



Remote Teleconferencing Meeting Policy for Board and Committee Meetings

Finance and Administration Committee

June 17, 2026

Alexander Crockett, General Counsel



Amendments to Remote Teleconferencing Meeting Policy

Effective July 1, 2026:

- Requires remote locations to post all translated agendas, and provide space for public to post additional translations
- Requests to host remote locations must be made 16 days before meeting
 - Need additional time for translations
 - Cancellations must be made 8 days before meeting
- Remote locations must be in publicly accessible areas in public buildings
- Remote meetings must be within California
- Only one training required for remote location hosts (not annual)
- Photos of agenda postings not required – email confirmation only

Questions & Discussion

For more information:

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Facilities Portfolio Assessment & Real Estate Strategy

Finance and Administration Committee

June 17, 2026

Karen Schkolnick
Director
Administrative Resources



Facilities Assessment & Real Estate Strategy

- Currently, Air District facilities assets are managed either as part of discrete networks (e.g., fenceline or regional monitoring sites) or on a site-by-site basis (e.g., offices)
- Over time, this approach has made it difficult to assess performance, coordinate planning, and prioritize investments across the portfolio
- Rising lifecycle costs—including leases, utilities, maintenance, repairs, capital investments, and associated staffing—further underscore the need for a more integrated and comprehensive approach
- To address these challenges, staff have initiated a portfolio-wide assessment to support the development of a unified real estate strategy

Consistent Framework Across the Portfolio

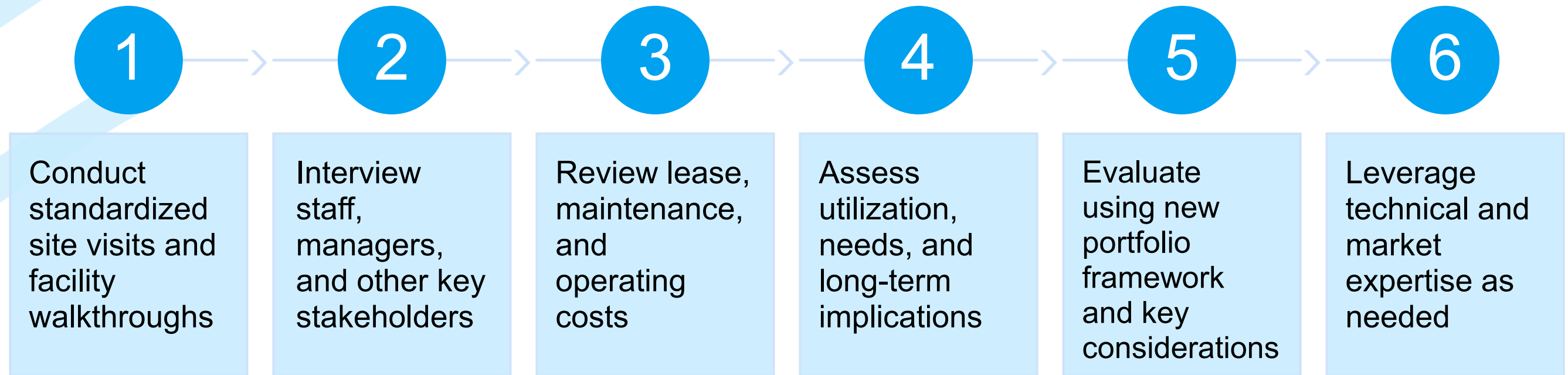
- Operational and program alignment
- Cost structure and market position
- Space utilization and flexibility
- Physical condition, building systems, and functionality
- Accessibility, equity, sustainability, and lifecycle impacts

Portfolio Approach and Strategic Plan Alignment

- **Operational Effectiveness**
Support coordinated agency operations
- **Workforce Support**
Provide safe, functional, and adaptable workplaces
- **Stewardship & Transparency**
Improve visibility into costs, utilization, and planning
- **Long-Term Planning**
Support sustainability, accessibility, and future decision-making

Assessment Process

Applying a Consistent Framework Approach

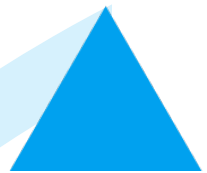


Portfolio Overview



HEADQUARTERS (3)

Governance, administration, and public serving



REGIONAL OPERATIONS & OFFICES (15*)

