

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

Monday
March 24, 2025
1:00 PM

Hardy Bullock, Chair
Nevada County Supervisor, District Five

Heidi Hall, Vice Chair
Nevada County Supervisor, District One

Paul Roen
Sierra County Supervisor, District Three

Lee Adams
Sierra County Supervisor, District One

Dwight Ceresola
Plumas County Supervisor, District One

Tom McGowan
Plumas County Supervisor, District Three

Alternates:
Lisa Swarthout, Nevada County Supervisor, District Four
Lila Heuer, Sierra County Supervisor, District Two
Jeff Engel, Plumas County Supervisor, District Five

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

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

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

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

**March 24, 2025
1:00 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**

**(Site C) VIDEOCONFERENCE/TELEPHONE CONFERENCE
Rood Center
950 Maidu Ave, Ste 129
Nevada City, California**

**(Site D) VIDEOCONFERENCE/TELEPHONE CONFERENCE
Plumas County Public Works
1834 E. Main Street
Quincy, 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:

- A. Call to Order
- B. Roll call and determination of quorum.
- C. Public Comment: For items **NOT** appearing on the agenda and within the jurisdiction of the Board. The public may comment on Agenda items as they are discussed.

II. Approval and/or Modifications to Agenda

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

- A. Approval of regular meeting minutes – February 24, 2025
- B. Payment Details by Vendor Board Report – February 2025

IV. Administrative Report (Action/Discussion Items)

- A. Resolution of Appreciation – Mr. Ed Scofield
- B. Proposed County Contributions for FY 25/26

- C. Proposed revised County Contributions Agreement
- D. Proposed Draft Agreement between Nevada County Fire Chief's Association and Northern Sierra AQMD
- E. Proposed revised personnel policy 2045.40 – Merit Advancement
- F. Proposed revised personnel policy 2162.2.1 – Vacation Leave

V. Director's Report (Informational Only)

- A. Portola District Rule update

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

VII. Schedule next Meeting – Video/Phone Conference April 28, 2025 @ 1:00 PM

VIII. Adjournment

PERSONS DESIRING TO ADDRESS THE BOARD

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

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

PUBLIC COMMENT:

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

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

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

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

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

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

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

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

POSTING AGENDA:

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

To:Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 24, 2025

Agenda Item: II

Agenda Description: Approval and/or Modifications to Agenda

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

ROLL CALL VOTE REQUESTED

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 24, 2025

Agenda Item: III

Agenda Description: Approval of February 24, 2025 Board Minutes

Requested Action: Approve February Board Minutes

ROLL CALL VOTE REQUESTED

Attachments:

February 24, 2025 Board Minutes

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 24, 2025

Agenda Item: III.B

Agenda Description: Payment Details by Vendor Board Report – February 2025

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

Requested Action: Review and approve Payment Details February 2025

ROLL CALL VOTE REQUESTED

Attachments:

