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MINUTES

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT BOARD OF DIRECTORS

February 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
Ruby's Diner
575 Wayne Newton Boulevard
Las Vegas, Nevada,

(Site D) VIDEOCONFERENCE/TELEPHONE CONFERENCE
Hilton Galveston
Galveston, Texas

Members Present:

Supervisor Bullock, Chair
Supervisor Hall, Vice Chair
Supervisor Ceresola
Supervisor Adams

Members Absent:

Supervisor Roen

Members Abstain:

Supervisor McGowan

I. Standing Orders:

A. Call to Order.

Chair Ceresola called the meeting to order at 1:07 p.m.

B. Roll Call and Determination of Quorum.

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

Supervisor McGowan was abstained (he was present but remained off-camera and silent throughout the zoom meeting)

Supervisor Roen was absent

Also, present; Julie Hunter, APCO, Dawn Lunsford, Clerk of the Board, Suzie Tarnay, APCS II, Teresa Toledo, Temp

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 Ceresola called for public comment for items not appearing on the agenda.

There was no public comment.

II. Election of Chair and Vice-Chair for 2025

Supervisor Hall made a motion to elect Supervisor Bullock as Chair. Supervisor Adams seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

Supervisor Adams made a motion to elect Supervisor Hall as Vice-Chair, Supervisor Ceresola seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote. Supervisor Bullock took over as Chair.

Supervisor Adams congratulated both Supervisor Bullock and Supervisor Hall and thanked Supervisor Ceresola for his work as Chair during 2024 year.

III. Approval and/or Modifications to Agenda.

Julie had an addition to the Agenda, if possible, to add an MOU between the Northern Sierra Air Quality Management District and the Fire Chiefs Association to pay for them to go out on smoke complaints after hours. A decision was made to put it as a discussion item and then for approval at the next Board meeting.

Chair Bullock made a motion to approve the Agenda, Supervisor Hall seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote

IV. 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 – November 25, 2024

B. Payment Details by Vendor Board Report – November, December 2024 and January 2025

C. Board of Directors Calenda Schedule for 2025

D. Authorization for Signing Nevada County Controller's Warrant Request Signatures for 2025

Supervisor Adams 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.

V. Administrative Report (Action/Discussion Items)

A. Review and approve Financial Report for July through December 2024

The financial report covering July through December 2024 was presented. Julie explained this report will now be presented quarterly instead of every six months, based on recommendations by Rose the accountant. The report included Profit and Loss statements for operating and restricted budgets, reflecting a slight deficit of approximately \$3,000. Julie noted the district's financial balance has improved considerably since recent staff retirements and subsequent structural adjustments, reducing earlier deficits from approximately \$35,000.

Supervisor Ceresola made a motion to approve the Financial Report for July through December 2024. Supervisor Hall seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

B. District Financial Audit Ending June 30, 2024, and Financial Targeted Airshed Grant (TAG) Single Audit FY 22-23 and 23-24

Julie gave a quick overview. The district financial audit for June 30, 2024, is as an attachment. We also had to do a financial single audit for the Targeted Airshed Grant. We spent over \$750,000, which triggers a single audit. It's the first time that this was done.

Julie introduced Clay Singleton, our Auditor. Clay will give a short presentation to the Board to recap the results of the audits and answer any questions from the Board.

The Board had some questions to ask Clay and asked that everyone not on the Board step out of the meeting for a moment. Julie, Dawn and Teresa all stepped out.

Julie, Dawn and Teresa along with Suzie were asked to return to the meeting.

Clay provided an overview of the audit report. He described the audit opinion as a "clean audit opinion," meaning the financial statements were fairly presented according to Generally Accepted Accounting Principles (GAAP). Singleton explained that the auditors use various testing methods annually, maintaining an unpredictable audit approach to ensure robustness.

Two key findings were presented:

- **Procurement Policy:** The District lacked a formal procurement policy compliant with federal guidelines. Clay recommended collaborating with a larger district to adopt a suitable policy.
- **Financial Statement Preparation:** The District's financial statement preparation did not fully comply with Generally Accepted Accounting Principles (GAAP). This issue was described as common in smaller districts. The recommendation included exploring collaboration or contracting with outside entities or consultants to improve compliance.

Julie Hunter indicated she would investigate resources from neighboring districts (such as El Dorado and Placer counties) to assist with meeting these requirements.

Chair Bullock asked if there were any more questions or comments. There were none. Chair Bullock asked for a motion to approve the district, Financial audit ending June 30, th 2024, and a single audit for 22-23 and 23-24.