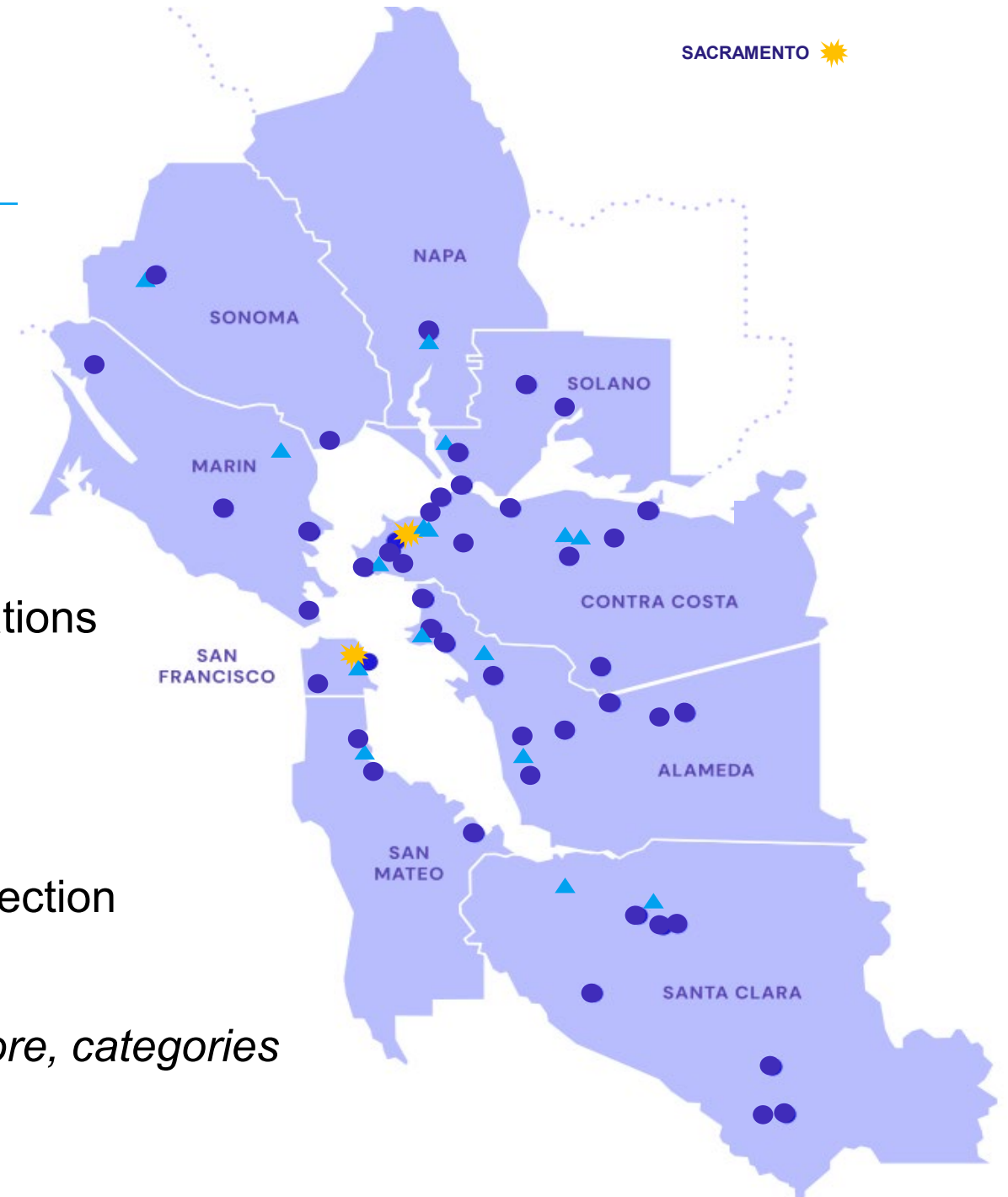
Locations that support field staff and satellite operations



AIR MONITORING SITES & TECHNICAL INFRASTRUCTURE (46*)

