



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

ADMINISTRATIVE COMMITTEE MEETING

Committee Members

Chair Ben Benoit, Committee Chair
Senator (Ret.) Vanessa Delgado, Vice Chair
Mayor Michael Cacciotti
Board Member Gideon Kracov
Supervisor Janice Rutherford

June 10, 2022 ♦ 10:00 a.m.

Pursuant to Assembly Bill 361, the South Coast Air Quality Management District Administrative Committee meeting will only be conducted via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

Join Zoom Webinar Meeting - from PC or Laptop

<https://scaqmd.zoom.us/j/93760468442>

Zoom Webinar ID: 937 6046 8442 (applies to all)

Teleconference Dial In

+1 669 900 6833

One tap mobile

+16699006833,93760468442#

Audience will be able to provide public comment through telephone or Zoom connection during public comment periods.

PUBLIC COMMENT WILL STILL BE TAKEN

AGENDA

Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't. Code Section 54954.3(a)). If you wish to speak, raise your hand on Zoom or press Star 9 if participating by telephone. All agendas for regular meetings are posted at South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the regular meeting. Speakers may be limited to three (3) minutes total for all items on the agenda.

CALL TO ORDER

- Roll Call

DISCUSSION ITEMS – Items 1 through 9:

1. Board Members' Concerns (***No Motion Required***)
Any member of the Governing Board, on his or her own initiative may raise a concern to the Administrative Committee regarding any South Coast AQMD items or activities. Chair Ben Benoit
Committee Chair
2. Chair's Report of Approved Travel (***No Motion Required***) Chair Benoit pg. 5
3. Report of Approved Out-of-Country Travel (***No Motion Required***) Wayne Nastri
Executive Officer
4. Review August 5, 2022 Governing Board Agenda Wayne Nastri pgs. 6-14
5. Approval of Compensation for Board Member Assistant(s)/
Consultant(s) (Any material, if submitted, will be distributed at the
meeting.) (***Motion Requested if Proposal Made***) Chair Benoit pgs. 15-28
6. Update on South Coast AQMD Inclusion, Diversity and Equity
Efforts (***No Motion Required***)
*Staff will provide an update on current and future efforts for our internal
processes and programs.* Dr. Cessa Heard-Johnson
Diversity, Equity and
Inclusion Officer
pgs. 29-35
7. Pre-Audit Conference (*Presenter: Helen Chu, Quality Control
Partner and Rusty Cabilin, Engagement Partner*)
(***No Motion Required***)
*South Coast AQMD's auditing firm, BCA Watson Rice, LLP will present
an outline of the financial statement audit for Fiscal Year 2021-2022.* Sujata Jain
Chief Financial Officer,
Finance
8. Audit Reports of AB 2766 Fee Revenue Recipients for Fiscal Years
Ending June 30, 2018 and 2019 (***No Motion Required***)
*Health and Safety Code 44244.1 requires any agency that receives fee
revenues subvned from the Department of Motor Vehicles to be audited
once every two years. This audit of South Coast AQMD's share, MSRC's
share, and local governments' share of such subvned funds, performed by
independent Certified Public Accountants, has been completed.* Sujata Jain pgs. 36-84
9. Status Report on Major Ongoing and Upcoming Projects for
Information Management (***No Motion Required***)
*Information Management is responsible for data systems management
services in support of all South Coast AQMD operations. This action is to
provide the monthly status report on major automation contracts and
planned projects.* Ron Moskowitz pgs. 85-91
Chief Information Officer,
Information Management

ACTION ITEM – Item 10:

10. Amend Contract to Provide Short- and Long-Term Systems
Development, Maintenance and Support Services
(***Motion Requested***)
*South Coast AQMD currently has contracts with several companies for
short- and long-term systems development, maintenance, and support* Ron Moskowitz pgs. 92-94

services. These contracts are periodically amended as additional needs are defined. This action is to amend contracts previously approved by the Board to add additional funding for needed development and maintenance work in an amount not to exceed \$305,000 for AgreeYa Solutions, \$55,000 for Prelude Systems, \$210,000 for Sierra Cybernetics, and \$297,000 for Varsun eTechnologies. Funding is available in Information Management's FY 2022-23 Budget.

WRITTEN REPORT:

None to report.

OTHER MATTERS:

11. Other Business

Chair Benoit

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, may 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 may take action to direct staff to place a matter of business on a future agenda. (Govt Code Section 54954.2)

12. Public Comment

At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Committee's authority that is not on the agenda. Speakers may be limited to three (3) minutes total.

13. **Next Meeting Date:** August 12, 2022 at 10:00 a.m.

ADJOURNMENT

Americans with Disabilities Act and Language Accessibility

Disabilities and language-related accommodations can be requested to allow participation in the Administrative Committee meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the District. Please contact Cindy Bustillos at (909) 396-2377 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to cbustillos@aqmd.gov.

Document Availability

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the agenda is posted, are available by contacting Cindy Bustillos at (909) 396-2377, or send the request to cbustillos@aqmd.gov.

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South Coast
AQMD 21865 Copley Drive, Diamond Bar, CA 91765-4178
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BOARD MEETING DATE: August 5, 2022

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a remote meeting on Friday, June 10, 2022 and reviewed the proposed agenda for the August 8, 2022 Board meeting. The Committee also discussed various issues detailed in the Committee report. The next Administrative Committee meeting is August 12, 2022, at 10:00 a.m.

RECOMMENDED ACTION:

Approve this report.

Ben J. Benoit, Chair
Administrative Committee

CB

Attendance:

[Will be inserted subsequent to the June 10, 2022 Administrative Committee meeting.]

Administrative Committee Discussion Items:

[Will be inserted subsequent to the June 10, 2022 Administrative Committee meeting.]

Chair's Report of Approved Travel:

DATE	TRAVELER	DESTINATION	PURPOSE
May 18-20, 2022	Board Member Gideon Kracov	Riverside, CA	Board Member Kracov and Board Consultant, Destiny Rodriguez, attended a CARB meeting and toxic tour as the South Coast AQMD Board representative.
June 9, 2022	Board Member Gideon Kracov	Sacramento, CA	Board Member Kracov attended the CARB meeting as the South Coast AQMD Board representative.



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D R A F T A G E N D A

MEETING, AUGUST 5, 2022

HYBRID GOVERNING BOARD MEETING

Pursuant to Assembly Bill 361, a meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m. on Friday, August 5, 2022 through a hybrid format of in-person attendance in the Dr. William A. Burke Auditorium at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and/or virtual attendance via videoconferencing and by telephone. Please follow the instructions below to join the meeting remotely.

Given health and safety concerns, meeting format may be changed to full remote via webcast. Please refer to South Coast AQMD's website for information regarding the format of the meeting, updates if the meeting is changed to a full remote via webcast format, and details on how to participate:

<http://www.aqmd.gov/home/news-events/meeting-agendas-minutes>

Face coverings: State and local public health officials strongly recommend, but do not require, the wearing of face coverings while in an indoor public setting.

ELECTRONIC PARTICIPATION INFORMATION **(Instructions provided at bottom of the agenda)**

Join Zoom Meeting - from PC, Laptop or Phone

<https://scaqmd.zoom.us/j/93128605044>

Meeting ID: 931 2860 5044 (applies to all)

Teleconference Dial In +1 669 900 6833 or +1 253 215 8782

One tap mobile +16699006833,,93128605044# or +12532158782,,93128605044#

Audience will be allowed to provide public comment in person and through Zoom connection or telephone.

PUBLIC COMMENT WILL STILL BE TAKEN

Phone controls for participants:

The following commands can be used on your phone's dial pad while in Zoom Webinar meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

Questions About an Agenda Item

- The name and telephone number of the appropriate staff person to call for additional information or to resolve concerns is listed for each agenda item.
- In preparation for the meeting, you are encouraged to obtain whatever clarifying information may be needed to allow the Board to move expeditiously in its deliberations.

Meeting Procedures

- The public meeting of the South Coast AQMD Governing Board begins at 9:00 a.m. The Governing Board generally will consider items in the order listed on the agenda. However, any item may be considered in any order.
- After taking action on any agenda item not requiring a public hearing, the Board may reconsider or amend the item at any time during the meeting.

Cleaning the air that we breathe...

All documents (i) constituting non-exempt public records, (ii) relating to an item on the agenda, and (iii) having been distributed to at least a majority of the Governing Board after the agenda is posted, are available prior to the meeting for public review at South Coast AQMD's Clerk of the Boards Office, 21865 Copley Drive, Diamond Bar, CA 91765 or web page at www.aqmd.gov

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A webcast of the meeting is available for viewing at:

<http://www.aqmd.gov/home/news-events/webcast>

CALL TO ORDER

- Pledge of Allegiance
- Roll Call
- Opening Comments: Ben J. Benoit, Chair
Other Board Members
Wayne Nastri, Executive Officer

PUBLIC COMMENT PERIOD – (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3) The public may comment on any subject within the South Coast AQMD’s authority that **does not** appear on the agenda, during the Public Comment Period. Each speaker addressing non-agenda items may be limited to a total of (3) minutes.

Staff/Phone (909) 396-

CONSENT AND BOARD CALENDAR (Items 1 through XX)

Note: Consent and Board Calendar items held for discussion will be moved to Item No. XX.

Items 1 through X – Action Items/No Fiscal Impact

11543. Comply with AB 361 Requirements to Allow South Coast AQMD Board and South Coast AQMD Brown Act Committees to Continue to Meet Remotely **Gilchrist/3459**

This action is to adopt the attached Resolution finding that the Board: 1) has reconsidered the circumstances of the state of emergency; and 2) State or local officials continue to impose or recommend measures to promote social distancing. See California Government Code Section 54953(e)(3). (No Committee Review)

11755. Approve Minutes of June 3, 2022 Meeting **Thomas/3268**

11756. Set Public Hearings September 2, 2022 to Consider Adoption of and/or Amendments to South Coast AQMD Rules and Regulations **Nastri/3131**

11711. Set Public Hearing September 2, 2022 to Determine That Proposed Amended Rule 218.2 - Continuous Emission Monitoring System: General Provisions; and Proposed Amended Rule 218.3 - Continuous Emission Monitoring System: Performance Specifications, Are Exempt from CEQA; and Amend Rule 218.2 and Rule 218.3 **Krause/2706**

Proposed Amended Rules 218.2 and 218.3 will establish further specifications for the installation and operation for CEMS at non-RECLAIM and former RECLAIM facilities. The proposed amendments include an option to validate data that would fall in a monitoring gap for a dual range analyzer and add specifications on mass emission calculations including data substitution procedures. This action is to adopt the Resolution: 1) Determining that Proposed Amended Rule 218.2 - Continuous Emission Monitoring System: General Provisions; and Proposed Amended Rule 218.3 - Continuous Emission Monitoring System: Performance Specifications, are

exempt from the requirements of CEQA; and 2) Amending Rule 218.2 - Continuous Emission Monitoring System: General Provisions; and Rule 218.3 - Continuous Emission Monitoring System: Performance Specifications. (Reviewed: Stationary Source Committee, June 17, 2022)

Items X through XX -- Budget/Fiscal Impact

11751. Revise Financial Incentive Program to Reduce Hexavalent Chromium Emissions from Hexavalent Chromium Plating Facilities **Krause/2706**

In January 2021, the Board released a solicitation to utilize \$5,040,000 of Community Air Protection Program incentive funds for a program to reduce emissions from hexavalent chromium plating facilities. CARB has subsequently released a draft regulatory proposal that includes future prohibitions of hexavalent chromium for metal plating. Accordingly, staff recommends issuing a new solicitation that would provide incentive funds for facilities that switch to less toxic trivalent chromium plating technologies. As with the previous effort, the program targets projects in environmental justice communities to achieve emission reductions beyond existing regulatory requirements, and further decreases community exposure to hexavalent chromium. This action is to: 1) Establish a financial incentive program using CARB's Community Air Protection Grant funding to assist hexavalent chromium plating facilities to transition to trivalent chromium; 2) Approve issuance of two Program Announcements, for facilities and contractors; 3) Authorize the Executive Officer to execute contracts with selected entities to implement the program; 4) Release unspent projects funds to be used by the back-up list of mobile source projects; and 5) Reimburse the General Fund for program administrative costs from the Community Air Protection AB 134 Fund (Fund 77). (Reviewed: Stationary Source Committee, June 17, 2022; Recommended for Approval)

11735. Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services **Moskowitz/3329**

South Coast AQMD currently has contracts with several companies for short- and long-term systems development, maintenance, and support services. These contracts are periodically amended as additional needs are defined. This action is to amend contracts previously approved by the Board to add additional funding for needed development and maintenance work in an amount not to exceed \$305,000 for AgreeYa Solutions, \$55,000 for Prelude Systems, \$210,000 for Sierra Cybernetics, and \$297,000 for Varsun eTechnologies. Funding is available in Information Management's FY 2022-23 Budget. (Reviewed: Administrative Committee, June 10, 2022; Recommended for Approval)

11651. Approve Contract Awards as Approved by MSRC **McCallon**

Item XX -- Staff Presentation/Board Discussion/Receive and File

11754. 2022 Air Quality Management Plan Overview (Presentation in lieu of Board Letter) **Rees/2856**

Staff will provide a brief summary of the overall process and work completed to date on the 2022 AQMP, as well as the draft strategy to attain the 2015 8-hour ozone National Ambient Air Quality Standard. (No Committee Review)

Items XX through XX – Information Only/Receive and File

11618. Legislative, Public Affairs and Media Report **Alatorre/3122**

This report highlights the May and June 2022 outreach activities of the Legislative, Public Affairs and Media Office, which includes: Major Events, Community Events/Public Meetings, Environmental Justice Update, Speakers Bureau/Visitor Services, Communications Center, Public Information Center, Business Assistance, Media Relations and Outreach to Business and Federal, State and Local Government. (No Committee Review)

11666. Civil Filings and Civil Penalties Report **Gilchrist/3459**

This report summarizes monthly penalties and legal actions filed by the General Counsel's Office from May 1, 2022 through May 31, 2022. An Index of South Coast AQMD Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, June 17, 2022)

11521. Lead Agency Projects and Environmental Documents Received **Krause/2706**

This report provides a listing of CEQA documents received by South Coast AQMD between May 1, 2022 and June 30, 2022, and those projects for which South Coast AQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, June 17, 2022 for the May 1 to May 31, 2022 portion of the report; the June 1 to June 30, 2022 portion of the report had no committee review)

11491. Rule and Control Measure Forecast **Rees/2856**

This report highlights South Coast AQMD rulemaking activities and public hearings scheduled for 2022. (No Committee Review)

11736. Status Report on Major Ongoing and Upcoming Projects for Information Management **Moskowitz/3329**

Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, June 10, 2022)

11725. Audit Reports of AB 2766 Fee Revenue Recipients for Fiscal Years Ending June 30, 2018 and 2019 **Jain/2804**

Health and Safety Code 44244.1 requires any agency that receives fee revenues subvned from the Department of Motor Vehicles to be audited once every two years. This audit of South Coast AQMD's share, MSRC's share, and local governments' share of such subvned funds, performed by independent Certified Public Accountants, has been completed. (Reviewed: Administrative Committee, June 10, 2022; Recommended for Approval)

Items XX through XX -- Reports for Committees and CARB

11554. Administrative Committee (Receive & File) **Chair: Benoit Nastri/3131**
11592. Legislative Committee **Chair: Cacciotti Alatorre/3122**
11501. Mobile Source Committee (Receive & File) **Chair: Kracov Rees/2856**
11565. Stationary Source Committee (Receive & File) **Chair: Benoit Aspell/2491**
11746. Technology Committee (Receive & File) **Chair: Richardson Katzenstein/2219**
11578. Mobile Source Air Pollution Reduction Review Committee (Receive & File) **Board Liaison: Benoit Katzenstein/2219**
11607. California Air Resources Board Monthly Report (Receive & File) **Board Rep: Kracov Thomas/2500**

XX. **Items Deferred from Consent and Board Calendar**

PUBLIC HEARINGS

11750. Receive and File 2021 Annual Report on AB 2588 Program **MacMillan/3244**

The Air Toxics "Hot Spots" Information and Assessment Act of 1987 (AB 2588) requires local air pollution control districts to prepare an annual report and present it at a public hearing. This report provides information regarding South Coast AQMD's implementation of AB 2588 through Rule 1402. This annual update describes the various activities including quadrennial emissions reporting and prioritization, preparation and review of Air Toxics Inventory Reports, Health Risk Assessments, Voluntary Risk Reduction Plans, Risk Reduction Plans, and additional South Coast AQMD activities related to air toxics. (Reviewed: Stationary Source Committee, June 17, 2022)

11747. Determine That Proposed Amendments to BACT Guidelines Are Exempt from CEQA and Amend BACT Guidelines **Aspell/2491**

This item is to add new and amended listings to South Coast AQMD BACT Guidelines. Periodically, after consultation with stakeholders through the BACT Scientific Review Committee, staff proposes amendments to the BACT Guidelines to make them consistent with recent changes to South Coast AQMD rules and regulations as well as state requirements. Staff is proposing to add new and amended listings to Part B: Lowest Achievable Emission Rate Determinations for Major Polluting Facilities, Part D: BACT Determinations for Non-Major Polluting Facilities and to update the Overview, Parts A and C: Policy for Major and Non-Major Polluting Facilities, respectively. This action is to determine that the proposed amendments to the BACT Guidelines are exempt from the requirements of the California Environmental Quality Act and to amend the BACT Guidelines. (Reviewed: Stationary Source Committee, June 17, 2022)

OTHER BUSINESS

11737. Determine that Rule 2004 Continue Without Change and Report to CARB and U.S. EPA Results of Evaluation of Compliance and Enforcement Aspects of RECLAIM Program **Aspell/2491**

This report, prepared in accordance with Rule 2015 – Backstop Provisions, includes the results of the evaluation and review of the compliance and enforcement aspects of the RECLAIM program that was triggered following the determination from the Annual RECLAIM Audit Report for 2020 Compliance Year that NOx RECLAIM Trading Credit (RTC) prices have exceeded the average annual price threshold of \$15,000 per ton for Compliance Year 2021, 2022, and 2023 NOx RTCs. The evaluation includes an assessment of the rates of compliance with applicable emission caps, an assessment of the rate of compliance with monitoring, recordkeeping and reporting requirements, an assessment of the ability of South Coast AQMD to obtain appropriate penalties in cases of noncompliance, and an assessment of whether the program provides appropriate incentives to comply. This action is to determine that paragraphs (d)(1) through (d)(4) of Rule 2004 continue without change and approve this report for submittal to CARB and U.S. EPA. (Reviewed: Stationary Source Committee, June 17, 2022)

BOARD MEMBER TRAVEL – (No Written Material)

Board member travel reports have been filed with the Clerk of the Boards, and copies are available upon request.

CONFLICT OF INTEREST DISCLOSURES – (No Written Material)

CLOSED SESSION -- (No Written Material)

Gilchrist/3459

ADJOURNMENT

*****PUBLIC COMMENTS*****

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Note that on items listed on the Consent Calendar and the balance of the agenda any motion, including action, can be taken (consideration is not limited to listed recommended actions). Additional matters can be added and action taken by two-thirds vote, or in the case of an emergency, by a majority vote. Matters raised under the Public Comment Period may not be acted upon at that meeting other than as provided above.

Written comments will be accepted by the Board and made part of the record. Individuals who wish to submit written or electronic comments must submit such comments to the Clerk of the Board, South Coast AQMD, 21865 Copley Drive, Diamond Bar, CA 91765-4178, (909) 396-2500, or to cob@aqmd.gov, on or before 5:00 p.m. on the Tuesday prior to the Board meeting.

ACRONYMS

- | | |
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| AQ-SPEC = Air Quality Sensor Performance Evaluation Center | NESHAPS = National Emission Standards for Hazardous Air Pollutants |
| AQIP = Air Quality Investment Program | NGV = Natural Gas Vehicle |
| AQMP = Air Quality Management Plan | NOx = Oxides of Nitrogen |
| AVR = Average Vehicle Ridership | NSPS = New Source Performance Standards |
| BACT = Best Available Control Technology | NSR = New Source Review |
| BARCT = Best Available Retrofit Control Technology | OEHA = Office of Environmental Health Hazard Assessment |
| Cal/EPA = California Environmental Protection Agency | PAMS = Photochemical Assessment Monitoring Stations |
| CARB = California Air Resources Board | PEV = Plug-In Electric Vehicle |
| CEMS = Continuous Emissions Monitoring Systems | PHEV = Plug-In Hybrid Electric Vehicle |
| CEC = California Energy Commission | PM10 = Particulate Matter ≤ 10 microns |
| CEQA = California Environmental Quality Act | PM2.5 = Particulate Matter ≤ 2.5 microns |
| CE-CERT =College of Engineering-Center for Environmental Research and Technology | RECLAIM=Regional Clean Air Incentives Market |
| CNG = Compressed Natural Gas | RFP = Request for Proposals |
| CO = Carbon Monoxide | RFQ = Request for Quotations |
| DOE = Department of Energy | RFQQ=Request for Qualifications and Quotations |
| EV = Electric Vehicle | SCAG = Southern California Association of Governments |
| EV/BEV = Electric Vehicle/Battery Electric Vehicle | SIP = State Implementation Plan |
| FY = Fiscal Year | SOx = Oxides of Sulfur |
| GHG = Greenhouse Gas | SOON = Surplus Off-Road Opt-In for NOx |
| HRA = Health Risk Assessment | SULEV = Super Ultra Low Emission Vehicle |
| LEV = Low Emission Vehicle | TCM = Transportation Control Measure |
| LNG = Liquefied Natural Gas | ULEV = Ultra Low Emission Vehicle |
| MATES = Multiple Air Toxics Exposure Study | U.S. EPA = United States Environmental Protection Agency |
| MOU = Memorandum of Understanding | VOC = Volatile Organic Compound |
| MSERCs = Mobile Source Emission Reduction Credits | ZEV = Zero Emission Vehicle |
| MSRC = Mobile Source (Air Pollution Reduction) Review Committee | |
| NATTS =National Air Toxics Trends Station | |

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Agenda Item #5

Approval of Compensation for Board Member Assistant(s)/Consultant(s)

**Administrative Committee Meeting
June 10, 2022**

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: Ken Chawkins

Qualifications (education, professional experience, etc.): Resume attached

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is , and the business license number is issued by the

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 740.16 per month for July 1, 2022 through June 30, 2023 per month, up to a maximum payable during the contract period not to exceed \$ 8,881.92.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By for the Administrative Committee

cc: Human Resources

Rev. 6/3/22

KEN CHAWKINS



WORK EXPERIENCE

National Demographics Corporation, Glendale, CA / September 2021 – Present

Founded in 1979, NDC has performed work in all regions of the country, serving clients as varied as community service districts, water districts, school districts, cities, counties, and states. NDC is nationally recognized as a pioneer in good government districting and redistricting. NDC personnel are nationally recognized as leaders in the districting field and are responsible for numerous books and articles on the subject. Company principals are frequently asked to speak at local and national redistricting conferences. NDC's demographic expertise can also help with census planning, business location studies, and California and Federal voting rights act analysis. NDC is also a leader in public opinion polling, particularly at the local government level.

Consultant

Principal liaison with public jurisdictions including cities, counties, school and special districts. Guide local decision-makers through the legal and community engagement process to ensure that representative electoral maps are drawn legally and effectively. Engage community members and stakeholders in the map-drawing process and ensure that public input is incorporated into final maps. Present status updates and project reports to local elected bodies during public hearings and special meetings.

Air Products & Chemicals; Allentown, PA / Southern California Offices / August 2020 – August 2021

Air Products is a world-leading Industrial Gases company in operation for nearly 80 years. The Company provides industrial gases and related equipment to dozens of industries around the world. Air Products is one of the world's leading supplier of hydrogen of all carbon intensities.

Government Relations Manager

Act as principal liaison to local and state policymakers to advance company policy priorities. Support all growth platforms, with special focus on Hydrogen for Mobility and Carbon Capture & Sequestration. Support business development activities by developing advocacy campaign strategies, crafting appropriate and effective messaging, planning and executing strategic government engagement plans. Design and execute stakeholder and community engagement activities, social and traditional media strategies/tactics and overall communication approach in support of commercial priorities.

Southern California Gas Company, Los Angeles, CA / March 2014 – March 2020

SoCalGas is the largest natural gas distribution company in The United States. With 8000+ employees, over 21 million customers and 100,000 miles of pipeline, the company provides natural gas to ratepayers from the Mexican border to the Central Valley of CA.

Business Policy Manager, Los Angeles / March 2016 – March 2020

Developed and deployed public communications campaign to drive company priorities internally and externally. Successfully created 3rd-party coalition to emphasize the importance of a balanced energy approach across California. Led broad-based efforts to communicate corporate priorities to wide variety of public and private interest groups.

Manager of Public Policy, Los Angeles / March 2014 – March 2016

Responsible for shaping the public policy agenda for Southern California Gas Company at the Federal, State and Local governmental levels. Frame the public engagement strategy, working with various organizations and interest groups to build coalitions seeking the safe, clean and affordable use of natural gas as an energy source.

Southern California Edison; Rosemead, CA 1996 – 2013

SCE is one of the largest electric utilities in the country. With approximately 20,000 employees, it provides electric service to almost 5 million customers and is a leader in the energy industry.

