

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

Finance and Administration Committee Meeting
Wednesday, October 15, 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 1:05 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; and Directors Noelia Corzo, Juan González III, and Vicki Veenker.

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

Absent: Vice Chairperson Tyrone Jue.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF SEPTEMBER 17, 2025**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director González made a motion, seconded by Director Veenker, to **approve** the Draft Minutes of the Finance and Administration Committee Meeting of September 17, 2025; and the motion **carried** by the following vote of the Committee:

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

ACTION ITEM

4. **PROPOSED CHANGES TO SECTIONS (§) 8.2, 9.3, 9.4, AND 3.4 OF THE ADMINISTRATIVE CODE**

Karen Schkolnick, Director of Administrative Resources, and Erica Flahan, Business Office Manager, gave the staff presentation *Proposed Changes to Administrative Code § 3.4, 8.2, 9.3, and 9.4*, including: recommended action; agenda; background on Air District Administrative Code; proposed updates: § 9.4 and 8.2; proposed updates on § 9.3; proposed updates on § 3.4; and recommended action.

Public Comments

No requests received.

Committee Comments

The Committee and Air District staff discussed the proposed changes within § 9.4a; and the Air Pollution Control Officer's past, current, and future procurement approval authority, and types of things the APCO might ask the Board to consider, beyond the APCO's authority.

NOTED PRESENT: Director Corzo was noted present at 1:21 p.m.

Committee Action

Director Haubert made a motion, seconded by Director González, to recommend the Board of Directors **adopt** the proposed updates to the following sections of the Air District's Administrative Code: Section 9.4 Procurement and Contracting; Section 8.2(b)(5) General Counsel; Section 9.3 Adoption of Budget; and Section 3.4 Appointments to Committees; and the motion **carried** by the following vote of the Committee:

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

OTHER BUSINESS

5. PUBLIC COMMENTS ON NON-AGENDA MATTERS

No requests received.

6. COMMITTEE MEMBER COMMENTS

None.

7. TIME AND PLACE OF NEXT MEETING

Wednesday, November 19, 2025, at 1:00 p.m. The meeting will be held in-person at the Bay Area Metro Center and at satellite locations as may be specified on the meeting agenda using a remote teleconferencing link. Members of the Finance and Administration Committee and the public may attend at any of those in-person locations, and members of the public may also attend virtually via webcast.

8. ADJOURNMENT

The meeting was adjourned at 1:26 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards