



**Northern Sierra Air Quality Management District  
Governing Board of Directors  
Agenda  
Regular Meeting**

**Monday  
June 26, 2023  
1:00 PM**

**Paul Roen, Chair  
Sierra County Supervisor, District Three**

**Lee Adams, Vice-Chair  
Sierra County Supervisor, District One**

**Hardy Bullock  
Nevada County Supervisor, District Five**

**Ed Scofield  
Nevada County Supervisor, District Two**

**Tom McGowan  
Plumas County Supervisor, District Three**

**Dwight Ceresola  
Plumas County Supervisor, District One**

**Alternates:  
Susan Hoek, Nevada County Supervisor, District Four  
Lila Heuer, Sierra County Supervisor, District Two  
Jeff Engel, Plumas County Supervisor, District Five**

**Northern Sierra Air Quality Management District  
Julie Hunter, Interim Air Pollution Control Officer**

**Grass Valley Office  
200 Litton Drive, Ste 320  
Grass Valley, CA 95945  
(530) 274-9360**

**Portola Office  
257 E. Sierra, Unit E.  
Portola, CA 96122  
(530) 832-0102**

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING**

**June 26, 2023**

**1:00 P.M.**

**This meeting will be held in person at the following location:**

**Nevada County Supervisors Office  
10183 Truckee Airport Road Truckee, CA 96161**

**All items on the agenda may be acted upon by the Board of Directors. No action will be taken nor discussion held at the meeting on business not appearing on the posted agenda.**

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**I. Standing Orders:**

A.Call to Order

B Roll call and determination of quorum.

**C. Public Comment:** For items **NOT** appearing on the agenda and within the jurisdiction of the Board. The public may comment on Agenda items as they are discussed.

**II. Approval and/or Modifications to Agenda**

**III. Consent Calendar** These Items Are Expected to Be Routine and Noncontroversial. They Will Be Acted on By the Board at One Time Without Discussion. Any Board Member, Staff Member, or Interested Party May Request That an Item Be Removed From the Consent Calendar for Discussion.

A.Approval of regular meeting minutes – May 22, 2023

B.Payment Details by Vendor Board Report – May 2023

C.Approval of Grant Agreement G21-PBRM-18-1 for FY 21/22 and FY 22/23 for the Districts Prescribed Burn Reporting and Monitoring Support Program

**IV. Administrative Report (Action/Discussion Items)**

A.Final Approval for FY 2023-2024 Operating and Restricted Budget

B.Approval of the amended Grant Agreement between the District and California Air Resources Board for the FY 21/22 Wood Smoke Reduction Program.

**V. Closed Session –** Pursuant to Government Code section 54957(b)(1), a closed session will be held to discuss the appointment of an Executive Director.

**VI. Director's Report (Informational Only)**

A.District Rule Update for Portola Nonattainment Area

**VII. Staff Reports/Program Updates (Informational Only)**

- A. Monitoring Network Update
- B. Planning Program Update
- C. Permitting Program Update
- D. Compliance/Enforcement Program Update
- E. Targeted Airshed Grant Update

**VIII. Concerns of Board** - The Board may at this time bring up matters it wishes to discuss at the next Board Meeting, as long as no discussions are conducted and no actions are taken, in compliance with the Brown Act.

**X. Schedule next Meeting** – Video/Phone Conference August 28, 2023 @ 1:00 PM

**XI. Adjournment**

**PERSONS DESIRING TO ADDRESS THE BOARD**

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Robert's Rules of Order, Revised.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

**PUBLIC COMMENT:**

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:

Three (3) minutes may be allotted to each speaker and a maximum of fifteen (15) minutes to each subject matter.

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in District Policy 1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.

After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

Members of the public are given the opportunity to address the Board of Directors directly at each teleconference location.

**POSTING AGENDA:**

This agenda was posted at least 72 hours prior to the regular meeting at the following locations: Eric Rood Government Center in Nevada City, The Plumas County Courthouse in Quincy, the Litton Building in Grass Valley, Northern Air District office in Portola, the Plumas County Board of Supervisors Chambers in Quincy, Sierra County Courthouse Square in Downieville. **The agenda and board packet are available on-line prior to the Board Meeting at [www.myairdistrict.com](http://www.myairdistrict.com)**

**To:**Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** June 26, 2023

**Agenda Item: II**

**Agenda Description:** Approval and/or Modifications to Agenda

**Requested Action:** Discuss modifications to agenda, approve agenda with a roll call vote.

**ROLL CALL VOTE REQUESTED**

**To:**Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** June 26, 2023

**Agenda Item:** III.A

**Agenda Description:** Approval of regular meeting minutes – May 22, 2023

**Requested Action:** Approve Draft Minutes

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. Draft May 22, 2023 minutes

DISTRICT HEADQUARTERS  
200 Litton Drive, Suite 320  
Mailing Address:  
Grass Valley, CA 95945  
(530) 274-9360 / FAX: (530) 274-7546  
email: [office@myairdistrict.com](mailto:office@myairdistrict.com) or [www.myairdistrict.com](http://www.myairdistrict.com)

NORTHERN FIELD OFFICE  
257 E. Sierra, Unit E  
Mailing Address: P.O. Box 2227  
Portola, CA 96122  
(530) 832-0102 / FAX: (530) 832-0101

**MINUTES**

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT  
BOARD OF DIRECTORS MEETING**

**May 22, 2023**

**1:00 p.m.**

**(Site A) VIDEOCONFERENCE/TELEPHONE CONFERENCE**

**Northern Sierra Air Quality Management District (Headquarters)**

**200 Litton Drive, Conference Room 316**

**Grass Valley, California**

**(Site B) VIDEOCONFERENCE/TELEPHONE CONFERENCE**

**Northern Sierra Air Quality Management District (Northern Office)**

**257 E. Sierra Street, Unit E**

**Portola, California**

**(Site C) VIDEOCONFERENCE/TELEPHONE CONFERENCE**

**112 State Highway 127**

**Shoshone, California**

**Members Present:**

**Supervisor Roen, Chair  
Supervisor Adams, Vice-Chair  
Supervisor Scofield  
Supervisor Ceresola  
Supervisor McGowan**

**Members Absent:**

**Supervisor Bullock**

**I. Standing Orders:  
Call to Order. Roll Call and Determination of Quorum.**

Chair Roen called the meeting to order at 1:02 P.M. A quorum was confirmed. Also, present; Julie Hunter, Interim APCO; Melissa Klundby, APCSII, Mikki Brown TAG APCS I, Dawn Lunsford, Clerk of the Board, Clay Singleton from Singleton Auman PC.

**A. Public Comment:** For Items NOT Appearing on the Agenda and Within the Jurisdiction of the Board. The Public May Comment on Agenda Items As They Are Discussed. Both Teleconference Sites are Allowed an Opportunity for Public Comment.

Chair Roen called for public comment for items not appearing on the agenda. There was no public comment.

**II. Approval and/or modification to the agenda**

Supervisor Ceresola made a motion to approve the consent calendar. Supervisor McGowan seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

**III. Consent Calendar**

Supervisor Adams made a motion to approve the consent calendar. Supervisor Ceresola seconded the motion. The motion was approved unanimously with a roll call vote.

**IV. Administrative Report**

**A. Financial Audit Ending June 30, 2022**

IV.A- Clay Singleton, from Singleton Auman PC, introduced himself and reported that he has been doing NSAQMD audit for 10 years. Clay reported that different staff at Auman PC work on the audit every year to make sure they exercise professional judgement and maintain professional skepticism throughout the audit. Clay reported that the audit ending FY 21-22 went well. He then reviewed the financial statements, how the company operates and how they perform risk assessments. Clay then reviewed the following: Unearned Revenue, Statements of Revenue, Expenditures and change in fund balance FY 2021-2022; and the pension liability and the debt payable to CalPERS (unfunded liability).

During the Board discussion Chair Roen stated that the District had looked into the prospect of having a company other than the auditors prepare the financial statements with GAAP but it was too costly. Julie Hunter reported that the district employs an accountant, who along with the Administrative Assistant, provides the information to the auditor; and that this meets with current accounting standards.

Chair Roen then requested to adjourn to closed session.

The Board reconvened into open session, with no reportable action from the closed session.

Finding no further discussion, Supervisor Adams made a motion to approve the Financial Audit. Supervisor Ceresola seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.



**B. Public Hearing for FY 2023-2024 Preliminary Operating and Restricted Budget.**

Chair Roen opened the public hearing and asked for public comment.

Finding none, Chair Roen closed the public hearing and asked for a Board discussion.

Finding none, Chair Roen moved to the next item.

**C. Authorization for the addition of and to fill an APCS I full-time position.**

**IV.C-** Ms. Hunter reviewed the cost analysis to fill an APCS I, full-time position. Mrs. Hunter reported that total salaries per the FY 2022-23, Operating Budget the permanent salaries were \$584,615 and that there was a decrease in permanent salaries FY 2023-24 to \$551,552, following the resignation of the previous APCO. Supervisor Scofield asked if this position will be replacing the position filled by Joe Fish who is scheduled to retire in December. Ms. Hunter explained the new employee was not a replacement for Joe Fish but was to fill a currently vacant position. Supervisor Adams reported that cross training a new employee before Mr. Fish retires is a good idea. Following a brief discussion Supervisor Scofield made a motion to authorize the filling of an APCS 1 position, for employment in the Grass Valley office. Supervisor Ceresola seconded the motion, and the motion was approved unanimously by those in attendance, following a roll call vote.

**D. Authorization for the addition of and to fill a Targeted Airshed Grant Assistant I part-time position.**

**IV.D-** Ms. Hunter reported that the proposed part time employee hours will be funded by the EPA Targeted Airshed Grant funds. Mrs. Hunter also reported that a 27% fringe benefit is paid on all hours for any employee that bills hours to the targeted airshed grant. Julie explained that the District is currently paying for a part-time position through a temporary agency and this new position would replace that contract. Supervisor Scofield asked for clarification on the yearly cost for a part-time employee. Julie Hunter reported that those numbers could be provided at a later date. Supervisor Adams makes a motion requesting staff provide Chair Roen with the annual cost to the District for this part-time position and to approve the filling of a part-time Targeted Airshed Grant employee, to replace the position currently filled by Adecco, a temporary staffing agency. The motion was seconded by Supervisor Scofield and unanimously approved during a roll call vote.

**V. Director's Report**

**A. Portola PM2.5 Serious Nonattainment Area SIP and Proposed Nonattainment Area District Rule**

Julie Hunter reported that the greater Portola Area had not met its attainment goals and that the area was redesignated as serious nonattainment. Mrs. Hunter reported that staff were currently working on a Serious State Implementation Plan for the greater Portola

area. Julie discussed that as part of that process the EPA was requesting that the District pass a District rule that imposed a mandatory curtailment of burning in non-EPA certified woodstoves during curtailment periods, throughout the entire non-attainment area. Supervisor Ceresola requested that the District provide further information regarding air quality in the Graeagle area and how that air quality is affecting the Portola area during the winter months before proceeding with a District rule for curtailment in the entire non-attainment area.

## **VI. Staff Reports/Program Updates (Informational Only)**

Informational reports were given on the following District duties:

- A. Monitoring Network Update
- B. Planning Program Update
- C. Permitting Program Update
- D. Compliance/Enforcement Program Update
- E. Targeted Airshed Grant Update

The Board thanked staff for the information and the reports.

## **VII. Concerns of the Board**

There were no concerns of the Board.

## **VIII. Schedule next Meeting –**

The next meeting was scheduled for June 26, 2023, at 1:00 PM. The meeting will be in person in Truckee.

## **IX. Adjournment**

The meeting was adjourned at 2:15 P.M.

**To:** Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** June 26, 2023

**Agenda Item: III.B**

**Agenda Description:** Payment Details by Vendor Board Report – May 2023

**Summary:** Vendor Reports are available for the Board and Public to review

**Requested Action:** Review and approve reports.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1.Payment Details by Vendor Board Report – May 2023

## Northern Sierra Air Quality Management District Payment details by Vendor Board Report May 2023

Type	Date	Num	Memo	Account	Amount
<b>Adecco</b>					
Bill Pmt -Check	05/01/2023	258729	Mejia 20 hours	10-1000 · Cash, Operating Ge...	-592.20
Bill Pmt -Check	05/04/2023	258824	10-5318	10-1000 · Cash, Operating Ge...	-888.30
Bill Pmt -Check	05/18/2023	259380	10-5318	10-1000 · Cash, Operating Ge...	-1,480.50
Total Adecco					-2,961.00
<b>ADP Fees</b>					
Bill Pmt -Check	05/12/2023	981972	payroll processing 5/5/23	10-1003 · Cash, Bank Payroll ...	-55.18
Bill Pmt -Check	05/12/2023	863902	time and attendance charge	10-1003 · Cash, Bank Payroll ...	-38.72
Bill Pmt -Check	05/12/2023	8349864	processing charges 5/12/23	10-1003 · Cash, Bank Payroll ...	-55.18
Total ADP Fees					-149.08
<b>All Star Chimney, Eli Marchus</b>					
Bill Pmt -Check	05/18/2023	V972841		20-1000 · Cash, Restricted Fu...	-470.00
Total All Star Chimney, Eli Marchus					-470.00
<b>Asquith Business Service</b>					
Bill Pmt -Check	05/04/2023	V971954	ppe 4/28/23	10-1000 · Cash, Operating Ge...	-302.50
Bill Pmt -Check	05/18/2023	V972827	PPE 5/12/2023, TAG 2015 - 1...	10-1000 · Cash, Operating Ge...	-838.75
Total Asquith Business Service					-1,141.25
<b>AT&amp;T CALNET 3</b>					
Bill Pmt -Check	05/18/2023	259440		10-1000 · Cash, Operating Ge...	-25.48
Bill Pmt -Check	05/18/2023	259441		10-1000 · Cash, Operating Ge...	-32.24
Bill Pmt -Check	05/18/2023	259442		10-1000 · Cash, Operating Ge...	-42.87
Total AT&T CALNET 3					-100.59
<b>B of A</b>					
Bill Pmt -Check	05/04/2023	V971883	Paydate 5/4/23	10-1000 · Cash, Operating Ge...	-16,765.57
Bill Pmt -Check	05/18/2023	V972754	payroll	10-1000 · Cash, Operating Ge...	-16,879.35
Total B of A					-33,644.92
<b>CALPERS (Retirement)</b>					
Bill Pmt -Check	05/04/2023	912364	Monthly ER PEPRA ual contri...	10-1000 · Cash, Operating Ge...	-133.75
Bill Pmt -Check	05/04/2023	912360	Monthly ER Classic UAL contri...	10-1000 · Cash, Operating Ge...	-10,187.92
Bill Pmt -Check	05/04/2023	912363	PPE 4/30/23	10-1000 · Cash, Operating Ge...	-755.75
Bill Pmt -Check	05/04/2023	912361	PPE 4/30/23	10-1000 · Cash, Operating Ge...	-2,199.06
Bill Pmt -Check	05/18/2023	912399	PPE 4/30/23	10-1000 · Cash, Operating Ge...	-755.75
Bill Pmt -Check	05/18/2023	912397	PPE 2/17/23	10-1000 · Cash, Operating Ge...	-2,217.19
Total CALPERS (Retirement)					-16,249.42

## Northern Sierra Air Quality Management District Payment details by Vendor Board Report May 2023

Type	Date	Num	Memo	Account	Amount
<b>CALPERS 457 PLAN</b>					
Bill Pmt -Check	05/04/2023	912362	PPE 4/3/23	10-1000 · Cash, Operating Ge...	-792.12
Bill Pmt -Check	05/18/2023	912398	PPE 4/3/23	10-1000 · Cash, Operating Ge...	-792.12
Total CALPERS 457 PLAN					-1,584.24
<b>English Mountain Ranch</b>					
Bill Pmt -Check	05/18/2023	V972767		10-1000 · Cash, Operating Ge...	-4,507.91
Total English Mountain Ranch					-4,507.91
<b>Feather Publishing Co.</b>					
Bill Pmt -Check	05/18/2023	259378	TAG 2018, Woodchangeout Ad	20-1000 · Cash, Restricted Fu...	-320.00
Total Feather Publishing Co.					-320.00
<b>Fish, Joe</b>					
Bill Pmt -Check	05/18/2023	V972753	DENTAL	10-1000 · Cash, Operating Ge...	-388.00
Total Fish, Joe					-388.00
<b>Hahn, J. aka Wolf Creek Wood Stoves</b>					
Bill Pmt -Check	05/18/2023	V972811	TAG 2018, #2023-642, Budcut	20-1000 · Cash, Restricted Fu...	-4,500.00
Total Hahn, J. aka Wolf Creek Wood Stoves					-4,500.00
<b>Heat Tech Ind. LLC</b>					
Bill Pmt -Check	05/18/2023	V972857	TAG 2018, EPA 2023-651, Erc...	20-1000 · Cash, Restricted Fu...	-13,497.77
Total Heat Tech Ind. LLC					-13,497.77
<b>Heat Transfer Systems</b>					
Bill Pmt -Check	05/01/2023	V971841	EPA 2020 Grant / #2020-009 ...	20-1000 · Cash, Restricted Fu...	-13,469.69
Total Heat Transfer Systems					-13,469.69
<b>Hunter, Julie</b>					
Bill Pmt -Check	05/01/2023	V971844	mileage	10-1000 · Cash, Operating Ge...	-98.25
Total Hunter, Julie					-98.25
<b>Inc. Senior Citizens of Sierra County</b>					
Bill Pmt -Check	05/04/2023	258858	1 qtr 2023, Jan - Mar	20-1000 · Cash, Restricted Fu...	-1,438.00
Total Inc. Senior Citizens of Sierra County					-1,438.00
<b>Intermountain Disposal, Inc. Vendor</b>					
Bill Pmt -Check	05/18/2023	259436	TAG 2018, Metal Hauling	20-1000 · Cash, Restricted Fu...	-165.00
Bill Pmt -Check	05/18/2023	259435		10-1000 · Cash, Operating Ge...	-33.03
Total Intermountain Disposal, Inc. Vendor					-198.03