Training Manager, Operations Support Business Unit

9/10 – 3/13

- Created new cross-functional Training Department to serve 3000+ employees
- Hired, developed and organized new staff to meet diverse training needs
- Developed formal training processes/ procedures to support training department
- Developed/Deployed change-management strategies for target audience regarding new training processes and procedures.
- Managed budget in excess of \$3 million
- Managed training staff of 25 employees serving cross-functional needs across SCE

Training Support/Lead, Corporate SAP Deployment Team 4/07 – 9/10

- Led cross-functional staff in development/deployment of Training, Change Adoption and Assessment for installation of SAP system-wide
- Developed/Deployed Super User Program
- Developed corporate messaging for various stages of SAP deployment
- Designed/Directed “go-live” adoption campaign for Senior Executives
- Designed and deployed Manager Engagement strategy
- Developed Business Readiness strategy to sustain/monitor change impacts

Training Manager, Powerline Support Skills Development 10/05 – 4/07

- Managed cross-functional training staff of 30+ Edison, consultant and contractors
- Oversaw training design/development for Annual Compliance programming pursuant to state and federal regulatory requirements
- Managed budget in excess of \$5 million
- Managed software system deployment training efforts
- Oversaw all evaluation and assessment efforts for training programs

Project Lead, Business Process Integration (BPI) - Power Delivery Reorganization 3/05 – 10/05

- Oversaw Project team (20) to implement large-scale strategic reorganization
- Directed project’s communication, training and change management activities
- Provided strategic and tactical recommendations to senior executives
- Directed and facilitated all Change Management training sessions

Training Manager, Powerline Skills Development – Chino, CA 2/02 – 3/05

- Managed training staff of 30+ exempt, represented and contract employees
- Managed budget in excess of \$5 million
- Developed and implemented annual compliance training for 4000+ field personnel
- Managed skills training for SCE’s climbing trades, including Lineman Apprentice Program

Field Construction Manager/Fullerton Service Center - Operations 2/00 – 2/02

- Managed field staff of 30+ exempt and represented employees
- Managed new construction/maintenance work to sustain electrical
- Represented SCE to public during planned outages and electrical emergencies
- Achieved budget targets for Capital and Ops/Maintenance budget in excess of \$8 million
- Achieved superior safety records in accordance with corporate and state requirements
- Managed labor relations issues including grievance and fact-finding processes

Special Assistant to the President, Chairman and CEO 1999-2000 Executive Leadership Development Program

Represented Edison’s President, Chairman and CEO on a variety of projects

Special Projects:

- Provided analysis of Contract/Consultant labor usage
- Developed format and authored Utility Status Update for senior Edison officers
- Provided project management tracking support for Ad Hoc crisis team responsible for addressing growing financial challenges for SCE

Region Manager, Public Affairs/San Gabriel Valley 1996-1999

- Directed SCE's government and community affairs in the Western San Gabriel Valley
- Responsible for all communication with senior elected and appointed officials
- Managed area activities related to statewide and local legislative and political activity
- Developed and advocated policies related to the energy industry, including deregulation legislation, emergency preparedness, infrastructure development and Y2K preparedness
- Developed strategic plan to address Request for Proposal of municipal utility

Chawkins Public Affairs Consulting Services; Phoenix, AZ 1994-1996

- Public Affairs Project Management services to government and community organizations
- Developed public/private partnerships to achieve grant-directed public affairs goals

Coro Public Affairs Southern California - Los Angeles, CA 1990 - 1994

Development/External Affairs Director 1992-1994

- Supervised staff and integrated development goals with program outcomes
- Worked with ethnic, religious and community organizations to coordinate funding efforts
- Directed and managed a \$700,000 fundraising budget
- Liaison with local government, political and business entities for program and financial development

Recruitment/Marketing Director 1990-1992

- Managed recruitment staff to meet program recruitment targets
- Recruited and managed the selection of participants to Coro's leadership programs
- Designed and produced all collateral material (brochures, videos, etc.)

UCLA Expo Center - Los Angeles, CA 1986 – 1988

Finance/Public Affairs Director

- Managed all fund-raising activities to support internships programming at UCLA
- Represented organization in budget deliberations
- Represented organization with governmental, political and business organizations

EDUCATION

MA, Public Policy/Public Affairs 1991
Claremont Graduate School

Coro Fellows Program in Public Affairs 1989
Eastern Center, New York City

BA, Political Science 1985
University of California at Los Angeles

CIVIC PARTICIPATION (Partial Listing)

Current

Chair, The Children's Partnership
Board Member, Legacy Los Angeles
Board Member, Pasadena Media
Board Member, LA County Economic Resiliency Task Force Workgroup

Past

Vice Chair, Coro Southern California
Trainer, Water Education for Latino Leaders
Chair, Southern California Leadership Committee (Los Angeles Chamber)
Executive Committee, Los Angeles Economic Development Corporation
Executive Committee, Business Federation of Los Angeles County
Board Member, Sustain Southern California
Board Member, Environmental Leadership Institute
Chair, Pasadena Unified School District – Districting Committee

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: William J. Kelly

Qualifications (education, professional experience, etc.): Resume on file; continuing service.

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____.

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 1000.00 per month for July 1, 2022 through June 30, 2023 per month, up to a maximum payable during the contract period not to exceed \$12,000.00.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 6/3/22

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: William Glazier

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.
 Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.
 Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 500.00 per month for July 1, 2022 through June 30, 2023, up to a maximum payable during the contract period not to exceed \$ 6,000.00.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 6/3/22

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: Wesley Reutimann

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 500.00 per month for July 1, 2022 through June 30, 2023 per month, up to a maximum payable during the contract period not to exceed \$6,000.00.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 6/3/22

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: Tim Sandoval

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.
 Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.
 Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 615.00 per month for July 1, 2022 through June 30, 2023, up to a maximum payable during the contract period not to exceed \$ 7,380.00.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 6/3/22

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: Sho Tay

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 450.00 per month for July 1, 2022 through June 30, 2023, up to a maximum payable during the contract period not to exceed \$ 5,400.00.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 6/3/22

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Michael Cacciotti

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: Ben Wong

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.
 Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.
 Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 1,200 per month for July 1, 2022 through June 30, 2023, up to a maximum payable during the contract period not to exceed \$ 14,400.00.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 6/3/22

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Rex Richardson

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: City of Long Beach (Parker Houston)

Qualifications (education, professional experience, etc.): Resume attached.

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____.

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 5,005.16 per month for July 1, 2022 through June 30, 2023 per month, up to a maximum payable during the contract period not to exceed \$ 60,062.

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 5/25/22

Parker Houston

California, United States



[Redacted email address]



[Redacted phone number]



[\[Redacted LinkedIn profile link\]](#)

Experience



Legislative Director, Office of Vice Mayor Rex Richardson

City of Long Beach

Mar 2021 - Present (1 year 3 months +)



Organizer

Texas AFL-CIO

Sep 2020 - Nov 2020 (3 months)



Caseworker, Public Benefits

Workers Benefit Fund

Apr 2020 - Aug 2020 (5 months)



Field Organizer

Warren for President

Oct 2019 - Mar 2020 (6 months)



Legislative Intern

U.S. House of Representatives

Jan 2018 - May 2018 (5 months)



Policy & Press Intern

City of Long Beach

Jun 2016 - Sep 2016 (4 months)

Education



Georgetown University

Bachelor of Science in Foreign Service, International Politics and Chinese

2015 - May 2019

Proposal for SCAQMD Board Member Assistant/Consultant

To: Administrative Cmte For meeting on June 10, 2022 From: Board Member Carlos Rodriguez

In accordance with the policy adopted by the Governing Board April 3, 2015, I submit this proposal to hire the individual named below, in the capacity indicated, to assist me in my duties as a member of the Governing Board of the SCAQMD effective July 1, 2022 and ending June 30, 2023

Candidate Information

Name: Holder Strategy Advisors (Matthew Holder)

Qualifications (education, professional experience, etc.): Resume on file; continuing service

Proposed Capacity (check one)

Board Member Assistant (employee) - the work to be performed primarily will entail the duties indicated below for an Assistant.

Board Member Consultant (employee) - the work to be performed primarily will entail the duties indicated below for a Consultant.

Board Member Consultant (independent contractor) - the work to be performed primarily will entail the duties indicated below for a Board Member Consultant and in performing such duties the independent contractor will be responsible for selecting the appropriate method and means of achieving the required results. My proposed Board Member Consultant does /does not have a business license. If so, the type of business is _____, and the business license number is _____ issued by the _____

Proposed Scope of Duties (check one)

Assistant (up to \$31.51/hour, \$31.99/hour effective January 1, 2017) - Performs for Board Member a variety of tasks ranging from liaison with constituent public entities, other Board Members, the public, and District staff related to clerical functions. Typical functions may include preparing narrative and statistical reports, preparing correspondence, filing and maintaining records, arranging meetings and other group functions; monitoring various programs and projects; responding to inquiries from constituent public entities, District Board Members, the public and District staff.

Examples of duties are set forth in the attachment (OPTIONAL)

Consultant (up to \$56.73/hour, \$57.59/hour effective January 1, 2017) - Performs for Board Member a variety of professional-level assignments in the development and formulation of policy, data analysis, reports, plans, assessments, and strategies for District programs; provides advice and recommendations to the Board Member regarding matters subject to the Board Member's decision-making authority; may provide liaison with the public on behalf of the Board Member. Typical functions may include planning, organizing, and developing a wide variety of programs on the Board Member's behalf and evaluating the effectiveness of various approaches.

Examples of duties are set forth in the attachment (OPTIONAL)

Proposed Rate of Compensation (fill in all blanks)

\$ 5,130.25 per month for July 1, 2022 through June 30, 2023, up to a maximum payable during the contract period not to exceed \$ 61,563.00

For Administrative Committee Use:

Reviewed by Administrative Committee with advice of District Counsel. Based on the scope of duties, the individual is a:
 Assistant (employee) Consultant (employee) Consultant (independent contractor)

By _____ for the Administrative Committee

cc: Human Resources

Rev. 6/3/22

ADMINISTRATIVE COMMITTEE

FRIDAY, JUNE 10, 2022

DR. ANISSA CESSA HEARD-JOHNSON
DEPUTY EXECUTIVE OFFICER
DIVERSITY, EQUITY, AND INCLUSION
AHEARD-JOHNSON@AQMD.GOV

FABULOUS FEMALE FRIDAYS

Grace Lee Boggs

June 27, 1915 – October 5, 2015

Chinese American civil rights and labor activist

Began studying at Barnard College in NY; was one of three students of color

Employers refused to hire Boggs due to her gender and ethnicity

Became involved with grassroot organizations that advocated for tenants' and workers' rights in Chicago

In 1950s, edited the newspaper *Correspondence* that supported worker-centered revolution and continued to support civil rights and Black Power movements



FABULOUS FEMALE FRIDAYS
(4TH FRIDAY OF EVERY MONTH)

FABULOUS FEMALE FRIDAY



May 2022

J.E.D.I. THINK TANK (4TH FRIDAY OF EVERY MONTH)

Office of Diversity, Equity, and Inclusion

J.E.D.I. THINK TANK

**I Am Not Your
Asian Stereotype**

Canwen Xu

MAY

ASIAN, ASIAN AMERICAN, PACIFIC ISLANDER HERITAGE MONTH

Asian, Asian American, Pacific Islander Heritage Month

Throughout the month of May we honor Asian and Pacific Islanders whose voices and work continue to elevate their communities in our country.

"Being an Asian and Asian Pacific Islander, I've always been aware of the disproportionate impacts of the climate crisis on communities of color and hold that perspective with me whenever I enter the climate space, transcending beyond just the news cycle and 'trogen' movements."

Sophia Li
Executive Director, AAPI Forward

"We feel it's our responsibility to help raise the alarm and advocate for environmental changes, as well as a return to saving the environment as our ancestor, as something we need to focus on."

Dr. Craig Santos Perez
Poet, Environmental Activist

"If my neighbors can come to the table with strategies about freshening their second job and feeding their kids, then I can do it. It's a privilege to do work that you find meaning in."

Miya Yoshitani
Co-Of AAPI Pacific Environmental Network

This week we are highlighting local organizations that seek to advocate for safeguarding the environment.

ASIAN PACIFIC ISLANDER FORWARD MOVEMENT

Aims to cultivate Asian and Pacific Islander communities through grassroots organizing about health equity, the environment, food access, and social justice.

ASIAN PACIFIC ISLANDER SUSTAINABLE LITTLE TOKYO

A community-driven initiative to ensure an equitable Little Tokyo with a framework dedicated to economic, environmental, and cultural sustainability.

Asian, Asian American, Pacific Islander Heritage Month

Throughout the month of May we honor Asian and Pacific Islanders whose voices and work continue to elevate their communities in our country.

"I have found the importance of documentation through photography especially when it comes to indigenous people, culture, and protecting the land."

Kapule Flores
Kauai Maui Photographer, OIA Artist

"Islam is connected to all our struggles because it recognizes notions of whose bodies are considered valuable, desirable, and disposable."

Mia Miegus
Artist, Organizer and Tutor by Equity, Inclusion and Disability Justice

"On Asian American representation in Hollywood? There, we get to talk about the complexities of our stories, the depth and breadth of our experiences, and the inclusivity and intersectionality we want for our community."

William Yu
Writer, Creative Strategist, and Asian American Activist

This week we are highlighting local organizations that seek to advocate for social justice.

API EQUALITY-LA

Empowers API LGBTQ+ community members and allies to achieve LGBTQ+ racial, and social justice through community building, leadership programs, and acceptance programs.

EPIC

Advances social justice by engaging Native Hawaiian & Pacific Islanders in culture-centered advocacy, leadership development, and research.

Asian, Asian American, Pacific Islander Heritage Month

Throughout the month of May we honor Asian and Pacific Islanders whose voices and work continue to elevate their communities in our country.

Recognized for his research on the Philippine coconut and other indigenous materials as "renewable sources of chemicals and fuels!"

Johan Arca Banzon
Biochemical Engineering Team

Contributed significantly to the understanding of solar radiation, ozone, and wind energy by developing a wide range of measuring tools!

Anna Hani
Neurologist | Solar Radiation, Ozone, and Wind Energy

Developed the first method and tools for measuring carbon dioxide in seawater became known as Saruhashi's Table!

Katsuko Saruhashi
Oceanographer | Central Ocean in the Ocean

DID YOU KNOW?

The umbrella term Asian Pacific Islander (API) includes cultures from the entire Asian Continent including and the Pacific Islands of Malaysia, Micronesia, and Polynesia.

Sources:
<https://www.offtopia.org/wp-content/uploads/2011/03/25/Johan-Banzon/>
<https://kfu.unl.edu/news/california-science-on-islam-anna-hani/>
<https://www.comet31000.katsuko-saruhashi.google.docx/>
<https://www.history.com/topics/holidays/asian-american-pacific-islander-heritage-month>

Asian, Asian American, Pacific Islander Heritage Month

Throughout the month of May we honor Asian, Asian American, and Pacific Islanders whose voices and work continue to elevate their communities in our country.

Credits his family for spurring the need to fix connecting peripheral technology (i.e. printers to their computer) he decided to develop a common, convenient, and universal connection system.

Ajay Bhatt
Computer Architect | Universal Serial Bus (USB)

Led a research team to develop a material that filtered air by attracting particles, through electrostatically charged fibers.

Peter Tsai
Material Scientist | Nanotech

Led a research team to find a new malaria treatment during the Vietnam War. She treated herself and 21 patients as whom recovered!

