



**ANTELOPE VALLEY AIR QUALITY MANAGEMENT
DISTRICT**

**GOVERNING BOARD
REGULAR MEETING**

AGENDA

**TUESDAY, FEBRUARY 21, 2017
10:00 A.M.**

LOCATION

**AVAQMD District Office
43301 Division Street, Suite 206
Lancaster, CA 93535
661-723-8070**

BOARD MEMBERS

**Marvin Crist, Chair, City of Lancaster
Ron Hawkins, Vice Chair, Los Angeles County
Vern Lawson, Los Angeles County
Ken Mann, City of Lancaster
Steven Hofbauer, City of Palmdale
Austin Bishop, City of Palmdale
Newton Chelette, Public Member**

Call to Order – 10:00 a.m.

Pledge of Allegiance.

Roll Call.

Public Comments on any Agenda Item will be heard at the time of discussion of the Agenda Item. Public Comments not pertaining to Agenda Items will be heard during the PUBLIC COMMENT period, below.

1. **PUBLIC COMMENT**

CONSENT CALENDAR

The following consent items are expected to be routine and non-controversial and will be acted upon by the Board at one time without discussion unless a Board member, staff member or member of the public requests an item be held for discussion under DEFERRED ITEMS.

2. Approve Minutes from Regular Governing Board Meeting of January 17, 2017.
Presenter: Crystal Goree.
3. Monthly Activity Report. Receive and File. Presenter: Bret Banks.
4. Monthly Grant Fund Summary. Receive and File. Presenter: Bret Banks.
5. The Financial Report for FY 17, November and December 2016 is provided to the Governing Board for information concerning the current fiscal status of the District.
Presenter: Jean Bracy.
6. Approve payment to MDAQMD in the total amount of \$211,232.02, subject to availability of funds, for services provided during the months of November and December 2016. Presenter: Jean Bracy.

ITEMS FOR DISCUSSION

DEFERRED ITEMS

PUBLIC HEARINGS

None.

NEW BUSINESS

7. Amend Governing Board Procedural Rules to change the time of the regular meetings from 10:30 A.M. to 10:00 A.M. Presenter: Bret Banks.
8. 1) Authorize \$40,000 in Mobile Emission Reductions Program (AB 2766) funds to the Alternative Fuel Vehicle Program; 2) Authorize change to the program participation limit; 3) Reinstate the home charging incentive; and 4) Authorize the Executive Director/APCO and staff to execute the Alternative Fuel Vehicle Program as outlined in the Work Plan. Presenter: Bret Banks.
9. Approve the FY 16-17 Application for Carl Moyer Program Year 19 Funds and authorize its Submission to the California Air Resources Board (CARB); 2) Allocate a maximum of \$115,899 of Mobile Source Emissions Reduction Program funds (AB 2766 and/or AB 923) to serve as the required match funding for the Carl Moyer Memorial Air Quality Standards Attainment Program (the Carl Moyer Program); and 3) Authorize the Executive Director/APCO and staff to execute the agreement, approved as to legal form, with CARB which binds the parties to the terms and conditions set forth in the application and the current Carl Moyer Program Guidelines. Presenter: Julie McKeehan.

PRESENTATION

10. The Cities of Lancaster and Palmdale Green Commuter Vanpool/Charging Station Project. Presenter: Julie McKeehan/Gustavo Occhiuzzo.

NEW BUSINESS – CONTINUED

11. 1) Award an amount not to exceed \$185,645 in Mobile Source Emission Reductions Program (AB 923) funds to the City of Lancaster toward a proposed Electric Vehicle Vanpool/Charging Stations Project; and 2) Authorize the Executive Director/APCO and staff to negotiate target time frames and technical project details and execute an agreement, approved as to legal form by the Office of District Counsel. Presenter: Julie McKeehan.
12. 1) Award an amount not to exceed \$164,928 in Mobile Source Emission Reductions Program (AB 923) funds to the City of Palmdale toward a proposed Electric Vehicle Vanpool/Charging Stations Project; and 2) Authorize the Executive Director/APCO and staff to negotiate target time frames and technical project details and execute an agreement, approved as to legal form by the Office of District Counsel. Presenter: Julie McKeehan.

PRESENTATION

13. Bolthouse Farms Title V Permit Closure. Presenter: Bret Banks. (No back-up materials)

ADMINISTRATIVE ITEMS

14. Reports:

Governing Board Counsel.

Executive Officer/APCO, Staff.

15. Board Member Reports and Suggestions for Future Agenda Items.

Adjourn to Regular Governing Board Meeting of Tuesday, March 21, 2017.

If you challenge any decision regarding any of the listed proposals in court, you may be limited to raising only those issues you or someone else raised during the public testimony period regarding that proposal, or in written correspondence delivered to the Governing Board at, or prior to, the public hearing.

Due to time constraints and the number of persons wishing to give oral testimony, time restrictions may be placed on oral testimony regarding the above proposals. You may wish to make your comments in writing to assure that you are able to express yourself adequately.

In compliance with the Americans with Disabilities act, if special assistance is needed to participate in the Board Meeting, please contact the Deputy Clerk of the Board during regular business hours at 661-723-8070, ext. 1. Notification received 48 hours prior to the meeting will enable the District to make reasonable accommodations.

I hereby certify, under penalty of perjury, that this agenda has been posted 72 hours prior to the stated meeting in a place accessible to the public. Copies of this agenda and any or all additional materials relating thereto are available at the District Office at 43301 Division Street, Suite 206, Lancaster, CA 93535 or by contacting the Administrative Secretary at 661-723-8070, ext. 1 or by email at cgoree@avaqmd.ca.gov

Mailed & Posted on: Tuesday, 2/14/17.

Crystal Goree, Administrative Secretary

**ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
GOVERNING BOARD**

******NOTICE OF REGULAR MEETING******

NOTICE IS HEREBY GIVEN that the Governing Board of the Antelope Valley Air Quality Management District (District) will conduct a Regular Meeting on Tuesday, February 21, 2017 at 10:00 a.m.

SAID MEETING will be conducted in the Antelope Valley Air Quality Management District Offices Conference Room, 43301 Division Street, Suite 206, Lancaster, California, 93535. Interested persons may attend and submit oral and/or written comments/statements at the meeting. It is requested that written comments/statements be submitted prior to the meeting.

A copy of the Agenda will be duly posted and may also be reviewed at the office of the Antelope Valley Air Quality Management District, 43301 Division Street, Suite 206, Lancaster, California 93535.

**ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
GOVERNING BOARD**

**CRYSTAL GOREE
ADMINISTRATIVE SECRETARY
PHONE: (661) 723-8070, Ext. 1.**

Mailed and Posted: **Tuesday, 2/14/17**
DATE

**ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
GOVERNING BOARD MEETING
TUESDAY, JANUARY 17, 2017
ANTELOPE VALLEY DISTRICT OFFICE
LANCASTER, CA**

MINUTES

Board Members Present:

Marvin Crist, Chair, City of Lancaster
Ron Hawkins, Vice Chair, Los Angeles County
Vern Lawson, Los Angeles County
Newton Chelette, Public Member
Steve Hofbauer, City of Palmdale
Austin Bishop, City of Palmdale
Angela Underwood-Jacobs, City of Lancaster (Alt.)

Board Members Absent:

Ken Mann, City of Lancaster

CALL TO ORDER

Chair Crist called the meeting to order at 10:30 a.m. Roll call was taken.
Board Member Hofbauer led the Pledge of Allegiance.

(Clerk's Note: Board Members Steve Hofbauer and Austin Bishop were sworn in prior to the commencement of today's meeting).

PUBLIC COMMENT

Agenda Item #1

None.

CONSENT CALENDAR – Consent items were acted upon by the Board at one time without discussion. Upon Motion by **HOFBAUER**, Seconded by **HAWKINS**, and carried unanimously, the board acted as follows:

Agenda Item #2 - Approve Minutes from Regular Governing Board Meeting of December 20, 2016. Presenter: Crystal Goree.

Approved Minutes from Regular Governing Board Meeting of December 20, 2016.

Agenda Item #3 – Monthly Activity Report. Receive and file. Presenter: Bret Banks.
Received and filed.

Agenda Item #4 – Monthly Grant Summary. Receive and file. Presenter: Bret Banks.
Received and filed.

Agenda Item #5 - Award an amount of \$1,000.00, available in the Antelope Valley Air Quality Management District (AVAQMD) General Fund, to the Antelope Valley College Foundation to support the Antelope Valley Air Quality Management District Scholarship Endowment. Presenter: Bret Banks.

Awarded an amount of \$1,000.00, available in the Antelope Valley Air Quality Management District (AVAQMD) General Fund, to the Antelope Valley College Foundation to support the Antelope Valley Air Quality Management District Scholarship Endowment.

ITEMS FOR DISCUSSION

DEFERRED

None.

PUBLIC HEARINGS

None.

NEW BUSINESS

Agenda Item #6 - Change regular meeting time from 10:30 a.m. to 10:00 a.m.

Presenter: Marvin Crist.

Chair Crist provided background information regarding the initial time change of our regularly scheduled meeting from 10:00 a.m. to 10:30 a.m. and requested that the time be changed back to 10:00 a.m. Upon Motion by **HOFBAUER**, Seconded by **CHELETTE**, and carried unanimously, the Board changed the regular meeting time from 10:30 a.m. back to 10:00 a.m. Staff to prepare Minute Item for next month's meeting, matching the action to be received and filed.

PRESENTATION

Agenda Item #7 – Reasonable Available Control Technology (RACT) 2017 rule development schedule (AVAQMD Rules: Rule 462, Organic Liquid Loading, Rule 1110.2 Emissions From Stationary, Non-road & Portable Internal Combustion Engines , Rule 1151 Motor Vehicle And Mobile Equipment Coating Operations and Rule 1171 Solvent Cleaning Operations. Presenter: Bret Banks.

Bret Banks shared PowerPoint presentation on Reasonable Available Control Technology (RACT) Rule Development Schedule. Mr. Banks provided information on RACT Analysis, the National Ambient Air Quality Standard (NAAQS) and that the AVAQMD has been designated nonattainment for ozone. As a result AVAQMD is required to amend Rules 462, 110.2, 1151.1 and 1171. Mr. Banks answered questions from the Board. Discussion ensued. Mr. Banks provided background information about Emission Reduction Credits (ERC) and how they may be important to economic development in the Antelope Valley.

Agenda Item #8 - AVAQMD Control Strategies and Practices for Commercial Photovoltaic Solar Projects. Presenter: Bret Banks.

Bret Banks shared PowerPoint presentation on AVAQMD Control Strategies and Practices for Commercial Photovoltaic Solar Projects. Mr. Banks provided background information on Rule 403 – Fugitive Dust. Information was provided on the District’s Dust Control Plan and its requirements. Mr. Banks answered questions from the Board. Discussion ensued. Chair Crist raised questions regarding a pending utility scale solar project to be constructed west of Avenue F and 93rd Street West. Mr. Banks provided background information regarding the project as well as the impact of fugitive dust on the downwind residents and various strategies to mitigate the impact.

Agenda Item #9 - AVAQMD Governing Board Handbook. Presenter: Bret Banks

Bret Banks provided Board members with a copy of the Directors Handbook 2017. Mr. Banks reviewed the contents of the handbook, which included the District’s Mission Statement, Governing Board Procedural Rules, Governing Board Roster, List of District Staff, Governing Board Meeting Calendar, District Operational Data and Glossary of Air Pollution Terms. Mr. Banks introduced district staff to new Board members. Mr. Banks answered questions from the Board. Discussion ensued. Board Member Hofbauer raised a question regarding how constituents are informed about available grant funding, to which Mr. Banks provided information. Mr. Banks shared information on the District’s Lawn Mower Exchange Program, the Ozone Monitoring Summary and the Adopted Budget for 2016-17. Mr. Banks provided information on the history of the Antelope Valley Air Quality Management District and its partnership with the Mojave Desert Air Quality Management District and discussed the contractual relationship. Board Member Lawson commented that the AVAQMD is a good model for regional cooperation.

ADMINISTRATIVE ITEMS

Agenda Item #10 - Reports

Governing Board Counsel – Allison Burns reminded Board members to file Form 700 and to complete the AB1234 Ethics Training.

Executive Director/APCO – None.

Agenda Item #11 – Board Member Reports and Suggestions For Future Agenda Items.

The Board commended staff on a great meeting.

The meeting was adjourned at 11:35 a.m. to the next regularly scheduled Governing Board Meeting, Tuesday, February 21, 2017, 10:00 a.m.

Item #3 - Monthly Activity Report – January 2017

	<u>Jan 2017</u>	<u>Jan 2016</u>	<u>YTD (7/1/17)</u>
Complaints	0	2	21
Complaint Investigations	0	2	21
Asbestos Notifications	9	20	16
Asbestos Inspections	0	0	0
Facility Inspections	47	47	170
Facility Inspections Completed (%)	91	91	97
Permit Inspections	95	145	312
Permit Inspections in Compliance (%)	97	100	99
Notice of Violation (NOV)	0	0	9

*Outstanding NOVs

- AV000000187 – Issued 1/2016
- AV000000199 – Issued 9/2016

Project Comment Letters – January 2017

Attached

AVAQMD CEQA PROJECTS						
BOARD MEETING						
02/21/2017						
Date Rec'd	Location	Project Name	Description	Comment	Date Due	Date Sent
12/29/2016	COL	Avanti North	Draft EIR for Avanti North TTM 73507 proposed project on approx 237.25 acres located south of Avenue K, north of Avenue K-8, east of 70th street West and west of 60th Street West	No Comment	02/06/2017	n/a
01/09/2017	COP	Palmdale Aerospace Academy	General Plan Amendment to zoning-southwest corner of Palmdale Blvd and 35th Street East	No Comment	01/27/2017	n/a
01/17/2017	COP	TPM 74425 & CUP 16-010	TPM 74425 & CUP 16-010 Subdivide 9.1 acres into two commercial lots, 1.8 acres and 7.3 acres. CUP 16-010, on 1.8 acre site, is for proposed convenience store, car wash and fuel canopy	ARB compliant construction equip,Obtain District Permits	01/30/2017	01/17/2017
01/09/2017	COL	Gas Station on Avenue I & Sierra Highway	CUP 16-03 New gas station with mini mart (w/alcohol) on the northwest corner of Avenue I and Sierra Highway	Dust Control Plan, ARB compliant construction equip,Obtain District Permits	02/09/2017	01/19/2017
1/17/2017	COL	TTM 73344	J-6 & 37th Street West 4.19 gross acres located at the northeast corner 18 single family lots	No Comment	2/21/2017	1/19/2017
1/23/2017	COP	Palmdale Transit Oriented Development Framework Plan Project	NOP of a Draft EIR	No Comment	2/21/2017	n/a
1/12/2017	COL	Greenworks Waste Tire Recycling Facility	SPR 16-05 for proposed 4.58 acre major waste tire facility located at 811 East Avenue M	Dust Control Plan, ARB compliant construction equip,Obtain District Permits if necessary	1/12/2017	1/24/2017
1/25/2017	COL	GID Lancaster 80, LLC	TTM 72534/CUP 15-08 20 acres located at the southeast corner of Avenue J-8 and 67th Street West	Dust Control Plan, Carb Compliant constructin equipment	2/21/2017	1/31/2017
1/30/2017	COL	sPower	CUP 17-04 for the proposed construction of 650 ms substation on 46.4 acres on the woutheast corner of Avenue J and 100th Street West	Dust Control Plan, Carb Compliant constructin equipment	3/2/2017	1/31/2017

ITEM #4 - MONTHLY GRANT FUND SUMMARY

AB 2766 (\$4 DMV Fee) Annual Allocation for Mobile Projects **\$407,605.00**

AB 923 (\$2 DMV Fee) Annual Allocation for Mobile Projects **\$545,000.00**

AB 2766 & AB 923 CURRENT BALANCES

AB 2766 PROJECT & ADMIN. FUNDS

<i>Action Date</i>	<i>Project Name</i>	<i>Approved Action</i>
Mar-14	AFV Program Add'l Funds AV0314#12	-100000.00 paid
Mar-14	Sommer Haven Ranch International AV0314#15	-25000.00 paid
Mar-14	Hemme Hay & Feed (2) Retrofit Project AV0314#10	-16337.00 paid
Mar-14	AVC Equipment Replacement AV0314#14	-26160.00 paid
Mar-14	AFV Program Add'l Funds AV0414#11	-61200.92 paid
Apr-14	Antelope Valley Fair Assoc. CNG Bus Engine Repair AV0414#10	-11193.96 paid
Apr-14	AFV Program Add'l Funds AV0414#11	-101524.52 paid
Jun-14	AFV Program Add'l Funds AV0414#11	-24742.69 paid
May-14	Antelope Valley Mall Electric Infrastructure AV0514#13	-45817.00 paid
Jul-14	Antelope Valley HSD AV0714#9	-13500.00 paid
Jul-14	City of Palmdale Electric Infrastructure AV0714#10	-49729.00 paid
Aug-14	AFV Program Add'l Fnds AV0414#11	-14425.00 paid
Aug-14	AVEK Water Agency AV0814#9	-12000.00 paid
Aug-14	Yates Trucking Inc. AV0814#10	-15761.00 paid
Dec-14	City of Lancaster Traction Seal Project AV1214#9	-200000.00 paid
Jan-15	R & R Pipeline, Inc. Grant Funds Returned	20700.00 rec'd
Jan-15	AFV Program Add'l Funds AV0414#11	-17000.00 paid
Mar-15	Projected AFV applications for 2015	-60000.00 paid
Apr-15	Return of Truck Retrofit Funds	6718.00 rec'd
Jun-15	AVTA - Public Transit Programs AV0615#11 /0715#S-1	-178000.00 paid
Oct-15	AFV Program Add'l Funds AV0414#11	-14000.00 paid
Feb-16	LA County Sheriff's Alt. Patrol Project AV0216#9	-50000.00 paid
Mar-16	AVC Equipment Replacement AV0314#14	-1886.00 paid
Mar-16	AVLAW, LLC EV Charging Repair AV0316#11	-2117.00 paid
Apr-16	AV Produce TRU Replacement Project AV0416#12	-16203.00 paid
Apr-16	LA County Sheriff's Bio Diesel Truck Project AV0416#11	-50000.00 paid
Jul-16	City of Palmdale Electric Infrastructure ADA Req AV0716#10	-59700.00 paid
Aug-16	AFV Program Add'l Funds AV0816#9	-34500.00 paid
Aug-16	AVC Free Fare Pilot Program for Students AV0816#7	-30000.00 paid
Sep-16	LA Cty Sheriff's Bike Patrol Proj. Palmdale/Lancaster AV0916#11	-35143.00 pending
Sep-16	AVTA - Public Transit Programs AV0916#8	120000.00 pending
Dec-16	AVC Bus Transfer & Repair to AVSTA AV1216#	-5794.00 pending

AB 2766 PROJECTS CURRENT BALANCE **\$360,108.46**

<i>Action Date</i>	<i>Project Name</i>	<i>Pending Action</i>
Feb-17	AFV Program Add'l Funds AV0117#	-40000.00

AB 2766 PROJECTS BALANCE PENDING APPROVAL **\$320,108.46**

AB 923 PROJECT & ADMIN. FUNDS

<i>Action Date</i>	<i>Project Name</i>	<i>Approved Action</i>
Jun-14	VAVR Program - Admin. to EES AV0614#11	-25000.00 paid
Nov-14	AVSTA CNG Tank Replacement AV1114#8	-31459.00 paid
Dec-14	VAVR Program - Admin to EES AV1214#8	-25000.00 paid
Jan-15	AVSTA CNG School Bus Purchase AV0115#7	-100000.00 paid
Apr-15	Calandri SonRise Farms ERP Project #3 AV0415#8	-78372.75 paid
May-15	Gene Wheeler Farms ERP Project #2 AV0515#10	-142010.00 paid
Aug-15	VAVR Program - Projects & Admin. to EES AV0815#6	-60000.00 paid
Nov-15	Calandri SonRise Farms Repower Project #4 AV1115#9	-116471.00 paid
Jan-16	Antelope Valley Farming ERP Project #1 AV0116#8	-181530.00 paid
Mar-16	Ebee Streetlight EV Charging Project AV0316#10	-25000.00 pending
Apr-16	VAVR Program - Admin to EES AV0416#10	-60000.00 paid
Aug-16	Calandri SonRise Farms Harvesting Project AV0816#	-406,065.00 pending
Oct-16	Antelope Valley Farming ERP Project #2 AV1016#	-12,940.38 paid
Dec-16	AVSTA CNG Tank Replacement AV1216#	-63,377.00 pending
Dec-16	SCE Charge Ready Pilot Project AV1216#	-48,819.20 pending

AB 923 PROJECTS CURRENT BALANCE

<i>Action Date</i>	<i>Project Name</i>	<i>Pending Action</i>
Feb-17	City of Pamdale Vanpool/Infrastructure Project Phase I AV0117#	-82,464.00 payout 5/17
Feb-17	City of Lancaster Vanpool/Infrastructure Project Phase I AV0117#	-92,822.50 payout 5/17

AB 923 PROJECTS BALANCE PENDING APPROVAL

<i>Action Date</i>	<i>Project Name</i>	<i>Pending Action</i>
Feb-17	City of Pamdale Vanpool/Infrastructure Project Phase II AV0117#	-82,464.00 payout 9/17
Feb-17	City of Lancaster Vanpool/Infrastructure Project Phase II AV0117#	-92,822.50 payout 9/17

CARL MOYER PROGRAM PROJECT FUNDS

Jun-14	VAVR Program - Project funds to EES AV0614#11 CMP Rd. 16	-25000.00 paid
Jul-14	High Desert Dairy ERP Project #2 AV0714#11	-156386.00 paid
Jul-14	Valyermo Ranch ERP Project #2 AV0714#8	-154186.00 paid
Aug-14	Gene Wheeler Farms ERP Project #1 AV0814#8	-247459.00 paid
Dec-14	VAVR Program - Projects to EES AV1214#8	-50000.00 paid
Mar-15	Carl Moyer Prog. Funds Year 17 Awarded to AVAQMD	637511.00 recv'd
Mar-15	Carl Moyer Interest (FY 13-14) added to Year 16	834.45 recv'd
Apr-15	Calandri SonRise Farms ERP Project #3 AV0415#8	-284211.25 paid
Apr-15	High Desert Dairy ERP Project #3 AV0415#7	-134239.00 paid
Nov-15	Bill's Landscaping ERP Project #1 AV1115#7	-78873.00 paid
Nov-15	Gall Brothers Engineering ERP Project #1 AV1115#8	-138715.00 paid
Feb-16	MDAQMD Year 16 Transfer AV0216#7	324480.00 recv'd
Mar-16	High Desert Dairy ERP Project #4 AV0316#	-139,224.00 paid
Mar-16	Calandri SonRise Farms ERP Project #5 AV0316#9	-83,983.00 paid
Mar-15	Carl Moyer Prog. Funds Year 18 Awarded to AVAQMD	659588.00 recv'd
Apr-16	Lane Ranch & Co. ERP Project AV0416#8	-99,989.56 paid
Apr-16	Bill's Landscaping ERP Project #2 AV0416#9	-79,916.00 paid
Jun-16	Calandri SonRise Farms Forklift Project #6 AV0616#8	-60,985.00 paid
Jun-16	Antelope Valley Fair Assoc. Forklift Project AV0616#9	-51,460.00 paid
Jul-16	Bolthouse ERP Project AV0716#11	-18,927.00 paid
Jul-16	South Pac Industries ERP Project AV0716#9	-181,114.00 paid
Sep-16	High Desert Dairy ERP Project #5 AV0916#	-158,663.00 paid
Sep-16	Gall Brothers Engineering ERP Project #2 AV0916#	-77,896.00 paid
Oct-16	Antelop Valley Farming ERP Project #2 AV1016#	-34,943.62 paid

CARL MOYER PROJECTS CURRENT BALANCE

<i>Action Date</i>	<i>Project Name</i>	<i>Pending Action</i>
	No Items Pending	

CARL MOYER PROJECTS BALANCE PENDING APPROVAL

\$1,495.00

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 5

DATE: February 21, 2017

RECOMMENDATION: Receive and file.

SUMMARY: The Financial Report for FY 17, November and December 2016 is provided to the Governing Board for information concerning the current fiscal status of the District.

BACKGROUND: The Financial Reports provide financial and budget performance information and reflects the business activities of the District for the period referenced. Staff is available to answer questions as needed.

BALANCE SHEET – The Balance Sheet is a “snapshot” of the District’s resources, shown per fund. The Change in Net Position indicates the dynamic status of revenue and expenses for the period; it does not reflect the District’s cash position.

STATEMENT OF REVENUES & EXPENDITURES – This report describes the financial activities only for the month for each of the District’s funds and does not reflect the District’s cash position.

STATEMENTS OF ACTIVITY (for all District funds) – The target variances for Fiscal Year 2017 are 42% for November, 50% for December.

- ***District Wide*** reports the expenses paid directly from the District’s operating account and grant funds. Negative amounts usually indicate expenses made from accumulated grant funds.
- ***Contracted Services*** reports the expenses made by the contractor (MDAQMD) and passed through to the District. “Adjustments to Revenue” usually reflects the cancellation of permits. “Permitting” revenue represents invoices issued for annual permit renewals and always assumes the expectation of revenue for those facilities with valid operating permits. Cancelling permits impacts the expected revenue.
- ***Report Recap*** is the consolidated report which reflects the revenues received and expenses made during the period and year to date against the adopted budget for FY 17. The line item Program Costs includes those payments made from the District’s grant funds (AB 2766, AB 923, and Carl Moyer Fund).

cc: Jean Bracy
Laquita Cole
Michelle Powell

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 5

BANK REGISTER WELLS FARGO OPERATING – This report lists the deposits to and payments made from the District’s primary operating account which is deposited at Wells Fargo Bank. Periodically the account is reimbursed from the funds on deposit with the Los Angeles County Auditor/Controller.

BANK REGISTERS LA COUNTY: GENERAL FUND, AB 2766 U5R, LA COUNTY AB 923, and LA COUNTY CARL MOYER U5S – These reports list deposits to and payments made from the District’s Grant Fund Accounts, held in trust at the Los Angeles County Auditor/Controller. The items from the Grand Fund accounts are the activity are shown on the Statement of Activity as “Program Costs.”

DISTRICT CARDS – This report shows the purchases made using the District’s Mastercard for the referenced period(s).

REASON FOR RECOMMENDATION: Receive and file.

REVIEW BY OTHERS: This item was reviewed by Allison Burns, Special Counsel as to legal form and by Bret Banks, Executive Director/APCO (AVAQMD) on or about February 8, 2017.

FINANCIAL DATA: No change in appropriation is required at this time.

PRESENTER: Jean Bracy, Deputy Director – Administration

Antelope Valley AQMD
Balance Sheet - Governmental Funds
As of November 30, 2016

Financial Report

	<u>General Fund</u>	<u>AB2766 Mobile Emissions</u>	<u>AB923 Mobile Emissions</u>	<u>Carl Moyer</u>	<u>Total</u>
Assets					
Current Assets					
Cash	1,093,935.65	463,657.62	998,375.72	247,836.27	2,803,805.26
Cash Held For Other Fund	1,778.95	7,412.38	(9,191.33)	0.00	0.00
Receivables	54,652.27	0.00	0.00	0.00	54,652.27
Pre-Paid	6,714.36	0.00	0.00	0.00	6,714.36
Total Current Assets	1,157,081.23	471,070.00	989,184.39	247,836.27	2,865,171.89
Total Assets	1,157,081.23	471,070.00	989,184.39	247,836.27	2,865,171.89
Liabilities and Net Position					
Current Liabilities					
Payables	532,529.81	0.00	7,058.58	28,176.64	567,765.03
Due to Others	560.00	0.00	0.00	0.00	560.00
Unearned Revenue	0.00	0.00	0.00	646,353.61	646,353.61
Total Current Liabilities	533,089.81	0.00	7,058.58	674,530.25	1,214,678.64
Restricted Fund Balance	0.00	566,746.99	853,660.32	(257,788.23)	1,162,619.08
Cash Reserves	370,000.00	0.00	0.00	0.00	370,000.00
Unassigned Fund Balance	261,379.71	0.00	0.00	0.00	261,379.71
Pre-Paid	6,714.36	0.00	0.00	0.00	6,714.36
Change in Net Position	(14,102.65)	(95,676.99)	128,465.49	(168,905.75)	(150,219.90)
Total Liabilities & Net Position	1,157,081.23	471,070.00	989,184.39	247,836.27	2,865,171.89

Antelope Valley AQMD
Statement of Revenues & Expenditures
For the Period Ending November 30, 2016

Financial Report

	<u>General Fund</u>	<u>AB2766 Mobile Emissions Program</u>	<u>AB923 Mobile Emissions Program</u>	<u>Carl Moyer Program</u>	<u>Total Governmental Funds</u>
Revenues					
Application and Permit Fees	61,695.96	0.00	0.00	0.00	61,695.96
AB 2766 and Other Program Revenues	64,891.57	34,860.02	49,780.84	246,555.56	396,087.99
Fines	2,000.00	0.00	0.00	0.00	2,000.00
Investment Earnings	825.83	463.12	940.28	916.52	3,145.75
Federal and State	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	997.38	0.00	0.00	0.00	997.38
Total Revenues	130,410.74	35,323.14	50,721.12	247,472.08	463,927.08
Expenditures					
Program Staff	87,002.87	0.00	1,264.12	4,348.34	92,615.33
Services and Supplies	37,231.42	60,700.00	7,000.00	248,745.56	353,676.98
Contributions to Other Participants	0.00	0.00	0.00	0.00	0.00
Capital Outlay Improvements and Equipment	0.00	0.00	0.00	0.00	0.00
Total Expenditures	124,234.29	60,700.00	8,264.12	253,093.90	446,292.31
Excess Revenue Over (Under) Expenditures	6,176.45	(25,376.86)	42,457.00	(5,621.82)	17,634.77

Antelope Valley AQMD
Statement of Activity - MTD, MTM and YTD
For 11/30/2016

00 District Wide

	M-T-D Actual	Y-T-D Actual	Y-T-D Budget	% Budget to Actual
Revenues				
Permitting	58,916.72	303,575.17	614,480.00	(0.49)
Programs	396,087.99	1,141,420.19	2,396,065.00	(0.48)
Revenue - Other	997.38	997.38	0.00	0.00
Application Fees	3,875.00	25,151.00	47,500.00	(0.53)
State Revenue	0.00	30,517.12	126,000.00	(0.24)
Fines & Penalties	2,000.00	19,175.00	35,000.00	(0.55)
Interest Earned	3,145.75	10,105.98	13,300.00	(0.76)
Adjustments to Revenue	(1,095.76)	(3,475.57)	0.00	0.00
Total Revenues	463,927.08	1,527,466.27	3,232,345.00	(0.47)
Expenses				
Office Expenses	6,686.11	35,723.84	90,180.00	0.40
Communications	1,613.15	7,786.99	23,500.00	0.33
Vehicles	764.35	4,374.18	9,500.00	0.46
Program Costs	316,445.56	1,056,554.29	1,637,438.00	0.65
Travel	491.66	3,123.85	6,500.00	0.48
Professional Services				
Financial Audit & Actuarial Svcs	12,000.00	12,000.00	12,000.00	1.00
Research Studies	0.00	0.00	6,000.00	0.00
Consulting Fees	0.00	3,415.00	3,000.00	1.14
Stipends	0.00	1,600.00	8,400.00	0.19
Maintenance & Repairs	225.00	2,860.00	7,000.00	0.41
Non-Depreciable Inventory	0.00	6,329.82	6,300.00	1.00
Dues & Subscriptions	1,231.00	5,565.90	10,500.00	0.53
Legal	1,250.00	7,721.50	17,000.00	0.45
Miscellaneous Expense	43.92	344.96	800.00	0.43
Suspense	(108.98)	(108.98)	0.00	0.00
Capital Expenditures	0.00	0.00	10,000.00	0.00
Total Expenses	340,641.77	1,147,291.35	1,848,118.00	0.62
Program Staff				
Program Staff	0.00	0.00	94,227.00	0.00
Total Program Staff	0.00	0.00	94,227.00	0.00
Excess Revenue Over (Under) Expenditures	123,285.31	380,174.92	1,290,000.00	(0.29)

Antelope Valley AQMD
Statement of Activity - MTD, MTM and YTD
For 11/30/2016

10 Contracted Services

	M-T-D Actual	Y-T-D Actual	Y-T-D Budget	% Budget to Actual
<u>Revenues</u>				
<u>Expenses</u>				
Office Expenses	0.00	824.00	6,200.00	0.13
Vehicles	0.00	0.00	500.00	0.00
Travel	49.68	355.28	3,000.00	0.12
Professional Services				
Payroll Contract	10.90	43.40	300.00	0.14
Financial Audit & Actuarial Svcs	12,974.63	65,720.10	155,635.00	0.42
Maintenance & Repairs	0.00	333.33	0.00	0.00
Non-Depreciable Inventory	0.00	48.38	0.00	0.00
Capital Expenditures	0.00	0.00	13,000.00	0.00
Total Expenses	13,035.21	67,324.49	178,635.00	0.38
<u>Program Staff</u>				
Program Staff	92,615.33	463,070.33	1,111,365.00	0.42
Total Program Staff	92,615.33	463,070.33	1,111,365.00	0.42
Excess Revenue Over (Under) Expenditures	(105,650.54)	(530,394.82)	(1,290,000.00)	(0.41)

Antelope Valley AQMD
Statement of Activity - MTD, MTM and YTD
For 11/30/2016

Report Recap

	M-T-D Actual	Y-T-D Actual	Y-T-D Budget	% Budget to Actual
Revenues				
Permitting	58,916.72	303,575.17	614,480.00	(0.49)
Programs	396,087.99	1,141,420.19	2,396,065.00	(0.48)
Revenue - Other	997.38	997.38	0.00	0.00
Application Fees	3,875.00	25,151.00	47,500.00	(0.53)
State Revenue	0.00	30,517.12	126,000.00	(0.24)
Fines & Penalties	2,000.00	19,175.00	35,000.00	(0.55)
Interest Earned	3,145.75	10,105.98	13,300.00	(0.76)
Adjustments to Revenue	(1,095.76)	(3,475.57)	0.00	0.00
Total Revenues	463,927.08	1,527,466.27	3,232,345.00	(0.47)
Expenses				
Office Expenses	6,686.11	36,547.84	96,380.00	0.38
Communications	1,613.15	7,786.99	23,500.00	0.33
Vehicles	764.35	4,374.18	10,000.00	0.44
Program Costs	316,445.56	1,056,554.29	1,637,438.00	0.65
Travel	541.34	3,479.13	9,500.00	0.37
Professional Services				
Payroll Contract	10.90	43.40	300.00	0.14
Financial Audit & Actuarial Svcs	24,974.63	77,720.10	167,635.00	0.46
Research Studies	0.00	0.00	6,000.00	0.00
Consulting Fees	0.00	3,415.00	3,000.00	1.14
Stipends	0.00	1,600.00	8,400.00	0.19
Maintenance & Repairs	225.00	3,193.33	7,000.00	0.46
Non-Depreciable Inventory	0.00	6,378.20	6,300.00	1.01
Dues & Subscriptions	1,231.00	5,565.90	10,500.00	0.53
Legal	1,250.00	7,721.50	17,000.00	0.45
Miscellaneous Expense	43.92	344.96	800.00	0.43
Suspense	(108.98)	(108.98)	0.00	0.00
Capital Expenditures	0.00	0.00	23,000.00	0.00
Total Expenses	353,676.98	1,214,615.84	2,026,753.00	0.60
Program Staff				
Program Staff	92,615.33	463,070.33	1,205,592.00	0.38
Total Program Staff	92,615.33	463,070.33	1,205,592.00	0.38
Excess Revenue Over (Under) Expenditures	17,634.77	(150,219.90)	0.00	0.00

Antelope Valley AQMD
Bank Register from 11/01/2016 to 11/30/2016
Wells Fargo Operating

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
0000235	11/02/2016	Credit Card Transaction - Deluxe Inc	0.00	664.48	126,868.71
0000235	11/07/2016	Credit Card Transaction - Sam's West	0.00	1,220.08	128,088.79
0000235	11/09/2016	Credit Card Transaction - J & J Environmental	0.00	509.00	128,597.79
0003044	11/10/2016	[10076] ANTELOPE VALLEY AQMD-Credit Card Transactions - October 2016	1,700.33	0.00	126,897.46
0003045	11/10/2016	[01148] ANTELOPE VALLEY PRESS-Notice of Hearing 10/14/16	503.10	0.00	126,394.36
0003046	11/10/2016	[10006] BANK OF THE WEST-CC charges Oct 2016	1,349.72	0.00	125,044.64
0003047	11/10/2016	[10069] BRET BANKS-Cellular Phone purchase reimbursement, per MDAQMD Standard Practice 4-16, Section H	250.00	0.00	124,794.64
0003048	11/10/2016	[10011] CALIFORNIA SPECIAL DISTRICTS ASSOCIATION-2017 Membership Dues	1,231.00	0.00	123,563.64
0003049	11/10/2016	[10055] NEWTON CHELETTE-GB Mtg 10/18/16	100.00	0.00	123,463.64
0003050	11/10/2016	[10057] MARVIN CRIST-GB Mtg 10/18/16	100.00	0.00	123,363.64
0003051	11/10/2016	[10053] MIKE DISPENZA-GB Mtg 10/18/16	100.00	0.00	123,263.64
0003052	11/10/2016	[10058] RONALD HAWKINS-GB Mtg 10/18/16	100.00	0.00	123,163.64
0003053	11/10/2016	[10071] MAIL FINANCE-Postage Meter Rental Dec 2016	94.63	0.00	123,069.01
0003054	11/10/2016	[10054] KENNETH MANN-GB Mtg 10/18/16	100.00	0.00	122,969.01
0003055	11/10/2016	[10499] R M MYERS CORPORATION-Refund of overpayment of Demo/Reno Fee	506.00	0.00	122,463.01
0003056	11/10/2016	[00069] SOUTHERN CALIFORNIA EDISON-Electric Service Oct 2016	813.98	0.00	121,649.03
0003057	11/10/2016	[10483] STREAMLINE-Website hosting Oct 19 - Nov 18 2016	200.00	0.00	121,449.03
0003058	11/10/2016	[10045] VERIZON BUSINESS-VOIP & Phone Charges Nov 2016	1,336.33	0.00	120,112.70
0003059	11/10/2016	[10063] VOYAGER FLEET SYSTEMS-Fuel Card Charges	396.11	0.00	119,716.59
	11/14/2016	Service Charge	36.87	0.00	119,679.72
0000236	11/16/2016	Credit Card Transaction - Lockheed	0.00	120.00	119,799.72
0003060	11/30/2016	[10002] ANTELOPE VALLEY BOARD OF TRADE-AVBOT Outlook Conf Sponsorship	1,250.00	0.00	118,549.72
0003061	11/30/2016	[10007] BOHN'S PRINTING-Pre Printed Window Envelopes	173.34	0.00	118,376.38
0003062	11/30/2016	[10405] CANON FINANCIAL SERVICES-Copier Lease Dec 2016	298.12	0.00	118,078.26
0003063	11/30/2016	[10059] ENTERPRISE FLEET MANAGEMENT-Fleet Maintenance Oct 2016	32.00	0.00	118,046.26
0003064	11/30/2016	[10260] QCS BUILDING SERVICES-Janitorial Services Nov 2016	225.00	0.00	117,821.26
0003065	11/30/2016	[00069] SOUTHERN CALIFORNIA EDISON-Electric Service Nov 2016	459.53	0.00	117,361.73
0003066	11/30/2016	[10039] SPARKLETTS-Water delivery Service Oct Nov 2016	43.79	0.00	117,317.94
0003067	11/30/2016	[10455] STRADLING YOCCA CARLSON & ROTH-Legal services thru 9/30/16	1,250.00	0.00	116,067.94
0003068	11/30/2016	[10046] VERIZON CALIFORNIA-Long distance charges October 2016	26.84	0.00	116,041.10
0003069	11/30/2016	[10050] WOELFL FAMILY TRUST-Office Lease December 2016	4,330.76	0.00	111,710.34
Total for Report:			17,007.45	2,513.56	

Antelope Valley AQMD
Bank Register from 11/01/2016 to 11/30/2016
LA County General Fund P6A

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
	11/01/2016	Interest Earned	0.00	825.83	965,197.15
0000234	11/08/2016	Daily Deposit	0.00	8,537.74	973,734.89
	11/08/2016	Service Charge	7.05	0.00	973,727.84
0082797	11/14/2016	Transfer AB923 - August 2016	54,297.61	0.00	919,430.23
0082798	11/14/2016	Transfer AB2766 - August 2016	38,022.99	0.00	881,407.24
0000235	11/14/2016	Daily Deposit	0.00	4,538.44	885,945.68
0000236	11/16/2016	Daily Deposit	0.00	167,016.00	1,052,961.68
0082799	11/17/2016	Transfer - Moyer Funds - Lane Ranch	11,885.44	0.00	1,041,076.24
0082800	11/17/2016	Transfer AB2766 - September 2016	34,860.02	0.00	1,006,216.22
0082801	11/17/2016	Transfer AB923 - September 2016	49,780.83	0.00	956,435.39
0000237	11/29/2016	Daily Deposit	0.00	16,464.32	972,899.71
		Total for Report:	188,853.94	197,382.33	

Antelope Valley AQMD
Bank Register from 11/01/2016 to 11/30/2016
LA County Carl Moyer U5S

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
	11/01/2016	Interest Earned	0.00	916.52	496,581.83
C17-9	11/14/2016	[10230] HIGH DESERT DAIRY-Moyer Grant	158,663.00	0.00	337,918.83
0082799	11/17/2016	Transfer - Moyer Funds - Lane Ranch	0.00	11,885.44	349,804.27
C7-10	11/17/2016	[10084] ENVIRONMENTAL ENGINEERING STUDIES VAVR-Moyer Grant	2,190.00	0.00	347,614.27
C17-11	11/17/2016	[10448] BILLS LANDSCAPING, INC-Moyer Grant	2,955.00	0.00	344,659.27
C17-12	11/30/2016	[10449] GALL BROTHERS GENERAL ENGINEERING-Moyer Grant	77,896.00	0.00	266,763.27
C17-13	11/30/2016	[10478] WM BOLTHOUSE FARMS INC-Moyer Grant	18,927.00	0.00	247,836.27
Total for Report:			260,631.00	12,801.96	

Antelope Valley AQMD
Bank Register from 11/01/2016 to 11/30/2016
LA County AB2766 U5R

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
	11/01/2016	Interest Earned	0.00	463.12	451,474.61
0082798	11/14/2016	Transfer AB2766 - August 2016	0.00	38,022.99	489,497.60
0082800	11/17/2016	Transfer AB2766 - September 2016	0.00	34,860.02	524,357.62
M17-21	11/17/2016	[10487] LYON, TERRY A-AB2766 Grant	1,000.00	0.00	523,357.62
M17-23	11/30/2016	[10015] CITY OF PALMDALE-AB2766 Grant	59,700.00	0.00	463,657.62
Total for Report:			60,700.00	73,346.13	

Antelope Valley AQMD
Bank Register from 11/01/2016 to 11/30/2016
LA County AB923

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
	11/01/2016	Interest Earned	0.00	940.28	901,297.28
0082797	11/14/2016	Transfer AB923 - August 2016	0.00	54,297.61	955,594.89
0082801	11/17/2016	Transfer AB923 - September 2016	0.00	49,780.83	1,005,375.72
M17-20	11/17/2016	[10084] ENVIRONMENTAL ENGINEERING STUDIES VAVR-AB923 Grant	7,000.00	0.00	998,375.72
		Total for Report:	7,000.00	105,018.72	

