

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

**Monday**  
**November 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**  
**380 Sierra College Drive, Ste 220**  
**Grass Valley, CA 95945**  
**(530) 274-9360**

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

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

**November 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)  
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  
Crowbar Café  
112 State Highway 127  
Shoshone, CA 92384.**

**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 – October 27, 2025

B. Payment Details by Vendor Board Report – October 2025

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**IV. Administrative Report (Action/Discussion Items)**

- A. Review of the 2026 Grant Year Proposals for the AB2766 DMV Surcharge Grant and Award of Funds and Authorization for the District Board Chair and APCO to execute Grant Agreements with Applicants as awarded.
- B. Financial Audit Ending June 30, 2025
- C. Brown Act revision update

**V. Closed Session**

Public Employee Performance Evaluation Title: Executive Director (Gov. Code section 54957(b)  
(1))

**VI. Director's Report (Informational Only)**

- A. Mutual Settlement Policy – Noncompliance
- B. Burn Permit – fee schedule.

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

**VII. Schedule next Meeting** – Video/Phone Conference December 22, 2025 @ 1:00 PM

**VIII. Adjournment**

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**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](http://www.myairdistrict.com)**

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

**From:** Julie Hunter, Air Pollution Control Officer

**Date:** November 24, 2025

**Agenda Item: II**

**Agenda Description:** Approval and/or Modifications to Agenda

**Requested Action:** Discuss any modifications to the agenda and approve agenda with a roll call vote.

**ROLL CALL VOTE REQUESTED**

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

**From:** Julie Hunter, Air Pollution Control Officer

**Date:** November 24, 2025

**Agenda Item:** III.A

**Agenda Description:** Approval of October 27, 2025, Board Minutes

**Requested Action:** Approve August Board Minutes

**ROLL CALL VOTE REQUESTED**

**Attachments:**

October 27, 2025, Board Minutes

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

**Date:** November 24, 2025

**Agenda Item:** III.B

**Agenda Description:** Payment Details by Vendor Board Report – October 2025

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

**Requested Action:** Review and approve Payment Details October 2025

**ROLL CALL VOTE REQUESTED**

**Attachments:**

Payment Details by Vendor Board Report – October 2025

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

**From:** Julie Hunter Air Pollution Control Officer

**Date:** November 24, 2025

**Agenda Item IV.A**

**Agenda Description:** Review of the 2026 Grant Year Proposals for the AB2766 DMV Surcharge Grant and Award of Funds and Authorization for the District Board Chair and APCO to execute Grant Agreements with Applicants as awarded.

**Summary:** The District received the below applications for the 2026 AB2766 DMV Surcharge Grant. Staff has reviewed and evaluated the applications for applicability, completeness and cost effectiveness.

Cost Effectiveness cannot exceed \$100.00 per pound to meet grant eligibility criteria. The lower the number means the more cost effective the project is. This means that more emissions are reduced per dollar spent. Please see attached spreadsheet for the cost effectiveness of each project.

There is one proposal from Sierra County:

Sierra	Inc. Senior Citizens of Sierra County	Subsidized van pool services for senior citizens	\$ 5,826.00
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Sierra County has **\$5,826** funds available for disbursement.

There were no proposals from Plumas County and it is recommended that these funds be carried over to the next grant funding cycle. The funds available for carry over are: \$34,708

There are three proposals from Nevada County:

Tahoe Truckee Helping Hands	Purchase of an Electric Vehicle for deliveries to Seniors	\$ 40,000.00
City of Nevada City	Installation of Bike parking infrastructure to reduce vehicle transportation	\$ 75,600.00
Halls Excavating	Replacement of 3 gas-powered trucks with Electric vehicles	\$ 150,000.00

Nevada County has **\$216,171** available for disbursement to Nevada County. **\$265,600** in grant funds have been requested. The Board will need to review and discuss the disbursement of funds, since the requests exceed the available grant amount by **\$49,429**.

Staff recommends reducing the awarded amount for Halls Excavating to **\$100,571**. This project is the least cost effective, has the highest ask and the applicant received funding last year. The project does forward the goals of CARB in the promotion of gas powered vehicle replacement with electric vehicle, so is still a worth while project to fund as available.

**Requested Action:**

Review the proposals and determine the award amounts to be awarded to each applicant and authorize for the District Board Chair and APCO to execute Grant Agreements with the applicants as awarded by the Board.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. Spreadsheet – 2026 AB 2766 Available Funds and Grant requests
2. Individual Project Application Packages

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

**From:** Julie Hunter, Air Pollution Control Officer

**Date:** November 24, 2025

**Agenda Item: IV.B**

**Agenda Description:** Financial Audit Ending June 30, 2024

**Summary:** The annual audit for FY 2023-2024 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, 2024.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. Northern Sierra Air Quality Management District Audit Report June 30, 2024

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

**From:** Julie Hunter, Air Pollution Control Officer

**Date:** November 24, 2025

**Agenda Item:** IV.C

**Agenda Description:** Brown Act revision update

**Summary:**

Kit Elliot will provide an update on the new revisions to the Brown act that will take place January 1, 2026

**Requested Action:**

Discussion only

**Attachments:**

None

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

**From:** Julie Hunter, Air Pollution Control Officer

**Date:** November 24, 2025

**Agenda Item:** V

**Agenda Description:** Closed Session

Public Employee Performance Evaluation Title: Executive Director (Gov. Code section 54957(b)(1))

**Summary:**

A closed session will be held for the Board to review the Executive Director's performance evaluation.

**Requested Action:**

1. Discussion of the Executive Directors performance evaluation.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

None

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

**From:** Julie Hunter, Air Pollution Control Officer

**Date:** November 24, 2025

**Agenda Item VI.A**

**Agenda Description:** Mutual Settlement Policy – Noncompliance

**Summary:**

The Districts current Mutual Settlement Policy is outdated and does not include the current penalties per the California Health and Safety Code. The Policy will be updated and brought to the Board in January. Currently the District is dealing with several gas stations that are out of compliance, as well as several open burns that have violated District Rule 205.

**Requested Action:**

None – informational only

**Attachments:**

None

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