Tu Youyou
Nobel Prize Winner | Malaria, New Malaria Treatments

DID YOU KNOW?

In 1977, a resolution from the United States House of Representatives was introduced to proclaim the first 10 days of May as Asian Pacific Islander Heritage Week. The legislation references two key dates: the commemorating the migration of the first immigrants from Japan in May 7, 1843 and the completion of the transcontinental railroad on May 10, 1869.

Sources:
<https://www.asianheritage.com/events/page/44153/ajay-bhatt-the-inventor-of-the-usb/>
<https://www.asianheritage.com/events/page/44153/ajay-bhatt-the-inventor-of-the-usb/>
<https://www.asianheritage.com/events/page/44153/ajay-bhatt-the-inventor-of-the-usb/>
<https://www.asianheritage.com/events/page/44153/ajay-bhatt-the-inventor-of-the-usb/>

ASIAN PACIFIC ISLANDER HERITAGE MONTH

COMMEMORATION

May 26, 2022

Thursday, May 26, 2022
1:00 p.m. - 2:00 p.m.

[Zoom Link](#) | Meeting ID: 971 6771 5741

Join us for South Coast AQMD's Asian Pacific Islander (API) Heritage Month Commemoration featuring Los Angeles City Councilmember and Governing Board Member Nithya Raman as the keynote speaker and a presentation by the Asian Pacific Islander (API+) Employee Resource Group.

Throughout Asian Pacific Islander Heritage Month, South Coast AQMD has featured API leaders and organizations that enhance our society by advocating for [social justice](#) and [environmental justice](#), and empowering API communities through [STEM](#). We encourage employees to check out our weekly Asian Pacific Islander Heritage informational graphics linked above.



JUNE PRIDE MONTH

SOUTH COAST AQMD
**PRIDE MONTH
COMMEMORATION**
THURSDAY, JUNE 2, 2022 • 12:00PM - 1:00PM

[Zoom Link](#) | Meeting ID: 971 6771 5741

Click the attached file to add this event to your calendar.



Join us for South Coast AQMD's Pride Month Commemoration featuring Los Angeles County Supervisor and South Coast AQMD Governing Board Member Sheila Kuehl as the keynote speaker and a presentation by the Allies and Advocates Employee Resource Group.

The goals of this event are to expand our understanding of the LGBTQIA+ experience at the intersectionality of environmental justice.

ERG LEADERSHIP ACKNOWLEDGMENTS



BOARD MEETING DATE: August 5, 2022

AGENDA NO.

REPORT: Audit Reports of AB 2766 Fee Revenue Recipients for Fiscal Years Ending June 30, 2018 and 2019.

SYNOPSIS: Health and Safety Code 44244.1 requires any agency that receives fee revenues subvended from the Department of Motor Vehicles to be audited once every two years. This audit of South Coast AQMD's share, MSRC's share, and local governments' share of such subvended funds, performed by independent Certified Public Accountants, has been completed.

COMMITTEE: Administrative, June 10, 2022, Recommended for Approval

RECOMMENDED ACTION:
Receive and file.

Wayne Natri
Executive Officer

Background

AB 2766 was chaptered into law as Health and Safety Code Sections 44220-44247 which were enacted to authorize air pollution control districts to impose fees on motor vehicles. These fees are to be expended specifically for the purpose of mobile source air pollution reduction measures pursuant to the California Clean Air Act of 1988 or the South Coast AQMD's AQMP pursuant to Article 5 of Chapter 5.5 of Part 3 of the Health and Safety Code.

The fee revenue is collected by the Department of Motor Vehicles (\$4.00 per vehicle registration) and subvended to South Coast AQMD for distribution as follows: 30 percent (\$1.20) goes to support South Coast AQMD-approved programs for the reduction of emissions from mobile sources; 40 percent (\$1.60) is placed in the Air Quality Improvement Trust Fund for quarterly disbursement to local governments; and 30 percent (\$1.20) is placed in the Mobile Source Air Pollution Reduction Special Revenue Fund for

projects awarded by the Mobile Source Air Pollution Reduction Review Committee (MSRC) under a work program approved by South Coast AQMD Board.

Audit Summary

South Coast AQMD's Use of AB 2766 Fee Revenues – Segment 1

The audit of South Coast AQMD's use of the motor vehicle registration revenues resulted in no findings. The audit report is included in Attachment I. The cost of auditing South Coast AQMD's use of the AB 2766 revenues was \$4,850, paid from the South Coast AQMD's portion of the fee revenues.

Local Government Use of AB 2766 Fee Revenues – Segment 2

The audit of local governments' use of AB 2766 funds resulted in 25 findings from 17 agencies, out of 162 recipients. All of findings will be resolved in accordance with AB 2766 program guidelines. A summary of the audit findings is included in Attachment II, along with the audit reports in Attachments III and IV.

The total cost to audit the local government recipients was \$76,725. The cost of the audit is allocated and paid from the local governments' portion of the fee revenues in accordance with AB 2766 program guidelines.

MSRCs Use of AB 2766 Fee Revenues – Segment 3

The audit of the MSRC fund and of projects from the MSRC Work Program resulted in no findings. The audit reports are included in Attachments V and VI. The MSRC reviewed the summary audit reports at its June 16, 2022 meeting. The cost of auditing the MSRC and their use of program revenues was \$8,200 and will be deducted from the fee revenues subvented to the MSRC.

Attachments

- I. South Coast AQMD's Use of AB 2766 Fee Revenues – Segment 1
- II. Summary of AB 2766 Audit Findings for Local Governments and Council of Governments
- III. Local Governments Use of AB 2766 Fee Revenues Summary of Audit Reports - Segment 2
- IV. Local Governments Use of AB 2766 Fee Revenues Summary of Audit Reports - Segment 2, Subgroup 1
- V. MSRC's Use of AB 2766 Fee Revenues Summary Audit Report - Segment 3
- VI. MSRC Projects Audit – Segment 3, Projects

**SOUTH COAST AIR QUALITY
MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND
(SEGMENT 1)**

Independent Accountant's Report on
Applying Agreed-Upon Procedures

For the Fiscal Years Ended June 30, 2019 and 2018



2355 Crenshaw Blvd. Suite 150 Torrance, CA 90501
t: (310) 792-4640 f: (310) 792-4140

Independent Accountant's Report
on Applying Agreed-Upon Procedures

The Governing Board of
The South Coast Air Quality Management District

We have performed the procedures enumerated below on automobile registration fee revenues (AB 2766 funds) received by the South Coast Air Quality Management District (South Coast AQMD) for the fiscal years ended June 30, 2019 and 2018. The South Coast AQMD is responsible for spending AB 2766 funds on the reduction of air pollution from motor vehicles pursuant to the California Clean Air Act of 1988 or the South Coast Air Quality Management District's (South Coast AQMD) Air Quality Management Plan (AQMP) prepared pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code (CHSC).

The South Coast AQMD has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose solely to assist in determining whether AB 2766 funds received by the South Coast AQMD for the fiscal years ended June 30, 2019 and 2018 were spent on the reduction of air pollution from motor vehicles pursuant to California Clean Air Act of 1988 or the South Coast AQMD's AQMP. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, and as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated results are as follows.

1. We inquired to understand how the South Coast AQMD accounts for AB 2766 funds, including whether the South Coast AQMD has established a separate trust fund for AB 2766 funds or if there is a separate accounting of the AB 2766 funds maintained by another means.

Result

We noted that the AB 2766 funds-Segment 1 (District Funds) are recorded under the General Fund of the South Coast AQMD.

2. We inquired to understand the South Coast AQMD internal control procedures over the receipt and use of AB 2766 funds.
 - a. We designed a test of significant controls to identify any significant deficiencies in the design or operation of the internal controls over the receipt and use of AB 1766 funds.

Result

We noted no exceptions in performing this procedure.

3. We inspected the California Department of Motor Vehicles (DMV) fee distribution record for AB 2766 revenues and agreed them to the South Coast AQMD's AB 2766 revenues recorded in the general ledger.

Result

We noted no exceptions in performing this procedure.

4. We recalculated the South Coast AQMD's allocation of AB 2766 revenue fees to recipients to ensure that the allocation was in accordance with CHSC Section 44243, after deducting administrative costs pursuant to Section 44229, and any audit costs pursuant to Section 44244.1(a).

Result

We noted no exceptions on the allocation of AB 2766 revenue fees to the recipients.

5. We inquired to understand how the South Coast AQMD allocates interest earned on AB 2766 funds.
 - a. We determined the reasonableness of the interest allocation and confirmed that interest was used for the same purposes for which AB 2766 funds were allocated to the South Coast AQMD.

Result

We noted no exceptions to interest allocation earned or use of interest earned.

6. We obtained copy of the South Coast AQMD's governing board approved resolution to document the intent and use of AB 2766 funds exclusively for the reduction of air pollution from motor vehicles in accordance with the California Clean Air Act of 1988.

Result

We noted no exceptions in performing this procedure.

7. We inspected the South Coast AQMD's cost allocation schedule and recalculated, on a test basis, the reasonableness and mathematical accuracy of the cost allocation method.

Result

We noted no exceptions on the cost allocation schedule.

8. We performed substantive testing on AB 2766 direct and indirect non-labor project expenditures for each year to determine:

- a. That the expenditures are allowable, reasonable, properly supported by adequate documentation, properly approved, project is clearly identified, and were incurred during the fiscal year;
- b. That the funds were spent in accordance with CHSC Section 44220(b), which requires that AB 2766 fund expenditures were incurred solely to reduce air pollution from motor vehicles and for related planning, monitoring, enforcement and technical studies necessary for implementation of the California Clean Air Act of 1988; and
- c. That the expenditures are in accordance with CHSC Section 44235, which prevents AB 2766 fees for the purposes of establishing or maintaining the district as a direct provider of the carpool, van pool, or other ridesharing or transit services.

Result

We noted no exceptions in performing this procedure.

9. We performed substantive testing on AB 2766 direct payroll expenditures for each year to determine that the expenditures are allowable, reasonable, properly supported by adequate documentation, properly approved, project is clearly identified, and were incurred during the fiscal year.

Result

We noted no exceptions to the AB 2766 direct payroll expenditures.

10. We recalculated and determined that the South Coast AQMD AB 2766 administrative expenditures did not exceed 6.25% of the AB 2766 fees distributed, in accordance with CHSC Section 44233.

Result

We noted no exceptions in performing this procedure.

11. We inspected the South Coast AQMD's records of disbursements and identify whether South Coast AQMD expended AB 2766 fees within one year of the program or project completion date, in accordance with CHSC Section 44244.1(d).

Result

We noted no exceptions in performing this procedure.

12. We confirmed that the South Coast AQMD submitted a report to the State Air Resource Board on the use of the fees and results of the programs funded and that the South Coast AQMD's control measures were in compliance with Title 42 of the United States Code control measures.

Result

We noted no exceptions in performing this procedure.

We were engaged by South Coast AQMD to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on whether AB 2766 funds received by the South Coast AQMD for the fiscal years ended June 30, 2019 and 2018 were spent on the reduction of air pollution from motor vehicles pursuant to California Clean Air Act of 1988 or the South Coast AQMD's AQMP. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the South Coast AQMD and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

BCA Watson Rice, LLP

Torrance, California

March 18, 2022

Summary of Fiscal Year 2017-18 and Fiscal Year 2018-19 AB 2766 Audit Findings for Local Governments and Council of Governments

Findings Description	Fiscal Year(s)	City/County/COG	Status
Inaccurate Information in the Annual Program Progress Report	FY 2018-19	City of Arcadia	Resolved-The City will be reporting administrative expenditures separately
Inaccurate Information in the Annual Program Progress Report	FY 2017-18 & FY 2018-19	City of Glendale	Resolved-The City included the project in the FY 2019-20 report.
Inaccurate Information in the Annual Program Progress Report	FY 2018-19	City of Lake Elsinore	Resolved-The City corrected the opening balance for FY 2019-20 report.
Inaccurate Information in the Annual Program Progress Report	FY 2018-19	County of San Bernardino	Resolved-The City corrected the opening balance for FY 2019-20 report.
Submission of Annual Audited Financial Statements	FY 2017-18 & FY 2018-19	City of Artesia	Resolved-City was Audited.
Submission of Annual Audited Financial Statements	FY 2017-18 & FY 2018-19	City of Compton	Resolved-City was Audited.
Submission of Annual Audited Financial Statements	FY 2017-18 & FY 2018-19	City of Huntington Park	Resolved-City was Audited.
Submission of Annual Audited Financial Statements	FY 2017-18	City of El Monte	Resolved-City was Audited.
Submission of Annual Audited Financial Statements	FY 2018-19	City of South Gate	Resolved-City was Audited.
Submission of Annual Audited Financial Statements	FY 2017-18 & FY 2018-19	City of Buena Park	Resolved-City was Audited.
Submission of Annual Audited Financial Statements	FY 2018-19	City of Villa Park	Resolved-City was Audited.
Submission of Annual Audited Financial Statements	FY 2017-18 & FY 2018-19	City of Hemet	Resolved-City was Audited.
Submission of Annual Audited Financial Statements	FY 2017-18 & FY 2018-19	City of Grand Terrace	Resolved-City was Audited.
Unallowable Expenditures	FY 2018-19	City of Baldwin Park	Resolved-The City has replaced the funds.
Unallowable Expenditures	FY 2017-18 & FY 2018-19	City of Huntington Park	Resolved-The City has requested SCAQMD to withhold funds from future disbursements.
Unallowable Expenditures	FY 2017-18	City of Huntington Park	Resolved-The City has requested SCAQMD to withhold funds from future disbursements.
Understatement of Accumulated Cash and Fund Balances	FY 2017-18 & FY 2018-19	City of La Mirada	Resolved-The City will be allocating the interest earning to the fund.
Overstatement of AB 2766 Revenue	FY 2018-19	City of Cathedral City	Resolved-The City corrected the opening balance for FY 2019-20 report.
Interest Income on Accumulated AB 2766 Funds	FY 2017-18 & FY 2018-19	City of Compton	Resolved-The City will be allocating the interest earning to the fund.
Non AB 2766 Revenue Recorded in the AB 2766 Fund	FY 2017-18	City of Artesia	Resolved-The City made an adjusting entry to correct the balance
Lack of Controls Over Financial Reporting	FY 2018-19	City of Compton	Resolved-The City has begun implementing internal control policies & procedures
Lack of Controls Over Financial Reporting	FY 2018-19	City of Huntington Park	Resolved-The City has begun implementing internal control policies & procedures
Lack of Controls Over Financial Reporting	FY 2017-18 & FY 2018-19	City of South Gate	Resolved-The City has begun implementing internal control policies & procedures
Lack of Controls Over Payroll	FY 2018-19	City of Compton	Resolved-The City has replaced the funds.
Lack of Controls Over Payroll	FY 2018-19	City of Long Beach	Resolved-The City has begun implementing internal control policies & procedures