Supervisor Adams 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 Approve the Engagement Letter

Julie explained attached is the audit engagement letter. This is a new engagement letter that we're including the single audit into the district audit. I'm sure you've seen this engagement letter before when we, the District, originally signed up with Clay and his firm.

Due to the Targeted Airshed Grant spending over \$750,000. This is going to continue until we run out of tag funding.

Julie asked Clay if she was correct. Clay said that's correct.

Clay explained the Engagement Letter describes the services Singleton Auman PC will be performing for the District on an annual basis.

Supervisor Hall asked if we were required to change auditors every 5 years. We did ask our Nevada Counsel. They said it was okay for him to sign, because one of the problems is, we didn't have very many options out here. Being the rural district that we are, we are limited to single sources, and the price is fair.

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

D. Approval of Plan Review Fee Form

Julie has reported to the Board the need for cost recovery for plan reviews that are conducted by staff within all three counties, including the municipal governments of, Nevada County, City of Nevada, City of Grass Valley, City of Truckee, Sierra County and Plumas County. Julie was given guidance by the Board to work with County Counsel to determine the feasibility of including plan review fees within the planning agencies' existing fee structure. Working with the Deputy County Counsel, the Director was asked to work with Nevada County planning. Unfortunately, the County can't accept fees on our behalf. While discussing this with other planning agencies, it became clear that the District could alternatively create a fee form to distribute to all the municipal agencies. Each agency will then provide the form to the applicant. Per the Districts Regulation VI, Fees, Rule 603 (A.4 and A.5), applicants applying for or requiring an engineering evaluation/air quality impact assessment shall pay a fee calculated using staff hours expending at the prevailing weighed labor rate per hour, currently \$156.76 per hour, which increases annually based on CPI. The attached form will be provided to all planning agencies that route plan reviews to the District for review and provided directly to any applicants submitting directly to the District for review. Julie has reached out to other Districts that charge plan review, dust plan and asbestos plan fees.

Chair Bullock asked Julie to reach out to Nevada County Contractors Association and let them know this is coming. Supervisor Adams said a heads up is a great thing to do, and with that I will make a motion to approve. Supervisor Hall seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

E. Appoint a Nevada County Supervisor and an alternate to Mountain Counties Air Basin Control Council (BCC)

Julie explained Northern Sierra Air Quality Management District is a member of the Mountain Counties Air Basin, which consists of 7 foothill air districts – Northern Sierra, Placer, El Dorado, Amador, Calaveras, Tuolumne and Mariposa air districts, respectively. The Mountain Counties Air Basin Technical Advisory Committee (TAC) meets regularly and is composed of staff members from each air district. Annually, the Mountain Counties Air Basin Control Council (BCC) meets to provide guidance and leadership for the TAC. The BCC is comprised of an air district board member from each of the air districts.

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

Supervisor Hall made a motion to appoint Supervisor Bullock for an alternate. Supervisor Adams seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

F. Review and Approve Amendments to Appendix F: Lawn and Garden Program Addendum

Julie reported the district staff have found contracting directly with vendors is difficult. These amendments will allow staff to work directly with the municipality requesting the funds and will allow staff to expedite the expenditure on these funds. Currently the district does not have funds for a residential program, however this amendment will also allow for residential applications when funds become available.

Supervisor Hall made a motion to update the policies and procedures. Supervisor Ceresola seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

VI. Director's Report: (Informational Only)

A. Residential Backyard Burning Rule Revision Discussion

Julie reported the District has received complaints from a citizen regarding burning in Nevada County. The citizen has requested to restrict burning hours from 9am to 3pm, specifically in the Alta Sierra area, but overall Nevada County. We do recommend on our website for best dispersion, to only burn during these hours, but there is nothing in our regulations to enforce this. Additionally, the District could place a minimal fee on residential burning and issue permits, as other Districts do. This would allow us to recover the cost recovery for complaints and additional enforcement per permit conditions.

B. Conflict of Interest Forms for the Fair Political Practices Commission (FPPC) are Due April 1st – Electronic Submission Only

Dawn just reminded Supervisors to fill out their Conflict-of-Interest Form 700 and that you can only fill those out electronically.

B. AB2766 Project Update

Julie reminded the Supervisors that during the November Board meeting AB Grant awards were given. One of these awards was given to the County of Nevada Human Resources Department in the amount of \$36,300. Prior to signing the contract, the Department decided they would not be running the employee vanpool project. The department thanked the District for the grant award and expressed their apologies for not entering into a contract for the funds at this time. Since no contract was signed, Board action is not needed. The good news is that there will be an additional \$36,300 for award later this year for the County of Nevada.

Chair Bullock thinks they decide to pay for that project and it's in the works. Supervisor Hoek and Supervisor Hall were two of the sponsors for this project. Julie said perfectly I will work with

Melissa who handles the AB2766 Projects. Supervisor Hall said Melissa should get in touch with Allison Layman with the county.

C. CAPCOA Board - Rural Chair Appointment

Julie explained The California Air Pollution Control Officers Association is a non-profit association of the Air Pollution Control Officers from all 35 local air quality agencies throughout California. CAPCOA was formed in 1975 to promote clean air and to provide a forum for sharing of knowledge, experience, and information among the air quality regulatory agencies across the State and the Nation. The Association promotes unity and efficiency and strives to encourage consistency in methods and practices of air pollution control. It is an organization of air quality professionals — leaders in their field.

Of the 35 Air Districts, 22 of those are Rural Districts. I was nominated Chair for the Rural Districts for 2025. I will be representing the Rural Districts as a Board Member on CAPCOA and responsible for conducting a Spring and Summer meeting. The Spring Meeting will be held in Grass Valley April 22nd and April 23rd. During these meetings the Rural Districts will discuss issues around funding, upcoming regulations, CAPCOA fees/budget and other topics that arise as brought up by CAPCOA.

VII. Staff Reports/Program Updates:

A. Monitoring Network Update

Julie has been having staff create quarterly staff report. Scott did a good job of showing us what kind of air quality we had in October, November and December.

*USG: Unhealthy for Sensitive

Groups

Monitoring Location	October			November			December		
	Moderate	USG	Unhealthy	Moderate	USG	Unhealthy	Moderate	USG	Unhealthy
Chester	-	-	-	-	-	-	-	-	-
Grass Valley	10	0	0	3	0	0	0	0	0
Portola	8	0	0	26	1	0	20	8	0
Quincy	0	0	0	11	0	0	14	1	0

Plumas County was responsible for the majority of Moderate and USG observed days during the 4th Quarter.

The District has five monitoring sites within the network and has been monitoring air quality since 1986 in Plumas, Sierra and Nevada counties. The current network monitors are PM2.5, Ozone, Speciation, and Carbon.

B. Planning Program Update

NSAQMD reviewed 40 projects this quarter, as compared to 44 last quarter. Ten projects involved the cannabis industry, the same as last quarter. Five projects were located on properties that are mapped as having ultramafic soils, again the same number as last quarter.

Suzie is now the Secretary of the CAPCOA Planning Managers Monthly Meeting and Annual Symposium.

C. Permitting Program Update

Julie explains the district is responsible for permitting sources in Plumas, Sierra, and Nevada counties that emit criteria pollutants in the district’s jurisdiction. Tasha is our Permit Lead. Julie reads the charts below.

- Stationary Sources: 27 facilities and 2 Title V facilities
- Stationary Engines (Generators): 232 facilities
- Vapor Recovery (Gasoline Dispensary Facilities): 68 facilities’

Stationary Sources:

Continuing to send Permit to Operates to our facilities for the fiscal year (FY) 2024-2025.

Quarter	First	Second	Third	Fourth	
Months	Jan-Mar	Apr-June	July-Sept	Oct-Dec	
PTO Issued	4	5	11	6	TOTAL: 26/29*

*Three facilities have terminated their PTO.

Stationary Engines: Diesel generators that are over 50hp.

- All payments for permits FY 2024-2025 have been received by the second quarter deadline.
- Some permits were revoked based on no payments.

Vapor Recovery (Gasoline Dispensary Facilities):

- Permits and invoices for FY 2024-2025 were sent out at the end of October 2024.
- Less than five permits are missing payments.

We will be going to inspect the Stationary Sources Biannual and keep the Gasoline Dispensary Facilities (Vapor Recovery) to an annual inspection. We need to focus on the gas stations, because that's where we seem to have the most problem, such as faulty hoses with duct tape things like that. We really want to focus on gas stations this next this next season.

We're doing good at getting all payments for Stationary Engines and for Vapor Recovery Permits.

Burn Permits

- 825 acres were treated by Ranger Districts in the jurisdiction during the 4th quarter and 68 permits issued.