Payment Details by Vendor Board Report – February 2025

Northern Sierra Air Quality Management District

Payment details by Vendor Board Report

February 2025

Type	Date	Num	Memo	Account	Act. Cost
Abigail Birnbryer					
Bill Pmt -Check	02/13/2025	V959794	Social Media Posts TAG ...	20-1000 · Cash, Restrict...	
Total Abigail Birnbryer					
Adecco					
Bill Pmt -Check	02/03/2025	278865	10-5318	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/03/2025	278865	10-5318	20-1000 · Cash, Restrict...	
Bill Pmt -Check	02/13/2025	279167	10-5318	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/24/2025	279591	10-5318	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/24/2025	279591	10-5318	20-1000 · Cash, Restrict...	
Total Adecco					
ADP Fees					
Bill Pmt -Check	02/14/2025	681042	ADP Enhanced Payroll	10-1003 · Cash, Bank Pa...	
Bill Pmt -Check	02/28/2025	220850	Processing Charges	10-1003 · Cash, Bank Pa...	
Bill Pmt -Check	02/28/2025	310399	ADP Enhanced Payroll	10-1003 · Cash, Bank Pa...	
Total ADP Fees					
All Star Chimney, Eli Marchus					
Bill Pmt -Check	02/13/2025	V959811	EPA 2021-0614 Berry	20-1000 · Cash, Restrict...	
Total All Star Chimney, Eli Marchus					
Asquith Business Service					
Bill Pmt -Check	02/06/2025	V959538	PPE 1/31/2025	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/20/2025	V960019	PPE 2/14/2025	10-1000 · Cash, Operati...	
Total Asquith Business Service					
AT&T CALNET 3					
Bill Pmt -Check	02/13/2025	279234	fax line Portola Office	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/24/2025	279622		10-1000 · Cash, Operati...	
Total AT&T CALNET 3					
B of A					
Bill Pmt -Check	02/06/2025	V959495		10-1000 · Cash, Operati...	
Bill Pmt -Check	02/20/2025	V959960		10-1000 · Cash, Operati...	
Total B of A					
CALPERS (Retirement)					
Bill Pmt -Check	02/06/2025	914273	PPE 1/31/2025	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/06/2025	914272	Monthly ER Classic UAL ...	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/06/2025	914275	Monthly ER PEPRA UA...	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/20/2025	914317	PPE 2/14/25	10-1000 · Cash, Operati...	
Total CALPERS (Retirement)					
CALPERS 457 PLAN					
Bill Pmt -Check	02/06/2025	914274	PPE 1/31/2025	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/20/2025	914318	PPE 1/31/2025	10-1000 · Cash, Operati...	
Total CALPERS 457 PLAN					
Clientworks, Inc.					
Bill Pmt -Check	02/24/2025	V960146	Jan 2025 services	10-1000 · Cash, Operati...	
Bill Pmt -Check	02/24/2025	V960146	Burnwise IT	20-1000 · Cash, Restrict...	
Total Clientworks, Inc.					
English Mountain Ranch					
Bill Pmt -Check	02/13/2025	V959735		10-1000 · Cash, Operati...	
Total English Mountain Ranch					
Hahn, J. aka Wolf Creek Wood Stoves					
Bill Pmt -Check	02/03/2025	V959021		20-1000 · Cash, Restrict...	
Total Hahn, J. aka Wolf Creek Wood Stoves					
Heat Transfer Systems					
Bill Pmt -Check	02/24/2025	V960182	TAG 2018, EPA#2024-00...	20-1000 · Cash, Restrict...	
Total Heat Transfer Systems					
Hunter, Julie					
Bill Pmt -Check	02/06/2025	V959563		10-1000 · Cash, Operati...	
Total Hunter, Julie					

Northern Sierra Air Quality Management District Payment details by Vendor Board Report February 2025

Type	Date	Num	Memo	Account	Act. Cost
Intermountain Disposal, Inc. Vendor					
Bill Pmt -Check	02/24/2025	279619		10-1000 · Cash, Operati...	
Bill Pmt -Check	02/24/2025	279618	TAG 2018 Metal Hauling	20-1000 · Cash, Restrict...	
Total Intermountain Disposal, Inc. Vendor					
James Merzon					
Bill Pmt -Check	02/13/2025	V959785	Rent	10-1000 · Cash, Operati...	
Total James Merzon					
Long Valley Charter School					
Bill Pmt -Check	02/13/2025	279253	Snow removal Portola Of...	10-1000 · Cash, Operati...	
Total Long Valley Charter School					
Quincy Hot Spot					
Bill Pmt -Check	02/03/2025	278898		20-1000 · Cash, Restrict...	
Bill Pmt -Check	02/13/2025	279195	TAG2018-0124 Becky	20-1000 · Cash, Restrict...	
Bill Pmt -Check	02/24/2025	279610		20-1000 · Cash, Restrict...	
Total Quincy Hot Spot					
Sonoma Technology					
Bill Pmt -Check	02/13/2025	V959788	portola burn curtailment f...	20-1000 · Cash, Restrict...	
Total Sonoma Technology					
Tyrus Chimney Sweep					
Bill Pmt -Check	02/03/2025	278928	2019-0337 Rose	20-1000 · Cash, Restrict...	
Total Tyrus Chimney Sweep					
US Bank					
Bill Pmt -Check	02/18/2025	279260		10-1000 · Cash, Operati...	
Bill Pmt -Check	02/18/2025	279260		20-1000 · Cash, Restrict...	
Total US Bank					
Wizix Technology Group					
Bill Pmt -Check	02/13/2025	279245	copier maint.	10-1000 · Cash, Operati...	
Total Wizix Technology Group					
TOTAL					

To: Northern Sierra Air Quality Management District Board of Directors

Date: March 24, 2025

Agenda Item Number: IV.A

Agenda Description: Resolution of Appreciation – Mr. Ed Scofield

Summary:

Mr. Ed Scofield has been a Board member for the Air District since January 1, 2015, and served as Chair in 2019. He has been crucial in supporting air quality efforts in Nevada, Sierra and Plumas counties. After serving as the Nevada County District Two Supervisor after 16 years, been a champion of many community improvement projects, Mr. Scofield is heading to a well deserved retirement, and we appreciate all he has done and wish him the very best!

