

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

Headquarters

200 Litton Drive, Ste. 320

Grass Valley, CA 95945

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Gretchen G. Bennett, APCO

Northern Field Office

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NORTHERN SIERRA

AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS

REGULAR BOARD MEETING

MONDAY

January 27, 2020

1:00 p.m.

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
BOARD OF DIRECTORS REGULAR MEETING

January 27, 2020

1:00 p.m.

This meeting will be held by Video/Telephone Conference 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) TELEPHONE CONFERENCE

10879A Donner Pass Road, CONFERENCE ROOM

Truckee, 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:

Call to Order.

Roll call and determination of quorum.

II. 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.

III. Administrative Report

A. Election of Chair and Vice-Chair for 2020

B. Approval of regular meeting minutes – November 25, 2019

C. Request for Plumas County AB2766 funds to be allocated to Portola Targeted Grant Woodstove Program

D. Financial Quarterly Report for December 2019

E. Revision to Policy # 3020 Audits and Accounting

IV. Director's Report

A. Air District Meeting with Senator Dahle

B. Status on Portola PM2.5 Nonattainment Area

V. 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.

VI. Schedule next Meeting – February 24, 2020

VII. 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, 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: Gretchen Bennitt, Air Pollution Control Officer

Date: January 27, 2020

Agenda Item: III.A

Agenda Description: Election of Chair and Vice-Chair for 2020

Issues: In accordance with District Policy # 4040, the Board Chair and Vice Chair rotate from county to county on an annual basis. The Board Chair and Vice Chair are from the same county. It is Sierra County's turn.

Requested Action:

Nominate and Elect the Chair and Vice Chair

ROLL CALL VOTE REQUESTED

Attachments:

none

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: January 27, 2020

Agenda Item: III.B

Agenda Description: Approval of regular meeting minutes – November 25, 2019

Requested Action: The minutes are attached for Board comment/approval

ROLL CALL VOTE REQUESTED

Attachments:

1. November 25, 2019 Minutes

DISTRICT HEADQUARTERS

200 Litton Drive, Suite 320

Mailing Address:

Grass Valley, CA 95945

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

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NORTHERN FIELD OFFICE

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

November 25, 2019

1:00 p.m.

**(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) TELEPHONE CONFERENCE

10879A Donner Pass Road, CONFERENCE ROOM

Truckee, California

Members Present:

**Supervisor Scofield, Chair
Supervisor Anderson, Vice Chair
Supervisor Roen
Supervisor Huebner
Supervisor Thrall
Supervisor Simpson**

Members Absent:

none

I. Standing Orders:

Call to Order. Roll Call and Determination of Quorum.

Chair Scofield called the meeting to order at 1:02 P.M. A quorum was confirmed. Gretchen Bennett, APCO; Dawn Lunsford, Sam Longmire, APCSI, Julie Ruiz, APCSI, Meliss Klundby, APCSI and Rose Asquith, contracted accountant were also in attendance.

II. 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. Both Teleconference Sites are Allowed an Opportunity for Public Comment.

Chair Scofield called for public comment. There was no public present.

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 – September 23, 2019**
- B. Authorization for Signing Nevada County Auditor Controller’s Warrant Request Signatures for 2020**
- C. 2020 Board of Directors Calendar**
- D. Approval of Subvention Request to CARB for FY 2019/2020**
- E. Solicitation for Application to Receive Funding From the Carl Moyer Memorial Program (Fiscal Year 2019/2020 - Year 22) Funds**

There was a motion to approve the consent calendar by Supervisor Roen. Supervisor Huebner seconded the motion. The motion was approved with a roll call vote, it was approved unanimously with a roll call vote.

IV. Administrative Report

- A. Public Hearing and Proposed Adoption of District Rule 428 – New Source Review Requirements for New and Modified Major Sources in Federally Designated Nonattainment Areas. Proposed Rescinding of Rule 428 (adopted in 2016).**

Sam Longmire reported that there were no public comments received prior to this hearing and the hearing was publicly and properly noticed. Chair Scofield opened the public hearing for public comment. There was no public comment received at either location. Chair Scofield closed the public hearing.

Supervisor Thrall made a motion to rescind the 2016 version of Rule 428. Supervisor Huebner seconded the motion. The motion was unanimously approved with a roll call vote. Supervisor Huebner made a motion to approve the new Rule 428. Supervisor Thrall Anderson seconded the motion. The motion was unanimously approved with a roll call vote.

- B. Quarterly Budget Report for FY 2019-2020 (First Quarter)**

Ms. Bennitt presented the Quarterly report to the Board. Rose Asquith, contracted accountant was present to answer questions. Supervisor Anderson made a motion to approve the first quarter report. Supervisor Huebner seconded the motion. The motion was unanimously approved with a roll call vote.

- C. Request for Extension for AB 2018-04 Project (Town of Truckee)**

The Town requested an extension of up to one year, December 31, 2020 to fulfill the requirements of the AB 2018-04 project. Supervisor Anderson made a motion to approve the requested extension. Supervisor Roen seconded the motion. The motion was unanimously approved with a roll call vote.

D. Wood Smoke Reduction Program Grant Agreement with California Air Resources Board FY 2018-2019

Supervisor Huebner made a motion to approve Resolution 2019-08, authorizing the Executive Director to sign agreement with CARB for Wood Smoke Reduction Program FY. 2018-2019. Supervisor Thrall seconded the motion. The motion was approved unanimously with a roll call vote.

V. Director's Report

A. Andrew Wheelers' Letter to the Chair of California Air Resources Board

Ms. Bennitt informed the Board of a letter sent from EPA's administrator to the California Air Resources Board. Of note was that the letter discussed the Western Nevada County Ozone Nonattainment Area.

B. EPA's proposed approval of Northern Sierra's RACT SIP for the 2008 ozone standard.

Ms. Bennitt informed the Board of EPA's approval of the District's RACT SIP for the 2008 Ozone Standard.

C. Air District Information for Emergency Generators

Ms. Bennitt shared an informational flyer put together by staff David Nicholas.

D. CARB Sponsored Truck Event in early 2020

Ms. Bennitt informed the Board that she is coordinating with the Air Resources Board to put on an event early in 2020.

E. Status on Portola PM2.5 Nonattainment Area

Julie Ruiz updated the board on the latest events and woodstove changeouts.

F. Green Waste Disposal

Julie Ruiz discussed the ginormous burn pile at the Chester designated site. She also provided photos.

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 – January 27, 2020 – Videoconference/Telephone

VIII. Adjournment

The meeting was adjourned at 1:40 P.M.

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: January 27, 2020

Agenda Item: III.C

Agenda Description: Request for utilize FY 2021 Plumas County AB2766 funds to be allocated to Portola 2018 Targeted Grant Woodstove Program

Issues:

The District has been approved for an additional 3.2 million of EPA Target Grant funds for the Portola PM2.5 Federal Nonattainment area. The EPA has requested a match amount of \$40,000 from the Air District for this grant. The District is requesting that one year of Plumas County's AB2766 allocation should go towards this match.

Requested Action:

1. Approve or Disapprove the transfer of one year's allocation (FY 2021) of Plumas County's AB2766 funds to be utilized as a match to the Portola 2018 EPA Target Grant of 3.1 million.

ROLL CALL VOTE REQUESTED

Attachments: none

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: January 27, 2020

Agenda Item: III.D

Agenda Description: December 2019 Budget Report for FY 2019-2020 (Second Quarter)

Issues: The second quarter for FY 2019-2020 (December 2019) is available for review and discussion

Requested Action: Review and Approve the 2nd Quarter Report for December 2019

ROLL CALL VOTE REQUESTED

Attachments:

1. Balance Sheet as of December 31, 2019
2. Profit and Loss July through December 2019
3. FY 2019-2020 Operating Budget VS Actuals (Second Quarter)
4. FY 2019-2020 Restricted Budget VS Actuals (Second Quarter)

Northern Sierra Air Quality Management District
Balance Sheet
 As of December 31, 2019

	Dec 31, 19	
ASSETS		
Current Assets		
Checking/Savings		
10-1000 · Cash, Operating General Fund	1,068,706.91	<i>Operating Cash</i> <i>\$ 1,125,252</i>
10-1003 · Cash, Bank Payroll Operating	27,587.95	
10-1004 · Cash, GovPay Operating	28,957.24	
20-1000 · Cash, Restricted Fund	1,268,783.34	
Total Checking/Savings	2,394,035.44	
Other Current Assets		
10-1400 · Burn Box Petty Cash - GV	296.75	
10-1401 · Portola Cash Box	6.59	
10*1300 · Receivable Operating		
10-1302 · Office Lease Security Lease Dep	1,214.00	
Total 10*1300 · Receivable Operating	1,214.00	
Total Other Current Assets	1,517.34	
Total Current Assets	2,395,552.78	
TOTAL ASSETS	2,395,552.78	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
10-2300 · Other Current Liability Operati		
10-2305 · Deferred Compensation Payable	1,300.00	
10-2310 · Employee Part Health I	1,615.90	
10-2313 · PERS Survivor Benefits	11.16	
10-2316 · PERS Service Credit	70.30	
10-2317 · PEPPA Employee Deduction	834.80	
Total 10-2300 · Other Current Liability Operati	3,832.16	
Total Other Current Liabilities	3,832.16	
Total Current Liabilities	3,832.16	
Total Liabilities	3,832.16	
Equity		
10-3900 · Retained Earnings - Operating	735,383.40	
10-3903 · Other Post-Employment Benefits	150,000.00	
10-3904 · Equipment Replacement	102,000.00	
10-3905 · Leave Liability	52,000.00	
10-3906 · Air Monitoring Program	60,000.00	
10-3907 · Public Education Program	5,000.00	
10-3909 · Contingency Emergency Reserve	264,000.00	
20-3900 · Restricted Equity		
20-3902 · Planned Expend AB2766 Nevada	364,219.54	
20-3903 · Planned Expend -AB2766 Plumas	146,291.79	
20-3904 · Planned Expend - AB2766 Sierra	1,085.36	
20-3906 · Planned Carl Moyer Non-Prop 40	55,308.47	
20-3908 · Planned Expenditure - AB923 Res	183,364.05	
20-3910 · H&S Reserve Balance	157,500.00	
Total 20-3900 · Restricted Equity	907,769.21	
Net Income	115,568.01	
Total Equity	2,391,720.62	
TOTAL LIABILITIES & EQUITY	2,395,552.78	