Monitoring, meteorology, compliance, and data collection

** Each location may support multiple operational functions; therefore, categories overlap and totals are not additive*



Headquarters SF and East Bay — Snapshot



**San Francisco (SF)
Headquarters**
*375 Beale Street,
San Francisco*

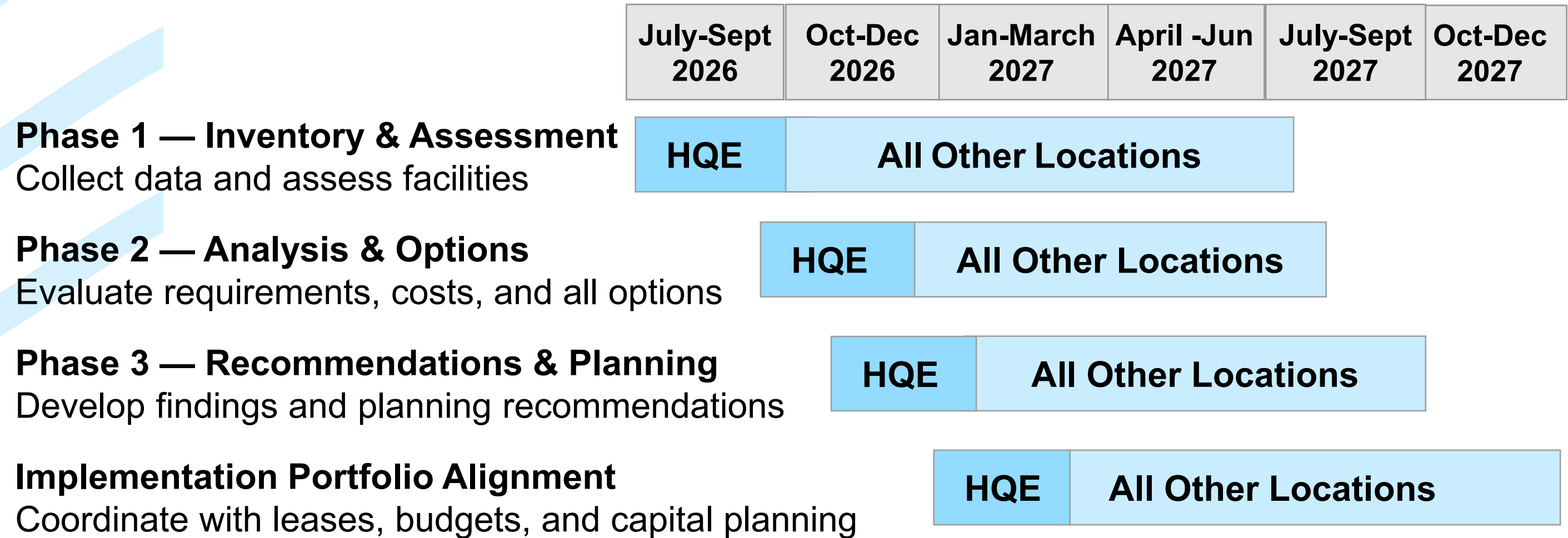
- ~88,000 sq ft owned
- Supports agency leadership, administration, and public-facing functions
- Acquired in 2011 with expansion space added in 2018
- Over \$34 million invested in property acquisition



Headquarters East (HQE)
*4114 Lakeside Drive,
Richmond*

- Owned with approximately ~7,300 sq ft occupied
- HQE supports East Bay operations and community engagement
- Acquired in 2018 with potential for future build-out
- Approximately \$8.7 million invested in acquisition, plus facility improvements to support occupancy and operations

Timeline



Phased approach supports assessment, analysis, recommendations, and future planning alignment

Outcomes & Benefits

Portfolio-wide Visibility

Improve understanding of facilities and sites across the portfolio



Planning Tools & Criteria

Establish a consistent framework to evaluate and compare options over time



Comprehensive Real Estate Strategy

Improved Planning & Decision-Making

Enable informed decisions across staff, management, and the Board



Coordination, Effectiveness & Stewardship

Strengthen coordination, adaptability, and transparency in operations and investments



Early Wins

- **Created portfolio inventory and assessment tools** for consistent evaluation
- **Cost savings**, through improved lease terms
- **Landlord-funded upgrades** improving facility quality and performance
- **Enhanced facility condition insights**, enabling proactive maintenance (e.g., roof repairs)
- **Stakeholder coordination** advancing new monitoring sites and identifying relocation or consolidation opportunities

Conclusion

- Facilities planning is mission-support planning
- The assessment shifts decision making from fragmented site-level actions to a coordinated portfolio approach
- The process is intended to improve transparency, stewardship, and readiness for future decisions
- Air District staff will return with recommendations on future investments and major facility actions for Board consideration, aligned with budget and capital planning processes

Questions & Discussion

For more information:

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