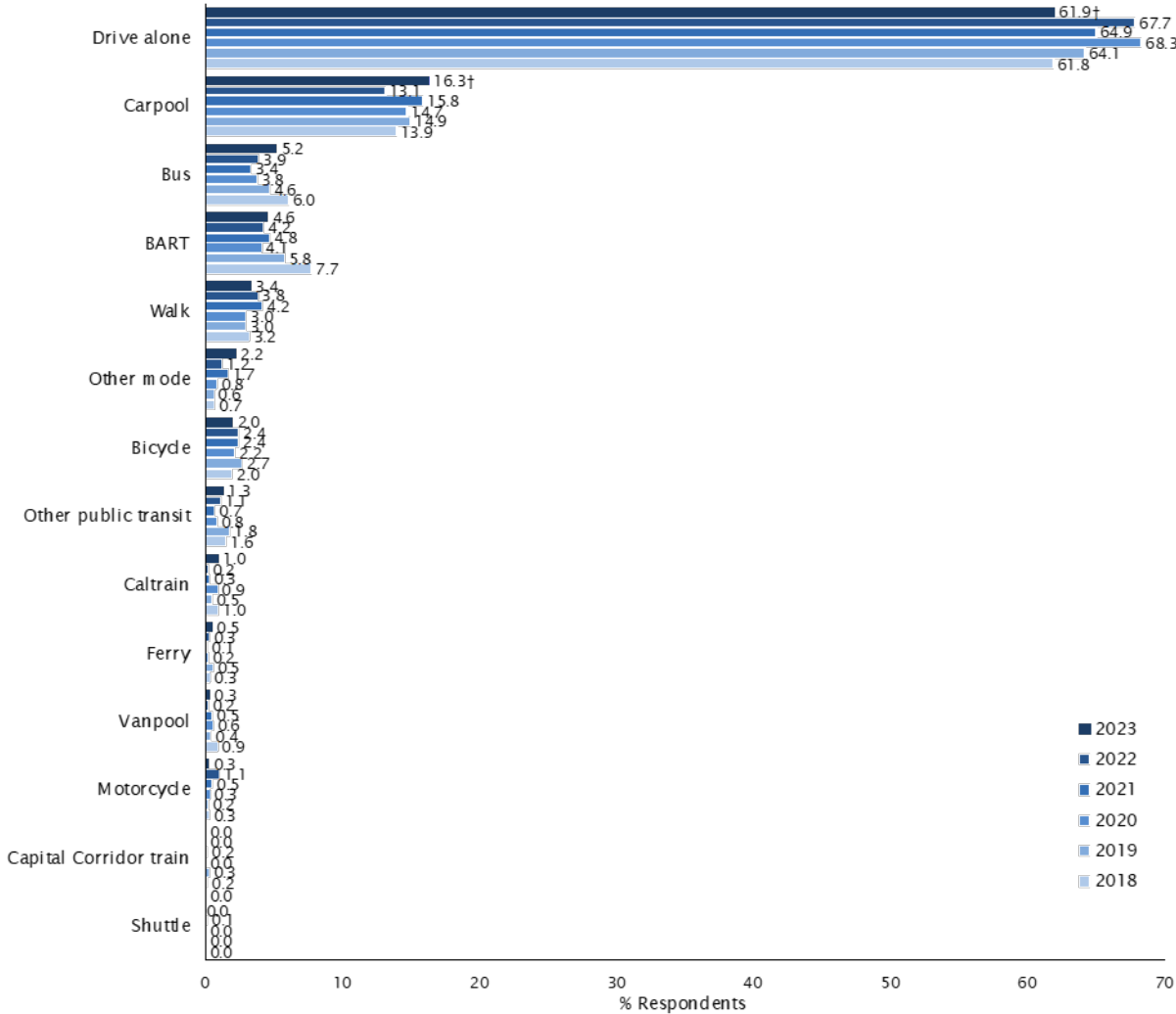
Survey



Source: True North Research

- Remove work tide continues to ebb and change
 - Employees working exclusively from home decreased from 33% (2021) to 15% (2023)
 - Hybrid work arrangements increased to from 32% to 39%
 - Commuting to an offsite work location increased from 34% to 45%

Survey (cont.)



Source: True North Research

- Shift in *primary* transportation modes during past year
 - Solo driving declined significantly
 - Carpooling increased significantly
 - Use of bus and BART increased slightly

Survey (cont.)



- More than half (**54%**) of respondents in 2023 recalled messages about things they could do to reduce air pollution.
- Percentage who felt well-informed about ways to reduce air pollution increased significantly (**49%**) in 2023
- Campaign impacts increased, with an average **1.47 miles reduced by the campaign per week** for every driving-age resident in the Bay Area, which totals **9,104,517** vehicle miles reduced per week.