Northern Sierra Air Quality Management District
Profit & Loss OPERATING Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
10-4000 · Operating Income			
10-4002 · Fees, Permit to Operate	11,524.48	30,000.00	38.4%
10-4004 · Fees, Vapor Recovery	9,085.40	20,000.00	45.4%
10-4005 · Fees, Variance Application	1,325.00	500.00	265.0%
10-4006 · Fees, Source Test	2,494.86	2,000.00	124.7%
10-4007 · Fees, Prescribed Burning	16,397.50	25,000.00	65.6%
10-4008 · Fees, Woodstove Inspections	650.91	2,000.00	32.5%
10-4010 · Fees, Title V	0.00	65,000.00	0.0%
10-4013 · Fire Dept Response Fee	0.00	1,500.00	0.0%
10-4100 · Penalties, Permitted Source	26,800.00	10,000.00	268.0%
10-4101 · Penalties, Open Burning	0.00	2,500.00	0.0%
10-4200 · Intergovernmental Revenue Total			
10-4201 · Gov Fund, State Subvention	0.00	137,600.00	0.0%
10-4202 · Gov Fund, Subvention Supplement	0.00	3,500.00	0.0%
10-4203 · Gov Fund, County Contributions	0.00	62,669.00	0.0%
10-4204 · Gov Fund EPA Monitoring	57,000.00	59,500.00	95.8%
10-4205 · Gov Funding EPA Monitoring Supp	0.00	0.00	0.0%
10-4206 · Gov Funding AB2766 Operating	118,108.47	360,000.00	32.8%
10-4207 · Gov Funding PERP Pass-Thru	0.00	18,000.00	0.0%
10-4208 · Gov Funding AB923 Operating	944.65	3,125.00	30.2%
10-4209 · Gov EPA Target 2015 , Admin Fee	0.00	75,000.00	0.0%
10-4211 · Gov, AB 197	0.00	8,583.00	0.0%
10-4212 · Rx Fire Grant Monnitoring	0.00	20,000.00	0.0%
10-4213 · Rx Fire Staff Grant	79,526.00	79,000.00	100.7%
10-4214 · EPA Target 2015 Burnwise Coordi	0.00	49,698.00	0.0%
10-4215 · Carl Moyer Admin Fee	25,000.00	25,000.00	100.0%
10-4220 · Woodsmoke Reduction Prog-Admin	0.00	0.00	0.0%
10-4221 · Nox Reduction Measure-Admin	0.00	4,242.00	0.0%
10-4222 · Farmer Prgm, Pooled Share Admin	15,229.57	15,000.00	101.5%
10-4223 · RAP, Rural Assist Prog; Admin	0.00	7,000.00	0.0%
Total 10-4200 · Intergovernmental Revenue Total	295,808.69	927,917.00	31.9%
10-4300 · Other Income			
10-4303 · Other Income, Copies	0.00	100.00	0.0%
10-4304 · Other Income, Miscellaneous	432.63	0.00	100.0%
Total 10-4300 · Other Income	432.63	100.00	432.6%
10-4310 · Interest Earned - Operating			
10-4311 · Interest Earned from Restricted	0.00	0.00	0.0%
10-4310 · Interest Earned - Operating - Other	11,147.25	20,000.00	55.7%
Total 10-4310 · Interest Earned - Operating	11,147.25	20,000.00	55.7%
Total 10-4000 · Operating Income	375,666.72	1,106,517.00	34.0%
Total Income	375,666.72	1,106,517.00	34.0%
Gross Profit	375,666.72	1,106,517.00	34.0%
Expense			
10-5994 · Total All Operating Expenses			
10-5990 · Total Salary & Benefits			
10-5001 · Salaries			

