BAY AREA AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

MARLAND TOWNSEND – CHAIRPERSON
MARK ROSS – SECRETARY
SCOTT HAGGERTY
JULIA MILLER
BRAD WAGENKNECHT

GAYLE B. UILKEMA – VICE CHAIRPERSON
MARK DeSAULNIER
JERRY HILL
SHELIA YOUNG

WEDNESDAY
MARCH 30, 2005
9:30 A.M.

FOURTH FLOOR CONFERENCE ROOM
DISTRICT OFFICES

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 Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.*

3. **APPROVAL OF MINUTES OF FEBRUARY 4, 2005**

4. **QUARTERLY REPORT OF THE HEARING BOARD** — **T. Dailey/4965**

5. **REPORT OF THE ADVISORY COUNCIL** — **B. Zamora/4965**
bzamora@co.sanmateo.ca.us

6. **OZONE MODELING AND CENTRAL CALIFORNIA OZONE STUDY UPDATE**

J. Roggenkamp/4646
jroggenkamp@baaqmd.gov

Staff will present an update on Ozone Modeling and the Central California Ozone Study.

7. **STATUS REPORT ON PARTICULATE MATTER PLANNING** — **G. Kendall/4932**
gkendall@baaqmd.gov

Staff will present a status report on the PM planning requirements as mandated by SB 656 (Sher, 2003) This is an informational item.

8. **CONSIDER PARTICIPATION IN THE CALIFORNIA HYDROGEN BUSINESS COUNCIL**

J. Roggenkamp/4646
jroggenkamp@baaqmd.gov

The Committee will consider recommending that the Board of Directors approve the Air District joining the Hydrogen Business Council.

9. INFORMATION SYSTEMS DIVISION UPDATE AND CONSIDERATION OF AUTHORIZATION OF A TRANSFER OF FUNDS AND EXECUTION OF PURCHASE ORDER

J. McKay/4629
jmckay@baaqmd.gov

Staff will present an update on the ongoing work performed by the Information Systems Division on the Production System Replacement and the Committee will consider recommending that the Board of Directors authorize approval of the transfer of funds and execution of a purchase order not to exceed $140,000.

10. COMMITTEE MEMBER COMMENTS/OTHER BUSINESS

Any member of the Committee, 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).

11. TIME AND PLACE OF NEXT MEETING: 9:30 A.M., JUNE 29, 2005, 939 ELLIS STREET, SAN FRANCISCO, CA

12. ADJOURNMENT

CONTACT CLERK OF THE BOARDS - 939 ELLIS STREET
SAN FRANCISCO, 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 three working days prior to the date of the meeting so that arrangements can be made accordingly.

AGENDA NO. 3

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

DRAFT MINUTES

Summary of Board of Directors
Executive Committee Meeting
9:00 a.m., Friday, February 4, 2005

1. Call to Order - Roll Call: Chairperson Marland Townsend called the meeting to order at 9:03 a.m.

Present: Marland Townsend, Chairperson, Mark DeSaulnier (9:25 a.m.), Scott Haggerty, Jerry Hill, Julia Miller, Shelia Young, Gayle B. Uilkema.

Absent: Mark Ross, Brad Wagenknecht.

Also Present: Pam Torliatt (9:35 a.m.)

2. Public Comment Period: There were no public comments.

3. **Approval of Minutes of November 29, 2004**: Director Hill moved approval of the minutes; seconded by Director Haggerty; carried unanimously without objection.

4. Quarterly Report of the Hearing Board: Hearing Board Member Terry Trumbull presented the *Hearing Board Quarterly Report – October 2004 – December 2004.*

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

5. Report of the Advisory Council:

Brian Zamora, Chairperson of the Advisory Council, presented the Report of the Advisory Council and stated that the Council would be working on its By-Laws and a Code of Conduct this year. Mr. Zamora noted that the Advisory Council has five issues on its agenda this year. The five issues are: 1) indoor air pollution, 2) climate change and greenhouse gases, 3) the clean up of existing diesel sources, 4) the hydrogen highway blue print, and 5) the Air District's Community Air Risk Evaluation (CARE) Program.

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

6. Update on Bay Area Ozone Strategy: *Staff presented an update on the Bay Area Ozone Strategy.*

Henry Hilken, Air Quality Planning Manager, presented the report and updated the Committee on the work that has been done to date. Mr. Hilken discussed the transition from a national 1-hour to 8-hour ozone standard. Mr. Hilken stated that due to legal challenges regarding the Environmental Protection Agency's (EPAs) 8-hour implementation rule, the Air District is pausing release of the Ozone Strategy pending clarification of national ozone planning requirements.

Mr. Hilken reviewed the next steps to be taken, which are:

- Track the transition from a national 1-hour standard to an 8-hour standard.
- Release the draft Ozone Strategy and draft Environmental Impact Report (EIR) for public review and comment.
- Prepare the final Ozone Strategy and EIR for Board consideration.
- Rule development and emission reductions are ongoing.

Jack Broadbent, Executive Officer/APCO, advised the Committee that the "pause" should take from two to three months.

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

7. Report of the Northern California Air Quality Coordinating Group Meeting: *Staff presented a summary of the January 28, 2005 meeting.*

Mr. Broadbent stated that the Group is made up of elected officials and includes representatives from the Bay Area, San Joaquin, Sacramento, and Yolo-Solano. The focus of the Group is to discuss and address the transport issues.

Director Mark DeSaulnier arrived at 9:25 a.m.

Mr. Broadbent reviewed the discussion from the meeting and stated it focused on areas of mutual concern with regard to adjacent districts, 8-hour ozone planning, incentive programs, and smart growth. Staff from the California Air Resources Board (CARB) updated the Group on the inter-agency work in terms of developing the 8-hour ozone plans. Mr. Broadbent noted that there will be a Smart Growth Summit convened in April, sponsored by all of the participating agencies.

Mr. Broadbent discussed the issue of NOx emissions from heavy duty diesel being underestimated, Carl Moyer funding formulas, and Smog Check II.

Chairperson Townsend commented that these agencies are putting out various publications, but the publications are not coordinated and suggested that CARB might consider being the library for them.

Director Pam Torliatt arrived at 9:35 a.m.

In response to questions from Director Uilkema, Mr. Broadbent stated that there are efforts by CARB to pull together the 8-hour ozone planning efforts throughout Northern California. Staff is tracking this effort and its potential effect on the Bay Area.

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

8. Overview of Joint Policy Committee: *Ted Droettboom, Regional Planning Program Director, presented an overview on the Joint Policy Committee, its mandate and work program.*

Ted Droettboom, Regional Planning Program Director of the Joint Policy Committee (JPC), briefed the Committee on the background, mandate and work program of the JPC. Mr. Droettboom noted the primary mandate of the JPC is to pursue the smart growth vision.

Chairperson Townsend noted the following Board appointments to the JPC: Directors Daly, Garner, Kwok, Torliatt, Uilkema, DeSaulnier and himself.

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

9. Status Report on the District's Community Risk Evaluation (CARE) Program: *Staff provided a status report on the District's Community Air Risk Evaluation (CARE) Program.*

Janet Stromberg, Principal Air Quality Engineer, presented a status report on the CARE Program and reviewed the Program goals and objectives. Ms. Stromberg updated the Committee on the CARE Task Force membership.

10. 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 also reviewed recent design accomplishments and in summary, noted that JD Edwards was completed on June 1, 2004 within budget; the Production System is in the early design phase; and the implementation timeline and budget will follow the design phase.

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

11. Closed Session: The Committee convened to Closed Session at 10:17 a.m.

Conference with District's Labor Negotiators (Government Code § 54957.6(a)

Agency Negotiators:	*Jack P. Broadbent, Executive Officer/APCO*
	Michael Rich, Human Resources Officer
Employee Organization:	*Bay Area Air Quality Management District Employees' Association*

The Committee reconvened to Open Session at 10:32 a.m.

Mr. Broadbent reported that the Committee met in Closed Session and provided overall direction to the Executive Officer/APCO.

12. Committee Member Comments: There was discussion about the on-going problems at the Tesoro Refinery and Mr. Broadbent advised the Committee that the District has been exploring several options for addressing the issues at the refinery.

11. Time and Place of Next Meeting: 9:45 a.m., Wednesday, March 30, 2005, 939 Ellis Street, San Francisco, CA.

12. Adjournment. The meeting was adjourned at 10:42 a.m.

Mary Romaidis
Clerk of the Boards

AGENDA NO.: 4

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

TO: **Chairperson Marland Townsend and Members of the Executive Committee**

FROM: **Chairperson Thomas M. Dailey, M.D., and Members of the Hearing Board**

DATE: **March 23, 2005**

RE: **Hearing Board Quarterly Report – JANUARY 2005 – MARCH 2005**

RECOMMENDED ACTION:

This report is provided for information only.

DISCUSSION:

COUNTY/CITY	PARTY/PROCEEDING	REGULATION(S)	STATUS	PERIOD OF VARIANCE	ESTIMATED EXCESS EMISSIONS
Alameda/Livermore	**EAST AVENUE SERVICES (Variance – Docket No. 3490) –** *Variance from regulation limiting emissions of organic compounds from gasoline dispensing facilities (APCO not opposed.)*	**8-7-301.2**	**Granted**	**4/1/05 to 9/30/05**	**===**
Contra Costa/Martinez	**EQUILON ENTERPRISES LLC, d.b.a. SHELL OIL PRODUCTS US (Appeal – Docket No. 3450)** *– Appeal of the Specified Conditions of the Major Facility Review Permit issued on December 1, 2003*	**Title V**	**Withdrawn. All of the issues of the Appeal were addressed and resolved in Permit issued on 12/16/04.**	**===**	**===**
Contra Costa/Martinez	**TESORO REFINING & MARKETING (Variance - Docket No. 3485)** *– Variance from regulation requiring implementation of the operating permit requirements of Title V of the federal Clean Air Act, as amended in 1990; from regulation limiting the quantity of particulate matter in the atmosphere through the establishment of limitations on emission rates, concentration, visible emissions and opacity; and from regulation limiting emissions of nitrogen oxides and carbon monoxide from boilers, steam generators, and process heaters in petroleum refineries (APCO opposed.)*	**2-6-307; 6-301, 302, 310 & 310.3; 9-10-301**	**First hearing was on 2/3/05. Further hearing scheduled for 5/5/05.**	**===**	**(Ringelmann No. 1) (Opacity) (Particulate Matter) (VOC) (NOx) and (CO)**

COUNTY/CITY	PARTY/PROCEEDING	REGULATION(S)	STATUS	PERIOD OF VARIANCE	ESTIMATED EXCESS EMISSIONS
Contra Costa/Rodeo	**CONOCOPHILLIPS COMPANY (Variance – Docket No. 3483) –** *Variance from regulation limiting emissions of nitrogen oxides and carbon monoxide from boilers, steam generators, and process heaters in petroleum refineries*	**9-10-301 & Title V**	**Withdrawn. No actionable excess of refinery-wide NOx limit and no violation of 9-10-301.**	**===**	**===**
Marin/Novato	**REDWOOD LANDFILL, INC. (Variance – Docket No. 3484)** – *Variance from regulation limiting emissions of non-methane organic compounds and methane from the waste decomposition process at solid waste disposal sites (APCO opposed.) – Interim Variance hearing*	**8-34-301.1, 303 & 305**	**Denied**	**===**	**(NMOC) (VOC/POC)**
Marin/Novato	**REDWOOD LANDFILL, INC. (Variance – Docket No. 3484)** – *Variance from regulation limiting emissions of non-methane organic compounds and methane from the waste decomposition process at solid waste disposal sites (APCO not opposed to granting variance relief from 8-34-301.3 for period 3/16/05 to 7/11/05; APCO opposed to granting variance relief from 8-34-301.1, 303 & 305 for period 1/13/05 to 3/15/05.) – Full Variance hearing*	**8-34-301.1, 301.3, 303 & 305; 2-2-112**	**Granted Variance from 3/16/05 to 7/11/05 from 8-34-301.3. Denied Variance from 1/13/05 to 3/15/05 from 8-34-301.1, 303 & 305. 2-2-112 withdrawn at hearing.**	**3/16/05 to 7/11/05**	**(NOx)**
San Mateo/Menlo Park	**TYCO ELECTRONICS (Emergency Variance – Docket No. 3482)** – *Variance from regulation requiring compliance with permit conditions*	**2-1-307**	**Withdrawn. Not necessary to use diesel fuel or any other non-permitted fuel source during gas line repair.**	**===**	**===**
Santa Clara/San Jose	**VALERO STATION # 3803 (Variance – Docket No. 3489)** – *Variance from regulation limiting emissions of organic compounds from gasoline dispensing facilities (APCO opposed.)*	**8-7-301.2**	**Denied**	**===**	**===**
Santa Clara/Santa Clara	**SILICON VALLEY POWER-PICO POWER PLANT CITY OF SANTA CLARA, CA. (Variance – Docket No. 3481)** – *Variance from regulation requiring compliance with permit conditions; and from regulation to provide for the review of new and modified sources and provide mechanisms, including the use of BACT, TBACT and emissions offsets, by which authorities to construct such sources may be granted (APCO not opposed.) – Full Variance Hearing*	**2-1-307 2-2-419**	**Granted. Total testing period time will be 60 hrs/turbine for two turbines (total of 120 hrs) during the variance period.**	**12/1/04 to 2/28/05**	**3,360 # (NOx)**

NOTE: During the first quarter of 2005, the Hearing Board dealt with 6 Dockets on 4 hearing days.
A total of $4,055.89 was collected as excess emission fees during this quarter.

Respectfully submitted,

Thomas M. Dailey, M.D.
Chair, Hearing Board

Prepared by: Neel Advani, Deputy Clerk of the Boards

FORWARDED:_____
NA:na (3/23/05HBEXQURT)

AGENDA NO. 5

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Townsend and Members of the Executive Committee

From: Brian Zamora, Chairperson, Advisory Council

Date: March 17, 2005

Re: Report of the Advisory Council: January 12, 2005 – March 17, 2005

RECOMMENDED ACTIONS:

Receive and file.

DISCUSSION:

Presented below are summaries of the key issues discussed at meetings of the Advisory Council and its Standing Committees during the above reporting period.

a) Technical Committee Meeting – February 7, 2005. The Committee received and discussed presentations from staff on the Community Air Risk Evaluation (CARE) program, as well as on greenhouse gas emissions in the Bay Area. *(Draft minutes included in the March 30, 2005 Board of Directors Executive Committee Meeting Agenda packet.)*

b) Air Quality Planning Committee Meeting – February 9, 2005. The Committee received and discussed a presentation from Dr. Timothy Lipman, University of California at Berkeley, on the current status of hydrogen production and fuel cell technologies and recent California and United States government initiatives. *(Draft minutes included in the March 30, 2005 Board of Directors Executive Committee Meeting Agenda packet.)*

c) Public Health Committee Meeting – February 15, 2005. The Committee received and discussed a presentation on indoor air quality from a federal perspective, given by Barbara Spark of U.S. EPA Region IX. *(Draft minutes included in the March 30, 2005 Board of Directors Executive Committee Meeting Agenda packet.)*

d) Executive Committee Meeting – March 9, 2005. The Committee discussed the Standing Committee work plans and Advisory Council budget for 2005. It also received a presentation from District Counsel on conflict-of-interest as it relates to the Advisory Council. *(Draft minutes included in the March 30, 2005 Board of Directors Executive Committee Meeting Agenda packet.)*

e) Regular Meeting – March 9, 2005. The Council received and discussed a presentation on federal air quality programs given by Dr. Deborah Jordan, Air Division Director, U.S. Environmental Protection Agency Region IX. It also received and discussed a report from the District's Executive Officer on pending and planned District programs. The reports of each Advisory Council Standing Committee were submitted by the respective Committee Chairs. *(Draft minutes included in the March 30, 2005 Board of Directors Executive Committee Meeting Agenda packet.)*

Respectfully submitted,

Brian Zamora
Advisory Council Chairperson

Prepared by: James N. Corazza

FORWARDED BY:_____

G:Acreports/2005/3-30-05/agenda_5

AGENDA NO. 5a

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

DRAFT MINUTES

Advisory Council Technical Committee Meeting
9:30 a.m., Monday, February 7, 2005

1. **Call to Order – Roll Call.** Chairperson Hayes called the meeting to order at 9:40 a.m. Present: Stan Hayes, Chairperson, Sam Altshuler, P.E., Diane Bailey, John Holtzclaw, Ph.D., Norman A. Lapera, Jr. Technical Committee Members Absent: Bob Bornstein, Ph.D., Louise Bedsworth, Ph.D.,

2. **Public Comment Period.** There were no public comments.

3. **Approval of Minutes of Joint Air Quality Planning and Technical Committee Meeting of December 16, 2004.** Mr. Lapera moved approval of the minutes; seconded by Dr. Holtzclaw; carried with Mr. Altshuler abstaining.

4. **Discussion of the District's Community Air Risk Evaluation (CARE) Program.** Janet Stromberg, CARE Program Manager, stated that the CARE program goals include evaluation of health risk from toxic air contaminants, public outreach and the planning and implementation of risk reduction strategies. Program objectives include public outreach, development of emission inventory and emission density maps, technical and analytical quality assurance, a detailed pilot cumulative risk assessment from stationary sources in a neighborhood, the identification of risk reduction opportunities and the implementation of a risk reduction plan. Public outreach and input will be sought from the District's Advisory Council, the CARE Advisory Committee, and the public at community meetings and workshops on regulatory proposals. The District's website will be revised with information derived from the CARE program, and regulatory proposals will very likely follow, with the District possibly seeking regulatory authority where necessary.

   The District's work will commence with developing an emission inventory. Subsequent emission density maps will focus on area and point sources, on-road motor vehicles, criteria pollutants and toxic air contaminants. The emission inventory work on area sources is largely complete. Geographical Information System (GIS) maps will house all the emission inventory data, and the software has been purchased and installed on several District workstations for this purpose.

   Staff is analyzing particulate matters (PM) on filters with the aim of distinguishing old from new carbon. Analytical equipment for the laboratory has been purchased for this purpose. At the end of January a draft report was completed. Emission models will observe individual profiles of emission species and correlate them with sources, to ensure reliability of emission density maps.

   The District will use data from emission density maps, modeling analysis and census data on the demographic characteristics of neighborhoods to choose a neighborhood in which to conduct a detailed cumulative risk analysis. District records will also be audited for accuracy. The area selected for analysis will be analyzed for terrain features and population profiles. Risk reduction opportunities will then be identified and a risk reduction plan developed for implementation.

Letters of invitation have been sent to prospective members to form a CARE Advisory Committee. Prospective members are being sought from academic backgrounds, community organizations and advocacy groups, regulated industries, and medical and public health backgrounds. This Advisory Committee will first meet on February 17, 2005 and thereafter on a bi-monthly basis.

In reply to questions, Ms. Stromberg stated that the pilot neighborhood to be studied on a cumulative risk basis will be chosen based on identification of where the toxic impacts are the highest. Overview maps of the entire Bay Area will be combined with data from mobile point and area sources in order to identify the high impact areas. Staff will also assess the population groups who are suffering the greatest impacts. If successful, the program may lead to the study of other neighborhoods. Jack Colbourn, District Policy Advisor, indicated that as the project matures staff will return to the Technical Committee for advice on selecting the neighborhood to be studied. He suggested that a joint meeting be held with the CARE Advisory Committee at a future point.

Chairperson Hayes noted that as estimates are that as much as 70% of air toxics risk derives from diesel engine emissions, the emission inventory for diesel is particularly noteworthy. Monitoring is therefore especially important and the means by which measurements of elemental carbon are used to derive diesel particulate levels are critical to assess. The Technical Committee can provide its advice on this methodology. Ms. Stromberg noted that preliminary results show considerable new carbon in the portion of elemental carbon on the PM filters, which is somewhat surprising. The key findings in the preliminary draft report include:

a. most anthropogenic PM_{10} or $PM_{2.5}$ derives from wood and fossil fuels. New carbon is not derived from fossil fuels.
b. geological dust is a small contributor to PM_{10} and negligible to $PM_{2.5}$
c. tire and break wear contributes little to PM concentrations
d. peak PM concentrations occur in winter
e. ammonium nitrate is a contributor to PM
f. carbonaceous PM accounts for half of PM_{10} and $PM_{2.5}$; ammonium sulfate is a major contributor to annual PM but small to peak PM.

Henry Hilken, Environmental Planning Manager, stated that in parallel with the work on the CARE program, the District is involved in PM planning as a response to legislation passed last year. Regulatory proposals will be brought to the District's Board of Directors this summer.

5. Discussion of District's Role in Climate Change Issues.

Joe Steinberger, Principal Environmental Planner, stated that last year the District entered into a contract with Sonoma County. It is comprised of two phases. The first concerns conducting an inventory of greenhouse gas (GHG) emissions inventory. The second focuses on programs that concern criteria pollutants and how these interface with GHG emissions. This project should be completed by the year's end.

The District is involved in an energy grant to the Bayview Hunters Point area for energy efficiency measures to reduce local GHG emissions. The project will employ residents to engage in energy efficiency projects regarding replacement of lights and thermostats.

The District has also incorporated GHG issues into ozone strategy, through several measures. One promotes energy conservation through adoption by local governments of model ordinances. Transportation Control Measures (TCMs) that reduce vehicle trips and encourage use of alternative modes of transportation also reduce GGH emissions. Also, the District has put together a website addressing global climate change and GHG emissions, which addresses the history of climate change and identifies measures the District has implemented. Working with the International Council for Local Environmental Initiatives (ICLEI), the District is discussing development of a GHG emissions inventory for the Bay Area, and the entry of data into the "Clean Air and Climate Protection Software" that ICLEI has developed. This will supplant local government agencies having to conduct their own emission inventories, although they can still identify their own mitigation measures. The California Climate Registry will sponsor a conference on GHGs later this year, in which the District will participate. Santa Clara County has requested that the District partner with it in developing a climate change resolution. The District has also reviewed Marin County's general plan for climate change measures. Mr. Colbourn noted that the District will roll out a GHG emission program this June in anticipation of the District's celebration of its 50th Anniversary. The District will also participate in World Environment Day in the City this June.

Mr. Steinberger stated that the District has developed a draft list of 24 areas in which to reduce GHGs. These include development of a GHG emissions inventory, further development of the District's website to include GHG issues, adoption of a District resolution on GHGs, consideration of GHGs in eligibility criteria for mobile source programs, further investigation of the link between criteria pollutant and GHG emission reductions, and cooperation with regional agency partners to address climate change. The Committee requested to receive the staff list and offer comments on priorities and implementation. Mr. Colbourn suggested the Committee add to it and provide technical advice. Mr. Hilken added that staff is also looking for ways to outreach to cities and counties through smart growth programs, modification of air quality elements in general plans and of local plan guidance on energy efficiency, and adoption of model ordinances for energy conservation. Staff is looking to see what incentive opportunities are also available through grants and funding programs sponsored by the Metropolitan Transportation Commission (MTC). Ms. Bailey suggested that staff consider adding GHGs to the District's permit program, and also focus on such renewable fuels efforts as San Francisco's bio-diesel program which may collect restaurant grease.

On the matter of legal authority, Mr. Steinberger noted that the California Air Resources Board adopted a mobile source emission regulation for GHGs, which was successfully challenged in court based on EPA's determination that CO_2 is not an air pollutant. However, there may be some level of authority available to the District under the California Clean Air Act (CCAA). Chairperson Hayes noted that New Jersey has declared CO_2 a pollutant and is attempting to regulate under that finding, although controversy has ensued. Mr. Altshuler stated that the opportunity to include GHG emission reduction credit for the mobile source programs is timely and should be pursued. Emissions of lubrication oil in engines, as well as the sequestration of carbon, ought also to be considered.

Messrs. Colbourn and Hilken stated that staff is working on next fiscal year's budget and may request additional staff for working on GGH emissions issues. In the interim, the Committee can review the list of GHG measures and offer advice on priority, implementation and technical aspects.

Mr. Lapera apprised the Committee on the status of the program to remove 1,500 acres of eucalyptus trees in the East Bay Regional Park District, and how this will reduce biogenic emissions of isoprene, which is the major ozone precursor emitted by eucalyptus trees. Eucalyptus trees are not indigenous to the area, and the park environment will be returned to its native Oak Bay Laurel woodlands. Biogenic emissions of isoprene will be reduced along with fire hazard. This provides a unique opportunity for cooperation between the Air District, the park district and environmental groups. The extent to which this fuels management program has the potential to reduce emissions of GHGs requires further assessment. Ms. Bailey observed that isoprene is less an air pollution problem than wildfires. Mr. Hilken noted that staff supports municipal tree planting projects to reduce urban islands, and sends letters to cities and counties encouraging them to plant trees after review of the tree emission profiles.

The Committee requested staff to transmit the list of 24 GHG emission reduction measures for Committee review and prioritization. It agreed that it is important to track the extent to which these may dovetail with the District's CARE program and efforts to meet both the ozone and PM standards. If there is a need for funding separate programs to reduce CO_2 emissions, that is also important to review. Dr. Holtzclaw urged coordination with the Air Quality Planning Committee where possible, including the possibility of holding a joint meeting. Chairperson Hayes stated that some information gathering would be useful at the outset to assess what the GHG emissions inventory looks like in the Bay Area, and to get a sense of the primary sources of such emissions.

The Committee agreed to request a speaker from the Climate Action Network to address the Committee on the matter of Bay Area GHG emissions. Related issues concern the linkage with criteria pollutants, the reduction of combustion which generates the most CO_2, along with energy efficiency issues. Mr. Lapera suggested there is a need to schedule the remaining meeting agendas in accordance with the staff's schedule and the Committee's goal of developing by the end of this year a recommendation for staff consideration. At the next Advisory Council Regular meeting in March, there will be an opportunity to further review the Committee's schedule on this topic.

In addition to the information gathered from the presentation on GHG emissions and the discussion of the District's 24 GHG emission reduction topics, the Committee requested that District staff make a presentation at its next meeting on diesel emissions within the context of the District's CARE program. The Committee agreed that its work on the topic of cleaning up diesel engines should be limited to the context of the CARE plan. The primary areas of focus should be source apportionment and monitoring methods for diesel which distinguish new from old carbon and use the former as a tracer for diesel emissions.

6. **Committee Member Comments/Other Business.** Dr. Holtzclaw stated that he will discuss rapid transit issues at a forthcoming SPUR meeting to be held at 322 Sutter Street.

7. **Time and Place of Next Meeting.** 9:30 a.m., Wednesday, April 13, 2005 -- Joint Meeting with the Air Quality Planning Committee -- 939 Ellis Street, San Francisco, CA 94109.

8. **Adjournment.** 11:45 a.m.

James N. Corazza
Deputy Clerk of the Boards

:jc

AGENDA NO. 5b

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

DRAFT MINUTES

Air Quality Planning Committee Meeting
9:30 a.m., Wednesday, February 9, 2005

1. **Call to Order – Roll Call.** 9:40 a.m. Present: John Holtzclaw, Ph.D., Chairperson; Irvin Dawid, Emily Drennen, Fred Glueck. Absent: Kraig Kurucz, Kevin Shanahan.

2. **Public Comment Period.** There were no public comments.

3. **Approval of Minutes of joint Air Quality Planning & Technical Committee Meeting of December 16, 2004.** Mr. Dawid stated that "Joint Policy Committee" instead of "Regional Agency Coordinating Committee" should be listed under "Committee Member Comments on the last page. Mr. Glueck moved approval of the minutes as corrected; seconded by Chairperson Holtzclaw; carried unanimously.

4. **The Current Status of Hydrogen Production and Fuel Cell Technologies and Recent California and U.S. Government Initiatives.** Dr. Tim Lipman, U.C. Berkeley, stated that fuel cell technology has progressed over the last decade, but there remain some obstacles in terms of hydrogen production and distribution. He opined that at this time what may be needed is a broad, clean energy strategy of which the hydrogen fuel cell technology is an increasing part. Also, given the state's legislative concern over greenhouse gas (GHG) emissions with the Pavley bill, it is important to assess the fuel economy of fuel cell vehicles (FCVs) and hybrids of various types.

   Dr. Lipman reviewed the various fuel cell types, noting that the ion exchange membrane cell is intended for vehicle use, entails low temperature transfer and uses platinum as the catalyst material. Phosphoric acid cells have to date proven to be the most useful for stationary source applications, with such other technologies as molten carbonate and solid oxide becoming increasingly feasible for stationary application. At high temperature nickel can be used as the catalyst and is cheaper.

   Displaying a diagram of how a fuel cell works, Dr. Lipman explained that hydrogen enters the cell and makes contact with the catalyst, splits into two protons and electrons, and as the protons go through the membrane, the electrons travel around the external circuit to meet oxygen and the protons to form water, generating electricity. Fuel cells can be stacked, and these assemblies can produce a high voltage system of many cells. The power density of fuel cells has increased dramatically in the last decade: in 1994 a cell generated 200 watts per liter and recently General Motors generated 2 kilowatts per liter from a fuel cell.

   Displaying a series of photographs of early and mid-1990s Daimler Prototype FCVs, Dr. Lipman identified where the fuel cells were installed. He noted that considerable efficiencies have been obtained in the vehicle design of the Daimler/Chrysler Necar 4 FCV, which represents the "next generation" of FCVs. The Air District will receive two of these vehicles in the near future. While the vehicle is production ready, there are cost issues, and concerns over the unavailability of hydrogen fueling stations in the state at this point.

FCVs presently cost $3,000 - $4,000 per kilowatt, compared with $40-$50 per kilowatt for gasoline fueled vehicles. However, FCVs are not mass produced at this time. Under some mass production scenarios, the cost of an FCV would be $200 per kilowatt. This is strictly in terms of the capital cost of the fuel cell system. When durability is factored in, it should be noted that platinum is fairly fragile and susceptible to being poisoned by sulfur or physically damaged from vibration and wear and tear. Fuel cells tend to last upwards of a couple of thousand hours, but in order to be competitive with gasoline engines performance of up to 4,000 hours would be needed.

With regard to hydrogen production infrastructure, centralized strategies such as coal, nuclear and biomass entail low production costs but high transportation costs. It may be possible to sequester the CO_2 emissions although this technology is not fully proven. Distributed hydrogen production, using natural gas or electricity as a source and electrolysis for production entail higher production costs but much less distribution and transportation costs. Oil refineries with hydrocrackers generate a considerable amount of hydrogen, which could support mobile refueling station options.

Dr. Lipman displayed a map of the USA showing the potential for hydrogen production from various types of power, including renewable energy, biomass, solar and wind. He also described options for hydrogen production and distribution within the context of on-site production at larger centralized plants and subsequent distribution. He displayed the latest models for mobile hydrogen refueling technology, with a trailer fueled at a central hydrogen facility and towed to a fueling area. This is reasonably economical if the trailer operates within 100 miles of a hydrogen facility. The Governor has spoken of developing an infrastructure of a hydrogen station every 20 miles.

Cost and emission estimates vary with different means of hydrogen production and whether they are near- or long-term. He noted that in general where there are lower production costs there are higher transportation costs. With regard to renewable energy in wind and solar power, costs are high, but over the future these are projected to decrease. The National Academy of Scientists commissioned a study of centralized, medium production scale and distributed options, taking into account production, distribution and dispensing costs, CO_2 sequestration and a carbon tax. Centralized production was the least expensive, with medium production scale ranking next costly, and the distributed option in some ways being comparable with the centralized approach.

FCVs do not emit GHGs, but some hydrogen production processes do. Therefore, the entire fuel cycle is at issue. Using natural gas to generate hydrogen, a 20-40% reduction in GHGs can be achieved. Using an electrolyzer increases GHG emissions due to the use of coal. With GHGs it is not important where emissions occur, but with regard to air pollutants it is important to know the location of where the emissions occur, particularly if there are hot spots within a region. The type of hydrogen production will determine the type of pollutants emitted upstream in the fuel cycle, and the District requires clear advice on the implications of a given production technology.

Dr. Lipman displayed a map of the location of 15 hydrogen stations in California, noting that there are six more planned for construction. He also displayed a diagram of a distributed hydrogen system using natural gas for hydrogen production and identifying the process for transfer to a reformer, compression, storage and dispensing to a vehicle. In reply to questions he noted that home refueling using natural gas supplied to a residence is under consideration, and that some advocate simply using compressed natural gas for natural gas vehicles in such cases. There are also economies of scale to be considered, because the installation of reformers in homes, in order to be economical, would have to be mass produced in order to drive the cost down.

The challenge that faces the hydrogen fuel cell technology today is akin to the "chicken or the egg" syndrome. Energy stations could combine reformer and production technology in a stationary place to produce power, and an offshoot would be the production of hydrogen to refuel vehicles. However, the infrastructure overall (production, delivery, trucks, gas trucks, pipelines) will not be developed unless there are vehicles purchased, and people won't purchase vehicles unless there is infrastructure to support them. Small energy production stations are a possible solution, and could support business and agency fleets to begin with, and expand into key corridors. Such facilities could be made available to the public and the process could begin in that manner. To date, there have been only a few minor accidents associated with the hydrogen production technology.

There are some major government initiatives under way regarding hydrogen, with the US Department of Energy's FreedomCar program beginning in 2003. In April of last year, the allocation of $350 million was announced regarding a hydrogen storage program, learning demonstrations, fuel cell research and hydrogen education. California Governor Schwarzenegger has issued an Executive Order designating 21 Interstate Highways as the California Hydrogen Highway network, with projected infrastructure development by 2010 with production of hydrogen from renewable energy sources. The blueprint for this plan is due to be issued very shortly. It will identify a rapid transition to a hydrogen economy in the state, institute negotiations with automobile manufacturers to ensure the availability of cars on the market, the development of safety standards, emergency response procedures, incentives for vehicle purchase and advocacy of renewable energy sources for producing hydrogen. The website is www.hydrogenhighway.ca.gov.

In summary, Dr. Lipman stated that while FCVs are coming on strong there are still technical and economic challenges. Hydrogen production can be approached from a variety of ways with varying environmental impacts and economic implications. There is considerable governmental activity at the state and federal level, but budgets across the board are tight. Overall, a broad clean energy strategy is appropriate at the present time, with clean sources of electrical power and other clean fuels that provide a basis for transition to hydrogen power. Public expectations as to the availability and implementation of FCV technology must be responsibly managed.

In response to questions from Committee members, Dr. Lipman replied:

- From an air quality perspective, clean fuel vehicles can be distinguished from clean vehicles in that the latter can be achieved running on conventional fuels. In such instances, durability over time becomes a key factor in comparing the two approaches to vehicular motive power.
- Platinum fuel cells could be poisoned over time in an urban area where there is enough CO_2 in the air and potentially in the fuel stream to poison the membrane.
- Durability issues in comparison with electric battery powered vehicles require further operational experience in order to provide a good baseline of data. If battery powered vehicles had batteries that lasted the life of the vehicle they would be economically attractive.
- Platinum is recyclable as a fuel cell component. The cost has reduced dramatically in the last decade.
- The target date of 2010 for the hydrogen highway is rather early; it appears more realistic to see this as a stepping stone of sorts.
- There are opportunities for an international partnership on the hydrogen fuel cell technology, particularly given that many automobile companies are global in scope.

- The use of natural gas as a hydrogen production source does not entail a shortage as estimates are that there are one million cubic feet of natural gas on the planet for every person.
- Distributed power generation through use of a power plant in a building would eliminate the need for a back-up diesel generator and provide for production of hydrogen as well

Michael Murphy, Advanced Projects Advisor, stated that with regard to incentives in the hydrogen highway blueprint, it is noteworthy that air districts have been major underwriters of clean fuels projects. The blueprinters will look at the District as a major funding source. Perhaps the Council could opine on where to place incentive funds under mobile source programs to a hydrogen fuel cell program, particularly in the overall context of the District's support of other clean vehicle and clean fuels programs.

The Committee thanked Dr. Lipman for his presentation. Chairperson Holtzclaw indicated that the next Committee meeting will be held jointly with the Technical Committee to discuss the CARE program and GHG emission issues. After further discussion, the Committee agreed to hold an interim meeting in March to receive a presentation on the state's hydrogen highway blueprint.

5. **Committee Member Comments/Other Business.** Ms. Drennen apprised the Committee that tomorrow the Board of Directors Mobile Source Committee will discuss revising the criteria governing the Transportation Fund for Clean Air and adopting criteria for the extra two dollars that will be allocated for the Carl Moyer Program. Mr. Dawid stated that in December of 1995 the late Air Pollution Control Officer of the district, Milton Feldstein, wrote an outstanding letter to the Marin Independent Journal entitled "Smog Tax is the Answer". It concerns providing incentives for and implementing programs regarding the use of clean fuel and vehicle technologies.

6. **Time and Place of Next Meeting.** 9:30 a.m., Tuesday, March 8, 2005, 939 Ellis Street, San Francisco, California 94109.

7. **Adjournment.** 11:45 a.m.

James N. Corazza
Deputy Clerk of the Boards

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AGENDA NO. 5C

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

DRAFT MINUTES

Advisory Council Public Health Committee Meeting
1:30 p.m., Tuesday, February 15, 2005

1. **Call to Order – Roll Call.** Chairperson Torreano called the meeting to order at 1:33 p.m. Present: Victor Torreano, Chair, Cassandra Adams, Elinor Blake, Jeffrey Bramlett. Absent: Linda Weiner.

2. **Public Comment Period.** There were no public comments.

3. **Approval of Minutes of October 25, 2005.** Mr. Bramlett moved approval of the minutes; seconded by Chairperson Torreano; carried unanimously.

4. **Indoor Air Quality: An EPA Perspective.** Barbara Spark, Indoor Air Program Coordinator, U.S. EPA Region IX, stated she would address EPA's programmatic on indoor air quality (IAQ) its perspective on regulatory jurisdiction, collaboration with agencies on the state and local level, and its development of incentive programs. Also, EPA suggestions as to what role the District might play in IAQ management will be addressed. While EPA neither regulates IAQ nor comments on the IAQ regulatory work of other agencies, it does collaborate with other agencies and non-governmental organizations in emphasizing voluntary changes to behavior related to IAQ.

   The State Department of Health Services has estimated that people spend 90% of their time indoors, where the air exchange is less effective than outdoors. The Total Exposure Method Assessment Study which occurred in the mid-1990's estimated that indoor concentrations can be two to five times higher than outdoor concentrations. Faculty at U.C. Berkeley estimate that a molecule released indoors is 1,000 times more likely to enter the lungs than one released outdoors.

   Sources of air pollution include outside air (smog, traffic, pollen), construction and cleaning (adhesives, solvents, paints, insulation, ceiling tile), furnishings (carpets, upholstery, pressed-wood), office equipment (copiers, computer screens), combustions (stoves, tobacco, fireplaces), ventilation systems (dirty filters, moldy coils), and occupants (personal care products, pet dander, dry cleaned clothes). Indoor air toxics can also be found in concentrations two to five times higher than outdoor concentrations, and at times at even higher concentrations.

   The US EPA Indoor Environments Division (IED) works to improve indoor air quality and its authority comes from Title IV of the Superfund Amendments and Reauthorization Act (SARA) of 1986, the indoor radon abatement Act of 1988, the Safe Drinking Water Act Amendments and various Assistance Agreements issued under Section 103 of the Clean Air Act. Under SARA, the EPA is not allowed to regulate and may only conduct research, development and related reporting, disseminate information and coordinate activities specified in the statute. EPA's program strategy is to take existing knowledge and turn it into practical guidance. This program has grown in the past decade and emphasizes guidance, training and public information and working with public and private sector partners to educate, train and promote exposure/risk reduction practices.

There are many variables in the study of IAQ, including study of the sources of pollutants, pollutant types, solutions, health effects, exposures, populations and other complicating factors. The health risks from IAQ include eye and respiratory irritation, allergies, asthma, chronic sinusitis, increased rates of infectious diseases such as influenza and colds, neurological impairment such as headaches, memory, motor function, and increased cancer risks. Symptoms from indoor air pollution range from perception of bothersome odors, temporary mild discomfort, severe illness and permanent injury. Typical phrases describing indoor air pollution include "Building-Related Illness," "Sick Building Syndrome" and "Multiple Chemical Sensitivity."

EPA priority programs concern indoor radon, childhood exposure to environmental tobacco smoke, indoor asthma triggers, and indoor air quality in schools. In its IAQ programs, EPA collaborates with other agencies, such as the State Department of Health Services (DHS) and the California Air Resources Board (CARB). EPA has developed "Healthy Buildings, Healthy People: A Vision for the 21st Century" with an extensive network of stakeholders for cross-agency input. The EPA also participates on the Interagency Committee on Indoor Air Quality (CIAQ) with several co-chairs from the Consumer Product Safety Commission, Department of Energy, National Institute for Occupational Safety and Health, and the Occupational Safety and Health Administration. Members include representatives from the Departments of Agriculture, Defense, Commerce, Justice, State, Transportation, Interior and Housing & Urban Development.

EPA Region IX implements its core IAQ programs at the regional level through working with leading governmental, health and educational organizations, as well as with individual schools and people. EPA's "Orientation to IAQ" program started in 1992 provides IAQ training for public officials. In 1995, EPA began providing training on mold in indoor environments at conferences that were attended by many public health and government officials. EPA's "Tools for Schools" is another core program with many partners and involves considerable hands-on experience and the continuing development of new IAQ management tools. EPA also participates and consults on programs and policy on occupational health, with which the California Asthma Strategy is also involved. It also works with the California Endowment on Asthma/Environments Panel, the California Interagency Working Group, and provides grants to asthma study groups.

California regulation and authority provides for air exposure standards in several areas. Ambient air quality standards derive from CARB, while workplace standards and regulations are issued by the California Occupational Safety & Health Administration (Cal-OSHA). EPA Region IX partners for IAQ programs in schools with a variety of state agencies, the American Lung Association, and school district and administrator associations.

EPA research on IAQ is conducted through "Program needs for Indoor Environments Research" (PNIER) which covers such topics as pollutants, sources and health effects, human performance, IAQ measure and indices, building design and operation, homeland security and product technology and verification. EPA's Building Assessment, Survey and Evaluation Study (BASE) has evaluated about 100 buildings in its in order to characterize indoor environments.

The Building Air Quality Alliance provided incentives in the form of recognizing buildings with good IAQ practices. However, support for this program for a variety of reasons was withdrawn. The Indoor Air Quality Education and Assessment Guidance (I-BEAM) provides education for commercial facilities on IAQ, and is intended for building managers. It provides them with tools to assess the air quality within the building and ways to make necessary corrections.

The EPA also assists building managers on mold remediation in schools and commercial buildings and has published guidance on this matter. The guidance document was published on the Internet before issued in hard copy: within two weeks there were 50,000 hits, and in two months 153,000.

The Asthma Strategic Overview includes a national awareness campaign and continues to promote World Asthma Day. The Overview also includes an in-home education program that manages existing grants and a health-care/managed-care program that works with key organizations to integrate environmental controls into clinical practice and standards of care. A School/Daycare program emphasizes education and supports established programs, and its results are tracked.

The EPA collaborated with the Institute of Medicine (IOM) in its report "Clearing the Air: Asthma and Indoor Exposures." EPA's "Tools for Schools Kit" identifies ways to improve IAQ at little or no cost through flexibly applied, voluntary means that are based on common sense and require little training. The program urges that everyone in the school community understand that indoor air is important to health, and have a basic understanding of the causes of indoor air pollution.

EPA's Tools for Schools IAQ team members include teachers, administrative staff, health officers, facilities operators, school boards and students and parents. Program implementation begins with establishing an IAQ team and assigning an IAQ coordinator, conduct a walk through of the school, develop an IAQ checklist, and create an IAQ management identifying major priorities and repairs. The Tools for Schools program is needed now more than ever, despite the budget constraints at the state. Schools are poorly staffed for maintenance, custodial, repairs and teachers and staffs.

Additional resources include an IAQ Information Clearinghouse hotline at 1-800-438-4318 as well as the EPA's own website at www.epa.gov/iaq.

With regard to the role of District in IAQ, collaborative and complementary opportunities exist in:

- collaborating with /helping fund activities of regional asthma organizations working on asthma and IAQ—such as the Regional Asthma Management and Prevention Initiative.
- providing grants to organizations providing effective in-home asthma trigger education.
- supporting school districts implementing IAQ management plans or IAQ Tools for Schools, and partnering with US EPA on these and other local projects.
- further collaborative and complementary opportunities are to be found in the fields of research, education and outreach on the indoor impacts from candles, incense, scented cleaning products, wood smoke; indoor interactions between ozone and volatile organic compounds from scented cleaning products, education and outreach on indoor ozone generators and air cleaners.

The Council's recent recommendation to the Board of Directors Executive Committee that an IAQ workshop be held in the Bay Area is a step in the right direction. This would provide follow-up to CARB's May 2001 Symposium "Indoor Air Quality: Risk Reduction in the 21st Century." The Council's other recent recommendation that the District hire a graduate student to investigate the ambient/indoor air quality nexus would greatly benefit from receiving student selection input from Dr. Waldman of the State Department of Health Services, Peggy Jenkins of CARB, and U.C. Berkeley faculty members William Nazaroff , Ira Tager and Katherine Hammond.

In reply to Council member questions, Ms. Spark replied as follows:

- District contribution to indoor air pollution research in selected areas, such as scented indoor and personal care products and their potential interrelationship with asthma, would be useful. The question concerns exposures at low levels and what impacts these may have on health. A key component in this work includes education. However, manufacturers are not required to publish what is on their products, and it is unclear to what extent such information would be meaningful to people who read the labels. There are also some trade-secret elements involved with scented products that prevent their ingredients from being revealed on a product label.
- EPA is currently working on a source ranking database for indoor sources.
- The agenda of an IAQ workshop should be crafted in such a way as to steer the discussion into identifying the status quo and what role the District can play. It should not be allowed to become a forum merely for special interest groups. Suggestions as to the District's IAQ role would likely emerge from a well-directed discussion.

Mr. Colbourn noted that the District has asked the Council to preliminarily investigate IAQ, even though this field is not within the District's regulatory purview. Asthma experts are members of an advisory committee to a program that will assess neighborhoods with the greatest exposure to toxic air contaminants. The District does not presently intend to make IAQ a regulatory program.

Chairperson Torreano called for public comment, and Dr. Jed Waldman, State Department of Health Services, stated a workshop can help focus on the large yet simple ideas and insights as to what is unambiguously the case in terms of IAQ at this time. Many resources are applied to ambient air and yet people spend 90% of their time indoors. Citizens should be educated to improve and maintain residential good air quality. Purported indoor "air purifiers" release ozone into the home. Some residents are not careful on the storage of various chemicals. There is a link for the District here, in terms of exposure to harmful indoor air contaminants. It should be noted that the District is the most influential Bay Area agency when it comes to air quality issues.

Ms. Blake expressed interest in hearing from CARB on the matter of the indoor air purifiers that emit ozone, especially since CARB strongly advocates reduction in ambient ozone concentrations. She inquired if there are similar substances that have the similar indoor/outdoor dynamic that might be dealt with. She suggested that the Council consider whether the District could play a greater educational role in dynamics such as this in referencing substances in the home or office, building materials and ventilations. Mr. Colbourn replied that at the District's public meetings, offering a brochure on IAQ might be useful. Ms. Blake stated IAQ must not be overemphasized to the point that personal responsibility exceeds the need for the District to fulfill its regulatory charges.

5. **Committee Member Comments/Other Business.** Chairperson Torreano noted that the State Building Trades Council will hold a conference on smoke in the workplace on March 1 in Martinez. Mr. Colbourn distributed a District brochure on wood smoke, air quality and asthma.

6. **Time and Place of Next Meeting.** 1:30 p.m., Monday, April 18, 2005, 939 Ellis Street, San Francisco, CA 94109.

7. **Adjournment.** 3:00 p.m.

James N. Corazza
Deputy Clerk of the Boards

AGENDA NO. 5d

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

DRAFT MINUTES

Advisory Council Executive Committee Meeting
9:00 a.m., Wednesday, March 9, 2005

1. **Call to Order – Roll Call.** 9:10 a.m. Present: Brian Zamora, Chairperson, Fred Glueck, Stan Hayes, John Holtzclaw, Ph.D., Kraig Kurucz, Victor Torreano. Absent: Elinor Blake.

2. **Public Comment Period.** There were none.

3. **Approval of Minutes of November 10, 2004.** Mr. Kurucz moved approval of the minutes as submitted; seconded by Mr. Glueck; carried, with Mr. Hayes abstaining.

4. **Update of Advisory Council By-Laws.** The following edits were proposed by Committee members to the By-Laws in addition to those identified in the packet. Chairperson Zamora directed that they be incorporated via track changes and presented in the next agenda packet:

   (a) re-order the months on page one to begin with January, rather than with September.

   (b) under Article V on page two, replace "At each biennium, when the Advisory Council is reappointed pursuant to Health and Safety Code Section 40263," with "Annually" and in the clause immediately following replace "next preceding" with "of that year".

   (c) in line two of Article VIII, on page two, insert "such" before "committee"

   (d) in line one of Article XIII, on page three, insert "law establishing the Advisory Council of the" before "Bay".

5. **Review of Advisory Council Budget.** Chairperson Zamora reviewed the FY 2005-06 Advisory Council budget and noted that the primary allocation is for the participation of six Council members in the Air & Waste Management Association Annual Exhibition & Meeting. If Council members have suggestions on alternative allocations they should inform the Chair.

6. **Discussion of Conflict-of-Interest.** Chairperson Zamora noted that at the January 2005 Retreat discussion was held regarding establishing a Code of Conduct for Advisory Council members. He indicated he had invited District Counsel Brian Bunger to today's meeting to provide comment on legal aspects of "conflict of interest" as a starting point in this discussion.

   Mr. Bunger stated that in California there are a number of laws that govern the activities of state, county and local agencies, and special districts. The Fair Political Practices Commission (FPPC) regulates financial disclosure for candidates, elected officials, appointees and government employees and requires an annual filing of a "Form 700" conflict-of-interest statement for disclosure of real estate holdings, business investments, spousal income, financial and campaign gifts and commissions from speeches. However, the District's Advisory Council does not fall into the category of government officials or bodies required to make such disclosures.

At the state level, specific criteria govern who is required to make such disclosures. The FPPC has approved for special districts three criteria governing the disclosure requirement. Disclosure is required of members of the commission or board that make a final governmental decision (such as promulgating a regulation or issuing a permit), or that can compel or veto a governmental decision. Disclosure is also required of a board or commission that makes substantive recommendations that over an extended period of time have been regularly approved without significant amendment by another government agency or official. While the Advisory Council does make recommendations to the Board and staff, its recommendations have been variously presented and received and, therefore, it does not fit into the foregoing criteria. Consequently, Advisory Council members are not required to fill out Form 700 disclosure forms.

Mr. Glueck opined that Council members need protocols or guidance on responding to e-mails from members of the public even though they are not designated as spokespersons for the Council. Chairperson Zamora replied that the law on conflict-of-interest will be today's focus, with the Committee branching out into other aspects of Code of Conduct as the year progresses. Mr. Hayes added that the very thing that exempts the Council members from having to fill out Form 700's suggests guidelines for member conduct. Mr. Bunger agreed, noting that the law nevertheless goes only so far and requires disclosure only of those invested with authority to make a decision that has a financial impact, and the Advisory Council is not thus imbued. The Council is nevertheless entirely free, however, to adopt guidelines for the conduct of its own members that it deems appropriate, and these may derive from conflict-of-interest principles.

Mr. Torreano noted that Council members' e-mail addresses are posted on the District website. Mr. Bunger suggested that it might be preferable to list general e-mail address for the Council, rather than members' e-mail addresses. Chairperson Zamora stated that the Code of Conduct guidelines should indicate how members should refer public inquiries. Dr. Holtzclaw suggested that an appropriate caveat be placed on the Council's page on the District's website indicating that the Council is advisory to the staff and has no authority to speak on behalf of the District.

7. **Workplan Review with Committee Chairs.** Chairperson Zamora stated that the Executive Committee will not review each Standing Committee report at each meeting, but instead will strategize and coordinate. Technical Committee Chair Hayes and Air Quality Planning Committee (AQPC) Chair Holtzclaw indicated that the joint meeting of their Committees scheduled for April 13 would be postponed. However, the Technical Committee will meet on that day to further review the Community Air Risk Evaluation (CARE) program and greenhouse gas emissions. The AQPC will meet on April 4 to receive a presentation from California Environmental Protection Agency staff on the Governor's Hydrogen Highway Blueprint.

8. **Committee Member Comments/Other Business.** There were none.

9. **Time and Place of Next Meeting.** 9:00 a.m., Wednesday, May 11, 2005, 939 Ellis Street, San Francisco, CA 94109.

10. **Adjournment.** 9:51 a.m.

James N. Corazza
Deputy Clerk of the Boards

AGENDA NO. 5e

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

939 ELLIS STREET - SAN FRANCISCO, CALIFORNIA 94109

Draft Minutes: Advisory Council Regular Meeting – March 9, 2005

CALL TO ORDER:

Opening Comments: Chairperson Zamora called the meeting to order at 10:00 a.m.

Roll Call: Present: Brian Zamora, Chair, Cassandra Adams, Sam Altshuler, P.E., Diane Bailey, Louise Bedsworth, Ph.D., Jeffrey Bramlett, Harold M. Brazil, Irvin Dawid, Emily Drennen, Fred Glueck, William Hanna, Stan Hayes, John Holtzclaw, Ph.D., Kraig Kurucz, Ph.D., Norman A. Lapera, Jr., Victor Torreano, Linda Weiner.

Absent: Bob Bornstein, Ph.D., Elinor Blake, Kevin Shanahan.

PUBLIC COMMENT PERIOD: There were no public comments.

CONSENT CALENDAR:

1. **Approval of Minutes of January 12, 2005.** Dr. Holtzclaw moved approval of the minutes as submitted; seconded by Mr. Lapera; carried unanimously.

COMMITTEE REPORTS: Chairperson Zamora took Item No. 5 out of order.

5. **Report of the Technical Committee Meeting of February 7, 2005.** Mr. Hayes reported that the Committee discussed the District's Community Air Risk Evaluation (CARE) program, which will develop a toxics emission inventory for the Bay Area and select a pilot neighborhood to assess cumulative exposure in neighborhoods. An Advisory Committee to the CARE program has been formed and has just recently met for the first time. The Committee also received and discussed a presentation from District staff on climate change. The April 13th joint meeting with the Air Quality Planning Committee has been postponed; however, the Technical Committee will meet on April 13th.

PRESENTATION:

2. **EPA Region IX Air Programs.** Deborah Jordan, Air Division Director for US Environmental Protection Agency (EPA) Region IX, stated that the EPA is overseeing the transition from the 1-hour to an 8-hour ozone standard that was adopted in 1997 but, due to litigation, is only now being implemented. EPA will revoke the 1-hour standard in June 2005. Although there are areas in the eastern states with numerous ozone exceedances under the 8-hour standard, modeling efforts to date indicate that some of the eastern states are expected to come into attainment of the 8-hour standard in the next eight to ten years. California has the greatest number of such exceedances under the 8-hour standard, most of which are in the South Coast and San Joaquin Valley. The Bay Area has been classified by the EPA as being in "marginal" non-attainment status.

In terms of particulate matter, a fine particle ($PM_{2.5}$) standard has been added to the PM_{10} standard, and EPA issued non-attainment designations for the country in December 2004. While some of the eastern states are not in attainment of the federal $PM_{2.5}$ standard, the primary non-attainment areas in California are the South Coast, San Diego and San Joaquin Valley areas.

EPA is also required to frequently review the science for measuring criteria pollutants and their health effects. As a result of recent research, EPA may begin the process of making further modifications to particulate matter standards and promulgate a "coarse particle" standard for $PM_{2.5}$-PM_{10}, in order to increase health protection for sensitive populations, particularly older people and children.

EPA is working to reduce emissions of diesel exhaust as it has serious health impacts, and has formed a West Coast Diesel Emission Reduction Collaborative ("Collaborative") with over 500 participants, among which are included the Department of Energy, Department of Transportation, Department of Agriculture, state and local leaders in the Western United States, Canada and Mexico. The goal of the Collaborative is to reduce diesel emissions up and down the West Coast. Public-private partnerships are being created to reduce diesel emissions from marine vessels and ports, trucking, locomotives and rail operations, construction and agriculture. The Collaborative will meet in Seattle in the near future.

Reducing air toxics in urban areas is another major priority, and EPA has initiated a pilot program in West Oakland to characterize port-related traffic in West Oakland neighborhoods. The pilot program contains 13 points regarding environmental clean-up. The first phase concerns the community diesel truck traffic and the second phase concerns identification and implementation of solutions. A diverse group of stakeholders are participating in this program and will work in a one-year time frame to develop toxic reduction options and start to implement them. The "Community Action for a Renewed Environment" (CARE) program will commence with a community-centered, multi-media approach to reducing risks from toxics the goal of which is to create self-sustaining community-based partnerships that will continue to improve local environments after EPA's funding ends and involvement with the program concludes. The Request for Proposals will be issued soon and involve approximately ten grants nationally.

Indoor air quality (IAQ) is another area to which EPA resources are devoted and its program work focuses on indoor radon, air quality in schools, environmental management of indoor asthma triggers and childhood exposure to secondhand tobacco smoke. Voluntary approaches are especially emphasized and include public information and outreach, education, training and technical support, cooperative assistance agreements with organizations, partnerships and scientific and technical studies and analyses. EPA's "Tools for Schools" has proven to be particularly successful, and collaboration with the Regional Asthma Management and Prevention Initiative, Department of Health Services and California Air Resources Board has also proven helpful.

EPA is working to reform the New Source Review (NSR) program and has conducted two rounds of reform to date. Round 1 concerned new applicability tests (plant wide applicability limits, clean units) and the State Implementation Plans for these are due in January 2006. As litigation is pending on this round, there is some uncertainty in moving forward on this. Round 2 concerned issues of routine maintenance, repair and replacement, but this reform was stayed by court order in December 2003. Efforts are presently underway at EPA to develop a bifurcated approach to NSR which separates federal from state and local requirements. Yet another review of NSR may follow which concerns Emission Reduction Credits (ERCs). EPA participated in a recent California Air Pollution Control Officer conferences on ERC availability, and is committed to working with air districts on this matter.

EPA's climate change initiatives emphasize slowing the growth of greenhouse gas emissions and involve cooperation with the Department of Energy, as well as interfacing with voluntary program efforts on both the national and international level. EPA is endeavoring to promote energy efficiency, clean renewable energy and distributed generation, and other clean energy sources, through a federal-state voluntary program entitled "Clean Energy Environmental State Partnership Program." To date, ten states including California have joined through signing a Memorandum of Understanding.

In December of last year, the EPA received five petitions from non-governmental organizations on refinery Title V permits issued by the District. Under a Consent Decree from a previous litigation, EPA must respond to these petitions by March 15, 2005. The responses will be in the form of Orders signed by the EPA Administrator. EPA has worked together with the District to address many of these issues, which are rather complicated from either or both a legal and technical perspective.

In discussion and reply to Council member questions, Ms. Jordan observed:

- The formation of $PM_{2.5}$ is complex: it can be primarily emitted and secondarily formed.
- The only location in the country where the 24-hour standard for PM is exceeded is in California, and this is primarily in the San Joaquin Valley and South Coast.
- EPA is committed to reducing emissions from locomotives, but even with a tightening of the standards the engine turnover time is such that the benefits may not be seen for a long time. However, EPA has just given a grant for retrofitting diesel locomotives on Amtrak trains.
- The EPA staff at Ann Arbor could respond on the question of the use of synthetic motor oil, in terms of its benefits in reducing $PM_{2.5}$ and CO_2 emissions, and improving fuel efficiency.
- EPA's involvement in Smart Growth initiatives is a result of having received requests for technical assistance in that field and to recognize the good efforts that have been made so far. Further involvement in this field is limited by budgetary constraints that are facing the agency in 2006.
- EPA collaborates with the Department of Defense to the extent and whenever possible.

AIR DISTRICT OVERVIEW:

3. Report of Executive Officer/APCO. Mr. Broadbent stated that:

a. The District is presently developing the budget for FY 2005/06 and will make its initial submittal to the Board Budget & Finance Committee in April. The state legislation that deducted 10% of the District's property tax revenues continues through this fiscal year.

b. The Cost Recovery Study (CRS) has been completed and will help the District ascertain whether its revenue stream will cover its costs. Recommendations will be forthcoming in two weeks. Advisory Council members Glueck and Holtzclaw have participated in the CRS.

c. The District is currently working with EPA on some pending Title V permitting issues.

d. Two workshops have been scheduled on a proposed refinery flare control rule.

e. The Advisory Committee to the District's CARE program met for the first time in February.

f. The District's air quality management planning process is in abeyance pending EPA's decision on the 1-hour and 8-hour ozone standards.

g. The summertime Spare the Air program, which last year featured free BART on commute day mornings, will be expanded to include all transit authorities in the Bay Area and may be entitled "Spare the Fare." The program was funded last year with $2 million in Congestion Management Air Quality funds and this fund will be doubled this year. In reply to Council member questions on this topic, Mr. Broadbent stated that the impact of the free BART on Spare the Air days last year was assessed at the West Oakland BART station through a variety of ridership counting techniques, and estimates are that a 7-8% ridership increase occurred (40,000 additional riders). Council member concerns regarding improving parking security at BART stations will be shared with the Metropolitan Transportation Commission (MTC). The extent to which survey information can include the impact on casual carpoolers is also of interest. Featuring testimonials from actual participants in the free transit on Spare the Air days will also be considered.

COMMITTEE REPORTS

4. **Report of the Joint Air Quality Planning & Technical Committee Meeting of December 16, 2004.** Chairperson Brazil stated that the Committees met jointly to discuss previous presentations and that the issues are summarized in the minutes.

6. **Report of the Air Quality Planning Committee Meeting of February 9, 2005.** Dr. Holtzclaw reported that the Committee will address climate change and diesel clean-up issues with the Technical Committee, and is presently focusing on the hydrogen highway blueprint. In February, Dr. Timothy Lipman of U.C. Berkeley gave a presentation on the latter issue, and at the next meeting on April 4th the Committee will receive a presentation from a member of the Governor's staff on the blueprint.

7. **Report of the Public Health Committee Meeting of February 15, 2005.** Mr. Torreano reported that the Committee is investigating IAQ, and received a presentation from EPA Region IX Indoor Air Quality coordinator Barbara Spark. At the next meeting, the Committee will receive a presentation from California Air Resources Board staff member Peggy Jenkins on IAQ efforts at the state level, as well as the state's perspective on issues of regulatory jurisdiction. The Committee will begin developing recommendations based on these and previous presentations on IAQ.

8. **Report of Executive Committee Meeting of March 9, 2005.** Chairperson Zamora reported that the Committee met earlier this morning and:

- conducted its first review of the Council's By-Laws. Further changes were made and these will be presented at the next Executive Committee meeting for review.
- reviewed the Council's budget for next fiscal year. The principal portion of the Council's budget is to reserve places for attendance at the Annual Air & Waste Management Exhibition & Meeting. At this writing, Council members Adams, Brazil, Drennen and Holtzclaw have expressed interest in attending, with members Altshuler and Kurucz considering attending.
- reviewed issues of "conflict-of-interest" via a presentation from District Counsel Brian Bunger, who outlined the legal requirements for government officials and employees for filing "Form 700" Conflict-of-Interest forms with the Fair Political Practices Commission. The Council will develop a Code of Conduct for its members and the first step is to understand conflict of interest guidelines and requirements. District Counsel indicated that since Advisory Council members do not make final decisions that fiscally impact the District, they are not required to file a Form 700.

OTHER BUSINESS:

9. Report of Advisory Council Chair. Chairperson Zamora reported that he attended the February 4, 2005 meeting of the Board Executive Committee and presented the Council's work plan for 2005.

10. Council Member Comments/Other Business. The following comments were made:

- Mr. Dawid reported that a District environmental planner will make a presentation on the high cost of free parking at the April 6 meeting of the Redwood City Forum on City Design.
- Mr. Torreano announced that the State Building Trades Council will next meet to discuss compliance at construction sites.
- Mr. Lapera inquired if the District has a set of guidelines for Spare the Air Days for municipalities and county government as the East Bay Regional Park District would be interested in reviewing and incorporating them into its own practices. Deputy APCO Jean Roggenkamp indicated that the District would provide these guidelines to Mr. Lapera.

11. Time and Place of Next Meeting. 10:00 a.m., Wednesday, May 11, 2005, 939 Ellis Street, San Francisco, CA 94109.

12. Adjournment. The meeting was adjourned at 11:23 p.m.

James N. Corazza
Deputy Clerk of the Boards

AGENDA: 6

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Inter-Office Memorandum

To: Chairperson Townsend and Members of the Executive Committee

From: Gary Kendall, Acting Director of Planning & Research

Date: March 23, 2005

Re: Ozone Modeling and Central California Ozone Study Update

RECOMMENDED ACTION:

Receive and file.

BACKGROUND

The Central California Ozone Study (CCOS) was initiated to provide data and analyses for the planning process for the national ozone standards. The Air District has been participating in CCOS since 1999. CCOS consists of a comprehensive air monitoring program, data analysis, emissions inventory development and photochemical modeling. Major CCOS participants include the Bay Area Air Quality Management District, Sacramento Metropolitan Air Quality Management District, San Joaquin Valley Air Pollution Control District, California Air Resources Board, Environmental Protection Agency, California Energy Commission, and industry.

Air District modeling efforts were initially focused on the 1-hour standard because of the Bay Area's non-attainment status. However, EPA is now transitioning from the 1-hour to the 8-hour standard. Because of the Bay Area's marginal 8-hour ozone non-attainment status, the District is not required to perform modeling for 8-hour ozone planning purposes. However, District staff continue to perform ozone modeling and collaborate with ARB and northern California air districts on central California ozone modeling, planning and transport assessment for the 8-hour standard.

DISCUSSION

Staff will present an update on ozone modeling, including:

- Ozone modeling requirements
- Characteristics of modeled ozone episodes
- Status of CCOS ozone modeling and model performance
- District's participation in the overall program
- Next Steps

Respectfully submitted,

Gary Kendall
Acting Director of Planning & Research

FORWARDED BY: _____
Prepared by: Saffet Tanrikulu
Reviewed by: _____

AGENDA: 7

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Inter-Office Memorandum

To: Chairperson Townsend and
Members of the Executive Committee

From: Gary Kendall,
Acting Director of Planning & Research

Date: March 17, 2005

Re: Status Report on Particulate Matter Planning

RECOMMENDED ACTION:

Receive and file.

BACKGROUND

SB 656 (Sher, 2003) requires ARB and local air districts to take steps to reduce exposure to fine particulate matter (PM_{10} and $PM_{2.5}$). Pursuant to SB 656, ARB developed and adopted a list of the most readily available, feasible, and cost effective control measures implemented by ARB and local districts to reduce PM. The list includes regulations and programs existing in California as of January 1, 2004 to reduce PM emissions and PM precursor emissions from stationary, area and mobile sources. The District is required to review the ARB list and adopt an implementation schedule for measures appropriate for the Bay Area by July 31, 2005.

Staff is reviewing the PM emission inventory and technical analyses of PM monitoring data to determine the most significant source categories in the Bay Area. Staff is also reviewing the ARB list of candidate control measures. Based on these analyses, staff will develop a draft implementation schedule for public review and, subsequently, for Board consideration.

DISCUSSION

Staff will present a status report on the PM planning requirements, including:

- Summary of SB 656 PM requirements for ARB and the District;
- Overview of ARB's list of potential PM control measures;
- Summary of staff work to date on technical analyses of PM sources and evaluations of candidate control measures; and
- Next steps, including schedule for public review of draft implementation schedule, public workshop, and Board hearing.

Respectfully submitted,

Gary Kendall
Acting Director of Planning & Research

FORWARDED BY: _____
Prepared by: Henry Hilken
Reviewed by: _____

AGENDA: 8

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Townsend and Members of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: March 23, 2005

Re: Membership in the California Hydrogen Business Council

RECOMMENDED ACTION

Consider recommending that the Board of Directors approve of the Air District joining the California Hydrogen Business Council at the Silver Member level.

DISCUSSION

The Bay Area continues, along with the rest of California, to see increased interest in hydrogen and fuel cells as viable clean alternatives to petroleum and other non-renewable fuels for the production of electricity and for transportation. However, there are extensive unknowns related to hydrogen production and its ancillary environmental impacts, fuel cell costs and efficiencies, as well as safety issues that need to be better understood.

To ensure that the Air District is current on the latest advances in hydrogen fuel and fuel cell technology, staff has begun participation with the California Stationary Fuel Cell Collaborative (the Collaborative) and the development of the Hydrogen Highway Blueprint. There have been initial discussions by the Executive Committee and the Board of Directors regarding membership in the California Fuel Cell Partnership (the Partnership). Another organization that has become a prominent entity in the development of a hydrogen-based economy is the California Hydrogen Business Council. Many of the current members of the Business Council are also part of the Collaborative and the Partnership. However, the Business Council differs in focusing on bringing technologies to market, while the Collaborative and the Partnership are public/private research entities.

The Business Council is a non-profit organization that actively supports hydrogen's growing commercial use, new applications, and the transition of the state's energy infrastructure. Business Council members include:

- fuel cell manufacturers and suppliers;
- manufacturers and distributors of hydrogen generation, compression and storage technologies;
- manufacturers and suppliers of hydrogen internal combustion engines; and
- municipal and state agencies

The Business Council has three membership levels – Platinum, Gold and Silver. The annual membership dues are $10,000, $5000 and $1,000. Membership benefits include discounted registration fees and various opportunities for recognition and self-promotion. A detailed breakdown on benefits for each membership level is provided in Attachment A. Additional information on the Business Council is available at http://www.californiahydrogen.org.

There are currently 26 Silver member organizations; there are no current Platinum or Gold members. The Business Council meets quarterly to share the latest business initiatives and status of ongoing stationary and vehicular fuel cell and hydrogen projects. The most recent meeting was held at the American Honda facility in Torrance, California and was attended by 150 individuals. The next meeting will be held on May 20, 2005 at the CalEPA offices in Sacramento, California.

Membership in the California Hydrogen Business Council represents a low-cost venue for ensuring the Air District is current on the latest developments regarding hydrogen and fuel cells. The quarterly meetings will represent useful forums for developing viable demonstrations of emerging technologies and broader deployment of proven emission reduction solutions. Air District staff will continue to participate in the California Stationary Fuel Cell Collaborative and continue discussions regarding potential membership in the California Fuel Cell Partnership.

BUDGET CONSIDERATION/FINANCIAL IMPACTS

Funding for the initial year's membership dues for the California Hydrogen Business Council will come from Program 104 in the amount of $1,000.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Michael Murphy
Reviewed by: Jean Roggenkamp

Attachment A
California Hydrogen Business Council
Membership Benefits

Platinum Member

- $10,000/year;
- 20 people at member registration rate at each California Hydrogen Business Council (CHBC) meeting;
- Banner display and brochure distribution at all CHBC meetings;
- Large banner ad placement on web site;
- Monthly newsletter featuring agency as a Platinum Member with large banner;
- Membership directory featuring agency as a Platinum Member with large banner;
- Post press releases to CHBC web site;
- Exclusive sponsor, product display, and speaker at one meeting per year.

Gold Member

- $5,000/year;
- 10 people at member registration rate at each CHBC meeting;
- Banner display and brochure distribution at all CHBC meetings;
- CHBC annual small banner ad placement on web site;
- Monthly newsletter featuring agency as a Gold Member with small banner;
- Membership directory featuring agency as a Gold Member with ad;
- Post press releases to CHBC website.

Silver Member

- $1,000/year;
- 5 people at member registration rate at each CHBC meeting;
- Brochure distribution at all CHBC meetings;
- CHBC annual web site link;
- Monthly newsletter includes periodic articles about agency;
- Membership directory listing agency as a Silver Member

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Inter-Office Memorandum

To: Chairperson Townsend and Members of the Executive Committee

From: Jeff McKay, Director of Information Services

Date: March 18, 2005

Re: Information Systems Division Update and Consideration of Recommendation to Authorize Transfer of Funds and Execution of Purchase Order

RECOMMENDED ACTION

Consider recommending that the Board of Directors authorize 1.) a transfer of funds from the Capital Account to the Professional Services Account in the Information Systems Division Budget (Program 705) in the amount of $140,000; and 2.) a purchase order not to exceed $140,000 to Doculabs for consulting services to cover design and implementation support for internal pilots of the Production System replacement of IRIS and Databank.

BACKGROUND

The Air District uses unique software applications, DataBank and IRIS, to carry out business processes. Examples of these processes include Planning, Permitting, Inspection and Emission Inventory.

The Air District first implemented the DataBank application in 1977. This application pre-dates database technology, and stores information in flat files. In 2001 the District implemented the IRIS application, partially relieving Databank of some function. The migration to modern technology must continue for the District to fulfill its mission.

DISCUSSION

Substantial review of available platforms has resulted in independent confirmation of Enterprise Content Management (ECM) as an appropriate platform type for the majority of the District's Production System. There are many vendors providing ECM software products and the process of vendor selection is most appropriate as part of a pilot process that also initiates first steps of implementation.

This purchase order allows the vendor selection and pilot definition process, as well as supervision of the in-house pilots. This purchase order does not include any costs incurred with the ECM vendors.

BUDGET CONSIDERATION/FINANCIAL IMPACT

This will be funded from the approved 2004/2005 budget for Information Systems Program 705 in accordance with the transfer requested above.

Respectfully submitted,

Jeff McKay, Director
Information Services Division

FORWARDED:_____