



Monterey Bay Air Resources District
BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 19, 2020 – 1:30 P.M.

REMOTE MEETING ONLY

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which enhances State and Local Governments' ability to respond to COVID-19 Pandemic based on Guidance for Gatherings issued by the California Department of Public Health. The Executive Order specifically allows local legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, in order to protect public health. In light of this, the August 19, 2020 meeting of the MBARD Board of Directors was held via Zoom webinar.

Summary of Actions

1. CALL TO ORDER – **The meeting was called to order by Richard Stedman, APCO, at 1:35 p.m.**

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Anthony Botelho, Mary Ann Carbone, Zach Friend, Jack Dilles, Fred Ledesma, Chris Lopez, Jane Parker, John Phillips.

Absent: Ryan Coonerty, Steve McShane, Honor Spencer.

Motion: Appoint Director Botelho as Board Chair Pro Tem in the absence of the Board's Chair and Vice Chair.

Action: Approve, Moved by Jane Parker, Seconded by Zach Friend. Motion passed unanimously.

4. PUBLIC COMMENT PERIOD – **None.**

5. REPORTS BY COMMITTEE CHAIRS ON COMMITTEE MEETINGS

- a. Budget, Personnel, and Nominating Committee
- b. Advisory Committee

6. COMMENTS AND REFERRALS FROM CHAIR AND BOARD MEMBERS – **None.**

7. REPORT FROM AIR POLLUTION CONTROL OFFICER

Richard Stedman, APCO, reported on the following:

COVID – 19 Update

- Began bringing staff back first week of August but then sent most back home due to Governor's new orders.
- Developed an action plan with union that details how a COVID-19 case would be handled.

- Assembled material for union referencing job description for MBARD essential workers.
- Released Air Quality Advisories for District. Coordinated with Health Officers.

Engineering

- Held a public workshop on August 12 to discuss proposed revisions to Rule 426 Architectural Coatings. There were seven attendees who provided comments and we also received written comments from the California Air Resources Board. The proposed rule revisions, including comments and responses, will be on the September Board agenda.
- MBARD comments on the California Air Resources Board's proposed amendments to the Emission Inventory Criteria and Guidelines Regulation. While we support CARB's intent to ensure continued protection of public health, we are concerned the addition of emission data reporting for hundreds of new substances does not necessarily correlate to protection of public health in the absence of comprehensive, cumulative risk assessment modeling. The additional reporting requirements may burden the permitted sources and staff resources of air districts.
- UC Santa Cruz and Chevron's Salinas River Cogeneration facility successfully completed their projects the Hearing Board approved for variances.
- MBARD continues to make progress with implementation of new permit database Accela. Currently working with consultant to create reports and specifications to allow monthly permit billing to come from database rather than accounting software.

Planning and Air Monitoring

- New electric vehicle DC fast charge station was activated this month at the King City Shopping Center. The charge station was installed by Chargepoint and paid for by the District using AB 923 funds through a Plug-In Monterey Bay Grant.
- 2019-20 Monterey Bay Electric Vehicle Incentive Program ended on July 31 387 applicants received incentives. \$329,650 of the overall \$400,000 was obligated with \$70,350 or 18% remaining. The leftover funds were most likely a result of starting the program later due to coordination with MBCP and because of COVID-19 stay at home orders. This year's program launched on August 1. So far, 26 applications have been received, \$47,700 obligated, and \$352,300 or 88% is remaining.
- New Woodstove Change Out Program is expected to launch in early September.
- Staff recently began issuing the Diesel Engine and Equipment Replacement grant agreements, which includes the Carl Moyer, Community Air Protection, NOx Remediation, and FARMER programs. Awards are based on the highest annual emission reduction proximity to disadvantaged communities and low-income areas. KL Farms, Stratus Leasing, Bouttenet Farms, Dobler and Sons, and Henry Hibino Farms have agreements to replace old, dirty tractors with new clean-burning models. \$1.5 million in CAP funds have been encumbered.
- Zero Emission School Bus Program has received 26 applications. 10 all-electric school buses have been delivered.
- Air Resources Board is conducting a routine audit of MBARD air monitoring stations this week.

