

DISTRICT HEADQUARTERS
200 Litton Drive, Suite 320
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

August 25, 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) 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
Rood Center
950 Maidu Ave, Suite 129

(Site D) VIDEOCONFERENCE/TELEPHONE CONFERENCE
1058 S Main St
Red Bluff, CA

Members Present:

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

I. Standing Orders:

A. Call to Order.

Chair Bullock called the meeting to order at 1:00 p.m.

B. Roll Call and Determination of Quorum.

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

Also, present; Julie Hunter, APCO, Dawn Lunsford, Clerk of the Board. Mikki Battaglia and John Crouch for Resolution of Appreciation part only.

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.

Julie asked to add under the Director's Report update on roof repair here at Litton Bldg.

Julie Hunter, APCO requested that item IV.A under the Administrative Report be moved back to later on the agenda.

Supervisor Adams made a motion to approve the Agenda as modified, Supervisor Ceresola 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 – July 2025

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

IV. Administrative Report (Action/Discussion Items)

A. Resolution of Appreciation – Mr. John Crouch

Moved to later in the Agenda

B. Approve the Executive Director/APCO contract.

Julie reminded board members in a closed session held on July 28, 2025, the board approved the reappointment of the Executive Director by consensus. The staff was directed that an Ad Hoc Committee will be formed to evaluate the terms of the appointment and revised as necessary based on salary study of other comparative Air Districts.

Chair Bullock explained he met with the Executive Director, Julie Hunter and we talked about getting the performance review started and to get comparative analysis from other Air Districts to bring forward the compensation portion. Once all the data for the comparative salaries are available, Ad Hoc, which is Chair Bullock and Supervisor Lee Adams, will go over both the compensation and if there is a modification to the compensation this will be brought to the board for approval.

Julie also brought up a modification to the Vehicle allowance from \$500 to \$750; the justification is the Executive Director travels extensively to different office locations. Chair Bullock asked the board to move forward with modification to the Vehicle allowance.

The board requested that we bring an amendment to the next board meeting for the monthly mileage allowance from \$500 to \$750.

Supervisor Adams moved to adopt the APCO contract. Supervisor Ceresola seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

A. Resolution of Appreciation- Mr. John Crouch

John Crouch was able to attend meeting, and board went back to agenda A. Julie asked Mikki, our Targeted Airshed Grant Specialist I, to present the appreciation certificate. Mikki introduced Mr. John Crouch and told the board how he has dedicated his time to Portola's Targeted Airshed Grants annual wood stove event since the program kicked off in 2015. He has played a crucial role in supporting air quality improvement efforts in Plumas County. After serving as industry

champion for our continuous community woodsmoke education projects, Mr. Crouch is heading to a well-deserved retirement, and we appreciate all he has done and wish him the best!

Mr. Crouch said a few words of appreciation working with Northern Sierra Air Quality and all the coordinators of this program.

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

C. Review and Approval of District Procurement Policy.

At the July meeting, the Board directed staff to have County Council review the Draft Procurement Policy. After review and revisions made by the current fiscal officer and County Council, the District is presenting the final Procurement Policy. The most notable changes being the increase of bids for monitoring equipment and contracts due to the need to keep monitoring equipment purchased from the same company to comply with Federal Standards and the complications receiving multiple bids from contractors/consultants due to the lack of qualified companies in Rural Districts. Attached are a final Draft Procurement Policy for the District for the Board's review and approval.

Supervisor Adams motion to approve the Procurement Policy as presented. Supervisor McGowan seconded the motion. The motion was approved unanimously by those in attendance, following a roll call vote.

D. Review and Authorize the Chair and APCO to Execute a Grant Agreement for Carl Moyer grant funds for Tahoe Truckee Unified School District (TTUSD). For Electric Bus Charging.

Julie explained that both Melissa and Suzie worked on this project to bring this grant agreement between the District and TTUSD, for Electric Bus Charging Infrastructure. These contracted funds are a portion of Carl Moyer funding specifically designed for EV infrastructure.

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

V. Director's Report (Informational Only)

A. Clean Air Shelters

Clean Air Shelters are in Nevada and Plumas Counties. Staff are working with CAPCOA to place shelter locations on an app for use during wildfire events. Locations in each county include Nevada County: Vets Hall, Fire Academy/Sierra College, Community Center, Pen Valley Library/Conference Room, and the Truckee Airport. Plumas County: Libraries (Portola, Quincy, and Chester), Plumas County Fairgrounds, Portola Vets Hall, Quincy Vets Hall, Chester Memorial Hall, and Almanor Recreation Center.

Currently there are no locations in Sierra County with air filtration devices. We do have four spare units if there are locations identified that would host a Clean Air Shelter.

Supervisor Adams asked Julie to send over information on how the Clean Air Shelters are administered to both him and Supervisor Roen. They will take it to the Sierra County Board and see if these can be placed at the Sierraville School used as a community center now and Downieville Community Hall.

Chair Hall asked Julie if they could try and get one at the Recreation Center in Truckee.

Julie will follow up on both requests.

B. Co-Chair for Western Regional Air Partnership (WRAP) Fire and Smoke Workgroup

The USFS Intermountain Region reached out to me regarding a vacant co-chair position with WRAP in the Fire and Smoke Workgroup. The time commitment will be hosting a monthly virtual meeting with panels of speakers as well as hosting an in-person meeting once a year. Having worked with WRAP in the past, I am looking forward to getting more involved with them in my role as APCO.

C. Roof Repair

Julie explained to the board that right before this meeting Dawn and I spoke with Litton's about the roof outside that we use to place our monitoring equipment has been severely damaged. The last membrane on the roof was put on in 1999. Julie has requested an inflation reduction act grant a year in a half ago and brought it to the board at that time. We received about \$566,000 grant funds. In that work plan for the IRA grant Julie did request \$50,000 to help replace the roof.

Julie would like to have a special meeting to use those funds.

Chair Bullock went over how we have used the roof for years and over those years we damage the roof in the conduct of our business. He also went over how Mr. Litton did not charge us for the use of the roof for years but over the last 7 years we have paid separately for the roof from the office space, up to \$960.00 a month. Julie also stated there are no provisions in the original lease about the roof maintenance responsibilities. Mr. Litton did state he could add provision restricting roof access.

Julie suggested when the lease comes up for renewal we are considering moving from this location to a cheaper facility. Julie did consult with Kit, our County Counsel. Kit was concerned about the using of public grant funds to repair and then vacate. Julie will dig into the IRA grant to see if there are any restrictions and requirements to using the whole \$50,000 to repair and then relocating.

The consensus was to not have a special meeting and address at the regular September board meeting. Set up a meeting with Chair Bullock, Vice-Chair Hall, APCO, and County Counsel before next board meeting and have them review lease and tenant responsibilities. Assess legal obligations for roof repair. Julie will also reach out to the landlord and tell them at this time we are getting direction for our board and will get back to them.

VI. Staff Reports/Program Updates (Informational Only)

At this time, it will be left up to the board to review the staff reports provide.

VII. Concerns of the Board:

Supervisor Roen asked to make sure to agendize the discussion for the office at the next meeting. We need an action item for the office and roof.

VIII. Schedule for Next Meeting: September 22, 2025, at 1:00 pm

IX. Adjourn the meeting: 1:47 pm.

Chair Signature

Clerk of the Board