

BOARD MEETING DATE: May 5, 2017

AGENDA NO. 19

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met on Friday, April 14, 2017. The Committee discussed various issues detailed in the Committee report. The next Administrative Committee meeting is scheduled for Friday, May 12, 2017 at 10:00 a.m.

RECOMMENDED ACTION:
Receive and file.

Ben Benoit, Vice Chair
Administrative Committee

nv

Attendance: Attending the April 14, 2017 meeting were Committee Vice Chair Ben Benoit and Committee Member Dr. Clark E. Parker, Sr. via videoconference. Committee Chair Dr. William Burke and Committee Member Judith Mitchell were absent.

ACTION/DISCUSSION ITEMS:

1. **Board Members' Concerns:** None to report.
2. **Chairman's Report of Approved Travel:** As noted on the travel report, Councilmember Mitchell will attend the monthly CARB Board meeting in Sacramento, April 26-27, 2017. Supervisor Ashley, Mayor Pro Tem McCallon, Councilmember Mitchell, Supervisor Nelson, Councilmember Robinson and Supervisor Rutherford will meet with members of the California Senate and House delegation to ask the federal government for support to reduce the emissions from federally-regulated sources that impact the South Coast basin, in Washington, D.C., May 15-18, 2017.
3. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** None to report.

4. **Report of Approved Out-of-Country Travel:** None to report.
5. **GIS Project Status:** Deputy Executive Officer/Chief Administrative Officer Michael O’Kelly reported that this item was initiated by Vice Chair Benoit to review GIS capabilities as related to Goal III of SCAQMD’s Goals and Priorities, Priority Objective #6. An RFP was released in July 2016, with contract execution in Fall 2016. The work was projected to be done in the December 2016-January 2017 timeframe, but was delayed due to the contractor changing staff. The contract included a current GIS assessment, an EGIS systems design and an implementation plan. SCAQMD has been a long-time user of GIS technology, but deployment and management were handled in a decentralized manner. The contractor did a systems design analysis, with a recommendation for Esri software. The Implementation Plan is estimated to take approximately 18 months to complete with a cost at \$250,000-\$500,000; utilizing existing monies in this Fiscal Year’s budget and in the next two Fiscal Years’ budgets. Approval of licensing costs will be requested at the May Administrative Committee. Vice Chair Benoit commented that functionality has been improved. (No motion required.)
6. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Mr. O’Kelly reported that the status report includes past and future Information Management projects. As noted on the project list, SCAQMD’s website will be improved and enhanced, with a demonstration of the new website scheduled for May’s Administrative Committee meeting. (No motion required.)
7. **Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services:** Mr. O’Kelly reported that this item involves allocating budgeted monies to prequalified vendors to do systems development work for system enhancements related to rules and for the Enhanced Fleet Modernization Program (EFMP). The majority of the monies have been budgeted and the monies are going to a Board-approved vendor’s list.

Moved by Parker; seconded by Benoit. Less than a quorum was present; the Committee Members concurred that this item be forwarded to the full Board for approval.

Ayes: Benoit, Parker
Noes: None
Absent: Burke, Mitchell

8. **Approve Maximum Support Level Expenditures for Board Member Assistants and Board Consultants for FY 2017-18:** Mr. O’Kelly reported that this item comes to the Administrative Committee annually. Two years ago, an assignment-of-points methodology was developed to determine the appropriate financial level to be provided to each Governing Board Member based on assignments, such as a number of committees, the type of committees, and the leadership role.

Moved by Parker; seconded by Benoit. Less than a quorum was present; the Committee Members concurred that this item be forwarded to the full Board for approval.

Ayes: Benoit, Parker
Noes: None
Absent: Burke, Mitchell

9. **Report of RFPs Scheduled for Release in May:** Mr. O’Kelly reported that this item is seeking approval to issue an RFP for insurance brokerage services for property liability, excess worker’s comp, cyber-crime, and auto insurance. Every three years brokerage services are requested so that the best cost is obtained on insurance policies. (No motion required.)

10. **Execute Contract to Provide for Real-time Public Alerts of Hydrogen Sulfide Events:** Senior Meteorologist Kevin Durkee reported that this item is to execute a contract with Sonoma Technology, Inc., in an amount not to exceed \$33,000, to provide real-time public alerts of hydrogen sulfide (H₂S) events in the Coachella Valley. There are currently two monitors, one near the Salton Sea and the other in the community of Mecca. This item involves automating the manual process of issuing the alerts. Last year, there were 55 events at the Salton Sea. Dr. Parker inquired whether these are going to be real-time monitors. Mr. Durkee responded that the monitors that are currently in use are real-time; we receive hourly data; and we have been using a threshold of 30 parts per billion (ppb) as the trigger for alerts based on the state standard. Vice Chair Benoit inquired whether, when the monitors are at 30 ppb, if that is an event you generally see coming out of the Coachella Valley as well. Mr. Durkee responded that in 2012 there was a huge odor event where there were complaints from the San Fernando Valley area, and there have been smaller events since then. The current monitoring system doesn’t cover all that distance, but the meteorological data and information of what’s coming from the Salton Sea is accurate. Dr. Parker inquired about how physically close the monitors are to the Salton Sea. Mr. Durkee responded there are currently two H₂S monitors; one is on the shore of the Salton Sea, on the Torrez-Martinez reservation property; and the second monitor is located in the community of Mecca, five to seven miles inland from

the Salton Sea to the north, which is located at the Sal Martinez Elementary School where other pollutant monitoring equipment is located as well.

