

Bay Area Air Quality Management District  
375 Beale Street, Suite 600  
San Francisco, CA 94105  
(415) 749-5073

Finance and Administration Committee Special Meeting  
Wednesday, February 26, 2025

### **APPROVED MINUTES**

*This meeting was webcast, and a video recording is available on the website of the Bay Area Air Quality Management District at [www.baaqmd.gov/bodagendas](http://www.baaqmd.gov/bodagendas)*

### **CALL TO ORDER**

1. **Opening Comments:** Finance and Administration Committee (Committee) Chairperson, Lynda Hopkins, called the meeting to order at 1:00 p.m.

#### **Roll Call:**

Present, In-Person (Bay Area Metro Center (375 Beale Street, Yerba Buena Room, San Francisco, California, 94105): Chairperson Lynda Hopkins; Vice Chairperson Tyrone Jue; and Director Vicki Veenker.

Present, In-Person Satellite Location (Office of Alameda County Supervisor David Haubert, Heritage House, 4501 Pleasanton Ave., Pleasanton, CA 94566): Director David Haubert.

Present, In-Person Satellite Location (City of San Leandro City Hall, 835 E. 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, Room 201, San Leandro, CA 94577): Director Juan González III.

Absent: Directors Noelia Corzo and Sergio Lopez.

2. **PLEDGE OF ALLEGIANCE**

### **CONSENT CALENDAR (ITEMS 3 – 5)**

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF DECEMBER 18, 2024**

The Committee considered approving the Draft Minutes of the Finance and Administration Committee Meeting of December 18, 2024.

4. **HEARING BOARD QUARTERLY REPORT: OCTOBER THROUGH DECEMBER 2024**

The Committee received the Hearing Board Quarterly Report for the period of October through December 2024.

5. **FISCAL YEAR ENDING (FYE) 2025 SECOND QUARTER REPORTING OF PAYMENTS FOR ROUTINE AND RECURRING GOODS/SERVICES EXPENSES AND CONTRACTS EXECUTED UNDER DELEGATED AUTHORITY**

The Committee received a report of vendor payments for routine and recurring essential services and contracts executed under delegated authority for the second quarter of Fiscal Year (FY) 2025, which ended December 31, 2024.

Public Comments on Items 3 – 5

No requests received.

Committee Comments on Items 3 – 5

None.

Committee Action on Items 3 – 5

Vice Chair Jue made a motion, seconded by Director Veenker to **approve** the Consent Calendar, Items 3 through 5, inclusive; and the motion **carried** by the following vote of the Committee:

AYES:	González, Haubert, Hopkins, Jue, Veenker.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Corzo, Lopez.

**INFORMATIONAL ITEMS**

6. **FINANCIAL UPDATE FOR THE SECOND QUARTER OF FISCAL YEAR (FY) 2024-2025, ENDING DECEMBER 31, 2024**

Jun Pan, Finance Manager, gave the staff presentation *Second Quarter Financial Updated Fiscal Year Ending (FYE) 2025*, including: outline; FYE 2025 General Fund (GF) revenue overview; GF revenue (budget vs actual); GF revenue comparison (prior year vs current year); FYE GF expenditure overview; GF expenditure (budget vs actual); expenditures comparison (prior year vs current year); and cash and investment summary.

Public Comments

No requests received.

### Committee Comments

The Committee and staff discussed penalty assessment revenue; carryover of FYE 24 encumbrances, and whether the Air District also has carryover revenue and surplus funds; whether the Air District's California Public Employees' Retirement System (CalPERS) exposure continues to grow; the suggestion that the Air District budgets on a quarterly basis, for operational purposes and benchmarking, in addition to its annual budget; whether the Air District has recently revised its asset policy; whether the Air District considers its current cash and investments total amount high or low, and whether that total amount is cash in the bank; property tax growth (year over year) and whether the Air District's forecast/estimates have been accurate; and the appreciation for staff explanations on different funding streams and when in the fiscal year they occur.

### Committee Action

No action taken.

## **7. PROPOSED ENGINEERING DIVISION PROGRAM MANAGERS FOR COMPLEX PERMIT APPLICATIONS**

Dr. Meredith Bauer, Deputy Executive Officer of Engineering and Compliance, gave the staff presentation *Proposed Facility Funded Engineering Program Manager (EMP) Positions*, including: outcome; outline; requested action; background; complex permit applications; overview of proposed EPM positions and approach; Strategic Plan alignment; role of Engineering Program Managers; program benefits; and next steps.

### Public Comments

Public comments were given by Bob Brown, Western States Petroleum Association; and David Schoenthal, Phillips 66.

### Committee Comments

The Committee and staff discussed the suggestion of holding pre-application meetings with applicants that wish to obtain permits for complex and challenging projects, and whether such a practice would be considered an add-on to the standard practice, versus two options that permit applicants could choose from; the importance of balancing explanation of the permitting process and maintaining the Air District's independence so that permitted facilities are making their own decision without influence (risk management); potential metrics that can determine success of the pilot phase of the program; the request for a metric that measures public transparency (informing the public about certain projects, facilities, and permits that are under review); the suggestion of conducting surveys from participants of the pilot phase of the program (at the beginning and end); the proposed transition to positions funded by voluntary fees and how it would work after the pilot phase of the program concluded; the request that metrics from the first year of the pilot phase of the program be shared with the Board of Directors in a status update; concerns about utilizing Limited Term Contract Employees for this program; and whether this program includes dispute resolution.

## Committee Action

No action taken.

## **OTHER BUSINESS**

### **8. PUBLIC COMMENTS ON NON-AGENDA MATTERS**

Public comments were given by Arieann Harrison, Marie Harrison Community Foundation.

### **9. COMMITTEE MEMBER COMMENTS**

Director González thanked Air District staff for progress that he sees in adherence to the Air District's adopted Strategic Plan.

### **10. TIME AND PLACE OF NEXT MEETING**

Wednesday, March 19, 2025, at 1:00 p.m. at 375 Beale Street, San Francisco, CA 94105. The meeting will be in-person for the Finance and Administration Committee members and members of the public will be able to either join in-person or via webcast.

### **11. ADJOURNMENT**

The meeting was adjourned at 2:12 p.m.

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