



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS' REGULAR MEETING

October 15, 2003

A meeting of the Bay Area Air Quality Management District Board of Directors will be held at 9:45 a.m. in the 7th floor Board room at the Air District headquarters, 939 Ellis Street, San Francisco, California.

Questions About an Agenda Item

The name, telephone number and e-mail of the appropriate staff person to contact for additional information or to resolve concerns is listed for each agenda item.

Meeting Procedures

The public meeting of the Air District Board of Directors begins at 9:45 a.m. The Board of Directors generally will consider items in the order listed on the agenda. However, any item may be considered in any order.

After action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

BOARD OF DIRECTORS' REGULAR MEETING A G E N D A

WEDNESDAY
OCTOBER 15, 2003
9:45 A.M.

BOARD ROOM
7TH FLOOR

CALL TO ORDER

Opening Comments
Roll Call
Pledge of Allegiance

Scott Haggerty, Chairperson
Clerk of the Boards

COMMENDATIONS/PROCLAMATIONS

Presentation of plaque to William deBoisblanc, Engineering Division Director, in recognition of his retirement from the Air District after 31 years of dedicated service to the District.

Presentation of plaque to Thomas Perardi, Planning and Research Division Director, in recognition of his retirement from the Air District after 30 years of dedicated service to the District.

PUBLIC COMMENT PERIOD

Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3
Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Board's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.

CONSENT CALENDAR (ITEMS 1 –8)

Staff/Phone (415) 749-

1. Minutes of October 1, 2003

M. Romaidis/4965
mromaidis@baaqmd.gov

2. Communications

W. Norton/5052
exec@baaqmd.gov

Information only

3. Report of the Advisory Council

B. Hanna/4962
bchanna@napanet.net

4. Monthly Activity Reports

P.Hess/4971
phess@baaqmd.gov

Division Activities for the month of September 2003

5. Quarterly Report of Air Resources Board Representative W. Norton/5052
exec@baaqmd.gov
6. Quarterly Report of the Clerk of the Boards W. Norton/5052
exec@baaqmd.gov
7. Approval of Proposed Amendments to Administrative Code Division II, Section 2 District Audit, Section 3 Fiscal Procedures and Section 4 Purchasing Procedures. W. Tanaka/5066
wtanaka@baaqmd.gov
- Approve amendments to Administrative Code Division II, Fiscal Operating Policies and Procedures. The proposed amendments will streamline the fiscal and business practices of the District and are in line with other large air quality management districts.*
8. Authorization for Execution of Purchase Order J. McKay/4629
jmckay@baaqmd.gov
- Authorize a purchase order not to exceed \$850,000 to J.D. Edwards for the purchase of 5667 hours of Professional Services to cover the final phase of implementation work for the J.D. Edwards Enterprise Resource Planning System.*

PRESENTATION

9. Air Pollutant Emission Rates for Trees and Other Plants T. Perardi/4667
tperardi@baaqmd.gov
- Staff will respond to Board of Directors' request for information on emission rates for different species of trees.*
10. Summary of 2003 Ozone Season G. Kendall/4932
gkendall@baaqmg.gov
- Staff will provide a summary of the 2003 Ozone Season, and the Bay Area's attainment status with respect to the National one-hour and 8-hour ozone standards.*

OTHER BUSINESS

11. Report of the Executive Officer/APCO
12. Chairperson's Report

CLOSED SESSION

13. Conference with Legal Counsel

Existing Litigation:

Pursuant to Government Code Section 54956.9(a), a need exists to meet in closed session with legal counsel to consider the following cases:

1. **Communities for a Better Environment and Transportation Defense and Education Fund v. Bay Area AOMD, Metropolitan Transportation Commission, Association of Bay Area Governments, and California Air Resources Board**, San Francisco Superior Court, Case No. 323849
2. **Owens Corning v. Bay Area Air Quality Management District, Ellen Garvey, and the Hearing Board of the Bay Area Air Quality Management District**, Santa Clara County Superior Court, Case No. CV 790379

OPEN SESSION

14. Board Members' Comments

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

15. Place of Next Meeting - 9:45 a.m., Wednesday, November 5, 2003 -939 Ellis Street, San Francisco, CA 94109
16. Adjournment

WCN:mag

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

(415) 749-4965

FAX: (415) 928-8560

BAAQMD homepage:

www.baaqmd.gov

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

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Scott Haggerty and
Members of the Board of Directors

From: William C. Norton
Executive Officer/APCO

Date: September 24, 2003

Re: Board of Directors' Draft Meeting Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the Board of Directors meeting of October 1, 2003.

DISCUSSION

Attached for your review and approval are the draft minutes of the Board of Directors' meeting of October 1, 2003.

Respectfully submitted,

William C. Norton
Executive Officer/APCO

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET - SAN FRANCISCO, CALIFORNIA 94109

Draft Minutes: Board of Directors Regular Meeting – October 1, 2003

Call To Order

Opening Comments: Chairperson Haggerty called the meeting to order at 9:51 a.m.

Pledge of Allegiance: Director Cooper led the Board in the Pledge of Allegiance.

Roll Call: Present: Scott Haggerty, Chair, Harold Brown, Maria Ayerdi, Roberta Cooper, Chris Daly (9:56 a.m.), Mark DeSaulnier (10:00 a.m.), Jerry Hill, Liz Kniss (10:00 a.m.), Patrick Kwok, Nate Miley, Mark Ross, Pam Torliatt (9:55 a.m.), Marland Townsend (9:54 a.m.), Gayle Uilkema, Brad Wagenknecht, Shelia Young.

Absent: Jake McGoldrick, Julia Miller, Dena Mossar, John Silva, Tim Smith.

Commendations/Proclamations: There were none.

Public Comment Period: There were none.

Consent Calendar (Items 1 – 5)

1. Minutes of September 17, 2003
2. Communications. Correspondence addressed to the Board of Directors
3. Report of the Advisory Council
4. Approval of Proposed Amendments to the Administrative Code Division I, Operating Policies and Procedures, Section 6.2: Standing Committees

Approved proposed amendments to the Administrative Code clarifying Standing Committee procedure and protocol, as noticed at the Board of Directors meeting of September 17, 2003.

5. Approval of Employment Agreement Amendment/Extension for William C. Norton, Executive Officer/APCO

Approved contract extension for the Executive Officer/APCO from November 30, 2003 to December 29, 2003.

Board Action: Director Wagenknecht moved approval of Consent Calendar Items 1 through 5; seconded by Director Uilkema; carried unanimously without objection.

Committee Reports and Recommendations

6. Report of the Regional Agency Coordinating Committee Meeting of September 19, 2003

Director Ross presented the report and stated that the Committee met on Friday, September 19, 2003 at MetroCenter in Oakland and that Air District staff presented informational items regarding the current ozone planning process, including the status of ozone monitoring, photochemical modeling, evaluation of potential new ozone control measures, and community meetings. The Committee expressed interest in considering how to get the California Air Resources Board and the U. S. Environmental Protection Agency to do more to clean the air.

MTC staff presented an informational item regarding the next Regional Transportation Plan, *Transportation 2030*. The report included survey results from MTC's Transportation Summit and from an Internet survey about such issues as prior funding commitments, RTP goals, performance measures, and transportation - land use connections. The results of the survey indicate significant public interest in modifying past approaches in these areas.

ABAG staff presented an informational item regarding activities to provide incentives for Smart Growth. Activities include development of a multi-agency Regional Agencies Smart Growth Corridor Planning Program to facilitate linking of local land use decision-making and MTC's Resolution 3434 transit expansion program. ABAG will also convene forums and technical sessions to provide local government officials with hands-on assistance to facilitate Smart Growth.

The next meeting is scheduled for Friday, November 21, 2003 at 1:30 p.m.

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

7. Report of the Budget and Finance Committee Meeting of September 24, 2003

Action(s): The Committee recommended notification of proposed revisions to the Administrative Code Division II: Fiscal Policies and Procedures for approval at the October 15, 2003, regular Board of Directors meeting.

Director Hill presented the report and stated that the Committee met on Wednesday, September 24, 2003 and staff presented the Fourth Quarter Financial Report for Fiscal Year 2002/2003. Staff reviewed the Statement of Revenue and noted that the Federal Grants were 146% of budgeted revenue because items from the prior year are included in the figure. Staff reported that the District had not anticipated the higher interest rates that were received and noted that the investments made by the San Mateo County Treasurer performed better than LAIF.

Staff reviewed the Statement of Expenditures and noted that the Capital Outlay was at 65% of the estimated expenditures. This is due, in part, to the following: several contracts came in under budget, the roof repairs were not done, construction on modeling projects were delayed, and of the 20 Prius' the Board approved, payments were made on the 14 that were delivered, but due to demand exceeding available supply, six 2003 models were not

delivered. Staff also reviewed the income and expenditures of the Transportation Fund for Clean Air (TFCA) fund.

Staff commented that there are a set of specific reserves for the Interest Income receipts, which was done when the Board passed the budget. Staff also noted that the unreserved portion could be used for any future loss of subvention funds.

Staff reviewed, and the Committee recommends, Board approval of the proposed amendments to Administrative Code Division II-Fiscal Policies and Procedures. The proposed changes are in the Board packet. Staff noted that approval of the proposed amendments will streamline the fiscal, purchasing, and contracting process of the District and is in line with the practices of other large air quality management districts. Staff advised the Committee that there was an error on page 9 of the report: item (i) under (c) (3) should be deleted and item (ii) would then be changed to (i).

The October 22nd meeting of the Budget and Finance Committee has been cancelled. The next meeting of the Committee will be at the Call of the Chair.

Board Action: Director Hill moved the Board approve the report and recommendations of the Budget and Finance Committee; seconded by Director Townsend; carried unanimously without objection.

Other Business

8. Report of the Executive Officer/APCO. Mr. Norton noted the list of Community Meetings and Community Events at each Board member's place. Mr. Norton stated that the District has had about three times more community meetings this year compared to last year and that there have been 93 meetings or events so far this year. Mr. Norton stated that the Board will be notified once specific dates have been set for those meetings listed as "tentative."
9. Chairperson's Report. Chairperson Haggerty stated that the November 5th Board meeting may be cancelled and that an Environmental Justice tour in Oakland may be scheduled for that date.

Closed Session (The Board adjourned to Closed Session at 10:01 a.m.)

10. Consideration of Terms and Conditions of Employment for Jack Broadbent, Executive Officer/Air Pollution Control Officer Position

The Board considered terms and conditions of employment for Jack Broadbent, Executive Officer/Air Pollution Control Officer.

Open Session (The Board reconvened to Open Session at 10:09 a.m.)

Mr. Norton reported on Item 10 and stated that at the Closed Session, the Board discussed the Terms and Conditions of the agreement to retain Jack Broadbent as the Chief Executive Officer/APCO and gave direction to staff.

11. Consideration and Approval of Terms and Conditions of Employment for the Executive Officer/Air Pollution Control Officer Position

The Board considered approval of an employment agreement with Jack Broadbent, Executive Officer/Air Pollution Control Officer.

Board Action: Director Wagenknecht moved approval of the employment agreement with Jack Broadbent; seconded by Director Townsend.

Chairperson Haggerty called for Public Comments, but there were none. The motion then passed unanimously without objection.

Mr. Broadbent stated that he has accepted the position and looks forward to serving as the Executive Officer.

12. Board Members' Comments: Director Young discussed the California Air Resources Board's (CARB) Solid Waste Collection Vehicle Rule and noted that the Rule was approved with more stringent requirements than had been proposed. Director Young requested that copies of this Rule be sent to all Board members because it affects all cities and counties and that there is a need to be vigilant in providing Carl Moyer funds to help these agencies. Director DeSaulnier added that one issue was how to help the smaller haulers to carry out the mandate.

Director Daly reported that he had attended the San Francisco Community Meeting on the Clean Air Plan and that the issue of possible air monitoring in the South East part of San Francisco was discussed. Director Daly noted that he has been in discussions with the San Francisco Department of Environment and there is the potential that this would be eligible for some money through the National Air Toxics Monitoring Program. Director Daly stated that Community Assessment solicitations are taking place this month and that an application would have to come through this District. He requested staff work with him, or the Department of Environment in San Francisco, to see if an application could be submitted.

Director Ross urged the Board members to attend the Environmental Justice tour on November 5th, or whatever day the tour is arranged.

13. Time and Place of Next Meeting - 9:45 a.m., Wednesday, October 15, 2003, 939 Ellis Street, San Francisco, California.
14. Adjournment: The meeting was adjourned at 10:15 a.m.

Mary Romaidis
Clerk of the Boards

mr

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Haggerty and
Members of the Board

From: William C. Norton
Executive Officer/APCO

Date: October 15, 2003

Re: Report of Division Activities for the month of September 2003

RECOMMENDED ACTION:

Receive and file.

Reviewed by: Peter Hess

ADMINISTRATIVE SERVICES DIVISION – W. TANAKA, DIRECTOR

Staff continued with closing fiscal year 2002/2003 ledgers in preparation for the annual audit. During the month, staff continued training on the administration portion of the ERP.

At the September Budget and Finance Committee meeting, staff presented the fourth quarter un-audited financial report for fiscal year 2002/2003. It was reported that the District finished the year in excellent financial shape. Also presented was a staff request for amendments to Division II, Fiscal Policies and Procedures of the Administrative Code. The Committee will recommend that the Board approve the amendments at their October 15, 2003 meeting.

Work on Phase II of the HVAC system upgrade continued and work on upgrading the 3rd elevator began during the month. Work on the lobby modifications began during the month with additional work scheduled for the months of October and November.

The Human Resources Office is now fully staffed with the hiring of a Human Resources Technician to replace Alice Murray, who retired in June. Human Resources is administering the health insurance open enrollment during the month of October, with a Health and Wellness Fair scheduled for October 21st. The enrollment will include optional employee enrollment in a new Medical Care Reimbursement Account program that allows employees to put aside money pre-tax for certain out-of-pocket medical expenses.