Requested Action:

Review and Approved Resolution of Appreciation

ROLL CALL VOTE REQUESTED

Attachment:

Resolution of Appreciation

Northern Sierra Air Quality Management District
Resolution of Appreciation

Whereas, Supervisor Ed Schofield has been a member of the governing board of the Northern Sierra Air Quality Management District since January 1, 2015; and,

Whereas, the Northern Sierra Air Quality Management District (NSAQMD) is one of 35 air districts in the state, and serves the counties of Plumas, Nevada, and Sierra Counties, and;

Whereas, during his ten-years of service to the NSAQMD, Supervisor Schofield assisted the district with any number of challenges, including developing, reviewing, and approving State Implementation Plans (SIPs) for the federal nonattainment areas for both Grass Valley and Portola. a; and,

Whereas, during his ten-years of service, Supervisor Schofield also served the district as a member of its governing board wherein he approved annual operating budgets and staffing levels, including the appointment of the district’s Air Pollution Control Officer; and,

Whereas, during his years of service he assisted with the development of new District rules and supported grant funding for local businesses; and,

Whereas, in 2019, he was elected by his colleagues as Chair of the Board of the NSAQMD, and during such time he supported staff with meaningful input and provided strong and balanced leadership to the entire board.

Now, therefore, be it resolved, the Board of Directors of the Northern Sierra Air Quality Management District hereby expresses its sincere thanks and appreciation to Supervisor Ed Schofield for his service to this district on behalf of the people of Plumas, Nevada, and Sierra Counties.

Adopted by the board of the Northern Sierra Air Quality Management District on the 24th day of Marcy 2025, by the following vote:

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 March 24, 2025, by the following roll call vote:

- Ayes:
- Nays:
- Absent:
- Abstaining:

Approve: _____

Hardy Bullock, Chair of Board

Date

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 24, 2025

Agenda Item IV.B

Agenda Description: Proposed County Contributions for FY 25/26

Summary:

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

- A. Annual Contribution = the preceding years fiscal year's annual contribution adjusted to reflect the preceding years contribution increased by the multiplying the previous annual contribution by the Consumer Price Index (CPI),
- B. Annual Contribution = County Population, times \$0.48
- C. Annual Contribution = An annual contribution equal to the preceding 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 the county contribution being increasing by the CPI.

Requested Action:

- 1. Propose and Adopt a County Contribution for FY 2025-2026

ROLL CALL VOTE REQUESTED

Attachments:

Proposed County Contributions for FY 25/26

Proposed County Contribution Values for FY 25-26

CPI Adjustment Factor: 2.96% - this is the value for CY 2022

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 24-25	FY 25-26	<i>New Contribution with CPI Adjustment</i>	<i>Decrease from last year's contribution</i>
Nevada	\$ 53,413.08	\$ 54,994.11	\$ 1,581.03	
Plumas	\$ 10,820.09	\$ 11,140.36	\$ 320.27	
Sierra	\$ 1,752.24	\$ 1,804.11	\$ 51.87	
Totals	\$ 65,985.41	\$ 67,938.58	\$ 1,953.17	

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

		FY 25-26	<i>Increase over last year's contribution</i>	<i>Decrease from last year's contribution</i>
Nevada (2020 pop.: 100,249)		\$ 48,119.52		\$ 5,293.56
Plumas (2020 pop.: 18,939)		\$ 9,090.72		\$ 1,729.37
Sierra (2020 pop.: 3,021)		\$ 1,450.08		\$ 302.16
Totals		\$ 58,660.32	\$ -	\$ 7,325.09

Method C - Previous Fiscal Year's Contribution

	FY 24-25	FY 25-26	<i>Increase over last year's contribution</i>	<i>Decrease from last year's contribution</i>
Nevada	\$ 53,413.08	\$ 53,413.08		
Plumas	\$ 10,820.09	\$ 10,820.09		
Sierra	\$ 1,752.24	\$ 1,752.24		
Totals	\$ 65,985.41	\$ 65,985.41		

Contribution remains the same as last fiscal year.