Antelope Valley AQMD
Bank Register from 11/01/2016 to 11/30/2016
District Cards

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
0000019	11/10/2016	Nov 2016 Payment	0.00	1,349.72	1,362.23
0000103	11/10/2016	[10504] A&WMA-Invoices 9124-092816, 9124-092816 -2, AWMA2017-1, AWMA2017-2	246.00	0.00	1,116.23
0000104	11/10/2016	[10069] BRET BANKS-Invoices 346, 358, 9124-101016	615.19	0.00	501.04
0000105	11/10/2016	[10441] CRYSTAL GOREE-Invoices 339, 9108-100616	47.93	0.00	453.11
0000106	11/10/2016	[10505] HOME DEPOT-Hardware for Projector Mount for GB Chambers	19.49	0.00	433.62
0000107	11/10/2016	[10070] BARBARA LODS-Invoices 338, 342	530.09	0.00	-96.47
Total for Report:			1,458.70	1,349.72	

Antelope Valley AQMD
Balance Sheet - Governmental Funds
As of December 31, 2016

Financial Report

	<u>General Fund</u>	<u>AB2766 Mobile Emissions</u>	<u>AB923 Mobile Emissions</u>	<u>Carl Moyer</u>	<u>Total</u>
Assets					
Current Assets					
Cash	1,173,074.73	485,526.85	926,683.57	213,281.70	2,798,566.85
Cash Held For Other Fund	1,778.95	7,412.38	(9,191.33)	0.00	0.00
Receivables	51,200.77	0.00	0.00	0.00	51,200.77
Pre-Paid	5,913.39	0.00	0.00	0.00	5,913.39
Total Current Assets	1,231,967.84	492,939.23	917,492.24	213,281.70	2,855,681.01
Total Assets	1,231,967.84	492,939.23	917,492.24	213,281.70	2,855,681.01
Liabilities and Net Position					
Current Liabilities					
Payables	625,604.89	0.00	8,667.46	33,846.56	668,118.91
Due to Others	700.00	0.00	0.00	0.00	700.00
Unearned Revenue	0.00	0.00	0.00	611,409.99	611,409.99
Total Current Liabilities	626,304.89	0.00	8,667.46	645,256.55	1,280,228.90
Restricted Fund Balance	0.00	566,746.99	853,660.32	(257,788.23)	1,162,619.08
Cash Reserves	370,000.00	0.00	0.00	0.00	370,000.00
Unassigned Fund Balance	262,180.68	0.00	0.00	0.00	262,180.68
Pre-Paid	5,913.39	0.00	0.00	0.00	5,913.39
Change in Net Position	(32,431.12)	(73,807.76)	55,164.46	(174,186.62)	(225,261.04)
Total Liabilities & Net Position	1,231,967.84	492,939.23	917,492.24	213,281.70	2,855,681.01

Antelope Valley AQMD
Statement of Revenues & Expenditures
For the Period Ending December 31, 2016

Financial Report

	<u>General Fund</u>	<u>AB2766 Mobile Emissions Program</u>	<u>AB923 Mobile Emissions Program</u>	<u>Carl Moyer Program</u>	<u>Total Governmental Funds</u>
Revenues					
Application and Permit Fees	37,335.99	0.00	0.00	0.00	37,335.99
AB 2766 and Other Program Revenues	55,191.22	29,653.71	42,346.11	34,943.62	162,134.66
Fines	2,000.00	0.00	0.00	0.00	2,000.00
Investment Earnings	382.99	215.52	418.37	389.05	1,405.93
Federal and State	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00
Total Revenues	94,910.20	29,869.23	42,764.48	35,332.67	202,876.58
Expenditures					
Program Staff	85,325.96	0.00	1,608.88	5,669.92	92,604.76
Services and Supplies	27,044.34	8,000.00	114,456.63	34,943.62	184,444.59
Contributions to Other Participants	0.00	0.00	0.00	0.00	0.00
Capital Outlay Improvements and Equipment	0.00	0.00	0.00	0.00	0.00
Total Expenditures	112,370.30	8,000.00	116,065.51	40,613.54	277,049.35
Excess Revenue Over (Under) Expenditures	(17,460.10)	21,869.23	(73,301.03)	(5,280.87)	(74,172.77)

Antelope Valley AQMD
Statement of Activity - MTD, MTM and YTD
For 12/31/2016

00 District Wide

	M-T-D Actual	Y-T-D Actual	Y-T-D Budget	% Budget to Actual
Revenues				
Permitting	36,762.99	340,338.16	614,480.00	(0.55)
Programs	162,134.66	1,303,554.85	2,396,065.00	(0.54)
Revenue - Other	0.00	997.38	0.00	0.00
Application Fees	573.00	25,724.00	47,500.00	(0.54)
State Revenue	0.00	30,517.12	126,000.00	(0.24)
Fines & Penalties	2,000.00	21,175.00	35,000.00	(0.61)
Interest Earned	1,405.93	11,511.91	13,300.00	(0.87)
Adjustments to Revenue	0.00	(3,475.57)	0.00	0.00
Total Revenues	202,876.58	1,730,342.85	3,232,345.00	(0.54)
Expenses				
Office Expenses	6,321.71	42,136.59	90,180.00	0.47
Communications	2,222.91	10,009.90	23,500.00	0.43
Vehicles	588.31	4,962.49	9,500.00	0.52
Program Costs	157,400.25	1,213,954.54	1,637,438.00	0.74
Travel	109.13	3,930.60	6,500.00	0.60
Professional Services				
Financial Audit & Actuarial Svcs	500.00	12,500.00	12,000.00	1.04
Research Studies	0.00	0.00	6,000.00	0.00
Consulting Fees	0.00	3,415.00	3,000.00	1.14
Stipends	600.00	2,200.00	8,400.00	0.26
Maintenance & Repairs	225.00	3,085.00	7,000.00	0.44
Non-Depreciable Inventory	(87.20)	6,322.33	6,300.00	1.00
Dues & Subscriptions	1,250.00	6,815.90	10,500.00	0.65
Legal	2,143.25	9,864.75	17,000.00	0.58
Miscellaneous Expense	85.53	430.49	800.00	0.54
Suspense	108.98	0.00	0.00	0.00
Capital Expenditures	0.00	0.00	10,000.00	0.00
Total Expenses	171,467.87	1,319,627.59	1,848,118.00	0.71
Program Staff				
Program Staff	0.00	0.00	94,227.00	0.00
Total Program Staff	0.00	0.00	94,227.00	0.00
Excess Revenue Over (Under) Expenditures	31,408.71	410,715.26	1,290,000.00	(0.32)

Antelope Valley AQMD
Statement of Activity - MTD, MTM and YTD
For 12/31/2016

10 Contracted Services

	M-T-D Actual	Y-T-D Actual	Y-T-D Budget	% Budget to Actual
<u>Revenues</u>				
<u>Expenses</u>				
Office Expenses	0.00	824.00	6,200.00	0.13
Vehicles	0.00	0.00	500.00	0.00
Travel	0.00	355.28	3,000.00	0.12
Professional Services				
Payroll Contract	10.57	53.97	300.00	0.18
Financial Audit & Actuarial Svcs	12,966.15	78,686.25	155,635.00	0.51
Maintenance & Repairs	0.00	333.33	0.00	0.00
Non-Depreciable Inventory	0.00	48.38	0.00	0.00
Capital Expenditures	0.00	0.00	13,000.00	0.00
Total Expenses	12,976.72	80,301.21	178,635.00	0.45
<u>Program Staff</u>				
Program Staff	92,604.76	555,675.09	1,111,365.00	0.50
Total Program Staff	92,604.76	555,675.09	1,111,365.00	0.50
Excess Revenue Over (Under) Expenditures	(105,581.48)	(635,976.30)	(1,290,000.00)	(0.49)

Antelope Valley AQMD
Statement of Activity - MTD, MTM and YTD
For 12/31/2016

Report Recap

	M-T-D Actual	Y-T-D Actual	Y-T-D Budget	% Budget to Actual
Revenues				
Permitting	36,762.99	340,338.16	614,480.00	(0.55)
Programs	162,134.66	1,303,554.85	2,396,065.00	(0.54)
Revenue - Other	0.00	997.38	0.00	0.00
Application Fees	573.00	25,724.00	47,500.00	(0.54)
State Revenue	0.00	30,517.12	126,000.00	(0.24)
Fines & Penalties	2,000.00	21,175.00	35,000.00	(0.61)
Interest Earned	1,405.93	11,511.91	13,300.00	(0.87)
Adjustments to Revenue	0.00	(3,475.57)	0.00	0.00
Total Revenues	202,876.58	1,730,342.85	3,232,345.00	(0.54)
Expenses				
Office Expenses	6,321.71	42,960.59	96,380.00	0.45
Communications	2,222.91	10,009.90	23,500.00	0.43
Vehicles	588.31	4,962.49	10,000.00	0.50
Program Costs	157,400.25	1,213,954.54	1,637,438.00	0.74
Travel	109.13	4,285.88	9,500.00	0.45
Professional Services				
Payroll Contract	10.57	53.97	300.00	0.18
Financial Audit & Actuarial Svcs	13,466.15	91,186.25	167,635.00	0.54
Research Studies	0.00	0.00	6,000.00	0.00
Consulting Fees	0.00	3,415.00	3,000.00	1.14
Stipends	600.00	2,200.00	8,400.00	0.26
Maintenance & Repairs	225.00	3,418.33	7,000.00	0.49
Non-Depreciable Inventory	(87.20)	6,370.71	6,300.00	1.01
Dues & Subscriptions	1,250.00	6,815.90	10,500.00	0.65
Legal	2,143.25	9,864.75	17,000.00	0.58
Miscellaneous Expense	85.53	430.49	800.00	0.54
Suspense	108.98	0.00	0.00	0.00
Capital Expenditures	0.00	0.00	23,000.00	0.00
Total Expenses	184,444.59	1,399,928.80	2,026,753.00	0.69
Program Staff				
Program Staff	92,604.76	555,675.09	1,205,592.00	0.46
Total Program Staff	92,604.76	555,675.09	1,205,592.00	0.46
Excess Revenue Over (Under) Expenditures	(74,172.77)	(225,261.04)	0.00	0.00

Antelope Valley AQMD
Bank Register from 12/01/2016 to 12/31/2016
Wells Fargo Operating

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
0000240	12/08/2016	Credit Card Transaction - All County Environmental	0.00	1,526.00	113,236.34
0000242	12/08/2016	Wells Fargo ACH - USAF Plant 42	0.00	386.85	113,623.19
0003070	12/09/2016	[10076] ANTELOPE VALLEY AQMD-Credit Card Transactions - November 2016	2,513.56	0.00	111,109.63
0003071	12/09/2016	[10006] BANK OF THE WEST-CC Charges Nov 2016	1,856.32	0.00	109,253.31
0003072	12/09/2016	[10007] BOHN'S PRINTING-Invoices 43715, 43813	209.71	0.00	109,043.60
0003073	12/09/2016	[10502] DIGITAL DEPLOYMENT INC-Invoices 93891, 94011, 94140, 94277	800.00	0.00	108,243.60
0003074	12/09/2016	[10071] MAIL FINANCE-Postage Meter Lease Jan 2017	94.46	0.00	108,149.14
0003075	12/09/2016	[10036] SECURA COM-Qrtly Security Monitoring Dec 16 Thru Feb 17	116.85	0.00	108,032.29
0003076	12/09/2016	[10043] THE GAS CO-Gas Service Nov 2016	6.31	0.00	108,025.98
0003077	12/09/2016	[10046] VERIZON CALIFORNIA-Long Distance Charges Nov 16	26.82	0.00	107,999.16
0003078	12/09/2016	[10063] VOYAGER FLEET SYSTEMS-Fuel Card Charges Nov 2016	315.46	0.00	107,683.70
0000240	12/09/2016	Credit Card Transaction - Dillards	0.00	332.24	108,015.94
	12/12/2016	Service Charge	44.23	0.00	107,971.71
0000241	12/16/2016	Credit Card Transaction - Digital Custom Auto Body	0.00	332.24	108,303.95
0000241	12/21/2016	Credit Card Transaction - Dominion	0.00	596.00	108,899.95
0003079	12/22/2016	[10008] BURKEY COX EVANS & BRADFORD-FY 2016 Audit	12,000.00	0.00	96,899.95
0003080	12/22/2016	[10055] NEWTON CHELETTE-GB Mtg 12/20/16	100.00	0.00	96,799.95
0003081	12/22/2016	[10057] MARVIN CRIST-GB Mtg 12/20/16	100.00	0.00	96,699.95
0003082	12/22/2016	[10059] ENTERPRISE FLEET MANAGEMENT-Fleet Management November 2016	32.00	0.00	96,667.95
0003083	12/22/2016	[10058] RONALD HAWKINS-GB Mtg 12/20/16	100.00	0.00	96,567.95
0003084	12/22/2016	[10503] STEVEN D HOFBAUER-Invoices gbm1018-06, gbm1220-05	200.00	0.00	96,367.95
0003085	12/22/2016	[10054] KENNETH MANN-GB Mtg 12/20/16	100.00	0.00	96,267.95
0003086	12/22/2016	[10260] QCS BUILDING SERVICES-Custodial services Dec 2016	225.00	0.00	96,042.95
0003087	12/22/2016	[00069] SOUTHERN CALIFORNIA EDISON-Electric service Dec 2016	410.36	0.00	95,632.59
0003088	12/22/2016	[10455] STRADLING YOCCA CARLSON & ROTH-Gen counsel services through 10/31/16	1,250.00	0.00	94,382.59
0003089	12/22/2016	[10045] VERIZON BUSINESS-VOIP & Internet Service Dec 2016	1,396.10	0.00	92,986.49
0000241	12/23/2016	Credit Card Transaction - Cars N Color	0.00	332.24	93,318.73
Total for Report:			21,897.18	3,505.57	

Antelope Valley AQMD
Bank Register from 12/01/2016 to 12/31/2016
LA County General Fund P6A

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
0000238	12/01/2016	Daily Deposit	0.00	9,325.60	982,225.31
	12/01/2016	Interest Earned	0.00	382.99	982,608.30
0000239	12/13/2016	Daily Deposit	0.00	29,446.46	1,012,054.76
0000240	12/19/2016	Daily Deposit	0.00	131,444.80	1,143,499.56
0082802	12/19/2016	Transfer AB2766 - October 2016	29,653.71	0.00	1,113,845.85
0082803	12/19/2016	Transfer AB923 - October 2016	42,346.11	0.00	1,071,499.74
Total for Report:			71,999.82	170,599.85	