Outreach

- Signed on with Entravision for Spanish ads. They are affiliated with
 - KSMS Univision 67 TV
 - KDJT UniMass 33 TV
 - KLOK Radio Tricolor 99.5FM
 - KSES La Suavecita Radio 107.1FM

- MBARD's first newsletter issue went well. Fall issue will be out mid-September. Board members are invited to contribute.
- Hearing Board
 - Placed notices in papers in all three counties asking for applications for hearing board members. The vacancies are:
 - Medical Professional
 - Two Public Members
 - Board of Directors will still have the final say in who is appointed to the Hearing Board.

CLOSED SESSION – MOVED FROM END OF AGENDA

*The Board met in Closed Session pursuant to Government Code section 54950, relating to the following:

- a. Pursuant to Government Code section 54957.6, the Board will provide direction to negotiators. Designated representatives: Richard Stedman, APCO, Rosa Rosales, District Administrative Services Manager, and Lynn Kievlan, District Admin & Fiscal Specialist
Employee Organization: SEIU Local 521. – **No reportable action.**

CONSENT AGENDA

Motion: Approve items on Consent Agenda. **Action:** Approve. **Moved by John Phillips, Seconded by Jane Parker. Motion passed unanimously.**

8. **Accepted and Filed** Summary of Actions for the June 16, 2020 Board of Directors Meeting
9. **Received and Filed** Budget to Actual Report for Twelve Months Ended June 30, 2020
10. **Accepted and Filed** Report of Summary of Mutual Settlement Program Actions for June 2020 and July 2020
11. **Approved** a Budget Adjustment Using \$70,350 of Monterey Bay Electric Vehicle Incentive Program (MbEVIP) AB2766 Funds Remaining from FY2019-20 to Increase the FY2020-21 AB2766 Motor Vehicle Emission Reduction Grant Program by \$20,000 and the FY2020-21 MbEVIP by \$50,350
12. **Approved** a Fiscal Year 2020-21 Budget Adjustments of \$32,000 to Cover Costs for the COVID-19 Offset Payment in the Memorandum of Understanding Between the District and the Service Employees International Union Local 521 for the Period July 1, 2020 through June 30, 2021
13. **RESOLUTION NO. 20-013: Adopted** a Resolution Ratifying the Memorandum of Understanding Between the District and the Service Employees International Union Local 521 for the Period July 1, 2020 through June 30, 2021 and Authorizing the Air Pollution Control Officer to Execute the Memorandum

REGULAR AGENDA

14. **Received** the FY2020-21 AB2766 Applicant Summary and Staff Recommendations
Received report only; no action required or taken.

Public Comment

- Lisa Rheinheimer, MST Assistant General Manager requested the Board consider her agency's grant submittal.

15. **RESOLUTION NO. 20-014: Adopted** a Resolution 1) Approving the Records Retention Schedule That Identifies the Categories of Records for Monterey Bay Air Resources District (MBARD) and Their Required Retention Period; 2) Authorizing the Destruction of Records Following MBARD Procedure Without Board Action; and 3) Adding Two New Policies to MBARD's Administrative Policies and Procedures Manual, Effective August 19, 2020, to Address Records Management and Records Destruction

Motion: Adopt the resolution. **Action:** Approved with additional direction that a list of items scheduled to be destroyed be placed on the Board of Directors Consent Agenda for approval prior to the destruction date.

Moved by Jane Parker, **Seconded by** Mary Ann Carbone.

Vote: Motion passed (**summary:** Yes = 7, No = 1, Abstain = 0).

Yes: Anthony Botelho, Mary Ann Carbone, Zach Friend, Fred Ledesma, Chris Lopez, Jane Parker, John Phillips. **No:** Jack Dilles.

16. **Accepted and Filed** a Report on Mid-Year 2020 Engineering and Compliance Activities

Motion: Accept and file the report. **Action:** Approve. **Moved by** Zach Friend, **Seconded by** John Phillips.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Anthony Botelho, Mary Ann Carbone, Zach Friend, Jack Dilles, Jane Parker, John Phillips.

Absent: Fred Ledesma, Chris Lopez.

17. **Accepted and Filed** a Report on Daily Eight-Hour Peak Ozone Concentrations, Hourly Peak Ozone Concentrations, PM2.5 and PM10 Air Monitoring Data for the First Two Quarters of 2020 -

Motion: Accept and file the report. **Action:** Approve. **Moved by** Zach Friend, **Seconded by** Jane Parker.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Anthony Botelho, Mary Ann Carbone, Zach Friend, Jack Dilles, Jane Parker, John Phillips.