## Northern Sierra Air Quality Management District Payment details by Vendor Board Report May 2023

Type	Date	Num	Memo	Account	Amount
<b>James Merzon</b>					
Bill Pmt -Check	05/18/2023	V972867	June Rent	10-1000 · Cash, Operating Ge...	-555.00
Total James Merzon					-555.00
<b>Nevada County County Counsel</b>					
Bill Pmt -Check	05/04/2023	258831	3rd quarter 2023	10-1000 · Cash, Operating Ge...	-2,352.90
Total Nevada County County Counsel					-2,352.90
<b>Quincy Hot Spot</b>					
Bill Pmt -Check	05/01/2023	258748		20-1000 · Cash, Restricted Fu...	-23,920.54
Bill Pmt -Check	05/04/2023	258846	TAG 2018, #2021-617,Marque...	20-1000 · Cash, Restricted Fu...	-3,500.00
Bill Pmt -Check	05/18/2023	259413		20-1000 · Cash, Restricted Fu...	-5,250.00
Total Quincy Hot Spot					-32,670.54
<b>R&amp;B Com, Inc.</b>					
Bill Pmt -Check	05/18/2023	259422	TAG 218, social medias	20-1000 · Cash, Restricted Fu...	-1,221.00
Bill Pmt -Check	05/18/2023	259421	April charges	10-1000 · Cash, Operating Ge...	-2,419.97
Total R&B Com, Inc.					-3,640.97
<b>Sonoma Technology</b>					
Bill Pmt -Check	05/18/2023	V972883	TAG 2018,Winter Burn Curtail...	20-1000 · Cash, Restricted Fu...	-7,333.33
Total Sonoma Technology					-7,333.33
<b>Supervisor Adams</b>					
Bill Pmt -Check	05/01/2023	258758	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Adams					-100.00
<b>Supervisor Bullock</b>					
Bill Pmt -Check	05/01/2023	V971830	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Bullock					-100.00
<b>Supervisor Ceresola</b>					
Bill Pmt -Check	05/01/2023	V971837	Board Meeting and Travel	10-1000 · Cash, Operating Ge...	-110.48
Total Supervisor Ceresola					-110.48
<b>Supervisor Paul Roen</b>					
Bill Pmt -Check	05/01/2023	258769	Board Meeting/Mileage	10-1000 · Cash, Operating Ge...	-120.96
Total Supervisor Paul Roen					-120.96

## Northern Sierra Air Quality Management District Payment details by Vendor Board Report May 2023

Type	Date	Num	Memo	Account	Amount
<b>Supervisor Scofield</b>					
Bill Pmt -Check	05/01/2023	258779	Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Scofield					-100.00
<b>Tom McGowan</b>					
Bill Pmt -Check	05/01/2023	258792	Board Meeting and Mileage	10-1000 · Cash, Operating Ge...	-208.73
Total Tom McGowan					-208.73
<b>US Bank</b>					
Bill Pmt -Check	05/18/2023	259358		10-1000 · Cash, Operating Ge...	-8,292.41
Bill Pmt -Check	05/18/2023	259358		20-1000 · Cash, Restricted Fu...	-2,279.99
Total US Bank					-10,572.40
<b>TOTAL</b>					<b>-152,583.46</b>

**To:**Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** June 26, 2023

**Agenda Item: III.C**

**Agenda Description:** Approval of Amended Grant Agreement between the District and California Air Resources Board for the FY 21/22 and FY 22/23 Prescribed Burn Reporting and Monitoring Support Program

**Summary:**

SB 856 appropriated \$2 million dollars to CARB for local air districts to support the implementation of SB 901 and SB 1260 by implementing their smoke management programs, including training, travel, deployment of air monitors, and public outreach.

The Board approved Resolution 2019-04 for the District which authorized the Air Pollution Control Officer to sign the agreement once it is delivered and reviewed by the Air District. Further, Resolution 2019-04 authorizes the District to accept future funding from this source and utilize funds as required by the grant guidelines.

This grant cycle the District has been awarded \$150,000 to cover FY21/22 and FY22/23 due to the delay in providing funding for FY21/22.

**Requested Action:** Approve Interim APCO to sign amended grant agreement.

**Attachments:**

- 1.Resolution # 2019-04



**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT  
RESOLUTION #2019-04**

**In the Matter of Authorization to Accept Funds for Implementation of the District's Smoke Management Program and Activities Related to Prescribed Burning**

**Whereas**, Local air districts operate smoke management program which are intended to manage emissions from the use of fire, which includes the use of fire for residential burning, agricultural burning, and prescribed fire on the landscape; and

**Whereas**, In 2018, the Legislature passed, and the Governor signed, several bills to improve forest resiliency and to reduce the risk of wildfires in California; and

**Whereas**, Senate Bill (SB) 901 addresses numerous issues concerning wildfire prevention, response and recovery; and provides authorization of \$200 million in funder per year for fiver to CAL FIRE for healthy forests and fire prevention; and

**Whereas**, SB 1260 requires the California Department of Forestry and Fire Protection (CAL FIRE) and the California Air Resources Board (CARB), in coordination with local air districts, to develop and fund a program, upon appropriation by the Legislature, to enhance air quality and smoke monitoring, and to provide a public awareness campaign regarding prescribed burns. The program shall include adequate funding, upon appropriation by the Legislature, for local air district participation and implementation costs; and

**Whereas**, SB 856 appropriates \$2 million to CARB for local air districts to support the implementation of SB901 and SB1260 related to air monitoring of prescribed fires and public outreach;

**Whereas**, CARB is proposing that approximately \$1 million of these funds be made available through direct grants to local air districts to implement their smoke management programs, to enhance air quality and smoke monitoring, and to provide public awareness regarding prescribed burns; and that a portion of the remaining approximately \$1 million be made available to local districts, on a reimbursement basis, through a contract with the California Air Pollution Control Officers Association (CAPCOA), for costs associated with training, travel, and deployment of air monitors in support of the use of prescribed fire by land managers; and


**NOW, THEREFORE, BE IT RESOLVED**, by the Northern Sierra Air Quality Management District Board hereby authorizes the acceptance of funds from CARB and/or CAPCOA for implementation of the air district's Smoke Management Program, as well as for support of air District activities associated with prescribed burning and smoke management; and

**BE IT FURTHER RESOLVED**, that the Northern Sierra Air District Board of Directors hereby authorize the Air Pollution Control Officer to negotiate, sign and amend, as needed future agreements and contracts related to these activities, and to accept funds and to implement associated projects.

On a motion by Supervisor Sharon Thrall, and seconded by Supervisor Paul Koen, the foregoing resolution was approved and adopted by the Board of Directors of the Northern Sierra Air Quality Management District at a regular meeting held on April 22, 2019, by the following roll call vote:

- Ayes:
- Noes:
- Absent:
- Abstaining:

Approve:   
Chair of Board

Attest:   
Clerk of the Board/APCO

**To:**Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** June 26, 2023

**Agenda Item: IV.A**

**Agenda Description:** Final Approval for FY 2023-2024 Operating and Restricted Budget

**Summary:** At a regularly scheduled Air District Board meeting on May 22, 2023, a public hearing that was properly noticed was held to receive comments on the FY 2023-2024 Operating and Restricted Budget. There was no public comment. The Board reviewed the preliminary FY 2023-2024 Capital and Operating Budget

**Requested Action:**

1. Adopt FY 2023-2024 Capital and Operating Budget and authorize the Chair to sign Resolution #2022-10.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

- 1.District's Fiscal Year 2023/2024 Capital and Operating Budget
- 2.Resolution # 2023-06

DISTRICT HEADQUARTERS

200 Litton Drive, Suite 320  
Grass Valley, CA 95945  
(530) 274-9360 / FAX (530) 274-7546  
Email: [office@myairdistrict.com](mailto:office@myairdistrict.com)  
[www.myairdistrict.com](http://www.myairdistrict.com)

NORTHERN FIELD OFFICE

257 E. Sierra, Unit E  
Mailing Address: P.O. Box 2227  
Portola, CA 96122  
(530) 832-0102/FAX (530) 832-0101

**FISCAL YEAR 2023/2024  
CAPITAL BUDGET  
Final**

**June 26, 2023**

## EXECUTIVE SUMMARY

The District's Capital Budget is comprised of two major components - 1) the Restricted Grants Budget and the 2) Operating Budget. Each budget has two separate fund accounts to facilitate the tracking of funds in both budgets and to allow the public better comprehension of the District's overall capital budget. A line-item spreadsheet of both the Restricted and Operating Budgets follows.

### RESTRICTED GRANTS BUDGET

The Restricted Grants Budget is solely for pass-through grants from the State of California or the Federal Government (U.S. Environmental Protection Agency) to reduce air pollution emissions in areas where public health is most impacted. The District will be administering this budget through a variety of grant programs, incentives, rebates and public education in cooperation with other local agencies and businesses. For a detailed breakdown of all line items for the Restricted Grant Budget, please refer to the restricted budget spreadsheet.

#### AB2766 Grant Programs

The District administers the State's AB2766 DMV surcharge grant money to projects throughout all three counties of the District. This funding comes from a DMV surcharge fee for each registered vehicle in each county. Nevada and Plumas County charge a fee of \$4/vehicle. Sierra County charges a fee of \$2/vehicle.

The External AB2766 grant cycle lags behind the fiscal year by approximately 1.5 years to 2 years, running each calendar year as opposed to each fiscal year. For example DMV funds will be received January 2022 through December of 2022. These funds will be deposited fully by March of 2023 and are eligible to be spent in 2024. Meaning, that the funds generated in 2022 are then obligated to grantees and the restricted budget in 2023 and not available to be spent until January 2024.

The District therefore only awards monies that it has already deposited in its accounts, so as not to award money it does not currently have. In order to make this process easier to understand, the District places the granted portion of AB2766 funds in a separate account (Restricted Account) from the Operating Account.

The AB 2766 projects must go through a competitive process to request full or partial sponsorship for projects which reduce vehicle emissions and be approved by the District's Board of Directors. \$211,321 of AB2766 funding is slated for approval to be used during Fiscal Year 2023/24 for projects. This is only for the two counties of Nevada and Sierra. Plumas County's allocation of \$34,116 was allocated during the January 2023 Board meeting to the TAG 2020 match fund. Because of this allocation, there will be no remaining AB funds available for Plumas County during FY 2023/24. Final grant approvals will be made in September or October 2023. After the Board allocates funds for individual AB projects, any funds which are not allocated to a project go into each county's AB 2766 total allocation account as carryover. These amounts will be added back into each county's AB allocation in time for the following year's Board approval of projects.

In addition to the FY 2023/2024 AB projects, there is \$334,444 expected to be expended for various encumbered projects. These funds are earmarked in the Restricted Grants Fund Balance.

### **AB923 DMV Surcharge Fees and Programs**

AB923 is only implemented in Plumas County. This funding comes from a DMV surcharge fee of \$2 per each vehicle registered in the county. The District receives 6.25% as an administrative fee. This year, the District expects to receive approximately \$40,000, of which \$3,125 is administrative funding. This funding is to be utilized for replacing old diesel school buses per the state's Lower Emission School Bus program or for reducing heavy duty diesel emissions, similar to the Carl Moyer program. Recently the state has approved that this funding can also be utilized for infrastructure for alternatively fueled, low emission school busses. The current fund balance of AB923 funding is \$402,295 providing a total of \$442,295 available for expenditure during FY 2023/2024.

### **Carl Moyer Heavy Duty Off Road Diesel Emission Reduction Program**

The District administers the State's Carl Moyer Heavy Duty Diesel Program throughout all three counties in the District. This program is intended to provide incentives to owners of heavy duty diesel off road engines to retrofit or replace these engines to lower emitting models. This is easily one of the most cost-effective and pollution reducing programs that the State sponsors and the District administers.

For fiscal year 2023/2024, the District expects to receive revenue of Carl Moyer funding of \$200,000. The District receives 12.5% administrative fee, leaving \$175,000 for the grant program and \$25,000 administrative fee which is revenue for the internal operating budget. The current fund balance amount of Carl Moyer funding is \$254,759. An estimate of \$1,000 is expected to be earned on the interest, which goes back into the program. This provides a total \$254,759 available for expenditure during FY 2023/2024.

### **Carl Moyer Lawn and Garden Program**

The District has received funds to administer a Lawn and Garden Program. This program is to be administered with similar reporting requirements as the State's Carl Moyer Heavy Duty Diesel Program throughout all three counties in the District. This program is intended to provide incentives to provide funding opportunities for owners of commercial and residential lawn and garden equipment to replace their older combustion powered lawn and garden equipment with zero-emission battery-electric equipment. This program has many funding restrictions determined by the state and staff is currently in development of a grant program to award these funds.

For fiscal year 2023/2024, the District expects to receive revenue of Carl Moyer funding of \$200,000. The District receives 12.5% administrative fee, leaving \$175,000 for the grant program and \$25,000 administrative fee which is revenue for the internal operating budget. The current fund balance amount of Lawn and Garden Program is \$176,171, due to interest. This includes an additional estimate of \$1,000 is expected to be earned from interest, which goes back into the program.

## **EPA's Targeted Air Shed Grants**

In January 2015, the U.S. EPA designated the City of Portola and surrounding parts of Plumas County as a federal nonattainment area for the annual PM2.5 health-based standard. PM2.5 is the fine particle pollution found in smoke. Studies indicate that the main source of smoke in Portola is from residential woodstoves and fireplaces.

### *2015 EPA Targeted Airshed Grant: \$2,523,607*

U.S. EPA grant funds are administered by the Air District and the California Air Resources Board for a five-year voluntary residential wood stove replacement program to encourage owners to replace older wood stoves with cleaner burning devices and significantly improve air quality and public health in the Portola area. In 2019, the EPA approved an amendment to the 2015 grant, extending the grant an additional two years and adding a new administrative position – the Burn Wise Coordinator. In 2022, the grant received an additional one-year extension. The 2015 EPA Targeted Airshed Grant is completed as of 2023.

### *2018 EPA Targeted Airshed Grant: \$3,172,238*

The Targeted Airshed Grant program elements are as follows: increased public education (TAG Specialist), extension and expansion of woodstove changeout program, electric heat pump program, chimney sweep vouchers, residential yard waste collection, wood shed program, development of wood bank program, weatherization and an Enforcement Coordinator for enforcing the mandatory woodstove curtailment program. The District estimates approximately \$400,000 per year will be expended from the restricted budget and \$45,000 will be expended from the operating budget for administrative costs.

### *2020 EPA Targeted Airshed Grant: \$2,655,967.00*

U.S. EPA grant funds are administered by the Air District and the California Air Resources Board for a five-year voluntary residential wood stove replacement program to encourage owners to replace older wood stoves with cleaner burning devices and significantly improve air quality and public health in the Portola area. This grant offers the same program elements as the 2018 TAG except that this grant allows pellet stove to new pellet stove installations. We expect to spend \$50,000 from the restricted budget.

## **Voluntary Nox Reduction Measure (VNRM)**

The State California Air Resources Board has awarded various air districts a grant which shall be used to “voluntarily remediate potential past emissions through remedial measures supporting air district-level NOx mitigation projects targeting engines, such as the replacement of existing diesel engines with lox Nox engines.” The VNRM program is modeled on the criteria and requirements in the Moyer Guidelines. The District has earmarked \$19,350 of funds to be utilized for local projects.