COMPLIANCE & ENFORCEMENT DIVISION – K. WEE, DIRECTOR

The draft revised Complaint Policies and Procedures document was released for public comment. Community members also participated in a District training class scheduled to demonstrate how to read visible emissions and learn about the types of instruments and monitors that District staff use. District inspectors were re-certified by CalEPA training staff

to read visible emissions. Staff participated in finalizing a Green Business checklist for garment cleaning that promotes alternatives to perchlorethylene (perc) or Green Earth (siloxane-based solvent) dry cleaning. A new electronic e-mail address was created to receive enforcement questions and correspondence. Staff responded on September 13, 2003 at approximately 8:30 pm to 9:30 pm to 9 complaints alleging sulfur and motor oil originating from the Tesoro Refinery. The odor complaints were associated with Tesoro's upset at their #5 gas plant cooling tower. Staff recommended a Public Nuisance Violation. Staff has been meeting with Legal Division staff to establish a liaison function that will facilitate case development procedures and expedite referrals to the Legal Division.

(See Attachment for Activities by County)

INFORMATION SYSTEMS DIVISION – J. McKAY, DIRECTOR

Enterprise Resource Planning (ERP) Project for Air District Financial Systems

The District's new ERP system (J D Edwards) continues in its implementation schedule - which began on June 6. Training is largely complete and focus has shifted to modeling of business processes. System hardware has arrived and the setup process is largely completed. The first phase of implementation will not only replace the old Mitchell Humphrey's financial system, but will also absorb a small portion of the function currently in the IRIS/Databank system. Current focus for the project includes the details of the interface between JDE and the Districts' Engineering/Production systems (IRIS/Databank). The focus will persist for an extended period. Functional design for the HR and Payroll systems are also a major area of focus because these systems are currently paper based. This Modeling process is expected to continue for several months. Determination of appropriate tool sets and functional design for the Districts' future Engineering/Production Systems (used by Permits, Enforcement and Legal) continues as a separate, but linked, process.

Toolsets for Permits/Enforcement/Legal

High-level functional design and toolset evaluations are ongoing with Engineering. The process of determining high-level system architecture has been initiated. Target dates for this process will be determined in conjunction with the development of the ERP project plan to ensure successful implementation of both efforts with existing resources.

Web Site Development

The new Web site was released as scheduled and as budgeted.

Contributors to the site will continue to receive elevated attention from ISS for the next month as they adapt to the new publishing methodologies and new security measures associated with the site.

Beginning in October, the roadmap for the next phase of the new site will be initiated.

LEGAL DIVISION – B. BUNGER, DISTRICT COUNSEL

The District Counsel's Office received 89 Violations reflected in Notices of Violation ("NOVs") for processing.

Mutual Settlement Program staff initiated settlement discussions regarding civil penalties for 177 Violations reflected in NOVs. In addition, Mutual Settlement Program staff sent 32 Final 30 Day Letters regarding civil penalties for 56 Violations reflected in NOVs. Finally,

settlement negotiations by Mutual Settlement Program staff resulted in collection of \$108,845 in civil penalties for 118 Violations reflected in NOVs.

Settlement negotiations by counsel in the District Counsel's Office resulted in collection of \$315,000 in civil penalties for 20 Violations reflected in NOVs.

ENGINEERING DIVISION – W. DE BOISBLANC, DIRECTOR

Permit Evaluation Activity

Monthly Title V Activity

One draft Title V permit was circulated for final internal review before public comment begins.

Plant A0031	DOW CHEMICAL	Application 16468
-------------	--------------	-------------------

Four proposed Title V permits were placed on public comment.

Plant A0017	Hanson Permanente Cement	Application 16349
Plant A2180	Gaylord Container Corporation	Application 25736
Plant A0041	Owens Corning S.C. Plnt	Application 25819
Plant A1179	Redwood Landfill Inc	Application 17363

No new Title V permits were issued.

Issued, still active: 75

- Post-comment process 9
- Public Comment: 4
- Under Review: 13
- Not yet submitted 1

Total: 102

Permit Systems

Ongoing activities during this period included data processing of permit applications for new and modified industrial sources, gasoline dispensing facilities (GDF), annual throughput updates for permit renewals, e-mail notifications on permit activities to cities and counties.

During this month we received 163 permit applications, of which 61 were for electrical generators (a 50% increase over last month).

Toxics Program

Thirty-three risk screens were completed in September for new and modified sources of toxic air contaminants. Rule development activities continued on Regulation 2, Rule 5, which would convert the existing Risk Screening Procedure and Risk Management Policy into a District rule. It is expected that this rule will be presented for adoption to the District's Board of Directors in the first half of 2004.

(See Attachment for Activities by County)

PLANNING DIVISION - T. PERARDI, DIRECTOR

Staff organized a Modeling Advisory Committee (MAC) meeting on September 16. ENVIRON presented its progress on the photochemical modeling of the July 1999 and July-August 2000 ozone episodes. BAAQMD presented its progress on the evaluation of meteorological and photochemical models, emissions inventory, and the Central California Ozone Study (CCOS) field data. Representatives from the U.S. EPA, California Air Resources Board, San Joaquin Valley, Sacramento and Monterey Districts as well as industry participated in this meeting. Staff participated in conference calls with the CCOS Technical and Policy Committees of the Central California Air Quality Studies. SIP development activities for ozone by the Districts and ARB have been discussed during these calls. Staff held six (6) community scoping meetings regarding the ozone planning process and two (2) community training sessions regarding ozone air pollution during September 2003. Staff continues to evaluate control measure suggestions received at these meetings as well as control measure ideas received from other sources. One public workshop was scheduled regarding amendments to Regulation 8-44 (marine vessel loading controls). Staff wrote six (6) comment letters regarding air quality impacts of development projects and plans in the Bay Area: City of San Jose Transportation Impact Policy, Lowe's Home Improvement Warehouse Planned Development (San Jose), Gilroy CEQA Thresholds of Significance Study, City of Fremont Waste Management System, Union City Intermodal Station Passenger Rail Project, North American Free Trade Agreement Regulations. The Air District's vehicle buy back contractors purchased a total of 337 vehicles in September 2003.

PUBLIC INFORMATION & OUTREACH – T. GALVIN LEE, DIRECTOR

During the month of September, six public meetings were held in various Bay Area locations to receive input on the Air District's 2004 Ozone Strategy and 2003 Clean Air Plan. Two of the meetings (Rodeo and East Palo Alto) also included a discussion on implementing Supplemental Environmental Projects (SEPs) in the local communities. Staff also had a presence at three other community events.

In September, two Spare the Air advisories were issued on September 11th and 12th. Coverage was secured in all top-tier broadcast and radio. The evaluation contractor, Godbe Research, completed additional evening phone surveys during the advisory days, completing 934 surveys of the 1000 needed for the season.

Final details for Agilent Technologies to sponsor the Air District's in-school curriculum (the *Clean Air Challenge*) were worked out and Agilent gave the Air District a \$100,000 grant to fund the program. A \$17,500 grant is expected from Calpine Corp. to further fund the curriculum program.

Staff participated in surveying WHEELS riders in the Tri-Valley about the free bus rides on Spare the Air days. This was coordinated by MTC. Staff also issued press releases and did outreach for a Livermore Lawn Buy-Back program scheduled for October 4th. There were 3973 smoking vehicle complaints during the month of September.

TECHNICAL DIVISION – G. KENDALL, DIRECTOR

Air Monitoring

All thirty-one of the continuous air monitoring network stations were in full operation during the month of September 2003. Particulate monitors for PM_{2.5}, including five BAM (continuous PM_{2.5}) monitors, were in full operation at all designated stations but operating at a reduced sampling schedule per EPA sampling guidelines.

Meteorology and Data Analysis

Twenty District meteorological stations were in operation in September. The third quarter audit of the District's meteorological network was completed. The first two quarters of 2003 air monitoring data were reviewed and input into EPA's AQS database.

Quality Assurance

The Chevron-Texaco and the Shell Refinery H₂S and SO₂ Ground Level Monitoring networks were audited by the QA Section.

Air Quality

There were no exceedances of the national one-hour ozone standard in September. However, there were two days with national 8-hour ozone exceedances. These occurred on September 21 and 22 due to strong surface high pressure developing over the Pacific Northwest in conjunction with very warm air aloft. This limited the Bay Area's usual air-cleansing sea breeze to the immediate coastal area, allowing inland areas of the BAAQMD to experience hot, stagnate weather. Maximum temperatures during the two days at BAAQMD's meteorological stations ranged from the mid 70's along the coast, to 104° and 103° respectively, at inland sites. These were the only days in September with temperatures above 100 degrees. On September 21, 8-hour national exceedances occurred at Hayward (92 ppb), Fremont (90 ppb), and San Martin (85 ppb). That day, State exceedances also occurred at San Leandro, Redwood City, Sunnyvale, San Jose, Los Gatos and Gilroy. On September 22, national 8-hour exceedances occurred at Los Gatos (101 ppb), Sunnyvale (85 ppb), and Livermore (85 ppb), while State exceedances were recorded at Santa Rosa, Napa, Fremont, San Jose and San Martin. This brings the District-wide annual number of days with 8-hour national exceedances to 7 (see table below). There were two other days with State one-hour exceedances, September 19 and 20.

Laboratory

Analyses continued for volatile organic compounds (VOCs) in coatings and related products by gas chromatography, and for asbestos and fallout materials by microscopy. Analyses continued for potassium, chloride, ammonia, sulfate and nitrate in PM₁₀ filters, for toxic organic compounds in ambient air samples, and speciation of hydrocarbon compounds in gasoline vapor recovery and landfill samples and permanent gases in landfill samples. One hundred and sixty (160) PM_{2.5} filters were gravimetrically analyzed. The laboratory participated in an interlaboratory ambient gaseous toxic comparison check conducted by CARB. Thirty other laboratories also participated.

Nine impinger samples of the exhaust gas from the combined stack of COGEN Unit #2 at the Shell Oil Refinery in Martinez were analyzed for ammonia. The VOC content of two refinery sludge samples from ConocoPhillips in Rodeo were determined. Two still waste samples

from Virginia Cleaners in Berkeley were analyzed for perchloroethylene. The critical organic compounds of oily water samples from two tanks before the oil-water separator of Trident Management, Inc. in Alameda were determined. Speciation of hydrocarbon compounds was performed on four printing ink samples from Vertis, Inc. in San Leandro. Approximately three thousand four hundred (3,400) analyses were performed during this period.

Source Test

Ongoing Source Test activities included Continuous Emissions Monitoring (CEM) Field Accuracy Tests, source tests, gasoline cargo tank testing, and evaluations of tests conducted by outside contractors. The ConocoPhillips Refinery's open path monitor monthly report for the month of August was reviewed. Provided ongoing participation in the District's Further Studies Measures for refineries and marine vapor recovery.

STATISTICS

Administrative Services:	Gasoline Dispensing Facility (GDF)	169
Accounting/Purchasing/Comm.	Inspection	105
General checks issued	Sources in compliance	64
Purchase Orders issued.....	Sources not in compliance.....	4
Checks/Credit Cards Processed	New sources found.....	102
Pieces of mail sent.....	Follow-up (agencies contacted, etc.)	135
Pubic Information Requests Rec'd	Tags issued.....	3
Information Systems	Bulk Drop inspections.....	980
New installation completed.....	Charts/Records and Related Activities	22
PC upgrades completed.....	Breakdowns investigated	35
Service calls completed.....	CEM/GLM/Parametric/PRV excesses	184
Human Resources	Monitor chart review (1 monitor)	597
Manager/Employee Consultation (Hours).....	Records review (temp, throughput)	45
Management Projects (Hours).....	Inoperative Monitors.....	97
Employee/Benefit Transactions	Follow-ups	
Training Sessions Conducted	Notices of Violation	
Applications Processed	Issued	110
Exams Conducted.....	Follow-up (facility, PSD, Technical)	126
New Hires	Notices to Comply	
Safety Administration	Issued	49
Inquiries (voice/electronic/in-person)	Follow-up.....	45
Vehicle/Building Maintenance	Complaint Activities	
Vehicle services completed	Investigated	368
Requests for building services.....	Follow-up (facility, PSD, Technical)	214
Compliance and Enforcement Division:	(COMPLIANCE ASSURANCE PROGRAM)	
(INSPECTIONS)	Major Air Pollution Incidents	12
Facility Inspections	Investigated.....	6
Source Inspections	Follow-up (agencies contact, etc.)	6
Sources in Compliance.....	Dry Cleaning Inspection	59
Permitted Sources in Violation.....	Sources in compliance	51
	Sources not in compliance	8

New Sources found.....	0	Presentations.....	1
Follow-up	33	Rule Development Activities	16
Auto Body Inspection	53	Participation at workshops	5
Sources in compliance	39	Inspector input.....	11
Sources not in compliance	14	Smoking Vehicles Reported	62
New Sources found.....	3	(COMPLIANCE AND OPERATIONS PROGRAM)	
Follow-up	19	Asbestos plans received.....	463
Asbestos Inspection	152	Breakdown/monitor excesses reported.....	10
Pre/during/post removals in compliance.....	150	Coating & other petitions evaluated	4
Pre/during/post removals non-compliance.....	2	Open burn notifications received.....	9
Follow-up	31	Prescribed burn plans evaluated	2
Open Burn Investigation Activities	51	Smoking vehicle complaints received	3,442
Pre/during/post burns.....	13	Tank/soil removal notifications received.....	29
Open burn in compliance.....	8	Compliance assistance inquiries received	41
Open burn in violation.....	5	Courtesy site visits requested	0
Follow-up	8	Speakers bureau requests received	0
Fire departments contacted.....	17	EPA satellite courses viewed/taped.....	0
Valves/Flanges/Connector Inspections	7298	Field Engineering	
In-compliance	7290	New Hearing Board cases reviewed.....	6
Not in-compliance	108	Permit Services	
Follow-up	224	Annual update packages started	236
Technical Related Activities	44	Annual update packages completed	235
Laboratory samples collected/submitted	23	Total update pages entered	499
Source tests requested.....	13	New applications received	37
Source tests observed.....	8	Authorities to Construct issued.....	29
Hearing Board Activities	8	Permits to Operate Issued.....	65
Staff review/recommendations	6	Exemptions.....	0
Attendance on variances, abatement order and permit related hearings	2	Authorities to Construct denied.....	0
Permit Activities	126	ERC Transfers	0
Expired permits, reminder letter, referrals.....	51	Public Information & Outreach	
Assist A/C applications	75	Presentations Made.....	0
Training (Conducted/Attended)	88	Responses to Media Inquiries.....	27
New Inspectors	2	Press Releases	7
Job related.....	85	General Requests for information	225
Public Information Outreach	1	Visitors	0
Green Business Inspection Activities	17	Technical Services:	
Pollution Prevention	11	Air Monitoring	
Multimedia Inspections Conducted	11	Days Exceeding National 8-hour Standard....	2
Follow-up (facility, PSD)	0	Days Exceeding National 1-hour Ozone Standard.....	0
Compliance Assistance	8	Days Exceeding State Ozone Standard	4
Rule Audits.....	2	Ground Level Monitoring SO ₂ Excesses.....	0
Compliance Schools	0	Ground Level Monitoring H ₂ S Excesses.....	7
Facility Review.....	5	Meteorology & Data Analysis	
		Permissive Burn Days – North	17

