

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

May 18, 2020

1:00 p.m.

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
BOARD OF DIRECTORS REGULAR MEETING

May 18, 2020

1:00 P.M.

This meeting will be held by Telephone Conference

480 297-0773

Passcode: 2660502#

THE PUBLIC IS WELCOME TO PARTICIPATE BY CALLING THE ABOVE NUMBER AND PASSCODE AT THE AGENDIZED DATE/TIME. IF REASONABLE ACCOMMODATIONS ARE NEEDED BY THE PUBLIC TO ATTEND, PLEASE CONTACT THE AIR DISTRICT OFFICE AT OFFICE@MYAIRDISTRICT.COM OR 530 274-9360 BY May 15 AT 1:00 P.M.

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. **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 – February 24, 2020

B. Approval of Special Meeting Minutes – April 16, 2020

IV. **Administrative Report**

A. Financial Audit ending June 30, 2019

B. County Contribution 2020

C. Modification to District Policy # 4040

D. Community Air Protection AB617 Incentive Grant Proposal

E. Community Air Protection AB617 Implementation Grant

F. Service Agreement Between the Air District and InterMountain Disposal, Inc.

G. Approval of Northern Sierra Air Quality Management District's AB 2766 DMV Surcharge Fund Program RFP for 2021 Grant Cycle

V. **Budget Reports**

A. Payment Details by Vendor Board Report – April 2020

- B. Budget Report – End of April 2020
- C. Proposed Budget Amendments for FY 2019-2020

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.

VIII. Schedule next Meeting – June 22, 2020

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: May 18, 2020

Agenda Item: III.A

Agenda Description: Approval of regular meeting minutes – February 24, 2020

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

ROLL CALL VOTE REQUESTED

Attachments:

1. Draft February 24, 2020 minutes

MINUTES

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

February 24, 2020

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) TELEPHONE CONFERENCE

10879A Donner Pass Road, CONFERENCE ROOM

Truckee, California

Members Present:

**Supervisor Huebner, Chair
Supervisor Roen, Vice Chair
Supervisor Scofield
Supervisor Anderson
Supervisor Thrall
Supervisor Simpson**

Members Absent:

none

I. Standing Orders:

Call to Order. Roll Call and Determination of Quorum.

Chair Huebner called the meeting to order at 1:01 P.M. A quorum was confirmed. Gretchen Bennitt, APCO; Julie Ruiz, APCSII, Melissa Klundby, APCSI, Sam Longmire, APCSI, Kit Elliott, District Counsel were also in attendance.

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 Huebner called for public comment. There was no public present at either site.

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 – January 27, 2020
- B. The State of California Department of Justice Office of the Attorney General and the Fair Political Practices Commission Ethics Training
- C. Conflict of Interest Forms (FPPC) DUE MARCH 15th

There was a motion to approve the consent calendar by Supervisor Scofield. Supervisor Roen seconded the motion. The motion was approved unanimously with a roll call vote.

IV. Administrative Report

A. Public Hearing Emergency Episode Plan

Chair Huebner opened the public hearing to accept comments on the Air District's Emergency Episode Plan. There were no public comments at either site. Chair Huebner closed the public hearing. Board members discussed the proposed Emergency Episode Plan with Sam Longmire, APCS III. A motion was made by Supervisor Thrall to adopt the plan by authorizing the Chair to sign Resolution # 2020-01. The Motion was seconded by Supervisor Scofield. The motion was approved unanimously with a roll call vote.

B. Human Resources Assistance

Ms. Bennitt and Julie Ruiz handed out a proposal from a Human Resources agency to the Board members. Extra copies were available for the public. Ms. Bennitt discussed that she had met with the Nevada County CAO, County Counsel and Human Resources Director to discuss the need for human resources assistance. It was recommended to Ms. Bennitt that the District hire an agency to develop an overall strategy for modifying the District's Policies and present the strategy to the Board. Human Resources Director Steven Rose recommended that Ms. Bennitt work with CPS. Ms. Bennitt contacted CPS and they provided a proposal for the Board's review. The Board requested that Ms. Bennitt work with County Counsel to determine whether an RFP was necessary before contracting with CPS. Additionally, the Board requested that Ms. Bennitt bring a proposed contract for Board review and a budget amendment for Board consideration.

C. Proposed Modification to Policy # 2165.9.1 Dental/Vision Care Plan

There was a motion by Supervisor Roen to adopt the proposed modification. Supervisor Thrall seconded the motion. The motion was approved unanimously with a roll call vote.

V. Director's Report**B. Status of Portola PM2.5 Nonattainment Area**

Julie Ruiz discussed the visit by Environmental Protection Agency and California Air Resources Board staff in Portola. Ms. Bennitt and Ms. Ruiz also met with EPA and CARB staff in Sacramento concerning the Portola Nonattainment Area.

C. Status of Carl Moyer/FARMER projects

Ms. Bennitt presented the latest waiting list for projects. Chair Huebner requested that staff no longer add names to the list until it was a shorter list.

VI. Concerns of the Board

VII. Schedule next Meeting – Next meeting was scheduled for March 23, 2020.

VIII. Adjournment

The meeting was adjourned at 2:00 P.M.

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: May 18, 2020

Agenda Item: III.B

Agenda Description: Approval of special meeting minutes – April 16, 2020

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

ROLL CALL VOTE REQUESTED

Attachments:

1. Draft April 16, 2020 minutes

MINUTES**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING****APRIL 16, 2020****3:00 p.m.****This meeting was held by Telephone Conference****480 297-0773****Passcode: 2660502#****Members Present:****Supervisor Huebner, Chair
Supervisor Roen, Vice Chair
Supervisor Scofield
Supervisor Anderson
Supervisor Simpson****Members Absent:****Supervisor Thrall****I. Standing Orders:****Call to Order. Roll Call and Determination of Quorum.**

Vice-Chair Roen called the meeting to order at 3:05 P.M. A quorum was confirmed.

Chair Huebner entered the meeting at 3:12 and took over chairing the meeting. Gretchen Bennett, APCO; Julie Ruiz, APCSII, Melissa Klundby, APCSI, Dawn Lunsford, Clerk of the Board were also in attendance.

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 Roen called for public comment. There was no public present on the conference line.

VII. Administrative Report

H. Request for Nevada County AB2766 funds to be allocated to a smoke emission reduction program from residential green waste burning during a respiratory pandemic.

There was a motion by Supervisor Scofield to approve the transfer of one year's (FY 2021) allocation of Nevada County's AB2766 funds to be utilized for a smoke

emission reduction program from residential green waste burning during a respiratory pandemic by authorizing the Chair to sign Resolution 2020-02. Supervisor Anderson Seconded the motion. The motion was approved unanimously with a roll call vote.

There was a motion by Supervisor Anderson to authorize the Chair and Executive Director to sign an agreement with Nevada County for the implementation of the green waste removal program. Supervisor Scofield seconded the motion. The motion was approved unanimously with a roll call vote.

Supervisor Scofield thanked Gretchen Bennitt for her work on this program.

VI. Concerns of the Board – no concerns of the Board

VII. Schedule next Meeting – Next meeting was scheduled for May 18, 2020.

VIII. Adjournment

The meeting was adjourned at 3:30P.M.

TO: Northern Sierra Air Quality Management Board of Directors

FROM: Gretchen Bennitt, Executive Director

DATE: May 18, 2020

Agenda Item: IV.A

Agenda Description: Financial Audit ending June 30, 2019

Issues:

The annual audit for FY 2018-2019 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, 2019.

ROLL CALL VOTE REQUESTED

Attachments:

1. Northern Sierra Air Quality Management District Audit Report June 30, 2019 - available as a separate PDF document online at https://myairdistrict.com/wp-content/uploads/2020/05/2019_AUDIT_WORKPAPERS_AUDIT-REPORT_NORTHERN-SIERRA-AIR-QUALITY.pdf
2. February 19, 2020 letter from Clay Singleton to NSAQMD Board of Directors

February 19, 2020

To the Board of Directors
Northern Sierra Air Quality Management District
200 Litton Drive, Suite 320
Grass Valley, CA 95945

We have audited the financial statements of the governmental activities and the major funds of Northern Sierra Air Quality Management District for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 19, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practice

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Northern Sierra Air Quality Management District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018/2019. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the District's financial statements was:

Management's estimate of the Net Pension Liability is based on an Actuarial Valuation prepared by PERS. We evaluated the key factors and assumptions used to develop the Net Pension Liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of Committed Fund Balance, in Note 10 to the financial statements regarding the commitment of portions of unrestricted funds.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Susanville:

1740 Main Street, Suite A, Susanville, CA 96130
530.257.1040 Fax: 530.257.8876

sa@sa-cpas.com
www.sa-cpas.com

Chester:

PO Box 795, Chester, CA 96020
530.258.2272 Fax: 530.258.2282

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 19, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Northern Sierra Air Quality Management District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of Northern Sierra Air Quality Management District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



SingletonAuman, PC

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: May 18, 2020

Agenda Item: IV.B

Agenda Description: County Contribution for FY 2020-2021

Agenda Description: Proposal and Approval of County Contribution for FY 20/21

Issues:

The District's three-county agreement states that the annual county contribution for each member county shall be calculated using any one of the following three methods:

- A. Annual Contribution = the immediately previous fiscal year's annual contribution * (1 + CPI).
- B. Annual Contribution = County Population * \$0.48
- C. Annual Contribution = the immediately previous fiscal year's annual contribution.

The attached table clarifies what the actual amount per county would be depending upon the method adopted by the Board.

Last year, the Board adopted Method A, which resulted in an increase in county contribution from the immediate fiscal year's annual contribution.

Requested Action:

1. Propose and Adopt a County Contribution for FY 2020 - 2021

ROLL CALL VOTE REQUESTED

Attachments:

1. Proposed County Contribution Values for FY 2020-2021

Proposed County Contribution Values for FY 20-21

CPI Adjustment Factor: 2.95%

The CPI adjustment factor is for the immediately previous full calendar year as determined by the following web page: www.dir.ca.gov/dlsr/CPI/EntireCCPI.PDF

Method A - Previous Fiscal Year's Contribution * (1 + CPI Adjustment Factor)

	FY 19-20	FY 20-21	<i>Increase over last year's contribution</i>	<i>Decrease from last year's contribution</i>
Nevada	\$ 50,728.97	\$ 52,225.47	\$ 1,496.50	
Plumas	\$ 10,276.36	\$ 10,579.51	\$ 303.15	
Sierra	\$ 1,664.19	\$ 1,713.28	\$ 49.09	
Totals	\$ 62,669.52	\$ 64,518.27	\$ 1,848.75	\$ -

Method B - County Population in most recent decennial census * \$0.48

		FY 20-21	<i>Increase over last year's contribution</i>	<i>Decrease from last year's contribution</i>
Nevada <i>(2010 pop.: 98,764)</i>		\$ 47,406.72		\$ 3,322.25
Plumas <i>(2010 pop.: 20,007)</i>		\$ 9,603.36		\$ 673.00
Sierra <i>(2010 pop.: 3,240)</i>		\$ 1,555.20		\$ 108.99
Totals		\$ 58,565.28	\$ -	\$ 4,104.24

Method C - Previous Fiscal Year's Contribution

	FY 19-20	FY 20-21	<i>Increase over last year's contribution</i>	<i>Decrease from last year's contribution</i>
Nevada	\$ 50,728.97	\$ 50,728.97		
Plumas	\$ 10,276.36	\$ 10,276.36		
Sierra	\$ 1,664.19	\$ 1,664.19		
Totals	\$ 62,669.52	\$ 62,669.52	\$ -	\$ -

Contribution remains the same as last fiscal year.

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: May 18, 2020

Agenda Item: IV.C

Agenda Description: Modification to District Policy # 4040

Issues:

District Counsel advised staff to modify policy to allow the Vice-Chairperson the authority to contracts/agreements and resolutions when the Chair is unavailable.

Requested Action:

Approve new Policy 4040.50.

Attachments:

1. Proposed Policy 4040.50

DISTRICT HEADQUARTERS

200 Litton Drive, Suite 320
Mailing Address: 200 Litton Dr. STE 320
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) 823-0102 / FAX: (530) 932-0101
email: office@myairdistrict.com or www.myairdistrict.com

POLICY TITLE: Board Chairperson
POLICY NUMBER: 4040

- 4040.10** The Chairperson for the Governing Board of Directors shall rotate on an annual basis from county to county, alphabetically (e.g. cycle from Nevada County to Plumas County to Sierra County). The Vice Chairperson shall be from the same county as the Chairperson.
- 4040.20** The Board Chairperson shall have the same rights as the other members of the Board in voting, introducing motions, resolutions, and any discussion of questions that follow said actions.
- 4040.30** In the absence of the Chairperson, the Vice Chairperson of the Board of Directors shall serve as chairperson over all meetings of the Board.
- 4040.40** The Board Chairperson shall have legal authority to bind the District to all contracts/agreements. The Board Chairperson shall co-sign approval of all contracts/agreements with a monetary value greater than \$10,000 between the Air District and any participating party.
- 4040.50** In the absence of the Chairperson, the Vice Chairperson of the Board of Directors shall have the legal authority to bind the District to all contracts/agreements and shall co-sign approval of all contract/agreements with a monetary value greater than \$10,000 between the Air District and any participating party.

To: Northern Sierra Air Quality Management District Board of Directors
From: Gretchen Bennett, Air Pollution Control Officer
Date: May 18, 2020

Agenda Item: IV.D

Agenda Description: Community Air Protection AB617 Incentive Grant Proposal

Issues:

Incentive grants help owners of older high-polluting vehicles and equipment to replace them with newer models that have much lower emissions -- or zero emissions. The California Air Resources Board (CARB) has awarded the Northern Sierra Air Quality Management District (NSAQMD) \$138,194.45 from the AB 617 Community Air Protection Incentives Program, Year 2 (FY 18/19). The Air Resources Board has specified that the use of the AB617 Incentive Funds can be used to fund Carl Moyer projects **OR** for clean truck projects under the Proposition 1B guidelines. CARB has approved that these funds should be used in AB1550 communities. Since the Air District does not qualify for clean truck projects under the Proposition 1B guidelines, Air District staff recommends utilizing the AB617 Incentive funds for the District's Carl Moyer program. Additionally, these funds will be used following the NSAQMD Board approved Carl Moyer Policy and Guidelines. Last, the Air District will only utilize these funds in designated AB1550 Communities – link to map

<https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm>.

CARB also requires that the proposed use of the funds be placed on the District's website and available for public comment during a board meeting. The District placed a notice on the District's website soliciting public comment on the use of the funds.

Chair Huebner authorized that the Executive Director sign the agreement by the April 24, 2020 deadline. The District is recommending that the final contract be ratified. This gives the Board the opportunity to see the final wording of the document and give approval. By approving Resolution 2020-03, the Board can ratify the agreement through a roll call vote.

Requested Action:

1. Receive Comments from the public pertaining to the use of the funds for the District's Carl Moyer Program under the District's Carl Moyer Policy and Guidelines.
2. Approve that the funds can be used for the District's Carl Moyer Program by authorizing the Chair to sign Resolution # 2020-03.

ROLL CALL VOTE REQUESTED

Attachments:

1. Resolution # 2020-03
2. April 17, 2020 Grant Agreement Cover Sheet for Community Air Protection Incentives.

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
RESOLUTION #2020-03**

WHEREAS, the California Air Resources Board (CARB) is providing Greenhouse Gas Reduction Funds through the Community Air Protection Funds Program to support early actions that reduce emissions and improve public health in communities with high burdens of cumulative pollutant exposure, consistent with the goals of AB 617 (Chapter 136, Statutes of 2017); and

WHEREAS, CARB has awarded the Northern Sierra Air Quality Management District (NSAQMD) \$138,194.45 from the AB 617 Community Air Protection Incentives Program, Year 2 (FY 18/19); and

WHEREAS, CARB has required that these funds be utilized in AB1550 communities; and

WHEREAS, the Northern Sierra Air Quality Management District (NSAQMD) contains several communities designated as low-income communities in accordance with AB 1550 (Gomez, 2016); and

WHEREAS, CARB has required that the use of the AB617 Incentive Funds can be used to fund Carl Moyer projects; and

WHEREAS, the NSAQMD proposed the use of these funds for the District Carl Moyer Program; and

WHEREAS, CARB has required that the NSAQMD solicit public comment on the use of these funds; and

WHEREAS, NSAQMD has solicited public comment during the May 18, 2020 regularly scheduled Air District Board meeting; and

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 Governing Board of the NSAQMD authorizes utilizing these AB617 CAP Year 2 funds for use in the District's Carl Moyer Program in AB1550 communities.
2. The Board authorizes the APCO to sign the agreement with CARB and to execute all other necessary documents to implement and carry out the purposes of this resolution.
3. The Board does hereby approve the acceptance of the \$138,194.45 under AB617 Incentive Funds in accordance with the terms and conditions of the 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 May 18, 2020, by the following roll call vote:

Ayes:
Noes:
Absent:
Abstaining:

Approve: _____
Chair of Board

Attest: _____
Dawn Lunsford, Clerk of the Board

April 17, 2020

Gretchen Bennett
Air Pollution Control Officer
Northern Sierra Air Quality Management District
200 Litton Drive, Suite 320
Grass Valley, California 95945

Dear Ms. Bennett:

As you know, Northern Sierra Air Quality Management District was designated to receive Community Air Protection Incentives. The legislation envisions that these Fiscal Year 2018-2019 Community Air Protection Incentives be used to reduce emissions in communities most heavily burdened by air pollution, in support of AB 617. These incentive funds are to be implemented through the proposed 2019 Community Air Protection Incentives Guidelines, Carl Moyer Memorial Air Quality Standards Attainment Program (Moyer Program), and the District may allocate funds for clean truck projects under Proposition 1B Guidelines.

I am pleased to enclose for your consideration the Community Air Protection Incentives Grant Agreement for Year 2 (Fiscal Year 2018-2019), including:

- One copy of the Grant Agreement cover sheet, which indicates the grant amount for project and implementation funds.
- One copy of Exhibit A, General Terms and Conditions, which reflect the purpose of Community Air Protection Incentives grant and the need to observe requirements related to Greenhouse Gas Reduction Funds, as well as the Moyer Program and Proposition 1B Program as applicable.

To accept your grant award, please check your Federal Employer Identification Number, and add the District's authorized signature along with date to the cover sheet. Please return the signed **cover sheet with electronic signature in blue ink by April 24, 2020** via email to: MSCDgrants@arb.ca.gov. The following are accepted electronic signatures:

- A typed name
- Digitized image of a handwritten signature (e.g. PDF copy of Word document)
- Electronic Digital signature

Ms. Gretchen Bennitt

April 17, 2020

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Thank you for participating in the Community Air Protection Incentives and for your commitment to clean air. If you have any questions, please contact your CARB Carl Moyer Program liaison or, Grants Administration Section at: MSCDgrants@arb.ca.gov

Sincerely,

Scott Rowland

Scott Rowland
Branch Chief
Mobile Source Control Division

Enclosures

cc: Deborah Paselk
Air Pollution Specialist
Mobile Source Control Division

Ms. Gretchen Bennett

April 17, 2020

Page 3

bcc: Deborah Kerns, OLA
Jack Kitowski, MSCD
Michael Carter, MSCD
Sydney Vergis, MSCD
Scott Rowland, MSCD
Maritess Sicat, MSCD
Angelito Andrada, ASD
Donna Lee, ASD
Nathan Dowson, ASD
Brandy Hunt, ASD
Laurie Oineza, ASD
Lisa Macias, ASD
Radhika Majhail, MSCD
Aaron Hilliard, MSCD
Olufemi Olaluwoye, MSCD
Martina Diaz, MSCD
Munoz Sophia
Catalogo, Marie

ITAB Files, MSCD ITAB #630-716

Year 2 CAP Incentives Grant Agreement Letters

GRANT AGREEMENT COVER SHEET

GRANT NUMBER
G18-MCAP-28

NAME OF GRANT PROGRAM AB 617 Community Air Protection Incentives – CAP Year 2 (Fiscal Year 18/19)	
GRANTEE NAME Northern Sierra Air Quality Management District	
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER 68-0124279	TOTAL GRANT AMOUNT NOT TO EXCEED \$138,194.45
FISCAL GRANT TERM	
FROM: April 1, 2020	TO: June 30, 2020
PROJECT PERFORMANCE PERIOD OF GRANT AGREEMENT	
FROM: April 1, 2020	TO: December 31, 2022

This legally binding Grant Agreement, including this cover sheet and Exhibit A attached hereto and incorporated by reference herein, is made and executed between the State of California, Air Resources Board (CARB) and Northern Sierra Air Quality Management District (the "Grantee").

Project Funds: \$120,920.14
 Implementation Funds: \$17,274.31
 Required District Match (If applicable): None
 Total Grant Award: \$138,194.45
 Special Terms and Conditions: Grant is contingent on CARB receipt of a Board Resolution or Minute Order to accept these funds and administer them consistent with Community Air Protection Incentives Guidelines and the General Terms and Conditions.

Exhibit A - General Terms and Conditions

This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from CARB.

The undersigned certify under penalty of perjury that they are duly authorized to bind the parties to this Grant Agreement.

STATE AGENCY NAME California Air Resources Board		GRANTEE'S NAME (PRINT OR TYPE) Northern Sierra Air Quality Management District			
SIGNATURE OF ARB'S AUTHORIZED SIGNATORY:		SIGNATURE OF GRANTEE (AS AUTHORIZED IN RESOLUTION, LETTER OF COMMITMENT, OR LETTER OF DESIGNATION) <i>Shelcher Bennett</i>			
TITLE Branch Chief	DATE	TITLE APCO	DATE 4-21-20		
STATE AGENCY ADDRESS 1001 I Street, Sacramento, CA 95814		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE) 200 Litton Drive, Suite 320, Grass Valley, California 95945			
CERTIFICATION OF FUNDING					
AMOUNT ENCUMBERED BY THIS AGREEMENT \$138,194.45	PROGRAM 3530000L39	PROJECT 3900-CAP	ACTIVITY 3228CAP18		
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0	FUND TITLE Greenhouse Gas Reduction Fund				FUND NO. 3228
TOTAL AMOUNT ENCUMBERED TO DATE \$138,194.45	(OPTIONAL USE)	FISCAL SUPPLIER ID	CHAPTER 30	STATUTE 2018	
APPR REF 101	ACCOUNT/ALT ACCOUNT 5432000	REPORTING STRUCTURE 39006100	SERVICE LOCATION 88501	FISCAL YEAR (ENY) 2018	
<i>I hereby certify that the California Air Resources Board Budget Office acknowledges that budgeted funds are available for the period and purpose of the expenditure stated above.</i>					
SIGNATURE OF CALIFORNIA AIR RESOURCES BOARD BUDGET OFFICE: <i>Donna Lee</i>			DATE 3/26/20		
<i>I hereby certify that the California Air Resources Board Legal Office has reviewed this Grant Agreement.</i>					
SIGNATURE OF CALIFORNIA AIR RESOURCES BOARD LEGAL OFFICE: <i>DK</i>			DATE 4/17/20		

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennett, Air Pollution Control Officer

Date: May 18, 2020

Agenda Item: IV.E

Agenda Description: Community Air Protection AB617 Implementation Grant

Issues:

The Northern Sierra Air Quality Management District has been awarded grant of \$16,015 from the State of California Air Resources Board to provide an alternative to the open burning of green waste. The grant award provides funding to implement the Community Air Protection Program consistent with Assembly Bill 617 (Chapter 136, Statutes of 2017). The District must submit annual reports to the California Air Resources Board and a final report by April 1, 2022.

Reports must include the costs associated with specific tasks, emission reductions achieved, summary of work completed and in progress, expenditure summary showing all Community Air Protection Program Implementation Funds.

Requested Action:

1. Approve Resolution # 2020-04 which authorizes the APCO to accept funding and sign the agreement.

ROLL CALL VOTE REQUESTED

Attachments:

1. Agreement between CARB and NSAQMD to accept AB617.
2. Resolution # 2020-04

April 17, 2020

Ms. Gretchen Bennitt
Air Pollution Control Officer
Northern Sierra Air Quality Management District
200 Litton Drive, Suite 320
Grass Valley, California 95945

Dear Ms. Bennitt

I am pleased to inform you that Northern Sierra Air Quality Management District has been approved for a grant under the Community Air Protection Program for Fiscal Year 2019-2020 from funding provided by Assembly Bill 74 (Chapter 23, Budget Act of 2019). This grant award is for related expenses necessary for implementation of Assembly Bill 617 (C. Garcia, Chapter 136, Statutes of 2017). The grant award amount is consistent with the allocation approved by the California Air Pollution Control Officers Association (CAPCOA), as provided to CARB by Tung Le, Executive Director CAPCOA. Enclosed for your consideration is the Grant Agreement, including:

- ◆ One copy of the Grant Agreement cover sheet, which indicates your grant amount and any applicable Special Terms and Conditions;
- ◆ One copy of Exhibit A, Grant Provisions for Fiscal Year 2019-2020 Community Air Protection Program grants;
- ◆ One copy of Exhibit B, General Terms and Conditions for Fiscal Year 2019-2020 Community Air Protection Program grants;
- ◆ One copy of the Grant Disbursement Request Form; and
- ◆ One copy of the Advance Payment Request Form.

To accept your grant award, please:

- **Add authorized signature (electronic signature is acceptable) and date to the copy of the cover sheet.**
- **Return an electronic copy of the cover sheet, along with a Board Resolution or minute order accepting the funds if available, as soon as possible but no later than May 22, 2020, to:**

Ms. Jennifer Magana at Jennifer.Magana@arb.ca.gov

- Retain the Grant Provisions (Exhibit A) and General Terms and Conditions (Exhibit B) for District's reference.

Ms. Bennett
April 17, 2020
Page 2

These funds are available for encumbrance or expenditure until June 30, 2020 and are available for liquidation until June 30, 2022.

Within 10 days of receiving this letter, it is kindly requested you confirm your intent of acceptance or non-acceptance of funds by contacting Ms. Jennifer Magana at (916) 324-8017 or via email at jennifer.magana@arb.ca.gov.

If the cover sheet is not received by May 22, 2020, the California Air Resources Board may work with CAPCOA to reallocate these funds prior to June 30, 2020.

Please note that the Federal Employer Identification Number (FEIN) has been included in the cover sheet based on information in our records. Please confirm if it is correct, and notify Ms. Jennifer Magana if a change is needed.

If you would like to receive advance payment of the funds, please provide a Board Resolution or minute order accepting the funds and also complete, sign and return both the Grant Disbursement Request Form and the Advance Payment Request Form to Ms. Jennifer Magana. You can also choose to request disbursement after the work is completed and can submit the Grant Disbursement Request Form at that time.

Thank you for participating in the Community Air Protection Program and for your commitment to clean air. After final signature by the California Air Resources Board, one copy of the cover sheet will be returned to you. If you have any questions, or need additional copies of the forms, please contact Ms. Jennifer Magana at (916) 324-8017 or via email at jennifer.magana@arb.ca.gov.

Sincerely,

Vernon Hughes

Vernon Hughes
Acting Director
Office of Community Air Protection

Enclosures

Ms. Bennett
April 17, 2020
Page 3

cc: Jennifer Magana
Air Pollution Specialist
Office of Community Air Protection

Tung Le
Executive Director
California Air Pollution Control Officers Association

GRANT AGREEMENT COVER SHEET

GRANT NUMBER G19-CAPP-21

NAME OF GRANT PROGRAM Community Air Protection Program	
GRANTEE NAME Northern Sierra Air Quality Management District	
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER 68-0124279	TOTAL GRANT AMOUNT NOT TO EXCEED \$16,015.00
FISCAL GRANT TERM FROM: April 6, 2020	TO: April 1, 2022
PROJECT PERFORMANCE PERIOD OF GRANT AGREEMENT FROM: April 6, 2020	TO: September 28, 2022

This legally binding Grant Agreement, including this cover sheet, Exhibits A and B, attached hereto and incorporated by reference herein, is made and executed between the State of California, Air Resources Board (CARB) and Northern Sierra Air Quality Management District (the "Grantee").

Total Community Air Protection Program Implementation Funds:
 Special Terms and Conditions (if applicable): Grant is contingent on CARB receipt
 By June 30, 2020 of Board Resolution or minute order authorizing the District to accept
 the funding and signed cover sheet.

- Exhibit A – Grant Provisions
- Exhibit A, Attachment 1 – Air District Advance Payment Request Form
- Exhibit A, Attachment 2 – Community Air Protection Program Grant Disbursement Request Form
- Exhibit B – General Terms and Conditions

This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from CARB.
 The undersigned certify under penalty of perjury that they are duly authorized to bind the parties to this Grant Agreement.

STATE AGENCY NAME California Air Resources Board		GRANTEE'S NAME (PRINT OR TYPE) Northern Sierra Air Quality Management District	
SIGNATURE OF ARB'S AUTHORIZED SIGNATORY:		SIGNATURE OF GRANTEE (AS AUTHORIZED IN RESOLUTION, LETTER OF COMMITMENT, OR LETTER OF DESIGNATION)	
TITLE Brandy Hunt, Branch Chief	DATE	TITLE	DATE
STATE AGENCY ADDRESS 1001 I Street, Sacramento, CA 95814		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE) 200 Litton Drive, Suite 320, Grass Valley, California 95945	

CERTIFICATION OF FUNDING				
AMOUNT ENCUMBERED BY THIS AGREEMENT \$16,015.00	PROGRAM 3530000L39	PROJECT	ACTIVITY	
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0.00	FUND TITLE Air Pollution Control Fund			FUND NO. 0115
TOTAL AMOUNT ENCUMBERED TO DATE \$16,015.00	(OPTIONAL USE)	FISCAL SUPPLIER ID	CHAPTER 23	STATUTE 2019
APPR REF 101	ACCOUNT/ALT ACCOUNT 5432000	REPORTING STRUCTURE 39000500	SERVICE LOCATION 59501	FISCAL YEAR (ENY) 2019-20

I hereby certify that the California Air Resources Board Budget Office acknowledges that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF CALIFORNIA AIR RESOURCES BOARD BUDGET OFFICE: 	DATE 4/7/20
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I hereby certify that the California Air Resources Board Legal Office has reviewed this Grant Agreement.


SIGNATURE OF CALIFORNIA AIR RESOURCES BOARD LEGAL OFFICE: 	DATE 4/17/20
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Exhibit A, Attachment 1

Air District Advance Payment Request Form

Air District:		Date:
Contact Name:		Phone:
Email Address:		Program:

Advance Amount Requested	\$
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Please check box if small District.

All Districts Certify:

- The District shall have no outstanding material financial audit findings related to any of the Funds eligible for Advance Payment.
- The District shall not provide advance payment to any other entity.
- All unused funds shall revert back to the state if not liquidated within the timeline specified in the grant agreement.

Large Districts must complete the additional information below and provide accompanying documents:

- A Spending Plan shall be submitted to CARB for review of Advance Payment moneys requested. The Spending Plan includes:
 - o The District fund balance for all state grant programs
 - o The District approved list of projects and entities
 - o Project schedules, milestones and timelines
 - o Any and all other information requested by CARB
- The District shall report to CARB material changes to the Spending Plan within 30 days

I hereby certify that I am the duly appointed, qualified, and acting officer of the herein named California Air District and that the information provided is in all respects true and correct.

Air District/Grantee Requester (Signature):	Date:
Printed Name:	Title:
CARB Approver (Signature):	Date:
Printed Name:	Title:

Exhibit B

General Terms and Conditions:

1. **Amendment:** No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.
2. **Assignment:** This Grant Agreement is not assignable by the Grantee, either in whole or in part, without the consent of CARB.
3. **Audit:** Grantee agrees that CARB, the Department of General Services, Department of Finance, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant and all State funds received. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after the term of this Grant is completed, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include similar right of the State to audit records and interview staff in any Grant related to performance of this Agreement.
4. **Availability of funds:** CARB's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.
5. **Compliance with law, regulations, etc.:** The Grantee agrees that it will, at all times, comply with and require its contractors and subcontractors to comply with all applicable federal and State laws, rules, guidelines, regulations, and requirements.
6. **Computer software:** The Grantee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Grant Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
7. **Confidentiality:** No record which has been designated as confidential by CARB shall be disclosed by the Grantee. If CARB opts to maintain the confidentiality of a document, and the entity requesting the records seeks a judicial ruling challenging that determination, CARB will defend the action at its own expense, including any requirement to pay attorney fees and court costs.
8. **Conflict of interest:** The Grantee certifies that it is in compliance with applicable State and/or federal conflict of interest laws.
9. **Disputes:** The Grantee shall continue with the responsibilities under this Grant Agreement during any dispute. Grantee staff or management may work in good faith with CARB staff or management to resolve any disagreements or conflicts arising from implementation of this Grant Agreement. However, any disagreements that cannot be resolved at the management level within 30 days of when the issue is first raised with CARB staff shall be subject to resolution by the CARB Executive Officer, or his designated representative. Nothing contained in this paragraph is intended to limit any of the rights or remedies that the parties may have under law.
10. **Environmental justice:** In the performance of this Grant Agreement, the Grantee shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the

Exhibit B

State.

11. **Fiscal management systems and accounting standards:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of State law or this Grant Agreement.
12. **Force majeure:** Neither CARB nor the Grantee shall be liable for or deemed to be in default for any delay or failure in performance under this Grant Agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire or other casualty, etc.
13. **Governing law and venue:** This grant is governed by and shall be interpreted in accordance with the laws of the State of California. CARB and the Grantee hereby agree that any action arising out of this Grant Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant Agreement.
14. **Grantee's responsibility for work:** The Grantee shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Grantee shall be responsible for any and all disputes arising out of its contracts for work funded by this Grant Agreement, including but not limited to payment disputes with contractors, subcontractors, and providers of services. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work.
15. **Indemnification:** The Grantee agrees to indemnify, defend and hold harmless the State and the Board and its officers, employees, agents, representatives, and successors-in-interest against any and all liability, loss, and expense, including reasonable attorneys' fees, from any and all claims for injury or damages arising out of the performance by the Grantee, and out of the operation of equipment that is purchased with funds from this Grant Award.
16. **Independent contractor:** The Grantee, and its agents and employees, if any, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers, employees or agents of CARB.
17. **Nondiscrimination:** During the performance of this Grant Agreement, the Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religious creed, color, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, sexual orientation, medical condition, marital status, age (over 40) or allow denial of family-care leave, medical-care leave, or pregnancy-disability leave. The Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. The Grantee and its contractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code section 12990 (a)-(f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a)-(f), set forth in Chapter 5 of Division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Grantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Exhibit B

18. **No third party rights:** The parties to this Grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Grant Agreement, or of any duty, covenant, obligation or undertaking established herein.
19. **Personally Identifiable Information:** Information or data, including, but not limited to, records that personally identify an individual or individuals are confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee must safeguard all such information or data which comes into their possession under this agreement in perpetuity, and must not release or publish any such information, data, or financing assistance records.
20. **Prevailing wages and labor compliance:** If applicable, the Grantee agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages. If applicable, the Grantee shall monitor all agreements subject to reimbursement from this Grant Agreement to ensure that the prevailing wage provisions of State Labor Code Section 1771 are being met.
21. **Professionals:** For programs involving installation or construction services, the Grantee agrees that only licensed professionals will be used to perform services under this Grant Agreement where such services are called for and licensed professionals are required for those services under State law.
22. **Severability:** If a court of competent jurisdiction holds any provision of this Grant Agreement to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of those provisions, will not be affected.
23. **Term:** This Grant Award shall be effective upon full execution of this Grant Agreement and shall continue in full force and effect until all conditions of the Grant Agreement have been met. This award is conditional based on CARB receipt and approval of a fully executed Grant Agreement Cover Sheet accepting Community Air Protection Funds for Fiscal Year 2019-2020 by May 1, 2020.
24. **Termination:** CARB may terminate this Grant Agreement by written notice at any time prior to completion this Grant Award, upon violation by the Grantee of any material provision after such violation has been called to the attention of the Grantee and after failure of the Grantee to bring itself into compliance with the provisions of this Grant Agreement.
25. **Timeliness:** Time is of the essence in this Grant Agreement. The Grantee shall proceed with and complete expenditure of funds to implement the Community Air Protection Program in an expeditious manner.
26. **Waiver of Rights:** Any waiver of rights with respect to a default or other matter arising under the Grant Agreement at any time by either party shall not be considered a waiver of rights with respect to any other default or matter. Any rights and remedies of the State provided for in this Grant Agreement are in addition to any other rights and remedies provided by law.
27. **Disbursement Deadline:** The Fiscal Year 2019-2020 Community Air Protection Program Funds specified in this Grant Agreement must be encumbered or expended by June 30, 2020. Grant disbursement requests must be submitted by the Grantee to CARB no later than April 1, 2022 to ensure adequate time for processing prior to the end of the fiscal year. The Community Air Protection Program Fund Grant Disbursement Request Form and Advance Payment Request Form are incorporated as part of this grant agreement.

Exhibit B

28. **Liquidation and Return of Funds:** Funds not liquidated by June 30, 2022 must be returned by September 28, 2022. Expenditure of project funds granted may not be reduced due to any loss incurred in an uninsured bank or investment account.

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
RESOLUTION #2020-04**

In the Matter of Accepting Funding Provided Under the Community Air Protection Program for Fiscal Year 2019-2020 provided by Assembly Bill 109.

Whereas, Assembly Bill 109 provides funding for the Community Air Protection Program; and

Whereas, Assembly Bill 109 approved the Cap-and-Trade Expenditure Plan which appropriated approximately \$1.6 billion in discretionary funds; and

Whereas, 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; and

Whereas, the grant award is for expenses necessary for implementation of Assembly Bill 617; and

Whereas, the District is accepting \$16,015 of funds under the Community Air Protection Program for Fiscal Year 2019-2020.

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 Community Air Protection Grant Agreement with CARB 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 \$16,015 of funds under the Community Air Protection Program for Fiscal Year 2019-2020 in accordance with the terms and conditions of the Grant Agreement.
3. The Board hereby authorizes the APCO to accept any unallocated and awarded funds to the District under the Community Air Protection Program 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 May 18, 2020, 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: Gretchen Bennitt, Air Pollution Control Officer

Date: May 18, 2020

Agenda Item: IV.F

Agenda Description: Service Agreement Between the Air District and InterMountain Disposal, Inc

Issues:

The USEPA awarded funding to the District on May 24, 2019, known as the 2018 Targeted AirShed Grant. In the grant proposal, the District requested funds to assist with a Residential Yard Waste Collection Program. In order to provide the annual free green waste service for the month of May to City of Portola residents (per contract), the District will subsidize costs incurred by IMD through a Service Agreement. This 5 year Service Agreement with IMD allows the District to use grant funds to reimburse IMD for 3 services provided to City residents. These services include free green waste collection at the transfer station for City of Portola residents during the month of May, seven months of curbside green waste pick up for residents that cannot transport green waste to the transfer station and large bins to be placed throughout the Portola community to facilitate neighborhood green waste community clean up projects.

Julie Ruiz developed this agreement with assistance from Nevada County Counsel. This Service Agreement states that the District will provide no more than \$88,782 over a 5 year period, consistent with the grant funding awarded to the District.

Requested Action:

1. Authorize the APCO to enter into a service agreement with IMD.

ROLL CALL VOTE REQUESTED

Attachments:

1. Service agreement between NSAQMD and IMD – available on the District's webpage 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: May 18, 2020

Agenda Item: IV.G

Agenda Description: Approval of Northern Sierra Air Quality Management District's AB 2766 DMV Surcharge Fund Program RFP for 2021 Grant Cycle

Issues:

Please review the attached Request For Proposal. There were no major modifications from last year's proposal.

Requested Action:

Approve the Northern Sierra's AB 2766 DMV Surcharge Fund Program Request for Proposal for 2021 Grant Cycle with adopted funding option

ROLL CALL VOTE REQUESTED

Attachments:

1. Northern Sierra's AB 2766 DMV Surcharge Fund Program Request for Proposal for 2021 Grant Cycle can be found on the District's website 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: May 18, 2020

Agenda Item: V.A

Agenda Description: Payment Details by Vendor Board Report – April 2020

Issues: The District's financial auditor recommended that the District supply monthly payment details to the Board of Directors.

Requested Action: None, informational only.

Attachments:

1. Payment Details by Vendor Board Report – April 2020

Northern Sierra Air Quality Management District
Payment details by Vendor Board Report
April 2020

Type	Date	Num	Memo	Account	Amount
A-1 Stoves Inc.					
Bill Pmt -Check	04/16/2020	221026	WRP-181015-1 Sayklay	20-1000 · Cash, Restricted Fund	-5,000.00
Total A-1 Stoves Inc.					-5,000.00
ADP Fees					
Bill Pmt -Check	04/03/2020	8205743	processing charges	10-1003 · Cash, Bank Payroll Operating	-38.72
Bill Pmt -Check	04/17/2020	0911725	PPE 4/3/20	10-1003 · Cash, Bank Payroll Operating	-46.06
Total ADP Fees					-84.78
All Star Chimney, Eli Marchus					
Bill Pmt -Check	04/30/2020	V963736		20-1000 · Cash, Restricted Fund	-238.00
Total All Star Chimney, Eli Marchus					-238.00
Asquith Business Service					
Bill Pmt -Check	04/22/2020	V963592	04/17/20 EPA 1 hr,	10-1000 · Cash, Operating General Fund	-500.00
Total Asquith Business Service					-500.00
AT&T CALNET 3					
Bill Pmt -Check	04/09/2020	220777		10-1000 · Cash, Operating General Fund	-68.31
Bill Pmt -Check	04/16/2020	221025		10-1000 · Cash, Operating General Fund	-100.64
Total AT&T CALNET 3					-168.95
B of A					
Bill Pmt -Check	04/09/2020	V963214	PPE 4/6/20 plus estimate of 2...	10-1000 · Cash, Operating General Fund	-51,676.17
Bill Pmt -Check	04/22/2020	V963521	PPE 4/17/20	10-1000 · Cash, Operating General Fund	-17,225.38
Total B of A					-68,901.55
California School Boards Assoc.					
Bill Pmt -Check	04/22/2020	221243	GASB AA M Report for FYE ...	10-1000 · Cash, Operating General Fund	-2,500.00
Total California School Boards Assoc.					-2,500.00
CALPERS (Health)					
Bill Pmt -Check	04/23/2020	908971	June	10-1000 · Cash, Operating General Fund	-5,917.22
Total CALPERS (Health)					-5,917.22
CALPERS (Retirement)					
Bill Pmt -Check	04/09/2020	908934	April 6 2020 payperiod	10-1000 · Cash, Operating General Fund	-68.53
Bill Pmt -Check	04/09/2020	908933	PPE 4/6/2020	10-1000 · Cash, Operating General Fund	-1,150.62
Bill Pmt -Check	04/09/2020	908931	PPE 4/6/2020	10-1000 · Cash, Operating General Fund	-2,015.14
Bill Pmt -Check	04/09/2020	908930	April 2020 contribution	10-1000 · Cash, Operating General Fund	-7,100.92
Bill Pmt -Check	04/23/2020	908972	Apr 17 2020 payperiod	10-1000 · Cash, Operating General Fund	-2,015.14
Bill Pmt -Check	04/23/2020	908974	Apr 17 2020 payperiod	10-1000 · Cash, Operating General Fund	-1,150.62
Total CALPERS (Retirement)					-13,500.97
CALPERS 457 PLAN					
Bill Pmt -Check	04/09/2020	908932	PPE 4/6/2020	10-1000 · Cash, Operating General Fund	-1,300.00
Bill Pmt -Check	04/23/2020	908973	April 17 2020 payperiod	10-1000 · Cash, Operating General Fund	-1,300.00
Total CALPERS 457 PLAN					-2,600.00
Corkins, Tim					
Bill Pmt -Check	04/16/2020	221022	Variance SPI emergency	10-1000 · Cash, Operating General Fund	-50.00
Total Corkins, Tim					-50.00
David Nicholas					
Bill Pmt -Check	04/22/2020	V963611	Prescribed Fire Book	10-1000 · Cash, Operating General Fund	-9.43
Total David Nicholas					-9.43
English Mountain Ranch					
Bill Pmt -Check	04/09/2020	V963228		10-1000 · Cash, Operating General Fund	-188.25
Bill Pmt -Check	04/16/2020	V963396	May 2020 Rent	10-1000 · Cash, Operating General Fund	-3,443.00
Total English Mountain Ranch					-3,631.25
Inc. Senior Citizens of Sierra County					
Bill Pmt -Check	04/16/2020	221023	Jan - Mar 2020, AB 2020-01	20-1000 · Cash, Restricted Fund	-1,430.25
Total Inc. Senior Citizens of Sierra County					-1,430.25
Intermountain Disposal, Inc. Vendor					
Bill Pmt -Check	04/22/2020	221242		10-1000 · Cash, Operating General Fund	-14.56
Bill Pmt -Check	04/22/2020	221242	recycle metal 3/31/20	20-1000 · Cash, Restricted Fund	-125.00
Total Intermountain Disposal, Inc. Vendor					-139.56

**Northern Sierra Air Quality Management District
Payment details by Vendor Board Report
April 2020**

Type	Date	Num	Memo	Account	Amount
Kleinhans, Ursula M.					
Bill Pmt -Check	04/16/2020	221024	May 2020 Rent	10-1000 · Cash, Operating General Fund	-533.53
Total Kleinhans, Ursula M.					<u>-533.53</u>
McGarr Excavation					
Bill Pmt -Check	04/22/2020	V963618	2020 Class 8 HDD Truck	20-1000 · Cash, Restricted Fund	-67,060.00
Total McGarr Excavation					<u>-67,060.00</u>
Melissa Klundby					
Bill Pmt -Check	04/09/2020	V963315	air filters drop off, Reno	10-1000 · Cash, Operating General Fund	-47.15
Total Melissa Klundby					<u>-47.15</u>
Quincy Hot Spot					
Bill Pmt -Check	04/16/2020	221021		20-1000 · Cash, Restricted Fund	-13,963.40
Bill Pmt -Check	04/30/2020	221423		20-1000 · Cash, Restricted Fund	-3,500.00
Total Quincy Hot Spot					<u>-17,463.40</u>
Ruiz, Julie					
Bill Pmt -Check	04/09/2020	V963266	mileage to Chester from Reno	10-1000 · Cash, Operating General Fund	-139.15
Bill Pmt -Check	04/30/2020	V963716	travel incidental to EPA Wor...	20-1000 · Cash, Restricted Fund	-183.07
Total Ruiz, Julie					<u>-322.22</u>
Sierra Commons business ignitor					
Bill Pmt -Check	04/22/2020	V963559		20-1000 · Cash, Restricted Fund	-5,018.68
Total Sierra Commons business ignitor					<u>-5,018.68</u>
US Bank					
Bill Pmt -Check	04/30/2020	221424		10-1000 · Cash, Operating General Fund	-7,044.49
Bill Pmt -Check	04/30/2020	221424		20-1000 · Cash, Restricted Fund	-1,644.57
Total US Bank					<u>-8,689.06</u>
TOTAL					<u><u>-203,806.00</u></u>

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: May 18, 2020

Agenda Item: V.B

Agenda Description: Budget Report – End of April 2020

Issues: The Budget Report for the End of April 2020 is available for review and discussion.

Requested Action: . Approve the End of April 2020 Budget Report

ROLL CALL VOTE REQUESTED

Attachments:

1. FY 2019-2020 Budget Report for period ending April 30, 2020

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Operating Budget vs Actuals
Period Ending APRIL 30, 2020

Resource Report	
Operating (Fund 6774) End Balance April 30, 2020	\$ 933,329
Operating (Payroll) End Balance April 30, 2020	\$ 182,314
Operating (GovPay) End Balance April 30, 2020	\$ 30,656
All Operating Accounts Cash Total	\$ 1,146,299

Revenue			
Account #	Description	Budget 2019-2020	Actuals to 4/30/2020
10-4002	Fees, Permit to Operate	30,000	13,358
10-4004	Fees, Vapor Recovery	20,000	9,085
10-4005	Fees, Variance Application	500	2,950
10-4006	Fees, Source Test	2,000	9,508
10-4007	Fees, Prescribed Burning	25,000	19,541
10-4008	Fees, Woodstove Inspections	2,000	1,087
10-4010	Fees, Title V, Fed Op Permit	65,000	31,875
10-4013	Fees, Fire Dept Response	1,500	-
10-4100	Penalties, Permitted Source	10,000	26,800
10-4101	Penalties, Open Burning	2,500	-
10-4201	Gov't Funding, State Subvention	137,600	134,879
10-4202	Gov't Funding, Subvention Supplemental	3,500	-
10-4203	Gov't Funding, County Contribution	62,669	-
10-4204	Gov't Funding, EPA Monitoring	59,500	57,000
10-4206	Gov't Funding, AB 2766 DMV Fees	360,000	193,235
10-4207	Gov't Funding, PERP Pass thru	18,000	23,115
10-4208	Gov't Funding, AB 923 Operating	3,125	1,386
10-4209	Gov't Funding, EPA Target, Admin Fee	75,000	19,379
10-4214	Gov't Funding, EPA Target 2015 Burnwise Coordinator	49,698	-
10-4221	Gov't Funding, Nox remediation Measure, Admin Fee	4,242	-
10-4211	Gov't Funding, AB 197	8,583	-
10-4212	Rx Fire Funding, Monitoring	20,000	6,690
10-4213	Rx Fire Funding, Staff	79,000	79,526
10-4215	Carl Moyer, Admin Fee	25,000	25,000
10-4220	WRP, Admin Fee	-	15,294
10-4222	Farmer Pooled Share - Admin	15,000	15,230
10-4223	RAP, Carl Moyer Rural Assistance Admin	7,000	-
10-4303	Other Income, Rules, Copies, Subscr.	100	433
10-4310	Other Income, Interest Earned	20,000	17,841
Revenue Total:		\$ 1,106,517	\$ 703,213

Expenditures			
Salaries and Benefits (Object Level)			
Account #	Description	Budget 2019-2020	Actuals to 4/30/2020
10-5002	Permanent Salaries	486,054	406,943
10-5007	TaxMed (elect not to utilize th District provided health insurance)	7,680	3,988
10-5003	Overtime	1,000	324
10-5011	Medicare/FICA	7,159	5,790
10-5013	CA State Unemployment and Training Tax	784	1,008
10-5015	Workers' Comp Insurance	6,567	5,294
10-5016	PERS Health Insurance Active Employees	48,000	32,896
10-5017	PERS Health Insurance Retired Employees	18,951	17,172
10-5019	Dental/Vision Care	8,750	4,228
10-5020/5023	PERS Retirement (ER & EE Paid)	63,297	55,215
10-5022/5024	PERS Unfunded Accrued Liability	73,545	71,695
Salaries and Benefits Total:		\$ 721,787	\$ 604,551

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Operating Budget vs Actuals
Period Ending APRIL 30, 2020

Expenditures		Services and Supplies (Object Level)	
Account #	Description	Budget 2019-2020	Actuals to 4/30/2020
10-5201	PM Monitoring Expenses (Supplies)	15,000	17,535
10-5202	Office Supplies	4,000	10,992
10-5203	References, Subscriptions	1,500	173
10-5204	Postage, Shipping	1,000	675
10-5205	Memberships	3,000	2,931
10-5206	Ozone Monitoring Expenses	5,000	882
10-5207	Office Equipment Non-Capitalized	-	3,299
10-5251	Communications	15,000	16,135
10-5253	Rent, Structures - Grass Valley (including PM2.5)	26,640	26,275
10-5254	Rent, Structures - Portola	6,228	5,219
10-5255	Utilities, Grass Valley	2,700	1,886
10-5256	Utilities, Portola	1,200	1,905
10-5257	Rent, PM2.5	7,272	9,130
10-5258	Liability Insurance	8,000	10,657
10-5259	Legal Notices, Public	500	901
10-5301	Information Technology	7,000	11,918
10-5303	Maintenance: Office Equipment	500	705
10-5305	Maintenance: Vehicles	3,000	2,935
10-5311	Profession Services: Legal	6,000	-
10-5317	Profession Services: Office Assistance	1,200	1,863
10-5313	Profession Services: Accounting (Nevada County, Accountant, and ADP)	33,000	18,620
10-5314	Profession Services: Financial Auditor	12,500	10,500
10-5315	Profession Services: Board of Supvr and Hearing Board	5,000	3,500
10-5351	Training, Tuition	1,500	1,714
10-5352	Travel	3,000	7,334
10-5353	Gasoline	5,000	3,281
10-5354	Private Car Mileage	500	2,401
10-5390	Miscellaneous	1,000	-
Services and Supplies Total:		\$ 176,240	\$ 173,366

Expenditures		Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)	
Account #	Description	Budget 2019-2020	Actuals to 4/30/2020
10-5402	Alternate Commute Program	750	
10-5404	ARB: AB 2588 Fees	1,400	
10-5405	Public Education Program	5,000	
10-5406	Fire Dept Response Reimbursement	1,500	
Contribution to Other Agencies / Internal Grants Total:		\$ 8,650	\$ -

Expenditures		Fixed Asset Purchases (Object Level)	
Account #	Description	Budget 2019-2020	Actuals to 4/30/2020
10-5601	Office Equipment (2 computers @\$2,000 each)	4,000	
10-5602	Field Equipment (fixed assets - over \$1,000)	1,000	
10-5605	EPA Supplemental Monitoring		
Fixed Asset Purchases Total:		\$ 5,000	-

Total Expenditures		
	Budget	Actuals
Salaries and Benefits (Object Level)	721,787	604,551
Services and Supplies (Object Level)	176,240	173,366
Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)	8,650	-
Fixed Asset Purchases (Object Level)	5,000	-
Expenditure Total:	\$ 911,677	\$ 777,917

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Restricted Budget vs Actuals
Period Ending APRIL 30, 2020

Restricted Budget, Revenue			Budget	Actuals to
Account #	Description		2019-2020	4/30/2020
20-4500	Govt. Funding, AB 2766 DMV Fees (60% for District Admin)		240,000	132,004
20-4505	Govt. Funding, AB923 (6.25% for district admin)		50,000	28,956
20-4518	Govt. Funding, Carl Moyer HD Diesel (12.5% for district admin)		175,000	175,000
20-4535	Woodsmoke Reduction Program		0	147,479
20-4536	WRP interest		1,000	
20-4541	Nox Reduction Measure (NRM)		70,212	70,706
20-4542	Farmers Pooled Share		100,000	119,340
20-4543	Rural Assistance program (RAP)		80,000	
20-4538	AB 617/ CAPP		22,000	22,659
20-4539	AB 617 Interest		100	
20-4529	Govt. Funding, EPA Target Grant for Portola		398,400	125,088
20-4600	Other Income, Interest, Restricted		5,000	20,852
Restricted Budget, Revenue Total:			\$1,141,712	842,083

Restricted Budget, Expenditures			Budget	Actuals to
Account #	Description		2019-2020	4/30/2020
20-5403	Plumas County Public Works (AB2017-02)		5,088	
20-5440	Portola PM Mitigation(AB2015-08, 33,211)		31,922	1,239
20-5442	Portola MOU (AB2016-08)		27,505	
20-5402	Hansen Bros Enterprises (AB2018-02, \$25,000)		25,000	25,000
20-5402	Town of Truckee (AB 2018-03, \$67,696)		67,696	67,696
20-5402	Town of Truckee (AB 2018-04, \$39,542)		39,542	
20-5402	Foster and Sons (AB 2018-05, \$26,457)		26,457	
20-5402	Nevada City Police (AB2018-06-06, \$19,500)		19,500	19,500
20-5404	Incorporated Senior Citizens of Sierra County (AB2017-01)		5,672	2,836
20-5401	AB2766 Planned Expenditure of all counties (FY 19/20) Awards for CY 2020 below		267,930	
Nevada County	Hansen Bros Enterprises : Diesel Truck (AB2020-04; \$26,000)			
Nevada County	Sierra Commons: Installation of Telecommuting Equipment (AB2020-05: \$24,000)			
Nevada County	Sierra Commons: Install CH4 Generator (AB2020-06, \$26,000)			1,937
Nevada County	Sierra Senior Sevices Electric Vehicle (AB2020-07; \$37,800)			3,082
Nevada County	Fire Safe Council of Nevada County (AB2020-08; Electric Vehicle; \$36,000))			36,000
Nevada County	Bear Yuba Land Trust: construction of a public trail (AB2020-09; \$15,000)			
Plumas County	McGarr Excavation, Inc.: Diesel Truck (AB2020-02; \$67060.45)			67,060
Plumas County	Plumas County Public Works: 2 diesel particulate filters (AB2020-03; \$3,622.55)			
Sierra County	Incorp. Senior Citizen: sustain existingsn senior vanpool services (AB2020-01; \$5,721)			1,430
20-5406	Carl Moyer		247,478	44,956
20-5409	AB 923		264,914	
20-5410	EPA Target Grant for Portola		398,400	182,085
20-5414	Woodsmoke Reduction Program (WRP)		41,827	18,036
20-5417	Non reduction Measure (NRM)		70,212	-
20-5415	AB 617		42,000	-
20-5413	H&S Mitigation Fund		106,342	62,100
Restricted Budget, Expenditures Totals:			1,687,485	532,957

Northern Sierra Air Quality Management District
Balance Sheet
As of April 30, 2020

05/11/20

Accrual Basis

Apr 30, 20

ASSETS**Current Assets****Checking/Savings**

10-1000 · Cash, Operating General Fund	933,329.30
10-1003 · Cash, Bank Payroll Operating	182,313.72
10-1004 · Cash, GovPay Operating	30,655.52
10-1400 · Burn Box Petty Cash - GV	296.75
10-1401 · Portola Cash Box	6.59
20-1000 · Cash, Restricted Fund	1,364,912.17

Total Checking/Savings 2,511,514.05

Other Current Assets

10-1500 · Due from Restricted	-15,403.72
10*1300 · Receivable Operating	
10-1302 · Office Lease Security Lease Dep	1,214.00

Total 10*1300 · Receivable Operating 1,214.00

Total Other Current Assets -14,189.72

Total Current Assets 2,497,324.33

Fixed Assets

10-1700 · Fixed Asset, Net of Depreciaton	
10-1701 · Equipment (GASB)	295,685.00
10-1702 · Vehicles (GASB)	101,662.00
10-1703 · Office Equipment Furniture	74,070.00
10-1710 · Accumulated Deprecation Total	
10-1711 · Accum Depr Field Equip	-211,642.00
10-1712 · Accum Depr Equip Vehicles	-88,675.00
10-1713 · Accumulated Depr Office Equip	-71,432.00

Total 10-1710 · Accumulated Deprecation Total -371,749.00

Total 10-1700 · Fixed Asset, Net of Depreciaton 99,668.00

Total Fixed Assets 99,668.00

TOTAL ASSETS 2,596,992.33

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Other Current Liabilities**

10-2300 · Other Current Liability Operati	
10-2310 · Employee Part Health I	1,270.13
10-2313 · PERS Survivor Benefits	8.37
10-2316 · PERS Service Credit	35.15
10-2317 · PEPPA Employee Deduction	839.68

Total 10-2300 · Other Current Liability Operati 2,153.33

20-2200 · Due to Operating Fund - Restrict -15,403.72

20-2400 · Unearned Revenue - Restricted 73,267.26

Total Other Current Liabilities 60,016.87

Total Current Liabilities 60,016.87

Long Term Liabilities

10-2328 · Noncurrent Liabilities	
10-2329 · Compensated Absences	62,176.00
10-2330 · Net OPEB (Other than EE Benefit	867,094.00
10-2331 · Net Pension Liability	1,023,724.00

Total 10-2328 · Noncurrent Liabilities 1,952,994.00

Total Long Term Liabilities 1,952,994.00

Total Liabilities 2,013,010.87

Equity

12:50 PM

Northern Sierra Air Quality Management District

Balance Sheet

As of April 30, 2020

05/11/20

Accrual Basis

	<u>Apr 30, 20</u>
10-3900 · Retained Earnings - Operating	-1,290,877.86
10-3903 · Other Post-Employment Benefits	150,000.00
10-3904 · Equipment Replacement	102,000.00
10-3905 · Leave Liability	52,000.00
10-3906 · Air Monitoring Program	60,000.00
10-3907 · Public Education Program	5,000.00
10-3909 · Contingency Emergency Reserve	264,000.00
10-3920 · Invested in Capital Assets	99,668.00
20-3900 · Restricted Equity	
20-3902 · Planned Expend AB2766 Nevada	364,219.54
20-3903 · Planned Expend -AB2766 Plumas	146,291.79
20-3904 · Planned Expend - AB2766 Sierra	1,085.36
20-3906 · Planned Carl Moyer Non-Prop 40	55,308.47
20-3908 · Planned Expenditure - AB923 Res	183,364.05
20-3910 · H&S Reserve Balance	157,500.00
Total 20-3900 · Restricted Equity	907,769.21
Net Income	234,422.11
Total Equity	583,981.46
TOTAL LIABILITIES & EQUITY	2,596,992.33

Northern Sierra Air Quality Management District
Profit & Loss
July 2019 through April 2020

Jul '19 - Apr 20

Ordinary Income/Expense
Income

10-4000 · Operating Income	13,358.25
10-4002 · Fees, Permit to Operate	9,085.40
10-4004 · Fees, Vapor Recovery	2,950.00
10-4005 · Fees, Variance Application	9,508.31
10-4006 · Fees, Source Test	19,541.25
10-4007 · Fees, Prescribed Burning	1,087.37
10-4008 · Fees, Woodstove Inspections	31,874.70
10-4010 · Fees, Title V	26,800.00
10-4100 · Penalties, Permitted Source	
10-4200 · Intergovernmental Revenue Total	
10-4201 · Gov Fund, State Subvention	134,878.57
10-4204 · Gov Fund EPA Monitoring	57,000.00
10-4206 · Gov Funding AB2766 Operating	193,234.90
10-4207 · Gov Funding PERP Pass-Thru	23,115.04
10-4208 · Gov Funding AB923 Operating	1,386.13
10-4209 · Gov EPA Target 2015 , Admin Fee	19,378.99
10-4211 · Gov, AB 197	0.00
10-4212 · Rx Fire Grant Monnitoring	6,690.29
10-4213 · Rx Fire Staff Grant	79,526.00
10-4215 · Carl Moyer Admin Fee	25,000.00
10-4220 · Woodsmoke Reduction Prog-Admin	15,294.12
10-4222 · Farmer Prgm, Pooled Share Admin	15,229.57
Total 10-4200 · Intergovernmental Revenue Total	570,733.61
10-4300 · Other Income	
10-4304 · Other Income, Miscellaneous	432.63
Total 10-4300 · Other Income	432.63
10-4310 · Interest Earned - Operating	17,841.03
Total 10-4000 · Operating Income	703,212.55
20-4999 · Total Restricted Revenue	
20-4500 · AB 2766 (all counties)	
20-4502 · AB2766 Nevada County	105,316.90
20-4503 · AB2766 Plumas County	24,436.65
20-4504 · AB2766 Sierra County	2,250.13
Total 20-4500 · AB 2766 (all counties)	132,003.68
20-4505 · AB 923	28,956.27
20-4518 · Carl Moyer	
20-4520 · Carl Moyer Prop 40	175,000.00
Total 20-4518 · Carl Moyer	175,000.00
20-4529 · Gov EPA Target 2015 Grnt -Porto	125,088.38
20-4535 · Woodsmoke Reduction Program	147,478.99
20-4538 · AB617-CAPP/Comm Air Protection	22,659.00
20-4541 · Nox Reduction Measure Rev	70,706.00
20-4542 · Farmers, Pooled Share Program	119,339.65
20-4600 · Interest Earned - Restricted	20,851.51
Total 20-4999 · Total Restricted Revenue	842,083.48
Total Income	1,545,296.03
Gross Profit	1,545,296.03
Expense	
10-5994 · Total All Operating Expenses	
10-5990 · Total Salary & Benefits	
10-5001 · Salaries	
10-5002 · Permanent Salaries- Grass Valle	318,743.27
10-5003 · Permanent Salaries- Portola	88,200.02

Northern Sierra Air Quality Management District
Profit & Loss
July 2019 through April 2020

	Jul '19 - Apr 20
10-5006 · Overtime Pay	324.00
10-5007 · TexMed (in lieu of Health Insur	3,987.63
Total 10-5001 · Salaries	411,254.92
10-5010 · Employee Benefits	
10-5011 · Medicare/FICA	5,789.58
10-5013 · EDD Training Tax	72.64
10-5014 · CA State Unemployem	935.34
10-5015 · Workers' Comp Insurance	5,294.05
10-5017 · PERS Retirees Health Plan	17,171.52
10-5018 · PERS Health Active Employee	32,895.79
10-5019 · Dental/Vision Care	4,227.75
10-5020 · PERS Classic Retirement-ER share	26,374.53
10-5021 · PERS ER- Paid Member Contributi	16,969.16
10-5022 · PERS Classic UAL	71,009.20
10-5023 · PERS PEPRA -ER Contribution	11,871.10
10-5024 · PERS PEPRA UAL	685.30
Total 10-5010 · Employee Benefits	193,295.96
Total 10-5990 · Total Salary & Benefits	604,550.88
10-5991 · Operating Expense	
10-5200 · Office	
10-5202 · Office Supplies	10,991.51
10-5204 · Postage/Shipping	675.34
10-5207 · Office Equipment - noncap	3,298.78
10-5259 · Legal Notices, Publi	901.22
10-5301 · Information Technology	11,918.32
Total 10-5200 · Office	27,785.17
10-5215 · Air & Ozone Monitoring	
10-5201 · PM2.5 Expenditure	17,534.97
10-5206 · Ozone Monitoring	882.48
Total 10-5215 · Air & Ozone Monitoring	18,417.45
10-5225 · Dues & Subscription	
10-5203 · References, Subscrip	173.29
10-5205 · Memberships	2,931.00
Total 10-5225 · Dues & Subscription	3,104.29
10-5250 · Rents & Utilities	
10-5253 · Rent, Grass Valley	26,275.00
10-5254 · Rent, Portola	5,219.06
10-5255 · Utilities, Grass Valley	1,886.16
10-5256 · Utilities, Portola	1,905.16
10-5257 · Rent PM2.5 Grass Valley	9,130.00
Total 10-5250 · Rents & Utilities	44,415.38
10-5251 · Communications	16,135.02
10-5258 · Liability Insurance	10,657.29
10-5300 · Professional Fees	
10-5312 · Prof Serv - Office Assistanc	1,862.76
10-5313 · Prof Services Accounting	16,291.36
10-5314 · Profes Serv - Financial Auditor	10,500.00
10-5315 · Profes Services Board	3,000.00
10-5316 · Profession Serv Hearing	500.00
10-5317 · Prof Serv - Portola Office Assi	0.00
10-5318 · EPA Target GR Acct & Office Ser	2,328.21
Total 10-5300 · Professional Fees	34,482.33
10-5325 · Repair & Maintenances	
10-5303 · Maintenance Office	704.84
10-5305 · Maintenance Vehicles	2,934.64

Northern Sierra Air Quality Management District
Profit & Loss
July 2019 through April 2020

05/11/20

Accrual Basis

	Jul '19 - Apr 20
Total 10-5325 · Repair & Maintenances	3,639.48
10-5350 · Travel & Conference	
10-5351 · Training/Tuition/Conferences	1,713.68
10-5352 · Travel	7,333.59
10-5353 · Gasoline	3,281.19
10-5354 · Private Car Mileage	2,401.35
Total 10-5350 · Travel & Conference	14,729.81
Total 10-5991 · Operating Expense	173,366.22
10-5992 · Pass-thru Funds	
10-5401 · Air Monitoring Program	0.00
10-5405 · Public Education Program	0.00
Total 10-5992 · Pass-thru Funds	0.00
10-5993 · Fixed Asset Purchases Summary	
10-5601 · Fixed Assets Office	0.00
Total 10-5993 · Fixed Asset Purchases Summary	0.00
Total 10-5994 · Total All Operating Expenses	777,917.10
20-5400 · Grantees Summary Only	
20-5401 · AB2766 Restricted	
20-5402 · AB2766 - Nevada County	153,214.68
20-5403 · AB2766 - Plumas County	
20-5440 · 2015-08 Portola PM Nonattainmen	1,239.24
20-5403 · AB2766 - Plumas County - Other	67,060.00
Total 20-5403 · AB2766 - Plumas County	68,299.24
20-5404 · AB2766 - Sierra County	4,266.00
Total 20-5401 · AB2766 Restricted	225,779.92
20-5406 · Carl Moyer - Restricted	44,956.09
20-5410 · EPA 2015 Target Grant	183,296.02
20-5413 · H&S Mitigation Agree - Restrict	62,100.00
20-5414 · Woodsmoke Reduction Program	18,036.18
Total 20-5400 · Grantees Summary Only	534,168.21
20-5999 · Audit Adjustment - RESTRICTED	-1,211.39
Total Expense	1,310,873.92
Net Ordinary Income	234,422.11
Net Income	234,422.11

