

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**

**Headquarters**

**200 Litton Drive, Ste. 320**

**Grass Valley, CA 95945**

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

**Gretchen G. Bennitt, APCO**

**Northern Field Office**

**257 E. Sierra Street, Suite E**

**Portola, CA 96122**

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

**NORTHERN SIERRA**

**AIR QUALITY MANAGEMENT DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR BOARD MEETING**

**MONDAY**

**June 28, 2021**

**1:00 p.m.**

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING

June 28, 2021

1:00 P.M.

**This meeting will be held by ZOOM Online/Telephone**

**Topic: June 28, 2021 NSAQMD Board Meeting**

**Time: June 28, 2021 1:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/88056116602?pwd=OTJOCmZlejVtYzR0TWNDaHgvMXNXZz09>**

**Meeting ID: 880 5611 6602**

**Passcode: 041435**

**One tap mobile**

**+16699006833,,88056116602#,,,,\*041435# US (San Jose)**

**Dial by your location**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 880 5611 6602**

**Passcode: 041435**

**Statement of Meeting's Public Participation Procedures:**

In order to protect public health and safety due to concerns regarding COVID-19, this meeting will be held online via Zoom teleconference. In accordance with Governor Newsom's Executive Order N-29-20, citizens who wish to comment or listen to the meeting may do so via a dial in phone number or via remote computer access to the Zoom meeting, listed above. The public is encouraged to submit comments via email prior to the meeting to the Clerk of the Board at [dawnl@myairdistrict.com](mailto:dawnl@myairdistrict.com) by June 25, 2021. Any comments received will be distributed to all Board members.

Any person who wishes to address the Air District Board regarding any item not on the agenda, but within the jurisdiction of this Air District Board, may do so during the public comment period. However, the Air District Board is not permitted to take action or engage in discussion on topics which are not on the agenda. All items on the agenda will be open for public comments before final action is taken. The Air District Board requests public commenters state your name and association for the record before you speak. There is a 3 minute time limit per speaker, and a 15 minute total comment period per agenda item. The Chair has the discretion to limit the total discussion time on any item.

**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. Approval and/or Modifications to Agenda**

**Roll Call Vote Requested**

**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 – April 26, 2021

B. Ratify Agreement between CARB and Air District for Receiving AB 197 Grant funds.

C. Proposed Adoption of Resolution # 2021-07 to accept funds for AB197 – round 4.

D. Amendments to IMD Agreement

E. Payment Details by Vendor Board Report – April 2021 and May 2021

**V. Administrative Report**

A. Public hearing for Public Hearing for FY 2021-2022 Operating and Restricted Budget

**VI. Director's Report**

A. Status on Portola PM2.5 Nonattainment Area

B. Updating Personnel Policies Section 2000

**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.

**VIII. Schedule next Meeting** – August 23, 2021

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

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

**From:** Gretchen Bennitt, Air Pollution Control Officer

**Date:** June 28, 2021

**Agenda Item:** III.A

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

**Requested Action:** Discuss any modifications to agenda, approve agenda with a roll call vote

**ROLL CALL VOTE REQUESTED**

**To:** Northern Sierra Air Quality Management District Board of Directors  
**From:** Gretchen Bennitt, Air Pollution Control Officer  
**Date:** June 28, 2021

**Agenda Item:** IV.A

**Agenda Description:** Approval of regular meeting minutes – April 26, 2021

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

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. Draft April 26, 2021 minutes

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT Gretchen Bennitt, Executive Director**DISTRICT HEADQUARTERS

200 Litton Drive, Suite 320

Mailing Address:

Grass Valley, CA 95945

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

email: [office@myairdistrict.com](mailto:office@myairdistrict.com) or [www.myairdistrict.com](http://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

email: [Julie@myairdistrict.com](mailto:Julie@myairdistrict.com) or [www.myairdistrict.com](http://www.myairdistrict.com)**MINUTES****NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT****BOARD OF DIRECTORS SPECIAL MEETING****April 26, 2021****1:00 p.m.****This meeting was held by ZOOM/Telephone Conference****Members Present:****Supervisor Thrall, Chair****Supervisor Ceresola, Vice-Chair****Supervisor Roen****Supervisor Huebner****Supervisor Bullock****Supervisor Scofield****Members Absent:****None****I. Standing Orders:****Call to Order. Roll Call and Determination of Quorum.**

Chair Thrall called the meeting to order at 1:00 P.M. A quorum was confirmed.

Also present; Gretchen Bennitt, Executive Director; Melissa Klundby, APCSI; Julie Ruiz, APCSI; Dawn Lunsford, Clerk of the Board, and Rose Asquith, NSAQMD Treasurer

**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 Thrall called for public comment for items not appearing on the agenda.

There was no public present to discuss any non-agendized items on the conference line.

**III. Approval and/or Modifications to the Agenda**

Chair Thrall asked if there were any requested modifications to the agenda.

Hearing none, Supervisor Roen made a motion to approve the agenda.



Supervisor Huebner seconded the motion. The motion was approved unanimously with a roll call vote.

#### **IV. Consent Calendar**

Supervisor Bullock requested that Item IV.C be pulled from the consent calendar for discussion and action. Supervisor Roen made a motion to approve the consent calendar except for Item IV.C. Supervisor Huebner seconded the motion. The motion was approved unanimously with a roll call vote.

#### **IV.C Resolution # 2021-05: Authorize the Acceptance of the 2019-2020 Targeted Airshed Grant Program award from the Environmental Protection Agency for \$2,842,469**

Ms. Bennitt discussed that the EPA has requested that a resolution be adopted by the Board to authorize the acceptance of the Targeted Airshed Grant. Ms. Bennitt also discussed the history of the Portola Federal PM Nonattainment Area.

Supervisor Bullock made a motion to approve Resolution # 2021-05. Supervisor Scofield seconded the motion. The motion was unanimously approved with a roll call vote.

#### **V. Administrative Report**

##### **A. Proposal and Approval of County Contribution for FY 21/22**

Ms. Bennitt presented the options for county contribution. After a brief discussion, Supervisor Scofield made a motion to approve Method A. Supervisor Huebner seconded the motion. The motion was approved unanimously with a roll call vote.

##### **B. Public hearing and recommended action for use of AB 617 implementation funds for woodstove replacements in Nevada, Sierra and Plumas Counties in low income communities as specified by AB1550.**

Chair Thrall opened the public hearing to receive comment on the use of the AB617 Implementation funds to be used in AB1550 areas (low income) communities. There was no comment present. Ms. Bennitt reported that no public comment had been received either in writing or verbal prior to the Board meeting. Chair Thrall closed the public hearing.

Supervisor Huenber made a motion to authorize the use of \$45,702 of the AB617 Implementation Funds to enhance the District's woodstove changeout program funded by the Greenhouse Gas Reduction Fund. Supervisor Roen seconded the motion. The motion was approved unanimously with a roll call vote.

##### **C. Approval of Northern Sierra Air Quality Management District's AB 2766 DMV Surcharge Fund Program RFP – Grant Year 22**

Supervisor Huebner made a motion to approve the RFP. Supervisor Scofield seconded the motion. The motion was unanimously approved with a roll call vote.

**D. Quarterly Financial Report for period ending March 31, 2021**

Ms. Bennitt introduced Rose Asquith as the Treasurer. Rose gave a report on the financials and answered questions from the Board.

Supervisor Roen made a motion to approve the financial reports ending March 31, 2021. Supervisor Scofield seconded the motion. The motion was unanimously approved with a roll call vote.

**VI. Director's Report**

**A. Portola PM2.5 Nonattainment Area – Status Update**

Julie Ruiz and Melissa Klundby reported progress in the Portola Federal PM Nonattainment area. Julie discussed that they have changed out 440 stoves with the program. At this point, the target was 600 stoves to be changed out, but this was not achieved due to the difficulty of entering homes during the covid pandemic. Julie also reported that there should be progress on green waste removal in the City of Portola.

**B. Treasurer Duties for Air District**

Ms. Bennitt reported that Rose Asquith (contracted accountant) was recommended to be the District Treasurer by the financial auditor, Clay Singleton. Rose accepted the additional duties and she received a 10% increase in pay.

**VII. Concerns of the Board**

Supervisor Roen reported that the sawmill in Loyalton is moving forward and should be opening soon.

Supervisor Thrall reported that the residential green waste drop off in Chester is happening on April 30.

**VIII. Schedule next Meeting** – Ms. Bennitt discussed that at this point, there were no urgent items and she recommended the May Meeting be cancelled. Chair Thrall agreed, the board also agreed. The next meeting was scheduled for June 28, 2021.

**IX. 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:** June 28, 2021

**Agenda Item: IV.B**

**Agenda Description:** Ratify Contract # G20-EIDG-20 between CARB and Air District for Receiving \$8,583 in AB 197 Emission Inventor Grant funds.

**Issues:** Ms. Bennitt contacted Chair Thrall to give authorization for me to sign Contract # G20-EIDG-20 for \$8,583. Chair Thrall authorized the Air Pollution Control Office to sign it. The Contract is presented to the Board for final authorization today by action of ratifying.

**Requested Action:**

1. Ratify Contract #G20-EIDG-20

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. Contract # G20-EIDG-20

STATE OF CALIFORNIA  
 California Environmental Protection Agency  
 California Air Resources Board  
 ASD/BCGB-337 (Rev 01/2021)

**GRANT AGREEMENT COVER SHEET**

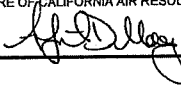
		GRANT NUMBER G20-EIDG-20
NAME OF GRANT PROGRAM AB 197 Emission Inventory District Grant		
GRANTEE NAME Northern Sierra Air Quality Management District		
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER 68-0124279	TOTAL GRANT AMOUNT NOT TO EXCEED \$8,583.00	
START DATE: June 1, 2021	END DATE: May 1, 2022	

This legally binding Grant Agreement, including this cover sheet and Exhibits attached hereto and incorporated by reference herein, is made and executed between the State of California, California Air Resources Board (CARB) and Northern Sierra Air Quality Management District (the "Grantee").

- Exhibit A – Grant Agreement Provisions
- Exhibit B – Work Statement
- Exhibit B, Attachment 1 – Budget Summary
- Exhibit B, Attachment 2 – Project Disbursement Schedule
- Exhibit B, Attachment 3 – Project Schedule

This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from CARB.

The undersigned certify under penalty of perjury that they are duly authorized to bind the parties to this Grant Agreement.