Northern Sierra Air Quality Management District
Profit & Loss OPERATING Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	% of Budget
10-5002 · Permanent Salaries- Grass Valle	202,519.79	437,660.00	46.3%
10-5003 · Permanent Salaries- Portola	52,796.90	56,074.00	94.2%
10-5006 · Overtime Pay	0.00	1,000.00	0.0%
Total 10-5001 · Salaries	255,316.69	494,734.00	51.6%
10-5010 · Employee Benefits			
10-5011 · Medicare/FICA	3,602.97	7,159.00	50.3%
10-5013 · EDD Training Tax	72.64	784.00	9.3%
10-5014 · CA State Unemployem	452.99	0.00	100.0%
10-5015 · Workers' Comp Insurance	5,294.05	6,567.00	80.6%
10-5016 · PERS Health Care District	0.00	0.00	0.0%
10-5017 · PERS Retirees Health Plan	9,475.92	18,951.00	50.0%
10-5018 · PERS Health Active Employee	16,572.76	48,000.00	34.5%
10-5019 · Dental/Vision Care	3,623.98	8,750.00	41.4%
10-5020 · PERS Classic Retirement-ER share	15,444.45	31,250.00	49.4%
10-5021 · PERS ER- Paid Member Contributi	9,997.85	20,150.00	49.6%
10-5022 · PERS Classic UAL	42,605.52	72,717.00	58.6%
10-5023 · PERS PEPRA -ER Contribution	6,246.82	11,897.00	52.5%
10-5024 · PERS PEPRA UAL	411.18	828.00	49.7%
Total 10-5010 · Employee Benefits	113,801.13	227,053.00	50.1%
Total 10-5990 · Total Salary & Benefits	369,117.82	721,787.00	51.1%
10-5991 · Operating Expense			
10-5200 · Office			
10-5202 · Office Supplies	6,704.50	4,000.00	167.6%
10-5204 · Postage/Shipping	352.09	1,000.00	35.2%
10-5259 · Legal Notices, Publi	392.64	500.00	78.5%
10-5301 · Information Technology	9,222.08	7,000.00	131.7%
10-5390 · Miscellaneous Exp	0.00	1,000.00	0.0%
Total 10-5200 · Office	16,671.31	13,500.00	123.5%
10-5215 · Air & Ozone Monitoring			
10-5201 · PM2.5 Expenditure	7,874.03	15,000.00	52.5%
10-5206 · Ozone Monitoring	0.00	5,000.00	0.0%
Total 10-5215 · Air & Ozone Monitoring	7,874.03	20,000.00	39.4%
10-5225 · Dues & Subscription			
10-5203 · References, Subscrip	90.25	1,500.00	6.0%
10-5205 · Memberships	2,931.00	3,000.00	97.7%
Total 10-5225 · Dues & Subscription	3,021.25	4,500.00	67.1%
10-5250 · Rents & Utilities			
10-5253 · Rent, Grass Valley	16,335.00	26,640.00	61.3%
10-5254 · Rent, Portola	3,114.00	6,228.00	50.0%
10-5255 · Utilities, Grass Valley	1,052.98	2,700.00	39.0%
10-5256 · Utilities, Portola	1,106.33	1,200.00	92.2%
10-5257 · Rent PM2.5 Grass Valley	5,298.00	7,272.00	72.9%
Total 10-5250 · Rents & Utilities	26,906.31	44,040.00	61.1%
10-5251 · Communications	9,020.41	15,000.00	60.1%
10-5258 · Liability Insurance	10,657.29	8,000.00	133.2%

Northern Sierra Air Quality Management District
Profit & Loss OPERATING Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	% of Budget
10-5300 · Professional Fees			
10-5311 · Professional Serv - Legal	0.00	6,000.00	0.0%
10-5312 · Prof Serv - GV Office Assistanc	0.00	0.00	0.0%
10-5313 · Prof Services Accounting	7,306.26	33,000.00	22.1%
10-5314 · Profes Serv - Financial Auditor	0.00	12,500.00	0.0%
10-5315 · Profes Services Board	1,900.00	5,000.00	38.0%
10-5316 · Profession Serv Hearing	100.00	0.00	100.0%
10-5317 · Prof Serv - Portola Office Assi	1,127.47	1,200.00	94.0%
10-5318 · EPA Target Grant Accounting Ser	375.00		
Total 10-5300 · Professional Fees	10,808.73	57,700.00	18.7%
10-5325 · Repair & Maintenances			
10-5303 · Maintenance Office	704.84	500.00	141.0%
10-5305 · Maintenance Vehicles	2,915.13	3,000.00	97.2%
Total 10-5325 · Repair & Maintenances	3,619.97	3,500.00	103.4%
10-5350 · Travel & Conference			
10-5351 · Training/Tuition/Conferences	749.36	1,500.00	50.0%
10-5352 · Travel	5,401.30	3,000.00	180.0%
10-5353 · Gasoline	2,148.15	5,000.00	43.0%
10-5354 · Private Car Mileage	1,195.16	500.00	239.0%
Total 10-5350 · Travel & Conference	9,493.97	10,000.00	94.9%
Total 10-5991 · Operating Expense	98,073.27	176,240.00	55.6%
10-5992 · Pass-thru Funds			
10-5401 · Air Monitoring Program	0.00	0.00	0.0%
10-5402 · Alternate Commute Program	0.00	750.00	0.0%
10-5403 · Nonattainment Area M	0.00	0.00	0.0%
10-5404 · ABR AB2588	0.00	1,400.00	0.0%
10-5405 · Public Education Program	0.00	5,000.00	0.0%
10-5406 · Fire Dept Res Reimbu	0.00	1,500.00	0.0%
Total 10-5992 · Pass-thru Funds	0.00	8,650.00	0.0%
10-5993 · Fixed Asset Purchases Summary			
10-5601 · Fixed Assets Office	2,278.15	4,000.00	57.0%
10-5602 · Fixed Assets Field	3,502.30	1,000.00	350.2%
10-5605 · EPA Monitoring Supplement Grant	0.00	0.00	0.0%
Total 10-5993 · Fixed Asset Purchases Summ...	5,780.45	5,000.00	115.6%
Total 10-5994 · Total All Operating Expenses	472,971.54	911,677.00	51.9%
Total Expense	472,971.54	911,677.00	51.9%
Net Ordinary Income	-97,304.82	194,840.00	-49.9%
Net Income	-97,304.82	194,840.00	-49.9%