No-Burn Days – North	13	Titles Indexed/Catalogued	48
Permissive Burn Days – South	17	Periodicals Received/Routed	159
3No-Burn Days – South	13	Library use (staff/public)	96
Permissive Burn Days – Coastal	20	Microfiche received	30
No Burn Days – Coastal.....	10	Reference (hrs)	23
Calendar Year Totals to Date		BNA Searches.....	0
Jan - Sep Permissive Burn Days – North	231	Source Test	
Jan - Sep No-Burn Days – North.....	42	Total Source Test.....	81
Jan - Sep Permissive Burn Days – South	230	Pending Source Tests.....	17
Jan - Sep No-Burn Days – South.....	43	Violation Notices Recommended.....	11
Jan - Sep Permissive Burn Days – Coastal.....	245	Contractor Source Tests Reviewed.....	302
Jan - Sep No-Burn Days – Coastal.....	28	Continuous Emissions Monitoring (CEM)	
Days Exceeding National 8-hour Ozone Standard	7	Indicated Excess Emission Reports Evaluated	17
Days Exceeding National 1-hour Ozone Standard	1	Monthly CEM Reports Reviewed.....	54
Days Exceeding State Ozone Standard	19	Indicated Excesses from CEM.....	7
Laboratory			
Analysis Completed	3400		
Inter-Laboratory Analyses.....	1		
Technical Library			

MEETINGS, CONFERENCES, PRESENTATIONS

ALAMEDA	
9/3	Staff met with Eastmont Shopping Mall in Oakland to discuss asbestos contamination issues.
9/8	Principal Air Quality Engineer and two Air Quality Engineers met with Evergreen Oil of Newark, California to discuss the permit application for their plant expansion (Application No. 6569)
9/11	Staff attended the California Truckers Association Meeting at the Port of Oakland. Staff provided an update regarding the enforcement issues associated with Assembly Bill 2650, Idling Trucks at California Ports.
9/16	West Oakland Community Meeting-Oakland
9/18	Fugitives Workgroup Meeting at RWQCB-Oakland
9/18	CEC Evidentiary Hearing for Tesla Power Plant (DTJ)
9/22	Staff attended the CAPCOA Environmental Just Symposium in Emeryville.
9/25	Conducted Board Meeting for Public Sector Web Professionals in Berkeley
9/26	Staff participated at the Complaint Workgroup Meeting with Communities for a Better Environment (CB&E) in Oakland.
CONTRA COSTA	
9/3	Enforcement office conference with Calpine on violation notices at Delta Energy Center (BN)
9/4	2004 Ozone Strategy and 2003 Clean Air Plan Community Meeting. Rodeo
9/4	AQE met with Shell to discuss Title V Permit
9/4	NUMMI-Fremont
9/5	AQE Manager met with WSPA to discuss Title V permits.

9/8	AQE Manager met with WSPA to discuss 9-10 Compliance
9/10	Contra Costa County Health Fair. Martinez
9/11	2004 Ozone Strategy and 2003 Clean Air Plan Community Meeting. Richmond.
9/16	Staff met with representatives from CalPine at the District office regarding variance conditions.
9/17	AQE Manager, Principal AQE, AQE II met with Dow to discuss monitoring for compliance with scrubber efficiency requirement (Application 7475)
9/19 & 9/22	Staff attended the Stationary Source Committee meeting at the Tesoro Refinery in Martinez.
9/23	Staff attended the environmental tour in Richmond and Rodeo.
	MARIN
9/17	Wellness Fair- Lucas Film & Arts. San Rafael.
9/12	FireSafe Marin meeting, San Rafael (Marin County)
9/23	Marin County Water District re: project 02PM10-Corte Madera
	NAPA
	None
	SACRAMENTO
	None
	SAN FRANCISCO
9/25	Port of SF Cruise Terminal Air and Water Quality Advisory Group-San Francisco
9/25	SF Bike Plan TAC Mtg.
9/25	City Car Share Mtg.
9/30	San Francisco Community Meeting re Ozone Planning Process
	SAN MATEO
9/9	Cabrillo USD re: scrapping of old buses/retrofits-Half Moon Bay
9/10	Ozone Planning Community Meeting-East Palo Alto
9/10	FireSafe San Mateo County meeting, Woodside (San Mateo County)
9/23	Transportation Fair- Veritas Corp. Mountain View.
9/24	Staff met with Daly City Building Department to discuss inspection issues.
	SANTA CLARA
9/16	Staff attended the Monterey joint task force in San Jose. Discussion focused on tire waste.
9/22	Attended Superior Court hearing regarding Owens Corning's banking appeal (TDC)
9/24	San Jose Community Meetings re Ozone Planning-San Jose
	SOLANO
	None
	SONOMA
9/9	Meeting with City of Petaluma engineer and consultant to discuss standby emergency engine (DS& BN)
	REGIONAL
9/3	Prep meeting for Ozone Planning Community Meetings-Richmond
9/4	Ozone Planning Community Meeting-Rodeo

9/10	Staff attended the Ozone Plan in East Palo Alto.
9/11	RRP TAC-MTC
9/11	Partnership Board-Oakland
9/11	Ozone Planning Community Meeting-Richmond
9/16	Silicon Valley Toxics Coalition, community groups re ozone planning community meetings-San Jose
9/16	MAC Meeting- 4 th Floor
9/17	City Of Alameda/Blue & Gold re: Moyer Project 01MOY29-Alameda
9/18	Refinery Supervisors and inspectors met at the District's Martinez office to discuss source categories for upcoming inspection audits. In addition, compliance issues associated with tank inspections were also discussed.
9/19	Regional Agencies Coordinating Committee-Oakland
9/19	Bay Area Alliance for Sustainable Communities quarterly meeting-San Francisco
9/23	Interagency coordination for Ozone Working Group-MetroCenter, Oakland
9/26	Urban Land Institute Smart Growth Workshop – Financing and Planning Strategies-MetroCenter
9/26	Presentation to University of California College of Environmental Design re ozone planning process-Berkeley
9/30	MTC TCM Workshop-MetroCenter, Oakland
9/30	Staff attended the Ozone Plan in Bay View Hunters Point.
DISTRICT	
9/9	AQE Manager met with EPA to discuss refinery Title V permits
9/10	AQE Manager had telcon with EPA to discuss refinery Title V permits
9/10	Office meeting with Enforcement, source test engineers, and Inspector on the Bulk Terminal plants with unenforceable conditions (0.8 lb/1000 gallon gasoline). Problem has been identified. Solution is pending. (THB)
9/22	Principal Air Quality Engineer and two Air Quality Engineers attended the California Air Pollution Control Officers Association Environmental Justice Symposium in Emeryville, CA. AQE Manager was a panelist.
9/22	AQE Manager had telcon with EPA about Refinery Title V permits
STATE	
9/4	CAPCOA Planning Managers-Sacramento
9/11	Staff attended a CARB Aboveground Storage Tank workshop in Sacramento.
9/18	AQE Manager had telcon with CAPCOA Engineering Managers Winery TAD subcommittee
9/22	CAPCOA Environmental Justice Symposium
9/24	EITAC meeting-Sacramento
NATIONAL	
9/16	Meeting with EPA re: AP-42 Emission Factors

GOALS & OBJECTIVES	Target	Status	Comments
Provide quarterly written financial reports to program managers within 30 days of period.	Quarterly	25	Ongoing
Initiate audit fieldwork	12/1/2003		On schedule
Complete implementation of GASB 34. financial reporting model	6/30/2004	85%	On schedule
Upgrade District fire alarm system	12/31/2003		Contract approved 9/3/03
Installation of new roofing	4/30/2004		Contract approved 9/3/03

Upgrade to passenger elevator #3.	3/31/2004	50%	Scheduled to start end of Sept.
Adoption of District Budget for FY 2004-05.	06/18/2004		Budget development to start 1/2/04
Administer an efficient, effective Human Resources Information System	06/30/2004	25%	On schedule
Administer the ergonomic component of the District's Safety Program	06/30/2004	25%	On schedule
Negotiate lease renewals	06/30/2004	25%	On schedule
Implement the District's training program to provide for a more efficient and effective workforce	06/30/2004	25%	On schedule
Completion of yearly maintenance on all District vehicles	06/30/2004	25%	On schedule
Administer, interpret and implement the Memorandum of Understanding/Terms and Conditions of Employment	06/30/2004	25%	On schedule
Administer, interpret and implement the Personnel Policies and Procedures of the Administrative Code	06/30/2004	25%	On schedule
Administer the recruitment and selection process	06/30/2004	25%	On schedule
Approximately 600 articles on District activities.	06/30/2004	50%	Ongoing
Ten student presentations	06/30/2004	10%	
Two editorial board visits.	06/30/2004	100%	Complete
Five issues of the "Monitor"	05/30/2004	20%	
Host ten groups of visitors	05/31/2004	20%	
Translation of four materials into Spanish or Chinese	06/30/2004	100%	Ozone fact sheet, all community meeting notices, Air District brochure translated into Spanish
Six meetings with stakeholders	06/30/2004	100%	Met with shuttle operators - July
Track 34 phone books for accuracy	03/01/2004	16%	
One training for inspectors	06/01/2004	0%	
Mailing to 350 employers	09/15/2003	100%	Complete
1,000 surveys on Spare the Air days	10/15/2003	93%	477 surveys in 2003 season
100 media stories	10/15/2003	100%	
Testify before five cities or counties re the woodsmoke ordinance	06/30/2004	40%	Testimony submitted: Sebastapol and Marin ordinances
12,000 e-mail registrants	10/15/2003	100%	Over 11,000 registrants
50 contacts with businesses to help set up programs	10/15/2003	100%	Ongoing
Promotion of transit, carpooling to four weekend events	10/30/2003	100%	Staff participated in Disney event and Coyote Point event
Five additional sites to carry Spare the Air banner ads	10/01/2003	100%	On schedule
Updated text, employer tool box and "score card"	08/01/2003	100%	Web site updated continually
1,000 completed public opinion surveys to assess behavior change re transit and ridesharing on Spare the Air days	10/18/2003	93%	
12,000 e-mail registrants	03/30/2004	100%	
Updated children's page on web site	10/01/2003	75%	
Transcription of 35,000 complaints	06/30/2004	40%	Almost 10,000 calls since July 1
Publish annual report	06/30/2004	0%	
Provide technical/engineering analysis and support for variances, abatement orders and other matters before the Hearing Board – prepare weekly District position report on all matters before the Hearing Board.	Weekly	100%	Six hearings in September
Evaluate and process Title V (20 estimated) and synthetic minor (3 estimated) permits.	06/30/2003	50%	None this month
Submit annual progress report re implementation of the 2000 Clean Air Plan to ARB.	01/31/2004	0%	Work not initiated

Conduct 16 public outreach for the 2004 Ozone Attainment Strategy and 2003 Clean Air Plan (Ozone Working Group, community meetings, public hearing)	03/30/2004	65%	Held three ozone working group meetings to date; held six community meetings and two community training sessions in September
Send comment letters regarding air quality impacts of Bay Area development projects and plans for 50 CEQA documents	06/30/2004	34%	Sent six comment letters in September
Recommend projects to receive Carl Moyer Program incentive funds	12/30/2003	75%	Received 85 applications requesting \$14 million
Prepare and distribute FY2004-05 TFCA County Program Manager expenditure program guidance.	02/28/2004	0%	Work not initiated
Prepare and distribute FY 2004-05 TFCA Regional Fund application guidance	04/30/2004	0%	Work not initiated
Select and enter contract with direct mail contractor	03/30/2004	0%	Work not initiated
Upgrade Security Processes and Technology	06/30/2004	20%	On schedule
Upgrade Network and other infrastructure Reliability and Uptime	06/30/2004	20%	On schedule
Keep Technical Library page on the District website up to date with monthly "new additions" list, and periodical holdings.	Ongoing	33%	On schedule
Monitor ambient toxics from 7/1/03-6/30/04 and provide data	06/30/2004	26%	On schedule
Operate seven dioxin sampling sites to provide data to estimate health risks and deposition of dioxins into the San Francisco Bay	06/30/2004	26%	On schedule
Provide the Enforcement Division with analytical data from 800 samples to support their enforcement action.	06/30/2004	25%	On schedule
Provide the Source Test Section with analytical data to support the district's Testing Program	06/30/2004	25%	On schedule
Provide the Air Monitoring Program with analytical data for 650 toxic organic compounds in ambient air samples.	06/30/2004	25%	On schedule
Provide the Air Monitoring Program with analytical data from 1,000 PM10 filters. Train new personnel to perform the analysis.	06/30/2004	25%	On schedule
Provide the Air Monitoring Program with analytical data from 2,000 PM2.5 filters. Train new personnel to perform the analysis.	06/30/2004	25%	On schedule
Determine the concentration of asbestos fibers in 300 asbestos containing bulk insulation materials for the Enforcement Division.	06/30/2004	25%	On schedule
Develop, modify and recommend analytical methods to support enforcement action and to provide support for rule development in the Planning Division	06/30/2004	25%	On schedule
Maintain accreditation for the determination of asbestos fiber in bulk insulation materials	06/30/2004	25%	On schedule
Participate in and complete 5 interlaboratory audits for toxic compounds conducted by CARB.	06/30/2004	60%	On schedule
Prepare reports on emissions from various source categories	06/30/2004	25%	On schedule
Prepare report on particulate/toxic emissions from specific sources	Monthly	25%	On schedule
Prepare quarterly and annual summary of CEM and PEM data from specific sources	Quarterly	25%	On schedule
Prepare reports on VOC emissions from gasoline bulk terminals and plants	Monthly	22%	On schedule
Prepare reports on compliance rates and emissions based on outside contractor tests	Monthly	30%	On schedule
Prepare and submit Annual Air Monitoring Network Review Report to EPA.	09/30/2004	25%	On schedule
Standardize all QA forms and documents using a common Excel-based format	06/30/2004	100%	Complete
Maintain criteria pollutant calibration standards and calibrators to meet EPA requirements	06/30/2004	25%	On schedule