STATE AGENCY NAME California Air Resources Board		GRANTEE'S NAME (PRINT OR TYPE) Northern Sierra Air Quality Management District	
SIGNATURE OF ARB'S AUTHORIZED SIGNATORY:		SIGNATURE OF GRANTEE (AS AUTHORIZED IN RESOLUTION, LETTER OF COMMITMENT, OR LETTER OF DESIGNATION) 	
TITLE Branch Chief	DATE	TITLE APCO	DATE 6-2-21
STATE AGENCY ADDRESS 1001 I Street, Sacramento, CA 95814		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE) 200 Litton Drive, Suite 320, Grass Valley, California 95945	
<b>CERTIFICATION OF FUNDING</b>			
AMOUNT ENCUMBERED BY THIS AGREEMENT \$8,583.00	PROGRAM 351000D32	PROJECT N/A	ACTIVITY N/A
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0.00	FUND TITLE Cost of Implementation		FUND NO. 3237
TOTAL AMOUNT ENCUMBERED TO DATE \$8,583.00	(OPTIONAL USE)		CHAPTER 6
STATUTE 2020			
APPR REF 001	ACCOUNT/ALT ACCOUNT 5432000	REPORTING STRUCTURE 39007100	SERVICE LOCATION 46504
			FISCAL YEAR (ENY) 2020-21
<i>I hereby certify that the California Air Resources Board Legal Office has reviewed this Grant Agreement.</i>			
SIGNATURE OF CALIFORNIA AIR RESOURCES BOARD LEGAL OFFICE: 			DATE May 12, 2021

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

**From:** Gretchen Bennitt, Air Pollution Control Officer

**Date:** June 28, 2021

**Agenda Item: IV.C**

**Agenda Description:** Proposed Adoption of Resolution # 2021-07 to accept funds for AB197 – round 4.

**Issues:** The California Air Resources Board has requested that the District submit a resolution signed by its Board of Directors which authorizes the District to accept \$8,583 for expenses necessary for the implementation of AB197. The Resolution is attached for the Board's Review and Chair's Signature.

**Requested Action:** Authorize the Chair to sign Resolution # 2021-07.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. Resolution # 2021-07

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT  
RESOLUTION #2021-07**

**In the Matter of Accepting Funding Provided by Assembly Bill 197.**

**Whereas**, Assembly Bill 197 (AB 197) is a companion legislative piece to Senate Bill 32 (SB32); and

**Whereas**, SB32 is the scoping plan for the climate change legislative requirements of AB32; and

**Whereas**, AB197 requires CARB to estimate GHG emissions for each evaluated measure in the development of the scoping plan and the associated criteria and toxics emissions for those measures; and

**Whereas**, AB 197 provides funding for the implementation of emission reporting requirements for SB32; and

**Whereas**, the Northern Sierra Air Quality Management District has been approved by the California Air Resources Board (CARB) for a grant under AB 197; and

**Whereas**, the grant award is for expenses necessary for implementation of AB197; and

**Whereas**, the grant award amount (\$8,583); and

**Whereas**, the District is accepting \$ 8,583 of funds under AB197.

**Whereas**, CARB requires a Board resolution authorizing the Air Pollution Control Officer (APCO) to sign the Grant Agreement and accept funding; and

**NOW, THEREFORE, BE IT RESOLVED, by the Northern Sierra Air Quality Management District Board as follows:**

1. The Board authorizes the APCO to sign the Agreement with CARB to execute all other necessary documents to implement and carry out the purposes of this resolution.
2. The Board does hereby approve the acceptance of the \$8,583 of funds under AB197 in accordance with the terms and conditions of the Grant Agreement.
3. The Board hereby authorizes the APCO to accept any unallocated and awarded funds to the District under AB197.

On a motion by Supervisor \_\_\_\_\_, and seconded by Supervisor \_\_\_\_\_, the foregoing resolution was approved and adopted by the Board of Directors of the Northern Sierra Air Quality Management District at a regular meeting held on June 28, 2021, by the following roll call vote:

Ayes:  
Noes:  
Absent:  
Abstaining:

Approve: \_\_\_\_\_  
Chair of Board

Attest: \_\_\_\_\_  
Dawn Lunsford, Clerk of the Board

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

**From:** Gretchen Bennitt, Air Pollution Control Officer

**Date:** June 28, 2021

**Agenda Item: IV.D**

**Agenda Description:** Amendments to IMD Agreement

**Issues:**

In May 2020, the Air District and the local waste management company in Portola, IMD, signed an agreement to reimburse IMD to provide green waste pick up to residents in Portola. This funding was provided by the Federal Target Grant from EPA as part of the State Implementation Plan for the Portola Federal PM2.5 Nonattainment Area and is needed in order to assist the area towards attainment. The Air District is currently working with IMD to amend the agreement with minor modifications (attached).

**Requested Action:** Approve Modifications and Authorize Executive Director to sign the amendments to agreement.

**ROLL CALL VOTE REQUESTED**

**Attachments:**

1. 2021 Amendment to Service Agreement between NSAQMD and IMD
2. Service Agreement Between IMD and NSAQMD (May 2020)

## 2021 AMENDMENT TO SERVICE AGREEMENT BETWEEN NSAQMD AND IMD

After completing the first year of services under the Agreement (2020), changes to the agreement are necessary. These changes pertain only to the Scope of Services 1.1 and to no other part of the agreement. The Scope of Services has been changed to reflect a higher cost of curbside green waste pickup and additional services such as sub-contracted grinding of green waste material. The Scope of Services has been written to accommodate changing needs of the community and services (and rates) offered by IMD.

### 1. Scope of Services

1.1 IMD agrees to provide services related to NSAQMD's Program as requested by NSAQMD. Those services may include, but are not limited to, the following:

- a) Providing curbside green waste pickup within the city limits of the City of Portola. ~~for no more than 70 households for up to 7 months at a cost not to exceed \$109.74 per household.~~ Collection rates are negotiated annually between IMD and the City of Portola. This funding will not pay more than the rate negotiated each year for green waste service, including cart delivery fee. ~~Total cost not to exceed \$7,682 over the 5 years of this agreement.~~ IMD will track this cost and invoice NSAQMD as needed. ~~This grant funded service is available to City residents for the first 7 months of service only (not annually).~~ Resident must enter into a service agreement with IMD. NSAQMD is not responsible for any additional charges ~~beyond 7 months of service (and potentially a fee for delivery and removal of waste container, as negotiated between IMD and the City of Portola),~~ such as damage to the waste container.
- b) Accepting, storing and disposing of residential yard waste at IMD's Delleker Transfer Station at a fee not to exceed \$5.20/cubic yard for ~~the~~ each month of May 2020. No commercial green waste disposal will be funded with grant money. Assuming 1500 cubic yards of residential green waste collected, cost would be \$7,800. As residents are permitted to bring an unspecified quantity of green waste, an exact volume cannot be pre-determined. Total cost for reimbursement ~~each May of this agreement~~ will not exceed \$8,300 annually. IMD's green waste collection facility fees (gate fees) are subject to yearly cost of living increases, not to exceed the Refuse Rate Index (RRI). In the case that costs exceed \$8,300 before May 31 of each year of this agreement, IMD reserves the right to discontinue accepting residential yard waste at zero cost to the resident and may collect the rate posted. Charges exceeding \$8,300 in one calendar year must be approved by NSAQMD before such services are procured. IMD will record, in a log book, each load of residential yard waste collected. At the close of May ~~2020~~, an excel spreadsheet will be submitted to NSAQMD for reimbursement. If funds remain, the District and IMD may negotiate additional green waste collection at the Delleker Transfer Station for the remainder of the calendar year. This Program will be evaluated to determine if a voucher program should be implemented during the subsequent 4 years. Additional charges such as sub-contracting green waste grinding services must be approved by NSAQMD before such services are procured.
- c) Rotating community green waste collection bins to various City of Portola communities over the course of each year, May 1, 2020-April 30, 2025 ~~(weekends only - Friday morning through Monday morning delivery and pickup).~~ A standard service agreement between IMD and NSAQMD ~~must be in place during any and all periods of use of the bins.~~ IMD will not be



required to provide staffing for the community green waste collection events, except for delivery and removal of the bins. All community green waste events must be scheduled with IMD-2 two weeks prior to each event. Contaminated community green waste collection bins containing items such as trash, rubbish, garbage, dirt, rock, concrete, ash, treated wood, grass clumps, plastic bags, etc. will be charged at the standard 20 cubic yard rate of \$506.17 (or the current negotiated rate between IMD and the City of Portola). Any HHW (Household hazardous waste), E- waste (Electronic waste) or Universal waste found in the container will be subject to a special handling and disposal fee. Any material left on or around the community green waste container that hinders the removal of the container is not the responsibility of IMD. If a secondary container is needed for additional cleanup then additional fees will be added. It will be the responsibility of non-IMD staff to ensure bins contain no prohibited materials and that all natural vegetation is within the bin. Current cost of green waste collection bins is \$360 (or the current negotiated rate between IMD and the City of Portola). The community green waste collection program (roll off rates) are subject to yearly cost of living increases, not to exceed the Refuse Rate Index (RRI). If bin costs greatly increase, less bins will be used for community events. Total 5-year cost not to exceed \$36,900.

d) IMD is responsible for maintaining an accurate record of the volumes of green waste accepted from City of Portola residents and documentation of household name, address, date of service, cubic yards and total cost and shall provide that information at NSAQMD request.

e) IMD is responsible for providing records of residential yard waste to NSAQMD for reimbursement monthly.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Service Agreement Amendment to be executed, the day and year first-above written.

**Northern Sierra Air Quality Management District**

\_\_\_\_\_  
Air District Board, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gretchen Bennett  
Air Pollution Control Officer

\_\_\_\_\_  
Date

**Intermountain Disposal, Inc.**

\_\_\_\_\_  
Ricky Ross  
VP/CEO

\_\_\_\_\_  
Date

**SERVICE AGREEMENT**

**BETWEEN INTERMOUNTAIN DISPOSAL, INC.  
AND  
THE NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**

THIS SERVICE AGREEMENT (“Agreement”) is made and entered into this 18<sup>th</sup> day of May, 2020, by INTERMOUNTAIN DISPOSAL, INC. (“IMD”) and the NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT (“NSAQMD”) to allow the NSAQMD to fund a Residential Yard Waste Collection Program (“Program”) in the City of Portola to help achieve air quality attainment status.

**RECITALS**

WHEREAS, the United States Environmental Protection Agency (USEPA) has found that the Greater Portola Federal Non-Attainment Area of the NSAQMD has remained an air quality non-attainment area for years; and

WHEREAS, NSAQMD applied to USEPA and received grant funding to implement a Residential Yard Waste Collection Program; and

WHEREAS, The City of Portola ordinance number 354 bans the open burning of residential yard waste within the City limits; and

WHEREAS, IMD is contracted with the City of Portola to provide free green waste collection for the month of May each year; and

WHEREAS, IMD has the authority, capability, property and workforce to collect and dispose of green waste collected from households within the city limits of the City of Portola; and

WHEREAS, NSAQMD has identified IMD as capable of the tasks presented; and

WHEREAS, NSAQMD Board of Directors and IMD respectively and separately authorize the establishment of an Agreement between the two entities, and for IMD to provide services to the City of Portola and individual residents within the City, and for NSAQMD to pay IMD for services provided.