Feedback Requested/Prompt



None. Questions?



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AGENDA: 14

Overview of the Bay Area Emissions Inventory

**Board of Directors Meeting
November 15, 2023**

**Song Bai, PhD, PE
Manager, Assessment, Inventory, & Modeling (AIM) Division**

sbai@baaqmd.gov

Presentation Outcomes



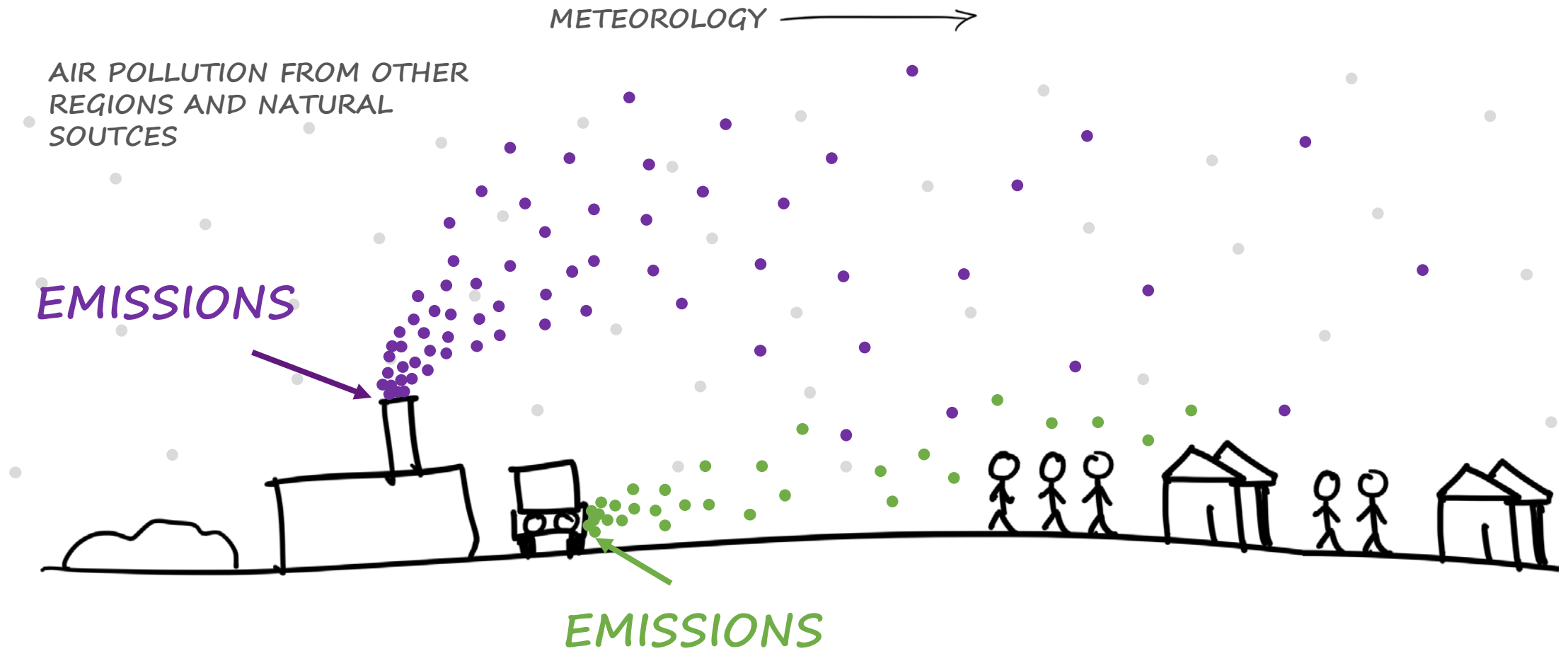
- Informational Item
- Provide a summary of the updated regional emissions inventory for the Bay Area

Presentation Outline



- What is an emissions inventory (EI)?
 - *Applications and limitations*
- What is covered in an EI?
 - *Sources, pollutants, geographic scales*
- How is the EI developed and updated?
 - *Methods and key datasets*
- What does the EI look like?
 - *Source contributions, spatial and temporal patterns*

Illustration of Air Pollution Environment



What is an Emissions Inventory (EI)?

