

**Bay Area Air Quality Management District**  
**939 Ellis Street**  
**San Francisco, California 94109**  
**(415) 749-5000**

**APPROVED MINUTES**

Summary of Board of Directors  
Budget & Finance Committee Meeting  
9:30 a.m., Wednesday, September 26, 2007

1. **Call to Order:** Chairperson Chris Daly called the meeting to order at 9:36 a.m.

**Roll Call:** Chris Daly, Chair; Patrick Kwok (9:45 a.m.), Michael Shimansky, Pamela Torliatt, Gayle B. Uilkema.

**Absent:** Harold Brown, Scott Haggerty, Jerry Hill, Tim Smith.

**Also Present:** Board Chair Mark Ross.

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

3. **Approval of Minutes of July 18, 2007:** Director Shimansky moved approval of the minutes; seconded by Director Uilkema; carried unanimously without objection.

4. **Fourth Quarter Financial Report:** *Staff presented to the Committee the fourth quarter financial report for Fiscal Year 2006-07.*

Jeff McKay, Chief Financial Officer, presented the report and stated that the figures reflected are as of June 30, 2007. Mr. McKay reviewed the General Fund Statement of Revenue and Statement of Expenditures. In response to a question by Chair Daly regarding the amount under penalties and settlements, Brian Bunger, Counsel, stated that \$2.85 million was received as a settlement from one refinery. The Transportation Fund for Clean Air (TFCA) statement of revenue and expenditures was reviewed. An overview of the Fund Balances was provided to the Committee.

Director Patrick Kwok arrived at 9:45 a.m.

Mr. McKay stated that the next audit is scheduled for December 2007. Director Ross requested a comparison of projected expenses and actual expenditures.

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

5. **Facilities Update and Review:** *Staff provided information and a status report on the Air District's existing facilities and the challenges associated with District growth.*

Jack Broadbent, Executive Officer/APCO, introduced the item and stated that the District is facing challenges with office space to accommodate growing staff. Mr. McKay presented the report and discussed the challenges regarding space utilization and updated the Committee on previously approved facilities upgrades.

Mr. McKay provided information on leasing additional space at the Richmond satellite office. Long-term options include moving the Technical Division lab offsite; move the Board of Directors meeting room offsite; or build, purchase, or lease a new, green facility. A long-term plan will be presented to the Committee at a future date.

Discussion items included:

- Look at space in the area near the District offices;
- Look at facilities that previously housed labs;
- Issues surrounding toxic clean-up;
- Tenant improvements;
- Leasing versus buying;
- Director Torliatt requested a copy of the lease for the Richmond facility;
- Space needs for the District for a five to ten year period;
- Increase in the size of the Board of Directors; and
- Security needs for satellite office.

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

**6. Deletion of Fleet and Facilities Manager Position:** *The Committee considered recommending to the Board of Directors deletion of the Fleet & Facilities Manager position.*

Mr. McKay presented the report and stated that the upcoming retirement of the current Fleet and Facilities Manager provides the Air District with an opportunity to make organizational changes regarding the administrative functions of the District. The deletion of the position would consolidate departments, provide an appropriate span of control, vendor management would be focused in the Business Office, and there would be opportunity for staff career development. Staff recommended that the Committee recommend Board of Directors approval to delete the Fleet and Facilities Manager position.

**Committee Action:** Director Ross moved the staff recommendation; seconded by Director Torliatt; carried unanimously without objection.

**7. Addition of Deputy Air Pollution Control Officer Position:** *The Committee considered recommending to the Board of Directors an addition of a new Deputy Air Pollution Control Officer position.*

Mr. Broadbent presented the report and reviewed the justification for adding a third Deputy APCO position. Mr. Broadbent provided an overview of the changes and stated that they would consolidate administrative functions, improve organizational efficiencies, create a District-wide audit function, and increase the span of control characteristic of a DAPCO. An organizational chart with the proposed changes was presented to the Committee.

**Committee Action:** Director Uilkema moved that the Committee recommend Board of Director approval of the creation of a third Deputy Air Pollution Control Officer position; seconded by Director Shimansky.

There was discussion regarding disbursement of the \$7 Million the District will receive from the Attorney General and that the Grant Program and the Climate Protection Program, will continue to grow. The motion then passed unanimously without objection.

8. **Committee Member Comments/Other Business.** There were none.
9. **Time and Place of Next Meeting:** 9:30 a.m., Wednesday, October 24, 2007 – 939 Ellis Street, San Francisco, CA 94109
10. **Adjournment:** The meeting adjourned at 10:45a.m.

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