## **FARMER Shared Pool**

California's state legislature allocated \$35 million to the California Air Resources Board (CARB) from Fiscal Year 2017-2018 through Assembly Bill 134 and 109. CARB staff developed the Funding Agricultural Reduction Measure for Emission Reductions (FARMER) Program to meet the Legislatures objectives and help meet the State's criteria,

toxic and greenhouse gas emission reduction goals. CARB created a Shared Allocation Pool of funding (\$5 million) that was specifically designated for 18 air districts with less than one percent of statewide agricultural equipment emission inventory to ensure farmers in those districts have the opportunity to access FARMER funding. The Shared Allocation Pool is managed by the Placer County Air Pollution Control District (Placer APCD) and the California Air Pollution Control Officers Association (CAPCOA). Placer APCD and NSAPMD entered into an independent contract for management and distribution of the FARMER Funds. The District had \$5,154 in the FARMER fund balance, from interest earned, which must be spent on future projects and received \$677,973 in FY 2022-2023. All funds received have been earmarked for projects and it is unknown what, if any, FARMER funds the District will receive in FY 23/24.

### **AB617**

Assembly Bill 109 provides funding for the Community Air Protection Program. Assembly Bill 109 approved the Cap-and-Trade Expenditure Plan which appropriated approximately \$1.6 billion in discretionary funds. The Northern Sierra Air Quality Management District has been approved by the California Air Resources Board (CARB) for a grant under the Community Air Protection Program. The grant award is for expenses necessary for implementation of Assembly Bill 617. The AB 617 Incentive Grants require projects to be approved by the Board so as to receive public comments on the use of the funds. Funds can only be used in AB1550 areas. The Board approved that the funds should be used for projects similar to Carl Moyer projects. The District has \$73,000 remaining in project funds for AB617 Incentive.

### **Woodstove Reduction Program**

The Woodstove Reduction Program is funding to replace woodstove and reduce woodstove emission outside of the Portola Woodstove Exchange Program. The District has agreed to receive an allocation of \$130,000 in funding the Woodstove Reduction Program (WRP) for FY 2023-24, and has a remaining balance of \$34,860. This brings the project funds for the Woodstove Reduction Program to \$164,860 balance to fund projects.

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

Final Restricted Budget  
Fiscal Year 2023 - 2024

Restricted Budget, Fund Balance			
Account #	Description	FY 2022-23	FY 2023-24
20-3901	Restricted Funds, AB2766 Encumbered	232,780	334,444
20-3902	Fund Balance, AB2766 Total Allocation - Nevada County	-	205,558
20-3903	Fund Balance, AB2766 Total Allocation - Plumas County	34,116	-
20-3904	Fund Balance, AB2766 Total Allocation - Sierra County	5,828	5,763
20-3906	Fund Balance, Carl Moyer	75,907	254,759
	Fund Balance Carl Moyer Lawn and Garden		176,171
20-3908	Fund Balance, AB923	357,552	402,295
	Fund Balance, Woodstove Reduction Program Encumbered	64,137	34,860
	Fund Balance, AB617 Incentive Funds	71,639	73,000
	Fund Balance, Nox Reduction Measure (NRM)	53,375	19,350
	Fund Balance, EPA Target Grant Match (2015)	23,656	-
	Fund Balance, EPA Target Grant Match (2018)	40,000	-
	Fund Balance, EPA Target Grant Match (2020)	40,000	39,256
	Fund Balance, FARMER	5,154	677,973
<b>Restricted Budget, Fund Balance Accounts Totals:</b>		<b>\$1,004,144</b>	<b>\$2,223,429</b>

Restricted Budget, Revenue			
Account #	Description	FY 2022-23	FY 2023-24
20-4500	Govt. Funding, AB 2766 DMV Fees (60% for District Admin)	232,780	221,000
20-4505	Govt. Funding, AB923 (6.25% for district admin)	50,000	40,000
20-4518	Govt. Funding, Carl Moyer HD Diesel (12.5% for district admin)	175,000	175,000
20-4519	Govt. Funding, Carl Moyer Program Interest	1,000	-
20-4535	Govt. Funding, Woodstove Reduction Program (~10% for district admin)	0	130,000
20-4536	Woodstove Reduction Program interest	300	200
20-4542	FARMER Pooled Share	0	-
20-4529	Govt. Funding, EPA Target Grant for Portola 2015	640,000	-
20-4540	Govt. Funding, EPA Target Grant for Portola 2018	300,000	400,000
20-4587	Govt. Funding, EPA Target Grant for Portola 2020		50,000
20-4600	Other Income, Interest, Restricted		-
<b>Restricted Budget, Revenue Total:</b>		<b>\$1,399,080</b>	<b>\$1,016,200</b>

Restricted Budget, Expenditures			
Account #	Description	FY 2022-23	FY 2023-24
20-5487	EPA Targeted Air Shed Grant 2020 (AB2024-01)		39,315
20-5402	Town of Truckee (AB 2018-04, \$39,542)	39,542	-
20-5402	Nevada County OES (AB2021-10, \$182,153)	7,851	-
20-5404	Inc. Senior Citizens of Sierra County (AB2022-01, \$5752)	5,752	-
20-5404	Inc. Senior Citizens of Sierra County (AB2023-02, \$5828)		5,828
20-5402	Tahoe-Truckee Unified S.D. (AB2022-02, \$75,000)	75,000	
20-5402	Town of Truckee (AB2022-03, \$50,000)	50,000	50,000
20-5402	Sierra Senior Services (AB2022-05, \$ 37,800)	37,800	
20-5402	All Phase Landscape and Excavation (AB2022-06, \$16,835)	16,835	
20-5402	Nevada County OES (AB2023-01, \$150,000)	150,000	
20-5442	Portola MOU (AB2016-08, 35,378)	6,077	
20-5401	AB2766 Planned Expenditures for 2023	39,944	245,129
20-5406	Carl Moyer	250,907	254,759
20-5492	Carl Moyer Lawn and Garden		176,171
20-5416	Farmer	5,154	677,973
20-5409	AB 923	407,552	452,295
20-5410	EPA Target Grant 2015	560,474	
20-5485	EPA Target Grant 2018	300,000	400,000
20-5487	EPA Target Grant 2020		50,000
	EPA Targeted Airshed Specialist (salary + .27 fringe)	79,526	-
5440, 5402	EPA Targeted AirShed Vehicle (will use both 2015 and 2018 Match)	63,656	-
20-5414	Woodstove Reduction Program	64,137	164,860
20-5417	Nox Reduction Measure (NRM)	53,375	19,350
20-5486	AB617 Incentive	71,639	73,000
<b>Restricted Budget, Expenditures Totals:</b>		<b>2,285,221</b>	<b>\$ 2,569,365</b>



## **OPERATING BUDGET**

The second major portion of the District's overall capital budget is the internal Operating Budget which is outlined in detail in the Operating Budget spreadsheet.

### **Operating Revenue**

Overall, Expenditures exceed Revenues by \$265,047. There is a decrease of \$93,558 of predicted revenue from last year's budget. The main reason for the decrease is a \$25,000 decrease in predicted AB2766 DMV fees. There is also a \$6,500 decrease from the Title V sources in the District. This is because the biomass facility in Loyalton is not currently in operation, and Collins Pine reduced their emissions, so their fees are predicted to be reduced proportionately. Additionally, there was a reduction in the Subvention funding in the amount of \$17,000. The District did not assume any administrative funds from the FARMER grant. This is because FARMER grants are highly competitive and are not decided until Fall of 2023. The District may or may not receive a FARMER grant next year, but to be conservative, the District has assumed that no grants will be received.

AB 2766 revenue is approximately 30% of total operating revenue. This revenue is used internally for activities that are related to clean air planning and technical studies necessary to implement the California Clean Air Act, and these technical activities should be funded by AB 2766 funds proportionate to the relative contribution of mobile source emissions.

General Administration, the Planning Program, and the Air Monitoring Program don't have adequate fees to cover costs, and so are supported with State Subvention, county contributions, and miscellaneous revenue line items.

### **Operating Expenditures**

There is an estimated increase of total expenditures from the previous fiscal year of \$15,130. Expenditures increased in Accounting services by \$11,000 and Financial Auditor fees by \$3,000.

The District provides certain postretirement healthcare benefits, as established by Board Policy, to eligible employees through a single-employer plan governed by the Public Employees' Medical & Hospital Care Act (PEMHCA) and administered by the District. Employees who retire from the District shall be eligible to be enrolled in a PERS-provided health insurance plan. If the retiree is enrolled in a PERS-provided health insurance plan, the District shall pay 100% of the first \$9,600 of the retiree's annual premium. Employees hired after July 1, 2014 shall still be eligible to be enrolled in a PERS-provided health insurance plan upon retirement, but the District shall pay 0% of the retiree's annual premium, upon retirement.

The District has two separate accounts to express health insurance expenditures. Account #10-5017 is for retired employees, and Account #10-5016 is for current employees. However, two current employees have elected not to utilize the PERS-provided health benefits plan. According to District Policy, in recognition of the subsequent cost savings to the District, the District will pay the employees 40% of the premium costs saved by the District, or \$3,840, whichever is less. Since there is one employee electing not to utilize the

PERS provided plan, this total amount is \$3,840. This \$3,840 expenditure is not included in the Health Insurance expenditure, instead it is included in Account #10-5021 TaxMed.

### **Staffing for Northern Sierra Air Quality Management District FY 23-24**

The Air Pollution Control Officer (APCO) position is currently vacant, but the District plans to hire a new APCO in early FY 23-24. The Deputy APCO is planning to retire in December 2023, so this position will be vacant for 6 months. The APCS I (part-time) position is vacant.

Air Pollution Control Officer	(1 full-time position)
Deputy Air Pollution Control Officer	(1 full-time position)
Air Pollution Specialist III	(1 full-time position)
Air Pollution Specialist II	(1 full-time position)
Air Pollution Specialist I	(2 full-time position)
Air Pollution Specialist I	(1 part-time position)
Federal Targeted Airshed Specialist	(1 full-time position)
Accounting Clerk/Admin Assistant	(1 full-time position)

### **Fund Balance Accounts (Reserves)**

Prudent fiscal management requires careful budgeting and stringent budget control to avoid over-expenditure. Successfully staying under budget for all budget line items means that fund balances (in the form of reserves) will occur at year-end. Such fund balances are saved in reserves for various uses, such as equipment replacements, litigation, contingencies, leave liability, etc. It is prudent that the reserves are placed in earmarked and encumbered fund balances. The Board approves the fund balances with the adoption of the budget. Program needs justify budgeting expenditures that sometimes exceed expected revenue on a short-term basis. Spending down reserves is then prudent, rather than increasing fees sporadically, as long as short-term short-falls don't place the District in a precarious fiscal position. Timely program cuts or revenue adjustments would eventually be needed to prevent over-erosion of reserves. The rule of thumb is to keep at least 6 months' worth of expenses in reserves.

Total monthly expense is estimated to be \$97,000/month, based upon average monthly expenditures. Six months equals \$582,500. For this fiscal year, it is projected that Expenditures will exceed Revenues by \$265,047. This amount is projected to decrease the Reserves (fund balance amounts) by \$265,047, which is at \$1,379,121 as of April 2023.

The District has committed to adding \$50,000 annually to the District's Other Post-Employment Benefits (OPEB) account. This account will increase by \$50,000 annually as required by GASB45. GASB 45 determines the annual OPEB financial obligations based upon the current number of eligible employees and retirees. The net OPEB obligation at the end of the year 2023 was determined to be \$919,807. The District's financial auditor recommended and the Board of Directors agreed that the District expend at least \$50,000/annually and add it to the Fund Balance specific to account until the obligation is fulfilled. Staff has recommended increasing the OPEB amount by \$50,000 during FY 23/24, bringing the total OPEB amount to \$550,000. This expense of \$50,000 will be repeated annually until the District's annually determined OPEB obligation is met.

### **1. Equipment Replacements/Fixed Assets**

\$3,000 will be expended to purchase office equipment such as 2 new laptops, 1 new computer tower. The District keeps a list of equipment and their respective depreciation rates.

\$50,000 will be expended to replace the District vehicle, the Dodge pickup. This vehicle has had many issues during the last year, and vehicles are a key piece of equipment for District staff to respond to complaints, perform inspections, conduct air quality monitoring, and attend meetings and classes.

### **2. Air Monitoring Program**

The Air District receives \$57,000 from the Environmental Protection Agency for the continued operation of the District's Federal Reference Method (FRM) Network for particulate matter. The District will also continue to pay rent for its monitoring laboratory and purchase miscellaneous equipment to continue to run its existing air quality monitoring network.

### **3. Public Education**

The District will utilize \$10,000 to fund its public education program for FY 2023-2024. This includes purchasing ads for emission reductions, incentive and grant programs.

### **Summary**

Expected operating expenditures exceeds expected operating revenues by \$265,047. The funds received in previous years are encumbered in the District's fund balance accounts, and will be utilized to demonstrate a balanced budget in the final summary, if needed.

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**  
**Final Operating Budget**  
**Fiscal Year 2023 - 2024**

<b>Resource Report</b>	
Operating fund cash balance April 2023	\$ 1,379,121

<b>Fund Balance Accounts</b> <span style="float: right; font-weight: normal; font-size: small;">(Used to track earmarked or encumbered funds)</span>			
Account #	Description	FY 2022-23	FY 2023-24
10-3901	General Fund, Undesignated	1,308	355
10-3903	Other Post-Employment Benefits	500,000	550,000
10-3904	Equipment Replacements / Depreciation	150,000	110,000
10-3905	Leave Liability	90,000	70,000
10-3906	Air Monitoring Program	50,000	40,000
10-3907	Public Education Program	10,000	10,000
10-3908	Contingency, Leashold Improvements	77,000	40,000
10-3909	Contingency, Emergency Funds	110,000	56,000
10-3910	Contingency, Litigation	80,000	52,000
<b>Fund Balance Accounts Totals</b>		<b>1,068,308</b>	<b>928,355</b>

<b>Revenue</b>			
Account #	Description	FY 2022-23	FY 2023-24
10-4002	Fees, Permit to Operate	35,000	38,000
10-4004	Fees, Vapor Recovery	22,000	21,000
10-4005	Fees, Variance Application	3,000	1,000
10-4006	Fees, Source Test	9,000	2,250
10-4007	Fees, Prescribed Burning	22,000	20,000
10-4008	Fees, Woodstove Inspections	3,000	2,000
10-4010	Fees, Title V, Fed Op Permit	41,500	35,000
10-4013	Fees, Fire Dept Response	1,500	500
10-4100	Penalties, Permitted Source	10,000	10,000
10-4101	Penalties, Open Burning	2,500	2,500
10-4201	Gov't Funding, State Subvention	132,000	115,000
10-4202	Gov't Funding, Subvention Supplemental	3,500	3,500
10-4203	Gov't Funding, County Contribution	62,669	62,669
10-4204	Gov't Funding, EPA Monitoring	57,000	57,000
10-4206	Gov't Funding, AB 2766 DMV Fees	360,000	335,000
10-4207	Gov't Funding, PERP Pass thru	25,000	25,000
10-4208	Gov't Funding, AB 923 Operating	3,125	2,800
10-4209	Gov't Funding, EPA Target Airshed Grant 2015	75,000	-
10-4210	Gov't Funding, EPA Target Airshed Grant 2018	45,000	75,000
10-4225	Gov't Funding, EPA Target Airshed Grant 2020		1,000
10-4211	Gov't Funding, AB 197	8,583	8,600
10-4213	Rx Fire Funding, Staff	75,000	75,000
10-4212	Rx Fire Funding, Monitoring	1,000	1,000
10-4215	Carl Moyer, Admin Fee	25,000	25,000
10-4222	Farmer Pooled Share	-	-
10-4303	Other Income, Rules, Copies, Subscr.	100	100
10-4310	Other Income, Interest Earned	25,000	35,000
<b>Revenue Total:</b>		<b>\$ 1,047,477</b>	<b>953,919</b>

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**  
**Final Operating Budget**  
**Fiscal Year 2023 - 2024**

<b>Expenditures</b>		<b>Salaries and Benefits (Object Level)</b>	
Account #	Description	FY 2022-23	FY 2023-24
10-5002	Permanent Salaries	584,615	551,552
10-5021	TaxMed (elect not to utilize the District-provided health insur	7,681	3,840
10-5003	Overtime	1,000	1,000
10-5011	Medicare/FICA	8,699	9,505
10-5013	CA State Unemployment	784	1,120
10-5015	Workers' Comp Insurance	5,352	6,114
10-5016	PERS Health Insurance Active Employees	55,800	84,600
10-5017	PERS Health Insurance Retired Employees	27,900	29,280
10-5019	Dental/Vision Care	10,000	12,500
10-5020/5023	PERS Retirement (ER & EE Paid)	70,589	58,988
10-5022/5024	PERS Unfunded Accrued Liability	123,860	118,798
<b>Salaries and Benefits Total:</b>		<b>\$ 896,280</b>	<b>877,297</b>

