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
   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
  o Placed notices in papers in all three counties asking for applications for hearing board members. The vacancies are:
    ▪ Medical Professional
    ▪ Two Public Members
  o 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

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

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.

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)

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 Funding Total

$1,600,000 80%
$400,000 20%
Anticipated Funding: $2,000,000

FY2020-21 AB2766 Allocation by County

- Monterey: $901,747 (57%)
- Santa Cruz: $565,393 (35%)
- San Benito: $132,860 (8%)

TOTAL ALLOCATION: $1,600,000
FY2020-21 Total Funding Request by County

- Monterey: $906,100 (43%)
- Santa Cruz: $1,200,000 (57%)

Total Funding Request: $2,106,100

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

<table>
<thead>
<tr>
<th>App No.</th>
<th>County</th>
<th>Applicant Name</th>
<th>Project Description</th>
<th>Grant Request, $</th>
<th>C/E, $/ton</th>
<th>Annual tons reduced</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-03</td>
<td>Monterey</td>
<td>City of Monterey</td>
<td>Adaptive Traffic Signal Control</td>
<td>$300,000</td>
<td>0.09</td>
<td>3,145</td>
</tr>
<tr>
<td>21-04</td>
<td>Monterey</td>
<td>City of Salinas</td>
<td>Adaptive Traffic Signal Control</td>
<td>$300,000</td>
<td>0.09</td>
<td>3,145</td>
</tr>
<tr>
<td>21-04</td>
<td>Monterey</td>
<td>MTT</td>
<td>New Transit, Electric Bus</td>
<td>$300,000</td>
<td>0.09</td>
<td>3,145</td>
</tr>
<tr>
<td>21-05</td>
<td>Santa Cruz</td>
<td>Santa Cruz County</td>
<td>Adaptive Traffic Signal Control</td>
<td>$300,000</td>
<td>0.09</td>
<td>3,145</td>
</tr>
<tr>
<td>21-05</td>
<td>Santa Cruz</td>
<td>City of Santa Cruz</td>
<td>Class 8 Electric Refuse Truck</td>
<td>$300,000</td>
<td>0.09</td>
<td>3,145</td>
</tr>
<tr>
<td>21-05</td>
<td>Santa Cruz</td>
<td>UCS</td>
<td>Electric Bike Shuttle</td>
<td>$100,000</td>
<td>0.07</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Sub Total: $1,600,000

EV Voucher Incentive Replacement Program

21-21 Santa Cruz County of Santa Cruz $10,000

Sub Total: $10,000

Grand Total: $1,620,000

FY20/21 Budget: $1,600,000

Remaining Funds: $20,000

Sources of NOx Emissions in California

https://www.youtube.com/watch?time_continue=13&v=lAsNQwjXRp4&feature=emb_logo
Outline

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

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

2010 Retention Schedule

• Areas where like files could be combined into one category

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)
2010 Retention Schedule

• Add more specific federal, state, or local references

<table>
<thead>
<tr>
<th>STYLE AND DESCRIPTION OF RECORDS</th>
<th>RETENTION POLICY</th>
<th>DEPARTMENT</th>
<th>REFERENCE</th>
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<tbody>
<tr>
<td>AIR EMISSION TELLS</td>
<td>CY = 5</td>
<td>Engineering</td>
<td>40 CFR 63</td>
</tr>
<tr>
<td>ANNUAL EMISSION INVENTORY REPORTS</td>
<td>CY = 5</td>
<td>Engineering</td>
<td>40 CFR 63</td>
</tr>
<tr>
<td>CONTINUOUS EMISSION MONITORING</td>
<td>CY = 5</td>
<td>Engineering</td>
<td>40 CFR 63</td>
</tr>
</tbody>
</table>

Updated Retention Schedule

• Combined like records into one category

Development of Updated Retention Schedule

• Acquired services of Kaizen Infosource, LLC
  • Experience with helping public agencies update retention schedules
• Update, as needed, to current regulations
• Where possible, make it easier to implement (fewer categories, consistent retention time definition)
• Iterative process allowing each Division to weigh in on their record categories

Updated Retention Schedule

• Retention period all use “Y” to represent year

Updated Retention Schedule

• Add more specific federal, state, or local citations
**Policy D.9 – Records Management**

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

**RECORDS MANAGEMENT**

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

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**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 being or affiliated to a department, whether in physical or electronic form.