Antelope Valley AQMD
Bank Register from 12/01/2016 to 12/31/2016
LA County AB2766 U5R

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
	12/01/2016	Interest Earned	0.00	215.52	463,873.14
M17-27	12/19/2016	[10506] CURIEL, STEVEN M-AB2766 Grant	1,000.00	0.00	462,873.14
M17-26	12/19/2016	[10507] TRUJILLO, GILBERT-AB2766 Grant	1,000.00	0.00	461,873.14
M17-24	12/19/2016	[10508] ALDACO, REBECCA-AB2766 Grant	1,000.00	0.00	460,873.14
0082802	12/19/2016	Transfer AB2766 - October 2016	0.00	29,653.71	490,526.85
M17-25	12/19/2016	[10222] TOPACIO, MARFIEBETH-AB2766 Grant	1,000.00	0.00	489,526.85
M17-29	12/29/2016	[10510] BAKER, DORIE R-AB2766 Grant	1,000.00	0.00	488,526.85
M17-30	12/29/2016	[10511] PARRIS, ROBERT A-AB2766 Grant	1,000.00	0.00	487,526.85
M17-31	12/29/2016	[10512] TEMPLETON, JEFFREY-AB2766 Grant	1,000.00	0.00	486,526.85
M17-32	12/29/2016	[10513] WEAVER, DONALD R-AB2766 Grant	1,000.00	0.00	485,526.85
Total for Report:			8,000.00	29,869.23	

Antelope Valley AQMD
Bank Register from 12/01/2016 to 12/31/2016
LA County AB923

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
	12/01/2016	Interest Earned	0.00	418.37	998,794.09
M17-22	12/05/2016	[10439] ANTELOPE VALLEY FARMING-AB923 Grant	12,940.38	0.00	985,853.71
0082803	12/19/2016	Transfer AB923 - October 2016	0.00	42,346.11	1,028,199.82
M17-28	12/29/2016	[01569] CALANDRI/SONRISE FARMS, LP-AB923 Grant	101,516.25	0.00	926,683.57
Total for Report:			114,456.63	42,764.48	

Antelope Valley AQMD
Bank Register from 12/01/2016 to 12/31/2016
LA County Carl Moyer U5S

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
	12/01/2016	Interest Earned	0.00	389.05	248,225.32
C17-14	12/05/2016	[10439] ANTELOPE VALLEY FARMING-Moyer Grant	34,943.62	0.00	213,281.70
Total for Report:			34,943.62	389.05	

Antelope Valley AQMD
Bank Register from 12/01/2016 to 12/31/2016

District Cards

<u>Check/Ref</u>	<u>Date</u>	<u>Name/Description</u>	<u>Check Amount</u>	<u>Deposit Amount</u>	<u>Account Balance</u>
0000021	12/09/2016	Dec 2016 Payment	0.00	1,856.32	1,759.85
0000108	12/10/2016	[10069] BRET BANKS-Purchase and installation of four tires for the District vehicle 2011 Silver Dodge Caliber.	440.00	0.00	1,319.85
0000109	12/10/2016	[10069] BRET BANKS-Monthly lease payment for a long term storage unit for the storage of District documents and records.	139.00	0.00	1,180.85
0000110	12/10/2016	[10069] BRET BANKS-Lodging CAPCOA Fall Meeting 2016	471.66	0.00	709.19
0000111	12/10/2016	[10069] BRET BANKS-Display Wiring for Board Chambers Conf Room	79.71	0.00	629.48
0000112	12/10/2016	[10070] BARBARA LODS-Invoices 363, 9108-110416	304.10	0.00	325.38
0000113	12/10/2016	[10070] BARBARA LODS-Coffee, forks	26.65	0.00	298.73
0000114	12/10/2016	[10070] BARBARA LODS-Computer mouse	10.89	0.00	287.84
0000115	12/10/2016	[10070] BARBARA LODS-Westside Chevron-GMC truck service	51.50	0.00	236.34
0000116	12/10/2016	[10070] BARBARA LODS-Kitchen Supplies	42.64	0.00	193.70
0000117	12/10/2016	[10440] MCKEEHAN, JULIE-Airfare 2017 Carl Moyer Program Update	225.96	0.00	-32.26
0000118	12/10/2016	[10240] RAUSCH, VICKIE-Invoices 362, 9124-111016	21.57	0.00	-53.83
0000119	12/10/2016	[10240] RAUSCH, VICKIE-Office Supplies	42.64	0.00	-96.47
0000020	12/22/2016	Return - TV Mount for Bd Conference Room TV	0.00	108.98	12.51
Total for Report:			1,856.32	1,965.30	

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 6

DATE: February 21, 2017

RECOMMENDATION: Approve payment to MDAQMD in the total amount of \$211,232.02, subject to availability of funds, for services provided during the months of November and December 2016.

SUMMARY: The District contracts for services with MDAQMD; invoices for services are presented for payment.

CONFLICT OF INTEREST: None

BACKGROUND: Key expenses are staff; six positions are assigned to the local office. In this billing format staff time conducted in the performance of administering the Carl Moyer and AB 2766 programs is listed separately for program accountability. The Carl Moyer Program is a source of revenue used to reimburse some program administrative expenses. Operating expenses are paid directly and accounted in the Financial Report. Staff will be available to answer questions as needed.

This payment request represents services rendered for November 2016 in the amount of \$105,650.54, and December 2016 in the amount of \$105,581.48, for the total amount of \$211,232.02 including amounts accrued for services rendered or supplies purchased but not yet billed or paid this fiscal year.

REASON FOR RECOMMENDATION: The AVAQMD Governing Board must authorize all payments to the MDAQMD.

REVIEW BY OTHERS: This item was reviewed by Allison Burns, Special Counsel as to legal form; and by Bret Banks, Executive Director/APCO, on or before February 6, 2017.

FINANCIAL DATA: The contract and direct expenditure amounts are part of the approved District budget for FY 17. No change in appropriations is anticipated as a result of the approval of this item.

PRESENTER: Jean Bracy, Deputy Director/Administration

cc: Jean Bracy
Laquita Cole
Michelle Powell



Mojave Desert AQMD
 14306 Park Avenue
 Victorville, CA 92392
 760.245.1661

Due Date **DUE UPON RECEIPT**
 Invoice Date **11/30/2016**
 Invoice Number **41461**

INVOICE

Bill To :
ANTELOPE VALLEY AQMD 43301 DIVISION ST. SUITE 206 LANCASTER, CA 93535
Company ID 10193

FY17	Amount	
Travel & Training	49.68	
Professional Services	10.90	
Antelope Valley Moyer	4,348.34	
Antelope Valley	113.90	
AV Emission Reduction Credit	517.32	
Antelope Valley PM2.5	144.16	
AV AB923	1,264.12	
Antelope Valley AB2766	3,248.97	
Program Staff	82,978.52	
Overhead	12,974.63	
<p>TO INSURE PROPER CREDIT - PLEASE INCLUDE A COPY OF THE INVOICE WITH YOUR PAYMENT</p> <p>FOR CREDIT CARD PAYMENTS PLEASE VISIT www.mdaqmd.ca.gov</p>		
MAKE CHECKS PAYABLE TO MOJAVE DESERT AQMD PLEASE INCLUDE THE INVOICE NUMBER ON THE CHECK	Invoice Total	105,650.54
	Amount Paid	0.00
	Balance Due	105,650.54



Mojave Desert AQMD
 14306 Park Avenue
 Victorville, CA 92392
 760.245.1661

Due Date **DUE UPON RECEIPT**
 Invoice Date **12/31/2016**
 Invoice Number **41462**

INVOICE

Bill To :
ANTELOPE VALLEY AQMD 43301 DIVISION ST. SUITE 206 LANCASTER, CA 93535
Company ID 10193

FY17	Amount	
Professional Services	10.57	
Antelope Valley AB2766	5,686.36	
AV AB923	1,608.88	
Antelope Valley Moyer	5,669.92	
AV Emission Reduction Credit	504.56	
Antelope Valley Title V	459.68	
Antelope Valley NSR	423.48	
Antelope Valley	911.20	
Program Staff	77,340.68	
Overhead	12,966.15	
<p>TO INSURE PROPER CREDIT - PLEASE INCLUDE A COPY OF THE INVOICE WITH YOUR PAYMENT</p> <p>FOR CREDIT CARD PAYMENTS PLEASE VISIT www.mdaqmd.ca.gov</p>		
MAKE CHECKS PAYABLE TO MOJAVE DESERT AQMD PLEASE INCLUDE THE INVOICE NUMBER ON THE CHECK	Invoice Total	105,581.48
	Amount Paid	0.00
	Balance Due	105,581.48

**ANTELOPE VALLEY AQMD
Program Staff
FY 2016-17**

Program	FY 15-16 Contracted Hours	Calendar Yr 2015 Actual Hours*	FY 16-17 Contracted Hours	Average Contract Cost/hr	Annual Contract Cost	FTE
Lancaster Office	12,480	12,480	12,480	\$65.51	\$817,595	6.00
Planning, Grants, and Rulemaking	250	255	265	95	25,206	0.13
Air Monitoring and Surveillance	525	431	440	82	36,184	0.21
Compliance	250	303	310	94	29,089	0.15
Stationary Sources	150	259	270	77	20,781	0.13
Executive Management and Legal	750	627	630	124	78,015	0.30
Community Relations & Education	100	75	80	95	7,635	0.04
Administration	1,100	1,087	1,115	87	96,860	0.54
TOTAL	15,605	15,517	15,590		\$ 1,111,365	7.50

Full Time Equivalents (FTE) 7.50 7.46 7.50
Administrative Costs 14.00%

Fiscal Year Comparison:	Contract Cost	FTE
Fiscal Year 2015-16	\$ 1,237,940	7.50
Fiscal Year 2016-17	\$ 1,111,365	7.50
Percent Change:	-11.4%	-5%

*Hours for calendar year 2015 are provided as a point of reference compared to last fiscal year and next fiscal year.

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 7

DATE: February 14, 2017

RECOMMENDATION: Amend Governing Board Procedural Rules to change the time of the regular meetings from 10:30 A.M. to 10:00 A.M.

SUMMARY: This action will amend the Governing Board Procedural Rules as shown in the attached redline.

BACKGROUND: The Antelope Valley Air Quality Management District (AVAQMD) Governing Board Procedural Rules were last amended May 20, 2014. Pursuant to the direction of the Governing Board at its January 10, 2017 meeting the Board wishes to change the time of its regularly scheduled meeting from 10:30 a.m. to 10:00 a.m.

REASON FOR RECOMMENDATION: Governing Board approval is required to amend the Governing Board Procedural Rules.

REVIEW BY OTHERS: This item was reviewed by Bret Banks, APCO on or before February 7, 2017.

FINANCIAL DATA: No increase in appropriation is anticipated.

PRESENTER: Bret Banks, Executive Director/APCO

cc: Karen K. Nowak

**ANTELOPE VALLEY
AIR QUALITY MANAGEMENT DISTRICT
GOVERNING BOARD PROCEDURAL RULES***

Amended February 14, 2017

Amended: May 20, 2014
Amended: April 16, 2013
Amended: January 17, 2012
Amended: January 18, 2011
Amended: January 15, 2008
Amended: January 17, 2006
Amended: March 18, 2003
Adopted: January 15, 2002

*For related statutory provisions see Health & Safety Code ' ' 41300 et seq., 40700, 40701, 40702.; and Government Code 54950 et seq.

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ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT GOVERNING BOARD PROCEDURAL RULES

1. Meeting Location.

The meeting place of the Antelope Valley Air Quality Management District Governing Board shall be in the Board Chambers at the District offices and all meetings of the Governing Board shall be held therein, unless duly adjourned to another location.

2. District Offices - Address.

The offices of all departments, officers and employees of the District shall be located at the Antelope Valley Air Quality Management District offices, 43301 Division Street, Lancaster, California, 93535-4649 unless other offices are authorized by the Governing Board.

3. District Offices - Holidays - Hours.

The District offices shall be closed on all official holidays as established by the Governing Board and on alternate Fridays commencing the first Friday in January 2002. Every Saturday and Sunday are holidays in respect to the transaction of business in such District offices. Said District offices shall be open to the public for business as specified by the Air Pollution Control Officer (APCO) and as dictated by business needs on all other days of the year.

4. Meetings

A. *Compliance with the Ralph M. Brown Act.*

To ensure that the deliberations and actions of the Governing Board are conducted openly and to ensure meaningful public participation, all meetings of the Governing Board shall be held in compliance with the provisions of the Ralph M. Brown Act (Government Code §§ 54950 et. seq.) and the guidelines promulgated thereunder (14 Cal. Code Regs §§15000 et. seq).

Any subsidiary body of the Governing Board or of the District which is subject to the provisions of the Ralph M. Brown Act shall also hold its meetings in compliance with its provisions.

B. *Regular Meetings or Workshop Meetings.*

Regular meetings of the Governing Board shall be held on the third Tuesday of the month at ~~10:30 a.m~~ 10:00 A.M. Workshop meetings of the Governing Board may be held on any day normally scheduled for a regular meeting but at which no official action is to be taken. For the purposes of this paragraph a workshop meeting is defined as a meeting of the Governing Board when the primary purpose of the meeting is, but is not limited to,

conducting a study session. In the event that a Board meeting or workshop meeting falls on a holiday, the meeting shall be held at the same time on the next succeeding day which is not a holiday, unless adjourned to a different time.

An agenda shall be prepared and posted at least seventy-two (72) hours prior to the meeting in a location that is freely accessible to members of the public and on the District's website located at <http://www.avaqmd.ca.gov>.

C. *Special Meetings.*

A special meeting of the Governing Board may be called at any time by the Chair of the Governing Board or by a majority of the members of the Governing Board, by delivering personally or by United States mail written notice of the meeting to each member of the Governing Board and to each newspaper, radio or television station which has requested notice of meetings in writing. The notice shall be delivered personally or by United States mail and shall be received by the member of the Governing Board at least twenty-four (24) hours before the time of the meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings.

The written notice may be dispensed with as to any member of the Governing Board who at or prior to the time a special meeting convenes, files with the Clerk of the Governing Board a written waiver of the notice. The waiver may be given by telegram or facsimile communication. A written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The notice and a written agenda shall be posted at least twenty-four (24) hours prior to the special meeting at the location of the regular meetings of the Governing Board and at the location of the special meeting if different from the location of the regular meetings and the place(s) where the notice is posted shall be freely accessible to members of the public.