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Operating Budget vs Actuals
Period Ending December 31, 2019

Resource Report	
Operating (Fund 6774) Ending Balance Qtr 1	\$ 1,068,707
Operating (Payroll) Ending Balance Qtr 1	\$ 27,588
Operating (GovPay) Ending Balance Qtr 1	\$ 28,957
<i>All Operating Accounts Cash Total</i>	<i>\$ 1,125,252</i>

Revenue			
Account #	Description	Budget 2019-2020	Actuals to 12/31/19
10-4002	Fees, Permit to Operate	30,000	11,524
10-4004	Fees, Vapor Recovery	20,000	9,085
10-4005	Fees, Variance Application	500	1,325
10-4006	Fees, Source Test	2,000	2,495
10-4007	Fees, Prescribed Burning	25,000	16,398
10-4008	Fees, Woodstove Inspections	2,000	651
10-4010	Fees, Title V, Fed Op Permit	65,000	
10-4013	Fees, Fire Dept Response	1,500	
10-4100	Penalties, Permitted Source	10,000	26,800
10-4101	Penalties, Open Burning	2,500	
10-4201	Gov't Funding, State Subvention	137,600	
10-4202	Gov't Funding, Subvention Supplemental	3,500	
10-4203	Gov't Funding, County Contribution	62,669	
10-4204	Gov't Funding, EPA Monitoring	59,500	57,000
10-4206	Gov't Funding, AB 2766 DMV Fees	360,000	118,108
10-4207	Gov't Funding, PERP Pass thru	18,000	
10-4208	Gov't Funding, AB 923 Operating	3,125	945
10-4209	Gov't Funding, EPA Target, Admin Fee	75,000	
10-4214	Gov't Funding, EPA Target 2015 Burnwise Coordinator	49,698	
10-4221	Gov't Funding, Nox remediation Measure, Admin Fee	4,242	
10-4211	Gov't Funding, AB 197	8,583	
10-4213	Rx Fire Funding, Staff	79,000	79,526
10-4212	Rx Fire Funding, Monitoring	20,000	
10-4215	Carl Moyer, Admin Fee	25,000	25,000
10-4222	Farmer Pooled Share - Admin	15,000	15,230
10-4223	RAP, Carl Moyer Rural Assistance Admin	7,000	
10-4220	WRP, Admin Fee	-	
10-4303	Other Income, Rules, Copies, Subscr.	100	
10-4304	Other Income, Miscellaneous		433
10-4310	Other Income, Interest Earned	20,000	11,147
Revenue Total:		\$ 1,106,517	\$ 375,667

Expenditures			
Account #	Description	Budget 2019-2020	Actuals to 12/31/19
10-5002	Permanent Salaries	486,054	255,317
10-5021	TaxMed (elect not to utilize th District provided health insurance)	7,680	3,603
10-5003	Overtime	1,000	
10-5011	Medicare/FICA	7,159	
10-5013/5014	CA State Unemployment	784	526
10-5015	Workers' Comp Insurance	6,567	5,294
10-5016	PERS Health Insurance Active Employees	48,000	16,573
10-5017	PERS Health Insurance Retired Employees	18,951	9,476
10-5019	Dental/Vision Care	8,750	3,624
10-5020/5023	PERS Retirement (ER & EE Paid)	63,297	31,689
10-5022/5024	PERS Unfunded Accrued Liability	73,545	43,017
Salaries and Benefits Total:		\$ 721,787	\$ 369,118

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Operating Budget vs Actuals
Period Ending December 31, 2019

Expenditures			
Account #	Description	Budget 2019-2020	Actuals to 12/31/19
10-5201	PM Monitoring Expenses (Supplies and Lab Rent)	15,000	7,874
10-5202	Office Supplies	4,000	6,705
10-5203	References, Subscriptions	1,500	90
10-5204	Postage, Shipping	1,000	352
10-5205	Memberships	3,000	2,931
10-5206	Ozone Monitoring Expenses	5,000	
10-5251	Communications	15,000	9,020
10-5253	Rent, Structures - Grass Valley	26,640	16,335
10-5254	Rent, Structures - Portola	6,228	3,114
10-5255	Utilities, Grass Valley	2,700	1,053
10-5256	Utilities, Portola	1,200	1,106
10-5257	Rent, Grass Valley PM2.5	7,272	5,298
10-5258	Liability Insurance	8,000	10,657
10-5259	Legal Notices, Public	500	393
10-5301	Information Technology	7,000	9,222
10-5303	Maintenance: Office Equipment	500	705
10-5305	Maintenance: Vehicles	3,000	2,915
10-5311	Profession Services: Legal	6,000	
10-5317	Profession Services: Portola Office Assistance	1,200	1,127
10-5313/5318	Profession Services: Accounting (Nevada County, Accountant, and ADP)	33,000	7,681
10-5314	Profession Services: Financial Auditor	12,500	
10-5315	Profession Services: Board	5,000	2,000
10-5351	Training, Tuition	1,500	749
10-5352	Travel	3,000	5,401
10-5353	Gasoline	5,000	2,148
10-5354	Private Car Mileage	500	1,195
10-5390	Miscellaneous	1,000	
Services and Supplies Total:		\$ 176,240	\$ 98,073