Prepare reports on emissions and compliance rates for gasoline distribution facilities	06/30/2004	25%	On schedule
Prepare reports on emissions and compliance rates for gasoline cargo tanks	06/30/2004	25%	On schedule
Provide exposed filter media for laboratory analysis	Ongoing	25%	On schedule
Assure program requirements for computer entry, sampling and filter delivery are met	Ongoing	25%	On schedule

These facilities have received one or more Notices of Violations
Report period: September 1, 2003 – September 30, 2003

Alameda County

Status	Date	Site #	Site Name	City	Regulation Title
	9/3/2003	P4595	Trident Management Inc	Alameda	Authority to Construct
	9/25/200	3 D0206	Fremont Gas N Wash	Fremont	Gasoline Dispensing Facilities
	9/12/200	3 D0166	VTH Resources Inc	Fremont	Gasoline Dispensing Facilities
	9/18/200	3 L3951	American Technologies	Hayward	Asbestos Demolition, Renovation and Manufacturing
	9/9/2003	L3268	Synergy Environmental, Inc	Hayward	Asbestos Demolition, Renovation and Manufacturing
	9/10/200	3 C8061	MOA's Service Station	Hayward	Gasoline Dispensing Facilities
	9/22/200	3 A5095	Republic Services Vasco Road, LLC	Livermore	Authority to Construct
	9/22/200	3 A0054	Hexcel Corporation	Livermore	Major Facility Review (Title V)
	9/18/200	3 G2974	Bayview Environmental	Oakland	Asbestos Demolition, Renovation and Manufacturing
	9/18/200	3 A1785	Childrens Hospital, Oakland	Oakland	Permit to Operate
	9/3/2003	B3355	Metropolitan Furniture Corp	Oakland	Failure to Meet Permit Conditions
	9/5/2003	C0168	Shell Oil Products	Oakland	Failure to Meet Permit Conditions
	9/3/2003	B2826	Sunrise Specialty Company	Oakland	Failure to Meet Permit Conditions
	9/8/2003	B2700	World Heart Inc	Oakland	Solvent Cleaning Operations
	9/12/200	3 B2566	Auto World Body & Frame	Oakland	Motor Vehicle and Mobile Equipment Coating Operations
	9/10/200	3 C0725	Chevron #0121	Oakland	Gasoline Dispensing Facilities
	9/10/200	3 A0401	Pechiney Plastic Packaging, Inc	San Leandro	Graphics Arts Printing and Coating Operations
	9/10/200	C0979	ARCO Facility #00601 - ARVIND&ARUNA SHAH	San Leandro	Gasoline Dispensing Facilities
	9/3/2003	A0595	Mission Valley Rock Co	Sunol	Failure to Meet Permit Conditions

Contra Costa County

Status	Date	Site #	Site Name	City	Regulation Title
	9/23/200	3 A4022	SFPP, L P	Concord	Parametric Monitoring and Recordkeeping Procedures
	9/23/200	A4022	SFPP, L P	Concord	Major Facility Review (Title V)

3				
9/23/200	3 A4022	SFPP, L P	Concord	Storage of Organic Liquids
9/10/200	3 A9158	Butler-Conti Dodge	Lafayette	Failure to Meet Permit Conditions
9/10/200	3 A9158	Butler-Conti Dodge	Lafayette	Motor Vehicle and Mobile Equipment Coating Operation
9/8/2003	B1661	Rhodia Inc	Martinez	Failure to Meet Permit Conditions
9/23/200	3 B2758	Tesoro Refining and Marketing Company	Martinez	Failure to Meet Permit Conditions
9/22/200	3 A7034	Shore Terminals - Martinez Tesoro Refining and Marketing Company	Martinez	Storage of Organic Liquids
9/3/2003	B2759	Company	Martinez	Storage of Organic Liquids
9/22/200	3 C5685	7-Eleven #23837	Martinez	Gasoline Dispensing Facilities
9/12/200	3 A1194	Pinole-Hercules Wastewater Treatment Plant	Pinole	Public Nuisance
9/23/200	3 B1866	Los Medanos Energy Center	Pittsburg	Major Facility Review (Title V)
9/25/200	3 A0010	Chevron Products Company	Richmond	Equipment Leaks
9/29/200	3 P0785	Conoco Phillips	Richmond	Gasoline Bulk Terminals and Gasoline Delivery Vehicle
9/23/200	3 C5566	Chevron SS# 9-0103	Richmond	Gasoline Dispensing Facilities
9/25/200	3 A0016	ConocoPhillips - San Francisco Refinery	Rodeo	Storage of Organic Liquids
9/12/200	3 A4790	Five Star Cleaners	San Pablo	Perchloroethylene and Synthetic Solvent Dry Cleaning Operations
9/8/2003	G1160	Hammond Construction	San Pablo	Asbestos Demolition, Renovation and Manufacturing
9/10/200	3 P4764	Chevron Products Company	San Ramon	Gasoline Dispensing Facilities

Marin County

Status	Date	Site #	Site Name	City	Regulation Title
	9/18/200	3 D0019	Alpha Service Station	Fairfax	Authority to Construct
	9/12/200	3 B5601	Clayland Brothers' Precision Auto Body	San Rafael	Motor Vehicle and Mobile Equipment Coating Operation

Napa County

Status	Date	Site #	Site Name	City	Regulation Title
	9/12/200	3 P4816	Galen Bullock	Angwin	Open Burning
	9/18/200	3 A5102	Bel-Aire Cleaners	Napa	Perchloroethylene and Synthetic Solvent Dry Cleaning Operations
	9/9/2003	C7248	Vintage Gas	Saint Helena	Gasoline Dispensing Facilities

San Francisco County

Status	Date	Site #	Site Name	City	Regulation Title
--------	------	--------	-----------	------	------------------

9/18/200			Perchloroethylene and Synthetic Solvent Dry Cleaning
3 B1743	California Oak Cleaners	San Francisco	Operations
9/8/2003 P3736	Lily Sathienthirakul	San Francisco	Asbestos Demolition, Renovation and Manufacturing
9/8/2003 P3736	Lily Sathienthirakul	San Francisco	Asbestos Demolition, Renovation and Manufacturing
9/8/2003 P3852	W.L. Electroncial Co.	San Francisco	Asbestos Demolition, Renovation and Manufacturing
9/26/200			
3 B5434	Richwood Designs	San Francisco	Permit to Operate
9/12/200			
3 B2814	International Sport Motors	San Francisco	Motor Vehicle and Mobile Equipment Coating Operations
9/9/2003 C9205	Shell Oil Company	San Francisco	Gasoline Dispensing Facilities
	U S Postal Service General		
9/5/2003 C6302	Mail Facility	San Francisco	Gasoline Dispensing Facilities

**San Mateo
County**

Status			Regulation
Date	Site #	Site Name	Title
9/8/2003 P4701		Wai On Liu	Daly City Asbestos Demolition, Renovation and Manufacturing
9/9/2003 C5900		Nella Oil Company	Daly City Gasoline Dispensing Facilities
9/23/200		United Airlines, SF	
3 A0051		Maintenance Center	San Bruno Continuous Emission Monitoring and Recordkeeping Procedures
9/18/200		Communications & Power	
3 B0521		Industries, Inc	San Carlos Failure to Meet Permit Conditions
9/25/200			
3 A4806		Cleaning by Eddie	San Mateo Perchloroethylene and Synthetic Solvent Dry Cleaning Operations
9/8/2003 P4557		Juan Romero	San Mateo Asbestos Demolition, Renovation and Manufacturing
9/12/200			
3 B2020		Louie's Cleaners	San Mateo Petroleum Dry Cleaning Operations
9/10/200		California Water Service Co-	
3 C8980		Field Office	San Mateo Gasoline Dispensing Facilities

**Santa Clara
County**

Status			Regulation
Date	Site #	Site Name	Title
9/10/200			
3 C9669		USA Petroleum	Campbell Gasoline Dispensing Facilities
9/5/2003 A2561		Shoreline Amphitheatre	Mountain View Failure to Meet Permit Conditions
9/18/200			
3 A1629		Cardinal Cogen Inc	Palo Alto Failure to Meet Permit Conditions
9/9/2003 P4727		Casa Del Lago	San Jose Asbestos Demolition, Renovation and Manufacturing
9/12/200			
3 A6407		Eastside Body Shop	San Jose Permit to Operate
9/16/200			
3 A6291		Robinson Oil Company	San Jose Gasoline Bulk Terminals and Gasoline Delivery Vehicles
9/12/200			
3 A6407		Eastside Body Shop	San Jose Motor Vehicle and Mobile Equipment Coating Operations
9/12/200			
3 C5339		San Martin Gas & Mart	San Martin Gasoline Dispensing Facilities
9/25/200			
3 A6097		One Price Cleaners	Santa Clara Petroleum Dry Cleaning Operations
9/10/200		Northrop Grumman Systems	
3 B0861		Corporation	Sunnyvale Authority to Construct
9/25/200 B4496		Sandisk Corporation	Sunnyvale Authority to Construct

3

9/12/200 A5246 Solistice Corp dba Maaco Auto Sunnyvale Motor Vehicle and Mobile Equipment Coating Operation
 3 Painting&Body Works

Solano County

Status

Date	Site #	Site Name	City	
9/18/200	3P4956	Mike Chappell	American Canyon	Open Burning
9/3/2003	P4592	Discovery Land Care Inc.	Fairfield	Particulate Matter and Visible Emissions
9/9/2003	C8398	Chevron Inc S# New-082	Suisun City	Gasoline Dispensing Facilities

Sonoma County

Status

Date	Site #	Site Name	City	
9/8/2003	J6348	Kieran Kearney Construction	Petaluma	Asbestos Demolition, Renovation and Manufacturing
9/10/200	3P4750	North Bay Total Resource Recovery	Petaluma	Authority to Construct
9/10/200	3B5523	Daniel O Davis Inc	Santa Rosa	Authority to Construct
9/12/200	3A7974	Western Fiberglass, Inc	Santa Rosa	Failure to Meet Permit Conditions
9/3/2003	A7515	Classic Mill & Cabinet	Santa Rosa	Wood Products Coatings

Outside Bay Area

Status

Date	Site #	Site Name	City	
9/22/200	3N3112	Fuel Delivery Services	Stockton	Gasoline Bulk Terminals and Gasoline Delivery Vehicle

September 2003 Closed NOVs with Penalties by County

Alameda

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
7-11 Store	C0644	Livermore	\$750	A45304A	RESMS	ALA	1
Acme Fiberglass, Inc	A0575	Hayward	\$300	A12038A	RESMS	ALA	1
Automobile Collision Center	B0936	Hayward	\$750	A14033A	RESMS	ALA	2
B & S Hacienda Auto Body	A7142	Pleasanton	\$2,150	A44306A	RESMS	ALA	2

Beacon Gas & Food	C9831	San Leandro	\$3,000	A11236A	RESMS	ALA	1
Collision Service Center of Oakland	B2514	Oakland	\$500	A44961A	RESMS	ALA	1
Dumbarton Quarry Associates	A0589	Fremont	\$1,000	A04595A	RESMS	ALA	1
Dumbarton Quarry Associates	A0109	Hayward	\$5,500	A12033A	RESMS	ALA	3
Earl Scheib Auto Paint Shop	A2927	Hayward	\$2,000	A14006A	RESMS	ALA	3
Food Depot #3	C0845	Hayward	\$500	A12738A	RESMS	ALA	1
FormFactor Inc	B2191	Livermore	\$2,150	A44333A	RESMS	ALA	1
MAACO Auto Painting & Bodyworks	B1340	San Leandro	\$500	A45335A	RESMS	ALA	1
New Gas Station	C0874	San Leandro	\$500	A12730A	RESMS	ALA	1
Pechiney Plastic Packaging, Inc	A0273	Newark	\$298,000	A04587A	RESATT	ALA	18
Raintree Carwash	C9033	San Leandro	\$2,000	A12741A	RESMS	ALA	1
Relizon Company	B3061	Livermore	\$500	A44334A	RESMS	ALA	1
The Earthgrains Company	A0532	Oakland	\$15,000	A09903A	RESATT	ALA	1
Willie's Unique Auto Body Shop	A8416	Oakland	\$500	A44854A	RESMS	ALA	1

**Total Closed
Violations:**

41

**Contra
Costa**

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
Andy's Auto Body	A7075	Richmond	\$1,000	A44801A	RESMS	CC	2
Bell Gas	C9627	Pittsburg	\$500	A10190A	RESMS	CC	1
Benz Auto	A9087	Concord	\$500	A44473A	RESMS	CC	2
C Hammond Construction Inc	B1845	San Pablo	\$2,000	A44983A	RESMS	CC	2
Concord Iron Works, Inc	A8211	Pittsburg	\$7,000	A13095A	RESMS	CC	4
Durga Shell	C7311	Pleasant Hill	\$500	A10191A	RESMS	CC	1
Hammond Construction	G1160	San Pablo	\$500	A44982A	RESMS	CC	1
Hilltop Cleaners	A9211	Richmond	\$1,000	A10105A	RESMS	CC	1
Karber's Auto Body	A6108	Richmond	\$750	A44325A	RESMS	CC	2
Magnussen's Walnut Creek Auto Body	B0383	Walnut Creek	\$3,000	A13994A	RESMS	CC	2
Steelscape	A0466	Richmond	\$2,000	A03637A	RESATT	CC	1