Moved by Parker; seconded by Benoit. Less than a quorum was present; the Committee Members concurred that this item be forwarded to the Board for approval.

Ayes: Benoit, Parker
Noes: None
Absent: Burke, Mitchell

11. **Extend Contract for Media, Advertising and Public Outreach; and Execute Contract for Targeted YouTube Videos and Banner Ads for 2017-18 Check Before You Burn Program:** Media Manager Sam Atwood reported this item is seeking the approval of two contracts for the upcoming Check Before You Burn season which begins November 1, 2017. The first contract is a 12-month renewal with Westbound Communications for up to \$246,000. The second contract is for \$250,000 with Google for online advertising. The staff recommendation is to defer action on the Google contract until next month pending complete campaign contribution information. Vice Chair Benoit agreed to proceed on the Westbound Communications contract. Following the competitive bidding process last Spring, the Board selected Westbound Communications as the contractor for outreach and advertising for this past Check Before You Burn season, which runs every year from November through the end of February, with a contract amount of \$246,000. This past winter there was a near-record rainfall which resulted in clean air quality and almost a record low number of no-burn alerts, which is the lowest number since 2012. When there is a greater number of no-burn alerts, it is news-worthy, but with the low number of no-burn alerts, it was difficult to obtain media coverage and air alert signups. Westbound Communications was able to increase air alert signups by 92% this past season as compared to prior years. Westbound Communications had a labor budget that was one-third less than that of the prior contract that was in-place for three years, but Westbound Communications was still able to increase air alert signups due to having a more cost-effective work product than its predecessor. Due to the successful performance of Westbound Communications this past season, staff is recommending an extension of their contract for 12 months in an amount not to exceed \$246,000. Vice Chair Benoit commented that Westbound Communications did a great presentation last year.

Dr. Parker noted that the Google documents had been received a few days ago. Mr. Wiese commented that although Google has provided some documents, additional information is needed.

Moved by Parker; seconded by Benoit. Less than a quorum was present; the Committee Members concurred that this item be forwarded to the Board for approval.

Ayes: Benoit, Parker
Noes: None
Absent: Burke, Mitchell

12. **Appropriate Funds from Undesignated Fund Balance and Authorize Amending Contract with Consulting Expert:** General Counsel Kurt Wiese reported that this item is to approve additional monies for a contract with a refinery expert, Glyn Jenkins. Currently, there is a \$50,000 contract with Mr. Jenkins to assist with a Hearing Board matter, but staff is now requesting to amend his contract to add an additional \$120,000, which will be used to complete the Hearing Board matter and to secure Mr. Jenkins assistance with refinery rulemaking which includes the use of hydrogen fluoride at refineries. Dr. Parker inquired why we need to secure an expert to tell us what it is we should be doing relative to our rulemaking. Mr. Wiese responded that Mr. Jenkins will assist with the proposed hydrogen fluoride rule as he has international experience with refineries and it is difficult to replicate that type of experience. Mr. Wiese further commented that it is not unusual for SCAQMD to seek assistance from outside experts when there's a particular rulemaking issue. Dr. Parker inquired whether SCAQMD has the expertise. Mr. Wiese responded that Mr. Jenkins has experience with a refinery in the United Kingdom that reportedly made a switch from hydrogen fluoride to another alkylation material, which is valuable experience for the proposed rulemaking. Ms. Susan Nakamura indicated that part of the rulemaking process is the CEQA analysis and the different components of the equipment have to be understood in order to be replaced; that's where a refinery expert can provide his expertise, by his familiarity with the refinery and can indicate what specifically needs to be replaced.

Moved by Parker; seconded by Benoit. Less than a quorum was present; the Committee Members concurred that this item be forwarded to the Board for approval.

Ayes: Benoit, Parker
Noes: None
Absent: Burke, Mitchell

13. **Review May 5, 2017 Governing Board Agenda:** Vice Chair Benoit commented that there are two hearings on calendar for May Board: Approve Nonattainment New Source Review Compliance Demonstration for 2008 Ozone Standard and Amend Rule 219.
14. **Other Business:** None to report.
15. **Public Comment:** Mr. Bill LaMarr, Executive Director for the California Small Business Alliance, commented that in the Set Hearing for Rule 1147, it states that for units with NOx emissions of less than a pound per day, the proposed amendment will defer compliance with emission limits until the unit or burner is replaced. Previously, the proposal for Rule 1147 had addressed replaced, retrofitted or relocated units. Mr. LaMarr asked whether this means that staff is no longer considering retrofitted and relocated units. Ms. Nakamura responded yes, for units emitting less than a pound per day, if the burner is replaced, the unit must meet emission limits.

Meeting adjourned at 10:36 a.m.