

BOARD MEETING DATE: March 7, 2025

AGENDA NO. 12

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee held a hybrid meeting on Friday, February 14, 2025. The following is a summary of the meeting.

RECOMMENDED ACTION:  
Receive and file.

Vanessa Delgado, Chair  
Administrative Committee

SN:cb

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### **Committee Members**

Present: Chair Vanessa Delgado, Committee Chair  
Vice Chair Michael Cacciotti  
Mayor Pro Tem Larry McCallon  
Supervisor V. Manuel Perez

Absent: Board Member Gideon Kracov

### **Call to Order**

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

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

### **DISCUSSION ITEMS:**

1. **Board Members' Concerns:** No Board Members' concerns to report.
2. **Chair's Report of Approved Travel:** No travel was reported.
3. **Report of Approved Out-of-Country Travel:** No out-of-country travel was reported.

4. **Review March 7, 2025 Governing Board Agenda:** Executive Officer Wayne Nastri reported that there are no Set Hearing items and two Public Hearing items. One to approve and adopt the Technology Advancement Office Clean Fuels Program 2024 Annual Report and 2025 Plan Update and the second to approve the Annual Reclaim Audit Report for the 2023 compliance year. Staff will have a presentation in lieu of a board letter for the Permitting Enhancement Program Status Update and there will be a Technology Showcase with a number of vendors demonstrating their equipment.

Harvey Eder, Public Solar Power Coalition, provided public comment on not being able to see the agenda.

For additional information, please refer to the [Webcast at 3:41](#).

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** This item was moved to Action Items as approval from the Administrative Committee is needed. For additional information please refer to the [Webcast at 5:31](#).
6. **Update on South Coast AQMD's Internal Engagement Activities:** Anissa Heard-Johnson, Deputy Executive Officer, Community Engagement and Air Programs, provided an update on agency efforts, seasonal events, cultural displays, Statewide Working Group, and discussed Dr. Mae Jemison for Fabulous Female Friday.

Mayor Pro Tem McCallon expressed objection to the slide for the Employee Resource Group Black Employees Resources of Change. Mayor Pro Tem McCallon inquired about the location of the Diversity, Equity, and Inclusion (DEI) office and if each of employee resource group has a dedicated email. Dr. Heard Johnson responded that the DEI Center is located on the ground floor and confirmed that each group does have a dedicated email.

Mr. Eder provided public comment on Black History Month events.

For additional information, please refer to the [Webcast at 6:09](#).

7. **Review Recommended Appointments of Members to South Coast AQMD's Young Leader's Advisory Council (YLAC) for 2025:** Dr. Heard-Johnson stated that the list has recommended appointments for the 2025 South Coast AQMD YLAC. There are nine returning members to the group and there is representation throughout the Basin. For additional information, please refer to the [Webcast at 16:25](#).

8. **South Coast AQMD’s FY 2024-25 Second Quarter Ended December 31, 2024 Budget vs. Actual (Unaudited):** Sujata Jain, Chief Financial Officer, provided a presentation on the Budget versus Actual Results for the Second Quarter which ended on December 31, 2024 and provided the Budget Summary for FY 2024-25.

Mayor Pro Tem McCallon inquired about the debt South Coast AQMD was servicing. Ms. Jain stated that the debt was bonds related to pension obligations and that debt was paid off.

Vice Chair Cacciotti inquired how many people South Coast AQMD have on staff. Ms. Jain confirmed that there were approximately 887 with a 13 percent vacancy.

Supervisor Perez inquired about our reserves. Ms. Jain stated it was currently about 42 percent, but the fifth year is projected to be 13 percent. Supervisor Perez inquired about how many staff are writing grants. Executive Officer Nastri responded approximately 10-20 people.

Mr. Eder provided public comment regarding inflation.

For additional information, please refer to the [Webcast at 17:26](#).

9. **Status Report on Major Ongoing and Upcoming Projects for Information Management:** Ron Moskowitz, Chief Information Officer, reported on the status of various projects. For additional information, please refer to the [Webcast at 33:25](#).

**ACTION ITEMS:**

5. **Approval of Compensation for Board Member Assistant(s)/Consultant(s):** There were two proposals for the compensation of Board Consultants, Samuel Kang and Jose Zavala for Vice Chair Cacciotti. The contracts will be effective from March 1, 2025 through June 30, 2025. For additional information, please refer to the [Webcast at 5:31](#).

Moved by Cacciotti; seconded by McCallon, unanimously approved.

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

10. **Authorize Purchase of Hardware Maintenance and Support Services for Servers and Storage Devices:** Mr. Moskowitz reported that this action is to obtain approval for the purchase of hardware and software maintenance and support services for server and storage devices from Hewlett Packard Enterprise Company

for one year in the amount not to exceed \$190,000. Funds for these purchases are available in the budget. For additional information, please refer to the [Webcast at 35:40.](#)

Moved by McCallon; seconded by Cacciotti, unanimously approved.

