

DISTRICT HEADQUARTERS

380 Sierra College Drive, Suite 220

Mailing Address:

Grass Valley, CA 95945

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

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

NORTHERN FIELD OFFICE

257 E. Sierra, Unit E

Mailing Address: P.O. Box 2227

Portola, CA 96122

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

MINUTES

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS

October 27, 2025

1:00 P.M.

This meeting was held by videoconference/telephone at the following.

locations:

(Site A) VIDEOCONFERENCE/TELEPHONE CONFERENCE

Northern Sierra Air Quality Management District (Headquarters)

380 Sierra College Drive, Suite 220

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

Nevada County Supervisor Office

10183 Truckee Airport Road

Members Present:

Supervisor Bullock, Chair

Supervisor Ceresola

Supervisor McGowan

Supervisor Adams

Supervisor Roen

Absent: Supervisor Hall, Vice Chair

I. Standing Orders:

A. Call to Order.

Chair Bullock called the meeting to order at 1:02 p.m.

B. Roll Call and Determination of Quorum.

A quorum was confirmed. With the following Board members being present:
Chair Bullock, Supervisor Adams, Supervisor Roen, Supervisor Ceresola, Supervisor McGowan

Also, present; Julie Hunter, APCO, Dawn Lunsford, Clerk of the Board. Rebecca Estep, CFO for Creating Answers

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. All Teleconference Sites are Allowed an Opportunity for Public Comment.

Chair Bullock called for public comment on items not appearing on the agenda.

There was no public comment.

II. Approval and/or Modifications to Agenda.

Supervisor Roen made a motion to approve the Agenda as presented; Supervisor Adams seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

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. Payment Approval of regular meeting minutes – August 25, 2025

B. Details by Vendor Board Report – August and September 2025

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

IV. Administrative Report (Action/Discussion Items)

A. Introduction and Progress/Update (Discussion only)

Julie introduced Rebecca, the CFO for Creating Answers and she will give the board an update and progress report.

Rebecca wanted to share with the board a little bit about what they do, about their experience and about the progress they have made since they entered into an agreement with Northern Sierra a few months ago. I am the CFO assigned to your case. I have over 20 years' experience working in a nonprofit sector as well as working with government agencies. I have two other staff members below me that I oversee their work. Jody Lozano, our controller and Melissa Johnson, our senior accountant. All of us are working alongside Dawn, Julie, and Rose to learn the internal processes by shadowing. Creating Answers like to take a moment to wrap our arms around Northern Sierra's financially. There is a lot of clean up that needed to be done with Northern Sierra's chart of accounts. We also help with your internal controls, with compliance and making sure that you are meeting all the requirements of both your federal and state grants. We help with producing financial statements and budget reports. Give audit support. We have monthly finance meetings, and, in these meetings, we go through some very intensive reports on how we are going to navigate and pivot some expenses with your budget.

Rebecca referred back to the cleanup of the chart of accounts. She did not mean anything was necessarily wrong with the chart of accounts other than it was just very long. This makes it hard to follow, especially when you have multiple funding strings with both the federal and state grants. Which makes it hard to see what your fund balance is. She has simplified this into operating expenses, human resources expenses, and your program expenses. Next is to do a basic clean up of your accounts payable and accounts receivable. The last phase is to be going into QuickBooks to become a monthly cycle.

The plan is to have this completed by December 13th and then I will return to your January board meeting to present what your new financials will look like from there.

Rebecca asked if anyone had any questions,

Chair Bullock added that we may like to add a Board member to those monthly financial meetings.

Rebecca thanked everyone for time.

B. Review and Approval of the 2025 Carl Moyer Policies and Procedures Guidelines.

CARB recently updated policies and procedures for the CARL Moyer Program. As a result, each Air District must also update Carl Moyer Program Policies and Procedures. CARB provided a framework for the update; the attached Policies and Procedures mimic the requirements of the CARB program.

The major change is the District increased the maximum funding amount per project from 70% to match the funding amount allowable by CARB of 85%. This change will allow the District to move more projects forward as recent cost increases are limiting local farmers and ranchers' ability to participate in the program.