Absent: Fred Ledesma, Chris Lopez.

18. **Received** an Oral Report from APCO on Potential Office Relocation and Provide Direction to Staff
Received report and directed APCO to continue to explore the item.

19. ***Closed Session was held prior to action on Consent Agenda.**

20. Adjournment – **The meeting was adjourned at 3:05 p.m.**

Ann O'Rourke
Executive Assistant

FY 20-21 AB2766 Motor Vehicle Emission Reduction Program

Alan Romero, Air Quality Planner III
 August 19, 2020
 Virtual Board of Directors Meeting



FY20-21 AB2766 Direct Emission Reduction Program

- **Clean Air Management Program**
 - Monterey – 57%
 - Santa Cruz – 35%
 - San Benito - 8%
- **Clean Vehicle Program**
 - EV Vouchers to Public Agencies
 - EV Incentives District wide to residents (MBeVIP)



AB2766 Background

- Local DMV fees are used to solicit and fund cost-effective motor vehicle direct emission reduction projects pursuant to California Health and Safety Code §44220.
- FY20-21 represents the thirtieth year of the District's AB 2766 Motor Vehicle Emission Reduction Program.
- To date, the District has awarded over \$36 million and funded over 600 projects.



FY2020-21 AB2766 Funding Total

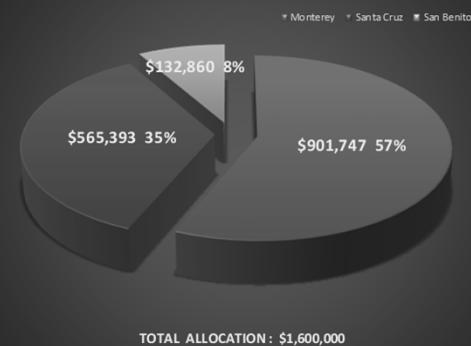


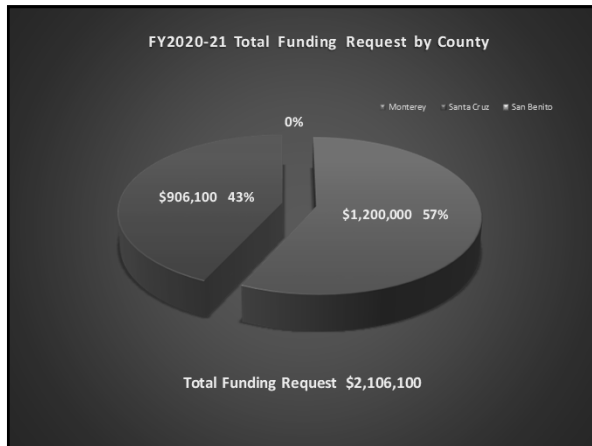
FY20-21 AB2766

- **Clean Air Management Program:**
 - Roundabout Design and Construction
 - Adaptive Traffic Signal Control
 - Advanced Clean Transportation (Medium to Heavy-Duty Trucks)
- **Clean Vehicle Program:**
 - EV Voucher Replacement Incentives for Public Agencies
 - EVIP for residents in Santa Cruz, San Benito and Monterey Counties



FY2020-21 AB2766 Allocation by County





AB2766 FY2020-21: Staff Recommendations for Grant Projects

App No.	County	Applicant Name	Project Description	Grant Award	C/E, \$/ton	Annual tons reduced
21-03	Monterey	City of Monterey	Adaptive Traffic Signal Control	\$400,000	\$46,165	1.39
21-02	Monterey	City of Salinas	Adaptive Traffic Signal Control	\$400,000	\$76,189	0.84
21-05	Santa Cruz	Santa Cruz County	Adaptive Traffic Signal Control	\$400,000	\$144,629	0.44
21-04	Santa Cruz	City of Santa Cruz	Class 8 Electric Refuse Truck	\$400,000	\$298,074	0.11
Sub Total				\$1,600,000		

EV Voucher Incentive Replacement Program

21-21	Santa Cruz	County of Santa Cruz		\$10,000		
21-22	AMBAG			\$10,000		
Sub Total				\$20,000		

Grand Total				\$1,620,000		
FY20/21 Budget				\$1,600,000		
Remaining Funds				-\$20,000		