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

11. **Authorize Purchase of Server Software, Database, and Microsoft Support Software under Microsoft Enterprise Agreement:** Mr. Moskowitz reported that this action is to authorize the purchase of Microsoft software and support for a period of three years in the amount not to exceed \$380,000. The funds for the first year are included in the current budget and provisions for subsequent years will be included in future budget requests. For additional information, please refer to the [Webcast at 36:33.](#)

Moved by Cacciotti; seconded by McCallon, unanimously approved.

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

#### **WRITTEN REPORT:**

12. **Local Government & Small Business Assistance Advisory Group Minutes for the November 8, 2024 Meeting:** The report was acknowledged and received.

#### **OTHER MATTERS:**

13. **Other Business:** There was no other business to report.
14. **Public Comment:** Mr. Eder provided public comment on the fires. For additional information, please refer to the [Webcast at 37:31.](#)
15. **Next Meeting Date:** The next regular Administrative Committee meeting is scheduled for Friday, March 14, 2025 at 10:00 a.m.

#### **Adjournment**

The meeting was adjourned at 10:38 a.m.



# South Coast Air Quality Management District

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## LOCAL GOVERNMENT & SMALL BUSINESS ASSISTANCE (LGSBA) ADVISORY GROUP FRIDAY, NOVEMBER 8, 2024 MEETING MINUTES

### **MEMBERS PRESENT:**

South Coast AQMD Board Members:

Councilmember Carlos Rodriguez. LGSBA Chair  
Supervisor Curt Hagman

Public Members:

Paul Avila, P.B.A. & Associates  
Mayor Pro Tem James Breitling, City of Upland  
Vice Mayor Ted Bui, City of Fountain Valley  
LaVaughn Daniel, DancoEN  
John DeWitt, JE DeWitt, Inc.  
Bill LaMarr, California Small Business Alliance  
Rita Loof, RadTech International  
David Rothbart, Los Angeles County Sanitation Districts

### **MEMBERS ABSENT:**

South Coast AQMD Board Members:

Mayor Patricia Lock Dawson  
Mayor José Luis Solache

Public Members:

Felipe Aguirre  
Rachelle Arizmendi  
Geoffrey Blake, Metal Finishers of Southern California  
Todd Campbell, Clean Energy  
Eddie Marquez, Roofing Contractors Association  
Mayor Pro Tem Blair Stewart, City of Brea

### **OTHERS PRESENT:**

Harvey Eder  
Andrew Silva, Board Member Consultant (*Lock Dawson*)  
Mark Taylor, Board Member Consultant (*Rodriguez*)  
Debra Mendelsohn, Board Member Consultant (*McCallon*)  
Geoffrey Blake

**SOUTH COAST AQMD STAFF:**

Susan Nakamura, Chief Operating Officer  
Sujata Jain, Chief Financial Officer  
Jason Aspell, Deputy Executive Officer  
Dr. Anissa Cessa Heard-Johnson, Deputy Executive Officer  
Aaron Katzenstein, Deputy Executive Officer  
Terrence Mann, Deputy Executive Officer  
Lisa Tanaka, Deputy Executive Officer  
Mei Wang, Assistant Deputy Executive Officer  
Nicholas Sanchez, Assistant Chief Deputy Counsel  
Daphne Hsu, Principal Deputy District Counsel  
John Kampa, Financial Services Manager  
Vasileios Papapostolou, Planning and Rules Manager  
Denise Peralta Gailey, Public Affairs Manager  
Elaine-Joy Hills, Senior Staff Specialist  
De Groeneveld, Information Technology Supervisor  
Chhai Chorn, Air Quality Engineer  
Van Doan, Air Quality Specialist  
Roupen Karakouzian, Financial Analyst  
Debra Ashby, Sr. Public Affairs Specialist  
Nydia Ibarra, Public Affairs Specialist  
Cristina Lopez, Sr. Public Affairs Specialist  
Aisha Reyes, Sr. Public Affairs Specialist.  
Cindy Bustillos, Executive Secretary  
Matthew Ceja, Legislative Analyst  
Ghislain Muberwa, Information Technology Specialist I  
Lara Brown, Sr. Administrative Assistant  
Michelle Prince, Supervising Office Assistant

**Agenda Item #1 – Roll Call/Call to Order/Opening Remarks**

LGSBA Chair Carlos Rodriguez called the meeting to order at 11:30 a.m., roll call was taken, and a quorum was present.

For additional details of the LGSBA Advisory Group Meeting, please refer to the [Webcast](#).

**Agenda Items #2 and #3 – Approval of June 14, 2024 and August 9, 2024 Meeting Minutes**

LGSBA Chair Rodriguez called for approval of the June 14, 2024 and August 9, 2024 meeting minutes.