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

C. Review and Approval of Amendment Number one MOU between City of Portola and the District.

The MOU with the City of Portola public works staff supports the permitting of new heating devices in addition to storing and destroying old wood stoves for recycling, per the Targeted Airshed Grant guidelines. The initial MOU adopted January 27, 2022, expired, and did not include or account for COLA increases for the staff that perform these tasks. The amendment extends the terms of the agreement and accounts for a COLA increase to city staff for reimbursement purposes and includes a maximum sum for the remainder of the grant (set to expire April 30, 2027). We can extend the grant.

Supervisor Roen just wanted clarification for the Board that these funds come from the grant and all the payments to the city are from the grant. Julie responded yes, that is correct. All the COLA increases will be paid for under the Targeted Airshed Grant.

Supervisor Adams made a motion to approve the MOU as presented with authorization to allow both the chair and the APCO to sign and enter into Amendment Number One of the MOU. Supervisor McGowan seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

D. Draft Portola District Rule 231

Julie had sent some information about a week ago to the board to review. Julie explained that the district has been working on this District Rule 231 for over a couple of years. This is going to be the District rule for the Portola serious nonattainment area. The serious State Implementation Plan (SIP) was submitted to both CARB and the EPA. Julie also noted that this has not been approved by the EPA, but CARB has approved our state implementation plan.

District staff along with CARB and the EPA have been developing a District Rule for the Portola Serious Nonattainment Area (NAA), per the State Implementation Plan. The Rule was developed based on the Portola City Ordinance 359 adopted in 2020 as written in the Contingency Measures for the Moderate State Implementation Plan for the NAA. The Rule expands the City Ordinance from Portola City Limits to Zone 1 of the NAA. The Rule includes mandatory burn curtailment and prohibition of open burning on curtailment days. The Rule also expands requirements for wood burning devices, transfer of ownership, and new construction and remodeling.

Julie expressed concern that since the government shut down, we are not speaking to EPA, and they are not able to speak to us. But I have been getting a little bit of pressure from CARB to get this District rule out for the public hearing, so it can be adopted by the Board. Julie stated that if we have a clean data finding by January 1st of 2026, this rule might not need to be implemented, but as promised in our serious SIP, because it states in our serious SIP that we will write a district

rule. If we do not meet the attainment status, then everything does go into play under the contingency measures.

Julie also reported that the district rule is expanding everything going on in the Portola City limits to the area outside of Portola City limits. So no open burning in zone one on a curtailment day is one of the big items in the district rule. Julie asked if the board had any questions or changes. I am asking the Board for some direction on to proceed with public notice for a public hearing.

Supervisor Adams commented that it would be helpful to have those city limits outlined on the map. So that people know this is not just within the city limits, there are also areas outside the city limits. Julie agreed she would put those on the map.

It was agreed by the board that Julie will go ahead and move forward with a public notification once we know when we will have our next board meeting.

V. Director’s Report (Informational Only)

A. IRA Grant Update

The EPA has agreed to work with the District to reallocate the original funds of \$50,000 for the Litton roof repair to relocate the Ozone and PM2.5 monitoring site. Funds will be available for a new Ozone shed, supplies and contractors needed for installation.

VI. Concerns of the Board:

Julie let the board know we are still searching for a place for our monitoring system. We need to get it set up as soon as possible. If we do not set up the instruments until January 2026, that is our 75% data capture, we would lose October, November, and December. That is the minimum we can lose to make our data capture. Chair Bullock said he will talk with Justin Drinkwater, Director of Facilities Management for Nevada County to see if the Airport in Nevada County would be a place for the monitoring equipment.

Chair Bullock let the board know that he and Supervisor Adams did a performance evaluation for APCO, Julie. He then went over the review with Julie and then submitted to Dawn the completion of the evaluation. At our next board meeting November 24, 2025, we will have a close session to discuss performance evaluation and potentially discuss where we are financially with respect to potential raises or not.

VII. Schedule for Next Meeting: November 24, at 1:00 pm

VIII. Adjourn the meeting: 1:40 pm

Chair Signature

Date

Clerk of the Board

Date