

BOARD MEETING DATE: May 3, 2024

AGENDA NO. 20

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, April 12, 2024. The following is a summary of the meeting.

RECOMMENDED ACTION:  
Receive and file.

Vanessa Delgado, Chair  
Administrative Committee

SN:cb

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### **Committee Members**

Present: Chair Vanessa Delgado, Committee Chair  
Vice Chair Michael Cacciotti  
Supervisor V. Manuel Perez

Absent: Board Member Gideon Kracov

### **Call to Order**

Chair Delgado called the meeting to order at 10:00 a.m.

For additional details of the Administrative Committee Meeting, please refer to the [Webcast](#).

### **DISCUSSION ITEMS:**

1. **Board Members' Concerns:** There were no Board Members' concerns to report.
2. **Chair's Report of Approved Travel:** There was travel reported for Vice Chair Cacciotti and Board Member Kracov to Sacramento, California.

3. **Report of Approved Out-of-Country Travel:** There was no out-of-country travel to report.
4. **Review May 3, 2024 Governing Board Agenda:** Executive Officer Wayne Natri highlighted the following set hearing items for the June Board meeting: Proposed Rule 317.1 for non-attainment fees, Proposed Amended Rule 463 to control VOC emissions from organic liquid storage, Proposed Amended Rule 1148.1 for oil and gas wells, and Air Quality Management Plan for the 2012 annual PM2.5 standards will be presented. Proposed amendments to Regulation III fees is the only public hearing item for the May Governing Board meeting. For additional information please refer to the [Webcast at 3:19](#).
5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** This item was moved to Action Items as approval from the Administrative Committee is needed. For additional information please refer to the [Webcast at 4:45](#).
6. **Annual Audited Financial Statements for FY Ended June 30, 2023:** Calvin Kunker, Audit Manager/Lance, Soll & Lunghard, LLP, made an exit conference presentation on the financial audit for fiscal year 2022-23. For additional information please refer to the [Webcast at 5:17](#).
7. **Update on South Coast AQMD Diversity, Equity, Inclusion Efforts:** Anissa Heard-Johnson, Diversity, Equity & Inclusion (DEI) Officer/DEI with Community Air Programs, provided an update on agency efforts, seasonal events, cultural displays, Statewide DEI Working Group, and discussed Gitanjali Rao for Fabulous Female Friday. For additional information please refer to the [Webcast at 10:19](#).
8. **Review Recommended Appointments of Orange County Members and Other Membership Revisions to South Coast AQMD's Young Leader's Advisory Council (YLAC):** Dr. Heard-Johnson indicated that this is a request to promote an alternate member to a full member and the addition of a new member to represent Orange County. This request is also to remove three members. For additional information please refer to the [Webcast at 20:17](#).
9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported on the status of various projects and projects that have been completed. For additional information please refer to the [Webcast at 21:13](#).

**ACTION ITEMS:**

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):**  
There was one proposal to modify the compensation for Board Member Kracov’s Board Consultant, Ernesto Castillo. There were two new proposals for compensation for Board Member Kracov’s Board Consultants, Jordan Jihae Oh and Nasreen Johnson. The contracts and modifications will be effective from April 1, 2024 through June 30, 2024. There was one new proposal for compensation for Supervisor Perez’s Board Consultant, Guillermo Gonzalez. The contract will be effective from March 13, 2024 through June 30, 2024. For additional information please refer to the [Webcast at 4:45](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Perez  
Noes: None  
Absent: Kracov

10. **Execute Contracts for Short and Long-Term Systems Development, Maintenance and Support Services:** Mr. Moskowitz reported that this item is to execute new contracts to obtain short and long-term systems development, maintenance and support services on a task order basis, which funding is available in the budget. For additional information please refer to the [Webcast at 23:26](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Perez  
Noes: None  
Absent: Kracov

11. **Authorize Purchase of Subscription and Support for Videotelephony Service:**  
Mr. Moskowitz reported that this item is to obtain approval for the sole-source purchase of Zoom subscription for one year, which funding is available in the budget. For additional information please refer to the [Webcast at 24:23](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Perez  
Noes: None  
Absent: Kracov

12. **Transfer Funds Between Major Objects, Issue Solicitations and Execute Purchase Orders for AQ-SPEC Program:** Andrea Polidori, Assistant Deputy Executive Officer/Monitoring & Analysis, reported that this item is to transfer funds to the Monitoring & Analysis budget to issue solicitations and purchase orders for VOC monitoring equipment. For additional information please refer to the [Webcast at 25:13](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Perez  
Noes: None  
Absent: Kracov

13. **Recognize Revenue, Appropriate and Transfer Funds, Issue Solicitation and Purchase Order for One Vehicle:** Mr. Polidori reported that this item is to recognize revenue, appropriate and transfer funds to the Monitoring & Analysis budget to issue solicitation and purchase order for one vehicle.

Vice Chair Cacciotti asked if it would be a purchase for an electric vehicle. Mr. Polidori stated it would be a hybrid vehicle to satisfy the range needed between sites.

For additional information please refer to the [Webcast at 26:33](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Perez  
Noes: None  
Absent: Kracov

14. **Approve Compensation Adjustments for Board Member Assistants and Board Member Consultants for FY 2024-25:** Sujata Jain, Chief Financial Officer, reported that this item is to approve the compensation for Board Member Consultants and Board Member Assistants for fiscal year 2024/2025. For additional information please refer to the [Webcast at 30:12](#).

Moved by Cacciotti; seconded by Perez, unanimously approved.

Ayes: Cacciotti, Delgado, Perez  
Noes: None  
Absent: Kracov

15. **Determine That Proposed Amendments to Regulation III – Fees Are Exempt from CEQA; Amend Regulation III – Fees; and Adopt Executive Officer’s Proposed Goals and Priority Objectives, and Proposed Budget for FY 2024-25:** Ms. Jain requested this item be waived to the Special Meeting of the Governing Board, Budget Workshop meeting. For additional information please refer to the [Webcast at 30:53](#).

**WRITTEN REPORT:**

None.

**OTHER MATTERS:**

16. **Other Business:** There was no other business to report.
17. **Public Comment:** There was no public comment.
18. **Next Meeting Date:** The next Administrative Committee meeting is scheduled for Thursday, May 9, 2024, immediately following the Legislative Committee, but no earlier than 10:30 a.m. at The Westin Rancho Mirage Resort, located at 71333 Dinah Shore Dr, Rancho Mirage, California 92270.

**Adjournment**

The meeting was adjourned at 10:30 a.m.