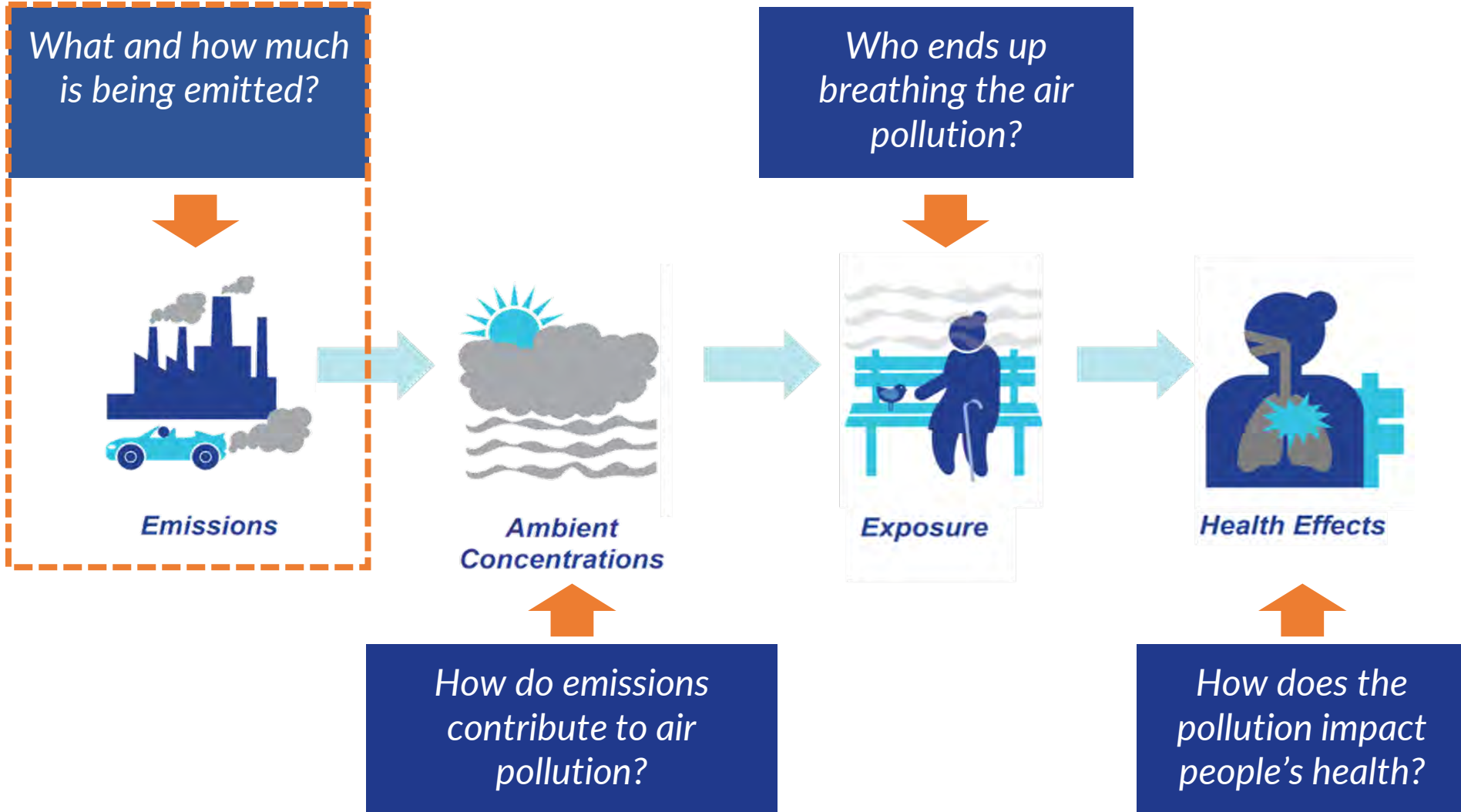


A detailed estimate of the amount of air pollutants released into the ambient air during a selected time period.

- Focuses on direct emissions of a specified set of pollutants
- Covers sources within a defined geographic area (community, region, etc.)
- The time period covered is usually one year



EI in the Air Quality Analysis Process



Emissions Inventory Applications



An EI supports air quality management by:

- Establishing a baseline for air quality planning and tracking
- Helping to identify significant sources of air pollution to target for regulatory action
- Estimating the potential benefits of control strategies
- Providing a basis for annual emissions reporting to CARB (e.g., CEIDARS/CTR)
- Serving as an input for air quality modeling efforts



What are the Limitations of an EI?



- Covers a **subset** of air pollution sources, not accounting for:
 - *Secondary formation of pollutants*
 - *Transport of pollution from outside areas*
 - *Emissions from sources with limited understanding*
- Estimates for some sources may be highly **uncertain** due to limited information.
- Focuses on **typical** conditions, not accidental releases, etc.