**Total Closed
Violations:**

19

Marin

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
G & C Autobody	B2673	San Rafael	\$5,000	A13998A	RESMS	MAR	7
Lynch & Sons Auto Body & Frame	P0027	San Rafael	\$3,500	A44314A	RESMS	MAR	5
Redwood Engineering	F2777	Tiburon	\$2,000	A44737A	RESMS	MAR	3

Total Closed

15

Violations:**Napa**

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
Dennis Questa	P3207	Saint Helena	\$325	A45047A	RESMS	NAP	1
Huichica Vineyards	P2138	Napa	\$1,000	A45037A	RESMS	NAP	1
Robert Cavallero	P3203	Napa	\$500	A45046A	RESMS	NAP	1
Vintage Ranch Properties	N4855	Napa	\$1,000	A12962A	RESMS	NAP	2

Total Closed Violations: 5

Santa Clara

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
All City Auto Body	A8210	Santa Clara	\$500	A44855A	RESMS	SC	1
DentPro Inc.	P4096	Campbell	\$1,000	A44860A	RESMS	SC	2
NV Auto Body Repair & Frame	B2631	San Jose	\$1,020	A13448A	RESMS	SC	3
O C McDonald	N9516	San Jose	\$7,500	A09961A	RESMS	SC	4
Palisade Gas and Wash	C9779	San Jose	\$750	A45109A	RESMS	SC	1
Spraytronics Inc	B1311	Santa Clara	\$1,000	A44390A	RESMS	SC	2
Victory Automotive Service	N1588	Santa Clara	\$750	A10352A	RESMS	SC	2

Total Closed Violations: 15

San Francisco

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
-----------	-----------------	------	---------	------	-------	--------	------------------------

Charles Henry Company	A5273	San Francisco	\$500	A44967A	RESMS	SF	1
Luxor Cab Company	A6461	San Francisco	\$500	A44963A	RESMS	SF	1
Norcal Printing Inc	B5113	San Francisco	\$1,000	A44509A	RESMS	SF	1
One Hour Cleaners	B2642	San Francisco	\$250	A44877A	RESMS	SF	1
Pacific Gas And Electric Company	A2836	San Francisco	\$1,000	A44707A	RESMS	SF	2

**Total Closed
Violations:**

6

San Mateo

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
B-2 Auto Body	A9779	San Mateo	\$1,000	A13812A	RESMS	SM	2
Randtron Systems	A2877	Menlo Park	\$500				1
RUDOLPH AND SLETTEN INC	L6593	Foster City	\$1,400	A12216A	RESMS	SM	2
Samson Press	B1188	South San Francisco	\$250	A44267A	RESMS	SM	2
Spray Craft Finishing	B5096	Redwood City	\$1,500	A12263A	RESMS	SM	4

**Total Closed
Violations:**

11

Solano

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
Doors and Drawers	B2282	Benicia	\$500	A45501A	RESMS	SOL	2
Lanza Vineyards	P2155	Suisun City	\$750	A44481A	RESMS	SOL	1
Solano Construction	P3790	Vacaville	\$500	A44995A	RESMS	SOL	1

Sunpol Resins & Polymers, Inc	A5167	Fairfield	\$500	A44483A	RESMS	SOL	1
Travis Auto Body	A9521	Fairfield	\$3,000	A13308A	RESMS	SOL	1

Total Closed Violations: 6

Sonoma

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
Bruce Schneider	P2084	Petaluma	\$750	A45055A	RESMS	SON	2
Chapel of the Chimes	A7658	Santa Rosa	\$3,000	A12377A	RESMS	SON	1
Cheryl Brown	P2089	Petaluma	\$500	A45054A	RESMS	SON	1
Flex Products Inc	A5223	Santa Rosa	\$16,750	A10530A	RESMS	SON	5
Ronald L Wollmer	F7977	Santa Rosa	\$500	A10532A	RESMS	SON	1

Total Closed Violations: 10

District Wide

Site Name	Site Occurrence	City	Penalty	v_no	final	County	# of Violations Closed
Amerabest Abatement, Inc	J8792	Ogden	\$500				1
E. T. Abatement	K7370	Modesto	\$500	A12344A	RESMS	OUT	1
Larry MacCaughey	P2409	Grass Valley	\$500	A44976A	RESMS	OUT	6
Western National Property Management	P1885	Irvine	\$7,500	A44784A	RESMS	OUT	2

Total Closed Violations: 10

PERMIT ACTIVITY FOR ALAMEDA COUNTY

APP#	Status	Company Name	City	Project Title
7735	AC	Lawrence Berkeley Laboratory	Berkeley	GDF - test site (AG:4K, 1 spn, Hirt200)
8056	AC	Unocal SS #2218	Berkeley	GDF--EVR upgrade (2x12K, 8 tpn, Gil, EVR)
8065	AC	Unocal #7331	Berkeley	GDF--EVR upgrade (3x12K, 10 tpn, Gil, EVR)
8169	AC	Campus Mini-Mart	Berkeley	GDF--mod (repair vapor piping)
8064	AC	BP Oil Facility #11126	Emeryville	GDF--EVR upgrade (12K, 10K, 6K, 12 tpn, bal, EVR)
8045	AC	Unocal #4002	Fremont	GDF--EVR upgrade (2x12K, 10 tpn, Gil, EVR)
8166	AC	Union Oil Company of CA	Fremont	GDF--EVR upgrade (2x15K, 12 tpn, Gil, EVR)
3445	PO	Sunstate Equipment Co	Fremont	GDF - new facility (AG: .5K/1.5Kd, 1 spn, bal)
7355	PO	Quik Stop #98	Fremont	GDF - Modification (10K, 8K, 6K, 4 tpn, bal, EVR)
7651	PO	Hato Corp dba Blacow Serv	Fremont	GDF-mod (3x10K, 12 tpn, H800, EVR)
7710	PO	Mervyn's Distribution Cen	Fremont	New Facility/Emergency Diesel Generator
8024	PO	Fremont Cushing Chevron	Fremont	GDF--throughput
8276	PO	GE Nova Sensor Inc	Fremont	Standby Emergency Generator
8052	AC	Tosco Northwest Company	Hayward	GDF--EVR upgrade (3x10K, 24 spn, Gil, EVR)
8058	AC	Tosco Northwest Company	Hayward	GDF--EVR upgrade (12K, 2x10K, 24 spn, bal, EVR)
6663	PO	Pacific Gas & Electric Co	Hayward	GDF - Modification (2x10K, 1 spn, bal, EVR)
7600	PO	Nella Oil Company	Hayward	GDF--mod (10K, 4 spn, bal, EVR)
7981	PO	AAA Auto Repair Body & Pa	Hayward	New Facility/Spray Booth
8139	PO	Nella Oil Company	Hayward	GDF--throughput
8217	APPL	7-Eleven	Livermore	GDF--EVR upgrade
1073	PO	Lawrence Livermore Nation	Livermore	Soil Vapor Extraction
6750	PO	7-Eleven	Livermore	GDF - Modification (2x12K, 6 tpn, Gil)
8289	APPL	Chevron Stevenson	Newark	GDF
8048	AC	Unocal Service Station #	Oakland	GDF--EVR upgrade (15K, 12K, 8 tpn, Gil, EVR)
8078	AC	The Southland 7-Eleven SS	Oakland	GDF--mod (3x12K, 4 tpn, Gil, EVR)
8140	AC	Budget Rental Car Center	Oakland	GDF--mod (AG:2x6K, 6 spn, bal)
8168	AC	SHORE ACRE GAS	Oakland	GDF--mod (2x12K, 8 spn, bal, EVR)
3964	PO	Hertz QTA Facility	Oakland	GDF - new facility (AG:12K, 8 spn, bal)
7553	PO	City of Oakland Public Wo	Oakland	New Source/Diesel Ge
8281	APPL	Monument Gas/Mart	San Leandro	GDF
8068	AC	Tosco Fac# 5430	San Leandro	GDF--EVR upgrade (2x10K, 8 tpn, Gil, EVR)
6049	PO	MV Transportation	San Leandro	GDF - new facility (AG: 1.5K/.5K, 2 spn, bal)
7444	PO	ARCO Facility #00601 - AR	San Leandro	GDF--mod (4x10K, 8 tpn, bal, EVR)
7522	PO	UNOCAL Service Station #6	San Leandro	GDF-EVR upgrade (2x12K, 8 tpn, Gil, EVR)
8053	AC	Tosco Facility #11101	Union City	GDF--EVR upgrade (15K, 10K, 8K, 24 spn,

				Gil, EVR)
--	--	--	--	-----------

PERMIT ACTIVITY FOR CONTRA COSTA COUNTY

App #	Status	Company Name	City	Project Title
7911	AC	Bhalla's Gas and Auto Ser	Antioch	GDF--mod (12K, 3x10K, 8 tpn, Gil, EVR)
3373	PO	USA Gasoline #91	Antioch	GDF - Modification (3x12K, 30 spn, Gil, EVR)
7059	PO	Walias Island Market	Bethel Island	GDF - Modification (3x20K, 8 tpn, bal, EVR)
8284	APPL	Chevron #3192	Concord	GDF
7912	AC	Fitzpatrick Chevrolet Inc	Concord	GDF - new facility (6K, 1 spn, bal)
8171	AC	Nella Oil Company	Concord	GDF--EVR upgrade (2x12K, 10 tpn, Hass, EVR)
8059	AC	Tosco Northwest Company	Danville	GDF--EVR upgrade (12K, 2x8K, 30 spn, bal, EVR)
5319	PO	R & R Auto Service	El Cerrito	GDF - Modification (10K, 8K, 6 tpn, bal, EVR)
7005	PO	Del Norte Shell	El Cerrito	GDF - Modification
8279	APPL	GAWFCO USA	Lafayette	GDF
8221	APPL	Southland 7-11	Martinez	GDF
4193	PO	Bulldog Gas & Power Inc	Martinez	New Facility/Landfill Fired Microturbines
8215	APPL	Tower Mart #96	Oakley	GDF
8288	APPL	Smart Stop	Pinole	GDF
8042	AC	Tosco #4754	Pinole	GDF--EVR upgrade (2x12K, 8 tpn, Gil, EVR)
7256	PO	Ray's Pinole Service Stat	Pinole	GDF - Modification (12K, 10K, 24 spn, bal, EVR)
2625	PO	Delta Energy Center	Pittsburg	Loss of exemption
8067	AC	Unocal #7006	Pleasant Hill	GDF--EVR upgrade (2x12K, 10 tpn, bal, EVR)
7100	PO	Pleasant Hill Chevron	Pleasant Hill	GDF - Modification (3x12K, 8 tpn, Saber, EVR)
8227	APPL	Central Contra Costa Sani	Walnut Creek	GDF
7270	PO	Walnut Creek Valero	Walnut Creek	GDF - Modification (3x12K, 12 tpn, Bal, EVR)

PERMIT ACTIVITY FOR MARIN COUNTY

App #	Status	Company Name	City	Project Title
7734	PO	California Highway Patrol	Corte Madera	GDF - modification
8262	APPL	A & A Gas	Novato	GDF Modification

PERMIT ACTIVITY FOR NAPA COUNTY

App #	Status	Company Name	City	Project Title
-------	--------	--------------	------	---------------

	s			
3808	PO	Former Birleffi Motor	Calistoga	New Facility/Air Stripper
8173	AC	Nella Oil	Napa	GDF--EVR upgrade (12K, 2x10K, 8 tpn, Hass, EVR)
3538	PO	Ishaq Trading Corp	Napa	GDF - new facility (15K, 12K/8Kd, 12 tpn, bal, EVR)

PERMIT ACTIVITY FOR SAN FRANCISCO COUNTY

App #	Status	Company Name	City	Project Title
8228	APPL	San Francisco Golf Club	San Francisco	GDF
7503	PO	Nella Oil Company	San Francisco	GDF-EVR upgrade (2x10K, 6 tpn, bal, EVR)
7613	PO	Nella Oil Company	San Francisco	GDF-EVR upgrade (15K, 10K, 10 tpn, bal, EVR)
8038	PO	Pacific Bell (dba SBC Cal	San Francisco	Stationary Standby Emergency Engine

PERMIT ACTIVITY FOR SAN MATEO COUNTY

App #	Status	Company Name	City	Project Title
8230	APPL	Go Cart Racer	Burlingame	GDF
8307	APPL	Burlingame Police Station	Burlingame	GDF
8172	AC	L & S Auto Service	Burlingame	GDF--mod (10K, 2x8K, 6 tpn, bal, EVR)
8219	APPL	Skyline Auto Service	Daly City	GDF
7610	PO	Nella Oil Company/dba Oly	Daly City	GDF-EVR upgrade (2x12K, 8 tpn, bal, EVR)
7636	PO	Gilead Sciences	Foster City	New Source/Standby D
8229	AC	Browning-Ferris Industrie	Half Moon Bay	GDF--mod (AG: 1K, 1 spn, bal)
7993	PO	Johnson Pier Fuel Dock	Half Moon Bay	GDF - new facility
8280	APPL	Richard W Traxler Reside	Hillsborough	GDF
8216	APPL	City of Menlo Park	Menlo Park	GDF
8285	APPL	Chevron #8880	Menlo Park	GDF--mod (3x10K, 24 spn, D/W, EVR)
8283	APPL	Skyline Chevron	Millbrae	GDF
8222	APPL	Redwood City Fire Station	Redwood City	GDF
8223	APPL	Redwood City Parkyard	Redwood City	GDF
8224	APPL	Redwood City Police	Redwood City	GDF
8225	APPL	Redwood City M S C	Redwood City	GDF
8016	AC	Gas at Jefferson	Redwood City	GDF--mod (16K/9K, 4 tpn, H800, EVR)
6056	PO	ARCO Facility #06023 - CA	Redwood City	GDF - Modification (3x12K, 8 tpn, bal, EVR)
6873	PO	ARCO Facility #00573 - IQ	Redwood City	GDF - Modification
7035	PO	Shell Oil Products US	Redwood City	New Facility/Soil Vapor Extraction System
7893	PO	Genentech Inc	Redwood City	Standby Diesel Generator
7905	PO	Kaiser Permanente	Redwood City	Emergency Generator
8174	AC	Shelter Creek Chevron	San Bruno	GDF--EVR upgrade (3x12K, 24 spn, bal, EVR)