NOW THEREFORE, in consideration of the promises and covenants set forth herein, the parties agree as follows:

1. Scope of Services

- 1.1 IMD agrees to provide services related to NSAQMD’s Program as requested by NSAQMD. Those services may include, but are not limited to, the following:

- a) Providing curbside green waste pickup within the city limits of the City of Portola for no more than 70 households for up to 7 months at a cost not to exceed \$109.74 per household. Collection rates are negotiated annually between IMD and the City of Portola. This funding will not pay more than the rate negotiated each year. Total cost not to exceed \$7,682 over the 5 years of this agreement. IMD will track this cost and invoice NSAQMD as needed. This grant funded service is available to City residents for the first 7 months of service only (not annually). Resident must enter into a service agreement with IMD. NSAQMD is not responsible for any additional charges beyond 7 months of service (and potentially a fee for delivery and removal of waste container, as negotiated between IMD and the City of Portola), such as damage to the waste container.
- b) Accepting, storing and disposing of residential yard waste at IMD's Delleker Transfer Station at a fee not to exceed \$5.20/cubic yard for the month of May 2020. No commercial green waste disposal will be funded with grant money. Assuming 1500 cubic yards of residential green waste collected, cost would be \$7,800. As residents are permitted to bring an unspecified quantity of green waste, an exact volume cannot be pre-determined. Total cost for reimbursement each May of this agreement will not exceed \$8,300. IMD's green waste collection facility fees (gate fees) are subject to yearly cost of living increases, not to exceed the Refuse Rate Index (RRI). In the case that costs exceed \$8,300 before May 31 of each year of this agreement, IMD reserves the right to discontinue accepting residential yard waste at zero cost to the resident and may collect the rate posted. IMD will record, in a log book, each load of residential yard waste collected. At the close of May 2020, an excel spreadsheet will be submitted to NSAQMD for reimbursement. This Program will be evaluated to determine if a voucher program should be implemented during the subsequent 4 years.
- c) Rotating community green waste collection bins to various City of Portola communities over the course of each year, May 1, 2020-April 30, 2025 (weekends only – Friday morning through Monday morning delivery and pickup). A standard service agreement between IMD and NSAQMD must be in place during any and all periods of use of the bins. IMD will not be required to provide staffing for the community green waste collection events, except for delivery and removal of the bins. All community green waste events must be scheduled with IMD 2 weeks prior to each event. Contaminated community green waste collection bins containing items such as trash, rubbish, garbage, dirt, rock, concrete, ash, treated wood, grass clumps, plastic bags, etc. will be charged at the standard 20 cubic yard rate of \$506.17. Any HHW (Household hazardous waste), E- waste (Electronic waste) or Universal waste found in the container will be subject to a special handling and disposal fee. Any material left on or around the community green waste container that hinders the removal of the container is not the responsibility of IMD. If a secondary container is needed for additional cleanup then additional fees will be added. It will be the responsibility of non-IMD staff to ensure bins contain no prohibited materials and that all natural vegetation is within the bin. Current cost of green waste collection bins is \$360. The community green waste collection program (roll off rates) are subject to yearly cost of living increases, not to exceed

the Refuse Rate Index (RRI). If bin costs greatly increase, less bins will be used for community events. Total 5-year cost not to exceed \$36,900.

- d) Maintaining an accurate record of the volumes of green waste accepted from City of Portola residents and documentation of household name, address, date of service, cubic yards and total cost.
- e) Providing records of residential yard waste to NSAQMD for reimbursement monthly.

1.2 IMD will log the activities performed at the request of NSAQMD or as is required for the completion of work for the Program in an administrative logbook. The administrative logbook will include a description of the activity for each month of service. Copies of the log book pages will be submitted to NASQMD as support documentation for the NSAQMD's billing statements.

1.3 IMD will perform work with the thoroughness and competence that would be expected of an experienced and knowledgeable air pollution control district staff member. IMD staff shall conduct themselves in a professional manner and behave in a manner that is courteous and respectful of the public.

## 2. Geographic Area of Service for the Residential Yard Waste Collection Program

IMD will provide for the collection and disposal of residential yard waste for residents within the city limits of the City of Portola only. Proof of residency will be required at the Delleker Transfer Station during May collection.

## 3. Payment

3.1 NSAQMD agrees to reimburse IMD for the services covered by this Agreement. The maximum sum payable under this Agreement for 5 years, May 1, 2020, through April 30, 2025, is Eighty Eight Thousand Seven Hundred Eighty Two Dollars (\$88,782). Payment shall not exceed \$20,000 in any one year period in order to extend funding all 5 years of the program. The amount paid to IMD shall constitute full payment for all services set forth herein. IMD shall not be reimbursed for any additional expenses incurred beyond this maximum amount without prior written agreement by the NSAQMD. IMD will not be required to provide services when those services will not be reimbursed.

3.2 IMD shall bill NSAQMD not more often than monthly based upon services rendered for that monthly billing period. IMD agrees to provide a detailed invoice, including an excel spreadsheet (based on receipt books) of volume of residential yard waste collected at the Delleker Transfer Station each May, and detailed invoices/route sheets for curbside green waste pickup and community green waste bins to NSAQMD by the fifteenth day following the end of the month. NSAQMD agrees to pay IMD within thirty (30) days of receipt of invoice.

3.3 NSAQMD retains the right to require proof of services performed or costs incurred prior to any payment under this Agreement.

3.4 In the case that the USEPA or the California Air Resources Board (CARB) withholds or cancels promised grant funds, this agreement becomes null and void. At that point, NSAQMD will be responsible only for payment to IMD of any outstanding invoices. NSAQMD must notify IMD in writing within 30 days of cancellation of grant funds.

#### 4. Agreement Period

4.1 The conditions of this agreement shall remain in effect on a year round basis from May 2, 2020 through April 30, 2025 with an effective date upon the final signatures by both parties.

4.2 This agreement may be canceled by either party upon serving thirty (30) days notice in writing to the other party. In the event the contract is terminated early, IMD shall be paid for all contracted services up to the date of termination.

4.3 This agreement shall be in effect until cancelled and may be amended by the further written agreement of both parties.

#### 5. IMD Employees

5.1 IMD employees shall perform the duties outlined in this Agreement as IMD Employees, and not as employees of NSAQMD. IMD acknowledges that IMD is not entitled to any of NSAQMD's fringe benefits, including without limitation, paid holidays, life insurance, sick leave, or travel or any other expenses in connection with services performed hereunder. IMD will not assign or sub-contract the services in this Agreement without written authorization from NSAQMD.

5.2 Hiring and Supervision. The responsibility for hiring and supervision of all IMD employees, including establishing standards of performance, assignment of personnel, maintaining discipline, determining training required, maintaining personnel files, and other matters relating to the performance of services and control of personnel shall remain with the IMD.

5.3 IMD and NSAQMD agree that neither Party is an agent or employee of the other Party for any purpose and is not entitled to any of the benefits provided by any Party to its employees. This Agreement shall not be construed as forming a partnership or any other association or agency among IMD and NSAQMD.

#### 6. Ownership of Documents

IMD agrees to provide copies to NSAQMD, upon termination of this Agreement, all documents, however produced, received from NSAQMD and used by IMD in the performance of its services hereunder. All work papers, drawings, internal memoranda, graphics, photographs, and any

written or graphic material, however produced, prepared by IMD in connection with its performance of services hereunder shall be, and shall remain after termination of this Agreement, the property of NSAQMD and may be used by the NSAQMD for any purpose whatsoever. NSAQMD agrees that any future use of documents produced by IMD under the terms of this Agreement shall be at the sole discretion of the NSAQMD and IMD shall bear no liability for the decisions on whether and how to use such documents.

## 7. Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any suit, action, or proceeding brought under the scope of this Agreement shall be brought and maintained to the extent allowed by law in the County of Plumas, California.

## 8. Hold Harmless

- 8.1 NSAQMD agrees to defend, indemnify and hold harmless IMD, its directors, officers, servants and agents for any and all reasonable expenses, claims, liabilities, lawsuits and judgments which may occur as a result of any negligent willful acts or omissions on the part of NSAQMD, or its directors, officers, employees, and agents, in any way connected with the performance of its duties and obligations pursuant to the Agreement. This provision shall survive any termination of the Agreement.
- 8.2 IMD agrees to defend, indemnify and hold harmless the NSAQMD, its directors, officers, servants and agents for any and all reasonable expenses, claims, liabilities, lawsuits and judgments which may occur as a result of any negligent willful acts or omissions on the part of IMD, or its directors, officers, employees, and agents, in any way connected with the performance of its duties and obligations pursuant to this Agreement. This provision shall survive any termination of this Agreement.
- 8.3 Each party shall be financially responsible for all damages and losses caused by the negligent or willful misconduct of that Party, its officers, and employees.
- 8.4 Neither Party shall be liable to the other Party for any loss, damage, liability, claim or cause of action for damage to or destruction of property or for the injury to or death of persons arising solely from any act or omission of the other Party's officers, agents, or employees.
- 8.5 A Party against whom any claim arising from any subject matter of this Agreement is filed shall give prompt written notice of the filing of the claim to the all other Party.

## 9. Insurance

IMD shall maintain in force for the term of this Agreement broad form of coverage for General Liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage in the amount of \$2 million dollars. Said insurance shall be primary and non-contributory, and insurance maintained by NSAQMD shall be excess only

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and neither IMD nor the insurer shall seek contribution from any other insurance or self-insurance available to NSAQMD. IMD shall maintain in force for the term of this Agreement broad form of insurance coverage for Commercial Automobile in the amount of \$1 million dollars. IMD shall maintain in force for the term of this Agreement Workers Compensation for employees solely, as required per state law, for \$2 million dollars, and IMD agrees to waive any/all rights of subrogation against NSAQMD. NSAQMD will carry separate coverage for their employees. NSAQMD shall be named as an additional insured on the policies with endorsements evidencing such provided to NSAQMD.

10. Notices

10.1 All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified mail and become effective upon receipt. The Parties shall be addressed as follows, or at any other address designated by notice:

IMD: VP/CEO  
185 N. Beckwith St.  
Portola, CA 96122

NSAQMD: Air Pollution Control Officer  
200 Litton Dr., #320  
Grass Valley, CA 95945

**IN WITNESS WHEREOF**, the Parties hereto have caused this Service Agreement to be executed, the day and year first-above written.