<b>Expenditures</b>		<b>Services and Supplies (Object Level)</b>	
Account #	Description	FY 2022-23	FY 2023-24
10-5201	PM Monitoring Expenses (supplies)	8,700	12,000
10-5202	Office Supplies	7,000	10,000
10-5203	References, Subscriptions	300	300
10-5204	Postage, Shipping	650	800
10-5205	Memberships	5,000	5,500
10-5207	Office Equipment - non capitalized	3,400	3,400
10-5206	Ozone Monitoring Expenses	4,800	4,000
10-5251	Communications	22,000	17,500
10-5253	Rent, Structures - Grass Valley	33,000	35,259
10-5254	Rent, Structures - Portola	6,800	7,145
10-5255	Utilities, Grass Valley	2,700	3,000
10-5256	Utilities, Portola	2,500	2,700
10-5257	Rent, PM2.5 (Conf room and roof)	19,000	20,915
10-5258	Liability Insurance	14,000	12,000
10-5259	Legal Notices, Public	1,000	2,000
10-5301	Information Technology	22,000	35,000
10-5303	Maintenance: Office Equipment	500	1,500
10-5305	Maintenance: Vehicles	3,000	4,000
10-5311	Profession Services: Legal	3,000	3,000
10-5313	Profession Services: Accounting (Nevada County, Accountant, and ADP)	14,000	30,000
10-5318	Profession Services: TAG 2015 Assistance	3,933	-
10-5320	Profession Services: TAG 2018 Assistance	123	-
10-5314	Profession Services: Financial Auditor	15,500	18,500
10-5315	Profession Services: Board - Directors and Variance	4,000	3,500
	Profession Services: Human Resources Contractor	15,000	15,000
10-5351	Training, Tuition	3,000	3,000
10-5352	Travel	10,000	8,000
10-5353	Gasoline	7,000	7,000
10-5354	Private Car Mileage	2,000	2,000
10-5390	Miscellaneous	1,000	1,000
<b>Services and Supplies Total:</b>		<b>\$ 234,906</b>	<b>\$ 268,019</b>

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT  
Final Operating Budget  
Fiscal Year 2023 - 2024**

<b>Expenditures Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)</b>			
Account #	Description	FY 2022-23	FY 2023-24
10-5402	Alternate Commute Program	750	750
10-5404	ARB: AB 2588 Fees	1,400	1,400
10-5405	Public Education Program	10,000	10,000
10-5406	Fire Dept Response Reimbursement	1,500	1,500
<b>Contribution to Other Agencies / Internal Grants Total:</b>		<b>\$ 13,650</b>	<b>\$ 13,650.00</b>

<b>Expenditures Fixed Asset Purchases (Object Level)</b>			
Account #	Description	FY 2022-23	FY 2023-24
10-5601	Office Equipment (3 laptops, 1 computer)	4,000	5,000
10-5602	Field Equipment (fixed assets over \$5,000)	5,000	5,000
10-5603	Vehicle	50,000	50,000
<b>Fixed Asset Purchases Total:</b>		<b>\$ 59,000</b>	<b>60,000</b>

<b>Budget Summary Available Funding &amp; Expenditures</b>			
<b>Available Funding</b>		Fy 2022-23	FY 2023-24
Fund Balance Total ( <i>encumbered &amp; earmarked reserves</i> )		1,068,308	928,355
Petty Cash		75	75
Revenue		1,047,477	953,919
<b>Available Funding Total:</b>		<b>2,115,860</b>	<b>1,882,349</b>
Salaries and Benefits (Object Level)		896,280	877,297
Services and Supplies (Object Level)		234,906	268,019
Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)		13,650	13,650
Fixed Asset Purchases (Object Level)		59,000	60,000
<b>Expenditure Total:</b>		<b>\$ 1,203,836</b>	<b>1,218,966</b>

# NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

## RESOLUTION #2023-06

**Whereas**, the Governing Board of Directors for the Northern Sierra Air Quality Management District (District) is required by the California Health and Safety Code (HSC) Section 40130 to adopt a budget in an open process in order to educate the public of the costs and benefits of air quality improvement, and

**Whereas**, the District has prepared and made available to the public at least 30 days prior to public hearing, a summary of its budget and any supporting documents, and

**Whereas**, the District has noticed and held a public hearing for the exclusive purpose of reviewing its budget and providing the public with the opportunity to comment on the proposed budget, and

**Whereas**, the Board reviewed and provided direction to staff concerning the FY 2022-2023 Budget on May 22, 2023, and

**Whereas**, the District provided a public hearing on May 22, 2023, which was properly noticed.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, by the Northern Sierra Air Quality Management District Governing Board of Directors the FY 2022-2023 Capital and Operating Budget be adopted as presented in Exhibit A.

On a motion by Supervisor \_\_\_\_\_, and seconded by Supervisor \_\_\_\_\_, the foregoing resolution was approved and adopted by the Governing Board of Directors of the Northern Sierra Air Quality Management District at a regular meeting held on June 26, 2023, by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

Approve: \_\_\_\_\_  
Chair of Board

Attest: \_\_\_\_\_  
Dawn Lunsford, Clerk of the Board

**To:**Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** June 26, 2023

**Agenda Item: IV.B**

**Agenda Description:** Wood Smoke Reduction Program Grant Agreement with California Air Resources Board FY 2021-2022

**Summary:** The 2021-2022 allocation for the Woodsmoke Reduction Program has been approved and grant agreements have been prepared by CARB. This year the grant will allow to fund approximately 49 change-outs.

Northern Sierra has been approved to receive \$245,000, with \$23,452 for implementation and administration funds. This program is funded by the California Climate Initiative using Cap and Trade dollars.

The District will continue to work with six other air districts as last year in a "regionally consistent" change-out program. Districts are limited to a maximum of \$5,000 for Enhanced or \$2,500 for Standard devices per property or household for qualifying devices to household in disadvantaged or low-income communities or tribal lands. There is a maximum cap of \$5,000 for any enhanced change-out incentive meeting the requirements for an exceptional circumstance.

**Requested Action:**

Approve Resolution 2023-08 for accepting the Wood Smoke Reduction Program FY 2018-2019 Grant

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1.Resolution # 2023-08



**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT  
RESOLUTION #2023-08**

**In the Matter of:** Accepting Funding from the California Air Resources Board (CARB) Provided Under the Woodsmoke Reduction Program for FY 2021-2022

**Whereas**, the Woodsmoke Reduction Program (WRP) is part of California’s Climate Investments, a statewide group that puts billions of Cap and Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and environment – particularly disadvantaged communities and

**Whereas**, the WRP is a Greenhouse Gas Reduction Fund (GGRF) funded program designed to replace high-polluting, uncertified woodstoves, wood inserts, and fireplaces used for primary home heating with cleaner burning, more efficient home devices; and

**Whereas**, the Northern Sierra Air Quality Management District has been approved by the California Air Resources Board (CARB) for a grant under the WRP; and

**Whereas**, the District is accepting \$245,250 of funds under the WRP for Fiscal Year 2021-2022.

**Whereas**, CARB requires a Board resolution authorizing the Air Pollution Control Officer (APCO) to sign the Grant Agreement and accept funding; and

**NOW, THEREFORE, BE IT RESOLVED, by the Northern Sierra Air Quality Management District Board as follows:**

1. The Board authorizes the APCO to sign the WSRP grant agreement with CARB and to execute all other necessary documents to implement and carry out the purposes of this resolution.
2. The Board does hereby approve the acceptance of the \$245,250 of funds under the WSRP for Fiscal Year 2021-2022 in accordance with the terms and conditions of the Grant Agreement.
3. The Board hereby authorizes the Interim APCO to accept any unallocated and awarded funds to the District under the WSRP Grant Agreement.

On a motion by Supervisor \_\_\_\_\_, and seconded by Supervisor \_\_\_\_\_, the foregoing resolution was approved and adopted by the Board of Directors of the Northern Sierra Air Quality Management District at a regular meeting held on June 26, 2023, by the following roll call vote:

Ayes:  
Noes:  
Absent:  
Abstaining:

Approve: \_\_\_\_\_  
Chair of Board

Attest: \_\_\_\_\_  
Clerk of the Board

**To:**Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** June 26, 2023

**Agenda Item: V**

**Agenda Description:** Closed Session Item

**Summary:** Pursuant to Government Code section 54957(b)(1), a closed session will be held to discuss the appointment of an Executive Director.