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

AIR QUALITY IMPROVEMENT FUND

Summary Report on AB 2766 Fee Revenues for Local Government Recipients Under Health and Safety Code Section 44243(b) (*Segment 2*)

For the Fiscal Years Ended June 30, 2019 and 2018



2355 Crenshaw Blvd. Suite 150 Torrance, CA 90501
t: (310) 792-4640 f: (310) 792-4140

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AB 2766 FEE REVENUES FOR LOCAL GOVERNMENT RECIPIENTS
UNDER HEALTH AND SAFETY CODE SECTION 44243(b)
(Segment 2)

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Attachment A – Summary of Audit Findings.....	3
Attachment B – List of Local Government Recipients Audited.....	11

AB 2766 Air Quality Improvement Fund Summary of Segment 2 Reports

The Governing Board of
The South Coast Air Quality Management District

This report provides a summary of the findings and questioned costs contained in the financial audit reports and reports on applying agreed-upon procedures completed for Segment 2 for the Biennial Audit of Fee Revenues under AB 2766 for the fiscal years ended June 30, 2019 and 2018. See Attachment B for the list of the local government recipients audited included in this summary.

For the purpose of determining whether motor vehicle registration fees (AB 2766 funds) subvended to the South Coast Air Quality Management District (SCAQMD) were expended for air pollution measures pursuant to the Clean Air Act Amendments of 1990, the California Clean Air Act of 1988 or the SCAQMD's Air Quality Management Plan (AQMP) prepared pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code (CHSC), the SCAQMD requested that we perform audits or agreed-upon procedures reviews for six subgroups of local governments receiving Segment 2 funds. Segment 2 funds are 40% of motor vehicle fee revenues subvended to the SCAQMD that are distributed to local governments on a quarterly basis. The SCAQMD placed local governments into subgroups based on the amount of Segment 2 funds received and whether the entity had provided Air Quality Improvement Fund audited financial statements and progress reports to the SCAQMD. Local governments in Segment 2 include cities, counties and consortiums of local governments. These consortiums are legal entities created through joint power agreements entered into by cities and counties in a common geographical area. Local governments are permitted to pool their resources for implementing the requirements for the use of AB 2766 funds and to undertake regional projects to reduce air pollution from motor vehicles.

For local governments in Subgroup 1, we reviewed audit reports prepared by other auditors and summarized audit findings included in the reports. The subgroup 1 summary was provided in a separate report dated March 18, 2022.

We summarized in this report the audit findings and questions costs for local government entities in Subgroups 2, 3, 4, 5 and 6 into 9 categories, as described below:

CATEGORY	DESCRIPTION
Noncompliance with the AB 2766 Compliance Requirements:	
1	Inaccurate Information in the Annual Program Progress Report Submitted to SCAQMD
2	Submission of Annual Audited Financial Statements and Annual Progress Report
3	Unallowable Expenditures
4	Understatement of Accumulated Cash and Fund Balances in the AB 2766 Fund
5	Overstatement of AB 2766 Revenue Recorded in the AB 2766 Fund
6	Interest Income on Accumulated AB 2766 Funds
Material Weaknesses or Significant Deficiencies in Financial Reporting:	
7	Non AB 2766 Revenue Recorded in the AB 2766 Fund
8	Lack of Controls Over Financial Reporting
9	Lack of Controls Over Payroll

The audit findings are described in the Summary of Audit Findings in Attachment A.

This report is intended solely for the information and use of the governing board and management of the SCAQMD, and is not intended to be and should not be used by anyone other than these specified parties.

BCA Watson Rice, LLP
Torrance, , California
March 31, 2022

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

**SUMMARY OF AUDIT FINDINGS
For the Fiscal Years Ended June 30, 2019 and 2018**

1. Inaccurate Information in the Annual Program Progress Report Submitted to SCAQMD

According to the SCAQMD Resource Guide, “*Cities and Counties under SCAQMD’s jurisdiction provide annual program and financial information to the SCAQMD. This information is compiled by the SCAQMD and forwarded as an annual report to California Air Resources Board (CARB)*”.

According to Chapter 12 of the SCAQMD Resource Guide, “*The Audit Guidelines describes the financial and program reporting requirements for local governments. The AB 2766 program legislation requires that each agency receiving motor vehicle registration fee revenues must submit:*

- *An annual program progress report*
- *An annual audited financial statement of AB 2766 funds”.*

Los Angeles County

City of Arcadia

For the fiscal year ended June 30, 2019, the City of Arcadia did not report the \$2,100 of administrative costs separately from the total project/program spending. Although administrative costs were not reported separately, we verified that the \$2,100 administrative costs were allowable expenditures and properly supported.

City of Glendale

For the fiscal year ended June 30, 2018, the City of Glendale did not include the Employer Based Trip Reduction Project, Transit Fare Subsidy Project, and administrative expenditures in the annual program progress report submitted to the SCAQMD. For the fiscal year ended June 30, 2019, the City of Glendale did not include the administrative expenditures in the annual progress report submitted to the SCAQMD.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

SUMMARY OF AUDIT FINDINGS
For the Fiscal Years Ended June 30, 2019 and 2018

1. Inaccurate Information in the Annual Program Progress Report Submitted to SCAQMD
(Continued)

Riverside County

City of Lake Elsinore

For the fiscal year ended June 30, 2019, the City of Lake Elsinore reported an AB 2766 fund balance in the AB 2766 annual program progress report submitted to SCAQMD that has a variance of \$4,109 as compared to the recalculated audited fund balance amount. Per discussion with the City, the variance was caused by an erroneous reporting in the AB 2766 annual program progress report of \$4,109 administrative costs.

San Bernardino County

County of San Bernardino

For the fiscal year ended June 30, 2019, the County of San Bernardino did not accurately report the actual AB 2766 project's expenditures in the Annual Progress Report submitted to SCAQMD. As noted, the AB 2766 expenditures reported in the Annual Progress Report was \$473,235, while the actual AB 2766 expenditures incurred and paid per the County's General Ledger was \$403,819, resulting in the over reporting of expenditures by \$69,416 as detailed below:

Nature of Expenditures	Total AB 2766 Expenditure per GL	Total AB 2766 Expenditures Per Annual Progress Report	Variance Annual Progress Report was
Employee - Based Trip Reduction	\$ 361,513	\$ 430,899	\$ (69,386)
Vanpool Programs	22,767	22,797	(30)
Administrative	19,539	19,539	-
Total	\$ 403,819	\$ 473,235	\$ (69,416)

The \$69,386 over reported Employees-Based Trip Reduction Program's expenditures represent encumbered expenditures as of June 30, 2019. These expenditures were actually incurred and paid in the subsequent fiscal year, resulting in a timing difference. However, the \$30 variance in the Vanpool Program's expenditures was an unreconciled amount.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

SUMMARY OF AUDIT FINDINGS
For the Fiscal Years Ended June 30, 2019 and 2018

2. Submission of Annual Audited Financial Statements and Annual Progress Report

The Audit Guidelines prepared by the SCAQMD describe the financial and program reporting requirements for local governments. The AB 2766 program legislation requires that each agency receiving motor vehicle registration fee revenues must submit an annual program progress report and annual audited financial statements of AB 7266 funds by the first Friday in February of each year. For fiscal years 2019 and 2018, the following cities did not submit its annual program progress report and/or annual audited financial statements to the SCAQMD in a timely manner.

<u>Fiscal Year 2019</u>	<u>Fiscal Year 2018</u>
<u>Los Angeles County</u>	<u>Los Angeles County</u>
City of Artesia	City of Artesia
City of Compton	City of Compton
City of Huntington Park	City of El Monte
City of South Gate	City of Huntington Park
<u>Orange County</u>	<u>Orange County</u>
City of Buena Park	City of Buena Park
City of Villa Park	
<u>Riverside County</u>	<u>Riverside County</u>
City of Hemet	City of Hemet
<u>San Bernardino County</u>	<u>San Bernardino County</u>
City of Grand Terrace	City of Grand Terrace

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

SUMMARY OF AUDIT FINDINGS
For the Fiscal Years Ended June 30, 2019 and 2018

3. Unallowable Expenditures

California Health and Safety Code Section 44243 require that AB 2766 funds be used for programs to reduce air pollution from mobile sources. We noted the following cities charged unallowable expenditures to AB 2766 funds.

<u>Fiscal Year 2019</u>	<u>Description</u>	<u>Amount</u>
<u>Los Angeles County</u>		
City of Baldwin Park	CNG fuel station design	\$ 2,897.37
City of Baldwin Park	Public works	4,900.00
City of Baldwin Park	Recreation services	4,900.00
City of Huntington Park	Tires and oil changes for leased alternative vehicles	1,392.00
<u>Fiscal Year 2018</u>	<u>Description</u>	<u>Amount</u>
City of Huntington Park	Tires and oil changes for leased alternative vehicles	\$ 510.00
City of Huntington Park	Middleton Street Elementary Safe Routes to School	80,000.00

4. Understatement of Accumulated Cash and Fund Balances in the AB 2766 Fund

According to Chapter 15 of the SCAQMD Resource Guide, “Often local governments accumulate funds over an extended period for costly projects. Depending on the amount of annual AB 2766 receipts and the timeliness of project expenditures cities/counties may have large cash balances in the AB 2766 Special Revenue Fund. Interest earned on these cash balances could amount to a significant sum of money. If AB 2766 fees are invested with cash balances from other general fund revenues, an equitable, proration of interest earned on the total funds invested must be made to the AB 2766 Special Revenue Funds”.

Los Angeles County

City of La Mirada

The allocated AB 2766 funds interest income of \$7,823 for the fiscal year ended June 30, 2019 was not posted to the AB 2766 fund general ledger. However, this amount was included in the annual report submitted to the SCAQMD. We were also informed that the allocated interest income from prior fiscal years 2011-2012 to 2018-2019, (last 8 fiscal years) totaling \$27,646.17 was also not posted to the AB 2766 fund general ledger, but was maintained and tracked under the City’s General Fund, and included in the annual reports for each fiscal year submitted to the SCAQMD. Thus, over the years the accumulated cash and fund balances of the AB 2766 fund general ledger were understated.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

**SUMMARY OF AUDIT FINDINGS
For the Fiscal Years Ended June 30, 2019 and 2018**

5. Overstatement of AB 2766 Revenue Recorded in the AB 2766 Fund

According to Chapter 14 of the SCAQMD Resource Guide, *“the total amount disbursed for the four quarter should equal the annual AB 2766 revenues for the city/county”*.

Riverside County

City of Cathedral City

The amount of AB 2766 funds received by the City of Cathedral City for the fiscal year ended June 30, 2019 as reported in their AB 2766 annual program progress report to the SCAQMD was overstated by \$145 (amount reported \$71,212 versus actual amount received of \$71,067) due to an oversight by the City.

6. Interest Income on Accumulated AB 2766 Funds

According to Chapter 15 of the SCAQMD Resource Guide, *“Often local governments accumulate funds over an extended period for costly projects. Depending on the amount of annual AB 2766 receipts and the timeliness of project expenditures cities/counties may have large cash balances in the AB 2766 Special Revenue Fund. Interest earned on these cash balances could amount to a significant sum of money. If AB 2766 fees are invested with cash balances from other general fund revenues, an equitable, proration of interest earned on the total funds invested must be made to the AB 2766 Special Revenue Funds”*.

Los Angeles County

City of Compton

We noted that the interest income for the years ended June 30, 2019 and 2018, in the amount \$11,962 and \$6,122, respectively were not allocated to the Air Quality Improvement Fund. . However, during our fieldwork, the City provided us with journal entries evidencing that these amounts were retroactively allocated to the AB 2766 funds during fiscal year 2018-2019 and were added to the AB 2766 fund’s cash and fund balances as of June 30, 2020.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

SUMMARY OF AUDIT FINDINGS
For the Fiscal Years Ended June 30, 2019 and 2018

7. Non AB 2766 Revenue Recorded in the AB 2766 Fund

According to Chapter 14 of the SCAQMD Resource Guide, “*AB 2766 revenues may not be combined with revenues from other fee revenues*”.

County of Los Angeles

City of Artesia

For the fiscal year ended June 30, 2018, the City of Artesia erroneously recorded the summer lunch program revenue of \$2,673.32 under the Air Quality Improvement Fund.

8. Lack of Controls Over Financial Reporting

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements.

