

Bay Area Air Quality Management District
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APPROVED MINUTES

Summary of Board of Directors
Executive Committee Meeting
9:30 A.M., Wednesday, December 19, 2003

1. **Call to Order - Roll Call:** Chairperson Scott Haggerty called the meeting to order at 9:30 a.m.
Present: Scott Haggerty, Chair, Mark DeSaulnier, Jerry Hill, Mark Ross, Pamela Torliatt, Marland Townsend, Gayle Uilkema.
Absent: Julia Miller, Tim Smith.
2. **Public Comment Period:** There were no public comments.
3. **Approval of Minutes of October 29, 2003:** Director DeSaulnier moved approval of the minutes; seconded by Director Hill; carried unanimously without objection.
4. **Report of the Advisory Council:**
 - a) *Report of Council Meetings*
 - b) *Advisory Council Recommendations on Refinery Flaring*

Advisory Council Chair William Hanna presented item 4a, Report of the Advisory Council: October 1 – November 30, 2003, which summarized the activities of the Council and its Standing Committees. Mr. Hanna announced the Council officers for 2004 as follows: Elinor Blake, Chairperson; Brian Zamora, Vice-Chairperson; and Kraig Kurucz, Secretary.

Mr. Hanna presented item 4b and reviewed the Advisory Council's recommendations on refinery flaring stating that the primary recommendations are:

1. District staff works collaboratively with refineries to develop improved estimates of Hydrocarbon (HC) emissions from flares at refineries. In addition, District staff should collaborate with the staff of the Contra Costa and/or Solano County health departments regarding data epidemiology and hospital admission that they can correlate with major flaring events.
2. District staff and refiners should investigate further the use of optical remote sensing or other appropriate plume monitoring techniques to measure the destruction efficiency in flare systems.
3. The adoption of any control rule directed at refinery flares should incorporate and be based upon data gathered under the recently adopted flare-monitoring rule.

There was discussion on the release of the Technical Assessment Document (TAD) and the need to have the District and refineries agree on the inventory numbers before the document is released. The document was to be released on Monday, December 22, 2003. The Advisory Council recommendation is to make sure the District has the information from the monitoring rule before there is a control rule and District staff agrees with this recommendation. The District should move expeditiously and the refinery representatives should provide the District staff the data as soon as possible so the District can meet its obligation under the Ozone Attainment Plan. The TAD would then be released in January 2004.

Committee Action: Director Townsend moved that the Committee receive the report and encourage the expeditious completion of the work in collaboration with the refineries so that the report can be moved forward; seconded by Director Hill; carried unanimously by acclamation.

5. Report on Air Pollution Complaint Program Revisions: *Staff presented a report outlining the efforts undertaken to address community and environmental groups' concerns regarding the District's Complaint Program.*

Janet Glasgow, Air Quality Program Manager, presented the report and stated that about one year ago the community expressed concerns about how the District was responding to complaints. The District began the process of reviewing and revising the program. Ms. Glasgow discussed the following points:

- Complaint investigation and resolution is one of the District's most important responsibilities.
- Community meetings were held to receive input from the Environmental Justice communities.
- The five highest priority needs for change from the Community members.
 - Provide ability to track complaints.
 - Create a community-based and verifiable process to make and confirm complaints.
 - Empower the community and the District to be proactive on odors.
 - Set clear thresholds for additional enforcement.
 - Require training for District staff on how to work with the community.
- State and national surveys were conducted for Best Practices.
- Staff discussed ways for the public to register complaints or provide additional information, in addition to other improvements such as translation for non-English-speaking communities, listings in Bay Area telephone books, and training of office and field staff.
- Future changes include improved computer infrastructure for complaint processing and increased information flow to the community through web access.
- There was also discussion on a brochure that is provided to the public and the possibility of a PG&E mail stuffer to educate people.

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

6. Enterprise Resource Planning (ERP) Implementation Status Report: *A description of the JD Edwards ERP implementation was presented, including updates on system function, budget and timeline.*

Jeff McKay, Director of Information Services, presented the report and updated the Committee on the ERP implementation status and reviewed the following:

1. The ERP implementation components (technology implementation and vendor management).
 - Educate the team.
 - Define the business process.
 - Set up the business process.
 - Migrate legacy data.
2. The pre-contract projected dollars from Deloitte & Touche.
3. The actual dollars.

Mr. McKay noted that when the District goes live with J.D. Edwards, several functions, including accounts receivable, would be taken out of the IRIS system and brought into J.D. Edwards. Mr. McKay reported that the project is on time and within budget.

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

7. Status Reports on Ozone Attainment Planning:

- (a) Public Comments on EPA's Proposed Finding of Attainment*
- (b) Bay Area 2001 Ozone Attainment Plan*
- (c) Re-designation Request Maintenance Plan Requirements*
- (d) Control Measure Evaluations*

Jean Roggenkamp, Planning and Transportation Manager, presented the report and stated that on October 31, 2003, the Environmental Protection Agency (EPA) proposed a finding of attainment of the national 1-hour ozone standard for the Bay Area. Of the seven comment letters that EPA received, three were in support of and four were opposed to the finding of attainment. EPA will consider the comments and determine what kind of final action to take.

Ms. Roggenkamp stated that in the proposed finding of attainment, EPA indicated that they also wanted to take final action on the District's 2001 Ozone Attainment Plan. If EPA finalizes the finding of attainment, then parts of the 2001 Ozone Attainment Plan are no longer required: attainment demonstration, reasonable further progress, and contingency measures. Other parts, such as the emission inventory and control strategies will still be required. Ms. Roggenkamp reported that the District, the Metropolitan Transportation Commission (MTC), and the Association of Bay Area Governments (ABAG) are drafting a letter to the Air Resources Board (ARB) urging them to withdraw the parts of the Plan that are no longer necessary and urge EPA to expeditiously approve those parts that are still required.

Ms. Roggenkamp reviewed the required elements of a redesignation request and maintenance plan for the national one-hour ozone standard. The redesignation request must include the following:

- Monitoring data demonstrating attainment.
- A demonstration of air quality improvement due to permanent, enforceable emission reductions.
- A maintenance plan demonstrating the ability to maintain the standard for 10 years.
 - New transportation conformity budget.
 - Contingency measures.

- EPA would need to show they have approved the State Implementation Plan (SIP) and implementation of all SIP comments.

Ms. Roggenkamp provided a status report of the control measure evaluation process for the 2003/04 ozone planning process. There are 370 measures that the District is analyzing and there has been a preliminary review of all of them. Ms. Roggenkamp reviewed the categories. The preliminary evaluations will be discussed with the Ozone Working Group at their January 6, 2004 meeting.

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

- 8 Committee Member Comments:** Director Townsend gave a brief report on the League of California Cities and stated that the attitude in Sacramento is changing and that the representatives will be more responsive to their constituents.
- 9. Time and Place of Next Meeting:** At the Call of the Chair.
- 10. Adjournment.** The meeting was adjourned at 10:59 a.m.

/s/Mary Romaidis

Mary Romaidis
Clerk of the Boards

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