6817	PO	ARCO Facility #04495 - ST	San Mateo	GDF - throughput (RRM) (EVR)
8287	APPL	Park 'N Fly, Inc	So. San Francisco	GDF--mod
7795	AC	Hertz	So. San Francisco	GDF--mod (3x12K, 8 spn, bal, EVR)
7465	PO	Nella Oil Company	So. San Francisco	GDF--modification (6K, 1 spn, bal, EVR)
7609	PO	Nella Oil Company	So. San Francisco	GDF-EVR upgrade (12K, 2x10K, 12 spn, bal, EVR)

PERMIT ACTIVITY FOR SANTA CLARA COUNTY

App #	Status	Company Name	City	Project Title
6245	PO	West Valley Sanitation Di	Campbell	GDF-Modification (AG: 1K/1Kd, 1 spn, bal)
7370	PO	Verona Apartments	Cupertino	Standby Generator
7607	PO	Beacon 1-722	Gilroy	GDF-mod (3x10K, 4 tpn, Hirt400)
8286	APPL	Chevron #7162	Los Gatos	GDF
8050	AC	BP Service Station/TOSCO	San Jose	GDF--EVR upgrade (3x10K, 6 tpn, Gil, EVR)
3265	PO	World Oil Marketing Compa	San Jose	New Source/SVE
4981	PO	Chevron #6139	San Jose	GDF - Modification
5085	PO	Deliverex	San Jose	Generator
6989	PO	Cal Gas & Diesel	San Jose	GDF - new facility
7455	PO	Santa Clara Valley Transp	San Jose	New Source/Spray Booth
7573	PO	NanoNexus, Inc	San Jose	New source/Semiconductor
7650	PO	World Oil Marketing	San Jose	GDF--throughput (school)
7961	PO	Macy's Oakridge	San Jose	Emergency Generator - New Source
8113	PO	Photon Dynamis	San Jose	Emergency Standby Diesel Generator
7362	PO	Unocal Service Station #6	Santa Clara	GDF-mod (2x12K, 10 tpn, bal, EVR)

PERMIT ACTIVITY FOR SOLANO COUNTY

App #	Status	Company Name	City	Project Title
8282	APPL	Benicia Industries	Benicia	GDF
8030	PO	Comcast Communications	Fairfield	Standby Generator
8167	APPL	Suisun Unocal Foodmart	Suisun City	GDF
8306	APPL	ASHRIA, LLC	Suisun City	GDF

PERMIT ACTIVITY FOR SONOMA COUNTY

App #	Status	Company Name	City	Project Title
8218	APPL	Dave's Pit Stop #1	Santa Rosa	GDF

5552	PO	7-Eleven Store #33277	Santa Rosa	GDF - new facility (15K, 10K, 12 tpn, bal, EVR)
7644	PO	Freeman Toyota	Santa Rosa	GDF--mod (AG: 1K, 2x.5K, 3 spn, bal)
8017	AC	Dave's Pit Stop #2	Sebastopol	GDF--mod (
8015	PO	Sebastopol Chevron	Sebastopol	GDF--throughput

B A A Q M D Emission Bank

New Deposits, (tons/year): 9/1/03 through 9/30/03

No.	Certificate Owner	PM	POC	Nox	SO ₂	CO	NPOC	PM ₁₀
	Total of new deposits	0	0	0	0	0	0	0

	Balance of District Small Facilities Bank		1241	360				
	Total Emission Reduction Credits in District Bank	140	4050	2480	1206	1708	459	524

ABBREVIATIONS AND TERMINOLOGY

- AB [California] Assembly Bill
- ABAG Association of Bay Area Governments
- AC Authority to Construct issued
- AG Above Ground
- APP Accelerated Permit Program
- APPL Application received
- AQE Air Quality Engineer
- ARB [California] Air Resources Board
- ATCM Airborne Toxic Control Measure
- BAAQMD Bay Area Air Quality Management District
- BACT Best Available Control Technology
- BANKING Applications to deposit or withdraw emission reduction credits
- BAR [California] Bureau of Automotive Repair
- BARCT Best Available Retrofit Control Technology
- BART Bay Area Rapid Transit District
- CAA [Federal] Clean Air Act
- CCAA California Clean Air Act [of 1988]

CCCTA	Contra Costa County Transportation Authority
CEQA	California Environmental Quality Act
CI	Compression ignition [engines]
CFCs	Chlorofluorocarbons
CMA	Congestion Management Agency
CMAQ	Congestion Management and Air Quality [Improvement Program]
CMP	Congestion Management Program
CO	Carbon monoxide
DPN	Dual product nozzle (gasoline dispensing)
DV	Design value
EBTR	Employer-based trip reduction
EIR	Environmental Impact Report
ERC	Interchangeable Emission Reduction Credit
EPA	[United States] Environmental Protection Agency
EXE	Permit Application deemed exempt
GDF	Gasoline Dispensing Facility (Service Station)
GG	Golden Gate
HC	Hydrocarbons
HOV	High-occupancy vehicle (carpool, bus, shuttle, etc.)
hp	horsepower
HPMS	Highway Performance Monitoring System
I&M	[Motor Vehicle] Inspection & Maintenance ("Smog Check" program)
IC	Internal combustion [engine]
ICAO	[United Nations] International Civil Aviation Organization
ILEV	Inherently Low Emission Vehicle
JPB	[Peninsula Corridor] Joint Powers Board
LAVTA	Livermore-Amador Valley Transit Authority
LEV	Low Emission Vehicle
LOE	Loss of Exemption
LRT	Light rail transit
MMBTU	Million British Thermal Units
MPG	Miles per gallon
MTC	Metropolitan Transportation Commission
MTOS	Metropolitan Traffic Operations System
MTS	Metropolitan Transportation System
NAAQS	National Ambient Air Quality Standards
NO _x	Nitrogen oxides, or oxides of nitrogen
NPOC	Non-Precursor Organic Compounds
NSR	New Source Review
O ₃	Ozone
PM _{2.5}	Particulate matter less than 2.5 microns
PM ₁₀	Particulate matter (dust) less than 10 microns
PM _{>10}	Particulate matter (dust) over 10 microns

POC	Precursor Organic Compounds
pphm	Parts per hundred million
ppm	Parts per million
PSI	Pollutant Standard Index
PUC	Public Utilities Commission
RFG	Reformulated gasoline
ROG	Reactive organic gases (photochemically reactive organic compounds)
RIDES	RIDES for Bay Area Commuters
RTC	Regional Transit Connection
RTP	Regional Transportation Plan
RVP	Reid vapor pressure (measure of gasoline volatility)
SB	[California] Senate Bill
SCAQMD	South Coast [Los Angeles area] Air Quality Management District
SCVTA	Santa Clara Valley Transportation Authority
SIP	State Implementation Plan (prepared for <i>national</i> air quality standards)
SO ₂	Sulfur Dioxide
SPN	Single product nozzle (gasoline dispensing)
SVE	Soil Vapor Extraction
TAC	Toxic Air Contaminant
TCM	Transportation control measure
TFCA	[BAAQMD] Transportation Fund for Clean Air
TIP	Transportation Improvement Program
TMA	Transportation Management Association
TOS	Traffic Operations System
TPN	Triple product nozzle (gasoline dispensing)
tpd	tons per day
USC	United States Code
UV	Ultraviolet
VMT	Vehicle miles traveled (usually per <i>day</i> , in a defined area)
ZEV	Zero Emission Vehicle

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

TO: Chairperson Haggerty and Members of the Board of Directors
 FROM: Mary Romaidis, Clerk of the Boards
 DATE: October 9, 2003
 RE: Quarterly Report of the Clerk of the Boards: July 1 – September 30, 2003

RECOMMENDED ACTION

This report is provided for information only.

DISCUSSION

Listed below is the status of minutes for the Board of Directors and Advisory Council and activities of the Hearing Board for the third quarter of 2003:

Board of Directors

<u>Meeting Type</u>	<u>Meeting Date</u>	<u>Status of Minutes</u>
Regular Meeting	July 2	Approved
Regular Meeting	July 16	Approved
Regular Meeting	September 3	Approved
Regular Meeting	September 17	Approval
Executive Committee	July 30	Minutes Completed/Pending Approval
Budget & Finance Committee	September 24	Minutes Completed/Pending Approval
Public Outreach Committee	September 8	Minutes Pending/Pending Approval
Mobile Source Committee	July 10	Approved
Mobile Source Committee	September 11	Minutes Pending/Pending Approval

Advisory Council

<u>Meeting Type</u>	<u>Meeting Date</u>	<u>Status of Minutes</u>
Regular Meeting	July 9	Approved
Regular Meeting	September 10	Minutes Completed/Pending Approval
Executive Committee	July 9	Minutes Completed/Pending Approval
Technical Committee	August 7	Minutes Completed/Pending Approval
Air Quality Planning Committee	July 22	Minutes Completed/Pending Approval
Air Quality Planning Committee	September 30	Minutes Pending/Pending Approval
Public Health Committee	August 28	Minutes Completed/Pending Approval

Hearing Board

1. During the Period July – September 2003, the Clerk’s Office processed and filed three Applications for Variance, one Emergency Variance, one Product Variance and one Appeal.
2. The Clerk of the Boards staff attended and took minutes at a total of five hearings and other discussions at the District facility.
3. On July 30, 2003, the Hearing Board presented its Quarterly Report (April – June 2003) to the Board Executive Committee.
4. Dr. Thomas M. Dailey, Hearing Board Chairperson, attended the National Association of Hearing Officials Annual conference in Minnesota, September 14-17, 2003.
5. No excess emission fees were collected during the quarter.

Respectfully submitted,

Mary Romaidis
Clerk of the Boards

FORWARDED _____

MR:hl
10/6/03
G/Board/Quarter.doc

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Haggerty and
Members of the Board of Directors

From: William C. Norton
Executive Officer/APCO

Date: October 6, 2003

Re: Approval of Proposed Amendments to Administrative Code Division II, Section
2 District Audit, Section 3 - Fiscal Procedures, Section 4 - Purchasing
Procedures

RECOMMENDATION

Approve amendments to the District’s Administrative Code, Division II, Section 2 - Annual Audit, Section 3 - Fiscal Procedures and Section 4 – Purchasing Procedures. The attached amendments will streamline the fiscal and business practices of the District and will be in line with what is practiced in other large air districts.

BACKGROUND

In accordance with provisions of the Administrative Code Division I Section 14, governing amendments to the Code, notice was given of proposed amendments to the Administrative Code at the Board of Directors meeting of October 1, 2003.

Division II of the District’s Administrative Code provides for Fiscal Policies and Procedures for the following:

- Section 1 Treasurer
- Section 2 District Audit
- Section 3 Fiscal Procedures
- Section 4 Purchasing Procedures
- Section 5 Allowable Expenses

DISCUSSION

A summary of the attached amendments are as follows:

<u>Section</u>	<u>Page</u>	<u>Summary of Amendments</u>
2.1	1	Bring language into conformance with current audit requirements.
3.2	1	Correction to typographical error.
3.3	2	Streamline account transfer policy. Increase annual threshold limit to \$50,000 for cumulative annual transfers and \$20,000 for each account transfer to allow for inflation creep since last amended in 1993. Allow APCO to authorize budget transfers,

- eliminating threshold notification.
- 4.2 4 Define 9 county area of District for doing business with vendors.
- 4.3 4 Streamline contract limitation policy. Increase contract threshold limit to \$70,000 to allow for inflation creep since last amended in 1993.
- 4.4 4 Streamline language to comply with existing laws on Disadvantaged, Women, and Minority Business Enterprises.
- 4.6 6, 8-9 Contracts. Informal bid procedure streamlined to eliminate language for pre-qualified vendors. Not needed. The District views each bid process to be unique and does not use a pre-qualified vendor list.
- 7 Increase threshold limit to \$25,000 contracts for possible waiver of specifications, last amended 1993.
- 9, 10 Bid solicitation. Increase threshold limit to \$70,000 for bid requirement to allow for inflation since last amended in 1993.
- 10 Streamline process to include APCO's designee to act on his/her behalf.
- 11 Amend language to allow for re-bidding of financial auditing services every 3 years to allow District to select the auditing firm with the best proposal, value, and bid. Not possible with current language as it does not allow for current auditor to participate in bidding process.

Approval of the proposed amendments will streamline the fiscal, purchasing, and contracting process of the District and is in line with the practices of other large air quality management districts. The changes will comport to the best business and fiscal operating practices.

BUDGET CONSIDERATION/FINANCIAL IMPACT

No impact on current year budget.

Respectfully submitted,

William C. Norton
Executive Officer/APCO

Prepared by: Wayne Tanaka

Division II

Fiscal Policies & Procedures

SECTION 1 **TREASURER**

1.1 **SAN MATEO COUNTY TREASURER.**

The Treasurer of the County of San Mateo shall be ex-officio Treasurer of the Bay Area Air Quality Management District and shall have the duties imposed by law.

SECTION 2 **DISTRICT AUDIT**

2.1 **ANNUAL AUDIT.**

The Board of Directors shall contract with either a certified public accountant or the county auditor of one of the counties of the District to make an annual audit of the accounts and records of the District. The minimum requirements of the audit shall be as prescribed by the State Controller and Comptroller General of the United States according to the Single Audit Act [Amendments of 1996, Budget Circular 133, Statement on Auditing Standards No. 63 of 1984, Government Accounting Standards Board and Statement 34, and](#) shall conform to generally accepted auditing standards. A report thereof shall be filed with the County Auditor of each of the counties within the District's jurisdiction, the State Controller's Office, the U. S. Environmental Protection Agency, and a copy of the report shall be filed with the Board of Directors, within twelve months of the end of the fiscal year under examination.

SECTION 3 **FISCAL PROCEDURES**

3.1 **BUDGET PROCEDURE.**

Not later than the 15th day of January of each calendar year, the APCO shall start the preparation of a tentative budget for submission to the Board of Directors.