D. *Study Sessions.*

The Governing Board may meet in a study session on the day of the regular Governing Board meeting at the hour of 10:00 a.m. in the board chambers or at such other time or place as may be designated by the Governing Board for the purpose of hearing reports from the staff, reviewing, discussing and debating matters of interest to the District. Such sessions shall be open to the public. No official action shall be taken at a study session.

An agenda shall be prepared and posted at least seventy-two (72) hours prior to the study session in a location that is freely accessible to members of the public.

E. Meeting to be Public - Except for Closed Sessions.

All regular and special meetings of the Governing Board shall be public. Public comment will be received on agenda items at the time of the hearing of that item. Public comment on items not on the agenda will be heard during the designated public comment period.

The Governing Board may hold closed sessions during a regular or special meeting from which the public may be excluded for the purpose of considering the matters which are properly the subject of such sessions pursuant to law, including but not limited to those matters referred to in Government Code §§54954.5, 54956.8, 54956.9, 54956.95, 54957 and/or 54957.6.

No member of the Governing Board, employee of the District, or any other person present during an closed session of the Governing Board shall disclose to any person the content or substance of any discussion which took place during a closed session unless the Governing Board authorizes the disclosure of such information by majority vote.

5. Agenda.

A. Agenda Preparation.

The times for receiving information for the Governing Board agenda and delivery of the agenda shall be established by the Clerk of the Governing Board.

The Clerk of the Governing Board shall prepare the agenda at the direction of the Executive Director/Air Pollution Control Officer and the Chair of the Governing Board. A brief description shall be provided for each item. Each description shall contain sufficient information regarding the proposed action to allow the general public to determine whether or not to participate. Each agenda produced shall contain a public comment period.

B. Agenda Posting

Once completed the Clerk of the Board shall post the agenda in a location freely accessible to the general public on or before the posting time listed above for the particular type of meeting to be held. The agenda and any backup material shall also be available in the District Offices during District business hours. The agenda and any backup material shall also be posted on the District's website.

C. Agenda Distribution

The Clerk of the Board shall distribute the agenda and any backup material to Members of the Governing Board, appropriate District staff and to anyone who has requested to be

included on the agenda distribution list within the last calendar year. Such distribution may occur by U.S. mail in hard copy, U.S. mail via electronic media (CD-Rom), and/or E-mail as specified by the requesting party. If a party fails to specify a delivery modality distribution shall occur via U.S. mail in hard copy.

Persons requesting to be added to the agenda distribution list may specify that they wish to receive only the agenda without the backup documentation. If a person fails to specify then they shall receive the entire agenda including backup documentation.

6. Governing Board Correspondence.

A. *Availability to the Public.*

Correspondence addressed to the Governing Board which is received by the Clerk of the Governing Board or by any other officer or employee of the District shall become a public record when placed in the Clerk of the Board's correspondence file or when otherwise acted upon by the Clerk of the Board unless such item is marked "confidential" or "personal". Correspondence received in the Clerk of the Governing Board's office or other offices after twelve noon the Monday preceding a regular Governing Board meeting shall not be placed on the agenda unless it concerns a matter to be considered by the Governing Board at the next regular meeting or is determined by the Chair of the Governing Board or the APCO to be an urgent matter which should be brought to the immediate attention of the Governing Board. Correspondence shall not be read aloud at the Governing Board meetings unless requested by a majority vote of the Governing Board.

B. *Opening Mail and Written Communications.*

The APCO and the District Counsel are authorized to open and examine all mail or other written communications addressed to the Governing Board and its members unless marked "confidential" or "personal" and within the authority delegated to the APCO by the Governing Board, give it immediate attention.

7. Order of Business.

The order of business of Governing Board meetings shall be established by the Governing Board.

8. Unfinished Business.

Any matter the consideration of which has not been completed at any meeting of the Governing Board and which has not been continued or which has not been removed from the agenda shall be listed for consideration at the next regular meeting of the Governing Board.

9. Preparation of Minutes.

The Clerk of the Governing Board shall have exclusive responsibility for the preparation of the minutes and any directions for change in the minutes shall be made only by a majority vote of the Governing Board in open session.

10. Reading of the Minutes.

Unless the reading of the minutes of the Governing Board meeting is ordered by the majority vote of the Governing Board, such minutes may be approved without reading if the Clerk of the Governing Board has previously furnished each Governing Board member with a copy.

11. Presiding Officer.

A. Chair as Presiding Officer.

The Chair of the Governing Board shall be the presiding officer at all meetings of the Governing Board.

B. Presiding Officer in Absence of Chair.

In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and the Vice-Chair, the Clerk of the Governing Board shall call the Governing Board to order, whereupon a temporary presiding officer shall be elected by the Governing Board members present to serve until the arrival of the Chair or Vice-Chair or until adjournment. Wherever in this chapter the term AChair@ is used, the term shall apply equally to the presiding officer as defined in this section.

C. Term of Chair.

The Chair shall be elected each year from the membership of the Governing Board and shall serve a term of one (1) year. The term of the Chair shall commence on the first regular meeting of the Governing Board in January and shall expire on the first regular meeting of the Governing Board in the subsequent January.

12. Powers and Duties of the Presiding Officer.

A. Participation.

The presiding officer may move, second, debate and vote from the Chair.

B. Seating Arrangements for the Governing Board.

The Clerk of the Board in consultation with the presiding officer shall, following each Governing Board member appointment and at such other times as necessary, establish the seating arrangement of the members of the Governing Board.

C. *Signing of Documents.*

The presiding officer or his or her duly appointed designee shall sign all rules, resolutions, contracts and other documents necessitating his or her signature.

D. *Sworn Testimony.*

The presiding officer may, pursuant to statute or other provision of law, require any person addressing the Governing Board to be sworn as a witness and to testify under oath. The presiding officer shall so require if directed to do so by a majority of the Governing Board.

E. *Extraordinary Requests for Assistance by Members.*

Members shall address requests for assistance above and beyond the normal measure of assistance provided to permit holders and/or the general public through the presiding officer or the APCO pursuant to Governing Board Policy 11-04. If such request is beyond the scope of the APCO's authority set forth in Governing Board Policy 02-01 then the presiding officer shall cause the request to be placed on the next agenda for discussion and action by the Governing Board.

13. *Rules of Debate.*

A. *Discussion Procedure.*

While discussing any question under consideration by the Governing Board, it shall be the duty of the members thereof to remain seated and address their remarks to the presiding officer and their fellow members. Any remarks or orders to the audience shall be addressed by the presiding officer, or with his or her permission, by members of the Governing Board.

B. *Governing Board Members to Address Chair.*

Every Governing Board member desiring to speak shall first address the Chair, gain recognition by the presiding officer and shall confine himself or herself to the question under debate, avoiding personalities and indecorous language.

C. *Questions to Staff.*

Every Governing Board member desiring to question the District staff shall, after recognition by the presiding officer, address his or her question to the APCO or the District Counsel, who shall be entitled either to answer the inquiry himself or herself or to designate a member of the staff for that purpose.

D. *Interruptions.*

A Governing Board member, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, unless a point of order or personal privilege is raised by another Governing Board member, or unless the speaker chooses to yield to a question by another Governing Board member. If a Governing Board member while speaking is called to order, he or she shall cease speaking until the question of order is determined; and if interpreted to be in order, may proceed. Members of the District staff, after recognition by the presiding officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

E. *Points of Order.*

The presiding officer shall determine all points of order subject to the right of any Governing Board member to appeal to the Governing Board. If an appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority vote shall conclusively determine such question of order.

F. *Point of Personal Privilege.*

The right of a Governing Board member to address the Governing Board on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Governing Board is concerned. A Governing Board member raising a point of personal privilege may interrupt another Governing Board member who has the floor only if the presiding officer recognizes the privilege.

G. *Privilege of Closing Debate.*

A Governing Board member moving the adoption of a rule, resolution or motion shall have the privilege of closing debate.

H. *Limitation of Debate.*

No Governing Board member shall be allowed to speak more than once upon any particular subject until every other Governing Board member desiring to do so shall have spoken.

I. *Motion to Reconsider.*

A motion to reconsider action taken by the Governing Board may be made only on the day the action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session. This motion must be made by one of the prevailing

side, but may be seconded by any member, and may be made at any time and have precedence over all other motion or while a member has the floor; it is debatable. Nothing in these rules prevents a member of the Governing Board from making or remaking the same or any other motion at a subsequent meeting of the Governing Board.

14. Robert's Rules of Order.

In all matters and things not otherwise provided for in these procedural rules, the proceedings of the Governing Board shall be governed by "Robert's Rules of Order", revised edition. However, no rule, resolution, proceedings or other action of the Governing Board shall be invalidated, or the legality thereof otherwise affected, by the failure or omission to observe or follow said rules.

15. Remarks of Governing Board Members and Synopsis of Debate.

A Governing Board member may request through the presiding officer the privilege of having an abstract of his or her statements on any subject under consideration by the Governing Board entered into the minutes. If the Governing Board consents thereto, such statements shall be entered into the minutes.

16. Protest Against Governing Board Action.

Any Governing Board member dissenting from or stating his or her protest against any action of the Governing Board may have his or her reasons for such dissent or protest entered into the minutes. Such reasons shall be entered into the minutes upon the request of any Governing Board member.

17. Addressing the Governing Board.

A. *Manner of Addressing Governing Board.*

Each person desiring to address the Governing Board shall step up to the microphone, if one is present, state his or her name and address for the record, state the agenda item he or she wishes to discuss, state whom he or she is representing, if he or she is representing an organization or other persons. Unless further time is granted by the presiding officer or a majority vote of the Governing Board, the speaker shall limit his or her remarks to five (5) minutes. All remarks shall be addressed to the Governing Board as a whole and not to any member thereof and no questions shall be asked a Governing Board member or a member of the District staff or member of the audience without permission of the presiding officer. Any person desiring to address the Governing Board on a subject not on the agenda shall first present his or her request to the Clerk of the Governing Board in accordance with Section D below unless it is deemed an emergency.

B. *Speaker for Group of Persons.*

Whenever any group of persons wishes to address the Governing Board on the same subject matter and expressing the same point of view, the presiding officer may request that a speaker be chosen by the group to address the Governing Board. Absent a special determination by the Governing Board, such speaker shall be limited to the public comment period afforded to members of the public. If additional matters are to be presented by any other member of the group, the presiding officer may ask the group to limit the number of such persons addressing the Governing Board.

C. *After a Motion.*

After a motion has been made or a public hearing has been closed, no member of the public shall address the Governing Board from the audience on the matter under consideration without first getting permission to do so by the presiding officer or a majority vote of the Governing Board.

D. *Written Request to Address Governing Board.*

Every official, board, commission or other body connected with the District government, and every citizen, individual, corporation, committee or civic group, having any reports, communications or other matters to be presented at a Governing Board meeting, shall notify the Clerk of the Governing Board of that fact prior to or upon the date of the meeting before such item is called on the agenda. The request shall be in writing on a form as provided by the Governing Board and shall set forth the nature and the subject of the matter to be presented to the Governing Board.

18. *Rules of Decorum.*

A. *Governing Board Members.*

While the Governing Board is in session, the members must preserve order and decorum; and the members shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Governing Board nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

B. *Employees.*

Members of the District staff and independent contractors shall observe the same rules of order and decorum as are applicable to the Governing Board.

C. *Persons Addressing the Governing Board.*

Any person making impertinent, slanderous or profane remarks or who has become boisterous while addressing the Governing Board, shall be called to order by the presiding officer; and if such conduct continues, may at the discretion of the presiding

officer, be barred from further audience before the Governing Board during that meeting and may be ordered removed from the premises.

D. *Persons Authorized to be at Rostrum.*

No person except members of the Governing Board and members of the District staff shall be permitted to approach the rostrum without the consent of the presiding officer.

19. *Motions - Second Required.*

A motion by any member of the Governing Board including the presiding officer may not be considered by the Governing Board without receiving a second.

20. *Disqualification for Conflict of Interest.*

Any Governing Board member who is disqualified from voting on a particular matter by a reason of a conflict of interest shall publicly state or have the presiding officer state the nature of such disqualification in open meeting. Where no clearly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Governing Board member affected, be decided by the other Governing Board members upon advise of District Counsel. Upon disqualification, the disqualified Governing Board member shall remove him or herself from the dais until after the item has been acted upon. In the event that a disqualified Governing Board member is authorized pursuant to state law and wishes to testify to the subject, he or she shall follow the same rules as a member of the audience.

21. *Majority and Quorum.*

A. *Quorum.*

Except as provided in subdivision (B) herein, a majority of the Governing Board as duly sworn into membership shall constitute a quorum, and no official action shall be taken by the Governing Board except in the presence of a quorum.

B. *Quorum When Positions are Vacant.*

Whenever there are one or more vacancies on the Governing Board, the vacant positions shall not be counted in determining the number of members on the Governing Board toward the majority required for a quorum or official action by the Governing Board.

C. *Majority Vote Required.*

The affirmative votes of a majority of the Governing Board which are present shall be required to take official action on all items provided a quorum is present.

22. Effect of Abstention or Silence.

Every Governing Board member who should vote, unless disqualified by reason of conflict of interest, and who abstains from voting in effect consents that a majority of the Governing Board may decide the question voted upon, and his or her abstention shall be recorded concurrent with the majority vote. Unless a member of the Governing Board states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.

23. Tie Votes.

Tie votes shall be lost motions.

24. Changing Vote.

A Governing Board member may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the Clerk of the Governing Board prior to the time of the next item. Prior to the time that the next item in the order of business is taken up, a Governing Board member who publicly announces that he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

25. Rules, Regulations, Resolutions, and Contracts.

A. *Prior Approval by Administrative Staff.*

All rules, regulations, resolutions and contract documents shall, before presentation to the Governing Board, have been approved as to legal form by the District Counsel and shall have been examined for administration by the APCO or his or her authorized representative.

B. *Reading of Rule, Regulations and Resolutions.*

At the time of the adoption or amendment of a rule or regulation, the resolution accompanying the rule or regulation shall be read in full unless, after the reading of the title thereof, further reading thereof is waived by the Governing Board members present. Such consent to waive further reading shall be deemed to have been given if no request for a reading in full is made by any Governing Board member; and such consent may be expressed by a statement in substance by the presiding officer that "If there are no objections, the further reading of the resolution shall be waived." If any Governing Board member requests a reading in full, the resolution shall be read in full.

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**ANTELOPE VALLEY
AIR QUALITY MANAGEMENT DISTRICT
GOVERNING BOARD PROCEDURAL RULES***

Amended February 14, 2017
Amended: May 20, 2014
Amended: April 16, 2013
Amended: January 17, 2012
Amended: January 18, 2011
Amended: January 15, 2008
Amended: January 17, 2006
Amended: March 18, 2003
Adopted: January 15, 2002

*For related statutory provisions see Health & Safety Code ' ' 41300 et seq., 40700, 40701, 40702.; and Government Code 54950 et seq.