**To:**Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim Air Pollution Control Officer

**Date:** June 26, 2023

**Agenda Item: VI.A**

**Agenda Description:** District Rule Update for Portola Nonattainment Area

**Background and Summary:**

At the May 22, 2023 Board Meeting, a District Rule was proposed for that would imposed a mandatory curtailment of burning in non-EPA certified woodstoves during curtailment periods, throughout the entire non-attainment area. The Board members asked how curtailing wood stove burning in Zone 2, the Graeagle area, would impact Portola's air quality since there was not a regulatory monitor in Graeagle. Supervisor Ceresola requested that the District provide further information regarding air quality in the Graeagle area and how that air quality is affecting the Portola area during the winter months before proceeding with a District rule for curtailment in the entire nonattainment area.

District staff pulled data from non-regulatory instruments in the are and determined that the air quality in Zone 2 was not impacting Portola, and therefore mandatory curtailment in Zone 2 would not be necessary. Staff discussed this with CARB and it was agreed that the District Rule should only be imposed in the Zone 1 nonattainment area. This Zone includes Portola City Limits, plus the area just outside city limits.

The District Rule will include the current implemented contingency measures of curtailment season being extended to September through April and the curtailment called at the PM2.5 level of 20 µg/m3.

**Requested Action:** None, informational only

**Attachments:**

1. [Portola Map](#)

**To:**Northern Sierra Air Quality Management District Board of Directors

**From:** Melissa Klundby, APCS II

**Date:** June 26, 2023

**Agenda Item Number:** VII.A

**Description:** Monitoring Network Update

**Information:**

Staff is currently working with a company called Verkada for new webcams at its 5 monitoring sites. The company will be sending the District sample cameras to test in two of its locations. The trial will help determine internet bandwidth compatibility at the sites. The District is hoping the new webcams will be able to live stream on the District website.

Funding for these cameras will be provided by funds specificlly earmarked for site upgrades and are not anticipated to exceed budgeted amounts.

District staff will also be working to perform mandatory annual testing at its pm 2.5 monitoring sites over the next several months.

Staff is still reviewing site upgrades to the Portola site.

**Background:**

The District has five monitoring sites within the network and has been monitoring air quality since 1986 in Plumas, Sierra and Nevada counties. The current network monitors for PM2.5, Ozone, Speciation, and Carbon.

**Requested Action:**

None, informational only

**Attachments:**

None

**To:** Northern Sierra Air Quality Management District Board of Directors

**From:** Julie Hunter, Interim APCO

**Date:** June 26, 2023

**Agenda Item Number: VII.B**

**Description:** Planning Program Update

**Information:**

**State Implementation Plans (SIP):**

- The Serious Portola SIP is in progress as discussed at the previous Board Meeting. Staff is working with CARB to identify contingency measures and Best Available Control Measure to meet EPA's requirements of a Serious SIP.
- As part of the SIP, staff will also need to put together a report summarizing wildfires that impacted the nonattainment area.
- A modification to the District Rule for the Portola Nonattainment Area is discussed in the Directors Report.

**Emissions Inventory:**

Emissions Inventory (EI) is ongoing. Staff is working with CARB to complete the EI and ensure that all the Stationary Sources are incorporated into the report.

**Project Plan Reviews:**

District staff review projects and provide comments to plans that come through the Planning Departments in all three counties. Staff review projects for potential air quality impacts and provide comments on the permitting that will be required for their Authority to Construct permit.

Plumas and Sierra County – 6 plans reviewed and commented on.  
Nevada County – 17 plans received and in the process of review.

**Requested Action:**

None, informational only

**Attachments:**

None

**To:** Northern Sierra Air Quality Management District Board of Directors

**From:** Tasha Coleman, APCS I

**Date:** June 26, 2023

**Agenda Item Number:** VII.C

**Description:** Permitting Program Update

**Information:**

The District is responsible for permitting all sources in Plumas, Sierra and Nevada counties that emit criteria pollutants. There are a total of 28 Stationary Sources and two Title V facilities in the Districts jurisdiction.

Stationary Sources: Stationary Sources are permitted throughout the year based on the expiration of the facilities permit and the throughput of the emissions from the previous year.

- First quarter (Jan-Mar): 6 Permit to Operate (PTO) issued.
- Second quarter (Apr-June): 8 Permit to Operate (PTO) issued.

Stationary Engines: Diesel generators that are over 50hp.

- Yearly (renewal in May): 217 renewal permits sent out.
- Receiving payments.

Vapor Recovery

- Yearly (renewal in Oct): TDB

All the emissions information from the Stationary Engines and Stationary Sources have been inputted in the NSAQMD database to be used on calculating permit fees and for CARB's emissions inventory.

There are four National Forests and nine Ranger Districts within the Districts jurisdiction. There were 105 acres treated in the first quarter of the calendar year in Plumas and Nevada counties. The District also permits non-residential burns that are not Forest Service and occasionally large residential understory burns. All non-residential burns require, and Air Pollution Permit and any residential understory burn over 1 acre requires a permit.

Burn Permits

- First quarter (Jan-Mar): 25 permits issued.
- Second quarter (Apr-June): 34 permits issued
- 987 acres treated by Ranger Districts in the jurisdiction

**Requested Action:**

None, informational only

**Attachments:**

None

**To:** Northern Sierra Air Quality Management District Board of Directors

**From:** Duane Strawser, Air Pollution Control Specialist I

**Date:** June 26, 2023

**Agenda Item Number: VII.D**

**Description:** Compliance/Enforcement Program Update

**Information:** Summary of complaints received and/or responded to for the second (2<sup>nd</sup>) Quarter of 2023 – April through June (16<sup>th</sup>).

**2023 Quarter 1 Grass Valley Office:**

Month	Total Complainants	Total On-Site Responses	Complaints by Category
April	23	16	Dust - 4 Smoke – 8 Garbage – 4 Other – NA
May	20	14	Dust – 4 Smoke – 7 Garbage – 1 Other – 2
June	9	7	Dust – 1 Smoke – 4 Garbage – 2 Other – NA
Total	52	37	*Note – June totals = ½ month

**Initial Complaints:** 16 / **\*Reoccurring Complaints:** 21 (\*same complainants &/or address)

Notes:

**Additional Complaints Received:** 7 (\*Outside agency requesting NSAQMD assistance) City of NC-2, GVFD-2, N. County-2, CAL FIRE-1

**Additional Complaint on-site Responses:** 5  
City of NC-1, GVFD-1, N. County-1, CAL FIRE-2

**Additional concerns:**

\*Two of the complaint response events were done in coordination with partnering agencies, with armed officers attending for the safety of the Code Enforcement Investigators. To our knowledge, this is the first time the NSAQMD staff has participated in a coordinated investigation/s event pre-arranged with Nevada County and State of California (CAL FIRE) or Federal (USDA) partnering agencies.

\*We continue to receive an increasing number of Burn/Smoke/Garbage complaints attributed to Homeless Camps on private property and/or municipal/open-space lands. These incidents require NSAQMD staff to clear vegetation to reach the location, and frequently put Complaint Inspection staff safety at risk, especially when occurring in remote locations with aggressive suspects and no back-up support.

**Requested Action:** None, informational only.

**Attachments:** None

**To:** Northern Sierra Air Quality Management District Board of Directors

**From:** Mikki Brown, Targeted Airshed Grant Specialist I

**Date:** June 26, 2023

**Agenda Item Number: VII.E**

**Description:** Summary of the 2015, 2018, and 2020 Targeted Airshed Grants for April-May 2023.

**Information:**

During the months of April and May we started to see chimney sweeps resume, wood shed materials being delivered, and installation of new devices picking up as the weather improves. We started a pilot seasoned wood program set to last through June 30th, 2023 and resume next spring if successful. We've been putting reports together for CARB and noticed 55 change outs in 2020, 76 wood stove change outs in 2021, and 55 wood stove change outs took place during 2022.

2015 TAG funds were used to pay for all labor associated with wood shed planning, chimney sweeps, and other related tasks. So far 6 chimney sweeps have been redeemed and 6 woodsheds have been delivered either as materials Remaining funds \$51,737.79

2018 TAG: We started to draw down from our seasoned firewood funds for the first time as we started a Pilot Seasoned Firewood Program that set off mid May. 4 deliveries of 8 cords were delivered in this time frame by J&C Enterprises out of Greenville, CA. Additionally almost all equipment funds for new installations are paid for out of 2018 grant funds. Remaining funds \$2,797,817.41

2020 TAG: This grant is the lowest priority grant of the three as the priority is to spend down funds from the 2015 and 2018 grants. Remaining funds \$2,631,422.81

**Requested Action:**

None, informational only

**Attachments:**

None