Need for other types of data, for example:

- Ambient measurements
- Modeling results
- Lived experience of community members

EI Source Types and Methodology



Point Sources (permitted facilities)

- Using permit renewal or source test data
- Emissions are estimated at the process/device level



Area Sources (small, dispersed sources)

- Using activity data (e.g., amount of fuel burned) and average emission factors
- May rely on spatial distribution of state-level data



On-Road Sources (vehicles on roadways)

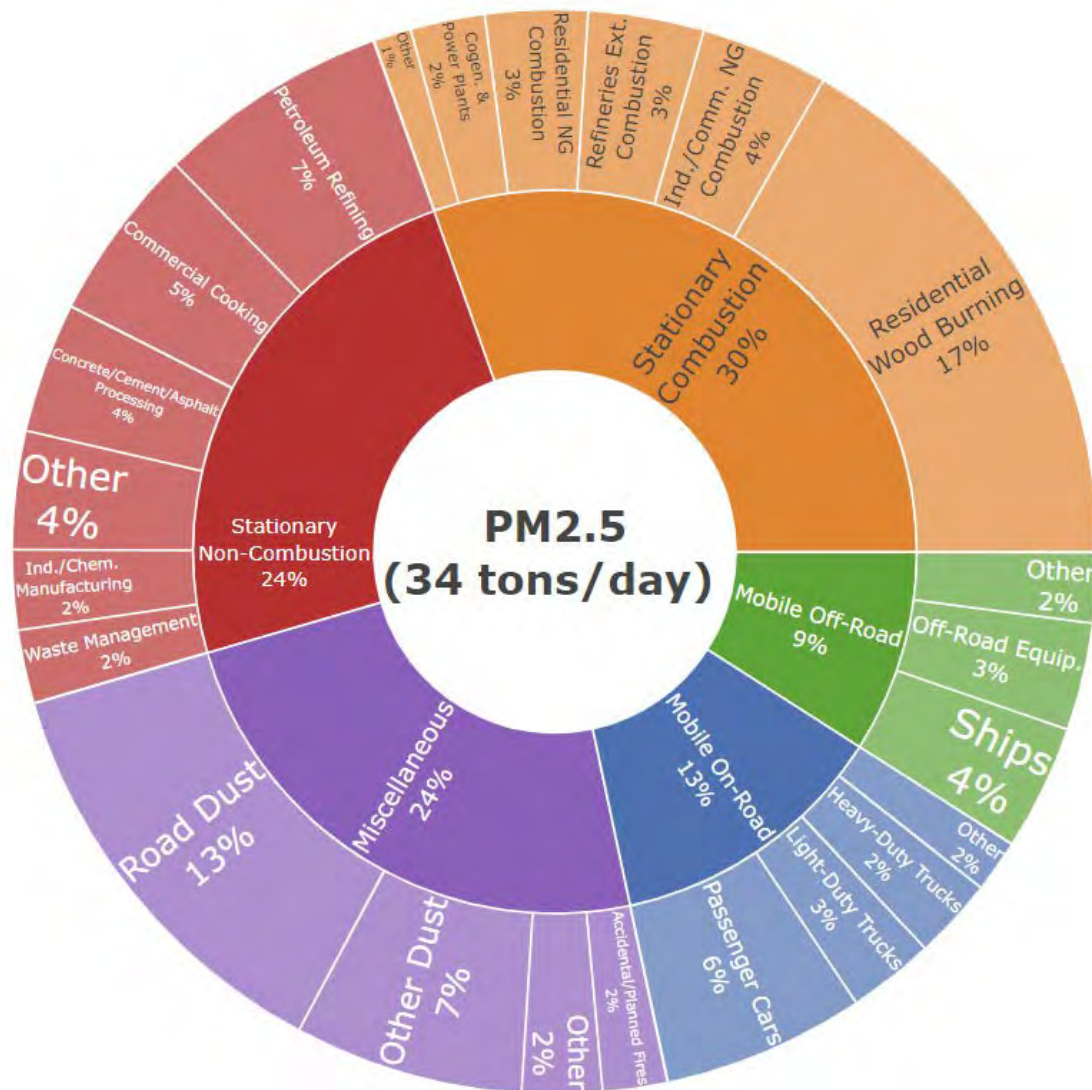
- Using roadway link-level activity data and fleet average emission factors
- Emissions data by vehicle type and road type



Off-Road Sources (trains, airplanes, ships)

- Using state-wide inventory data for county-level allocation
- Transition to using advanced modeling tools (e.g., for aircraft emissions)