Expenditures Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)			
Account #	Description	Budget 2019-2020	Actuals to 12/31/19
10-5402	Alternate Commute Program	750	
10-5404	ARB: AB 2588 Fees	1,400	
10-5405	Public Education Program	5,000	
10-5406	Fire Dept Response Reimbursement	1,500	
Contribution to Other Agencies / Internal Grants Total:		\$ 8,650	\$ -

Expenditures Fixed Asset Purchases (Object Level)			
Account #	Description	Budget 2019-2020	Actuals to 12/31/19
10-5601	Office Equipment (2 computers @\$2,000 each)	4,000	2,278
10-5602	Field Equipment (fixed assets - over \$1,000)	1,000	3,502
10-5605	EPA Supplemental Monitoring		
Fixed Asset Purchases Total:		\$ 5,000	\$ 5,780

Total Expenditures			
Salaries and Benefits (Object Level)		721,787	369,118
Services and Supplies (Object Level)		176,240	98,073
Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)		8,650	-
Fixed Asset Purchases (Object Level)		5,000	5,780
Expenditure Total:		\$ 911,677	\$ 472,972

Northern Sierra Air Quality Management District
Profit & Loss RESTRICTED Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	% of Budget
Ordinary Income/Expense			
Income			
20-4999 · Total Restricted Revenue			
20-4500 · AB 2766 (all counties)			
20-4502 · AB2766 Nevada County	62,278.77	0.00	100.0%
20-4503 · AB2766 Plumas County	15,114.28	0.00	100.0%
20-4504 · AB2766 Sierra County	1,346.00	0.00	100.0%
20-4500 · AB 2766 (all counties) - Other	0.00	240,000.00	0.0%
Total 20-4500 · AB 2766 (all counties)	78,739.05	240,000.00	32.8%
20-4505 · AB 923	17,948.15	50,000.00	35.9%
20-4518 · Carl Moyer			
20-4519 · Carl Moyer Interest	0.00	0.00	0.0%
20-4520 · Carl Moyer Prop 40	175,000.00		
20-4518 · Carl Moyer - Other	0.00	175,000.00	0.0%
Total 20-4518 · Carl Moyer	175,000.00	175,000.00	100.0%
20-4529 · Gov EPA Target 2015 Grnt -Porto	0.00	398,400.00	0.0%
20-4535 · Woodsmoke Reduction Program			
20-4536 · Interest-Woodsmoke Reduce Prog	0.00	1,000.00	0.0%
20-4535 · Woodsmoke Reduction Program - Other	0.00	0.00	0.0%
Total 20-4535 · Woodsmoke Reduction Program	0.00	1,000.00	0.0%
20-4538 · AB617-CAPP/Comm Air Protection			
20-4539 · AB617 aka CAPP Interest	0.00	100.00	0.0%
20-4538 · AB617-CAPP/Comm Air Protection - Ot...	22,659.00	22,000.00	103.0%
Total 20-4538 · AB617-CAPP/Comm Air Protection	22,659.00	22,100.00	102.5%
20-4541 · Nox Reduction Measure Rev	70,706.00	70,212.00	100.7%
20-4542 · Farmers, Pooled Share Program	119,339.65	100,000.00	119.3%
20-4543 · Rural Assist Program (RAP)	0.00	80,000.00	0.0%
20-4600 · Interest Earned - Restricted	12,888.82	5,000.00	257.8%
Total 20-4999 · Total Restricted Revenue	497,280.67	1,141,712.00	43.6%
Total Income	497,280.67	1,141,712.00	43.6%
Gross Profit	497,280.67	1,141,712.00	43.6%
Expense			
20-5400 · Grantees Summary Only			
20-5401 · AB2766 Restricted			
20-5402 · AB2766 - Nevada County			
20-5420 · 2016-02 Library -AB2766 NC	0.00	0.00	0.0%
20-5424 · 2015-04 NC DoPW - AB2766 NC	0.00	0.00	0.0%
20-5425 · 2015-05 Library - AB2766 NC	0.00	0.00	0.0%
20-5426 · 2015-06 Library - AB2766 NC	0.00	0.00	0.0%
20-5427 · 2014-09 Library - AB2766 NC	0.00	0.00	0.0%
20-5402 · AB2766 - Nevada County - Other	112,196.00	178,195.00	63.0%
Total 20-5402 · AB2766 - Nevada County	112,196.00	178,195.00	63.0%
20-5403 · AB2766 - Plumas County			
20-5440 · 2015-08 Portola PM Nonattainmen	698.67	31,922.00	2.2%
20-5442 · 2016-08 Portola MOU- AB2766	0.00	27,505.00	0.0%
20-5403 · AB2766 - Plumas County - Other	0.00	5,088.00	0.0%
Total 20-5403 · AB2766 - Plumas County	698.67	64,515.00	1.1%