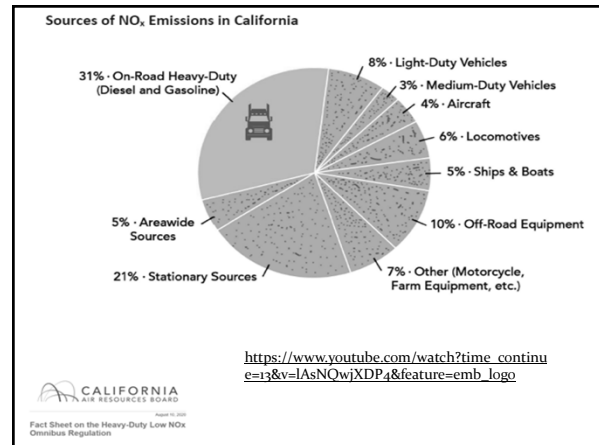
Note: Use FY20/20 EVP remaining funds

C/E Calculation Method

Methods to Find the Cost-Effectiveness of Funding Air Quality Projects

For Evaluating Motor Vehicle Registration Fee Projects and Congestion Mitigation and Air Quality Improvement (CMAQ) Projects

Emission Factor Tables
September 2019



FY2020-21 Ranking List: Direct Emission Reduction Projects

App No.	County	Applicant Name	Project Description	Grant Request, \$	C/E, \$/ton	Annual tons reduced
21-03	Monterey	City of Monterey	Adaptive Traffic Signal Control	\$400,000	\$46,165	1.39
20-02	Monterey	City of Salinas	Adaptive Traffic Signal Control	\$400,000	\$76,189	0.84
21-01	Monterey	MST	New Transit, Electric Bus	\$400,000	\$73,789	0.43
21-05	Santa Cruz	Santa Cruz County	Adaptive Traffic Signal Control	\$400,000	\$144,629	0.44
21-04	Santa Cruz	City of Santa Cruz	Class 8 Electric Refuse Truck	\$400,000	\$298,074	0.11
21-06	Santa Cruz	UCSC	Electric Bike Shuttle	\$106,100	\$113,252	0.07



Retention Schedule and New Policies

AMY CLYMO
ENGINEERING AND COMPLIANCE MANAGER
AUGUST 19, 2020



Background

- Last update to retention schedule approved in 2010
- Administrative Policies and Procedures updated in 2017
- Potential for regulatory and other changes to incorporate into retention schedule
- Add to Policies and Procedures manual
- Establish contracts with consultant to help with retention schedule and Laserfiche for electronic document management



Outline

- Goal
- Background
- 2010 Retention Schedule
- Proposed Retention Schedule
- Policies D.9 and D.10



2010 Retention Schedule

- Areas where like files could be combined into one category

Adopted by Board of Directors on June 16, 2010; Resolution No. 10-016

TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	DIVISION(S)	REFERENCE
ACCOUNTS RECEIVABLE RECORDS	FY + 5 after date of final payment	Administration	Accounting Standards and Procedures; Revenue and Tax Code; Internal Revenue Code
ACCOUNTS PAYABLE RECORDS	FY + 5 after date of final payment	Administration	Accounting Standards and Procedures; Revenue and Tax Code; Internal Revenue Code



Goal

Operate a 'paperless' agency within 5 years through investing in tools to more efficiently store, retrieve, process, track, and provide access to information both internally and externally.



2010 Retention Schedule


- Dates vary by category
- Fiscal year (FY) vs. calendar year (CY)

TITLE AND DESCRIPTION OF RECORDS	RETENTION POLICY	DIVISION(S)	REFERENCE
ASBESTOS FILES	FY + 1 after project notification (retain for a minimum of two years)	Compliance	40 CFR 61M
BURN PERMIT RECORDS	CY + 2 after the date of issuance	Compliance	GC §60201; Best practices; destroy when no longer needed



Update Retention Schedule → Policies

- Administrative Policies and Procedures
- Add retention schedule to existing manual
- Develop two new policies:
 - D.9 – Records Management
 - D.10 – Records Destruction




Policy D.10

**Monterey Bay Air Resources District
Administrative Policies and Procedures**

RECORDS DESTRUCTION

Policy Number: D.10
Supersedes: N/A
Effective: August 19, 2020




Policy D.9

**Monterey Bay Air Resources District
Administrative Policies and Procedures**

RECORDS MANAGEMENT


Policy Number: D.9
Supersedes: N/A
Effective: August 19, 2020



Policy D.10 – Records Destruction

- Initiate process to destroy obsolete records
- Identify records subject to legal hold
- Each Manager creates a list of obsolete records
- Combined list provided to Counsel for review
- Once approved, records can be destroyed