County of Los Angeles

City of Compton

On November 20, 2020, the City’s independent auditor issued a Qualified Opinion on the City’s June 30, 2019 financial statements due to material deficiencies noted on its financial reporting, including the non-preparation and review of bank reconciliations statements in a timely manner. Moreover, the Single audit report for the fiscal year ended June 30, 2019, reported several material and significant deficiencies on its federal programs, although none reported involving the AB 2766 funds. Because of these material deficiencies, particularly the finding related to the bank reconciliation statements not prepared on a timely basis, it casted doubt on the reliability of the City of Compton’s financial statements, including the AB 2766 funds financial statements, as of June 30, 2019.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

**SUMMARY OF AUDIT FINDINGS
For the Fiscal Years Ended June 30, 2019 and 2018**

8. Lack of Controls Over Financial Reporting (Continued)

City of Huntington Park

The City’s Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards for the fiscal year ended June 30, 2019 dated November 25, 2020, indicated material weaknesses and significant deficiencies in its internal controls over financial reporting that are related to the timely preparation of bank reconciliation statements, proper approval and correct posting of journal vouchers transactions. Moreover, it was noted that there was delayed in closing of its books and the preparation of the financial statements.

City of South Gate

In our review of the bank reconciliations for the fiscal years ended June 30, 2019 and 2018, we noted that the preparer and reviewer did not indicate the date when the bank reconciliations were prepared and reviewed. Thus, we were unable to verify whether the City of South Gate completed and reviewed the monthly bank reconciliations in a timely manner, which according to best practices should be performed within 30 days upon receipt of the bank statements.

9. Lack of Controls Over Payroll

According to Chapter 17 of the SCAQMD Resource Guide, “Direct labor must be documented on timesheets. If timesheets do not permit the level of detail required to document direct labor hours to be charged to AB 2766 projects specifically, then a detailed log of time spent on projects, the activities performed, and the outcome or product generated must be maintained. Direct labor costs must identify the project to establish a clear audit trail. Allocating a fixed or budgeted amount of staff time and associated salary expense each pay period will not meet the requirements for the audit”.

County of Los Angeles

City of Compton

In our testing of payroll expenditures, the City of Compton was unable to provide the supporting timesheets and payroll registers for the direct labor charged to the AB 2766 fund dated October 13, 2018 and December 22, 2018 in the amount of \$1,853 and \$624, respectively.

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

**SUMMARY OF AUDIT FINDINGS
For the Fiscal Years Ended June 30, 2019 and 2018**

9. Lack of Controls Over Payroll (Continued)

City of Long Beach

In our testing of payroll expenditures, we identified two out of the ten employees' timesheets that were selected for payroll testing for the month of March 2019 were inaccurately recorded in the payroll system, which resulted to the actual AB 2766 allocated payroll costs being underreported by \$135 (one employee was overreported by \$832 and the other employee was underreported by \$967).

ATTACHMENT B

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

**LIST OF LOCAL GOVERNMENT RECIPIENTS AUDITED
For the Fiscal Years Ended June 30, 2019 and 2018**

City	Type of Audit	Fiscal Year(s)
Los Angeles County		
1) City of Alhambra	Financial & Compliance	2018 & 2019
2) City of Arcadia	Agreed Upon Procedures	2019
3) City of Artesia	Financial & Compliance	2018 & 2019
4) City of Azusa	Agreed Upon Procedures	2018
5) City of Baldwin Park	Agreed Upon Procedures	2019
6) City of Bell	Agreed Upon Procedures	2018
7) City of Compton	Financial & Compliance	2018 & 2019
8) City of El Monte	Financial & Compliance	2018 & 2019
9) City of Gardena	Agreed Upon Procedures	2018
10) City of Glendale	Financial & Compliance	2018 & 2019
11) City of Glendora	Agreed Upon Procedures	2019
12) City of Hawthorne	Financial & Compliance	2018 & 2019
13) City of Huntington Park	Financial & Compliance	2018 & 2019
14) City of Irwindale	Agreed Upon Procedures	2019
15) City of Lakewood	Financial & Compliance	2019
16) City of La Mirada	Agreed Upon Procedures	2019
17) City of La Verne	Agreed Upon Procedures	2018
18) City of Long Beach	Financial & Compliance	2018 & 2019
19) City of Rancho Palos Verdes	Agreed Upon Procedures	2018
20) City of San Marino	Agreed Upon Procedures	2019
21) City of South Gate	Financial & Compliance	2018 & 2019
22) City of South Pasadena	Agreed Upon Procedures	2018
23) City of Walnut	Agreed Upon Procedures	2019
24) County of Los Angeles	Financial & Compliance	2018 & 2019

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

**LIST OF LOCAL GOVERNMENT RECIPIENTS AUDITED
For the Fiscal Years Ended June 30, 2019 and 2018
(Continued)**

<u>City</u>	<u>Type of Audit</u>	<u>Fiscal Year(s)</u>
Orange County		
25) City of Anaheim	Financial & Compliance	2018 & 2019
26) City of Buena Park	Financial & Compliance	2018 & 2019
27) City of Cypress	Agreed Upon Procedures	2018
28) City of Dana Point	Agreed Upon Procedures	2019
29) City of La Habra	Agreed Upon Procedures	2018
30) City of La Palma	Agreed Upon Procedures	2018
31) City of Laguna Hills	Agreed Upon Procedures	2019
32) City of Laguna Niguel	Agreed Upon Procedures	2018
33) City of Newport Beach	Financial & Compliance	2018 & 2019
34) City of Villa Park	Financial & Compliance	2019
35) County of Orange	Financial & Compliance	2018 & 2019
Riverside County		
36) City of Calimesa	Agreed Upon Procedures	2018
37) City of Cathedral City	Agreed Upon Procedures	2019
38) City of Hemet	Financial & Compliance	2018 & 2019
39) City of La Quinta	Agreed Upon Procedures	2019
40) City of Lake Elsinore	Agreed Upon Procedures	2019
41) City of Menifee	Financial & Compliance	2019
42) City of Moreno Valley	Financial & Compliance	2018 & 2019
43) City of Murrieta	Financial & Compliance	2018 & 2019
44) City of Norco	Agreed Upon Procedures	2019
45) City of Palm Springs	Agreed Upon Procedures	2018
46) City of Rancho Mirage	Agreed Upon Procedures	2019
47) City of Temecula	Financial & Compliance	2018 & 2019
48) City of Wildomar	Agreed Upon Procedures	2018

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

LIST OF LOCAL GOVERNMENT RECIPIENTS AUDITED
For the Fiscal Years Ended June 30, 2019 and 2018
(Continued)

<u>City</u>	<u>Type of Audit</u>	<u>Fiscal Year(s)</u>
San Bernardino County		
49) City of Big Bear Lake	Agreed Upon Procedures	2019
50) City of Grand Terrace	Financial & Compliance	2018 & 2019
51) City of Loma Linda	Agreed Upon Procedures	2018
52) City of San Bernardino	Financial & Compliance	2018 & 2019
53) San Bernardino County	Financial & Compliance	2018 & 2019
Consortium		
54) Coachella Valley Association of Governments	Financial & Compliance	2018 & 2019
55) Gateway Cities Council of Governments	Financial & Compliance	2018 & 2019
56) Western Riverside Council of Governments	Financial & Compliance	2018 & 2019

**SOUTH COAST AIR QUALITY
MANAGEMENT DISTRICT**
AIR QUALITY IMPROVEMENT FUND (SEGMENT 2 – SUBGROUP A)

Independent Accountant's Report on
Applying Agreed-Upon Procedures

For the Fiscal Years Ended June 30, 2019 and 2018



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**Independent Accountant’s Report
on Applying Agreed-Upon Procedures**

The Governing Board of
The South Coast Air Quality Management District

We have performed the procedures enumerated below on solely to assist you in summarizing instances of noncompliance and internal control deficiencies and material weaknesses reported in financial statement audit reports and internal control and compliance reports submitted to the South Coast Air Quality Management District (South Coast AQMD) by cities and counties that received automobile registration fee revenues (AB 2766 funds) from the South Coast AQMD for the fiscal years ended June 30, 2019 and 2018. This report also includes internal control deficiencies and material weaknesses identified in the reports on internal controls. The cities and counties are responsible for spending AB 2766 funds on activities that reduce air pollution from motor vehicles pursuant to the California Clean Air Act of 1988 or the South Coast AQMD’s Air Quality Management Plan (AQMP) prepared pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code (CHSC).

The South Coast AQMD has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of solely to assist in determining whether AB 2766 funds distributed to the cities and counties for the fiscal years ended June 30, 2019 and 2018 were spent on the reduction of air pollution from motor vehicles pursuant to California Clean Air Act of 1988 or the South Coast AQMD’s AQMP. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, and as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated results are as follows.

We performed a summary review of the audited financial statements and the independent auditors’ report on compliance and on internal controls over compliance submitted to the South Coast AQMD by the cities and counties that received more than \$100,000 of AB 2766 funds per year (Large Recipients) for the fiscal years ended June 30, 2019 and 2018 (See Attachment A for the list of recipient). We identified any modifications of the independent auditors’ opinions on the Large Recipients’ annual financial statements; instances of noncompliance with AB 2766 compliance requirements; and deficiencies, significant deficiencies, and material weaknesses in internal controls over financial reporting and compliance required by AB 2766, and summarized these instances below.

MODIFIED OPINIONS ON THE AUDITED FINANCIAL STATEMENTS

No matters noted.

NONCOMPLIANCE WITH THE AB 2766 COMPLIANCE REQUIREMENTS

1. Reporting Requirements

Los Angeles County

City of Carson

For the fiscal year ended June 30, 2018, the independent auditors of the City of Carson noted that the City submitted the annual progress report for the fiscal year ended June 30, 2017 after the due date. AB 2766 requires all agency entities to comply with annual reporting requirements. One requirement is the submission of the annual progress report to the SCAQMD no later than the first Friday of February of the following year. For the year ended June 30, 2017, the deadline was extended until August 3, 2018. The City submitted the annual progress report for the fiscal year ended June 30, 2017, on November 10, 2018, which was after the extended due date of August 3, 2018. The City's independent auditors recommended that the City implement policies and procedures to ensure timely reporting.

For the fiscal year ended June 30, 2019, the independent auditors of the City of Carson noted that the City submitted the annual progress report for the fiscal year ended June 30, 2018 after the due date. AB 2766 requires all agency entities to comply with annual reporting requirements. One requirement is the submission of the annual progress report to the SCAQMD no later than the first Friday of February of the following year. The City submitted the annual progress report for the fiscal year ended June 30, 2018, on June 11, 2019, which was after the due date. The City's independent auditors recommended that the City implement policies and procedures to ensure timely reporting.

INTERNAL CONTROLS OVER FINANCIAL REPORTING AND COMPLIANCE REQUIRED BY AB 2766

1. Financial Reporting and Closing (Material Weakness)

Los Angeles County

City of Santa Clarita

Management is responsible for the preparation of the AB 2766 Fund's basic financial statements and all accompanying information as well as all representations contained therein and the fair presentation in conformity with U.S. generally accepted accounting principles. This requires management to perform a year-end closing process to accumulate, reconcile, and summarize information for inclusion in the Fund financial statements.

For the fiscal year ended June 30, 2019, the independent auditors of the City of Santa Clarita noted an adjustment to the AB 2766 Fund during the audit, which was corrected by management. A \$13,000 accrual for services performed during the fiscal year ended June 30, 2019, but paid for subsequent to year-end. Journal entries were posted, and adjustments made to the financial statements in order to fairly present the fund financial statements. While the City has detailed closing procedures, the adjustment was identified and proposed during the audit by the independent auditors.

The City's independent auditors recommended that the City review its closing policies and procedures to ensure amounts are properly reconciled for year-end closing, including evaluating the thresholds used for accruals on standalone funds.

2. Prior Period Adjustments (Significant Deficiency)

San Bernardino County

City of Fontana

Auditing Standards require that the independent auditors are required to report the restatement of previously issued financial statements to reflect the correction of a material misstatement, in order to indicate a deficiency in internal control.

For the fiscal year ended June 30, 2018, the independent auditors of the City of Fontana noted that due to an administrative oversight over funding sources, there were transactions posted to the incorrect fund. Prior period adjustments were recorded to correct the funding source of housing loans awarded.

The City's independent auditors recommended that the City should establish procedures to identify adjustments in the reporting period in which the related transactions occurred. The auditors stated that they recognized that it is not always possible to detect errors prior to the close of the fiscal year and, on occasion, the City's internal controls may identify adjustments in subsequent periods.