**Northern Sierra Air Quality Management District**

\_\_\_\_\_  
Air District Board, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gretchen Bennitt  
Air Pollution Control Officer

\_\_\_\_\_  
Date

**Intermountain Disposal, Inc.**

\_\_\_\_\_  
Ricky Ross  
VP/CEO

\_\_\_\_\_  
Date

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

**From:** Gretchen Bennitt, Air Pollution Control Officer

**Date:** June 28, 2021

**Agenda Item:** IV.E

**Agenda Description:** Payment Details by Vendor Board Report – April 2021 and May 2021

**Issues:** none

**Requested Action:** None, informational only

**Attachment:**

1. Payment Details by Vendor Report – April 2021
2. Payment Details by Vendor Report - May 2021



9:18 AM  
05/20/21

**Northern Sierra Air Quality Management District  
Payment details by Vendor Board Report  
April 2021**

Type	Date	Num	Memo	Account	Amount
<b>Adecco</b>					
Bill Pmt -Check	04/01/2021	232387	test	10-1000 · Cash, Operating Ge...	-73.53
Bill Pmt -Check	04/15/2021	232751	test	10-1000 · Cash, Operating Ge...	-98.04
Bill Pmt -Check	04/22/2021	232963	test	10-1000 · Cash, Operating Ge...	-294.12
Bill Pmt -Check	04/29/2021	233284	test	10-1000 · Cash, Operating Ge...	-49.02
Total Adecco					-514.71
<b>ADP Fees</b>					
Bill Pmt -Check	04/02/2021	EFT1714511	PPE 3/19/21 processing fee	10-1003 · Cash, Bank Payroll ...	-49.07
Bill Pmt -Check	04/02/2021	EFT1986994	payroll processing	10-1003 · Cash, Bank Payroll ...	-38.72
Bill Pmt -Check	04/16/2021	EFT0883682	PPE 4/2/21 Paydate 4/8/21	10-1003 · Cash, Bank Payroll ...	-49.07
Bill Pmt -Check	04/30/2021	EFT3276974	PPE 4/16/21 Paydate 4/22/21	10-1003 · Cash, Bank Payroll ...	-49.07
Bill Pmt -Check	04/30/2021	EFT4916636	payroll processing	10-1003 · Cash, Bank Payroll ...	-38.72
Total ADP Fees					-224.65
<b>Asquith Business Service</b>					
Bill Pmt -Check	04/08/2021	V941086		10-1000 · Cash, Operating Ge...	-508.75
Bill Pmt -Check	04/22/2021	V941503	PPE 4/16/2021	10-1000 · Cash, Operating Ge...	-165.00
Total Asquith Business Service					-673.75
<b>AT&amp;T CALNET 3</b>					
Bill Pmt -Check	04/01/2021	232413		10-1000 · Cash, Operating Ge...	-82.98
Bill Pmt -Check	04/15/2021	232826		10-1000 · Cash, Operating Ge...	-45.32
Bill Pmt -Check	04/22/2021	233016		10-1000 · Cash, Operating Ge...	-65.15
Total AT&T CALNET 3					-193.45
<b>B of A</b>					
Bill Pmt -Check	04/08/2021	V941019	paydate 4/8/21	10-1000 · Cash, Operating Ge...	-17,330.47
Bill Pmt -Check	04/22/2021	V941400	Paydate 4/22/21	10-1000 · Cash, Operating Ge...	-17,330.47
Total B of A					-34,660.94
<b>Bear Yuba Land Trust</b>					
Bill Pmt -Check	04/22/2021	V941484	AB2020-09 Slide Creek Trail	20-1000 · Cash, Restricted Fu...	-16.56
Total Bear Yuba Land Trust					-16.56
<b>Bennitt, Gretchen</b>					
Bill Pmt -Check	04/08/2021	V941001	Dental	10-1000 · Cash, Operating Ge...	-107.00
Total Bennitt, Gretchen					-107.00
<b>CALPERS (Health)</b>					
Bill Pmt -Check	04/22/2021	910129	May 2021	10-1000 · Cash, Operating Ge...	-6,178.58
Total CALPERS (Health)					-6,178.58

9:18 AM  
05/20/21

**Northern Sierra Air Quality Management District  
Payment details by Vendor Board Report  
April 2021**

Type	Date	Num	Memo	Account	Amount
<b>CALPERS (Retirement)</b>					
Bill Pmt -Check	04/08/2021	910092	PPE 4/2/21	10-1000 · Cash, Operating Ge...	-1,276.30
Bill Pmt -Check	04/08/2021	910093	Monthly PERPA unfunded liabi...	10-1000 · Cash, Operating Ge...	-76.88
Bill Pmt -Check	04/08/2021	910090	PPE 4/2/21	10-1000 · Cash, Operating Ge...	-2,102.64
Bill Pmt -Check	04/08/2021	910089	Monthly Classic contribution	10-1000 · Cash, Operating Ge...	-7,909.95
Bill Pmt -Check	04/22/2021	910132	PPE 4/16/21	10-1000 · Cash, Operating Ge...	-1,259.76
Bill Pmt -Check	04/22/2021	910130	PPE 4/16/21	10-1000 · Cash, Operating Ge...	-1,959.47
Total CALPERS (Retirement)					-14,585.00
<b>CALPERS 457 PLAN</b>					
Bill Pmt -Check	04/08/2021	910091	PPE 4/2/21	10-1000 · Cash, Operating Ge...	-1,620.00
Bill Pmt -Check	04/22/2021	910131	PPE 4/2/21	10-1000 · Cash, Operating Ge...	-1,620.00
Total CALPERS 457 PLAN					-3,240.00
<b>CAPCOA Annual Membership</b>					
Bill Pmt -Check	04/01/2021	232379	2021 membership dues	10-1000 · Cash, Operating Ge...	-850.00
Total CAPCOA Annual Membership					-850.00
<b>Chris Meyers</b>					
Bill Pmt -Check	04/01/2021	232421	AP 617 Incentive program pur...	20-1000 · Cash, Restricted Fu...	-116,865.00
Total Chris Meyers					-116,865.00
<b>City of Portola Vendor</b>					
Bill Pmt -Check	04/22/2021	233022	Grizzly Electric and Lighting D...	20-1000 · Cash, Restricted Fu...	-300.00
Total City of Portola Vendor					-300.00
<b>English Mountain Ranch</b>					
Bill Pmt -Check	04/08/2021	V941032		10-1000 · Cash, Operating Ge...	-3,906.46
Total English Mountain Ranch					-3,906.46
<b>Hahn, J. aka Wolf Creek Wood Stoves</b>					
Bill Pmt -Check	04/01/2021	V940489	EPA 2015 TAG 2020-473 Quiroz	20-1000 · Cash, Restricted Fu...	-4,500.00
Bill Pmt -Check	04/22/2021	V941481	EPA 2015 TAG 2020-499 Wat...	20-1000 · Cash, Restricted Fu...	-3,492.50
Total Hahn, J. aka Wolf Creek Wood Stoves					-7,992.50
<b>Inc. Senior Citizens of Sierra County</b>					
Bill Pmt -Check	04/22/2021	233002	AB2021-01 Jan, Feb March Fuel	20-1000 · Cash, Restricted Fu...	-1,441.25
Total Inc. Senior Citizens of Sierra County					-1,441.25

9:18 AM  
05/20/21

**Northern Sierra Air Quality Management District  
Payment details by Vendor Board Report  
April 2021**

Type	Date	Num	Memo	Account	Amount
<b>Intermountain Disposal, Inc. Vendor</b>					
Bill Pmt -Check	04/08/2021	232621	TAG 2015 metal hauling	20-1000 · Cash, Restricted Fu...	-125.00
Bill Pmt -Check	04/08/2021	232621		10-1000 · Cash, Operating Ge...	-14.70
Total Intermountain Disposal, Inc. Vendor					-139.70
<b>Kleinhans, Ursula M.</b>					
Bill Pmt -Check	04/08/2021	232619	MAY 2021 Rent	10-1000 · Cash, Operating Ge...	-533.53
Total Kleinhans, Ursula M.					-533.53
<b>Quincy Hot Spot</b>					
Bill Pmt -Check	04/01/2021	232400	WRP-190429-1 Cash	20-1000 · Cash, Restricted Fu...	-3,505.84
Bill Pmt -Check	04/08/2021	232598		20-1000 · Cash, Restricted Fu...	-4,500.00
Bill Pmt -Check	04/29/2021	233303		20-1000 · Cash, Restricted Fu...	-9,500.00
Total Quincy Hot Spot					-17,505.84
<b>Ruiz, Julie</b>					
Bill Pmt -Check	04/08/2021	V941076	travel Sac RT, VEE	10-1000 · Cash, Operating Ge...	-154.00
Total Ruiz, Julie					-154.00
<b>SDRMA Special Dist Risk Mgmt Authority</b>					
Bill Pmt -Check	04/15/2021	V941198	Property /Liability Package Pro...	10-1000 · Cash, Operating Ge...	-44.89
Total SDRMA Special Dist Risk Mgmt Authority					-44.89
<b>Sierra Pacific Industries SPI</b>					
Bill Pmt -Check	04/15/2021	232844	Wheel Loader CMP Famers 2...	20-1000 · Cash, Restricted Fu...	-386,809.60
Total Sierra Pacific Industries SPI					-386,809.60
<b>Sierra Timberline</b>					
Bill Pmt -Check	04/15/2021	V941228		20-1000 · Cash, Restricted Fu...	-19,912.71
Total Sierra Timberline					-19,912.71
<b>Singleton Auman PC</b>					
Bill Pmt -Check	04/08/2021	232622	Annual Financial Transactions ...	10-1000 · Cash, Operating Ge...	-1,125.00
Total Singleton Auman PC					-1,125.00
<b>Supervisor Bullock</b>					
Bill Pmt -Check	04/29/2021	V941671	4/26/21 Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Bullock					-100.00

27

9:18 AM  
05/20/21

**Northern Sierra Air Quality Management District  
Payment details by Vendor Board Report  
April 2021**

Type	Date	Num	Memo	Account	Amount
<b>Supervisor Ceresola</b> Bill Pmt -Check	04/29/2021	V941678	4/26/21 Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Ceresola					-100.00
<b>Supervisor Huebner</b> Bill Pmt -Check	04/29/2021	233309	4/26/21 Board Meeting	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Huebner					-100.00
<b>Supervisor Paul Roen</b> Bill Pmt -Check	04/29/2021	2323333	4/26/21 Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Paul Roen					-100.00
<b>Supervisor Scofield</b> Bill Pmt -Check	04/29/2021	233338	4/26/21 Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Scofield					-100.00
<b>Supervisor Thrall</b> Bill Pmt -Check	04/29/2021	233307	4/26/21 Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Thrall					-100.00
<b>US Bank</b> Bill Pmt -Check	04/15/2021	232779	various vendors	10-1000 · Cash, Operating Ge...	-5,341.55
Bill Pmt -Check	04/15/2021	232779	various vendors	20-1000 · Cash, Restricted Fu...	-149.33
Total US Bank					-5,490.88
<b>Wizix Technology Group</b> Bill Pmt -Check	04/15/2021	232842		10-1000 · Cash, Operating Ge...	-87.53
Total Wizix Technology Group					-87.53
<b>TOTAL</b>					<b>-624,153.53</b>