Retention Schedule Record No.	Retention Schedule Record Name	Retention Period	Date Range of Records to Destroy	Comments



Policy D.9 – Records Management

A. Definition of Record


For purposes of this Policy and compliance with the Retention Schedule a "record" is defined as a writing or other document, whether in hard copy or electronic form, which is in the custody of MBARD employees or appointed officials, and is kept either (1) because a law requires it to be kept or (2) because it is necessary or convenient to the discharge of MBARD's duties.

This Policy applies to all types of records, including records in any of the following forms:

- Hard copy, including but not limited to paper documents, forms, photos, reports, manuals, maps, drawings, microfilm, and video; and
- Electronic form, in structured or unstructured format, including electronic communication, and associated metadata, regardless of the location or device upon which the information is stored. Please refer to Policy D.6.


Examples of Convenience Information

- Identical copies of documents;
- Extra copies of printed or processed materials kept only for convenience or reference;
- Superseded manuals and other directives (maintained outside the office of record);
- Working papers, such as miscellaneous notices of community affairs, employee meetings, holiday notices, library and reference materials;
- Appointment logs;
- Notes or drafts assembled or created in the preparation of other documents; worksheets, and rough drafts of letters, memoranda, or reports that do not represent the basic steps involved in the preparation of the communication;
- Catalogs, trade journals and other publications or papers received from external companies or agencies that are used for reference purposes, require no action and are not part of an official record; and
- Materials that have no substantial value, stocks of publications or blank forms that are kept for supply purposes only.



Final Thoughts - Goal

Operate a 'paperless' agency within 5 years through investing in tools to more efficiently store, retrieve, process, track, and provide access to information both internally and externally.



Recommendation

Adopt a Resolution 1) approving the Records Retention Schedule that identifies the categories of records for Monterey Bay Air Resources District (MBARD) and their required retention period; 2) authorizing the destruction of records following MBARD procedure without Board action; and, 3) adding two new policies to MBARD's Administrative Policies and Procedures Manual, effective August 19, 2020, to address Records Management and Records Destruction.



Questions?



Mid-Year 2020 Engineering and Compliance Activity Data

AMY CLYMO
ENGINEERING AND COMPLIANCE MANAGER
AUGUST 19, 2020



Engineering

- Evaluate permit applications for compliance with federal, state, and local rules and regulations
- Issue permits with operating conditions
- Develop rules and regulations
- Report annual stationary source emission inventory



Impacts of COVID-19

- Monterey County Shelter-in-Place Order – March 18
- Adjust Operations for Remote Work
- Remote Inspection Protocol – April 22
- In-Person Inspection/Complaint Procedures during the Transition to Normal Working Conditions – June 3



Engineering Data

Activity	Calendar Mid-Year 2020
Permit Applications Received	155
Startup Inspections	50
Authorities to Construct Issued	112
Permits to Operate Issued	164
Agricultural Diesel Engine Registrations	0
Title V Permits Issued	1
Emission Reduction Credits Issued	0



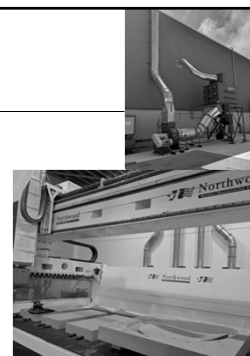
Outline

- Description of Engineering and Compliance
- Activity Data



Permitted Units

- Emergency Engines - 1,132
- Retail Gas Stations - 223
- Paint Spray Facilities - 298
- Boilers – 204
- Prime Engines - 146



Compliance

- Conduct inspections of permitted sources
- Ensure compliance with permit conditions
- Take enforcement action for violations
- Ensure compliance with the federal asbestos regulation
- Respond to complaints



Questions?



Compliance Data

Activity	Calendar Mid-Year 2020
Compliance Inspections	459
Notices to Comply	72
Asbestos Notifications	120
Asbestos Inspections	83
Complaints Received	133
Breakdowns Received	13
Source Tests Observed	7
Variance Orders Issued	3




Complaint Data

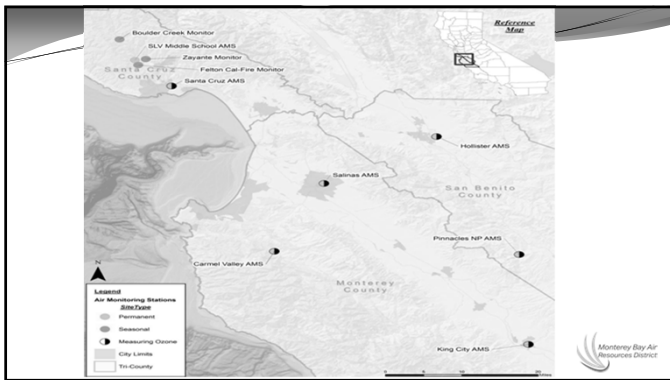
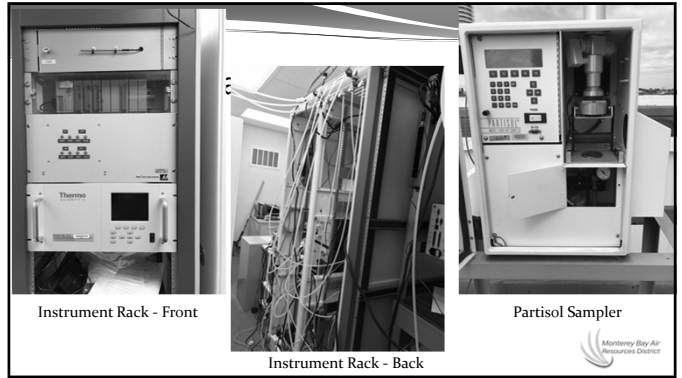
- Odor - 58
- Smoke - 55
- Other - 7
- Asbestos - 5
- Dust - 5
- Gas station - 3



Air Monitoring Mid-Year Summary for 2020

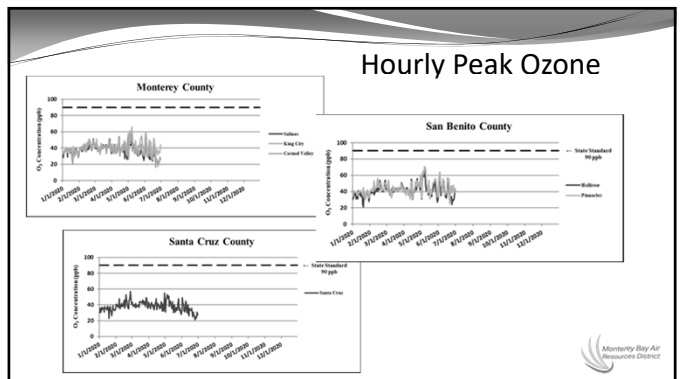
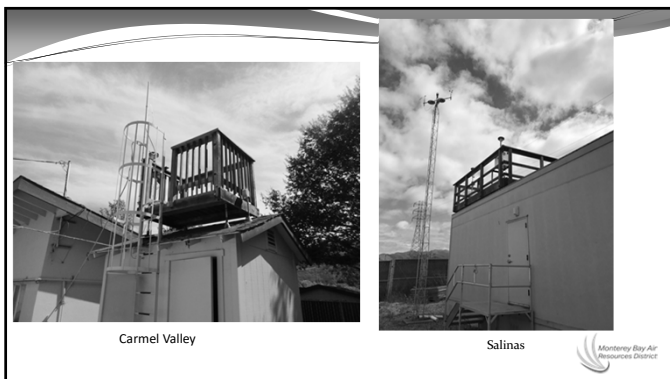


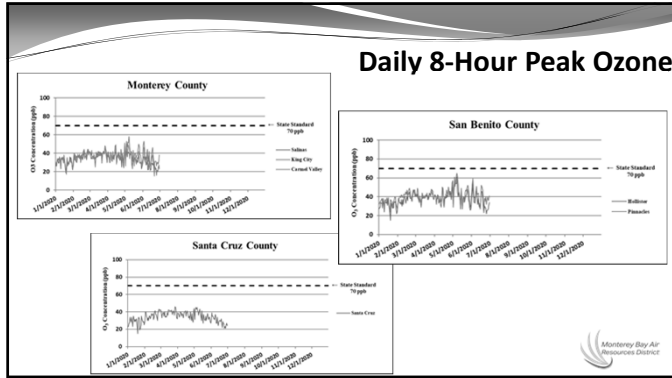
David Frisbey
 Planning and Air Monitoring Manager
 August 19, 2020