Example of Source Contributions: PM_{2.5}

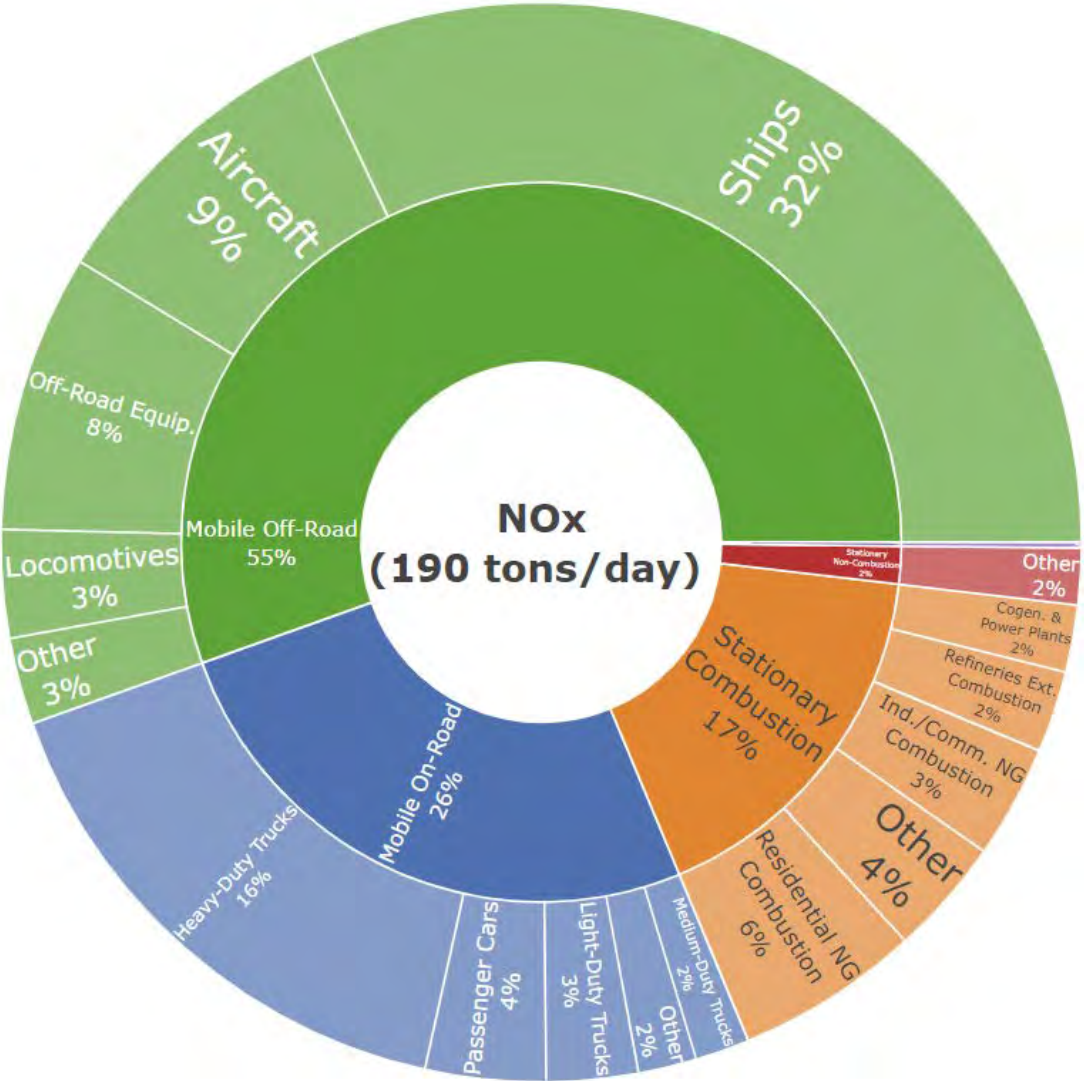


Sub-sectors highlighted from 2022 emissions estimates

- Residential wood burning
- Road dust and other dust
- Petroleum refining
- Passenger cars and trucks
- Commercial cooking



