

**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, March 2, 2005

1. **Call to Order:** Chairperson Julia Miller called the meeting to order at 9:45 a.m.

Roll Call: Julia Miller, Chair; Harold Brown, Roberta Cooper, Chris Daly (9:48 a.m.), Jerry Hill, Patrick Kwok, Mark Ross, Gayle B. Uilkema.

Absent: Scott Haggerty.

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

3. **Approval of Minutes of January 26, 2005:** Director Hill moved approval of the minutes; seconded by Director Uilkema; carried without objection; with Director Cooper abstaining.

4. **Second Quarter Financial Report for Fiscal Year 2004/2005:** *The Financial Report for the Second Quarter of Fiscal Year 2004/2005 was presented. This is an informational item only.*

Wayne Tanaka, Director of Administration, presented the unaudited report and reviewed the General Fund budget statement of revenue and expenditures. Mr. Tanaka stated that as of December 31, 2004, Napa County had not submitted their county revenue funds.

Director Chris Daly arrived at 9:48 a.m.

Mr. Tanaka reported that the Miscellaneous Revenue was above budget due to the \$100,000 received from Agilent Technologies and funds received from several facilities for Supplemental Environmental Projects (SEPs). Mr. Tanaka reviewed the Transportation Fund for Clean Air (TFCA) statement of income and expenditures.

There was discussion on several items in the budget and staff responded to questions from the Committee. The Committee requested that, in future reports, staff provide additional information on the designated reserve accounts and that there be a report on exceptions. Staff was also requested to provide a summary of the unexpended funds from the last fiscal year.

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

5. **Update on the Cost Recovery Study:** *Staff provided a status report on the Cost Recovery Study. This is an informational item only.*

Peter Hess, Deputy APCO, presented the report and reviewed the following:

- The purpose of the Study;
- Outputs from the Study;
- Background on District fees;
- The District's fee authority;
- Fee revenue categories;
- Types of activities recoverable through fees;
- The program costs that may be recovered; and
- The Cost Recovery Study timeline.

Mr. Hess stated that the final report will be presented at the next Committee meeting.

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

- 6. Committee Member Comments/Other Business.** There were none.
- 7. Time and Place of Next Meeting:** 9:45 a.m., Wednesday, April 6, 2005 if there is no Regular Board meeting that day. Alternate dates are April 7th or April 8th. The meeting location is 939 Ellis Street, San Francisco, CA 94109.
- 8. Adjournment:** The meeting adjourned at 10:45 a.m.

/s/ Mary Romaidis
Mary Romaidis
Clerk of the Boards

Budget and Finance Committee

Follow-Up Items for Staff

March 2, 2005 Meeting

1. The Committee requested that, in future reports, staff provide additional information on the designated reserve accounts and that there be a report on exceptions.
2. The Committee requested staff provide a summary of the unexpended funds from the last fiscal year.