28

2:07 PM  
06/14/21

**Northern Sierra Air Quality Management District  
Payment details by Vendor Board Report  
May 2020**

Type	Date	Num	Memo	Account	Amount
<b>A-1 Stoves Inc.</b>					
Bill Pmt -Check	05/07/2020	221698		20-1000 · Cash, Restricted Fu...	-9,925.66
Total A-1 Stoves Inc.					-9,925.66
<b>ADP Fees</b>					
Bill Pmt -Check	05/01/2020	474396	processing charge 4/23 paydate	10-1003 · Cash, Bank Payroll ...	-38.72
Bill Pmt -Check	05/01/2020	696496	payroll processing fee PPE 4/1...	10-1003 · Cash, Bank Payroll ...	-46.06
Bill Pmt -Check	05/15/2020	ACH05152020		10-1003 · Cash, Bank Payroll ...	-46.06
Bill Pmt -Check	05/29/2020	ACH	PPE 5/15 paydate 5/21/20	10-1003 · Cash, Bank Payroll ...	-46.06
Bill Pmt -Check	05/29/2020	052920	Payroll processing fee	10-1003 · Cash, Bank Payroll ...	-38.72
Bill Pmt -Check	05/29/2020	052920	VOID: Processing charge	10-1003 · Cash, Bank Payroll ...	0.00
Total ADP Fees					-215.62
<b>Asquith Business Service</b>					
Bill Pmt -Check	05/21/2020	v964675	PPE 05/15/20	10-1000 · Cash, Operating Ge...	-1,112.50
Total Asquith Business Service					-1,112.50
<b>AT&amp;T CALNET 3</b>					
Bill Pmt -Check	05/07/2020	221699		10-1000 · Cash, Operating Ge...	-20.84
Bill Pmt -Check	05/21/2020	222225		10-1000 · Cash, Operating Ge...	-99.64
Total AT&T CALNET 3					-120.48
<b>B of A</b>					
Bill Pmt -Check	05/07/2020	V964285	PPE 5/1/2020	10-1000 · Cash, Operating Ge...	-17,225.38
Bill Pmt -Check	05/21/2020	v964572	PPE 05/15/20	10-1000 · Cash, Operating Ge...	-17,225.38
Total B of A					-34,450.76
<b>CALPERS (Health)</b>					
Bill Pmt -Check	05/21/2020	909068	June 2020	10-1000 · Cash, Operating Ge...	-5,917.22
Total CALPERS (Health)					-5,917.22
<b>CALPERS (Retirement)</b>					
Bill Pmt -Check	05/08/2020	909024	PPE 5/1/2020	10-1000 · Cash, Operating Ge...	-1,150.62
Bill Pmt -Check	05/08/2020	909022	PPE 5/1/2020	10-1000 · Cash, Operating Ge...	-2,015.14
Bill Pmt -Check	05/08/2020	909021	May 2020	10-1000 · Cash, Operating Ge...	-7,100.92
Bill Pmt -Check	05/08/2020	909025	May 2020	10-1000 · Cash, Operating Ge...	-68.53
Bill Pmt -Check	05/21/2020	909069	May 15 2020 payperiod	10-1000 · Cash, Operating Ge...	-2,015.14
Bill Pmt -Check	05/21/2020	909071	May 15 2020 payperiod	10-1000 · Cash, Operating Ge...	-1,150.62
Total CALPERS (Retirement)					-13,500.97

2:07 PM  
06/14/21

**Northern Sierra Air Quality Management District  
Payment details by Vendor Board Report  
May 2020**

Type	Date	Num	Memo	Account	Amount
<b>CALPERS 457 PLAN</b>					
Bill Pmt -Check	05/08/2020	909023	PPE 5/1/2020	10-1000 · Cash, Operating Ge...	-1,300.00
Bill Pmt -Check	05/21/2020	909070	May 15 2020 payperiod	10-1000 · Cash, Operating Ge...	-1,300.00
Total CALPERS 457 PLAN					-2,600.00
<b>CAPCOA Annual Membership</b>					
Bill Pmt -Check	05/07/2020	221697	2020 membership	10-1000 · Cash, Operating Ge...	-850.00
Total CAPCOA Annual Membership					-850.00
<b>English Mountain Ranch</b>					
Bill Pmt -Check	05/07/2020	V964299	JUNE 2020 Rent	10-1000 · Cash, Operating Ge...	-75.91
Bill Pmt -Check	05/21/2020	v964593		10-1000 · Cash, Operating Ge...	-3,443.00
Total English Mountain Ranch					-3,518.91
<b>Intermountain Disposal, Inc. Vendor</b>					
Bill Pmt -Check	05/21/2020	222220		10-1000 · Cash, Operating Ge...	-14.56
Total Intermountain Disposal, Inc. Vendor					-14.56
<b>Janice Buck /Sierra Booster</b>					
Bill Pmt -Check	05/21/2020	222218	2020/21 Budget Notice	10-1000 · Cash, Operating Ge...	-63.25
Total Janice Buck /Sierra Booster					-63.25
<b>Kleinhans, Ursula M.</b>					
Bill Pmt -Check	05/21/2020	222219	JUNE 2020 Rent	10-1000 · Cash, Operating Ge...	-533.00
Bill Pmt -Check	05/21/2020	222219	JUNE 2020 Rent	10-1000 · Cash, Operating Ge...	-0.53
Total Kleinhans, Ursula M.					-533.53
<b>Nevada County County Counsel</b>					
Bill Pmt -Check	05/18/2020	202846	3rd qtr fees	10-1000 · Cash, Operating Ge...	-225.69
Total Nevada County County Counsel					-225.69
<b>Quincy Hot Spot</b>					
Bill Pmt -Check	05/07/2020	221700	2019-427 Panick	20-1000 · Cash, Restricted Fu...	-1,500.00
Bill Pmt -Check	05/21/2020	222168	2019-409 Sebring	20-1000 · Cash, Restricted Fu...	-4,381.80
Total Quincy Hot Spot					-5,881.80
<b>Ruiz, Julie</b>					
Bill Pmt -Check	05/07/2020	V964334	reno to chester	10-1000 · Cash, Operating Ge...	-147.20
Total Ruiz, Julie					-147.20

2:07 PM  
06/14/21

**Northern Sierra Air Quality Management District  
Payment details by Vendor Board Report  
May 2020**

Type	Date	Num	Memo	Account	Amount
<b>Singleton Auman PC</b>					
Bill Pmt -Check	05/21/2020	222223	final 18/19 audit fee	10-1000 · Cash, Operating Ge...	-2,000.00
Total Singleton Auman PC					-2,000.00
<b>Supervisor Anderson</b>					
Bill Pmt -Check	05/21/2020	222180	05/18/20 Board mtg 04/16/20 ...	10-1000 · Cash, Operating Ge...	-200.00
Total Supervisor Anderson					-200.00
<b>Supervisor Huebner</b>					
Bill Pmt -Check	05/21/2020	222177	05/18/20 Board mtg 04/16/20 ...	10-1000 · Cash, Operating Ge...	-268.43
Total Supervisor Huebner					-268.43
<b>Supervisor Paul Roen</b>					
Bill Pmt -Check	05/21/2020	222221	05/18/20 Board mtg 04/16/20 ...	10-1000 · Cash, Operating Ge...	-200.00
Total Supervisor Paul Roen					-200.00
<b>Supervisor Scofield</b>					
Bill Pmt -Check	05/21/2020	222239	0416/20 special Board mtg & 0...	10-1000 · Cash, Operating Ge...	-200.00
Total Supervisor Scofield					-200.00
<b>Supervisor Simpson</b>					
Bill Pmt -Check	05/21/2020	222181	Special Board Meeting 04/16/2...	10-1000 · Cash, Operating Ge...	-200.00
Total Supervisor Simpson					-200.00
<b>Supervisor Thrall</b>					
Bill Pmt -Check	05/21/2020	222176	05/18/21 Board Mtg	10-1000 · Cash, Operating Ge...	-100.00
Total Supervisor Thrall					-100.00
<b>The Union</b>					
Bill Pmt -Check	05/21/2020	222163	20/21 budget notice	10-1000 · Cash, Operating Ge...	-103.97
Total The Union					-103.97
<b>TOTAL</b>					<b>-82,350.55</b>

31

**To:** Northern Sierra Air Quality Management District Board of Directors  
**From:** Gretchen Bennitt, Air Pollution Control Officer  
**Date:** June 28, 2021

**Agenda Item: V.A**

**Agenda Description:** Public Hearing for District's FY 2021-2022 Capital and Operating Budget

**Issues:** The District has issued a public notice for this hearing.

**Reserves (Fund Balance Accounts)**

Prudent fiscal management requires careful budgeting and stringent budget control to avoid over-expenditure. Successfully staying under budget for all budget line items means that fund balances (in the form of reserves) will occur at year-end. Such fund balances are saved in reserves for various uses, such as equipment replacements, litigation, contingencies, leave liability, etc. It is prudent that the reserves are placed in earmarked and encumbered fund balances. The Board approves the fund balances with the adoption of the budget. Program needs justify budgeting expenditures that sometimes exceed expected revenue on a short-term basis. Spending down reserves is then prudent, rather than increasing fees sporadically, as long as short-term short-falls don't place the District in a precarious fiscal position. Timely program cuts or revenue adjustments would eventually be needed to prevent over-erosion of reserves. The rule of thumb is to keep at least 6 months worth of expenses in reserves.

Total monthly expense is estimated to be \$87,000/month, based upon average monthly expenditures. Three months equals \$522,000. For this fiscal year, it is projected that Expenditures will exceed Revenue by \$112,711. This amount is projected to decrease the Reserves (fund balance amounts) by \$112,711.

The District has committed to adding \$50,000 annually to the District's Other Post-Employment Benefits (OPEB) account. This account will increase by \$50,000 annually as required by GASB45. GASB 45 determines the annual OPEB financial obligations based upon the current number of eligible employees and retirees. The net OPEB obligation at the end of the year 2020 was determined to be \$884,064. The District's financial auditor recommended and the Board of Directors agreed that the District expend at least \$50,000/annually and add it to the Fund Balance specific to account until the obligation is fulfilled. Staff has recommended increasing the OPEB amount by \$50,000 during FY 21/22, bringing the total OPEB amount to \$450,000. This expense of \$50,000 will be repeated annually until the District's annually determined OPEB obligation is met.

**Operating Budget**

Overall, Expenditures exceed Revenue by \$112,711. There is a decrease of \$191,163 of predicted revenue from last year's budget. There are two line items with significant decreases; the administrative funding for the FARMER program was (\$104,037) last year,



and is currently predicted to be zero for next fiscal year. This is because FARMER grants are highly competitive and are not decided until Fall of 2021. The District may or may not receive a FARMER grant next year, but to be conservative, the District has assumed that no grants will be received. The other significant decrease is the RX Fire administrative grant was \$131,752 last fiscal year and this year it is predicted to be zero. This is because the amount received last year was for a 2 year program. The District expects to expend the approximately half of the \$131,752 (or \$65,876) each fiscal year for the next 2 years.

There is an estimated increase of total expenditures from the previous fiscal year of \$95,117. There is no one line item that is significant compared to others, instead there are a few small increases across all expenditures. Specifically, the Salaries and Benefits Object level saw an increase of \$24,167. Salaries only increased by \$10,217, but the PERS unfunded liability is expected to increase \$13,783 from last year. Other increases are \$2,000 increase in office supplies, \$5,800 increase in rent at the grass valley office due to a staggered 3-year increase from grass valley landlord, \$2,000 expected increase in liability insurance, \$8,000 increase in IT assistance, \$10,000 for an HR consultant, \$20,000 increase in public education, \$3,250 increase from financial auditor's staggered 3 year increase, and a \$46,000 increase for monitoring purchases (BAM shelter and data upgrade). It should be noted that the \$46,000 of monitoring equipment purchase is solely a pass-thru grant from the Environmental Protection Agency, so there is a corresponding revenue increase of \$46,000.