Northern Sierra Air Quality Management District
Profit & Loss RESTRICTED Budget vs. Actual
July through December 2019

	Jul - Dec 19	Budget	% of Budget
20-5404 · AB2766 - Sierra County			
20-5450 · 2016-01 IncSeniorCit - AB2766	0.00	0.00	0.0%
20-5404 · AB2766 - Sierra County - Other	0.00	5,672.00	0.0%
Total 20-5404 · AB2766 - Sierra County	0.00	5,672.00	0.0%
20-5401 · AB2766 Restricted - Other	0.00	267,930.00	0.0%
Total 20-5401 · AB2766 Restricted	112,894.67	516,312.00	21.9%
20-5405 · TIMBER - Restricted	0.00	0.00	0.0%
20-5406 · Carl Moyer - Restricted	0.00	247,478.00	0.0%
20-5409 · AB 923 Restricted	0.00	264,914.00	0.0%
20-5410 · EPA 2015 Target Grant			
20-5480 · EPA Target - Other	0.00	0.00	0.0%
20-5410 · EPA 2015 Target Grant - Other	123,876.99	398,400.00	31.1%
Total 20-5410 · EPA 2015 Target Grant	123,876.99	398,400.00	31.1%
20-5413 · H&S Mitigation Agree - Restrict	39,600.00	106,342.00	37.2%
20-5414 · Woodsmoke Reduction Program	8,036.18	41,827.00	19.2%
20-5415 · AB617-CAPP/Comm Air -YR 1 18/19	0.00	42,000.00	0.0%
20-5417 · Nox Reduction Measure Exp	0.00	70,212.00	0.0%
Total 20-5400 · Grantees Summary Only	284,407.84	1,687,485.00	16.9%
Total Expense	284,407.84	1,687,485.00	16.9%
Net Ordinary Income	212,872.83	-545,773.00	-39.0%
Net Income	212,872.83	-545,773.00	-39.0%

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT
Operating Budget vs Actuals
Period Ending December 31, 2019

Restricted Budget, Revenue			
Account #	Description	Budget 2019-2020	Actuals to 12/31/19
20-4500	Govt. Funding, AB 2766 DMV Fees (60% for District Admin)	240,000	78,739
20-4505	Govt. Funding, AB923 (6.25% for district admin)	50,000	17,948
20-4518	Govt. Funding, Carl Moyer HD Diesel (12.5% for district admin)	175,000	175,000
20-4536	WRP interest	1,000	
20-4541	Nox Reduction Measure (NRM)	70,212	70,706
20-4542	Farmers Pooled Share	100,000	119,340
20-4543	Rural Assistance program (RAP)	80,000	
20-4538	AB 617	22,000	22,659
20-4539	AB 617 Interest	100	
20-4529	Govt. Funding, EPA Target Grant for Portola	398,400	
20-4600	Other Income, Interest, Restricted	5,000	12,889
Restricted Budget, Revenue Total:		\$1,141,712	497,281

Restricted Budget, Expenditures			
Account #	Description	Budget 2019-2020	Actuals to 12/31/19
20-5403	Plumas County Public Works (AB2017-02)	5,088	699
20-5440	Portola PM Mitigation(AB2015-08, 33,211)	31,922	
20-5442	Portola MOU (AB2016-08)	27,505	
20-5402	Hansen Bros Enterprises (AB2018-02, \$25,000)	25,000	
20-5402	Town of Truckee (AB 2018-03, \$67,696)	67,696	
20-5402	Town of Truckee (AB 2018-04, \$39,542)	39,542	
20-5402	Foster and Sons (AB 2018-05, \$26,457)	26,457	
20-5402	Nevada City Police (AB2018-06-06, \$19,500)	19,500	
20-5404	Incorporated Senior Citizens of Sierra County (AB2017-01)	5,672	
20-5401	AB2766 Planned Expenditure of all counties (FY 19/20)	267,930	112,196
20-5406	Carl Moyer	247,478	
20-5409	AB 923	264,914	
20-5410	EPA Target Grant for Portola	398,400	123,877
20-5414	Woodsmoke Reduction Program (WRP)	41,827	8,036
20-5417	Non reduction Measure (NRM)	70,212	
20-5415	AB 617	42,000	
20-5413	H&S Mitigation Fund	106,342	39,600
Restricted Budget, Expenditures Totals:		1,687,485	284,408

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennett, Air Pollution Control Officer

Date: January 27, 2020

Agenda Item: III.E

Agenda Description: Revision to Policy # 3020 Audits and Accounting and Policy # 3030 Inventory Control

Issues: The District's Financial Auditor recommended that the District increase the dollar amounts for fixed assets. The last time these amounts were modified was over 20 years ago, and the auditor recommended what the revised amounts should be. They recommended that fixed assets over \$5,000 must be board-approved in advance of the purchase. The amount is currently at \$1,000. Moveable property amount is recommended to be increased from \$500 to \$2,500.

