

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

Headquarters

200 Litton Drive, Ste. 320

Grass Valley, CA 95945

(530) 274-9360/ FAX: (530) 274-7546

Gretchen G. Bennett, APCO

Northern Field Office

257 E. Sierra Street, Suite E

Portola, CA 96122

(530)832-0102 FAX:(530) 832-0101

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

MONDAY

April 25, 2022

1:00 p.m.

**Northern Sierra Air Quality Management District
Governing Board of Directors**

**Hardy Bullock, Chair
Nevada County Supervisor**

**Ed Scofield , Vice-Chair
Nevada County Supervisor**

**Peter Huebner
Sierra County Supervisor**

**Paul Roen
Sierra County Supervisor**

**Sharon Thrall
Plumas County Supervisor**

**Dwight Ceresola
Plumas County Supervisor**

Alternates:

Susan Hoek, Nevada County Supervisor

Lee Adams, Sierra County Supervisor

Jeff Engel, Plumas County Supervisor

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

April 25, 2022

1:00 P.M.

**This meeting will be held by videoconference/teleconference at the
following locations:**

(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) TELEPHONE CONFERENCE

Truckee Town Hall, Stampede Room

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.

I. Standing Orders:

Call to Order.

Roll call and determination of quorum.

II. 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.

III. Approval and/or Modifications to Agenda

IV. 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 – March 28, 2022

B. Payment Details by Vendor Board Report – March 2022

- C. Re-appointment of Variance Hearing Board Member – Jennifer McQuarrie
- D. Resolution # 2022-07, authorizing approval of a lump sum merit bonus for Air District Staff
- E. Resolution # 2022-05, authorizing approval of a three-year phased approach with a Cost of Living Allowance for the Air Pollution Control Officer
- F. Request to Move Restricted Funds from Portola MOU to Portola 2015 and Portola 2018 Target Match, respectively
- G. Request for Extension of AB2022-03 from the Town of Truckee
- H. Authorize the use of AB617 Implementation Funds for the Plumas Fire Safe Council Chipping Program
- V. Administrative Report
 - A. Financial Audit Ending June 30, 2021
 - B. Approval of Northern Sierra Air Quality Management District's AB2766 DMV Surcharge Fund Program RFP – Grant Year 23
- VI. **Director's Report**
 - A. Status on Portola PM2.5 Nonattainment Area
- VII. **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.
- VII. **Schedule next Meeting** – In person, at Portola Office May 23, 2022 @ 1:00 PM
- IX. **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, 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**

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: April 25, 2022

Agenda Item: III

Agenda Description: Approval and/or Modifications to Agenda

Requested Action: Discuss any 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: Gretchen Bennitt, Air Pollution Control Officer

Date: April 25, 2022

Agenda Item: IV.A

Agenda Description: Approval of regular meeting minutes – March 28, 2022

Requested Action: The minutes are attached for Board comment/approval.

ROLL CALL VOTE REQUESTED

Attachments:

1. Draft March 28, 2022 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 or 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

email: Julie@myairdistrict.com or www.myairdistrict.com

MINUTES

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

March 28, 2022

1:00 p.m.

The meeting took place in the following locations:

(Site A) VIDEOCONFERENCE/TELEPHONE CONFERENCE

Northern Sierra Air Quality Management District (Headquarters)

200 Litton Drive, Conference Room 316

Grass Valley, California

AND

(Site B) VIDEOCONFERENCE/TELEPHONE CONFERENCE

Northern Sierra Air Quality Management District (Northern Office)

257 E. Sierra Street, Unit E

AND

Portola, California

(Site C) TELEPHONE CONFERENCE

10879A Donner Pass Road, CONFERENCE ROOM

Truckee, California

Members Present:

**Supervisor Bullock, Chair
Supervisor Scofield, Vice Chair
Supervisor Huebner
Supervisor Roen
Supervisor Ceresola
Supervisor Engel, Alternate**

Members Absent:

Supervisor Thrall

I. Standing Orders:

Call to Order. Roll Call and Determination of Quorum.

Chair Bullock called the meeting to order at 1:02 P.M. A quorum was confirmed.

Also present; Gretchen Bennitt, Executive Director; Melissa Klundby, APCSII; Dawn Lunsford, Clerk of the Board.

II. 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 Bullock called for public comment for items not appearing on the agenda. There was no public present at any site.

III. Approval and/or Modifications to the Agenda

Chair Bullock asked if there were any requested modifications to the agenda. Hearing none, Supervisor Roen made a motion to approve the agenda. Supervisor Huebner seconded the motion. The motion was approved unanimously with a roll call vote.

IV. Consent Calendar

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

V. Financial Reports

A. Payment Details by Vendor Board Report – February 28, 2022

Supervisor Scofield made a motion to approve. Supervisor Huebner seconded the motion. The motion was approved unanimously with a roll call vote.

VI. Administrative Reports

A. Proposed County Contribution for FY 2022-2023

After a short discussion, Supervisor Scofield made a motion to approve Method A. Supervisor Huebner seconded the motion. Upon a roll call vote, Supervisors Scofield, Bullock and Huebner voted yes, Supervisors Ceresola, Roen and Engel voted no. The motion did not pass. Supervisor Engel made a motion to approve Method C. Supervisor Ceresola seconded the motion. The motion was approved unanimously with a roll call vote.

B. Resolution # 2022-06 the Governing Board of Directors' intent to approve a three-year phased approach with Cost of Living Adjustment (COLA) for the District staff.

After a short discussion, Supervisor Huebner made a motion to approve the resolution. Supervisor Scofield seconded the motion. The motion was approved with a roll call vote - Supervisors Scofield, Bullock, Huebner and Ceresola voted yes. Supervisors Roen and Engel abstained.

VII. Director's Report

A. Status on Portola PM2.5 Nonattainment Area

Ms. Bennitt discussed that the position approved by the Board at the last Board meeting for a Federal Targeted Airshed Grant Specialist is open for applications. Ms. Klundby went over the latest statistics of the woodstove changeout program and green waste programs.

VIII. Closed Session

- A.** Pursuant to Government Code section 54957.6, a closed session of the Board of Directors will be held for the purpose of reviewing its position and instructing its designated labor negotiations representative regarding salaries, fringe benefits, and other employment-related matters regarding the following positions: Deputy Air Pollution Control Officer, Air Pollution Control Specialist I-II-III, Accounting Clerk/Administrative Assistant, and Federal Target Grant Specialist. The designated labor negotiations representative for the Northern Sierra Air Quality Management District is Executive Director, Gretchen Bennitt.
- B.** Pursuant to Government Code section 54957.6, a closed session of the Board of Directors will be held for the purpose of reviewing its position regarding the salary, fringe benefits, and other employment-related matters regarding the following position: Executive Director, Gretchen Bennitt.
- C.** Performance Evaluation of the Air Pollution Control Officer, Gretchen Bennitt (Government Code Section 54957).

Following closed session, counsel reported out that direction was given to the labor negotiation representative on salaries and benefits for district staff and executive director. Further, the Board authorized the Chair to contact the Executive Director to discuss her performance evaluation.

IX. Concerns of the Board – Supervisor Roen reported that the Loyaltan sawmill is running and they are considering adding a veneer operation. However, getting the cogeneration facility up and running is challenged.

VIII. Schedule next Meeting – Next meeting was scheduled for April 25, 2022.

IX. Adjournment

The meeting was adjourned at 2:40 P.M.

To: Northern Sierra Air Quality Management District Board of Directors
From: Gretchen Bennitt, Air Pollution Control Officer
Date: April 25, 2022

Agenda Item: IV.B

Agenda Description: Payment Details by Vendor Board Report – March 2022

Issues: 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 – March 2022

Northern Sierra Air Quality Management District Payment details by Vendor Board Report March 2022

3:08 PM
04/07/22

Type	Date	Num	Memo	Account	Amount
Adecco					
Bill Pmt -Check	03/07/2022	244056	test	10-1000 · Cash, Operating Ge...	-279.00
Bill Pmt -Check	03/10/2022	244224	test	10-1000 · Cash, Operating Ge...	-306.90
Bill Pmt -Check	03/17/2022	244508	test	10-1000 · Cash, Operating Ge...	-527.40
Bill Pmt -Check	03/24/2022	244721	test	10-1000 · Cash, Operating Ge...	-439.50
Bill Pmt -Check	03/30/2022	245039	test	10-1000 · Cash, Operating Ge...	-586.00
Total Adecco					-2,138.80
ADP Fees					
Bill Pmt -Check	03/04/2022	4935602	ADP Enhanced payroll proces...	10-1003 · Cash, Bank Payroll ...	-52.06
Bill Pmt -Check	03/18/2022	7810912	ADP Enhanced payroll proces...	10-1003 · Cash, Bank Payroll ...	-52.06
Total ADP Fees					-104.12
All Star Chimney, Eli Marchus					
Bill Pmt -Check	03/17/2022	V954917	EPA 2015 Eric Bacon 2018-267	20-1000 · Cash, Restricted Fu...	-189.00
Total All Star Chimney, Eli Marchus					-189.00
Asquith Business Service					
Bill Pmt -Check	03/10/2022	V954746	PPE 3/4/22	10-1000 · Cash, Operating Ge...	-632.50
Bill Pmt -Check	03/24/2022	V955124	PPE 3/18/22	10-1000 · Cash, Operating Ge...	-467.50
Total Asquith Business Service					-1,100.00
AT&T CALNET 3					
Bill Pmt -Check	03/10/2022	244281		10-1000 · Cash, Operating Ge...	-22.56
Bill Pmt -Check	03/10/2022	244282		10-1000 · Cash, Operating Ge...	-57.50
Bill Pmt -Check	03/17/2022	244551		10-1000 · Cash, Operating Ge...	-43.45
Bill Pmt -Check	03/24/2022	244785		10-1000 · Cash, Operating Ge...	-40.81
Bill Pmt -Check	03/24/2022	244786		10-1000 · Cash, Operating Ge...	-22.56
Total AT&T CALNET 3					-186.88
B of A					
Bill Pmt -Check	03/10/2022	V954673	Paydate 3/10/22	10-1000 · Cash, Operating Ge...	-18,376.14
Bill Pmt -Check	03/24/2022	V955053	PPE 3/18/22	10-1000 · Cash, Operating Ge...	-18,374.23
Total B of A					-36,750.37
CALPERS (Health)					
Bill Pmt -Check	03/24/2022	911142	April 2022	10-1000 · Cash, Operating Ge...	-6,346.32
Total CALPERS (Health)					-6,346.32

Northern Sierra Air Quality Management District Payment details by Vendor Board Report March 2022

Type	Date	Num	Memo	Account	Amount
CALPERS (Retirement)					
Bill Pmt -Check	03/10/2022	911101	Monthly ER Classic UAL contri...	10-1000 · Cash, Operating Ge...	-9,053.50
Bill Pmt -Check	03/10/2022	911105	Monthly PERPA unfunded liabi...	10-1000 · Cash, Operating Ge...	-81.92
Bill Pmt -Check	03/10/2022	911104	PPE 3/4/2022	10-1000 · Cash, Operating Ge...	-1,362.43
Bill Pmt -Check	03/10/2022	911102	PPE 3/4/2022	10-1000 · Cash, Operating Ge...	-2,163.21
Bill Pmt -Check	03/24/2022	911145	PPE 3/18/2022	10-1000 · Cash, Operating Ge...	-1,362.43
Bill Pmt -Check	03/24/2022	911143	PPE 3/18/2022	10-1000 · Cash, Operating Ge...	-2,163.21
Total CALPERS (Retirement)					-16,186.70
CALPERS 457 PLAN					
Bill Pmt -Check	03/10/2022	911103		10-1000 · Cash, Operating Ge...	-1,670.00
Bill Pmt -Check	03/24/2022	911144	PPE 3/18/2022	10-1000 · Cash, Operating Ge...	-1,670.00
Total CALPERS 457 PLAN					-3,340.00
CAPO Building Specialties					
Bill Pmt -Check	03/17/2022	V954926	WRP-200131-1 Alan Heubert	20-1000 · Cash, Restricted Fu...	-5,000.00
Total CAPO Building Specialties					-5,000.00
Dawn Lundford					
Bill Pmt -Check	03/24/2022	V955134	reimbursed Postage	10-1000 · Cash, Operating Ge...	-31.60
Total Dawn Lundford					-31.60
English Mountain Ranch					
Bill Pmt -Check	03/10/2022	V954689		10-1000 · Cash, Operating Ge...	-4,312.34
Total English Mountain Ranch					-4,312.34
Hansen Brothers					
Bill Pmt -Check	03/07/2022	244062	NRM2021-01 Excavator	20-1000 · Cash, Restricted Fu...	-53,375.83
Total Hansen Brothers					-53,375.83
Intermountain Disposal, Inc. Vendor					
Bill Pmt -Check	03/07/2022	244117		10-1000 · Cash, Operating Ge...	-17.40
Bill Pmt -Check	03/07/2022	244118		20-1000 · Cash, Restricted Fu...	-125.00
Bill Pmt -Check	03/30/2022	245078	Metal Hauling	10-1000 · Cash, Operating Ge...	-17.40
Bill Pmt -Check	03/30/2022	240581	EPA 2015 Metal	20-1000 · Cash, Restricted Fu...	-125.00
Bill Pmt -Check	03/30/2022	245079	EPA 2018 Waste Cart Delivery...	20-1000 · Cash, Restricted Fu...	-83.88
Bill Pmt -Check	03/30/2022	245080	EPA 2018 Green Waste 96 Ga...	20-1000 · Cash, Restricted Fu...	-408.24
Total Intermountain Disposal, Inc. Vendor					-776.92
James Merzon					
Bill Pmt -Check	03/10/2022	V954779	Mar and April Rent (\$555 per ...	10-1000 · Cash, Operating Ge...	-1,110.00
Total James Merzon					-1,110.00

Northern Sierra Air Quality Management District Payment details by Vendor Board Report March 2022

Type	Date	Num	Memo	Account	Amount
Met One Instruments, Inc.					
Bill Pmt -Check	03/30/2022	245044		10-1000 · Cash, Operating Ge...	-1,368.05
Total Met One Instruments, Inc.					-1,368.05
Pace Analytical Services, LLC					
Bill Pmt -Check	03/30/2022	955307		10-1000 · Cash, Operating Ge...	-492.17
Total Pace Analytical Services, LLC					-492.17
Quincy Hot Spot					
Bill Pmt -Check	03/07/2022	244086		20-1000 · Cash, Restricted Fu...	-9,000.00
Bill Pmt -Check	03/24/2022	244737		20-1000 · Cash, Restricted Fu...	-13,374.26
Bill Pmt -Check	03/30/2022	245057		20-1000 · Cash, Restricted Fu...	-8,500.00
Total Quincy Hot Spot					-30,874.26
R&B Com, Inc.					
Bill Pmt -Check	03/30/2022	245065		10-1000 · Cash, Operating Ge...	-1,749.76
Bill Pmt -Check	03/30/2022	245065	Website TAG 2015	20-1000 · Cash, Restricted Fu...	-1,518.00
Total R&B Com, Inc.					-3,267.76
Supervisor Adams					
Bill Pmt -Check	03/07/2022	244106	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Adams					-100.00
Supervisor Bullock					
Bill Pmt -Check	03/07/2022	V954173	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Bill Pmt -Check	03/30/2022	955288	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Bullock					-200.00
Supervisor Ceresola					
Bill Pmt -Check	03/07/2022	V954186	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Bill Pmt -Check	03/30/2022	955297	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Ceresola					-200.00
Supervisor Huebner					
Bill Pmt -Check	03/07/2022	244099	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Bill Pmt -Check	03/30/2022	245061	Board Meeting	10-1000 · Cash, Operating Ge...	-175.46
Total Supervisor Huebner					-275.46
Supervisor Paul Roen					
Bill Pmt -Check	03/30/2022	245082	Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Paul Roen					-100.00

Northern Sierra Air Quality Management District
Payment details by Vendor Board Report
March 2022

Type	Date	Num	Memo	Account	Amount
Supervisor Scofield					
Bill Pmt -Check	03/07/2022	244130	Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Bill Pmt -Check	03/30/2022	245089	Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Scofield					-200.00
Supervisor Thrall					
Bill Pmt -Check	03/07/2022	244098	Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Thrall					-100.00
The Union					
Bill Pmt -Check	03/17/2022	V954873	Employment Ad, Union Online ...	10-1000 · Cash, Operating Ge...	-956.00
Total The Union					-956.00
Tyrus Chimney Sweep					
Bill Pmt -Check	03/30/2022	245094	EPA 2015 TAG# 2019-332 Hall	20-1000 · Cash, Restricted FU...	-250.00
Total Tyrus Chimney Sweep					-250.00
US Bank					
Bill Pmt -Check	03/17/2022	244459		10-1000 · Cash, Operating Ge...	-10,884.70
Total US Bank					-10,884.70
Wizix Technology Group					
Bill Pmt -Check	03/07/2022	244145	copier	10-1000 · Cash, Operating Ge...	-90.95
Total Wizix Technology Group					-90.95
TOTAL					-180,308.23

To: Northern Sierra Air Quality Management District Board of Directors
From: Gretchen Bennett, Air Pollution Control Officer
Date: April 25, 2022

Agenda Item: IV.C

Agenda Description: Re-appointment of Variance Hearing Board Member – Jennifer McQuarrie

Agenda Description: Re-appointment of Variance Hearing Board Members – Jennifer McQuarrie

Issues: The Air District's Hearing Board is composed of five members: a lawyer, a doctor, an engineer, and two public members. The Hearing Board serves various functions: It has sole authority to grant a variance, allowing a company to continue operating in violation of a District rule while the problem is being corrected; it can hear requests for appeal of decisions rendered by the APCO, either from industry or a private citizen; it can issue abatement orders; and revoke a source's permit.

The following current Hearing Board member has agreed to serve another three year term:

Jennifer McQuarrie (Lawyer) was originally appointed on March 25, 2019. Ms. McQuarrie has agreed to serve for another three year term.

Requested Action:

1. Approve or deny the renewal of term for Jennifer McQuarrie from April 25, 2022 to April 25, 2025.

ROLL CALL VOTE REQUESTED

Attachment: Hearing Board Member list for 2022 (proposed)

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT HEARING BOARD

APPOINTED TERM

Tim Corkins (Hearing Board Chair)(Public)	2/23/04	2/23/07
Z.A.P. Manufacturing, Inc.	3/8/07	3/8/10
12086 Charles Drive	01/25/10	01/25/13
Grass Valley, CA 95945	10/22/12	10/22/15
(530) 272-8855	9/28/15	9/28/18
timcorkins@zapmfg.com	6/25/18	6/25/21
	9/27/21	9/27/24
Jennifer McQuarrie (Law)	3/25/19	3/25/22
Law Office of Jennifer McQuarrie		
PO Box 1151		
Quincy, CA 95971-1151		
Cell (805) 252-1080		
Fax (888) 900-3407		
mcquarrielaw@gmail.com		
VACANT (Public)		
Tina Venable, RN, PHN III (Medical)	01/25/10	01/25/13
270 County Hospital Road, Suite 111	10/22/12	10/22/15
Quincy, CA 95971	9/28/15	9/28/18
Office (530) 283-6330	6/25/18	6/25/21
Fax (530) 283-6110	9/27/21	9/27/24
tinavenable@countyofplumas.com		
Greg Margason (Engineer)	1/24/11	1/24/14
276 Katherine Street	11/25/13	11/25/16
Quincy, CA 95971	10/24/16	10/24/19
(530) 283-0686	8/26/19	8/26/22
margasongreg@gmail.com		

LAST UPDATED 9/27/21

To: Northern Sierra Air Quality Management District Board of Directors
From: Gretchen Bennett, Air Pollution Control Officer
Date: April 25, 2022

Agenda Item: IV.D

Agenda Description: Resolution # 2022-07, Authorizing approval of a lump sum merit bonus for Air District Staff

Issues: On February 28, 2022, the Board approved a 6% COLA for FY 21/22 for the following positions: Deputy Air Pollution Control Officer, Air Pollution Control Specialist I-II-III, Accounting Clerk/Administrative Assistant, and Federal Target Grant Specialist

On March 28, 2022, the Board approved a lump sum merit bonus to the Air Quality District Staff for the following positions: Deputy Air Pollution Control Officer, Air Pollution Control Specialist I-II-III, and Accounting Clerk/Administrative Assistant.

Resolution # 2022-07 authorizes this action by the Board.

Requested Action:

1. If deemed appropriate, authorize the Chair to sign Resolution 2022-07.

ROLL CALL VOTE REQUESTED

Attachments:

1. Resolution # 2022-07

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
RESOLUTION #2022-07**

In the matter of: The Governing Board of Directors' intent to approve a lump sum merit bonus to Air Quality District Staff.