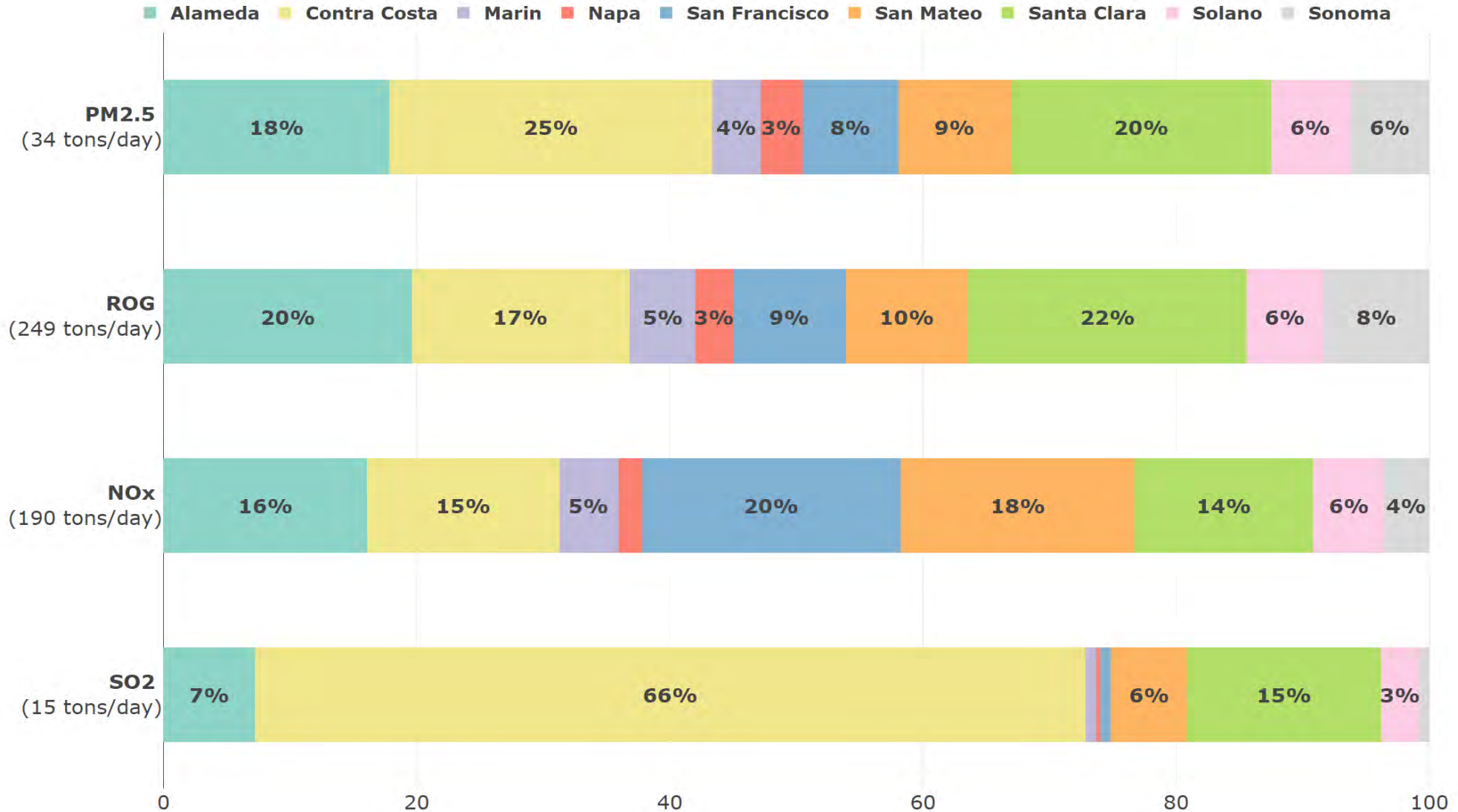
Example of Source Contributions: NOx



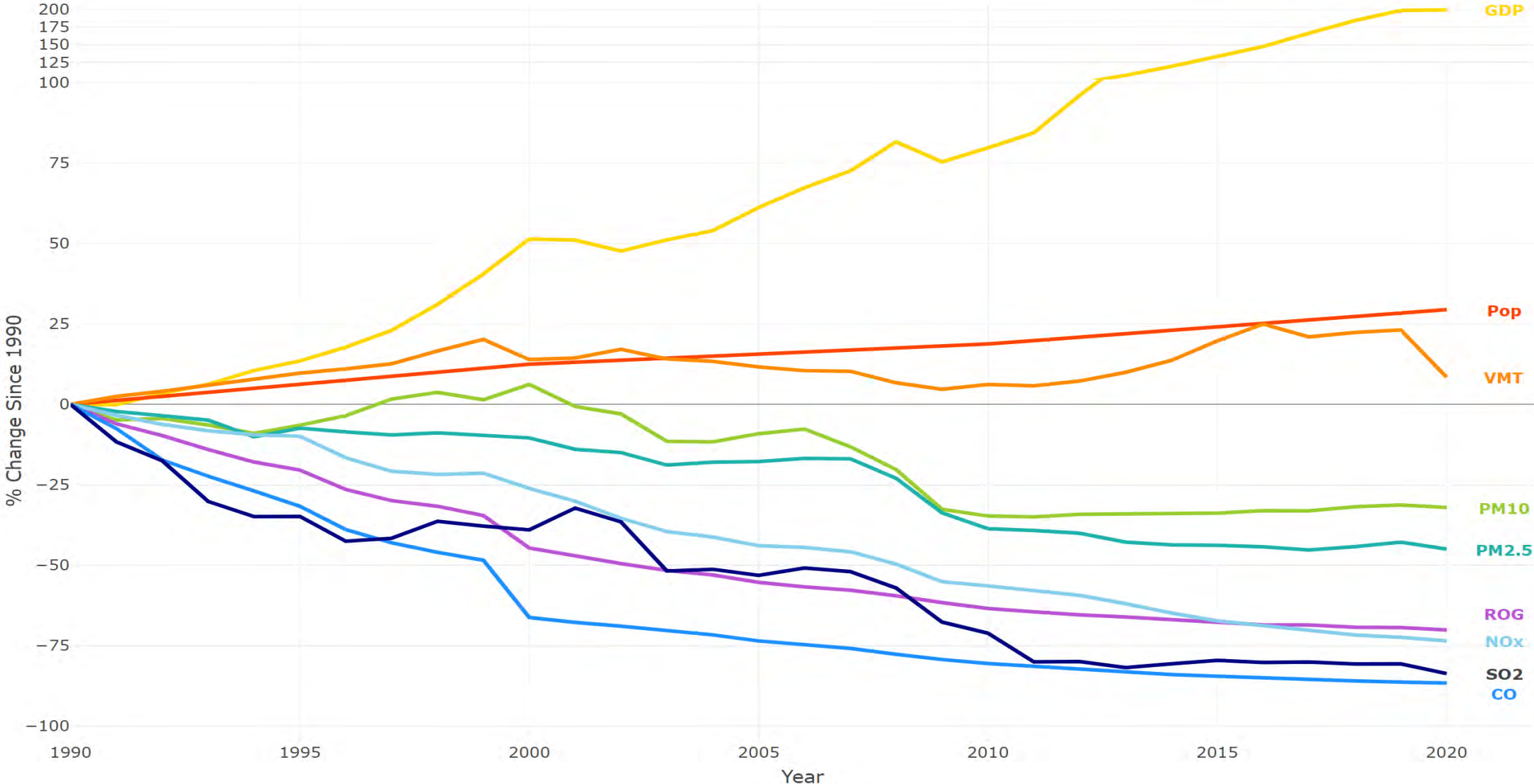
Sub-sectors highlighted from 2022 emissions estimates

- Ships
- Heavy-duty trucks
- Aircraft
- Off-road equipment
- Residential natural gas combustion