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 25, 2025

Agenda Item: IV.C

Agenda Description: Proposed revised County Contributions Agreement

Summary:

The original County Contributions Agreement was originally executed on November 20, 1986. The contribution was originally divided by the three counties by percentage, when last amended in 2002, the agreed contributions provided the counties three different methods, 1) increased by CPI, 2) increased by population (last census was 2020), and 3) previous years contribution. Last year when the County Contribution was presented to the Board, it was stated that the last contribution increase was in September 2021, with the Board adopting Method A. Last year the Board approved the CPI increase, Method A. Additionally, the Board directed the APCO to come back to the Board with a revised Agreement this year. The revised agreement removes Method B and Method C, and Method A (CPI adjustment) will be utilized for County Contributions and the agreement will be evaluated by the Board, and revised, if necessary, every 5 years.

Requested Action:

Review and approve the proposed revised County Contributions Agreement

ROLL CALL VOTE REQUESTED

Attachments:

Proposed revised County Contributions Agreement

Amendment To Agreement With
Counties of Nevada, Plumas and Sierra
Regarding the Northern Sierra Air Quality
Management District

THIS AMENDMENT is executed this ____ day of ____ 2025 by and between the County of Plumas, the County of Sierra, the County of Nevada and the Northern Sierra Air Quality Management District (NSAQMD). Said Amendment will amend the prior agreement between the parties and the existing Air Pollution Control Districts from August 6, 2002.

Whereas, the original agreement was established with the county merging said districts to create the NSAQMD and establishing a member contribution allocation executed on November 20, 1986.

Whereas, the County of Nevada, the County of Plumas and the County of Sierra have formed and do participate in the Northern Sierra Air Quality Management District, and

Whereas, said members previously agreed to contribute annually to the Northern Sierra Air Quality Management District in one of the following ways, to be determined annually by the Board:

- A) Annual Contribution = the preceding years fiscal year's annual contribution adjusted to reflect the preceding years contribution increased by multiplying the previous annual contribution by the Consumer Price Index (CPI)
- B) Annual Contribution = County Population, times \$0.48
- C) Annual Contribution = An annual contribution equal to the preceding fiscal year's annual contribution

Whereas, the aforementioned contribution methods lead to little to no change in County Contributions to the District annually, therefore, this agreement will amend and remove Method B and C; and;

Whereas, Method A will be utilized annually for contribution to the District from the three counties, and;

Whereas, the CPI value shall be up to but not to exceed the most recent full calendar year Consumer Price Index (CPI), the most recent full calendar year CPI value shall be obtained from the California Consumer Price Index Chart utilizing data from the table for Urban Wage Earners and Clerical Workers, and;

Whereas, the annual County contribution shall be adjusted to reflect the preceding years contribution, increased by the multiplying the previous annual contribution by the Consumer Price Index (CPI), and;

Whereas, the APCO shall calculate and request payment from each county on an annual basis, and;

Whereas, this agreement will be brought to the Board and reevaluated every 5 years.

Now, therefore, be it resolved and ordered by the Northern Sierra Air Quality Management

District Board of Directors that the revised County Contribution using Method A annually is hereby adopted, as presented in the District’s Staff Report

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 March 25, 2025, by the following roll call vote:

Ayes:

Noes:

Absent:

Abstaining:

Approve: _____
 Chair of Board Date

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 25, 2025

Agenda Item: IV.D

Agenda Description: Proposed Draft Agreement between the Nevada County Fire Chief's Association (NCFCA) and Northern Sierra AQMD

Summary: The District staff met with the Nevada City and North San Juan Fire Departments in January to discuss the collaboration between the District and the Nevada County Fire Chiefs Association to the response of smoke and air quality complaints. The purpose of this Agreement is to establish the responsibilities of NSAQMD and NCFCA regarding the handling of smoke nuisance complaints and air quality complaints, as well as the reimbursement process for after-hours responses that result in a written citation. There is a line item in the District's budget to cover reimbursements to calls responded to on NSAQMD off hours and weekends/holidays.