### **Restricted Budget**

The Restricted Grants Budget is solely for pass-through grants from the State of California or the Federal Government (U.S. Environmental Protection Agency) to reduce air pollution emissions in areas where public health is most impacted. The District will be administering this budget through a variety of grant programs, incentives, rebates and public education in cooperation with other local agencies and businesses.

### **Requested Action:**

1. Open a public hearing to receive comments on the District's Preliminary FY 2021-2022 Budget
2. Provide direction to staff on Preliminary FY 2021-2022 Budget

### **Attachments:**

1. District's Preliminary FY 2021-2022 Budget

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**FISCAL YEAR 2021/2022  
CAPITAL BUDGET  
Preliminary**

**June 28, 2021**

## EXECUTIVE SUMMARY

The District's Capital Budget is comprised of two major components - 1) the Restricted Grants Budget and the 2) Operating Budget. Each budget has two separate fund accounts to facilitate the tracking of funds in both budgets and to allow the public better comprehension of the District's overall capital budget. A line-item spreadsheet of both the Restricted and Operating Budgets follows.

### RESTRICTED GRANTS BUDGET

The Restricted Grants Budget is solely for pass-through grants from the State of California or the Federal Government (U.S. Environmental Protection Agency) to reduce air pollution emissions in areas where public health is most impacted. The District will be administering this budget through a variety of grant programs, incentives, rebates and public education in cooperation with other local agencies and businesses. For a detailed breakdown of all line items for the Restricted Grant Budget, please refer to the restricted budget spreadsheet.

#### AB2766 Grant Programs

The District administers the State's AB2766 DMV surcharge grant money to worthwhile projects throughout all three counties of the District. This funding comes from a DMV surcharge fee for each registered vehicle in each county. Nevada and Plumas County charge a fee of \$4/vehicle. Sierra County charges a fee of \$2/vehicle.

Project proponents go through a competitive process to request full or partial sponsorship for projects which reduce vehicle emissions. \$219,230 of AB2766 funding is slated for approval to be used during Fiscal Year 2021/2022 for projects throughout all three counties. Final grant approvals will be made in September or October 2021. After the Board allocates funds for individual AB projects, any funds which are not allocated to a project go into each county's AB 2766 total allocation account as carryover. These amounts will be added back in to each county's AB allocation in time for the following year's Board approval of projects.

In addition to the FY 2021/2022 AB projects, there is \$138,300 expected to be expended for various encumbered projects. These funds are earmarked in the Restricted Grants Fund Balance.

#### AB923 DMV Surcharge Fees and Programs

AB923 is only implemented in Plumas County. This funding comes from a DMV surcharge fee of \$2 per each vehicle registered in the county. The District receives 6.25% as an administrative fee. This year, the District expects to receive approximately

\$50,000, \$3,125 is utilized for administrative funding. This funding is to be utilized for replacing old diesel school buses per the state's Lower Emission School Bus program or for reducing heavy duty diesel emissions, similar to the Carl Moyer program. Recently the state has approved that this funding can also be utilized for infrastructure for alternatively fueled, low emission school busses. The current fund balance of AB923 funding is \$314,639 providing a total of \$364,639 available for expenditure during FY 2021/2022.

### **Carl Moyer Heavy Duty Diesel Emission Reduction Program**

The District administers the State's Carl Moyer Heavy Duty Diesel Program throughout all three counties in the District. This program is intended to provide incentives to owners of heavy duty diesel engines to retrofit these engines to lower emitting models. This is easily one of the most cost-effective and pollution reducing programs that the State sponsors and the District administers.

For fiscal year 2021/2022, the District expects to receive revenue of Carl Moyer funding of \$200,000. The District receives 12.5% administrative fee, leaving \$175,000 for the grant program and \$25,000 administrative fee which is revenue for the internal operating budget. The current fund balance amount of Carl Moyer funding is \$274,915. An estimate of \$1,000 is expected to be earned on the interest, which goes back into the program. This provides a total \$449,915 available for expenditure during FY 2021/2022.

### **EPA's Targeted Air Shed Grants**

In January 2015, the U.S. EPA designated the City of Portola and surrounding parts of Plumas County as a federal nonattainment area for the annual PM2.5 health-based standard. PM2.5 is the fine particle pollution found in smoke. Studies indicate that the main source of smoke in Portola is from residential woodstoves and fireplaces.

*2015 EPA Targeted Grant: \$2,523,607*

During 2015, the Air District was approved for a \$2.5 million grant from the U.S. Environmental Protection Agency (U.S. EPA) to reduce air pollution from residential woodstoves in the Portola PM2.5 Nonattainment Area. The grant is part of the U.S. EPA's 2015 Targeted Air Shed Grant Program intended to improve air quality in areas of the U.S. with the highest levels of pollution. This will be a five year program (2016-2021) based upon a reimbursement basis from EPA. Estimates were based upon how much would be spent and reimbursed for each of the five years. The amount of \$1,992,000 for woodstove replacements in the nonattainment area is not to be exceeded over five years. The district estimates that approximately \$398,400 per year will be expended to replace stoves in the nonattainment area. The District estimates approximately \$75,000 per year will be reimbursed for administrative uses annually, this includes the reimbursement of administrative costs for Burnwise Coordinator.

U.S. EPA grant funds are administered by the Air District and the California Air Resources Board for a five-year voluntary residential wood stove replacement program to encourage owners to replace older wood stoves with cleaner burning devices and significantly improve air quality and public health in the Portola area. In 2019, the EPA approved an amendment to the 2015 grant, extending the grant an additional two years and adding a new administrative position – the Burnwise Coordinator, which provides up to \$49,698 to the administrative, or operating budget.

*2018 EPA Targeted Grant: \$3,172,525*

In order to achieve emission reduction goals, it is necessary to continue to implement a Wood Stove Change-out Program past 2020 and add further program elements. The additional elements added to the program are as follows: increased public education (burnwise coordinator), extension and expansion of woodstove changeout program, electric heat pump program, chimney sweep vouchers, residential yard waste collection, wood shed program, development of wood bank program, weatherization and enforcement coordinator for enforcing the mandatory woodstove curtailment program. The District estimates approximately \$30,000 per year will be reimbursed for administrative uses annually, this is primarily to reimburse administrative costs for an Enforcement Officer.

### **Voluntary Nox Reduction Measure (VNRM)**

The State California Air Resources Board has awarded various air districts a grant which shall be used to “voluntarily remediate potential past emissions through remedial measures supporting air district-level NOx mitigation projects targeting engines, such as the replacement of existing diesel engines with lox Nox engines.” The VNRM program is modeled on the criteria and requirements in the Moyer Guidelines. The District has earmarked \$70,212 of funds to be utilized for local projects.

### **FARMER Shared Pool**

California’s state legislature allocated \$35 million to the California Air Resources Board (CARB) from Fiscal Year 2017-2018 through Assembly Bill 134 and 109. CARB staff developed the Funding Agricultural Reduction Measure for Emission Reductions (FARMER) Program to meet the Legislatures objectives and help meet the State’s criteria, toxic and greenhouse gas emission reduction goals. CARB created a Shared Allocation Pool of funding (\$5 million) that was specifically designated for 18 air districts with less than one percent of statewide agricultural equipment emission inventory to ensure farmers in those districts have the opportunity to access FARMER funding. The Shared Allocation Pool is managed by the Placer County Air Pollution Control District (Placer APCD) and the California Air Pollution Control Officers Association

(CAPCOA) in accordance with the grant provisions outlined in the agreement between CARB and Placer APCD and provisions outlined in the subsequent agreement between CAPCOA and Placer APCD. Placer APCD will enter into independent contracts with Northern Sierra Air District. The District has \$546,514 in the FARMER fund balance. The District anticipates that \$546,514 will be expended on FARMER projects during FY 2021-2022.

### **AB617**

Assembly Bill 109 provides funding for the Community Air Protection Program. Assembly Bill 109 approved the Cap-and-Trade Expenditure Plan which appropriated approximately \$1.6 billion in discretionary funds. The Northern Sierra Air Quality Management District has been approved by the California Air Resources Board (CARB) for a grant under the Community Air Protection Program. The grant award is for expenses necessary for implementation of Assembly Bill 617. The District receives two separate AB617 grants; AB 617 Incentive Grants and AB 617 Implementation Grants. The AB 617 Incentive Grants require projects to be approved by the Board so as to receive public comments on the use of the funds. Funds can only be used in AB1550 areas. Recently, the Board received public comments on Year 3 of AB 617 Incentive funds. The Board approved that the funds should be used for Carl Moyer projects. The District received \$70,695 in project funds for FY 2021-22.

The District's Fund Balance has \$14,848 of funds under the AB 617 Implementation Grant Program. There are no administrative funds provided to the District for this grant.

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT

Preliminary Restricted Budget  
Fiscal Year 2021 - 2022

Restricted Budget, Fund Balance			
Account #	Description	FY 2020-2021	FY 2021-2022
20-3901	Restricted Funds, AB2766 Encumbered	453,178	138,300
20-3902	Planned Expenditures, AB2766 Total Allocation - Nevada County	-	179,808
20-3903	Planned Expenditures, AB2766 Total Allocation - Plumas County	-	33,670
20-3904	Planned Expenditures, AB2766 Total Allocation - Sierra County	5,765	5,752
20-3906	Planned Expenditures, Carl Moyer	203,173	274,915
20-3908	Planned Expenditures, AB923	270,279	314,639
	Planned Expenditures, WRP Encumbered		120,000
	Planned Expenditures, WRP		45,000
	Planned Expenditures, AB617 Incentive Funds		70,695
	Planned Expenditures, AB617 Implementation Funds (Year 3)		14,848
	Planned Expenditures, FARMER	119,340	546,514
Restricted Budget, Fund Balance Accounts Totals:		\$1,051,735	\$1,744,141

Restricted Budget, Revenue			
Account #	Description	FY 2020-2021	FY 2021-2022
20-4500	Govt. Funding, AB 2766 DMV Fees (60% for District Admin)	240,000	240,000
20-4505	Govt. Funding, AB923 (6.25% for district admin)	50,000	50,000
20-4518	Govt. Funding, Carl Moyer HD Diesel (12.5% for district admin)	175,000	175,000
20-4535	Govt. Funding, WRP (~10% for district admin)	0	0
20-4536	WRP interest	0	0
20-4541	Nox Reduction Measure (NRM)	0	0
20-4542	FARMER Pooled Share	931,179	0
20-4543	Rural Assistance Program (RAP)	0	0
20-4538	AB 617 Implementation (20,183, 22,659, 16,015)	16,015	0
20-4539	AB 617 interest	850	500
20-4544	AB617 Incentives	120,920	0
20-4529	Govt. Funding, EPA Target Grant for Portola 2015	398,400	398,400
20-4540	Govt. Funding, EPA Target Grant for Portola 2018		300,000
20-4600	Other Income, Interest, Restricted (Carl Moyer)	7,000	1,000
Restricted Budget, Revenue Total:		\$1,939,364	\$1,164,900