3.2 **COMPLIANCE WITH GOVERNMENT CODE.**

Pursuant to Health and Safety Code Section 40276, the Budgetary procedures for the Bay Area Air Quality Management District shall comply as nearly as possible with the provisions of Chapter 1, Division 3, Title 3, of the Government Code (County Budget Act). On or before the first regular meeting in May, the APCO shall deliver a proposed budget to the Board of Directors pursuant to Section 29064 of the Government Code. The Board shall refer the proposed budget to the Budget and Finance Committee and, when applicable, to the Personnel Committee. The Committees shall consider the proposed budget and report to the Board of Directors at the Public Hearing held pursuant to Section 29080 of the Government Code.

3.3 **ACCOUNT TRANSFERS.**

(a) The APCO may ~~make~~ **make budget** transfers ~~not to exceed twenty five thousand dollars (\$25,000)~~ between any accounts by notifying the Director of

Administrative Services in writing of each such change. ~~Each such change shall be reported by the APCO to the Board of Directors at the next regular Board meeting.~~ This transfer provision does not apply to the transfer of personnel from one program to another or from one expenditure class to another, which will require Board notification.

- (b) Whenever the APCO transfers a position from one program to another, the APCO may also transfer the pertinent funds from permanent salary accounts (and accounts for related benefits). Each such transfer shall be reported by the APCO to the Board of Directors at the next regular Board meeting.
- (c) A Division Director may transfer funds from any account in one program managed by that Director's Division to any account, except permanent salaries, in another program within the same Division, by notifying the Director of Administrative Services in writing of such a transfer, subject to the following restrictions:
 - (1) Total cumulative transfers made pursuant to this subsection to or from either account have not exceeded ~~\$25,000~~ \$50,000 within the fiscal year.
 - (2) The funds being transferred have not been encumbered.
 - (3) Prior written approval has been granted by the APCO.
- (d) A Program Manager may make transfers between any accounts within that program except permanent salaries by notifying the Director of Administrative Services in writing of such a change, subject to the following restrictions:
 - (1) Total transfers made pursuant to this subsection to or from each account have not exceeded ~~\$10,000~~ \$20,000 within the fiscal year.
 - (2) The funds being transferred have not been encumbered.
 - (3) The change shall be reported to the Division Director.
 - (4) Prior written approval has been granted by the APCO.
- (e) All other transfers of funds require advance Board approval.

3.4 PAYMENT OF CLAIMS.

Claims for items for which funds have been budgeted, or for which authorized adjustments in the budget have been made, shall be made by demand for a check approved by the APCO and directed to the Director of Administrative Services. Such claims shall be supported by such vouchers or other supporting material as may be required by the Director of Administrative Services to establish and identify the claim, the budget item, the delivery of the goods or services, and the justification according to good accounting practices of the payment of the claim. Claims for other items, which have not been budgeted or for which authorized budget adjustments have not been made, shall be presented by the APCO to the Board of Directors at the next succeeding meeting of the Board. Claims involving tort liability of the District, its officers or employees, or un-liquidated claims shall be referred to the District Counsel for recommendation to the APCO and submitted to the District's insurance carrier.

3.5 REFUND OF MONEY.

Any monies paid to the District may be refunded as hereinafter set forth, provided that such payment was made by reason of:

- (a) Duplicate payment.
- (b) Payment made in excess of the actual amount due.
- (c) Payment erroneously collected by reason of a clerical error of the District.
- (d) Payment made less than that required by law and for which no performance may, of a consequence, be had.
- (e) Refund of payment made when request for refund is made prior to any official act and is for an amount justly due.

Claims for refund shall be presented and filed with the District within one year after the claim accrued.

Claims for refund shall be itemized, shall be presented by the claimant or a person acting on behalf of the claimant, and shall show the matters required in Section 711 of the Government Code.

Such claim shall be made under penalty of perjury as provided in the Code of Civil Procedure Section 2015.5 and shall be made by the person or authorized agent or guardian or the person who paid the money, or in case of death, by the executor, executrix, administrator, or administratrix of that person's estate.

3.6 APPROVAL OF REFUND CLAIM.

The APCO shall act on the claim in one of the following ways:

- (a) If it is found that the claim is a proper charge against the District for any of the reasons cited in Section II-3.5(a) through (e), the APCO shall allow the claim. Otherwise, the claim shall be denied.
- (b) If it is found that the claim is a proper claim against the District but is for an amount greater than is justly due, it shall be rejected as to the balance. If the claim is allowed in part and rejected in part, the claimant may be required to accept the amount allowed in settlement of the entire claim.
- (c) Claims in excess of ten thousand dollars (\$10,000), or that are rejected, shall be submitted to the Board of Directors with a recommendation from the APCO for final disposition.
- (d) Refund deposits when the purpose for which such deposit was made has been achieved and there is no financial loss to the District.

The APCO shall execute such forms as are prescribed by the Director of Administrative Services, attach thereto the verified claim for refund, with the action endorsed thereon, and transmit same to the Director of Administrative Services.

3.7 REFUND PAYMENT.

The Director of Administrative Services is hereby authorized and directed to draw a check on the Treasurer in the amount of such refund as is allowed.

SECTION 4 PURCHASING PROCEDURES

4.1 DISTRICT PURCHASING AGENT.

The APCO shall be ex-officio Purchasing Agent for the Bay Area Air Quality Management District. The APCO shall negotiate to obtain the best price obtainable on all goods and services required by the District.

4.2 **SPECIFICATIONS.**

In all cases where written specifications are prepared and submitted for public bidding, wherever a trade name is specified the specifications shall contain the phrase "or equal" and a bidder shall be allowed to bid upon a specified trade name product or its equivalent in quality and performance. Specifications must include all criteria to be considered by the District in selecting a successful bidder. Wherever possible ~~to effect economies~~, purchasing of items of supply shall be through member counties or businesses in the nine (9) county District Area.

4.3 **CONTRACT LIMITATIONS.**

The APCO or designee shall execute, on behalf of the Bay Area Air Quality Management District, contracts for purchase of supplies and materials and services costing not more than ~~thirty five thousand dollars (\$35,000); seventy thousand dollars (\$70,000).~~ Contracts for more than thirty five thousand dollars (\$35,000), seventy thousand dollars (\$70,000) shall be signed by either the Chairperson of the Board of Directors, or the APCO after being directed to execute such a contract by resolution of the Board of Directors. ~~Contracts for more than twenty thousand dollars (\$20,000) but less than thirty five thousand dollars (\$35,000) forty thousand dollars (\$40,000 but less than seventy thousand dollars (\$70,000) shall be reported to the Board as a consent item except for annual renewals on contracts for 3 years or less.~~

4.4 **CONTRACTS WITH MINORITY BUSINESS ENTERPRISES AND WOMEN'S BUSINESS ENTERPRISES.**

- (a) It is the policy of the Board of Directors of the Bay Area Air Quality Management District ~~that affirmative action be taken as necessary to ensure that Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs) are provided the maximum practicable opportunity to compete for and participate in all contracts for purchases of services, materials or supplies. This policy is based on the following findings: the District comply with its DBE Program where appropriate and encourage minority, veteran, and women owned businesses bid on contracts with the District.~~
- ~~(1) That historic discrimination against minorities and women in the United States has had a negative impact on their ability to participate fully and equitably in our society; and~~
 - ~~(2) That because of limited access to the marketplace women and minorities have suffered economic harm; and~~
 - ~~(3) That the District has not previously had a policy of keeping records about the status of the businesses with which it has contracts as MBEs and WBEs; and~~
 - ~~(4) That several of the counties which comprise the District have adopted policies to encourage contracts with MBEs and WBEs based on their findings that the policies promote the public interest; and~~
 - ~~(5) That adoption of this policy will enhance the opportunities for MBEs and WBEs to become contractors in the provision of goods and services to the District; and~~
 - ~~(6) That the public interest will be promoted by adoption of this policy.~~
- (b) ~~For purposes of this policy, MBE shall mean any business certified as a minority business or disadvantaged business (excluding those so certified based on the ownership or participation of women) by the District, or the~~

~~counties which comprise the District, by Caltrans, or by the San Francisco Redevelopment Agency. WBE shall mean any business certified as a minority business, disadvantaged business, or women's business enterprise, based on the ownership or participation of women in the business, by the District, by the counties which comprise the District, by Caltrans, or by the San Francisco Redevelopment Agency.~~

~~(c) It is the District's goal that every contract be awarded without racial or gender bias; and that special effort be made to inform MBEs and WBEs of opportunities to become contractors in the provision of goods and services to the District.~~

~~In meeting this goal the District shall make a good faith effort to do each of the following:~~

~~(1) A statement shall be included in all invitation to bid notices and related documents encouraging bids from MBEs and WBEs.~~

~~(2) Advertisements shall be placed, as appropriate, in general circulation media, trade association publications and appropriate minority publications.~~

~~(3) The District staff shall determine which of the District's counties has a functioning program encouraging the participation of minorities and women in county contracts. The District staff shall contact the San Francisco Redevelopment Agency, Caltrans and each District member county with a functioning program to request a list of MBEs and WBEs which provide the products or services needed by the District and also to obtain a list of organizations which promote MBE/WBE participation in contracts with government agencies. A copy of the invitation to bid notice shall be sent to each MBE, WBE and organization identified.~~

~~(4) Interested MBEs and WBEs shall be provided with adequate information about the plans, specifications, and requirements of the contract.~~

~~(5) A copy of each invitation to bid notice shall be sent to each county in the District and to Caltrans and the San Francisco Redevelopment Agency with a request that the notice be posted and/or distributed to ensure wide circulation among MBEs and WBEs.~~

~~(d) The District staff shall maintain documentation showing the efforts made to ensure that MBEs and WBEs were provided with the maximum practicable opportunity to participate in the contracts covered by this policy.~~

~~(e) All contractors and potential contractors, consultants and suppliers will continue to be considered for contracting only if they agree to comply fully with all Federal, State, and local government issuances or legislation regarding equal employment opportunity and affirmative action.~~

~~(f) In the event of a contractor's non-compliance with the non-discrimination clause of the contract, the subject contract may be canceled, terminated, or suspended in whole or in part.~~

4.5 PURCHASE REQUESTS.

Purchase requests for supplies, equipment and/or services must be completed and submitted to the Business Manager in the Administrative Services Division prior to any order being given to a vendor. The name of the suggested vendor should be included in the request, as well as the cost, tax and estimated shipping charges.

Any deviation from this procedure must have prior written approval of the Business Manager, ~~or the Finance Manager~~ or Director of Administrative Services.

Purchases requests exceeding the remaining balance of unexpended funds within the budget for each line item for a section must be accompanied by an approval for a transfer of funds as described in Section II-3.3. The approval document must indicate the line item for the source and destination of the transfer of funds.

4.6

CONTRACTS.

(a) PURCHASING POLICY.

- (1) Methods of Purchasing:
 - (A) FORMAL BID - A bid obtained under sealed bid procedures and which is publicly opened and read.
 - (B) INFORMAL BID - A written bid solicited from a vendor when the cost of the equipment or services/supplies is so low as to not justify the costs of the formal bidding procedures. ~~or~~
~~(ii) The vendor has been pre-qualified pursuant to Section II-4.6 (b)(1)(F) Pre-Qualification of Vendors.~~
 - (C) TELEPHONE BID - Telephone bids may be utilized by the Business Manager/designee when, in the judgment of the APCO or Director of Administrative Services, the best interest of the District may be served due to the need for immediate delivery or for other valid reasons.
 - (D) MONOPOLY/SINGLE SOURCE BID - An award may be made without a formal bid when the item to be purchased can be obtained from only one source and the item/service is one which does not lend itself to substitution. Said bids must be confirmed in writing.
 - (E) PRIOR BID/LAST PRICE - An award may be made on the basis of a prior bid or on the basis of a last price, if the conditions of a previous purchase are the same.
 - (F) LETTER QUOTATION - Letter quotation is an informal, written offer made to the District by a vendor.
- (2) Formal bidding shall be used by the District when economies of scale can be achieved or when there are equal or competitive products and also when discounts are applicable
- (3) Where federal money will fund all or part of the goods/services that will be purchased the proposals, bids or other documents prepared, shall include the following information: 1) the percentage of the total costs of the goods or services which will be financed with federal funds; 2) the dollar amount of federal funds for the goods or services; and 3) the percentage and dollar amount of the total costs of the goods or services that will be financed by non-governmental sources (per Public Notification Requirement Appropriation Laws).
- (4) In all cases in which written specifications are prepared and submitted for public bid and a trade name is specified, the specifications shall contain the phrase "or equivalent" and the bidder shall be allowed to bid upon such. The Director of Administrative Services shall determine whether the proposed alternative is equivalent.

- (5) The District reserves the right to accept one part of a bid and reject another, and to waive technical defects, if to do so best serves the interests of the District.
- (6) Subject to other provisions of District policy, a bid will be awarded to the bidders offering the best value for quality goods and services. The following may be considered in determining the bid that provides the best value: bid price, proven cost-effectiveness, extended warranty, extended quality discount, esthetic value, [expedient delivery of goods or services](#) or other features of sufficient value.
- (7) The preparation of detail specifications may be waived by the APCO if any of the following circumstances are present:
 - (A) Public health or property may be endangered by delay.
 - (B) Cost of labor will exceed savings.
 - (C) Required dates cannot be met.
 - (D) Monopoly/single source items are required.
 - (E) Prior experience has proven that a particular material, type of equipment, supplies or service is more economical to the District.
 - (F) The cost to prepare detailed plans/specifications or bids will exceed possible savings that could be derived from such plans/specifications or bids.
 - (G) Emergency purchases.
 - (H) Value of contract is less than ~~\$10,000~~ [\\$25,000](#).

(b) SERVICES OF CONSULTANTS.