- [a. Defined in Records Management Policy]
- [b. Defined in Records Destruction Policy]

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, photo, reports, manuals, maps, drawings, microfilm, and microfiche, etc.
- Electronic form, in a structured or unstructured format, including electronic communications, and associated metadata, regardless of the medium or device upon which the information is stored. Please refer to Policy D.5.

---

**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

---

**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

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

Outline

• Description of Engineering and Compliance
• Activity Data

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

Engineering Data

<table>
<thead>
<tr>
<th>Activity</th>
<th>Calendar Mid-Year 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Applications Received</td>
<td>155</td>
</tr>
<tr>
<td>Startup Inspections</td>
<td>50</td>
</tr>
<tr>
<td>Authorities to Construct Issued</td>
<td>112</td>
</tr>
<tr>
<td>Permits to Operate Issued</td>
<td>164</td>
</tr>
<tr>
<td>Agricultural Diesel Engine Registrations</td>
<td>0</td>
</tr>
<tr>
<td>Title V Permits Issued</td>
<td>1</td>
</tr>
<tr>
<td>Emission Reduction Credits Issued</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Calendar Mid-Year 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Inspections</td>
<td>459</td>
</tr>
<tr>
<td>Notices to Comply</td>
<td>72</td>
</tr>
<tr>
<td>Asbestos Notifications</td>
<td>120</td>
</tr>
<tr>
<td>Asbestos Inspections</td>
<td>83</td>
</tr>
<tr>
<td>Complaints Received</td>
<td>133</td>
</tr>
<tr>
<td>Breakdowns Received</td>
<td>13</td>
</tr>
<tr>
<td>Source Tests Observed</td>
<td>7</td>
</tr>
<tr>
<td>Variance Orders Issued</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Instrument Rack - Front
Instrument Rack - Back
Partisol Sampler

Ambient Air Quality (Daily) Standards

<table>
<thead>
<tr>
<th>Pollutant</th>
<th>Averaging Time</th>
<th>California Standards</th>
<th>National Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Concentration</td>
<td>Primary Concentration</td>
</tr>
<tr>
<td>Ozone</td>
<td>1 hour</td>
<td>0.000 ppm</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>8 hour</td>
<td>0.070 ppm</td>
<td>0.070 ppm</td>
</tr>
<tr>
<td>PM2.5</td>
<td>24 hour</td>
<td>---</td>
<td>35 ug/m³</td>
</tr>
<tr>
<td>PM10</td>
<td>24 hour</td>
<td>50 ug/m³</td>
<td>150 ug/m³</td>
</tr>
</tbody>
</table>

Hourly Peak Ozone

Munsey County
San Benito County
San Cruz County
### Attainment Status

<table>
<thead>
<tr>
<th>Pollutant</th>
<th>State Designation</th>
<th>Federal Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ozone (O₃)</td>
<td>Nonattainment Transitional</td>
<td>Attainment</td>
</tr>
<tr>
<td>Inhalable Particles (PM₁₀)</td>
<td>Nonattainment</td>
<td>Attainment</td>
</tr>
<tr>
<td>Fine Particles (PM₂.₅)</td>
<td>Attainment</td>
<td>Attainment</td>
</tr>
<tr>
<td>Carbon Monoxide (CO)</td>
<td>Monterey Co. - Attainment</td>
<td>Attainment</td>
</tr>
<tr>
<td>Sulfur Dioxide (SO₂)</td>
<td>San Benito Co. - Unclassified</td>
<td>Attainment</td>
</tr>
<tr>
<td>Lead</td>
<td>Attainment</td>
<td>Attainment</td>
</tr>
</tbody>
</table>

### PM2.5 Concentrations

- Salinas PM2.5
- San Jose PM2.5
- Hollister PM2.5
- King City PM2.5
- Crystal Valley PM2.5
- U.S. Methanol
- Fuel PM2.5
- Federal/State Standard (15 μg/m³)

### Hollister Exceedance in October 2019

#### PM10 Exceedance in Hollister, October 2019

- 40 CFR Part 58
  - One exceedance >80% of National Ambient Air Quality Standard (150 μg/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

[Graph showing the number of days exceeding ozone standards from 2006 to 2015.]

Day Exceeding State 1-Hour Standard
Day Exceeding State 8-Hour Standard
Day Exceeding Federal 24-Hour Standard