Requested Action: Review and Approve the Recommended Revision to Policy # 3020 and # 3030.

ROLL CALL VOTE REQUESTED

Attachments:

1. **Strike-out version of Policy # 3020 and # 3030**

DISTRICT HEADQUARTERS

200 Litton Drive, Suite 320
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Grass Valley, CA 95945
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POLICY TITLE: Audits and Accounting
POLICY NUMBER: 3020

3020.10 Annual Audit

An independent certified public accountant or firm shall be retained annually to audit the District's financial records, prepare a financial statement, and perform such other audit functions as the Board may authorize.

3020.20 Accounting Responsibility

The APCO shall exercise general supervision over accounting forms and procedures in the District office.

3020.30 Warrants

The Board of Directors authorizes the APCO to approve the payment of District expenses that are within the fund limits approved by the Board for each budget line item. This authorization is only valid when the warrant request includes the APCO's and Board Clerk's signatures. The APCO shall review and approve each invoice prior to authorizing payment and mark each invoice to prevent reuse. Warrant requests shall be ratified by the Board at the next regular Board meeting and all invoices related to the warrant request shall be made available for Board review at the time of ratification. Such authorization and warrant ratification is valid, except as follows:

- 3020.31 Purchases of fixed assets not listed in the approved budget and with a purchase price exceeding ~~\$1,000~~ \$5,000 must be Board-approved in advance of purchase, unless the Board has previously discussed the purchase in general terms and waived the approval for a specific item or items by documented Board action.

The APCO is authorized to proceed with the purchase of fixed assets (purchase price exceeding ~~\$1,000~~ \$5,000), where the Board has not previously approved the purchase, but that purchase was necessary before the next Board meeting, provided the Board Chairman has given advance approval of such purchase and the purchase is subsequently brought to the Board at the next regular Board meeting for ratification.

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3020.32 The Board may require advance approval of payment of any item on a case-by-case basis, if the APCO is notified in advance by Board action.

3020.40 **Establishing and Monitoring Cash Funds**

3020.41 Requests to establish cash funds - All requests to establish, increase, or decrease petty cash, change funds, or postage funds shall be submitted to the APCO for approval. District employees shall comply with procedures specified by the APCO for establishing and monitoring of cash, change, and postal funds.

3020.42 Records - Records pertaining to petty cash, change funds, and postal funds are to be retained for a period of five years or until audited.

3020.43. Personal Transactions Prohibited - Petty cash funds are not to be used for cashing personal checks, processing IOU's, personal loans, or any other personal business.

3020.50 **Authority to Make Refunds**

The APCO has the authority to make refunds to correct errors or overpayments, which will be reported to the Board on a monthly basis via the monthly budget report. A complete listing of these refunds will be presented to the Board for their review on an annual basis.

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POLICY TITLE: Inventory Control
POLICY NUMBER: 3030

3030.10. Responsibility

The APCO shall be responsible for establishing a system of controls to prevent the loss or misuse of fixed assets and movable property of the District.

3030.20 Definitions

3030.21 Equipment - Fixed Assets - Movable property such as furniture, machinery, tools, and equipment with a usable life equal to or exceeding three years and with a value of ~~\$1,000~~ \$5,000 or more.

3030.22 Movable Property - Value under ~~\$500~~ \$2500- Movable property which, although valued at under ~~\$500~~ \$2500, is considered sensitive for control purposes because it is readily portable and susceptible to loss. This includes, but is not limited to: calculators, cameras, and other photographic equipment, tape recorders, and tools.

3030.30. Required records

Records shall be maintained as referenced in 3030.10, above, and updated whenever equipment, as defined in 3030.20 is obtained, disposed of, or the physical location changed. Information to be included in said inventory shall include at least the following:

3030.31 Asset number;

3030.32 Description;

3030.33 Manufacturer's serial number;

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: January 27, 2020

Agenda Item: IV.A

Agenda Description: January 15, 2020 Air District Meeting with Senator Dahle

Issues:

The Air District and Board Chair Huebner had a “meet and greet” with Senator Dahle on January 15. The full packet that was presented to Senator Dahle was distributed to each Board member.

Requested Action:

Staff and Chair Huebner will update the Board on the January 15 meeting.

Attachments:

Separate Folder Distributed to Board Members

To: Northern Sierra Air Quality Management District Board of Directors

From: Gretchen Bennitt, Air Pollution Control Officer

Date: January 27, 2020

Agenda Item: IV.B

Agenda Description: Status on Portola PM2.5 Nonattainment Area

Issues:

EPA has requested a comprehensive meeting with both CARB and District staff to evaluate and troubleshoot the Portola Woodstove Changeout Program. They have requested an on-site meeting in Portola on Wednesday, January 29, 2020. Additionally, they have requested a follow-up meeting in Sacramento on Thursday, January 30, 2020.

Requested Action:

None, informational only

Attachments:

None