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ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT GOVERNING BOARD PROCEDURAL RULES

1. Meeting Location.

The meeting place of the Antelope Valley Air Quality Management District Governing Board shall be in the Board Chambers at the District offices and all meetings of the Governing Board shall be held therein, unless duly adjourned to another location.

2. District Offices - Address.

The offices of all departments, officers and employees of the District shall be located at the Antelope Valley Air Quality Management District offices, 43301 Division Street, Lancaster, California, 93535-4649 unless other offices are authorized by the Governing Board.

3. District Offices - Holidays - Hours.

The District offices shall be closed on all official holidays as established by the Governing Board and on alternate Fridays commencing the first Friday in January 2002. Every Saturday and Sunday are holidays in respect to the transaction of business in such District offices. Said District offices shall be open to the public for business as specified by the Air Pollution Control Officer (APCO) and as dictated by business needs on all other days of the year.

4. Meetings

A. Compliance with the Ralph M. Brown Act.

To ensure that the deliberations and actions of the Governing Board are conducted openly and to ensure meaningful public participation, all meetings of the Governing Board shall be held in compliance with the provisions of the Ralph M. Brown Act (Government Code §§ 54950 et. seq.) and the guidelines promulgated thereunder (14 Cal. Code Regs §§15000 et. seq).

Any subsidiary body of the Governing Board or of the District which is subject to the provisions of the Ralph M. Brown Act shall also hold its meetings in compliance with its provisions.

B. Regular Meetings or Workshop Meetings.

Regular meetings of the Governing Board shall be held on the third Tuesday of the month at 10:00 A.M. Workshop meetings of the Governing Board may be held on any day normally scheduled for a regular meeting but at which no official action is to be taken. For the purposes of this paragraph a workshop meeting is defined as a meeting of the Governing Board when the primary purpose of the meeting is, but is not limited to,

conducting a study session. In the event that a Board meeting or workshop meeting falls on a holiday, the meeting shall be held at the same time on the next succeeding day which is not a holiday, unless adjourned to a different time.

An agenda shall be prepared and posted at least seventy-two (72) hours prior to the meeting in a location that is freely accessible to members of the public and on the District's website located at <http://www.avaqmd.ca.gov>.

C. *Special Meetings.*

A special meeting of the Governing Board may be called at any time by the Chair of the Governing Board or by a majority of the members of the Governing Board, by delivering personally or by United States mail written notice of the meeting to each member of the Governing Board and to each newspaper, radio or television station which has requested notice of meetings in writing. The notice shall be delivered personally or by United States mail and shall be received by the member of the Governing Board at least twenty-four (24) hours before the time of the meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings.

The written notice may be dispensed with as to any member of the Governing Board who at or prior to the time a special meeting convenes, files with the Clerk of the Governing Board a written waiver of the notice. The waiver may be given by telegram or facsimile communication. A written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The notice and a written agenda shall be posted at least twenty-four (24) hours prior to the special meeting at the location of the regular meetings of the Governing Board and at the location of the special meeting if different from the location of the regular meetings and the place(s) where the notice is posted shall be freely accessible to members of the public.

D. *Study Sessions.*

The Governing Board may meet in a study session on the day of the regular Governing Board meeting at the hour of 10:00 a.m. in the board chambers or at such other time or place as may be designated by the Governing Board for the purpose of hearing reports from the staff, reviewing, discussing and debating matters of interest to the District. Such sessions shall be open to the public. No official action shall be taken at a study session.

An agenda shall be prepared and posted at least seventy-two (72) hours prior to the study session in a location that is freely accessible to members of the public.

E. Meeting to be Public - Except for Closed Sessions.

All regular and special meetings of the Governing Board shall be public. Public comment will be received on agenda items at the time of the hearing of that item. Public comment on items not on the agenda will be heard during the designated public comment period.

The Governing Board may hold closed sessions during a regular or special meeting from which the public may be excluded for the purpose of considering the matters which are properly the subject of such sessions pursuant to law, including but not limited to those matters referred to in Government Code §§54954.5, 54956.8, 54956.9, 54956.95, 54957 and/or 54957.6.

No member of the Governing Board, employee of the District, or any other person present during an closed session of the Governing Board shall disclose to any person the content or substance of any discussion which took place during a closed session unless the Governing Board authorizes the disclosure of such information by majority vote.

5. Agenda.

A. Agenda Preparation.

The times for receiving information for the Governing Board agenda and delivery of the agenda shall be established by the Clerk of the Governing Board.

The Clerk of the Governing Board shall prepare the agenda at the direction of the Executive Director/Air Pollution Control Officer and the Chair of the Governing Board. A brief description shall be provided for each item. Each description shall contain sufficient information regarding the proposed action to allow the general public to determine whether or not to participate. Each agenda produced shall contain a public comment period.

B. Agenda Posting

Once completed the Clerk of the Board shall post the agenda in a location freely accessible to the general public on or before the posting time listed above for the particular type of meeting to be held. The agenda and any backup material shall also be available in the District Offices during District business hours. The agenda and any backup material shall also be posted on the District's website.

C. Agenda Distribution

The Clerk of the Board shall distribute the agenda and any backup material to Members of the Governing Board, appropriate District staff and to anyone who has requested to be

included on the agenda distribution list within the last calendar year. Such distribution may occur by U.S. mail in hard copy, U.S. mail via electronic media (CD-Rom), and/or E-mail as specified by the requesting party. If a party fails to specify a delivery modality distribution shall occur via U.S. mail in hard copy.

Persons requesting to be added to the agenda distribution list may specify that they wish to receive only the agenda without the backup documentation. If a person fails to specify then they shall receive the entire agenda including backup documentation.

6. Governing Board Correspondence.

A. *Availability to the Public.*

Correspondence addressed to the Governing Board which is received by the Clerk of the Governing Board or by any other officer or employee of the District shall become a public record when placed in the Clerk of the Board's correspondence file or when otherwise acted upon by the Clerk of the Board unless such item is marked "confidential" or "personal". Correspondence received in the Clerk of the Governing Board's office or other offices after twelve noon the Monday preceding a regular Governing Board meeting shall not be placed on the agenda unless it concerns a matter to be considered by the Governing Board at the next regular meeting or is determined by the Chair of the Governing Board or the APCO to be an urgent matter which should be brought to the immediate attention of the Governing Board. Correspondence shall not be read aloud at the Governing Board meetings unless requested by a majority vote of the Governing Board.

B. *Opening Mail and Written Communications.*

The APCO and the District Counsel are authorized to open and examine all mail or other written communications addressed to the Governing Board and its members unless marked "confidential" or "personal" and within the authority delegated to the APCO by the Governing Board, give it immediate attention.

7. Order of Business.

The order of business of Governing Board meetings shall be established by the Governing Board.

8. Unfinished Business.

Any matter the consideration of which has not been completed at any meeting of the Governing Board and which has not been continued or which has not been removed from the agenda shall be listed for consideration at the next regular meeting of the Governing Board.

9. Preparation of Minutes.

The Clerk of the Governing Board shall have exclusive responsibility for the preparation of the minutes and any directions for change in the minutes shall be made only by a majority vote of the Governing Board in open session.

10. Reading of the Minutes.

Unless the reading of the minutes of the Governing Board meeting is ordered by the majority vote of the Governing Board, such minutes may be approved without reading if the Clerk of the Governing Board has previously furnished each Governing Board member with a copy.

11. Presiding Officer.

A. Chair as Presiding Officer.

The Chair of the Governing Board shall be the presiding officer at all meetings of the Governing Board.

B. Presiding Officer in Absence of Chair.

In the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and the Vice-Chair, the Clerk of the Governing Board shall call the Governing Board to order, whereupon a temporary presiding officer shall be elected by the Governing Board members present to serve until the arrival of the Chair or Vice-Chair or until adjournment. Wherever in this chapter the term AChair@ is used, the term shall apply equally to the presiding officer as defined in this section.

C. Term of Chair.

The Chair shall be elected each year from the membership of the Governing Board and shall serve a term of one (1) year. The term of the Chair shall commence on the first regular meeting of the Governing Board in January and shall expire on the first regular meeting of the Governing Board in the subsequent January.

12. Powers and Duties of the Presiding Officer.

A. Participation.

The presiding officer may move, second, debate and vote from the Chair.

B. Seating Arrangements for the Governing Board.

The Clerk of the Board in consultation with the presiding officer shall, following each Governing Board member appointment and at such other times as necessary, establish the seating arrangement of the members of the Governing Board.

C. *Signing of Documents.*

The presiding officer or his or her duly appointed designee shall sign all rules, resolutions, contracts and other documents necessitating his or her signature.

D. *Sworn Testimony.*

The presiding officer may, pursuant to statute or other provision of law, require any person addressing the Governing Board to be sworn as a witness and to testify under oath. The presiding officer shall so require if directed to do so by a majority of the Governing Board.

E. *Extraordinary Requests for Assistance by Members.*

Members shall address requests for assistance above and beyond the normal measure of assistance provided to permit holders and/or the general public through the presiding officer or the APCO pursuant to Governing Board Policy 11-04. If such request is beyond the scope of the APCO's authority set forth in Governing Board Policy 02-01 then the presiding officer shall cause the request to be placed on the next agenda for discussion and action by the Governing Board.

13. *Rules of Debate.*

A. *Discussion Procedure.*

While discussing any question under consideration by the Governing Board, it shall be the duty of the members thereof to remain seated and address their remarks to the presiding officer and their fellow members. Any remarks or orders to the audience shall be addressed by the presiding officer, or with his or her permission, by members of the Governing Board.

B. *Governing Board Members to Address Chair.*

Every Governing Board member desiring to speak shall first address the Chair, gain recognition by the presiding officer and shall confine himself or herself to the question under debate, avoiding personalities and indecorous language.

C. *Questions to Staff.*

Every Governing Board member desiring to question the District staff shall, after recognition by the presiding officer, address his or her question to the APCO or the District Counsel, who shall be entitled either to answer the inquiry himself or herself or to designate a member of the staff for that purpose.

D. *Interruptions.*

A Governing Board member, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, unless a point of order or personal privilege is raised by another Governing Board member, or unless the speaker chooses to yield to a question by another Governing Board member. If a Governing Board member while speaking is called to order, he or she shall cease speaking until the question of order is determined; and if interpreted to be in order, may proceed. Members of the District staff, after recognition by the presiding officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

E. *Points of Order.*

The presiding officer shall determine all points of order subject to the right of any Governing Board member to appeal to the Governing Board. If an appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority vote shall conclusively determine such question of order.

F. *Point of Personal Privilege.*

The right of a Governing Board member to address the Governing Board on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Governing Board is concerned. A Governing Board member raising a point of personal privilege may interrupt another Governing Board member who has the floor only if the presiding officer recognizes the privilege.

G. *Privilege of Closing Debate.*

A Governing Board member moving the adoption of a rule, resolution or motion shall have the privilege of closing debate.

H. *Limitation of Debate.*

No Governing Board member shall be allowed to speak more than once upon any particular subject until every other Governing Board member desiring to do so shall have spoken.

I. *Motion to Reconsider.*

A motion to reconsider action taken by the Governing Board may be made only on the day the action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session. This motion must be made by one of the prevailing

side, but may be seconded by any member, and may be made at any time and have precedence over all other motion or while a member has the floor; it is debatable. Nothing in these rules prevents a member of the Governing Board from making or remaking the same or any other motion at a subsequent meeting of the Governing Board.

14. Robert's Rules of Order.

In all matters and things not otherwise provided for in these procedural rules, the proceedings of the Governing Board shall be governed by "Robert's Rules of Order", revised edition. However, no rule, resolution, proceedings or other action of the Governing Board shall be invalidated, or the legality thereof otherwise affected, by the failure or omission to observe or follow said rules.

15. Remarks of Governing Board Members and Synopsis of Debate.

A Governing Board member may request through the presiding officer the privilege of having an abstract of his or her statements on any subject under consideration by the Governing Board entered into the minutes. If the Governing Board consents thereto, such statements shall be entered into the minutes.

16. Protest Against Governing Board Action.

Any Governing Board member dissenting from or stating his or her protest against any action of the Governing Board may have his or her reasons for such dissent or protest entered into the minutes. Such reasons shall be entered into the minutes upon the request of any Governing Board member.

17. Addressing the Governing Board.

A. *Manner of Addressing Governing Board.*

Each person desiring to address the Governing Board shall step up to the microphone, if one is present, state his or her name and address for the record, state the agenda item he or she wishes to discuss, state whom he or she is representing, if he or she is representing an organization or other persons. Unless further time is granted by the presiding officer or a majority vote of the Governing Board, the speaker shall limit his or her remarks to five (5) minutes. All remarks shall be addressed to the Governing Board as a whole and not to any member thereof and no questions shall be asked a Governing Board member or a member of the District staff or member of the audience without permission of the presiding officer. Any person desiring to address the Governing Board on a subject not on the agenda shall first present his or her request to the Clerk of the Governing Board in accordance with Section D below unless it is deemed an emergency.

B. *Speaker for Group of Persons.*

Whenever any group of persons wishes to address the Governing Board on the same subject matter and expressing the same point of view, the presiding officer may request that a speaker be chosen by the group to address the Governing Board. Absent a special determination by the Governing Board, such speaker shall be limited to the public comment period afforded to members of the public. If additional matters are to be presented by any other member of the group, the presiding officer may ask the group to limit the number of such persons addressing the Governing Board.

C. *After a Motion.*

After a motion has been made or a public hearing has been closed, no member of the public shall address the Governing Board from the audience on the matter under consideration without first getting permission to do so by the presiding officer or a majority vote of the Governing Board.

D. *Written Request to Address Governing Board.*

Every official, board, commission or other body connected with the District government, and every citizen, individual, corporation, committee or civic group, having any reports, communications or other matters to be presented at a Governing Board meeting, shall notify the Clerk of the Governing Board of that fact prior to or upon the date of the meeting before such item is called on the agenda. The request shall be in writing on a form as provided by the Governing Board and shall set forth the nature and the subject of the matter to be presented to the Governing Board.

18. *Rules of Decorum.*

A. *Governing Board Members.*

While the Governing Board is in session, the members must preserve order and decorum; and the members shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Governing Board nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

B. *Employees.*

Members of the District staff and independent contractors shall observe the same rules of order and decorum as are applicable to the Governing Board.

