

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

Finance and Administration Committee Meeting
Wednesday, November 19, 2025

APPROVED MINUTES

This meeting was webcast, and a video recording is available on the website of the Bay Area Air 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 1:02 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 Director 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.

Present, In-Person Satellite Location (Office of the Mayor, 835 E. 14th Street, 2nd Floor, Room 201, San Leandro, CA 94577): Director Juan González III.

Absent: Director Noelia Corzo.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR Items 3 – 7)

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF OCTOBER 15, 2025**

The Committee considered approving the Draft Minutes of the Finance and Administration Committee Meeting of October 15, 2025.

4. **HEARING BOARD QUARTERLY REPORT - JULY TO SEPTEMBER 2025**

The Committee received the Hearing Board Quarterly Report for the period of July through September 2025.

5. **FINANCIAL UPDATE FOR THE FIRST QUARTER OF FISCAL YEAR (FY) 2025-2026, ENDING SEPTEMBER 30, 2025**

The Committee received the financial report for the first quarter of FY 2025-2026, which ended September 30, 2025. The report provides an overview of the General Fund's financial activities for the first quarter, which covers the period from July 1, 2025, through September 30, 2025, including preliminary revenues, expenditures, and cash investment balance results for the reporting period.

6. **FISCAL YEAR 2024-2025 FOURTH 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 fourth quarter of FY 2024-2025, which ended June 30, 2025.

7. **FISCAL YEAR 2025-2026 FIRST 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 first quarter of FY 2025-2026, which ended September 30, 2025.

Public Comments for Items 3 – 7

No requests received.

Committee Comments for Items 3 – 7

None.

Committee Action for Items 3 – 7

Vice Chair Jue made a motion, seconded by Director Veenker, to **approve** the Consent Calendar, Items 3 – 7, inclusive; and the motion **carried** by the following vote of the Committee:

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

ACTION ITEM

8. **CONDUCT INTERVIEWS AND CONSIDER RECOMMENDING CANDIDATES TO THE BOARD OF DIRECTORS FOR APPOINTMENT TO THE ADVISORY COUNCIL**

Greg Nudd, Deputy Executive Officer of Policy, explained that the most recent cohort of Advisory Council members will end in December 2025, and five of the seven incumbents wished to be considered for appointment to the Advisory Council.

Chair Hopkins asked the Finance and Administration Committee members present whether they would agree to recommend staff's recommendation to the Board, to reappoint the five incumbents. The consensus of the Committee was to recommend that the Board reappoint the five incumbents to the Advisory Council for a two-year term beginning January 1, 2026.

The Committee conducted interviews for two vacant positions on the Advisory Council, and considered recommending candidates to the Board of Directors for appointment to the Advisory Council for a two-year term beginning January 1, 2026.

Candidates who were interviewed:

- 1) Melanie Colburn
- 2) Lynna Lan Tien Nguyen Do
- 3) Daniel Baldassare
- 4) Angelica Coleman

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed whether it would be a conflict of interest for one of the Committee members to have a current professional connection with one of the candidates; the candidates' counties of residence; and the different roles of the Air District's Advisory Council and Community Advisory Council.

Committee Action

Director Veenker made a motion, seconded by Vice Chair Jue, to recommend the Board of Directors do the following:

- 1) **Appoint** Melanie Colburn and Daniel Baldassare to the Advisory Council for a two-year term beginning January 1, 2026, until January 1, 2028; and
- 2) **Appoint** the five incumbents (Phil Martien, Stepanie Holm, Ann Marie Carlton, Garima Raheja, and Michael Schmeltz) to the Advisory Council for a two-year term beginning January 1, 2026, until January 1, 2028.

The motion **carried** by the following vote of the Committee:

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

INFORMATIONAL ITEMS

9. CALIFORNIA AIR RESOURCES BOARD 2025 INCENTIVE PROGRAM REVIEW AND DEPARTMENT OF FINANCE FISCAL COMPLIANCE AUDIT

Tess Sicat, Incentives and Technology Advancement Branch Chief at the California Air Resources Board, gave the presentation *Bay Area Program Review and Department of Finance Audit*, including: programs that were reviewed; commendable efforts; mitigation; moving forwards; and conclusion.

Danica Winston, Finance Manager, and Dr. Minda Berbeco, Strategic Incentives Manager, gave the staff presentation *California Air Resources Board's 2025 Incentive Program Review and Department of Finance Fiscal Compliance Audit*, including: outline; fiscal compliance audit background; and fiscal compliance audit results.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed which fiscal years were included in the audit.

Committee Action

No action taken.

10. PRELIMINARY ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2024-2025

Jun Pan, Finance Manager, gave the staff presentation *Preliminary Annual Financial Report for Fiscal Year 2024-2025*, including: outline; FY Ending (FYE) 2025 General Fund revenue overview (budget versus actual); General Fund revenue and expenditure comparisons (prior year versus current year); FYE 2025 General Fund expenditure overview; and cash and investment summary.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed how much of the money in the Special Revenue Fund is already encumbered and for what intended purposes; the suggestion of showing the Board

changes in staffing and related expenditures over the years; and how the Bay Area Air District's General Fund's financial activities, preliminary revenues, expenditures, and cash investment balance results compare with those of other California air districts.

Committee Action

No action taken.

OTHER BUSINESS

11. PUBLIC COMMENTS ON NON-AGENDA MATTERS

No requests received.

12. COMMITTEE MEMBER COMMENTS

None.

13. TIME AND PLACE OF NEXT MEETING

Wednesday, December 17, 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.

14. ADJOURNMENT

The meeting was adjourned at 2:34 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards