

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

Finance and Administration Committee Meeting
Wednesday, July 16, 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

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, 1st Floor Board Room, San Francisco, California, 94105): Chairperson Lynda Hopkins; Vice Chairperson Tyrone Jue; and Directors Juan González III, David Haubert, and Vicki Veenker.

Absent: Directors Noelia Corzo and Sergio Lopez.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR (ITEMS 3 – 8)

3. Approval of the Draft Minutes of the Finance and Administration Committee Meeting of April 16, 2025
4. Hearing Board Quarterly Report - January to March 2025
5. Hearing Board Quarterly Report - April to June 2025
6. Vendor Agreement with Golden Star Technology for Cybersecurity Infrastructure
7. Financial Update for the Third Quarter of Fiscal Year 2024-2025, Ending March 31, 2025
8. Fiscal Year 2024-2025 Third Quarter Reporting of Payments for Routine and Recurring Goods/Services Expenses and Contracts Executed under Delegated Authority

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director González made a motion, seconded by Director Veenker, to **approve** the Consent Calendar, Items 3 – 8, inclusive; and the motion **carried** by the following vote of the Committee:

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

INFORMATIONAL ITEMS

9. **PERMITTING STRATEGIES**

Pamela Leong, Engineering Division Director, gave the staff presentation *Permitting Strategies*, including: outcome; outline; background; recap of audit findings and Corrective Action Plan; Corrective Action Plan timeline; transition to Strategic Plan; Goal 4: Be Effective, Accountable, and Customer-Oriented; progress made; completed actions; application tracking – who has it; permit application tracking (with applicant); application history and status for the facility; application dashboard; recent metrics (in versus out, applications completed, Health Risk Assessments (HRA) in queue, timeliness for completed permit applications); progress made and takeaways; backlog reduction timeline (properly resourced); next steps; near-term actions; and longer-term actions.

Public Comments

Public comments were given by Gus Flores, United Contractors; Russell Snyder, California Asphalt Pavement Association; Chris Smith, Associated General Contractors of California; and Tamiko Endow, an Air District Employee who provided comments in her personal capacity.

Committee Comments

The Committee and Air District staff discussed appreciation for including stakeholders in the Permitting Taskforce, the request that this be a permanent, long-term body that meets regularly, and whether to form a Board ad hoc committee that is connected to this Taskforce; accountability needed from both applicants and Air District staff; strategies for best utilizing staff (temporary and permanent); the request for metrics to be more specific (percentages and numbers showing that a certain action yielded certain results); whether the Air District has considered utilizing artificial intelligence to help streamline the permitting process; the hope that the Air District will consider necessity, when considering how staff should prioritize their time (spend time on features that are nice to have, versus things that are necessary to have); the fact that litigation and enforcement often impacts Air District staff who process permit

applications, and how to balance those demands with regular permitting work; the desire for the Air District to prioritize rulemakings that have significant health benefits; the desire for the Air District to establish before permit applicants expectations for an application's anticipated timeline; the downsizing of Air District permitting staff in previous years, and whether current requests for staffing increases would restore the number of permitting staff the Air District used to have; the fact that some of the Air District's regulated facilities are small family-owned businesses who are especially financially impacted by increasing fees; the belief that waiting until 2028 to implement Phase 3 (adjust and maintain performance improvements as part of the Strategic Plan) is too long a wait, the request to expedite improvements to the permitting process on a faster timeline, and the request for a status report at the end of the 2025 Calendar Year; the request for regular updates to the Board on the status of permit backlog reduction, and the desire to see at least 50% of the permit backlog reduced by a date certain, sooner than 2027; whether the recruitment for the new position of Best Available Control Technology Consistency Coordinator can be expedited by hiring a consultant instead; the benefits and challenges of emerging technology; encouragement to Air District staff of not sacrificing one objective (public service to the community) for another (customer service to permitted facilities) and finding a way to balance both; the fact that small policy tweaks can result in more efficient operation outcomes; the suggestion of giving the full Board this exact presentation (not truncated) during a special Board meeting; and the fact that sometimes the best advice comes from those who are doing the work.

Committee Action

No action taken.

10. COMMITTEE ASSIGNMENTS

Dr. Philip M. Fine, Executive Officer/Air Pollution Control Officer, gave the staff presentation *Committee Assignments*, including: Air District Administrative Code; current process; proposed timeline; and Board of Directors Rules of Procedure.

Public Comments

No requests received.

Committee Comments

The Committee and Air District staff discussed whether there are any material changes being proposed to the current process.

Committee Action

No action taken.

OTHER BUSINESS

11. PUBLIC COMMENTS ON NON-AGENDA MATTERS

No requests received.

12. **COMMMITTEE MEMBER COMMENTS**

None.

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

Wednesday, September 17, 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.

14. **ADJOURNMENT**

The meeting was adjourned at 2:29 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards