

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**

**Headquarters**

**200 Litton Drive, Ste. 320**

**Grass Valley, CA 95945**

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**Gretchen G. Bennett, APCO**

**Northern Field Office**

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***NORTHERN SIERRA***

***AIR QUALITY MANAGEMENT DISTRICT***

***BOARD OF DIRECTORS***

***Special BOARD MEETING***

***MONDAY***

**March 20, 2023**

**12:30 p.m.**

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

**Paul Roen, Chair**

**Sierra County Supervisor, District Three**

**Lee Adams, Vice-Chair**

**Sierra County Supervisor, District One**

**Hardy Bullock**

**Nevada County Supervisor, District Five**

**Ed Scofield**

**Nevada County Supervisor, District Two**

**Tom McGowan**

**Plumas County Supervisor, District Three**

**Dwight Ceresola**

**Plumas County Supervisor, District One**

**Alternates:**

**Susan Hoek, Nevada County Supervisor, District Four**

**Lila Heuer, Sierra County Supervisor, District Two**

**Jeff Engel, Plumas County Supervisor, District Five**

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING

**March 20, 2023**

**12:30 P.M.**

**This meeting will be held by videoconference/telephone 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**

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

**III. Administrative Report**

A. Discussion and authorization of process to select an Executive Director to fill the vacancy in that position.

**IV. 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 24 hours prior to the special meeting at the following locations: Eric Rood Government Center in Nevada City, The Plumas County Courthouse in Quincy, the Litton Building in Grass Valley, Northern Air District office in Portola, the Plumas County Board of Supervisors Chambers in Quincy, Sierra County Courthouse Square in Downieville. **The agenda and board packet are available on-line prior to the Board Meeting at [www.myairdistrict.com](http://www.myairdistrict.com)**

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

**From:** Gretchen Bennitt, Air Pollution Control Officer

**Date:** March 20, 2023

**Agenda Item: II**

**Agenda Description: Closed Session Item**

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

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

**From:** Gretchen Bennitt, Air Pollution Control Officer

**Date:** March 20, 2023

**Agenda Item: III. A**

**Agenda Description:** Discussion and authorization of process to select an Executive Director to fill the vacancy in that position.

**Issues:**

Executive Director Gretchen Bennitt will be resigning from the District on April 7, 2023 to take another position at the Yolo-Solano Air Quality Management District. The Board will discuss and authorize a process by which a new Executive Director will be selected.

**Requested Action:** Discuss and authorize selection process. Give direction to Staff to bring back to board.

**Attachments:**

1. Position Description of Executive Director for Northern Sierra Air Quality Management Director

## **AIR POLLUTION CONTROL OFFICER**

(Unclassified)

### **DEFINITION**

To plan, direct and review the activities and operations of the Northern Sierra Air Quality Management District including enforcement of Federal, State and local air pollution control statutes and regulations; to coordinate assigned activities with other outside agencies; and to provide highly responsible and complex administrative support to the Governing Board of Directors, in the capacity of an executive officer.

### **DISTINGUISHING CHARACTERISTICS**

The executive officer level recognizes classes with full responsibility for the administration of a public agency.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Northern Sierra Air Quality Management District Board of Directors. The APCO serves as an at will employee, serving at the will and pleasure of the NSAQMD Board of Directors. The APCO exercises direct supervision over assigned clerical, technical, and professional personnel.

### **EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:**

- Develop, plan and implement District goals and objectives.
- Recommend and administer policies and procedures.
- Coordinate District activities with those of other outside agencies and organizations.
- Provide staff assistance to the District Board; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the District's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Develop and administer of the District budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the District.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with other public agency employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of environmental science as applied to evaluating and controlling

sources of air pollution.

- Fundamentals of land and transportation planning.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

### **Ability to:**

- Plan, direct and control the administration and operations of the District.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve District related issues; remember various personnel rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time.
- Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means; regularly lift heavy weight.
- Develop and implement District policies and procedures.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer District budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District policies, procedures, rules and regulations.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training**

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Seven years of increasingly responsible experience in air pollution control enforcement and regulation, including four years of administrative and management responsibility.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, environmental health science, life science or a related field.

### **License or Certificate**

- May need to possess a valid California driver's license as required depending on the position. Proof of adequate vehicle insurance and medical clearance may also be required.