Whereas, the Governing Board of Directors for the Northern Sierra Air Quality Management District (District) has the authority to set wages, salaries, and benefits for all employees of the District; and

Whereas, at a regularly scheduled Air District Board meeting on February 28, 2022, the Board of Directors approved a Cost of Living Allowance (COLA) of 6.0% for the Air District positions of Deputy Air Pollution Control Officer, Air Pollution Control Specialist I-II-III, Accounting Clerk/Administrative Assistant, and Federal Target Grant Specialist for FY 21/22; and

Whereas, at a regularly scheduled Air District Board meeting on March 28, 2022, the staff's labor negotiator requested a lump sum bonus for staff based on time staff have been in those positions; and

Whereas, the Board of Directors approved the lump sum merit bonus for the following Air District positions in the following amounts (in Gross):

- Deputy Air Pollution Control Officer - \$3,620.56
- Air Pollution Control Specialist III - \$3,286.56
- Air Pollution Control Specialist III – \$967.60
- Air Pollution Control Specialist II – \$1,988.40
- Air Pollution Control Specialist I – \$316.80
- Accounting Clerk/Administrative Assistant - \$2,044.08

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the Northern Sierra Air Quality Management District Governing Board of Directors approve the above-stated lump sum merit bonus for the positions of Deputy Air Pollution Control Officer, Air Pollution Control Specialist I-II-III, and Accounting Clerk/Administrative Assistant.

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 April 25, 2022, by the following roll call vote:

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

Attest: _____
Dawn Lunsford, Clerk of the Board Date

Chair of the Board Date

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennett, Air Pollution Control Officer

Date: March 28, 2022

Agenda Item: IV.E

Agenda Description: Resolution # 2022-05, authorizing approval of a three-year phased approach with a Cost of Living Allowance for the Air Pollution Control Officer

Issues: On March 28, 2022, the Board approved a 6% Cost of Living Allowance (COLA) for FY 21/22 for the following position: Air Pollution Control Officer. Additionally, the Board approved a 6% COLA for the Air Pollution Control Officer to be effective annually for the following two years on July 1, 2022 and July 1, 2023.

Approval of Resolution # 2022-05 authorizes this action by the Board.

Requested Action:

1. If deemed appropriate, authorize the Chair to sign Resolution 2022-05.

ROLL CALL VOTE REQUESTED

Attachments:

1. Resolution # 2022-05

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
RESOLUTION #2022-05**

In the matter of: The Governing Board of Directors' intent to approve a Three-Year Phased Approach with Cost of Living Adjustment (COLA) for the position of Air Pollution Control Officer.

Whereas, the Governing Board of Directors for the Northern Sierra Air Quality Management District (District) has the authority to set wages, salaries, and benefits for all employees of the District; and

Whereas, at a regularly scheduled Air District Board meeting on February 28, 2022, the Board of Directors approved a COLA of 6.0% for the Air District positions of Deputy Air Pollution Control Officer, Air Pollution Control Specialist I-II-III, Accounting Clerk/Administrative Assistant, and Federal Target Grant Specialist for FY 21/22; and

Whereas, at a regularly scheduled Air District Board meeting on February 28, 2022, the Board of Directors also considered a COLA for the Air Pollution Control Officer but desired to conduct a performance review before approving any proposed COLA; and

Whereas, at a regularly scheduled Air District Board meeting on March 28, 2022, the Board of Directors conducted a performance review to the Air Pollution Control Officer and approved a COLA of 6.0% for the Air District positions of Air Pollution Control Office for FY 21/22, effective February 28, 2022; and

Whereas, additionally at the regularly scheduled Air District Board meeting on March 28, 2022, the Board of Directors approved an additional COLA of 6.0% for the Air District position of Air Pollution Control Officer to be effective annually for the following two years on July 1, 2022 and July 1, 2023. The July 1, 2022 and July 1, 2023 allowances are subject to rescission and/or modification if the Board of Directors determines, before the effective date of the allowance, that there are insufficient funds to cover those increases; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the Northern Sierra Air Quality Management District Governing Board of Directors approve the above-stated COLA's for the position of Air Pollution Control Officer.

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 April 25, 2022, by the following roll call vote:

Ayes:

Noes:

Absent:

Abstaining:

Attest: _____
Dawn Lunsford, Clerk of the Board Date

Chair of the Board Date

To: Northern Sierra Air Quality Management District Board of Directors
From: Gretchen Bennett, Air Pollution Control Officer
Date: April 25, 2022

Agenda Item: IV.F

Agenda Description: Request to Move Restricted Funds from Portola MOU to Portola 2015 and Portola 2018 Target Match

Issues: The Air District committed to a \$40,000 match for each of the 2015 Portola Targeted Airshed Grant of \$2,308,607 and the 2018 Portola Targeted Airshed Grant of \$3,125,526, respectively.

The Board approved that the Plumas County AB2766 allocation for year 2016 be \$33,211 to meet the 2015 Portola Grant. The Board also approved that the Plumas County AB2766 allocation for year 2021 be \$34,834 for the 2018 Portola Grant. **\$6,789** is still required to reach the \$40,000 match for the 2015 grant and **\$5,166** is still needed as match to reach the \$40,000 amount for the 2018 grant.

Additionally, the Board approved the Plumas County AB2766 allocation for year 2017 to be allocated to pay services to the City of Portola, which was \$35,378. Recently, EPA approved that many of the services that the City of Portola is performing under the MOU can be reimbursed directly from the Targeted Airshed Grant, reducing the need for the funding in the Portola MOU. There is currently \$18,032 remaining in the MOU allocation.

In order to meet the required \$40,000 match for the 2015 and 2018 grants, staff is recommending that a total of \$11,955 be transferred from the remaining Portola MOU amount of \$18,032 into the 2015 and 2018 Portola Targeted Airshed Grant Matches, as follows:

<u>Account</u>	<u>Amount Transferred</u>	<u>Balance</u>
# 20-5442 Portola MOU	(\$11,955)	\$6,077
# 20-5440 EPA Target Grant Match 2015	\$6,789	\$23,656
# 20-5402 EPA Target Grant Match 2018	\$5,166	\$40,000

Requested Action:

1. Approve the transfer of \$11,955 from the Portola MOU restricted fund to the EPA Target Grant Matches for 2015 and 2018.

ROLL CALL VOTE REQUESTED

Attachments:

1. None

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: April 25, 2022

Agenda Item: IV.G

Agenda Description: Request for Extension of AB2022-03 from the Town of Truckee

Issues: The Town of Truckee has requested an extension from the Board of Directors to extend the project end date from December 2022 to December 2023

Requested Action: Review the Town of Truckee's request and approve or disapprove the request for extension to December 2023.

ROLL CALL VOTE REQUESTED

Attachments:

1. Email from Town Of Truckee's Scott Mathot to Melissa Klundby, requesting the extension.



Gretchen Bennitt <gretchenb@myairdistrict.com>

Fwd: NSAQMD Grant (AB 2022-03) for Truckee

3 messages

Melissa Klundby <melissak@myairdistrict.com>

Wed, Apr 13, 2022 at 10:39 AM

To: Gretchen Bennitt <gretchenb@myairdistrict.com>, Joe Fish <joef@myairdistrict.com>

Hi Gretchen,

Can you review the attached request and approve or if it needs to go to the Board get it on the Agenda?

Thank you!!

----- Forwarded message -----

From: **Scott Mathot** <SMathot@townoftruckee.com>

Date: Wed, Apr 13, 2022 at 8:30 AM

Subject: NSAQMD Grant (AB 2022-03) for Truckee

To: melissak@myairdistrict.com <melissak@myairdistrict.com>

Cc: Hilary Hobbs <HHobbs@townoftruckee.com>

Good morning Melissa,

Thank you for the phone call yesterday regarding the Town of Truckee's desire to request an extension to the \$50,000 NSAQMD grant (AB 2022-03) awarded to the Town for construction of a renewable diesel fuel tank at its Public Service Center. As I mentioned on the phone, the Town bid the project over the past few months and received one bid that was well in excess of the Engineer's Estimate due to an unpredictable bidding season. For this reason, the Town plans to reject the bid and to rebid the project in the fall of 2022 or spring of 2023 for construction next year, summer 2023.