- (1) Consultant Selection Policy
 - (A) Due to the nature of the work to be performed or the level of staffing required, it may, from time to time, be necessary to utilize the services of outside consultants who are not employees of the District.
 - (B) It is the policy of the District in the selection of any required outside consultants to encourage participation of minority, women and/or disadvantaged business enterprises in the bidding process in accordance with Section II-4.4.
 - (C) Prior to release of a request for consulting services, the following shall be prepared:
 - (i) A statement of the work to be performed,
 - (ii) A statement of the qualifications of persons necessary to perform the requested work, which can include a specification of experience/education/training in general or specific fields; and
 - (iii) An assessment of the resources needed to carry out the project, i.e. capital equipment or supplies.
 - (D) Determination of Provider Services

Based on an evaluation of the information prepared according to Section II-4.6 (b)(1)(C), and any other information gathered, the

APCO or designee shall evaluate the ability of staff to perform all or part of the work. If it is determined that all or part of the work should be performed by an outside consultant, the APCO shall determine if the work should be performed by sole source or whether it should be performed after a bid solicitation and award.

- (E) Contracts for temporary employment services or consultant services shall meet the requirement of the District Purchasing Policy.
 - ~~(i) Obtain a bid as described in Section II 4.6 (a).~~
 - ~~(ii) The APCO may pre-qualify vendors of temporary employment services resulting in time and materials contracts, as described in Section II 4.6 (b)(1)(F), and then solicit quotations in accordance with District Purchasing Policy as described in Section II 4.6 (a)(1)(F).~~
 - ~~(iii) The APCO may pre-qualify vendors of consultant services, as described in Section II 4.6 (b)(1)(F), and then solicit written, fixed-price bids in accordance with District Purchasing Policy as described in Section II 4.6 (a)(1)(B).~~

~~(F) Pre-Qualification of Vendors (Revised 5/6/98)~~

~~The APCO may pre-qualify vendors of temporary employment services or consultant services in order to provide the best value to the District in a timely manner. The APCO shall not pre-qualify vendors for a period longer than one year, expiring each June 30 or the end of the fiscal year.~~

- ~~(i) Solicitation of applicants for the pre-qualified vendors of temporary employment services or consultant services shall conform to (1) the notification and advertising requirements specified in Section II 4.4 (e) through (f): Contracts with Minority Business Enterprises and Women's Enterprises, and (2) Section II 4.6 (e) (2), and shall serve in place of repeating these notification and advertising requirements at the time of contract bid solicitation.~~
- ~~(ii) Pre-qualification criteria may include, but is not limited to, a demonstration by the vendor that (1) it has ability and experience providing cost-effective temporary employment services or consultant services for other organizations similar to the District; it is authorized to do business in the State of California and is in good tax standing with the California Franchise Tax Board; it holds all necessary and required licenses and permits to provide these services; and (2) its employees performing services under contract with the District, possess the qualifications and experience necessary to the District, and if its employees are performing work at the District's offices, its employees must meet the citizenship or alien status requirements contained in federal and state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-~~

~~603); are covered by the worker's compensation insurance in accordance with either California or other applicable statutory requirements; are covered by liability insurance with a combined single limit (general and automotive) satisfactory to the District and that the District can be named as an additional insured on any such policy.~~

~~(iii) Once pre-qualified vendors of temporary employment services or consultant services has been established, a one-time approval of the entire list by the Board of Directors will be required, along with the maximum budgeted dollar amount to be contracted in total to vendors on that list during the current fiscal year.~~

(c) BID SOLICITATION.

(1) For all contracts for goods or services with a value of ~~\$35,000~~ \$70,000 or greater, the following documents shall be prepared as required by the person(s) designated by the APCO. ~~Contracts which would result in more than \$35,000 worth of purchase orders being issued to a single contractor within a ninety (90) day period shall also be subject to this section.~~

- (A) Instructions to Bidders (for written bids)
- (B) Proposal Submittal Requirements
- (C) Draft contract, including all terms and conditions of the work to be performed, and
- (D) A list of potential bidders

(2) The following steps will be followed to identify potential bidders for all contracts for goods or services with a value of ~~\$20,000~~ \$40,000 or more, but less than ~~\$35,000~~ \$70,000. ~~Contracts which would result in more than \$20,000 but less than \$35,000 worth of purchase orders being issued to a single contractor within a ninety (90) day period shall also be subject to this section.~~

- (A) All qualified suppliers of the required goods or services with outlets in the Bay Area shall be contacted (in the case of informal or telephone bids); or
- (B) At least one supplier of the required goods or services in each of the Bay Area counties shall be contacted (in the case of informal or telephone bids); or
- (C) The steps listed in Section (3) shall be followed.

(3) The following steps will be followed to identify potential bidders for all contracts for goods or services with a value of ~~\$35,000~~ \$70,000 or more. ~~Contracts which would result in more than \$35,000 worth of purchase orders being issued to a single contractor within a ninety (90) day period shall also be subject to this section.~~

~~(i) The steps listed in Section II-4.4 e) through f) shall be followed (in the case of formal bids)~~

~~(ii)(i) Unless expressly directed otherwise by the Board of Directors, Bids shall be solicited by any method as allowed in Section 4.6 (a) advertisement on purchases of services, materials or supplies excluding scientific~~

and technical equipment and services uniquely available from a sole source. Where all sources of such services, materials or supplies in the Bay Area are known, bids may be requested from such sources by all means-when it is deemed by the APCO or designee to be in the best interest of the District.

- (4) The APCO may waive the provisions of this section or award a sole-source bid if:
 - (A) The cost of labor for preparation of the documents exceeds the possible savings that could be derived from such detailed documents; or
 - (B) Public health or property may be endangered by delay; or
 - (C) Prior experience has shown that the desired services are only available from the sole-source; or
 - (D) Other circumstances exist which require such waiver in the satisfactory interests of the District.
- (d) BID AWARD.
 - (1) Prior to accepting a bid that is not the lowest of three qualified and responsive bids, other qualified and responsive bidders will be provided with an opportunity to match the additional features provided in the bid of highest value. These bidders will be provided with a list of the features, but not the price.
 - (2) The requesting staff person shall present to the APCO their evaluation of the bids and a recommendation for the award. Upon approval of the recommendation, staff shall negotiate an agreement and prepare it for the APCO's signature.
 - (3) If the APCO determines that no bidder could satisfactorily serve the interests of the District, the APCO may decline to make an award.
 - (4) The District reserves the right to have an Evaluation Panel comprised of District employees to review and analyze the bids and offer a recommendation of acceptance of a bid to the Director of Administrative Services. Upon review of the recommendation of the panel, the Director may accept or reject the recommendation of the panel. If accepted, the Director will recommend award of the bid to the APCO for his review/approval. If the recommendation of the panel is rejected by the Director of Administrative Services, the panel will reconvene to review the bids further.
 - (5) Further renewal of any contract that has been awarded for two consecutive years without competitive bid shall require APCO or Board approval depending upon authorization of the contract to be extended. Service contracts with the original manufacturer of equipment or software are exempt from this requirement.
 - (6) The District shall rebid not award a contract for financial auditing services every three years. to the same contractor for more than three consecutive years.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Inter-Office Memorandum

To: Chairperson Haggerty and
Members of the Board of Directors

From: Jeff McKay, Director of Information Services

Date: October 8, 2003

Re: Authorization for Execution of Purchase Order

RECOMMENDED ACTION

Authorize a purchase order not to exceed \$850,000 to J.D. Edwards for the purchase of 5667 hours of Professional Services to cover the final phase of implementation work for the J.D. Edwards Enterprise Resource Planning System.

BACKGROUND

The District's current financial system, Mitchell Humphrey, is no longer a supported product and does not include the District's HR functions. Therefore an RFP was initiated to identify the best replacement. The proposal process attracted bids from several vendors and resulted in the identification of J.D. Edwards as the best application solution. This decision process employed a total value ranking that gave weighted values not only to cost, but also to functional fit, technical platform and features. At the May 21, 2003 Board Meeting, the Board authorized approval of a contract with J.D Edwards to provide the financial/HR software. The estimates from that original process are shown below along with today's status:

Projected Dollars From the Evaluation Process

(\$K)	<u>SunGard / Bi-Tech</u>	<u>Lawson</u>	<u>JD EDWARDS</u>	<u>Committed dollars (including current Authorization Request)</u>
Application Software License and Maintenance	\$ 249	\$ 343	\$ 248	\$ 269
System Software	\$ 101	\$ 234	\$ 100	\$ 88
Hardware	\$ 93	\$ 83	\$ 85	\$ 91
Professional Services including Training, Data Conversion, and Legacy Interfaces	\$ 1,032	\$ 1,219	\$ 1,235	\$ 1,190
Total Projected Cost	\$ 1,475	\$ 1,879	\$ 1,668	\$ 1,638
Total Value Ranking	50	52	56	

Differences between projected and committed dollars represent ongoing processes to specify required modules and ongoing vendor negotiations. For instance, the decision was made to take advantage of the JD Edwards Collaborative Portal module in the Application Software License, and negotiations with Oracle produced better than expected results in the System Software.

DISCUSSION

Selection of the Software vendor does not necessarily determine selection of the Professional Services Organization (PSO). BAAQMD evaluated professional service providers and determined that both JD Edwards and AMX were qualified for the implementation. Evaluation of these two options is summarized below:

	JD Edwards PSO	AMX PSO
Initial quoted hourly rate	\$193	NA
Negotiated hourly rate	\$150	\$150
Capability Rank	First	Second

Although both professional service providers were eventually able to offer the same hourly rates, the J.D. Edwards Services organization was able to provide superior training and migration. At the June 4 Board Meeting, the Board Authorized a purchase order not to exceed \$360,000 to JD Edwards for the initial phase of implementation work with final implementation work to follow. The actual purchase order was \$289,500.

BUDGET CONSIDERATION/FINANCIAL IMPACT

This will be funded from the approved 2003/2004 ERP budget of the ISS Division.

Respectfully submitted,

Jeff McKay, Director
Information Services Division

FORWARDED: _____

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Haggerty and Members
of the Board of Directors

From: William C. Norton
Executive Officer/APCO

Date: September 26, 2003

Re: Air Pollutant Emission Rates for Trees and Other Plants

RECOMMENDED ACTIONS

None. Informational only. The Board has requested this information.

SUMMARY

Staff will give a presentation on various types of trees that produce more ozone precursors than other types of trees. Eucalyptus, Liquidamber, Oak, Aspen and Spruce are high ozone precursor emitters. Acacia, Pine and Magnolia are low ozone precursor emitters, but significant emitters of other organic compounds. Maple, Birch and many fruit trees (orange, apple, cherry, persimmon) are low ozone precursor emitters.

DISCUSSION

Many plants emit small quantities of precursor organic compounds, as part of their normal growth and survival processes. Precursor organic compounds contribute to the formation of ozone. There is great variation in emission rates among species of vegetation, great variation in response to ambient temperature changes, and some variation in the chemical structure and photochemical reactivity of the emitted compounds. Even though individual plant emissions are small, the immense land areas covered by vegetation and the large numbers of plants produce very significant quantities of ozone precursor emissions.

At a recent Air District Board meeting, members requested information on the relative emission rates for different species of trees.

Recent research has provided emission factors for a variety of plant species. The three-page attachment shows EPA estimates for approximately 100 kinds of plants, plus some mixed or miscellaneous land surfaces.

Isoprene, a reactive organic compound with the chemical formula $\text{CH}_2=\text{C}(\text{CH}_3)\text{CH}=\text{CH}_2$, is the most important precursor emitted from trees. Eucalyptus, Liquidamber, Oak, Aspen and Spruce are high emitters of isoprene. Acacia, Pine and Magnolia show low isoprene emissions, but significant emissions of other organic compounds. Maple, Birch and many fruit trees (orange,

apple, cherry, persimmon) are low emitters. Many agricultural crops such as soybean and grains (wheat, barley, oats, rye, corn) are also low emitters.

Trees can provide many social, environmental, and economic benefits. Individuals or government agencies selecting species for planting must consider many different factors: size, shape, growth rate, water needs, root structure, life span, leaf and seed drop, etc. From an air pollution perspective, the pollutant emission rate should also be an important criterion in the decision.

A useful overview of tree selection criteria is available: "Tree Guidelines for Coastal Southern California Communities" by E. Gregory McPherson et al., Western Center for Urban Forest Research and Education, USDA Forest Service. Ratings of ozone forming potential are included. The 97-page report can be ordered or downloaded from the Local Government Commission website at:

http://www.lgc.org/bookstore/energy/downloads/socal_tree_guidelines.pdf

Guidelines for inland areas are also available.

Respectfully submitted,

William C. Norton
Executive Officer/APCO

Prepared by: Thomas Perardi
Reviewed by: Peter Hess

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Scott Haggerty and
Members of the Board of Directors

From: William C. Norton
Executive Officer/APCO

Date: October 8, 2003

Re: Summary of the 2003 Ozone Season to Date

RECOMMENDED ACTION:

Receive and file.

DISCUSSION

Staff will provide a summary of the 2003 Ozone Season, and the Bay Area's attainment status with respect to the National one-hour and 8-hour ozone standards. As of early October 2003, the District recorded only one exceedance of the National one-hour ozone standard, 7 days exceeding the National 8-hour standard, and 19 days exceeding the State one-hour standard. The only exceedance of the National one-hour standard occurred at Livermore. The current exceedance totals are very similar to 2002 season when the National one-hour, national 8-hour, and State one-hour standards were exceeded on 2, 7, and 16 days, respectively. The ozone season ends at the end of October, so additional ozone exceedances are possible.

The number of exceedances in the most three-year period is used to determine the attainment status for the National one-hour ozone standard. If the number of exceedances at a site in the most recent three-year period is more than three the site is non-attainment. Adding in the 2003 exceedance, Livermore has had three exceedances of the National one-hour standard in the most recent three years, and therefore meets the National one-hour ozone standard. In the last three years, only two other sites have had exceedances of the one-hour national ozone standard, Concord and Bethel Island, and they each had only one exceedance.

The three-year average of the 4th highest annual value for each site is used to determine the attainment status for the 8-hour ozone standard. If the three-year average is greater than or equal to 85 ppb, the site is non-attainment. San Martin, in the southern Santa Clara Valley, has a three-year average of 86 ppb, and is the only site that does not meet the National 8-hour ozone standard.

BUDGET CONSIDERATIONS/FINANCIAL IMPACTS

None.

Respectfully submitted,

William C. Norton
Executive Officer/APCO

Prepared by: Dick Duker