Requested Action:

Review and approve the proposed draft Agreement between NCFCA and the NSAQMD and allow the APCO to sign into the Agreement

ROLL CALL VOTE REQUESTED

Attachments:

Proposed draft Agreement between NCFCA and the NSAQMD

AGREEMENT BETWEEN NEVADA COUNTY FIRE CHIEF'S ASSOCIATION AND NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

This Agreement is made and entered into as of January 1, 2025, by and between the Nevada County Fire Chief's Association ("NCFCA") and the Northern Sierra Air Quality Management District ("NSAQMD"), collectively referred to as "Parties."

1. PURPOSE

The purpose of this Agreement is to establish the responsibilities of NSAQMD and NCFCA regarding the handling of smoke nuisance complaints and air quality complaints, as well as the reimbursement process for after-hours responses that result in a written citation.

2. RESPONSIBILITIES

- a. NSAQMD shall be responsible for handling all smoke nuisance complaints and air quality complaints during regular business hours, specifically from 8:00 AM to 5:00 PM, Monday through Friday.
- b. Outside of these hours, including weekends and holidays, the respective fire districts within Nevada County may respond to smoke nuisance and air quality complaints as necessary.

3. REIMBURSEMENT

- a. NSAQMD agrees to reimburse fire districts within Nevada County the amount of \$200 per response occurring outside of the designated business hours, provided that the response results in a written citation.
- b. Fire districts seeking reimbursement must submit proper documentation of the response and citation to NSAQMD within thirty (30) days of the incident.
- c. NSAQMD shall process and issue reimbursements within sixty (60) days of receiving the required documentation.

4. TERM AND TERMINATION

- a. This Agreement shall remain in effect until terminated by either Party with thirty (30) days' written notice.
- b. Either Party may propose amendments to this Agreement as necessary, subject to mutual written approval.

5. GENERAL PROVISIONS

- a. This Agreement does not create any employment, partnership, or agency relationship between the Parties.
- b. This Agreement constitutes the entire understanding between the Parties and supersedes any prior agreements or understandings, whether written or oral.
- c. Any disputes arising from this Agreement shall be resolved through mutual discussion and, if necessary, mediation.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the Effective Date.

NEVADA COUNTY FIRE CHIEF'S ASSOCIATION

By: _____

Name: _____

Title: _____

Date: _____

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 25, 2025

Agenda Item: IV.E

Agenda Description: Proposed revised personnel policy 2045.40 – Merit Advancement

Summary:

Current Policy:

Policy 2045.40 Merit Advancement by Salary Step: Advancement through the salary steps A through E depends on satisfactory performance at the prior step for the equivalent of twelve months of full-time compensated and continuous service before advancement to the next higher step, provided that an employee who is promoted is eligible for one advancement to the next higher step after six months of continuous and compensated service measured from the date of the promotional appointment, if appointed at Step A.

Proposed Policy additions: [For a part-time employee, advancement to the next higher step, based on satisfactory performance, will be one year of employment verses 6 months.](#)

Requested Action:

Review and approve the proposed draft policy 2045.40

ROLL CALL VOTE REQUESTED

Attachments:

None

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 25, 2025

Agenda Item: IV.F

Agenda Description: Proposed revised personnel policy 2162.2.1 – Vacation Leave

Summary:

Current Policy: 2162.2.1.1 During the first and second year of compensated and continuous service, an employee accrues ten days of vacation, (80 hours of vacation accrued at 3.08 hours per pay period) **provided that no vacation will be taken until completion of the first year.**

Proposed Policy revision:

During the first and second year of compensated and continuous service, an employee accrues ten days, of vacation, (80 hours of vacation accrued at 3.08 hours per pay period) **provided that vacation can be utilized upon accrual as long as the amount requested is accrued.**

Requested Action:

Review and approve the proposed draft policy 2162.2.1

ROLL CALL VOTE REQUESTED

Attachments:

None

To: Northern Sierra Air Quality Management District Board of Directors

From: Julie Hunter, Air Pollution Control Officer

Date: March 24, 2025

**Directors Report
Agenda Item V.A**

Agenda Description: District Rule Update

Summary:

The Portola District Rule is part of the Enforceable Commitment in the Serious PM2.5 Nonattainment plan. As the District and CARB continue to address comments from EPA, we meet with CARB on a regular basis to ensure the edits and comments are addressed. The next meeting with the District, CARB and EPA is scheduled for April 10, 2025 to prepare a final draft of the Rule. If the District attains the 12ug/m3 standard by December 31, 2025, the District could request a clean air data finding.

Requested Action:

None – informational only

Attachments:

None