

Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, CA 94109  
(415) 749-5073

## **APPROVED MINUTES**

Advisory Council Regular Meeting  
Wednesday, November 13, 2013

*Note: An audio recording of the meeting is available on the website of the Bay Area Air Quality Management District at <http://www.baaqmd.gov/The-Air-District/Board-of-Directors/Advisory-Council/Agendas-and-Minutes.aspx>.*

**CALL TO ORDER:** Chairperson Robert Bornstein called the meeting to order at 9:00 a.m.

### **ROLL CALL:**

Present: Chairperson Robert Bornstein, Ph.D.; Vice-Chairperson Sam Altshuler, P.E.; Secretary Liza Lutzker, M.P.H.; and Members Jennifer Bard, Benjamin Bolles, Harold Brazil, Jonathan Cherry, A.I.A., LEED A.P., Heather Forshey, Stan Hayes, John Holtzclaw, Ph.D., Rick Marshall, P.E., P.L.S., Estes Al Phillips and Jessica Range, LEED A.P.

Absent: Members Ana M. Alvarez, D.P.P.D., Jeffrey Bramlett, M.S., C.S.P., Kraig Kurucz, Gary Lucks, J.D., C.P.E.A., Kathryn Lyddan, J.D., Timothy O'Connor, J.D., and Murray Wood.

Also Present: None.

**OPENING COMMENTS:** None.

**PUBLIC COMMENT PERIOD:** None.

### **CONSENT CALENDAR**

#### **1. Approval of the Minutes of the Advisory Council meeting of October 9, 2013**

##### Council Action:

Member Holtzclaw made a motion to approve the minutes of October 9, 2013; and Member Altshuler seconded.

##### Council Comments:

Member Range requested a copy of the material supplied by public speaker Taylor Hawke at the Council meeting in October.

Chairperson Bornstein asked questions about the formatting of the minutes for the Board of Directors and Advisory Council, which were answered by Jean Roggenkamp, Deputy Air Pollution Control Officer.

Public Comments: None.

Council Action (continued):

The motion carried unanimously.

## **DISCUSSION**

### **2. Discussion, Recommendation and Selection of Slate of Officers for 2014**

Council Comments: The Council discussed a Slate of Officers for 2014.

Public Comments: None.

Council Action:

Member Hayes made a motion to appoint Member Altshuler as Chairperson, Member Lutzker as Vice-Chairperson and Member Range as Secretary; Chairperson Bornstein seconded; and the motion carried unanimously.

### **3. Approval of draft report on the Advisory Council's September 11, 2013, meeting**

Council Comments:

Member Range made introductory comments regarding the drafting of the report.

The Council deliberated upon proposed revisions to the draft report on the Advisory Council meeting on September 11, 2013.

Public Comments: None.

Council Action:

Member Altshuler made a motion to approve the draft report on the Advisory Council's September 11, 2013 meeting, as amended; Member Cherry seconded; and the motion carried unanimously.

## **OTHER BUSINESS**

### **4. Council Member Comments/Other Business:**

Eric Stevenson, Director of Technical Services, said staff is preparing written protocol for the drafting of future Council reports that will be provided to the Council at the January 2014 retreat.

The Council and Brian Bunger, District Counsel, discussed the editorial process and acceptable ways to increase efficiency while adhering to the Brown Act.

Member Altshuler asked staff to investigate the possibility of establishing a dedicated conference call number for use by the Council report drafting work group and to provide guidelines on the use of document share software, which Mr. Stevenson said he would do.

Member Holtzclaw asked that an updated list of Council member backgrounds be delivered at the January 2014 retreat. Chairperson Bornstein asked that the document be updated and redistributed with every change in Council membership.

### **DISCUSSION (CONTINUED)**

#### **3. Approval of draft report on the Advisory Council's September 11, 2013, meeting (CONTINUED)**

##### Council Comments (continued):

The Council and staff discussed the report summarizing information on black carbon topics addressed by the Council during 2013 and the selection of members to present the same at the Board of Directors meeting on December 4, 2013.

Ms. Roggenkamp briefed the Council on the Board of Directors' recently adopted climate protection strategy resolution and the associated work program.

Chairperson Bornstein and Ms. Roggenkamp discussed the Council's level of involvement in the work program.

Member Lutzker and Ms. Roggenkamp discussed the likely adoption date for the work program and the possible inclusion of black carbon.

The Council and staff continued to discuss the report summarizing information on black carbon topics addressed by the Council during 2013 and the selection of members to present the same to the Board of Directors on December 4, 2013.

Public Comments (continued): None.

Council Action (continued): None; informational only.

### **OTHER BUSINESS (CONTINUED)**

#### **5. Council Member Comments/Other Business (continued):**

Member Holtzclaw congratulated Member Altshuler on the publication of an article in the November 2013 Air & Waste Management Association magazine.

The Council and Mr. Stevenson discussed next year's Council topics, as requested by the Board of Directors, and the level of staff support that will be available.

**6. Chairperson's Report:**

Chairperson Bornstein announced his intention to conduct exit interviews with Members Lucks and Murray. Chairperson Bornstein and the Council discussed the recruitment process currently underway to fill their seats.

Chairperson Bornstein reported out on his experience at the Board of Directors Executive Committee meeting on October 24, 2013, and asked that the Council be notified of the Board of Directors Climate Protection Committee meeting dates in 2014, when set.

The Council discussed a potential informal holiday gathering and Mr. Stevenson said he would initiate an offline discussion by sending an electronic survey to the Council members.

**7. Time and Place of Next Meeting:**

Wednesday, January 8, 2014, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 9:00 a.m.

**8. Adjournment:** The meeting adjourned at 12:47 p.m.

*IS/ Sean Gallagher*

Sean Gallagher  
Clerk of the Boards