

**Bay Area Air Quality Management District**  
**939 ELLIS STREET**  
**SAN FRANCISCO, CALIFORNIA 94109**  
**(415) 771-6000**

**APPROVED MINUTES**

Summary of Board of Directors  
Executive Committee Meeting  
9:45 a.m., Monday, November 29, 2004

1. **Call to Order - Roll Call:** Chairperson Scott Haggerty called the meeting to order at 9:45 a.m.  
**Present:** Scott Haggerty, Chair, Mark DeSaulnier, Jerry Hill, Julia Miller, Mark Ross, Tim Smith, Pamela Torliatt, Marland Townsend, Gayle Uilkema.  
**Absent:** None.
2. **Public Comment Period:** There were no public comments.
3. **Approval of Minutes of September 29, 2004:** Director Miller moved approval of the minutes; seconded by Director Townsend; carried unanimously without objection.
4. **Quarterly Report of the Hearing Board:** Hearing Board Vice-Chair Christian Colline. P.E., presented the Hearing Board Quarterly Report – July 2004 – September 2004.
5. **Report of the Advisory Council:**
  - a. *Recommendations for reappointment of Advisory Council members*
  - b. *Recommendations for fence-line monitoring*
  - c. *Advisory Council Officers for 2005*
  - d. *Summary of key issues discussed at meetings of the Council and its Standing Committees*

Stan Hayes, Chairperson of the Advisory Council Applicant Selection Working Group, recommended the reappointment of nine Advisory Council members to another two-year term on the Council and the appointment of Cassandra Adams to the “Architect” category for a two-year term on the Council. The two-year terms would begin January 1, 2005 and end December 31, 2006.

The Committee discussed the possibility of, in the future, changing the method by which applicants are selected to the Advisory Council.

**Committee Action:** Director Townsend moved to recommend Board approval of the appointments to the Advisory Council as stated above; seconded by Director Miller; carried unanimously without objection.

Elinor Blake, Chairperson of the Advisory Council, reviewed Agenda Item 5d and discussed the Council's seven recommendations on fence-line monitoring. There was discussion on the community meetings that were held and providing the public access to the monitoring information and putting it on the District's web site. The Committee directed staff to bring information back to the Stationary Source Committee on how this could be accomplished.

**Committee Action:** Director Townsend moved to receive the report and recommended staff provide information to the Stationary Source Committee on how the District can improve the public's access to real-time and recent refinery emissions data; seconded by Director Hill; carried unanimously without objection.

Ms. Blake announced the Council Officers for calendar year 2005 as follows: Chairperson, Brian Zamora; Vice-Chairperson, Kraig Kurucz; and Secretary, Fred Glueck. Ms. Blake highlighted the key issues discussed at meetings of the Council and its Standing Committees and stated that the Council had 14 items on its agenda for 2004; 11 are completed and the three not completed were long-range issues and they may be discussed next year.

Ms. Blake introduced incoming Chair, Brian Zamora.

**6. Status Report on the Ozone Strategy:** *Staff presented a status report on the Ozone Strategy.*

Jack Broadbent, Executive Officer/APCO, introduced Jean Roggenkamp and announced her promotion to Deputy APCO.

Henry Hilken, Air Quality Planning Manager, presented the report and provided an overview of the status of the Ozone Strategy. Mr. Hilken reviewed the extensive public involvement and acknowledged the organizations and other stakeholders who contributed to a wide range of Control Measure ideas. Mr. Hilken reviewed the draft Stationary Source Measures, Mobile Source Measures and Transportation Control Measures. Mr. Hilken stated that the draft Ozone Strategy and draft EIR would be released for public review in January 2005 and that the Ozone Strategy would be before the Board for hearing and adoption during the second quarter of 2005.

There was discussion on the CCOS Study and Director Uilkema requested staff provide periodic updates on the Study. There was also discussion on the Climate Protection Campaign, transport issues, and global warming.

**Speaker:** Irvin Dawid  
Palo Alto, CA 94301

**Committee Action:** None. This report provided for information only.

**7. Labor Relations Update: Memorandum of Understanding (MOU) Extension; Update to Affirmative Action Plan:** *Staff presented a labor relations update on the MOU extension as well as an update on the status of the Affirmative Action Plan.*

Mr. Broadbent stated management worked with the Employees' Association on a tentative agreement to extend the Memorandum of Understanding (MOU). Mr. Broadbent reported that the

Employees' Association members voted, almost unanimously, to extend the contract. The contract will be before the Board for approval at its December 1<sup>st</sup> meeting.

Michael Rich, Human Resources Manager, presented the report on the District's Affirmative Action Plan. The report covered the background of the District's Affirmative Action Plan, highlights of the updated Plan, and utilization highlights.

**Committee Action:** None. This report provided for information only.

**8. Discussion Regarding Teleconferencing Options/Alternatives:** *The Committee considered staff's recommendations regarding Board of Director and Committee meetings held via teleconferencing.*

Mr. Broadbent stated that there has been some interest expressed in providing additional teleconferencing capabilities at the District and the possibility of setting up several satellite locations for Board members to participate in the Committee meetings and/or Board meetings. The issue will be brought before the Budget and Finance Committee on December 20<sup>th</sup>.

Brian Bunger, Counsel, discussed the requirements of the Brown Act with respect to noticing the meetings at all locations. Mr. Bunger stated that satellite locations could be set up and people could attend from those locations and public comments would be received from those locations. Mr. Bunger commented that the Brown Act requirements for teleconference meeting using audio vs. video are the same. Mr. Bunger reported that remote locations were looked at in both Santa Clara County and Sonoma County.

The Committee requested staff look at the system that the California State Association of Counties (CSAC) uses and to also talk to people at the Alameda County offices.

Other issues discussed were: 1) labor costs and who would staff the remote locations; 2) if the system would be needed in both the 4<sup>th</sup> floor conference room and the Board room; 3) security problems and Closed Sessions; 4) the need to look at the offset of costs; and 5) whether it is easier for constituents to access meetings through video teleconferencing.

There was also the opinion expressed that Board members should come to the District for the meetings to be face-to-face with the public as there is value to that. The Committee also discussed using a system of this type only under extraordinary circumstances.

**Committee Action:** None. This report provided for information only.

**9. Information Systems Division Update:** *Staff presented the status of ongoing work to define the future Production System that will replace IRIS and Databank.*

Jeff McKay, Director of Information Services, presented the report and updated the Committee on the implementation of the District's production system for the IRIS/Databank replacement. Mr. McKay stated that the District's financial system has been replaced with JD Edwards and work is now being done on the production system that will replace the DataBank/IRIS system.

**Committee Action:** None. This report provided for information only.

10. **Committee Member Comments:** Chairperson Haggerty thanked the Hearing Board and Advisory Council for their work this year. He also thanked the Board of Directors, staff, and members of the Executive Committee for all of their hard work.
11. **Time and Place of Next Meeting:** 9:45 a.m., Wednesday, March 30, 2005, 939 Ellis Street, San Francisco, CA. Chairperson Haggerty reminded the Committee of the Board Retreat on Wednesday, December 1<sup>st</sup>.
12. **Adjournment.** The meeting was adjourned at 11:22 a.m.

*/s/ Mary Romaidis*  
Mary Romaidis  
Clerk of the Boards

## **EXECUTIVE COMMITTEE**

### **Follow-up Items for Staff**

**November 29, 2004**

1. The Committee directed staff to bring information back to the Stationary Source Committee on how the District can provide the public access to flare monitoring information.
2. The Committee requested staff look at the teleconferencing system that the California State Association of Counties (CSAC) uses and to also talk to people in the Alameda County offices.