We were engaged by the South Coast AQMD to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on whether AB 2766 funds distributed to the cities and counties for the fiscal years ended June 30, 2019 and 2018 were spent on the reduction of air pollution from motor vehicles pursuant to California Clean Air Act of 1988 or the South Coast AQMD's AQMP. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the South Coast AQMD and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

BCA Watson Rice, LLP

Torrance, CA
March 18, 2022

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
AIR QUALITY IMPROVEMENT FUND**

List of Local Government Large Recipients
For the Fiscal Years Ended June 30, 2019 and 2018

<u>Local Government</u>	<u>Fiscal Years Ended June 30,</u>
Los Angeles County	
1. Burbank	2019 and 2018
2. Carson	2019 and 2018
3. Downey	2019 and 2018
4. Inglewood	2019 and 2018
5. Los Angeles	2019 and 2018
6. Norwalk	2019 and 2018
7. Pasadena	2019 and 2018
8. Pomona	2019 and 2018
9. Santa Clarita	2019 and 2018
10. Santa Monica	2019 and 2018
11. Torrance	2019 and 2018
12. West Covina	2019 and 2018
13. Whittier	2019 and 2018
Orange County	
14. Costa Mesa	2019 and 2018
15. Fullerton	2019 and 2018
16. Garden Grove	2019 and 2018
17. Huntington Beach	2018
18. Irvine	2019 and 2018
19. Lake Forest	2019 and 2018
20. Mission Viejo	2019 and 2018
21. Santa Ana	2019 and 2018
22. Tustin	2019 and 2018
23. Westminster	2019 and 2018
Riverside County	
24. Corona	2019 and 2018
25. County of Riverside	2019 and 2018
26. Indio	2019 and 2018
27. Jurupa Valley	2019 and 2018
28. Riverside	2019 and 2018
San Bernardino County	
29. Chino	2019 and 2018
30. Chino Hills	2019 and 2018
31. Fontana	2019 and 2018
32. Ontario	2019 and 2018
33. Rancho Cucamonga	2019 and 2018

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

**MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE FUND
(SEGMENT 3)**

Independent Accountant's Report on Applying Agreed-Upon Procedures

For the Fiscal Years Ended June 30, 2019 and 2018



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Independent Accountant's Report
on Applying Agreed-Upon Procedures

The Governing Board of
The South Coast Air Quality Management District

We have performed the procedures enumerated below on automobile registration fee revenues (AB 2766 funds) distributed to the Mobile Source Air Pollution Reduction Review Committee (MSRC) for the fiscal years ended June 30, 2019 and 2018. The MSRC is responsible for spending AB 2766 funds on the reduction of air pollution from motor vehicles pursuant to the California Clean Air Act of 1988 or the South Coast Air Quality Management District's (South Coast AQMD) Air Quality Management Plan (AQMP) prepared pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code (CHSC).

The South Coast AQMD has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose solely to assist in determining whether AB 2766 funds distributed to the MSRC for the fiscal years ended June 30, 2019 and 2018 were spent on the reduction of air pollution from motor vehicles pursuant to California Clean Air Act of 1988 or the South Coast AQMD's AQMP. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, and as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated results are as follows.

1. We obtained the listing of MSRC members to verify that, in accordance with CHSC Section 44244(a), the Committee consists of a representative from each of the specified agencies.

Result

We confirmed that the MSRC consisted of members from each of the specified agencies.

2. We obtained the MSRC's Adopted Work Programs for the fiscal years ended June 30, 2019 and 2018 to verify that these were approved by the South Coast AQMD Governing Board, in accordance with CHSC Section 44244(b).

Result

We confirmed that the MSRC's Adopted Work Programs were approved by the South Coast AQMD Governing Board in accordance with CHSC Section 44244(b).

3. We obtained the listing of Technical Advisory Committee (TAC) members to verify that membership of TAC is in accordance with specification of CHSC Section 44244(c).

Result

Exception noted. The TAC membership did not include a member who is a mechanical engineer specializing in vehicle engines as required by CHSC Section 44244(c).

4. We obtained an understanding of how the AB 2766 funds are accounted for, including whether the funds are maintained in a separate fund or if there is a separate accounting for the AB 2766 funds maintained by another means.

Result

We noted that AB 2766 funds are recorded in the Mobile Source Air Pollution Reduction Review Committee Fund (Fund 23).

5. We obtained an understanding of established internal control procedures related to the receipt and use of AB 2766 funds.

Result

We noted no exceptions in performing this procedure.

6. We agreed AB 2766 revenues recorded in the Mobile Source Air Pollution Reduction Review Committee Fund's general ledger to the South Coast AQMD's record of disbursements.

Result

We noted no exceptions in performing this procedure.

7. We obtained an understanding of how the South Coast AQMD allocated interest earned on AB 2766 funds to determine the reasonableness of the interest allocation and confirm that interest was used for the same purposes for which AB 2766 funds were allocated to the South Coast AQMD.

Result

We noted no exceptions in performing this procedure.

8. We obtained a detailed listing of AB 2766 expenditures of the Mobile Source Air Pollution Reduction Review Committee Fund for the fiscal years ended June 30, 2019 and 2018 and selected a sample of expenditures for testing to determine:
 - a. That the expenditures are allowable, reasonable, properly supported by adequate documentation, properly approved, project is clearly identified, and were incurred during the fiscal year;
 - b. That the funds were spent in accordance with CHSC Section 44220(b), which requires that AB 2766 fund expenditures were incurred solely to reduce air

pollution from motor vehicles and for related planning, monitoring, enforcement and technical studies necessary for implementation of the California Clean Air Act of 1988; and

- c. That the expenditures are in accordance with CHSC Section 44235, which prevents AB 2766 fees for the purposes of establishing or maintaining the district as a direct provider of the carpool, van pool, or other ridesharing or transit services.

Result

We noted no exceptions in performing the above procedures.

9. We obtained a listing of the Mobile Source Air Pollution Reduction Review Committee Fund's administrative expenditures to verify that it did not exceed 6.25% of the AB 2766 funds distributed, in accordance with CHSC Section 44244.1(d).

Result

We noted no exceptions in performing this procedure.

10. We obtained a listing of the Mobile Source Air Pollution Reduction Review Committee Fund's records of disbursements to verify, in accordance with CHSC Section 44244.1(d), the AB 2766 funds received were expended within one year of the program or project completion date.

Result

We noted no exceptions in performing this procedure.

11. We obtained the South Coast AQMD's audited Financial Statements for the fiscal years ended June 30, 2019 and 2018 to verify that the Mobile Source Air Pollution Reduction Review Committee Fund was audited as part of the South Coast AQMD's annual audit conducted by an independent CPA firm.

Result

We noted no exceptions in performing this procedure.

We were engaged by the South Coast AQMD to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on whether AB 2766 funds distributed to the MSRC for the fiscal years ended June 30, 2019 and 2018 were spent on the reduction of air pollution from motor vehicles pursuant to California Clean Air Act of 1988 or the South Coast AQMD's AQMP. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the South Coast AQMD and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

BCA Watson Rice, LLP

Torrance, California
March 18, 2022

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

**MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE FUND
(SEGMENT 3 - PROJECTS)**

Independent Accountant's Report on Applying Agreed-Upon Procedures

For the Fiscal Years Ended June 30, 2019 and 2018



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Independent Accountant's Report
on Applying Agreed-Upon Procedures

The Governing Board of
The South Coast Air Quality Management District

We have performed the procedures enumerated below on automobile registration fee revenues (AB 2766 funds) distributed to the Mobile Source Air Pollution Reduction Review Committee (MSRC) for the fiscal years ended June 30, 2019 and 2018. The MSRC is responsible for spending AB 2766 funds on the reduction of air pollution from motor vehicles pursuant to the California Clean Air Act of 1988 or the South Coast Air Quality Management District's (South Coast AQMD) Air Quality Management Plan (AQMP) prepared pursuant to Article 5 of Chapter 5.5 of Part 3 of the California Health and Safety Code (CHSC).

The South Coast AQMD has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of solely to assist in determining whether AB 2766 funds distributed to the MSRC for the fiscal years ended June 30, 2019 and 2018 were spent on the reduction of air pollution from motor vehicles pursuant to California Clean Air Act of 1988 or the South Coast AQMD's AQMP. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report, and as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated results are as follows.

1. We examined and tested ten (10) projects, as presented in Attachment A, approved for funding for the fiscal years ended June 30, 2019 and 2018 by the MSRC to determine if these projects aligned with the work programs for the fiscal years ended June 30, 2019 and 2019, and if these were properly approved by the South Coast AQMD's Governing Board.

Result

We confirmed that the projects aligned with the work programs for the fiscal years ended June 30, 2019 and 2019, and that these projects were properly approved by the South Coast AQMD's Governing Board.

2. For the ten projects selected for the fiscal years ended June 30, 2019 and 2018, as presented in Attachment A, we verified that the projects were proposed under the fiscal years ended June 30, 2019 and 2018 work programs that was developed and adopted by the MSRC and approved by the South Coast AQMD Board in accordance with CHSC Section 44244(b).

Result

We confirmed that the projects were proposed under the work programs and properly approved by the South Coast AQMD Board in accordance with CHSC Section 44244(b).

3. We obtained an understanding of how AB 2766 funds are accounted for, including whether AB 2766 funds are maintained in a separate fund or if there is a separate accounting for the funds maintained by other means.

Result

We noted that the MSRC has a separate fund called the Mobile Source Air Pollution Reduction Review Committee Fund (Fund 23).

4. We obtained an understanding of established internal control procedures related to the receipt and use of AB 2766 funds.

Result

We noted no exceptions in performing this procedure.

5. We agreed AB 2766 revenues recorded in the Mobile Source Air Pollution Reduction Review Committee Fund's general ledger to the South Coast AQMD's record of disbursements.

Result

We noted no exceptions in performing this procedure.

6. We obtained a detailed listing of expenditures for the ten projects approved for the fiscal years ended June 30, 2019 and 2018, and selected samples for testing of AB 2766 expenditures of the Mobile Source Air Pollution Reduction Fund for each year to determine:
 - a. That the expenditures are allowable, reasonable, properly supported by adequate documentation, properly approved, project is clearly identified, and were incurred during the fiscal year;
 - b. That the funds were spent in accordance with CHSC Section 44220(b), which requires that AB 2766 fund expenditures were incurred solely to reduce air pollution from motor vehicles and for related planning, monitoring, enforcement and technical studies necessary for implementation of the California Clean Air Act of 1988; and
 - c. That the expenditures are in accordance with CHSC Section 44235, which prevents AB 2766 fees for the purposes of establishing or maintaining the district as a direct provider of the carpool, van pool, or other ridesharing or transit services.

Result

We noted no exceptions to our expenditures testing.

7. We obtained a listing of the South Coast AQMD's expenditures to verify, in accordance with CHSC Section 44244.1(d), that the MSRC expended AB 2766 fees within one year of the program or project completion date and that no more than 6.25% of the AB 2766 funds are used for administrative costs.

Result

We noted no exceptions in performing this procedure.

We were engaged by the South Coast AQMD to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on whether AB 2766 funds distributed to the MSRC for the fiscal years ended June 30, 2019 and 2018 were spent on the reduction of air pollution from motor vehicles pursuant to California Clean Air Act of 1988 or the South Coast AQMD's AQMP. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the South Coast AQMD and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

BCA Watson Rice, LLP

Torrance, California
March 18, 2022

ATTACHMENT A
REVIEW RESULTS OF TEN (10) MSRC PROJECTS

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: ML18056
Contractor: City of Chino
Project Title: Install EV Charging Infrastructure
Project Status*: Completed

AB 2766 Funding Adopted	Amount Paid to Date*	Contract Balance*	Questioned Costs	Costs Accepted
\$ 103,868	\$ 103,868	\$ -	\$ -	\$ 103,868

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: ML18077

Contractor: City of Orange

Project Title: Purchase four on-road, light-duty zero emission vehicles and install eight EV charging stations

Project Status*: Completed

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 59,776	\$ 59,776	\$ -	\$ -	\$ 59,776

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: ML18130
Contractor: City of Lake Forest
Project Title: Install 21 EV Charging Stations
Project Status*: Completed

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 106,480	\$ 106,480	\$ -	\$ -	\$ 106,480

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: ML18156
Contractor: City of Covina
Project Title: Procure 4 Light-Duty ZEVs and Install EV Charging Stations
Project Status*: In Progress

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 63,800	\$ 62,713	\$ 1,087	\$ -	\$ 62,713

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: ML18163
Contractor: City of San Clemente
Project Title: Procure Light-Duty ZEVs and Install EV Charging Stations
Project Status*: In Progress

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 85,000	\$ 70,534	\$ 14,466	\$ -	\$ 70,534

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: MS18002
Contractor: Southern California Association of Governments
Project Title: Implement "Go Human" Program
Project Status*: In Progress

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 2,500,000	\$ 886,788	\$ 1,613,212	\$ -	\$ 886,788

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: MS18023
Contractor: Riverside County Transportation Commission
Project Title: Weekend Freeway Service Patrols
Project Status*: In Progress

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 500,000	\$ 285,073	\$ 214,927	\$ -	\$ 285,073

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: MS18065
Contractor: San Bernardino County Transportation Authority
Project Title: Implement San Bernardino Line Fare Discount Pilot Program
Project Status*: In Progress

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 2,000,000	\$ 1,996,474	\$ 3,526	\$ -	\$ 1,996,474

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: MS18106

Contractor: R.F. Dickson Company, Inc.

Project Title: Expand CNG fueling station and provide technician training

Project Status*: In Progress

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 265,000	\$ 250,000	\$ 15,000	\$ -	\$ 250,000

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE
 FUND
 REVIEW RESULTS OF TEN (10) MSRC PROJECTS

Contract No.: MS18125
Contractor: U.S. Gain
Project Title: Install CNG Fueling Station
Project Status*: In Progress

<u>AB 2766 Funding Adopted</u>	<u>Amount Paid to Date*</u>	<u>Contract Balance*</u>	<u>Questioned Costs</u>	<u>Costs Accepted</u>
\$ 200,000	\$ 180,000	\$ 20,000	\$ -	\$ 180,000

Audit Results: No findings

* Project status, amounts paid to date, and contract balance are as of June 30, 2021

BOARD MEETING DATE: August 5, 2022

AGENDA NO.

REPORT: Status Report on Major Ongoing and Upcoming Projects for Information Management

SYNOPSIS: Information Management is responsible for data systems management services in support of all South Coast AQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, June 10, 2022, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:MAH:XC:dc

Background

Information Management (IM) provides a wide range of information systems and services in support of all South Coast AQMD operations. IM's primary goal is to provide automated tools and systems to implement rules and regulations, and to improve internal efficiencies. The annual Budget and Board-approved amendments to the Budget specify projects planned during the fiscal year to develop, acquire, enhance, or maintain mission-critical information systems.