D. Compliance/Enforcement Program Update

Complaints – 4th Quarter 2024:

Month	Total Complaints	Smoke Complaints	No Burn Day Violations	Garbage Burning	Field Investigations
October	12	0	4	1	5
November	10	2	0	4	2
December	24	12	5	2	8
Total	46	14	9	7	15

Information:

The District received 46 complaints during the 4th quarter of 2024, which is a 100% increase over the 3rd quarter of 2024. More than half of those complaints occurred in December alone. 45 of the 46 complaints took place in Western Nevada County, and 30% of total complaints concerned smoke. During the District’s investigations, it was found that many individuals are not well versed in proper burning techniques and/or do not know about Western Nevada County’s rules pertaining to the burning of leaves and pine needles. Due to the high population density of Western Nevada County compared to the rest of the District, it is anticipated that smoke complaints will be a continued issue. The District could benefit from conducting outreach about proper burning techniques as well as benefiting from possible rule changes (such as burn hours) to help mitigate smoke issues going forward.

Stationary Source Inspections – 4th Quarter 2024:

Type	Nevada County		Plumas/Sierra County		Total/Yr
	Quarter 4	Per 2024	Quarter 4	Per 2024	
Facilities	7/20	17/20	2/10*	7/10*	24/30
GDF	19/41	23/41	21/26	26/26	47/67

*2 are Title V facilities

Information:

No stationary inspections are planned to be conducted during 2025, with the District’s focus instead being to conduct more Vapor Recovery inspections of Gas Dispensing Facilities (GDFs).

Julie reported complaints has Scott spending time out on field investigations. Julie just recently changed our phone tree to say, if you have a complaint, press this number, and it'll go to voicemail and not straight to Scott. We try to resolve a lot of these complaints over the phone.

E. Targeted Airshed Grant Update

Information:

In the fourth quarter 2024 the grants completed a two week “free” green waste disposal event in October at IMD transfer station. November and December financial disbursements were put on hold by CARB while they resolved issues within their organization. The district paid vendors throughout November and December; however the accounting will be recorded in Q1 2025.

2018 TAG two-year extension was granted to CARB and the district. The grant was set to expire 4/2025. Within our grant extension request we included a budget reallocation and justification that was also approved by EPA. Funds remaining in the 2018 grant are \$1,274,426.65 and our deadline is 4/2027.

Working with the fire department, city of Portola, and the Plumas County Fire Safe Council we helped reactivate the city of Portola as a Firewise Community. Our involvement is driven by the need to help resolve green waste disposal needs, assist folks in securing wood sheds who are in need, and continue education about the benefits of improved air quality.

Curtailement/Enforcement: We hired Barry Segulyev through Adecco hiring agency this quarter. He makes opacity observations and mails letters to area residents while working with the city of Portola's code enforcement officer.

Curtailement days Q4: 40/92 days or 43% of days were wood stove curtailement days

Change outs both 2018 and 2020 TAGs:

16 total, 10 in the county and 6 in city limits

Heat pump combos: 3 Heat pumps: 4 Wood Stoves: 8 Pellet stoves:

1 Chimney sweep vouchers Q4 (2018 TAG): 64 redeemed

F. Grants Update

Information:

AB 2766 program

Grantees are now eligible to move forward with there project as awarded last year. Staff will start to review available funds for the 2026 grant year and will present information on that to the board in June.

FARMER Program

The District has received the funds awarded in December of 2024 and the single awarded applicant is moving forward with the equipment purchase.

Carl Moyer Off Road Equipment program

The Carl Moyer program waitlist is still currently closed with 13 applicants on the list. Staff is currently working with David Barstow of Nevada County, if the applicant decides to proceed staff will schedule and perform a pre-inspection of the existing equipment.

Once that equipment is verified staff will present a contract to the Board for review and work with the applicant to complete purchase. The District currently has funds for approximately two pieces of off-road equipment.

Carl Moyer Lawn and Garden program

Staff is working with the City of Portola and the Truckee Unified School District to enter into contracts for funds and hopes to enter into contracts with vendors soon in order to operate the Commercial grant program.

Carl Moyer Electric Charging Infrastructure

Staff is working with the Truckee Unified School District to award the remaining funds prior to the June expenditure deadline, for School Bus electric charging infrastructure.

Carl Moyer All Electric Off Road Equipment Replacement

Staff is working to update its Carl Moyer guidelines in order to be eligible to expend these funds. CARB has streamlined its grant guidelines and all Air Districts are currently updating their guidelines.

Woodsmoke Reduction Grant

All funds for this grant are currently obligated.

That's just summarizing everyone's staff reports. I want to thank Staff; they've been really great about taking their lead programs and writing the snap reports. I think it's great for the Board to see. It's great for me to keep track of inspections, and it's great for me to know how many plans are worked on and investigated, so I hope you find it useful. We don't get fees, for complaints, things like that. Now we're paying the fire department. To be a discussion item for the March meeting.

VIII. Concerns of the Board:

No Concerns

IX. Schedule Next Meeting: March 24, 2025

X. Adjourn the meeting: 2:33 P.M.