Sub-Regional Inventory Data



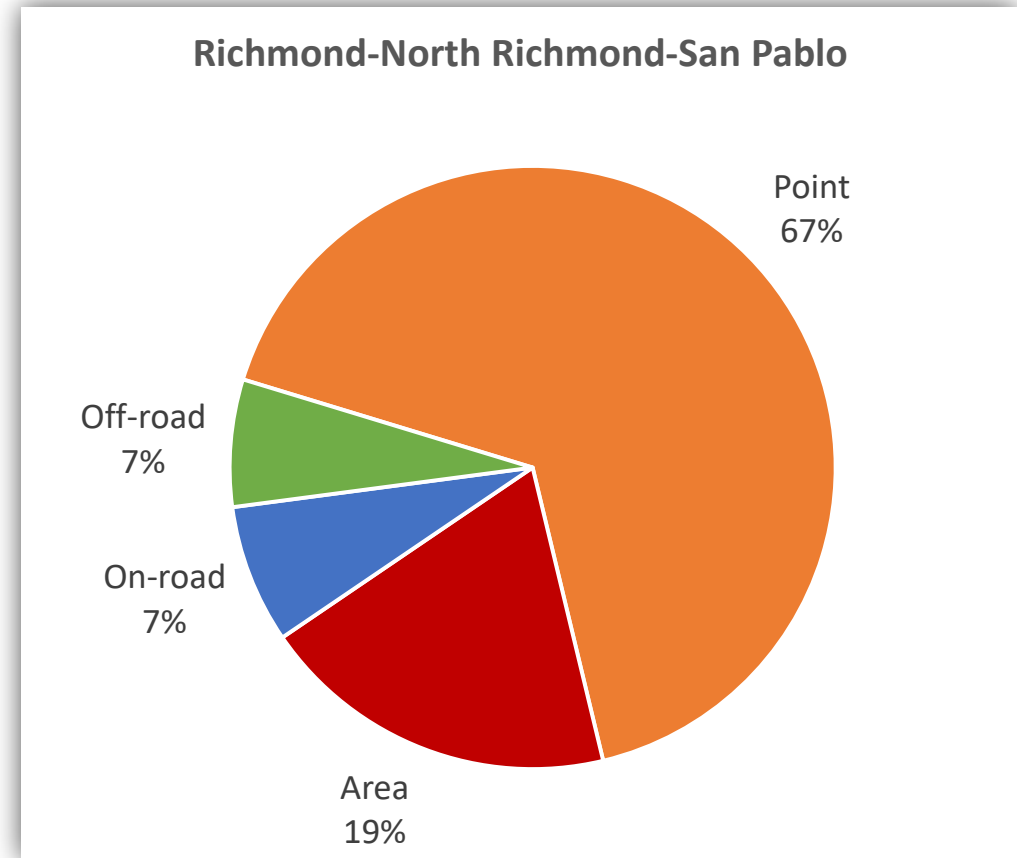
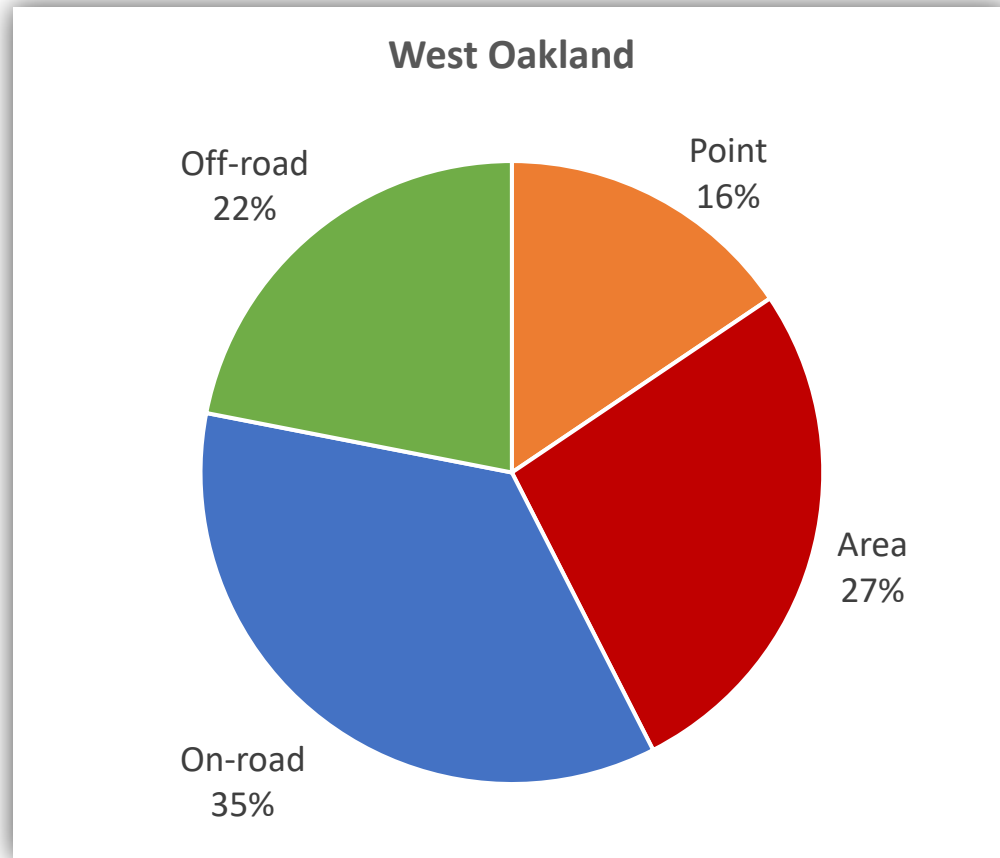
Regional Inventory Trends



AB 617 Community Inventories



Source Sector Contributions to Annual PM_{2.5} Emissions



Summary







- Emissions inventories are a key component of air quality management.
- Emissions data alone are an incomplete picture of the contribution to air pollution, so the picture of air quality must be augmented with ambient measurements and other information.
- Emissions estimation requires a variety of data types and methods vary by source category.
- Emissions estimates have uncertainties and are constantly being improved and updated.

Upcoming Inventory Work Products



- **Regional Inventory**
 - Summary report
 - Emissions lookup tool
 - Methodology document
 - Webpage update
- **Community Inventory**
 - Shared data package
- **Specific Source Sector**
 - Bay Area roadway emissions

 <h3>Emmissions Inventory Summary</h3> <p>Get an overview of the regional inventory of criteria air pollutants in the nine-county Bay Area</p> <p>LEARN MORE →</p>	 <h3>Emissions Lookup Tool</h3> <p>Get an illustrative breakdown of emissions by pollutant, county, year, source sector and sub-sector</p> <p>LEARN MORE →</p>
 <h3>Methodology Documentation</h3> <p>Get a detailed description of how emissions are estimated.</p> <p>LEARN MORE →</p>	 <h3>Emissions Assessment & Research</h3> <p>Get a glimpse into research projects and studies that the agency is using to improve knowledge of emissions inventories</p> <p>LEARN MORE →</p>