Restricted Budget, Expenditures			
Account #	Description	FY 2020-2021	FY 2021-2022
20-5440	Portola PM Mitigation(AB2015-08, 33,211 plus 5499 transferred from 588-200-39	20,466	16,867
20-5442	Portola MOU (AB2016-08)	18,032	18,032
20-5402	Town of Truckee (AB 2018-04, \$39,542)	39,542	39,542
20-5402	Nevada County OES (AB 2021 - 10, \$182,153)	182,153	7,851
20-5402	EPA Target Grant 2018 Match (AB2021-11, 34,834)	34,834	34,834
20-5402	Sierra Commons (AB 2020-05, \$24,000)	22,063	8,019
20-5402	Sierra Commons (AB2020-06,\$26,000)	22,918	1,647
20-5402	Bear Yuba Land Trust (AB2020-09, \$15,000)	15,000	11,508
20-5401	AB2766 Planned Expenditures for 2021	5,765	219,230
20-5406	Carl Moyer	378,173	449,915
20-5416	Farmer	1,050,519	546,514
20-5409	AB 923	320,279	364,639
20-5410	EPA Target Grant 2015	398,400	398,400
	EPA Target Grant 2015 Burnwise Coordinator		
	EPA Target Grant 2018		300,000
	EPA Target Grant 2018 Enforcement Officer		
20-5414	WRP	-	45,000
20-5417	Nox Reduction Measure (NRM)	70,212	70,212
20-5415	AB 617 Implementation (\$20,183, \$22,659, \$16,015)	58,857	14,848
20-5486	AB617 Incentive	120,920	70,695
Restricted Budget, Expenditures Totals:		\$2,758,133	\$2,617,753

39

## OPERATING BUDGET

The second major portion of the District's overall capital budget is the internal Operating Budget which is outlined in detail in the Operating Budget spreadsheet.

### Operating Revenue

Overall, Expenditures exceed Revenues by \$112,711. There is a decrease of \$191,163 of predicted revenue from last year's budget. There are two line items with significant decreases; the administrative funding for the FARMER program was (\$104,037) last year, and is currently predicted to be zero for next fiscal year. This is because FARMER grants are highly competitive and are not decided until Fall of 2021. The District may or may not receive a FARMER grant next year, but to be conservative, the District has assumed that no grants will be received. The other significant decrease is the RX Fire administrative grant was \$131,752 last fiscal year and this year it is predicted to be zero. This is because the amount received last year was for a 2 year program. The District expects to expend the approximately half of the \$131,752 (or \$65,876) each fiscal year for the next 2 years.

AB 2766 revenue is 35.5% of total operating revenue. Last year, AB revenue was 23% of total revenue. This revenue is used internally for activities that are related to clean air planning and technical studies necessary to implement the California Clean Air Act, and these technical activities should be funded by AB 2766 funds proportionate to the relative contribution of mobile source emissions.

General Administration, the Planning Program, and the Air Monitoring Program don't have adequate fees to cover costs, and so are supported with State Subvention, county contributions, and miscellaneous revenue line items.

### Operating Expenditures

There is an estimated increase of total expenditures from the previous fiscal year of \$95,117. There is no one line item that is significant compared to others, instead there are a few small increases across all expenditures. Specifically, the Salaries and Benefits Object level saw an increase of \$24,167. Salaries only increased by \$10,217, but the PERS unfunded liability is expected to increase \$13,783 from last year. Other increases are \$2,000 increase in office supplies, \$5,800 increase in rent at the grass valley office due to a staggered 3-year increase from grass valley landlord, \$2,000 expected increase in liability insurance, \$8,000 increase in IT assistance, \$10,000 for an HR consultant, \$20,000 increase in public education, \$3,250 increase from financial auditor's staggered 3 year increase, and a \$46,000 increase for monitoring purchases (BAM shelter and data upgrade). It should be noted that the \$46,000 of monitoring equipment purchase is solely a pass-thru grant from the Environmental Protection



Agency, so there is a corresponding revenue increase of \$46,000.

One key piece of equipment has reached the end of its shelf life and needs to be replaced – the Ford Escape. The District estimates a new vehicle will be around \$30,000. The estimated cost of the vehicle was included in last year's budget, however, due to low use of district vehicles due to the pandemic, a new vehicle was not purchased.

The District provides certain postretirement healthcare benefits, as established by Board Policy, to eligible employees through a single-employer plan governed by the Public Employees' Medical & Hospital Care Act (PEMHCA) and administered by the District. Employees who retire from the District shall be eligible to be enrolled in a PERS-provided health insurance plan. If the retiree is enrolled in a PERS-provided health insurance plan, the District shall pay 100% of the first \$9,600 of the retiree's annual premium. Employees hired after July 1, 2014 shall still be eligible to be enrolled in a PERS-provided health insurance plan upon retirement, but the District shall pay 0% of the retiree's annual premium, upon retirement.

The District has two separate accounts to express health insurance expenditures. Account #10-5017 is for retired employees, and Account #10-5016 is for current employees. However, two current employees have elected not to utilize the PERS-provided health benefits plan. According to District Policy, in recognition of the subsequent cost savings to the District, the District will pay the employees 40% of the premium costs saved by the District, or \$3,840, whichever is less. Since there are three employees electing not to utilize the PERS provided plan, this total amount is \$11,520. This \$11,520 expenditure is not included in the Health Insurance expenditure, instead it is included in Account #10-5021 TaxMed.

### **Fund Balance Accounts (Reserves)**

Prudent fiscal management requires careful budgeting and stringent budget control to avoid over-expending. Successfully staying under budget for all budget line items means that fund balances (in the form of reserves) will occur at year-end. Such fund balances are saved in reserves for various uses, such as equipment replacements, litigation, contingencies, leave liability, etc. It is prudent that the reserves are placed in earmarked and encumbered fund balances. The Board approves the fund balances with the adoption of the budget. Program needs justify budgeting expenditures that sometimes exceed expected revenue on a short-term basis. Spending down reserves is then prudent, rather than increasing fees sporadically, as long as short-term short-falls don't place the District in a precarious fiscal position. Timely program cuts or revenue adjustments would eventually be needed to prevent over-erosion of reserves. The rule of thumb is to keep at least 6 months worth of expenses in reserves. Total monthly expense is estimated to be \$87,000/month, based upon average monthly expenditures. Three months equals \$522,000. For this fiscal year, it is projected that

Expenditures will exceed Revenues by \$102,711. This amount is projected to decrease the Reserves (fund balance amounts) by \$102,711.

The District has committed to adding \$50,000 annually to the District's Other Post-Employment Benefits (OPEB) account. This account will increase by \$50,000 annually as required by GASB45. GASB 45 determines the annual OPEB financial obligations based upon the current number of eligible employees and retirees. The net OPEB obligation at the end of the year 2019 was determined to be \$843,477. The District's financial auditor recommended and the Board of Directors agreed that the District expend at least \$50,000/annually and add it to the Fund Balance specific to account until the obligation is fulfilled. Staff has recommended increasing the OPEB amount by \$50,000 during FY 21/22, bringing the total OPEB amount to \$450,000. This expense of \$50,000 will be repeated annually until the District's annually determined OPEB obligation is met.

### **1. Equipment Replacements/Fixed Assets**

\$2,200 will be expended to purchase office equipment such as two new computer towers. The District keeps a list of equipment and their respective depreciation rates.

\$30,000 will be expended to replace the District vehicle, the Ford Escape. This vehicle has had many issues during the last year, and vehicles are a key piece of equipment for District staff to respond to complaints, perform inspections, conduct air quality monitoring, and attend meetings and classes.

\$46,000 from the EPA for One-time funding for a supplemental to monitoring. The funding will be expended as follows: Grass Valley monitor shelter (\$7,000), Portola monitor shelter (\$7,000), Portola MetOne BAM upgrades (\$2,000), Agilaire AirVision data management software (\$30,000)

### **2. Air Monitoring Program**

The Air District receives \$57,000 from the Environmental Protection Agency for the continued operation of the District's Federal Reference Method (FRM) Network for particulate matter. The District will also continue to pay rent for its monitoring laboratory and purchase miscellaneous equipment to continue to run its existing air quality monitoring network.

### **3. Public Education**

The District will utilize \$25,000 to fund its public education program for FY 2021-2022. This includes purchasing ads for emission reductions, incentive and grant programs.

### **Summary**

Expected operating expenditures exceeds expected operating revenues by \$112,711. The funds received in previous years are encumbered in the District's fund balance accounts, and will be utilized to demonstrate a balanced budget in the final summary, if needed.

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**  
**Preliminary Operating Budget**  
**Fiscal Year 2021 - 2022**

Resource Report	
Cash available	03/31/21 \$ 1,432,661

Fund Balance Accounts <i>(Used to track earmarked or encumbered funds)</i>			
Account #	Description	FY 2020-	
		2021	FY 2021-2022
10-3901	General Fund, Undesignated	792	661
10-3903	Other Post-Employment Benefits	400,000	450,000
10-3904	Equipment Replacements / Depreciation	150,000	250,000
10-3905	Leave Liability	75,000	90,000
10-3906	Air Monitoring Program	57,000	80,000
10-3907	Public Education Program	10,000	25,000
10-3908	Contingency, Leashold Improvements	80,000	77,000
10-3909	Contingency, Emergency Funds	90,000	180,000
10-3910	Contingency, Litigation	80,000	280,000
<b>Fund Balance Accounts Totals</b>		<b>942,792</b>	<b>1,432,661</b>

Revenue			
Account #	Description	FY 2020-	
		2021	FY 2021-2022
10-4002	Fees, Permit to Operate	30,000	40,000
10-4004	Fees, Vapor Recovery	20,000	20,000
10-4005	Fees, Varlance Application	3,000	3,000
10-4006	Fees, Source Test	9,000	9,000
10-4007	Fees, Prescribed Burning	25,000	25,000
10-4008	Fees, Woodstove Inspections	1,500	1,500
10-4010	Fees, Title V, Fed Op Permit	50,000	50,000
10-4013	Fees, Fire Dept Response	1,500	1,500
10-4100	Penalties, Permitted Source	10,000	10,000
10-4101	Penalties, Open Burning	2,500	2,500
10-4201	Gov't Funding, State Subvention	137,600	132,000
10-4202	Gov't Funding, Subvention Supplemental	3,500	3,500
10-4203	Gov't Funding, County Contribution	62,669	62,669
10-4204	Gov't Funding, EPA Monitoring	59,500	57,000
10-4205	Gov't Funding, EPA Monitoring Supplemental	-	46,000
10-4206	Gov't Funding, AB 2766 DMV Fees	360,000	360,000
10-4207	Gov't Funding, PERP Pass thru	23,000	23,000
10-4208	Gov't Funding, AB 923 Operating	3,125	3,125
10-4209	Gov't Funding, EPA Target 2015	75,000	75,000
	Gov't Funding, EPA Target 2018		30,000
10-4211	Gov't Funding, AB 197	8,583	8,583
10-4224	AB 617 Incentive (administrative)	17,274	-
10-4213	Rx Fire Funding, Staff	131,752	-
10-4212	Rx Fire Funding, Monitoring	20,000	1,000
10-4215	Carl Moyer, Admin Fee	25,000	25,000
10-4222	Farmer Pooled Share	104,037	-
10-4223	RAP, Carl Moyer Rural Assistance admin	7,000	-
10-4303	Other Income, Rules, Copies, Subscr.	100	100
10-4310	Other Income, Interest Earned	15,000	25,000
<b>Revenue Total: \$</b>		<b>1,205,640</b>	<b>1,014,477</b>