To: Northern Sierra Air Quality Management District Board of Directors
From: Gretchen Bennitt, Air Pollution Control Officer
Date: May 18, 2020

Agenda Item: V.C

Agenda Description: Budget Amendments for FY 2019-2020

Issues: Proposed **Budget Amendments for FY 2019-2020 Budget are proposed.**

Requested Action: Approve Proposed Amendments to the FY 2019-2020 Budget

ROLL CALL VOTE REQUESTED

Attachments:

1. FY 2019-2020 Budget Amendments

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Original Budget, Budget Amendment, and Actuals as of
APRIL 30, 2020

Resource Report	
	Operating (Fund 6774) End Balance April 30, 2020 \$ 933,329
	Operating (Payroll) End Balance April 30, 2020 \$ 182,314
	Operating (GovPay) End Balance April 30, 2020 \$ 30,656
	All Operating Accounts Cash Total \$ 1,146,299

Revenue					
Account #	Description	Budget 2019-2020	Amendment	Amended Budget	Actuals to 4/30/2020
10-4002	Fees, Permit to Operate	30,000		30,000	13,358
10-4004	Fees, Vapor Recovery	20,000		20,000	9,085
10-4005	Fees, Variance Application	500		500	2,950
10-4006	Fees, Source Test	2,000		2,000	9,508
10-4007	Fees, Prescribed Burning	25,000		25,000	19,541
10-4008	Fees, Woodstove Inspections	2,000		2,000	1,087
10-4010	Fees, Title V, Fed Op Permit	65,000		65,000	31,875
10-4013	Fees, Fire Dept Response	1,500		1,500	-
10-4100	Penalties, Permitted Source	10,000		10,000	26,800
10-4101	Penalties, Open Burning	2,500		2,500	-
10-4201	Gov't Funding, State Subvention	137,600		137,600	134,879
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	59,500		59,500	57,000
10-4206	Gov't Funding, AB 2766 DMV Fees	360,000		360,000	193,235
10-4207	Gov't Funding, PERP Pass thru	18,000		18,000	23,115
10-4208	Gov't Funding, AB 923 Operating	3,125		3,125	1,386
10-4209	Gov't Funding, EPA Target, Admin Fee	75,000		75,000	19,379
10-4214	Gov't Funding, EPA Target 2015 Burnwise Coordinator	49,698		49,698	-
10-4221	Gov't Funding, Nox remediation Measure, Admin Fee	4,242		4,242	-
10-4211	Gov't Funding, AB 197	8,583		8,583	-
10-4213	Rx Fire Funding, Staff	79,000		79,000	79,526
10-4212	Rx Fire Funding, Monitoring	20,000		20,000	6,690
10-4215	Carl Moyer, Admin Fee	25,000		25,000	25,000
10-4222	Farmer Pooled Share - Admin	15,000		15,000	15,230
10-4223	RAP, Carl Moyer Rural Assistance Admin	7,000		7,000	-
10-4220	WRP, Admin Fee	-		-	15,294
10-4303	Other Income, Rules, Copies, Subscr.	100		100	433
10-4310	Other Income, Interest Earned	20,000		20,000	17,841
Revenue Total:		\$ 1,106,517	\$ -	\$ 1,106,517	\$ 703,213

Expenditures					
Salaries and Benefits (Object Level)					
Account #	Description	Budget 2019-2020	Amendment	Amended Budget	Actuals to 4/30/2020
10-5002	Permanent Salaries	486,054		486,054	406,943
10-5021	TaxMed (elect not to utilize th District provided health insurance)	7,680		7,680	3,988
10-5003	Overtime	1,000		1,000	324
10-5011	Medicare/FICA	7,159		7,159	5,790
10-5013	CA State Unemployment and Training Tax	784		784	1,008
10-5015	Workers' Comp Insurance	6,567		6,567	5,294
10-5016	PERS Health Insurance Active Employees	48,000		48,000	32,896
10-5017	PERS Health Insurance Retired Employees	18,951		18,951	17,172
10-5019	Dental/Vision Care	8,750		8,750	4,228
10-5020/5023	PERS Retirement (ER & EE Paid)	63,297		63,297	55,215
10-5022/5024	PERS Unfunded Accrued Liability	73,545	12,555	86,100	71,695
Salaries and Benefits Total:		\$ 721,787	\$ 12,555	\$ 734,342	\$ 604,551

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Original Budget, Budget Amendment, and Actuals as of
APRIL 30, 2020

Expenditures		Services and Supplies (Object Level)			
Account #	Description	Budget 2019-2020	Amendment	Amended Budget	Actuals to 4/30/2020
10-5201	PM Monitoring Expenses (Supplies)	15,000		15,000	17,535
10-5202	Office Supplies	4,000	9,000	13,000	10,992
10-5203	References, Subscriptions	1,500		1,500	173
10-5204	Postage, Shipping	1,000		1,000	675
10-5205	Memberships	3,000		3,000	2,931
10-5206	Ozone Monitoring Expenses	5,000		5,000	882
10-5207	Office Equipment Non-Capitalized	-	3,300	3,300	3,299
10-5251	Communications	15,000	4,500	19,500	16,135
10-5253	Rent, Structures - Grass Valley (including PM2.5)	26,640	2,850	29,490	26,275
10-5254	Rent, Structures - Portola	6,228		6,228	5,219
10-5255	Utilities, Grass Valley	2,700		2,700	1,886
10-5256	Utilities, Portola	1,200	1,250	2,450	1,905
10-5257	Rent, PM2.5	7,272	2,825	10,097	9,130
10-5258	Liability Insurance	8,000	2,700	10,700	10,657
10-5259	Legal Notices, Public	500	500	1,000	901
10-5301	Information Technology	7,000	6,000	13,000	11,918
10-5303	Maintenance: Office Equipment	500	205	705	705
10-5305	Maintenance: Vehicles	3,000		3,000	2,935
10-5311	Profession Services: Legal	6,000		6,000	-
10-5317	Profession Services: Office Assistance	1,200	663	1,863	1,863
10-5313	Profession Services: Accounting <small>(Nevada County, Accountant, and ADP)</small>	33,000		33,000	18,620
10-5314	Profession Services: Financial Auditor	12,500		12,500	10,500
10-5315	Profession Services: Board of Supvr and Hearing Board	5,000		5,000	3,500
10-5351	Training, Tuition	1,500	250	1,750	1,714
10-5352	Travel	3,000	4,500	7,500	7,334
10-5353	Gasoline	5,000		5,000	3,281
10-5354	Private Car Mileage	500	2,200	2,700	2,401
10-5390	Miscellaneous	1,000		1,000	-
Services and Supplies Total:		\$ 176,240	\$ 40,743	\$ 216,983	\$ 173,366

Expenditures		Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)			
Account #	Description	Budget 2019-2020	Amendment	Amended Budget	Actuals to 4/30/2020
10-5402	Alternate Commute Program	750		750	
10-5404	ARB: AB 2588 Fees	1,400		1,400	
10-5405	Public Education Program	5,000		5,000	
10-5406	Fire Dept Response Reimbursement	1,500		1,500	
Contribution to Other Agencies / Internal Grants Total:		\$ 8,650	\$ -	\$ 8,650	\$ -

Expenditures		Fixed Asset Purchases (Object Level)			
Account #	Description	Budget 2019-2020	Amendment	Amended Budget	Actuals to 4/30/2020
10-5601	Office Equipment (2 computers @\$2,000 each)	4,000		4,000	
10-5602	Field Equipment (fixed assets - over \$1,000)	1,000		1,000	
10-5605	EPA Supplemental Monitoring			-	
Fixed Asset Purchases Total:		\$ 5,000	\$ -	\$ 5,000	-

Total Expenditures	Budget 2019-2020	Amendment	Amended Budget	Actuals to 4/30/2020	
Salaries and Benefits (Object Level)	721,787	12,555	734,342	604,551	
Services and Supplies (Object Level)	176,240	40,743	216,983	173,366	
Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)	8,650	-	8,650	-	
Fixed Asset Purchases (Object Level)	5,000	-	5,000	-	
Expenditure Total:		\$ 911,677	\$ 53,298	\$ 964,975	\$ 777,917

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To: Northern Sierra Air Quality Management District Board of Directors
From: Gretchen Bennitt, Air Pollution Control Officer
Date: May 18, 2020

Agenda Item: VI.A

Agenda Description: Status on Portola Federal PM2.5 (smoke) Nonattainment Area

Issues:

The EPA officially designated the Greater Portola area in Plumas County as a federal PM2.5 nonattainment area on April 15, 2015. The District submitted a required State Implementation Plan (SIP) to the California Air Resources Board (CARB) which contained rules and regulations which will demonstrate attainment of the air quality standard by December 31, 2021. The CARB Board approved the District's SIP and submitted it to the Environmental Protection Agency on February 16, 2017. The EPA proposed approval of the Portola Plan on December 18, 2018.

In order to reach the attainment of the PM2.5 standard, the District is implementing many different emission reducing strategies – a woodstove changeout program, a voluntary woodburning curtailment program, in 2021 – a mandatory woodburning curtailment program, and many other programs associated with public education.

Staff will give an update on items of note within the last month.

Requested Action: None, informational only

Attachments:
none