Ambient Air Quality (Daily) Standards

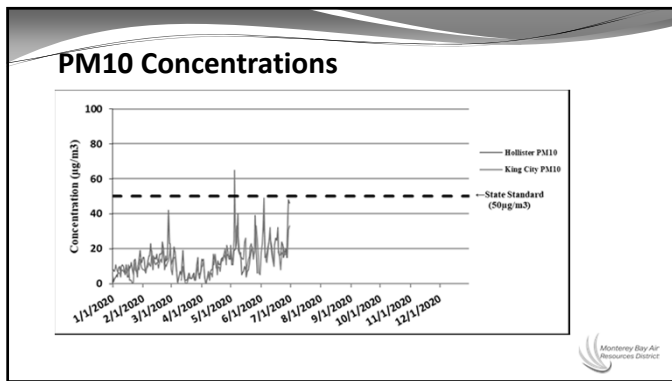
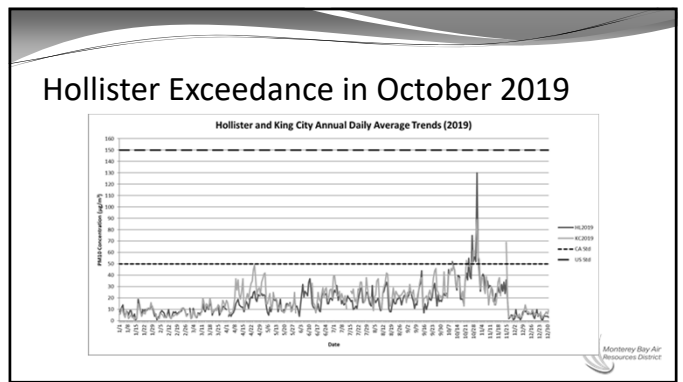
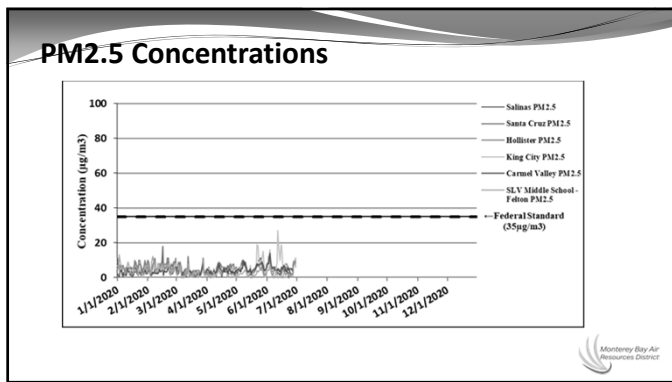
Pollutant	Averaging Time	California Standards	National Standards	
		Concentration	Primary Concentration ³	Secondary Concentration ⁴
Ozone	1 hour	0.090 ppm	--	--
	8 hour	0.070 ppm	0.070 ppm	0.070 ppm
PM _{2.5}	24 hour	---	35 µg/m ³	Same
PM ₁₀	24 hour	50 µg/m ³	150 µg/m ³	Same





Attainment Status

Pollutant	State Designation	Federal Designation
Ozone (O ₃)	Nonattainment-Transitional	Attainment
Inhalable Particulates (PM ₁₀)	Nonattainment	Attainment
Fine Particulates (PM _{2.5})	Attainment	Attainment
Carbon Monoxide (CO)	Monterey Co.-Attainment	Attainment
	San Benito Co.-Unclassified	Attainment
	Santa Cruz Co.-Unclassified	Attainment
Nitrogen Dioxide (NO ₂)	Attainment	Attainment
Sulfur Dioxide (SO ₂)	Attainment	Attainment
Lead	Attainment	Attainment



- ### PM₁₀ Exceedance in Hollister, October 2019
- 40 CFR Part 58
 - One exceedance >80% of National Ambient Air Quality Standard (150ug/m³) requires an increase in 2 stations for our Metropolitan Statistical Area which includes Santa Clara and San Benito Counties.
 - Install one additional PM₁₀ air monitoring station in SB County
 - Proposed New Location - San Juan Bautista Elementary

Discussion and Questions....



Number of Days Exceeding Ozone Standards
Based on Pinnacles National Park Monitoring Station