In light of COVID-19 and the related budget impact, we are evaluating all of our projects and delaying non-critical projects as long as possible.

Summary of Report

The attached report identifies the major projects/contracts or purchases that are ongoing or expected to be initiated within the next six months. Information provided for each project includes a brief project description and the schedule associated with known major milestones (issue RFP/RFQ, execute contract, etc.).

Attachment

Information Management Status Report on Major Ongoing and Upcoming Projects During the Next Six Months

ATTACHMENT
August 5, 2022 Board Meeting
Status Report on Major Ongoing and Upcoming Projects for
Information Management

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Phone System Upgrade	Upgrade components of the agency Cisco Unified Communications System that are past end of support	\$175,000	<ul style="list-style-type: none"> • RFQ released September 3, 2021 • Awarded January 7, 2022 	<ul style="list-style-type: none"> • Complete upgrade August 31, 2022
AQ-SPEC Cloud Platform Phase 2	Integrate separate data systems into the AQ-SPEC cloud-based platform to manage data and build interactive data visualizations and data dashboards for web-based viewing	\$313,350	<ul style="list-style-type: none"> • Project Charter released • Task Order issued, evaluated, and awarded • Project kickoff completed • Requirements gathering completed • Fit Gap and data storage analysis completed • Architecture and functional design completed • Work Plan development for Phase 2 completed 	<ul style="list-style-type: none"> • Approval of dashboard designs
PeopleSoft Electronic Requisition	This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow	\$75,800	<ul style="list-style-type: none"> • Project Charter released • Task Order issued, evaluated, and awarded • Requirements gathering and system design completed • System setup and code development, and User Acceptance Testing for Information Management completed • System setup and code development, and User Acceptance Testing completed for Administrative and Human Resources, and Technology Advancement Office completed 	<ul style="list-style-type: none"> • Deploy to IM and AHR divisions • Training and Integrated User Testing for other divisions

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile Application to incorporate FIND	\$90,000	<ul style="list-style-type: none"> • Vision and Scope completed • Task Order issued • Project initiation completed • System design completed • System development completed • User Acceptance Testing Completed • Deployed to both App Stores 	<ul style="list-style-type: none"> • Post Production Support
Permitting System Automation Phase 2	Enhanced Web application to automate filing of permit applications, Rule 222 equipment and registration for IC engines; implement electronic permit folder and workflow for staff	\$525,000	<ul style="list-style-type: none"> • Board approved initial Phase 2 funding December 2017 • Board approved remaining Phase 2 funding October 5, 2018 • Completed report outlining recommendations for automation of Permitting Workflow • Developed application submittals and form filing for first nine of 32 400-E forms • Completed application submittals and form filing for 23 types of equipment under Rule 222 for User Testing • Deployed production of the top three most frequently used Rule 222 forms: Negative Air Machines, Small Boilers and Charbroilers • Completed requirements gathering for Phase 2 of the project (an additional 10 400-E-XX forms) • Development of Phase 2 additional 12 400-E-XX forms completed • Deployment to stage of all 400-E-XX and Rule 222 forms for User Acceptance Testing completed • User Acceptance Testing and deployment to production of Emergency IC Engines Form completed • Deployed to production 3 additional Rule 222 forms (Tar Pots, Cooling Towers, and Power Washers) 	<ul style="list-style-type: none"> • Requirements gathering for Phase 3 of the project (final twelve 400-E-XX forms) • Complete User Acceptance Testing and deployment to production of Phase 1 of the project (first ten 400-E-XX forms) • Complete User Acceptance Testing and deployment to production of next set of Rule 222 forms • Complete User Acceptance Testing and deployment to production of the EICE module

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Lower-Emission School Bus Program	Development of an Online Grant Management System (GMS) Portal for the Lower-Emission School Bus Incentive Program	\$110,500	<ul style="list-style-type: none"> • Draft Charter Document issued • Project initiation completed • Task Order issued • Phase 1 deployed to production – applicant/third party registration and application submission • Customized GMS look and feel • Phase 2 AQMD staff to create new application on-line for applications received by mail completed • Deployment of Staff Evaluation Module completed • Development of calculation, ranking and messaging has been completed 	<ul style="list-style-type: none"> • Development of Contracting Module
VW Environmental Mitigation Action Plan Project	CARB has assigned South Coast AQMD to develop web applications for: Zero-Emission Class 8 Freight and Port Drayage Truck Project and Combustion Freight and Marine Project. South Coast AQMD is also responsible for maintaining a database that will be queried for reporting.	\$355,000	<ul style="list-style-type: none"> • Draft Charter Document issued • Project initiation completed • Task Order issued • Deployed Phase 1 to production completed • Phase 2 to production – messaging, evaluation, and administration completed • Phase 3 - ZE Class 8 Application deployed to production • Deployed Phase 3 – Ranking • Deployed Combustion Freight On Road Form changes • Phase 3 – ZE Class 8 Application Solicitation completed • 2nd Combustion Freight On Road Solicitation completed • User Acceptance Testing for Phase 3 – Contracting completed 	<ul style="list-style-type: none"> • User Acceptance Testing for Phase 3 – inspection
Replace Your Ride (RZR)/One Stop Shop Integration	Development of integration access points for RZR and third-party applications	\$115,026	<ul style="list-style-type: none"> • Draft Charter Document issued • Project initiation completed • Task Order issued • Phase 1 Sprint 1 – Security Portal Enhancement completed • Phase 2 Sprint 2 - RZR service endpoints completed • Phase 3 Sprint 4 – Cloud based service endpoints completed 	<ul style="list-style-type: none"> • Phase 3 Sprint 5 – end to end testing

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Carl Moyer Program GMS	Development of simplified and streamlined Online Grant Management System (GMS) Portal for Carl Moyer Program	\$116,275	<ul style="list-style-type: none"> • Project initiation completed • Task Order issued • Phase 1 completed and approved by stakeholder • Solicitation for On-Road opened to public • Phase 2 – initiation and kickoff completed 	<ul style="list-style-type: none"> • Phase 2 – gathering requirements and development • Phase 2 – User Acceptance Testing
Source Test Tracking System (STTS)	Online STSS will keep track of timelines and quantify the number of test protocols and reports received. System will provide an external online portal to submit source testing protocols and reports, track the review process, and provide integration to all other business units. It will also provide an external dashboard to review the status of a submittal.	\$250,000	<ul style="list-style-type: none"> • Project initiation completed • Task Order issued • Project kickoff completed • User requirements gathering for internal users completed • Developed full business process model • Developed screens mock-ups • Reviewed proposed automation with EQUATE Working Group completed • Proposal for system development approved • Completed development of Sprint 1 to 8 • Completed overview of development progress to EQUATE Working Group. • Deploy updated STTS Data Model and move application to stage completed • Internal and external orientation/training for testers completed 	<ul style="list-style-type: none"> • Complete User Acceptance Testing of STTS Portal in stage environment • Complete testing of STTS Portal with regulated community volunteers • Deploy STTS Portal to production

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Warehouse Indirect Source Rule Online Reporting Portal	Development of online reporting portal for Rule 2305 –Warehouse Indirect Source	\$250,000	<ul style="list-style-type: none"> • Draft Charter Document issued • Project initiation completed • Task Order issued • Deployed Phase 1.1 – Warehouse Operations Notification Submittal • Deployed Phase 1.2 – Warehouse Operations Notification Evaluation • Phase 2 Project initiation and planning completed • Phase 2 software requirements completed • Phase 2 architecture and design completed • Deployed Phase 2.1 – Annual WAIRE Report (AWR) completed 	<ul style="list-style-type: none"> • Phase 2.2 Development - Initial Site Information Report (ISIR)
Prop 1B GMS – Locomotive and Cargo	Development of two forms for Prop 1B to handle locomotive and cargo applications	\$14,940	<ul style="list-style-type: none"> • Draft Charter Document - amended • Project planning phase for forms completed • Development of forms completed • Stakeholder testing of forms and workflow completed • Deployed to production and opened for solicitation 	<ul style="list-style-type: none"> • Post production support

Projects that have been completed within the last 12 months are shown below.

Completed Projects

Project	Date Completed
Renewal of OnBase Software Support	July 15, 2022
Permit Application Enhancements for Rule 1109.1 Tracking	May 04, 2022
Mobile Application Enhancements	May 03, 2022
HP Server Maintenance & Support	April 30, 2022
National Weather Service Alert Integration	April 21, 2022
Prop 1B GMS – Locomotive and Cargo	April 19, 2022
AB 2766 Motor Vehicle Subvention Program Report Portal	March 2, 2022
Telecommunications Services	February 28, 2022
Warehouse Operations Notification Online Submittal Portal Phase 2.1 Annual WAIRE Report (AWR)	February 25, 2022
Prequalified Vendors to Provide Computer, Network, Printer, Hardware and Software, and Audio Visual Equipment	February 4, 2022
Three Additional Rule 222 Forms for Online Application Filing	February 1, 2022
Cybersecurity Assessment	January 31, 2022
Office 365 License Renewal	January 31, 2022
PeopleSoft Finance and Human Capital Management updates for tax year 2021	January 10, 2022
Implementation of Labor Agreement	January 10, 2022
Annual Emissions Reporting System 2022 Revisions	December 17, 2021
Warehouse Operations Notification Evaluation Module	December 12, 2021
CLASS Database Software Licensing	November 30, 2021
AQ-Spec/AB617 Data Management System	November 16, 2021
Rule 1180 Notification System	October 6, 2021
Permit Administration and Application Tracking System (PAATS) and Permit Processing System (PPS) enhancements for Gasoline Dispensing Stations	September 16, 2021

BOARD MEETING DATE: August 5, 2022

AGENDA NO.

PROPOSAL: Amend Contract to Provide Short- and Long-Term Systems Development, Maintenance and Support Services

SYNOPSIS: South Coast AQMD currently has contracts with several companies for short- and long-term systems development, maintenance, and support services. These contracts are periodically amended as additional needs are defined. This action is to amend contracts previously approved by the Board to add additional funding for needed development and maintenance work in an amount not to exceed \$305,000 for AgreeYa Solutions, \$55,000 for Prelude Systems, \$210,000 for Sierra Cybernetics, and \$297,000 for Varsun eTechnologies. Funding is available in Information Management's FY 2022-23 Budget.

COMMITTEE: Administrative, June 10, 2022;

RECOMMENDED ACTION:

Authorize the Executive Officer to execute amendments to the contracts for systems development services in the amount of \$305,000 to AgreeYa Solutions, \$55,000 to Prelude Systems, \$210,000 to Sierra Cybernetics, and \$297,000 to Varsun eTechnologies from Information Management's FY 2022-23 Budget for the specific task orders listed in the Attachment.

Wayne Natri
Executive Officer

RMM:XC:ir

Background

In April 2021, the Board authorized staff to initiate level-of-effort contracts with several vendors for systems development, maintenance and support services. At the time these contracts were executed, it was expected that they would be modified in the future to add funding from approved budgets as system development requirements were

identified and sufficiently defined so that task orders could be prepared. The contracts are for one year with the option to renew for two one-year periods.

Systems development and maintenance efforts are currently needed (see Attachment) to enhance system functionality and to provide staff with additional automation for improving productivity. The estimated cost to complete the work on these additional tasks exceeds the amount of funding in the existing contracts.

Proposal

Staff proposes to amend the contracts to add \$305,000 to AgreeYa Solutions, \$55,000 to Prelude Systems, \$210,000 to Sierra Cybernetics and \$297,000 to Varsun eTechnologies for the specific task orders listed in the Attachment.

Resource Impacts

Sufficient funding is available in Information Management’s FY 2022-23 Budget.

Attachment

Task Order Summary

ATTACHMENT – Task Order Summary

Section A – Funding Totals for each Systems Development Contract

CONTRACTOR	PREVIOUS FUNDING	PROPOSED ADDITION	TOTAL FUNDING
AgreeYa Solutions	\$675,500	\$305,000	\$980,500
Prelude Systems	\$363,100	\$55,000	\$418,100
Sierra Cybernetics	\$739,300	\$210,000	\$949,300
Varsun eTechnologies	\$1,115,900	\$297,000	\$1,412,900
TOTAL	\$2,893,800	\$867,000	\$3,760,800

Section B – Task Orders Scheduled for Award

TASK	DESCRIPTION	ESTIMATE	AWARD TO
ISR System Enhancement	Enhancements and support for the Indirect Source Rule Online Reporting Web Portal	\$215,000	AgreeYa
Mobile Application Enhancement and Support	Provide Annual Support for Mobile Application including both iOS and Android upgrades as well as new system enhancements	\$90,000	AgreeYa
Source Tests Tracking System Maintenance	Maintenance of automated system to facilitate the submittal, tracking, routing and management of source test submissions	\$25,000	Prelude
AER Enhancement	Enhancement for Annual Emission Report Web portal to be in compliance for reporting year 2023	\$30,000	Prelude
Web Application/Web Services Maintenance	To provide maintenance and development work for suite of Web Applications and Web Services	\$90,000	Sierra
Web Site & IT Specialist support	To provide support for web site content development, publishing and other required IT support	\$40,000	Sierra
Timecard System Enhancements	Enhancement to Timecard Reporting System	\$80,000	Sierra
PeopleSoft Finance and Human Capital Management Upgrade	Upgrade PeopleSoft ERP systems to latest tools	\$200,000	Varsun
PeopleSoft Quarterly Patching	Perform PeopleSoft regulatory updates on a quarterly basis	\$31,000	Varsun
Web Application/Web Services Maintenance	To provide maintenance and development work for suite of Web Applications and Web Services	\$66,000	Varsun
TOTAL		\$867,000	