

VIA ELECTRONIC MAIL

January 22, 2026

Hon. Linda Sell, Councilmember
City of Sunnyvale
456 W. Olive Ave.
Sunnyvale, CA 94086
sellcouncil@sunnyvale.ca.gov

Dear Councilmember Sell,

The Executive Office of the Bay Area Air Quality Management District has been notified that the Cities Association of Santa Clara County, at its meeting on January 22, 2026, appointed you to serve on the Air District's Board of Directors for a term from January 22, 2026 – January 22, 2028. Congratulations on your appointment!

The Air District's Board of Directors meets regularly on the first Wednesday of every month, **with the exception of August**, from 10:00 a.m. to approximately 1:30 p.m. **You are invited to attend the Board's first meeting of 2026, which happens to be an offsite retreat, at 10:00am, at BLOC15 (252 2nd Street, Oakland, CA 94607).** All regular meetings of the Board of Directors and all regular meetings of Board Committees shall be held at the offices of the Air District, located at **375 Beale Street, San Francisco, California, 94105.** This particular meeting must be attended in person by the Board members, but normally we do allow remote teleconferencing.

While in-person attendance at the Air District's Beale Street headquarters in San Francisco is preferred and encouraged, Board members may also attend in person at any remote location listed on the agenda for a meeting, which will be connected to the main Beale Street meeting location using remote teleconferencing technology in accordance with Government Code section 54953(b).

Members may apply to host a remote location as provided in the Board's Remote Teleconferencing Meeting Policy. Subject to the requirements of that Policy, members may host a remote meeting location at a place outside of San Francisco for any Board or committee meeting, except for a meeting at which the Board of Directors is to adopt the budget or is to hold a public hearing for adoption of a rule or regulation, or upon other special circumstances at the call of the chair. All such remote meeting locations will be specified on the agenda for the meeting. Please see the Remote Teleconferencing Meeting Policy for additional requirements.

Members may participate in any meeting using remote teleconferencing technology from a location not identified on the agenda when authorized to do

ALAMEDA COUNTY

Juan González III
David Haubert
Mark Salinas
Lena Tam

CONTRA COSTA COUNTY

Dionne Adams
Ken Carlson
John Gioia
Gabe Quinto

MARIN COUNTY

Brian Colbert

NAPA COUNTY

Joelle Gallagher

SAN FRANCISCO COUNTY

Tyrone Jue
(Mayor's Appointee)
Bilal Mahood
Shamann Walton

SAN MATEO COUNTY

Noelia Corzo
Rico E. Medina
Ray Mueller

SANTA CLARA COUNTY

Margaret Abe-Koga
Otto Lee
Linda Sell
Vicki Veenker,
Vice-Chair

SOLANO COUNTY

Monica Brown
Steve Young

SONOMA COUNTY

Brian Barnacle
Lynda Hopkins, Chair

DR. PHILIP M. FINE

Executive Officer/APCO

so under Government Code sections 54953(c) or 54953.8 et seq., including where a member has "just cause" as specified in section 54953.8.3. Questions about whether these provisions may allow remote participation in a particular circumstance should be directed to the General Counsel.

In addition, the Board of Directors may provide a webcast or streaming service for any meeting to allow members of the public to watch or participate in the meeting virtually. Board members may always watch a meeting using these services, regardless of their location. But they may not participate or make comments in the meeting unless they are in person at a location noticed on the agenda for the meeting or qualify for "just cause" participation or other exception, and they will be required to join the webcast using the public link provided, not using a participant link.

If you cannot attend the meetings in San Francisco, you could choose to host a remote teleconferencing location in your jurisdiction, or, if they are being offered, attend at a remote location that other Board members frequently offer, in the cities of El Cerrito, Napa, Palo Alto, Pleasanton, Pleasant Hill, San Jose, and Santa Rosa. Your city could also host a remote location, so please let me know if you wish to set that up. Please check the meeting agendas once posted and circulated to determine the locations offered.

At your convenience, please review **Sections 2 (Board of Directors)** and **3 (Committees of the Board of Directors)** of the Air District's Administrative Code (pages 7- 16):

https://www.baaqmd.gov/~/_media/files/human-resources/admincode.pdf?rev=fcd4fc4739e84bca862748c5b8bbc5f3&sc_lang=en.

Please find the enclosed (attached) materials requesting information needed to help us prepare for your new role as a Board member, including the following:

- A. **Introductory Information form.** Please print and make any corrections on this sheet.
- B. **Form W-9 Request for Taxpayer Identification Number and Certification.** Please print and complete this form at

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fna3.docusign.net%2FMember%2FPowerFormSigning.aspx%3FPowerFormId%3D3d18cdf-f1bf-4e68-gdb2-614d38ff0446%26env%3Dna3%26acct%3Da2488403-1075-4059-884b-30617d5fdaa1%26v%3D2&data=05%7C02%7Cmhiratzka%40baaqmd.gov%7C3346c71d72d04e48824b08de36a4e00c%7C855defaabdae4e6281e53bb7aa04fc3a%7C0%7C0%7C639008278917515382%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAioiJXaW4zMilslkFOljoitWVpbCIsIldUljoyfQ%3D%3D%7C0%7C>

[7C%7C&sdata=BEmJyNxGZlmst58lVoozKva3v7MqCuPnS6%2ByYUztqJ0%3D&reserved=0](https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html)

- C. **Memorandum Regarding Compensation and Expense Reimbursement.** Please print and complete this form as needed (including signing and dating it).
- D. **Ethics Training Certificate.** Assembly Bill 1234 requires that if a local agency provides any type of compensation, salary, or stipend to, or reimburses the expenses of a member of its 'legislative body' (as that term is defined in California Government Code Section 54952), that local agency's officials must receive training in ethics. This mandate pertains to the members of the Air District's Board of Directors. There are numerous training options, including training conducted by commercial organizations, nonprofits, or even an agency's own legal counsel. The State of California's Fair Political Practices Commission also offers online training allowing local officials to satisfy the requirements of AB 1234 on a cost-free basis, which may be conducted at any time. <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html> (You are considered a local official, in this case). Regardless of which training option is chosen, a certificate of completion must be emailed to mhiratzka@baaqmd.gov as soon as possible.
- E. **Form 700 (Assuming Office) Statement of Economic Interest.** On January 22, 2026, the Secretary of State's Fair Political Practices Commission (FPPC) sent you an email, prompting you to submit your "Assuming Office" Form 700 Statement of Economic Interest as a BAAQMD Board Member. Please list the Bay Area Air Quality Management District in Section 1, select "Multi-County" in Section 2, and check the "Assuming Office" AND "Annual" boxes in Section 3. It must be submitted electronically to the FPPC's eDisclosure portal, by following their filing instructions.
- F. **BAAQMD Oath of Office.** Prior to your first Air District Board meeting, I need to have obtained or conducted your Oath of Office as an Air District Board member. It must be a wet signature and notarized. If you have access to a local Notary Public, I can send you the oath, and you can mail me the wet signature oath that you take to be notarized, or I can arrange to come to you, as soon as possible, as I am a Notary Public. I can also conduct the oath the morning of your first Board meeting, at our offices.

Please mail these items to me at your convenience. You will be provided with a key card for building access to 375 Beale Street. Travel compensation and parking will be provided, on top of your stipend, for attending Air District meetings. The amount of compensation that a member of the Board of Directors may receive for attending a meeting of the Board or a Board

committee, or for attending a meeting while on official business of the Air District, is not to exceed \$100 per meeting, and \$200 per day. Total compensation for meeting attendance, including active transportation travel compensation, is subject to a limit of \$6,000 per year.

I also request that your office provides me with a digital headshot (at least 1000 x 1500 pixels), which will be posted in our Board Room foyer and on the Air District's website.

Also attached is the Ralph M. Brown Open Meeting Act (updated as of January 1, 2026), which is required to be given to all new Board members. Please review at your convenience.

Again, congratulations on your appointment. The Air District staff and Board of Directors are excited to meet you and look forward to working with you.

Please do not hesitate to contact me at 415.470.7983 (mobile) if you have any questions.

Sincerely,



Marcy Hiratzka
Clerk of the Board

Enclosures: As stated

cc (via interdepartmental mail without enclosures):
Dr. Philip M. Fine, Executive Officer/Air Pollution Control Officer
Vanessa Johnson, Manager of Executive Operations