In referencing the grant agreement between the Town and NSAQMD, there are anticipated dates for construction in 2022 with project closeout in December 2022. To better align with the new construction schedule based on the higher than expected bid received, the Town formally requests that NSAQMD extend the anticipated deliverable dates within the agreement (Exhibit A of Agreement) by 1 year, as follows:

- Town anticipates Construction to be completed during the summer/fall of 2023
- March 2023 – First Quarterly Financial Report
- July 2023 – Mid-Way Monitoring Report
- December 2023 – Final Report
 - List of completed activities
 - Cost breakdown by fund source
 - Emissions reductions achieved
 - Examples of education and outreach materials produced

Please let me know if this request will be granted by NSAQMD. We look forward to moving in the direction to produce a successful project and to utilize the grant funds as expeditiously and responsibly as possible.

Thank you for your and NSAQMD's consideration, Melissa.

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Scott Mathot, PE (he/him)

Senior Engineer

O: 530.582.2481

C: 530.414.4873

***Please note that my normal work schedule is Tuesday-Friday.**



--

Melissa Klundby

Air Pollution Control Specialist

Northern Sierra Air Quality Management District

www.myairdistrict.com

530-832-0102

P.O. Box 2227

Portola, CA 96122

Gretchen Bennitt <gretchenb@myairdistrict.com>
To: **Melissa Klundby** <melissak@myairdistrict.com>
Cc: **Joe Fish** <joef@myairdistrict.com>

Wed, Apr 13, 2022 at 11:01 AM

Thank you...this is fine. I will place in agenda.

[Quoted text hidden]

Melissa Klundby <melissak@myairdistrict.com>
To: **Gretchen Bennitt** <gretchenb@myairdistrict.com>
Cc: **Joe Fish** <joef@myairdistrict.com>

Wed, Apr 13, 2022 at 11:06 AM

Great, thank you so much!

[Quoted text hidden]

To: Northern Sierra Air Quality Management District Board of Directors
From: Gretchen Bennett, Air Pollution Control Officer
Date: April 25, 2022

Agenda Item: IV.H

Agenda Description: Authorize the use of AB617 Implementation Funds for the Plumas Fire Safe Council Chipping Program

Issues: The District has \$14,848 remaining in the AB617 implementation fund. The California Air Resources Board has specified that the funding must be used to reduce emissions in low income communities. This fund must be expended by June 30, 2022.

The Plumas County Fire Safe Council has expressed an interest in utilizing the remaining funds for their Spring Residential Chipping program.

Requested Action:

1. Approve the use of the remaining AB617 Implementation funds for the Plumas County Fire Safe Council Chipping Program.
2. Authorize the APCO to sign an agreement with the Plumas County Fire Safe Council for the remaining AB617 Implementation Funds to be utilized for the Fire Safe Council's Chipping Program.

ROLL CALL VOTE REQUESTED

Attachments:

1. none

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennett, Air Pollution Control Officer

Date: April 25, 2022

Agenda Item: V.A

Agenda Description: Financial Audit Ending June 30, 2021

Issues:

The annual audit for FY 2020-2021 was completed by Singleton Auman PC.

Clay Singleton will make a short presentation to the Board to recap the results of the audit and answer any questions from the Board.

Requested Action:

1. Approve the District's Financial Audit for the Fiscal Year Ending on June 30, 2021.

ROLL CALL VOTE REQUESTED

Attachments:

1. Northern Sierra Air Quality Management District Audit Report June 30, 2021
Attachment can be found at <https://myairdistrict.com/index.php/board-meetings/>

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennett, Air Pollution Control Officer

Date: April 25, 2022

Agenda Item: V.B

Agenda Description: Approval of Northern Sierra Air Quality Management District's AB2766 DMV Surcharge Fund Program RFP – Grant Year 23

Issues:

Please review the attached Request For Proposal. The only modification from last year's proposal is that the Nevada County Allocation has been allocated to the Nevada County Greenwaste Removal program for grant year 23.

Requested Action:

Approve the Northern Sierra's AB 2766 DMV Surcharge Fund Program Request for Proposal – Grant Year 23

ROLL CALL VOTE REQUESTED

Attachments:

1. Northern Sierra's AB 2766 DMV Surcharge Fund Program Request for Proposal – Grant Year 23

Attachment can be found at <https://myairdistrict.com/index.php/board-meetings/>

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: March 28, 2022

Agenda Item: VI.A

Agenda Description: Status on Portola PM2.5 Nonattainment Area

Issues: Staff will update the Board on the status of the Portola PM2.5 federal nonattainment area.

Requested Action:

1. none

Attachments:

1. none