C. *Persons Addressing the Governing Board.*

Any person making impertinent, slanderous or profane remarks or who has become boisterous while addressing the Governing Board, shall be called to order by the presiding officer; and if such conduct continues, may at the discretion of the presiding

officer, be barred from further audience before the Governing Board during that meeting and may be ordered removed from the premises.

D. *Persons Authorized to be at Rostrum.*

No person except members of the Governing Board and members of the District staff shall be permitted to approach the rostrum without the consent of the presiding officer.

19. *Motions - Second Required.*

A motion by any member of the Governing Board including the presiding officer may not be considered by the Governing Board without receiving a second.

20. *Disqualification for Conflict of Interest.*

Any Governing Board member who is disqualified from voting on a particular matter by a reason of a conflict of interest shall publicly state or have the presiding officer state the nature of such disqualification in open meeting. Where no clearly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Governing Board member affected, be decided by the other Governing Board members upon advise of District Counsel. Upon disqualification, the disqualified Governing Board member shall remove him or herself from the dais until after the item has been acted upon. In the event that a disqualified Governing Board member is authorized pursuant to state law and wishes to testify to the subject, he or she shall follow the same rules as a member of the audience.

21. *Majority and Quorum.*

A. *Quorum.*

Except as provided in subdivision (B) herein, a majority of the Governing Board as duly sworn into membership shall constitute a quorum, and no official action shall be taken by the Governing Board except in the presence of a quorum.

B. *Quorum When Positions are Vacant.*

Whenever there are one or more vacancies on the Governing Board, the vacant positions shall not be counted in determining the number of members on the Governing Board toward the majority required for a quorum or official action by the Governing Board.

C. *Majority Vote Required.*

The affirmative votes of a majority of the Governing Board which are present shall be required to take official action on all items provided a quorum is present.

22. Effect of Abstention or Silence.

Every Governing Board member who should vote, unless disqualified by reason of conflict of interest, and who abstains from voting in effect consents that a majority of the Governing Board may decide the question voted upon, and his or her abstention shall be recorded concurrent with the majority vote. Unless a member of the Governing Board states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.

23. Tie Votes.

Tie votes shall be lost motions.

24. Changing Vote.

A Governing Board member may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the Clerk of the Governing Board prior to the time of the next item. Prior to the time that the next item in the order of business is taken up, a Governing Board member who publicly announces that he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

25. Rules, Regulations, Resolutions, and Contracts.

A. *Prior Approval by Administrative Staff.*

All rules, regulations, resolutions and contract documents shall, before presentation to the Governing Board, have been approved as to legal form by the District Counsel and shall have been examined for administration by the APCO or his or her authorized representative.

B. *Reading of Rule, Regulations and Resolutions.*

At the time of the adoption or amendment of a rule or regulation, the resolution accompanying the rule or regulation shall be read in full unless, after the reading of the title thereof, further reading thereof is waived by the Governing Board members present. Such consent to waive further reading shall be deemed to have been given if no request for a reading in full is made by any Governing Board member; and such consent may be expressed by a statement in substance by the presiding officer that "If there are no objections, the further reading of the resolution shall be waived." If any Governing Board member requests a reading in full, the resolution shall be read in full.

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**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 8

DATE: February 21, 2017

RECOMMENDATION: 1) Authorize \$40,000 in Mobile Emission Reductions Program (AB 2766) funds to the Alternative Fuel Vehicle Program; 2) Authorize change to the program participation limit; and 3) Authorize the Executive Director/APCO and staff to execute the Alternative Fuel Vehicle Program as outlined in the Work Plan.

SUMMARY: This item authorizes \$40,000 in Mobile Emission Reductions Program (AB 2766) funds to the District's ongoing grant program used to incentivize the purchase of light-duty alternative fuel vehicles. In addition, this item proposes to increase the program participation limit from "one per person, one per household" to "two per person or entity, per AFV offer on electric/electric hybrid vehicles".

BACKGROUND: In June 2006, the AVAQMD Board (the Board) established an incentive program to off-set the incremental cost associated with the purchase of natural gas-fueled vehicles and refueling units. In April 2011, the Board expanded the Alternative Fuel Vehicle (AFV) program to include all alternative fuel vehicles including electric and electric/hybrid vehicles. In March 2013, the Board approved new eligibility criteria limiting the District incentives to new AFV purchase or lease agreements made with local Dealerships, and one incentive per household. In September 2013, the Board approved to offer up to 50 percent of the current incentive to local residents who purchase or lease with Dealerships outside the District due to availability. In June 2014, the Board approved to continue the AFV program decreasing the incentive to \$1,000 and discontinuing the home refueling and charging incentives. Since inception, the AFV incentive program has provided incentives towards 464 vehicles and 125 home refueling/charging units totaling \$1.4 million to local residents.

cc: Jean Bracy
Laquita Cole
Michelle Powell
Julie McKeehan

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 8

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REASON FOR RECOMMENDATION: Governing Board authorization is needed to allocate Mobile Source Emission Reductions Program funds and/or changes to the guidelines.

REVIEW BY OTHERS: This item was reviewed by Allison E. Burns Special Counsel to the Governing Board as to legal form and by Bret Banks, Executive Director/APCO on or before February 6, 2017.

FINANCIAL DATA: Sufficient funds are available from the District's Mobile Source Emission Reductions (AB 2766) funds.

PRESENTER: Bret Banks, Executive Director/APCO

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 9

DATE: February 21, 2016

RECOMMENDATION: 1) Approve the FY 16-17 Application for Carl Moyer Program Year 19 Funds and authorize its submission to the California Air Resources Board (CARB); 2) Allocate a maximum of \$115,899 of Mobile Source Emissions Reduction Program funds (AB 2766 and/or AB 923) to serve as the required match funding for the Carl Moyer Memorial Air Quality Standards Attainment Program (the Carl Moyer Program); and 3) Authorize the Executive Director/APCO and staff to execute the agreement, approved as to legal form, with CARB which binds the parties to the terms and conditions set forth in the application and the current Carl Moyer Program Guidelines.

SUMMARY: This item continues the implementation of the Carl Moyer Program for year 19, through FY 16-17. CARB request the District's completed application and approved board item by March 27, 2017.

BACKGROUND: The purpose of the program is to reduce emissions by providing grants for the incremental cost of cleaner heavy-duty vehicles and equipment such as on-road, off-road, marine, locomotive, stationary agricultural pump, forklift, and airport ground support engines. The state legislature authorized continuing funding for statewide implementation of the Carl Moyer Program (hereafter referred to as Year 19 funding).

1. Approve the "Fiscal Year 16-17 Application for Carl Moyer Program Funds and authorize its submission to CARB. CARB has indicated that \$751,404 of the available funding has been tentatively allocated for AVAQMD's portion of the Carl Moyer Program. By submitting an application to CARB, AVAQMD will be able to claim those funds and demonstrate its willingness to administer the program in accordance with the stated objectives, the 2011 Carl Moyer Program Guidelines and the District's Carl Moyer Program Policies and Procedures Manual.

cc: Jean Bracy
Laquita Cole
Michelle Powell
Julie McKeehan

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 9

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2. Allocate \$115,899 of Mobile Emission Reductions Program funds to serve as the required match funding for the Carl Moyer Program. The AVAQMD must commit match funds equaling 15% of the State funds received. The AVAQMD has been tentatively allocated \$753,815 provided that the District has the ability to satisfy the \$113,072 of Mobile Source Emissions Reduction Program funds (AB 2766 and/or AB 923) to fulfill the District's Carl Moyer Program matching funds requirement. Additionally, the District is requesting a greater amount of the tentative allocation in the amount of \$772,660. Staff estimates that there will be sufficient funds available in AVAQMD's Mobile Emission Reductions Program grant pools to meet the commitment.

3. Authorize the Executive Director/APCO to execute the agreement with CARB which binds the parties to the terms and conditions set forth in the application and the Carl Moyer Program Guidelines. Once CARB approves AVAQMD's application, CARB and AVAQMD will execute an agreement which binds the parties to the terms and conditions set forth in the application and the 2011 Carl Moyer Program Guidelines.

REASON FOR RECOMMENDATION: The Carl Moyer Program guidelines require that the Governing Board formally authorize AVAQMD's application. Additionally, Governing Board authorization is needed for the Executive Director/APCO to execute the agreement with CARB.

REVIEW BY OTHERS: This item was reviewed by Allison E. Burns Special Counsel to the Governing Board as to legal form and by Bret Banks, Executive Director/APCO – Antelope Valley Operations on or before February 6, 2017.

FINANCIAL DATA: Carl Moyer Program funds are supplementary to the AVAQMD budget. The required match funding commitment will be met by using AB2766 and/or AB 923 revenues which will be allocated to the grant program as needed. The distribution of these funds is included in the FY 16-17 budget.

PRESENTER: Julie McKeehan, Air Quality Specialist

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 11

DATE: February 21, 2017

RECOMMENDATION: 1) Award an amount not to exceed \$185,645 in Mobile Source Emission Reductions Program (AB 923) funds to the City of Lancaster toward a proposed Electric Vehicle Vanpool/Charging Stations Project; and 2) Authorize the Executive Director/APCO and staff to negotiate target time frames and technical project details and execute an agreement, approved as to legal form by the Office of District Counsel.

SUMMARY: This item awards funding to the City of Lancaster to implement an electric vehicle vanpool project featuring the Tesla Model X that includes the charging infrastructure to support the vanpools. The Project proposal is to install 30 dual-port Charge Point Level II Stations and two (2) Blink DCFC at two City of Lancaster locations. The Project will begin with infrastructure installation at the two (2) locations with 50 percent of the Charging Stations installed in Phase I. Phase II will complete the Project by installation of the remaining 50 percent of the Charging Station. AVAQMD will reimburse 50 percent of the costs at the completion of Phase I and the remaining 50 percent at the completion of Phase II.

BACKGROUND: In January 2017, the City of Lancaster, in partnership with Green Commuter, submitted a request for District grant funds to support the implementation of an electric vehicle (EV) vanpool project featuring the all-electric Tesla Model X that includes charging infrastructure to support the vanpools. The District proposes to support the project with 54 percent grant funding with the City of Lancaster contribution of \$50,000. Recent data reveals estimated 250-300 gasoline powered vanpools travel from the Antelope Valley on a daily basis. . Green Commuter plans to replace approximately one third of gasoline powered vanpools originating in the Antelope Valley within the next 12-18 months. When the vanpools are not in-use, the vehicles will be made available to end-users for car-sharing purposes. In addition, the charging stations supporting the vanpools are universal charging stations that can accommodate charging needs for other EV makes and models. The goal of the Green Commuter project is to entice the public's support of EV adoption in the region by means of making EVs accessible and available for Antelope Valley commuter. Replacing gasoline vanpools with EV vanpools will assist in reducing locally generated mobile emissions and helps move California closer to the 2025 goal of putting 1.5 million zero-emission vehicles on the road

cc: Jean Bracy
Laquita Cole
Michelle Powell
Julie McKeenan

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 11

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REASON FOR RECOMMENDATION: Governing Board approval is needed to approve the grant and allocation from the District's Mobile Source Emission Reductions (AB 923) funds. Additionally, Governing Board authorization is needed for the Executive Director/APCO to negotiate and execute an agreement with the grant recipient.

REVIEW BY OTHERS: This item was reviewed by Allison E. Burns, Special Counsel to the Governing Board, as to legal form and by Bret Banks, Executive Director/APCO – Antelope Valley Operations on or about February 6, 2017.

FINANCIAL DATA: Funds are granted from the District's Mobile Source Emission Reductions (AB 923) program funds. Projected payouts of the grant funds are contingent upon the availability of funds.

PRESENTER: Julie McKeehan, Air Quality Specialist.

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 12

DATE: February 21, 2017

RECOMMENDATION: 1) Award an amount not to exceed \$164,928 in Mobile Source Emission Reductions Program (AB 923) funds to the City of Palmdale toward a proposed Electric Vehicle Vanpool/Charging Stations Project; and 2) Authorize the Executive Director/APCO and staff to negotiate target time frames and technical project details and execute an agreement, approved as to legal form by the Office of District Counsel.

SUMMARY: This item awards funding to the City of Palmdale to implement an electric vehicle vanpool project featuring the Tesla Model X that includes the charging infrastructure to support the vanpools. The Project proposal is to install 40 single-port Blink Level II Stations and one (1) Blink DCFC at four (4) City of Palmdale locations. The Project will begin with infrastructure installation at the four (4) locations with 50 percent of the Charging Stations installed in Phase I. Phase II will complete the Project by installation of the remaining 50 percent of the Charging Stations. AVAQMD will reimburse 50 percent of the costs at the completion of Phase I and the remaining 50 percent at the completion of Phase II.

BACKGROUND: In December 2016 the City of Palmdale, in partnership with Green Commuter, submitted a request for District grant funds to support the implementation of an electric vehicle (EV) vanpool project featuring the all-electric Tesla Model X that includes charging infrastructure to support the vanpools. The District proposes to support the project with 54 percent grant funding with the City of Palmdale contribution of \$50,000. Recent data reveals an estimated 250-300 gasoline powered vanpools travel from the Antelope Valley on a daily basis. . Green Commuter plans to replace approximately one third of gasoline powered vanpools originating in the Antelope Valley within the next 12-18 months. When the vanpools are not in-use, the vehicles will be made available to end-users for car-sharing purposes. In addition, the charging stations supporting the vanpools are universal charging stations that can accommodate charging needs for other EV makes and models. The goal of the Green Commuter project is to entice the public's support of EV adoption in the region by means of making EVs accessible and available for Antelope Valley commuter. Replacing gasoline vanpools with EV vanpools will assist in reducing locally generated mobile emissions and helps move California closer to the 2025 goal of putting 1.5 million zero-emission vehicles on the road.

cc: Jean Bracy
Laquita Cole
Michelle Powell
Julie McKeehan

**MINUTES OF THE GOVERNING BOARD
OF THE ANTELOPE VALLEY AIR QUALITY MANAGEMENT DISTRICT
LANCASTER, CALIFORNIA**

AGENDA ITEM 12

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REASON FOR RECOMMENDATION: Governing Board approval is needed to approve the grant and allocation from the District's Mobile Source Emission Reductions (AB 923) funds. Additionally, Governing Board authorization is needed for the Executive Director/APCO to negotiate and execute an agreement with the grant recipient.

REVIEW BY OTHERS: This item was reviewed by Allison E. Burns, Special Counsel to the Governing Board, as to legal form and by Bret Banks, Executive Director/APCO – Antelope Valley Operations on or about February 6, 2017.

FINANCIAL DATA: Funds are granted from the District's Mobile Source Emission Reductions (AB 923) program funds. Projected payouts of the grant funds are contingent upon the availability of funds.

PRESENTER: Julie McKeehan, Air Quality Specialist.