There were no public comments.

Motion to approve minutes made by Supervisor Curt Hagman; seconded by Paul Avila; approved.

Ayes: Avila, Bui, Daniel, DeWitt, Hagman, LaMarr, Loof, Rodriguez, Rothbart

Noes: None

Abstained: Breitling

Absent: Aguirre, Arizmendi, Blake, Campbell, Lock Dawson, Marquez, Solache, Stewart

For additional details, please refer to the [Webcast](#), beginning at 0:05:35.

**Agenda Item #4 – Approval of Local Government & Small Business Assistance Advisory Group (LGSBA) 2024 Accomplishments and Seek Items for 2025 Goals & Objectives**

LGSBA Chair Rodriguez called for approval of the 2024 LGSBA Accomplishments and input on 2025 Goals & Objectives. Members proposed 2025 priorities, including updates on the Clean Fuels Program and Compliance & Enforcement activities, focusing on non-emission-related NOVs, AB 617 progress and Monitoring and Analysis projects.

Harvey Eder made public comment on data collection, electric lawn equipment, heat pumps, and solar power. For additional details, please refer to the [Webcast](#), beginning at 51:15.

Motion to approve 2024 Accomplishments and amended list of items for 2025 Goals and Objectives made by Supervisor Hagman; seconded by Ted Bui; approved.

Ayes: Avila, Breitling, Bui, Daniel, DeWitt, Hagman, LaMarr, Loof, Rodriguez, Rothbart

Noes: None

Abstained: None

Absent: Aguirre, Arizmendi, Blake, Campbell, Lock Dawson, Marquez, Solache, Stewart

For additional details, please refer to the [Webcast](#), beginning at 6:50.

**Agenda Items #5 – Review of Follow-up and Action Items**

Lisa Tanaka, Deputy Executive Officer, Legislative, Public Affairs and Media, commented that the action item from the August 9, 2024 meeting regarding clarification on quorum and communicating recommendations by the advisory group to the Administrative Committee will be presented and discussed under Agenda Item #6.

**Agenda Items #6 – Overview on LGSBA Procedures to Adopt a Formal Recommendation**

Daphne Hsu, Principal Deputy District Counsel, presented LGSBA Procedures to Adopt a Formal Recommendation or Provide a Communication. Bill LaMarr commented that an item from December 2002 Board Meeting pointed out that Advisory Board members shall consist of no more than 15 members. David Rothbart suggested to take a closer look at attendance of members.

There were no public comments.

For additional details, please refer to the [Webcast](#), beginning at 1:17:45.

**Agenda Item #7 – Fiscal Year 2024-25 General Fund Budget**

Sujata Jain, Chief Financial Officer, provided an overview of the General Fund Budget, highlighting key aspects such as staffing levels, expenditures, and revenues required to maintain current program commitments.

There were no public comments.

For additional details on the presentation and discussions, please refer to the [Webcast](#), beginning at 2:02:15.

**Agenda Item #8 – Overview of South Coast AQMD INVEST CLEAN**

Aaron Katzenstein, Deputy Executive Officer of Technology Advancement Office, presented an overview on South Coast AQMD's INVEST CLEAN grant. The project aims to achieve several key objectives, including reducing air pollution and greenhouse gas (GHG) emissions, supporting job creation, leveraging funding opportunities, addressing environmental justice concerns, and improving goods movement, among others. Paul Avila raised questions about job prospects, and Ted Bui expressed concerns about road damage from heavier electric vehicles.

There were no public comments.

For additional details on the presentation and discussions, please refer to the [Webcast](#), beginning at 0:58:15.

**Agenda Item #9 – Update on Permitting Enhancement Program**

Jason Aspell, Deputy Executive Officer of Engineering and Permitting, presented an update on the Permitting Enhancement Program and other permit streamlining efforts. Mr. LaMarr asked



about permit inventory and unrealized funds. Mr. Aspell explained the various portions of the flow chart represent the number of applications received and completed and there is a constant stream of revenue being realized. Rita Loof asked if the Engineering & Permitting would be processing the Rule 1151 emissions reports and how it would impact the workload. Jason Aspell explained that those reports are provided to the Planning, Rule Development & Implementation Division. Supervisor Hagman inquired about application follow-up processes. Mr. Aspell highlighted the Facility Information Detail (FIND) tool available on South Coast AQMD's website.

There were no public comments.

For additional details on the presentation and discussions, please refer to the [Webcast](#), beginning at 1:37:25.

**Agenda Item #11 – Public Comment**

There were no public comments.

**Agenda Item #12 – Next Meeting Date**

The next regular LGSBA Advisory Group meeting is scheduled for Friday, January 17, 2025, at 11:30 a.m.

**Adjournment**

The meeting was adjourned at 1:40 p.m.