



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
BUDGET AND FINANCE COMMITTEE MEETING

COMMITTEE MEMBERS

JULIA MILLER - CHAIRPERSON
HAROLD BROWN
SCOTT HAGGERTY
PATRICK KWOK
GAYLE B. UILKEMA

CHRIS DALY - VICE CHAIRPERSON
ROBERTA COOPER
JERRY HILL
MARK ROSS

MONDAY
DECEMBER 5, 2005
9:45 A.M.

FOURTH FLOOR CONFERENCE ROOM

AGENDA

1. **CALL TO ORDER - ROLL CALL**
2. **PUBLIC COMMENT PERIOD** *(Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Board's authority. Speakers will be limited to three (3) minutes each.*
3. **APPROVAL OF MINUTES OF OCTOBER 26, 2005**
4. **REPLACEMENT OF THE DISTRICT PAYROLL SYSTEM**

J. McKay/4629

jmckay@baaqmd.gov

The Committee will consider recommending that the Board of Directors amend the FY 2005/2006 Budget by transferring \$102,000 from the Reserve for Contingencies to the Payroll Budget (Program 106), and authorize the Executive Officer/APCO to issue a purchase order not to exceed \$102,000 to Ceridian Corporation to replace the District's payroll system.

5. **CONSIDER APPROVAL OF FUNDING FOR PHASE II DEVELOPMENT OF A NEW DATA MANAGEMENT SYSTEM FOR AMBIENT AIR QUALITY AND METEOROLOGICAL DATA**

G. Kendall/4932

gkendall@baaqmd.gov

The Committee will consider recommending that the Board of Directors amend FY 2005/2006 Budget by accepting a \$278,935 EPA grant from the National Environmental Information Exchange Network and awarding a \$278,935 contract to Sonoma Technology, Inc. for Phase II Development of a new Data Management System for Ambient Air Quality and Meteorological Data.

6. **COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).

7. TIME AND PLACE OF NEXT MEETING – AT THE CALL OF THE CHAIR

8. ADJOURNMENT

CONTACT CLERK OF THE BOARD - 939 ELLIS STREET SF, CA 94109

(415) 749-4965
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Clerk's Office should be given at least 3 working days prior to the date of the meeting, so that arrangements can be made accordingly.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Miller and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 10, 2005

Re: Budget and Finance Committee Draft Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Budget and Finance Committee meeting of October 26, 2005.

DISCUSSION

Attached for your review and approval are the draft minutes of the October 26, 2005 Budget and Finance Committee meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

**Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109**

DRAFT MINUTES

Summary of Board of Directors
Budget & Finance Committee Meeting
9:30 a.m., Wednesday, October 26, 2005

1. **Call to Order:** Chairperson Julia Miller called the meeting to order at 9:50 a.m.

Roll Call: Julia Miller, Chair; Chris Daly, Jerry Hill, Mark Ross, Gayle B. Uilkema (9:56 a.m.).

Absent: Harold Brown, Roberta Cooper, Scott Haggerty, Patrick Kwok.

Also Present: Marland Townsend.

2. **Public Comment Period:** Will Saltz was introduced as the Employees' Association President and Vanessa Johnson was introduced as the Executive Secretary for Jean Roggenkamp, Deputy APCO.

3. **Approval of Minutes of September 28, 2005:** Director Hill moved approval of the minutes; seconded by Director Ross; carried unanimously without objection.

4. **First Quarter Financial Report for Fiscal Year 2005/2006:** *The Financial Report for the First Quarter of Fiscal Year 2005/2006 was presented. This is an informational item.*

Jeff McKay, Chief Financial Officer, presented the report and reviewed the Statement of Revenue and Expenditures for the General Fund and the Transportation Fund for Clean Air (TFCA) Fund. Mr. McKay also provided a list of the fund balances for special reserves and unreserved.

Director Gayle B. Uilkema arrived at 9:56 a.m.

In response to a question from Board Chairperson Townsend, Mr. McKay stated that the audit results should be available in April 2006.

Mr. McKay stated that ADP, the District's payroll service, has indicated that as of June 2006, they will no longer support the ADP product the District uses. Mr. McKay noted that staff will bring this item to the Committee at a future meeting.

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

5. **Consider Recommendation to Amend Fiscal Year 2005/2006 Budget with the Transfer of \$80,075 from Reserve for Capital Equipment and Authorize Approval of Purchase Order in Excess of \$70,000:** *The Committee considered recommending that the Board of Directors amend FY 2005/06 budget by transferring \$80,075 from the Reserve for Capital Equipment to the Technical Services Budget, and authorize the Executive Officer/APCO to issue a purchase order in the amount of \$80,075 to Thermo Environmental Instruments for five Methane/Non-Methane Organic Carbon Analyzers.*

Mr. McKay reported that in fiscal year 2002/2003, Air Monitoring was allocated \$80,000 to replace old equipment. Staff was unable, at that time, to find equipment that would meet the District's needs, therefore, the money was set aside until the right equipment could be found. Staff has evaluated Methane/Non-Methane analyzers from four manufacturers and has found a manufacturer that successfully meets all the District requirements.

Staff recommended that the Committee consider recommending that the Board of Directors amend the fiscal year 2005/2006 Budget with the transfer of \$80,075 from the Reserve for Capital Equipment and authorize approval of a Purchase Order in the amount of \$80,075 to Thermo Environmental Instruments for five Methane/Non-Methane Organic Carbon Analyzers.

