

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

Finance and Administration Committee Meeting
Wednesday, April 15, 2026

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 Vice Chairperson, Juan González III, 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, CA, 94105): Vice Chairperson Juan González; and Director Tyrone Jue.

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

Present, In-Person Satellite Location: (Sunnyvale City Hall, Cedar Conference Room, 456 W. Olive Ave., Sunnyvale, CA 94086): Director Linda Sell.

Present, In-Person Satellite Location: (San Mateo County Board of Supervisors' Office, 5th Floor, 500 County Center, Redwood City, CA 94063): Director Noelia Corozo.

Present, In-Person Satellite Location: (Santa Rosa Junior College Campus, Doyle Library, Room 148, 1501 Mendocino Ave., Santa Rosa, CA 95401): Chairperson Lynda Hopkins.

Present, In-Person Satellite Location: (Palo Alto City Hall, Community Meeting Room, 250 Hamilton Ave., Palo Alto, CA 94301): Director Vicki Veenker.

Absent: Director Brian Colbert.

2. **PLEDGE OF ALLEGIANCE**

CONSENT CALENDAR

3. **APPROVAL OF THE DRAFT MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE MEETING OF MARCH 18, 2026**

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Jue made a motion, seconded by Director Veenker, to **approve** the Draft Minutes of the Finance and Administration Committee Meeting of March 18, 2026; and the motion carried by the following vote of the Committee:

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

INFORMATIONAL ITEM

4. PERMITTING STRATEGIES

Pamela Leong, Engineering Division Director, gave the staff presentation *Permitting Strategies*, including: outcome; outline; background: Strategic Plan Goal 4 (Be Effective Accountable, and Customer-Oriented), plan acceleration and support, recent metrics (in versus out, active applications, Health Risk Assessments in queue), backlog reduction goal; progress on plan implementation: plan progress, recap of important actions, staffing actions, recent actions (policy/program updates, tracking tools), new tools to analyze permitting bottlenecks; application rework and flow, application overdue and backlog flows); and next steps: Permitting and Compliance System upgrades, tracking tools, policy/program updates, resource management.

Public Comments

Public comments were given by Peter Okurowski, California Council for Environmental & Economic Balance.

Committee Comments

The Committee and staff discussed concerns about the maintenance level with complex permit applications deadline of 2029, and the desire for a more aggressive timeline; the request for more frequent interim status updates to the Committee/Board; appreciation for the corrective action and progress thus far; and ways in which the Air District is measuring efficiency and transparency in the Air District's permitting strategies.

Committee Action

No action taken.

ACTION ITEM

4. PROPOSED AMENDMENTS TO AIR DISTRICT REGULATION 3: FEES

Fred Tanaka, Engineering Manager, and Mark Gage, Principal Air Quality Engineer, gave the staff presentation *Proposed Fee Regulation Amendments*, including: recommended action; outline; cost recovery background: limitations, trends, trends example; cost recovery strategies; cost recovery background; fee reductions; fee removals; proposed fee regulation amendments; other proposed changes – general, new fee, reclassification; impact on large facilities – permit renewal; impact on small facilities – permit renewal; fee reduction summary; efficiencies and cost containment efforts; budget & fee regulation schedule; and recommended action.

Public Comments

Public comments were given by Bob Brown, Western States Petroleum Association.

Committee Comments

The Committee and staff discussed why the Air District doesn't bill staff time to individual permits or facilities and suggested tracking similar to law-firm type billing; whether staff is working with industry to identify cost-saving measures and incentives to help reduce fees while pursuing cost recovery; discussed seeing timing/effort breakdowns would be instructive; praise for dashboards and Key Performance Indicator (KPIs) improving transparency and trust; whether permitting streamlining includes creating objective, upfront standards and expectations for regulated facilities, to reduce back-and-forth correspondence; discussed eliminating delinquency fee to reduce administrative burden for small businesses and reasons for this higher cost; and whether process improvements could reduce delinquencies; review of slide *Impact on Large Facilities – Permit Renewal* and to confirm definition and comparison between predicted and actual fee changes.

Committee Action

Director Jue made a motion, seconded by Director Haubert, to recommend that the Board **adopt** the proposed Fee Regulation Amendments; and the motion carried by the following vote of the Committee:

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

INFORMATIONAL ITEM

6. FINANCIAL AUDIT REPORT FOR FISCAL YEAR ENDING 2025

Pursuant to Section 9.2 of the Administrative Code, the Air District is required to undergo an independent financial audit annually. The Committee will review the audited financial statements and related reports for the fiscal year ending June 30, 2025, prepared by Simpson & Simpson, LLP. The audit was conducted in accordance with Government Auditing Standards issued by the

Comptroller General of the United States, as well as Office of Management and Budget Circular A-133, which establishes federal audit requirements for entities that expend federal funds.

Joseph Moussa of Air District audit partner, Simpson & Simpson LLP, gave the presentation Fiscal Year 2025 Bay Area Air Quality Management District Presentation of Audit Results, including: agenda; Auditor's required communications regarding Statement on Auditing Standards (SAS) No. 114; audit results and highlights of the basic financial statements; and audit results and highlights of the single audit.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed the timeline of the audit planning and verification of completion of personnel-related recommendations, and whether that will be reported at the next audit review; what would reduce the audit workload; discussed how to accelerate the audit timeline; the importance of timely audit opinions to access past performance; and asked for audit timeline comparison to corporate audits.

Committee Action

No action taken.

OTHER BUSINESS

7. PUBLIC COMMENTS ON NON-AGENDA MATTERS

No requests received.

8. COMMITTEE MEMBER COMMENTS

None.

9. TIME AND PLACE OF NEXT MEETING

Wednesday, May 20, 2026, 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.

10. ADJOURNMENT

The meeting was adjourned at 2:33 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards