

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

APPROVED MINUTES

Summary of Board of Directors
Budget & Finance Committee Meeting
9:45 a.m., Wednesday, January 26, 2005

- 1. Call to Order:** Chairperson Julia Miller called the meeting to order at 9:47 a.m.

Roll Call: Julia Miller, Chair; Chris Daly (10:03 a.m.), Jerry Hill, Mark Ross, Gayle B. Uilkema.

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

Also Present: Marland Townsend.

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

- 3. Approval of Minutes of December 20, 2004:** Director Hill moved approval of the minutes; seconded by Director Ross; carried unanimously without objection.

- 4. Analysis of the Governor's Proposed 2005/2006 State Budget:** *Staff provided the Committee with information on the Governor's proposed State budget.*

Jack Broadbent, Executive Officer/APCO, stated that the Governor recently released his initial budget proposals and staff is in the process of reviewing it.

Thomas Addison, Advanced Projects Advisor, reviewed the time line for the state budget as follows:

- On January 10th the Governor released his first proposed budget for fiscal year 2005/2006.
- The legislature will meet over the next several months to come up with their version of the budget.
- This will be followed by the Governor's second proposed budget in May.
- The budget is due June 15th.

Mr. Addison stated that there is no initial proposal to cut subvention funds this year nor is there a proposal to further reduce the property taxes the District receives. Mr. Addison noted that funding for the California Air Resource Board (CARB) is slated to be increased. The proposed increase is based on new assignments and projects being handled by CARB.

In response to a question from Director Uilkema, Mr. Broadbent stated that the budget will come before the Board in April, at which time it will be referred to the Budget and Finance Committee for review and discussion.

In response to a question from Director Ross, Mr. Addison stated that there may be a proposal in the Legislature that would look at the level of reserves and what districts are doing in that respect. Because the Air District does not receive a lot of funding from the state, it is difficult for the state to propose further cuts for special districts. Mr. Addison noted that it is possible that the final adopted budget could have less subvention funds.

In response to a question from Chairperson Miller, Mr. Addison stated that in this budget year, cities and counties are not further vulnerable on the property tax issue.

Director Chris Daly arrived at 10:03 a.m.

Mr. Broadbent stated that the Cost Recovery Study would have some recommendations regarding the budget and it is anticipated that the information from the Study would be brought before the Board in mid-March.

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

5. Consider Phase One Implementation of Video-Conferencing Equipment and Installation in the 4th Floor Conference Room: *The Committee considered recommending Board of Director approval of phase one implementation of video-conferencing equipment in the 4th floor conference room.*

Mr. Broadbent stated that this item has been before several Committees. Mr. Broadbent noted that staff has estimated the number of times a year the video-conferencing system would be used and the potential reduction in vehicle trips that would occur as a result of its use. Mr. Tanaka reviewed the potential cost savings of \$10,000 for the Board of Directors and \$20,000 for District staff.

Brian Bunger, Legal Counsel, discussed the Ralph M. Brown Act issues associated with video-conferencing and the off-site locations.

There was discussion on buying used equipment; possible scheduling conflicts when using the remote locations; the cost per hour for using staff and equipment at the remote locations; and tele-conferencing versus video conferencing.

Mr. Tanaka explained that the District specifically requested that the bids from the vendors be broken down so there were separate costs for the Board Room and the 4th Floor Conference Room. In response to a question from Director Daly, Mr. Tanaka stated that staff would be able to use the video-conferencing system also.

Committee Action: Director Hill moved the Committee recommend Board approval of staff's recommendation to implement phase one of video-conferencing in the 4th floor conference room; seconded by Director Ross.

After a brief discussion, the motion passed with Director Uilkema abstaining.

6. Consider Funding and a Transfer of Funds from Reserves for Contingencies to Fund the 2005 Lawn Mower Buy-Back Program: *The Committee considered recommending*

Board of Director approval of funding and the transfer of funds for the 2005 lawn mower buy-back program.

Teresa Lee, Director of Public Information and Outreach, presented the report and provided background information on the program to the Committee. Ms. Lee noted that due to budget cuts last year, all funding for the law mower buy-back programs in 2005 were eliminated. Ms. Lee reported that the Public Outreach Committee has recommended that the program be continued in 2005 and that no more than \$100,000 be allocated for the program.

There was discussion on a scaled back program, staff is contacting local waste management companies for funding, staff costs could be cut, and the event(s) could run for more than one day.

Committee Action: Director Miller moved the Committee recommend Board approval of a transfer of not more than \$100,000 from the Reserve for Contingencies to fund the Spring 2005 Lawn Mower Buyback Program; seconded by Director Daly; passed unanimously without objection.

The Committee directed staff to work out the details of the Program and to continue to pursue funding from the waste management companies.

7. **Committee Member Comments/Other Business.** There were none.
8. **Time and Place of Next Meeting:** 9:45 a.m., Wednesday, February 23, 2005, 939 Ellis Street, San Francisco, CA 94109.
9. **Adjournment:** The meeting adjourned at 11:00 a.m.

/s/ Mary Romaidis
Mary Romaidis
Clerk of the Boards