Committee Action: Director Daly moved that the Committee recommend approval of the staff recommendation to the Board of Directors; seconded by Director Uilkema; carried unanimously without objection.

6. **Status Report of Phase Once Implementation of Video-Conferencing Equipment and Installation in the 4th Floor Conference Room:** *The Committee received a status report on progress being made with regard to the installation of teleconferencing equipment in the 4th floor conference room.*

Mr. McKay provided a status report on the implementation of video-conferencing in the 4th floor conference room. Mr. McKay stated that the lighting will be replaced this week, electronic installation will begin in late November, and it will be available for use in January 2006.

There was extensive discussion on several issues regarding this item and the Committee requested the item be referred to the Executive Committee for further discussion when the plans for the project are received.

Committee Action: The item was referred to the Executive Committee for further discussion.

7. **Committee Member Comments/Other Business.** There were none.
8. **Time and Place of Next Meeting:** 9:45 a.m., Monday, November 21, 2005.
9. **Adjournment:** The meeting adjourned at 10:33 a.m.

Mary Romaidis
Clerk of the Boards

BAY AREA AIR QUALITY MANGEMENT DISTRICT

Memorandum

To: Chairperson Julia Miller and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 18, 2005

Re: Replacement of the District Payroll System

RECOMMENDED ACTION:

Consider recommending that the Board of Directors amend the FY 2005/2006 Budget by transferring \$102,000 from the Reserve for Contingencies to the Payroll Budget (Program 106), and authorize the Executive Officer/APCO to issue a purchase order not to exceed \$102,000 to Ceridian Corporation.

BACKGROUND

The District has been notified by its Payroll service provider, Automatic Data Processing, Inc, (ADP), that ADP will stop supporting the Payroll product in use at the District as of July 1, 2006. After determining that no other ADP product was available to the District, a Request for Proposal (RFP) was issued. Three vendors responded to the RFP.

DISCUSSION

A summary table of the three RFP responses is provided below. The JD Edwards implementation cost is the greatest because it is a full in-house solution. The Ceridian implementation cost is the least because it is an entirely hosted solution. JD Edwards has no general ledger integration cost because the District already uses JD Edwards Financials and Human Resources. The hosted Ceridian solution has the highest yearly fee (current yearly fees for ADP are \$37,140). JD Edwards is owned by Oracle and Ceridian is the second largest Payroll service provider (after ADP). MUNIS is a relatively small firm, however, their product is tailored for the Public Sector. The MUNIS and JD Edwards solutions do not provide outsourced services such as hard-copy payroll checks, direct deposits, W-2s, or quarterly tax reporting.

	Cost to Implement	Cost to Integrate	Yearly Cost	Ten_Year Cost	Vendor Viability	Vendor Fit	Services	Support Costs
Ceridian	\$41,529	\$60,000	\$30,132	\$402,849	Excellent	Good	Yes	Unchanged
JDEdwards	\$330,958	\$0	\$9,840	\$429,358	Excellent	Good	No	Increased
MUNIS	\$109,140	\$60,000	\$13,040	\$299,540	Good	Excellent	No	Increased

The selection committee has determined that the Ceridian solution is clearly the best choice for the District. Although the MUNIS solution as proposed shows a lower cost, it does not include services and is provided by a small company and requires increased staff support. The JD Edwards solution is higher cost and requires additional staff support for functions that do not enhance the District's mission.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The FY 2005/2006 Payroll Budget (Program 106) will be increased by \$102,000 with a transfer from the Reserve for Contingency, leaving \$298,000 in that Reserve fund.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay

BAY AREA AIR QUALITY MANGEMENT DISTRICT

Memorandum

To: Chairperson Julia Miller and
Members of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: November 28, 2005

Re: Phase II Development of a New Data Management System for Ambient Air Quality and Meteorological Data: Consider Approval of Contract Accepting EPA Grant Money and a Second Contract Awarding Grant Money to Subcontractor

RECOMMENDED ACTION:

Recommend that the Board of Directors amend the FY 2005-06 budget to recognize a \$278,935 EPA Grant from the National Environmental Information Exchange Network (NEIEN), via a Cal/EPA contract, and award a \$278,935 contract to Sonoma Technology, Inc. for Phase II development of a new data management system for ambient air quality and meteorological data.

DISCUSSION

Using EPA Grant funding, the District completed Phase I development of a new Data Management System (DMS) to replace several antiquated air quality and meteorological databases. The District chose Sonoma Technology, Inc. for the Phase I work based on their experience with similar database structures developed for EPA's AirNOW program and various California Air Resources Board special studies. The District is ready to begin Phase II which will be completed with NEIEN Grant funding. Upon completion of Phase II development, the new DMS will automatically collect, quality-check, and distribute real-time hourly and sub-hourly data to Air District web pages, AirNOW, and other public venues. The DMS will also reduce staff time and resources needed to prepare final regulatory data and allow earlier submittal to EPA's Air Quality System. In order to produce a quality product and avoid delays and increased costs, an understanding of the complex specifications and knowledge of the District's new DMS is required. Sonoma Technology, Inc. acquired this knowledge and experience working on Phase I of the project, and as a result, staff recommends Sonoma Technology, Inc. be the sole source vendor for continued DMS development work.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The FY 2005/2006 Technical Division Budget will be increased by \$278,935 with approval of the NEIEN grant contract with Cal/EPA. The grant will be spent entirely through the vendor contract with Sonoma Technology, Inc. The project will not require any funding from the General Fund.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Dick Duker and Mark Stoelting
Reviewed by: Gary Kendall