44

**NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT**  
**Preliminary Operating Budget**  
**Fiscal Year 2021 - 2022**

Expenditures		Salaries and Benefits (Object Level)	
Account #	Description	FY 2020-2021	FY 2021-2022
10-5002	Permanent Salaries	511,789	522,006
10-5021	TaxMed (elect not to utilize the District-provided health insur	11,520	11,520
10-5003	Overtime	1,000	1,000
10-5011	Medicare/FICA	7,588	7,736
10-5013	CA State Unemployment	784	784
10-5015	Workers' Comp Insurance	6,806	6,943
10-5016	PERS Health Insurance Active Employees	38,400	38,400
10-5017	PERS Health Insurance Retired Employees	18,469	18,300
10-5019	Dental/Vision Care	8,750	8,750
10-5020/5023	PERS Retirement (ER & EE Paid)	72,023	72,074
10-5022/5024	PERS Unfunded Accrued Liability	95,842	109,625
<b>Salaries and Benefits Total: \$</b>		<b>772,971</b>	<b>797,138</b>

Expenditures		Services and Supplies (Object Level)	
Account #	Description	FY 2020-2021	FY 2021-2022
10-5201	PM Monitoring Expenses (supplies)	17,000	15,000
10-5202	Office Supplies	8,000	10,000
10-5203	References, Subscriptions	500	500
10-5204	Postage, Shipping	1,000	1,000
10-5205	Memberships	3,000	3,500
10-5207	Office Equipment - non capitalized	3,300	3,300
10-5206	Ozone Monitoring Expenses	1,000	1,000
10-5251	Communications	15,000	15,000
10-5253	Rent, Structures, Grass Valley, including PM2.5	31,200	33,000
10-5254	Rent, Structures - Portola	6,500	6,800
10-5255	Utilities, Grass Valley	2,700	2,700
10-5256	Utilities, Portola	2,500	2,500
10-5257	Rent, PM2.5 (Conf room and roof)	15,100	19,000
10-5258	Liability Insurance	10,700	12,700
10-5259	Legal Notices, Public	1,000	1,000
10-5301	Information Technology	7,000	15,000
10-5303	Maintenance: Office Equipment	500	500
10-5305	Maintenance: Vehicles	3,000	3,000
10-5311	Profession Services: Legal	6,000	6,000
10-5312	Profession Services: Office Assistance	1,200	1,200
10-5313	Profession Services: Accounting (Nevada County, Accountant, and ADP)	33,000	22,000
10-5314	Profession Services: Financial Auditor	12,750	16,000
10-5315	Profession Services: Board - Directors and Variance	5,000	5,000
	Profession Services: Human Resources Contractor	-	10,000
10-5351	Training, Tuition	1,500	1,500
10-5352	Travel	3,000	3,000
10-5353	Gasoline	5,000	5,000
10-5354	Private Car Mileage	2,000	2,000
10-5390	Miscellaneous	1,000	1,000
<b>Services and Supplies Total: \$</b>		<b>199,450</b>	<b>\$ 218,200</b>

45

NORTHERN SIERRA AIR QUALITY MANAGEMENT DISTRICT  
Preliminary Operating Budget  
Fiscal Year 2021 - 2022

Expenditures - Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)			
Account #	Description	FY 2020-	
		2021	FY 2021-2022
10-5402	Alternate Commute Program	750	750
10-5404	ARB: AB 2588 Fees	1,400	1,400
10-5405	Public Education Program	5,000	25,000
10-5406	Fire Dept Response Reimbursement	1,500	1,500
<b>Contribution to Other Agencies / Internal Grants Total:</b>		<b>\$ 8,650</b>	<b>\$ 28,650.00</b>

Expenditures - Fixed Asset Purchases (Object Level)			
Account #	Description	FY 2020-	
		2021	FY 2021-2022
10-5601	Office Equipment (2 PC towers)	16,000	2,200
10-5602	Field Equipment (fixed assets over \$5,000)	5,000	5,000
	Vehicle	30,000	30,000
10-5605	EPA Supplemental Monitoring (2 shelters, BAM and Data Upgrade)	0	46,000
<b>Fixed Asset Purchases Total:</b>		<b>\$ 51,000</b>	<b>83,200</b>

Budget Summary - Available Funding & Expenditures			
Available Funding		FY 2020-	
		2021	FY 2021-2022
Fund Balance Total ( <i>encumbered &amp; earmarked reserves</i> )		942,792	1,432,661
Petty Cash		75	75
Revenue		1,205,640	1,014,477
<b>Available Funding Total:</b>		<b>2,148,507</b>	<b>2,447,213</b>
Salaries and Benefits (Object Level)		772,971	797,138
Services and Supplies (Object Level)		199,450	218,200
Pass-thru Funds / Internal Programs / Contributions to Other Agencies (Object Level)		8,650	28,650
Fixed Asset Purchases (Object Level)		51,000	83,200
<b>Expenditure Total:</b>		<b>\$ 1,032,071</b>	<b>1,127,188</b>

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

**From:** Gretchen Bennett, Air Pollution Control Officer

**Date:** June 28, 2021

**Agenda Item:** V.A

**Agenda Description:** Status on Portola PM2.5 Nonattainment Area

**Issues:** This is a standing item for Board discussion and information. Julie Ruiz and Melissa Klundby continue to work on implementing the State Implementation Plan for the Portola PM2.5 Federal Nonattainment Area. Staff are available for an update to the Board and to answer questions.

**Requested Action:** None, informational only

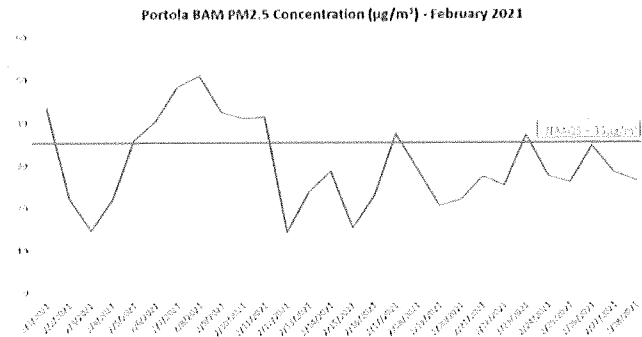
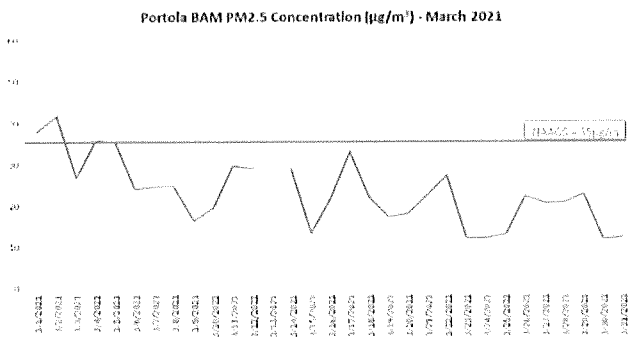
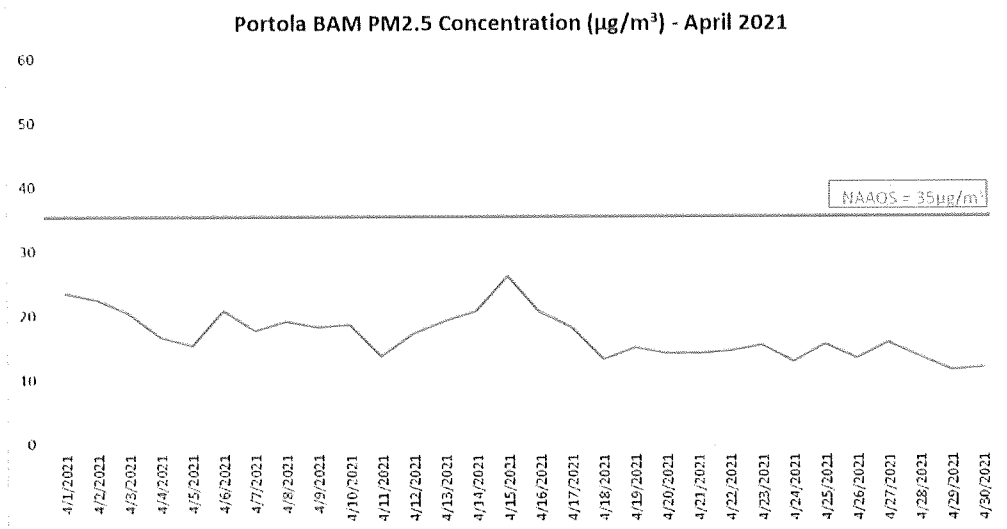
**Attachments:**

1. Monthly Portola Air Quality Summary for April

**APRIL 2021**

There were no days of exceeding the daily National Ambient Air Quality Standard (NAAQS) of 35 micrograms per cubic meter for particulate matter (PM<sub>2.5</sub>) during April in Portola. This is typical and expected for the spring. Although there are still some low temperatures, midday warmth and unsettled weather tends to move smoke out of the breathing zone.

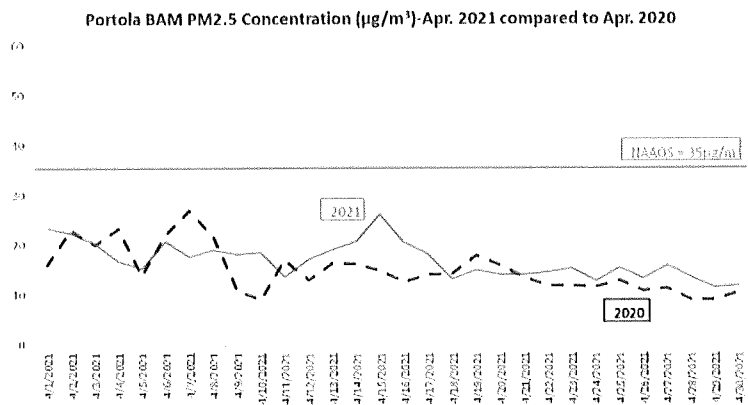
Much of the region is below 50% of normal precipitation for the rainy season. Precipitation was well below normal in April. May through August is expected to be warmer and drier than normal. Widespread drought conditions have led to severe and extreme drought designations in Plumas County. Significant fire potential becomes above normal in June. This has moved up a month from the last forecast. Dry fuels are more vulnerable than usual to lightning (per Northern California GACC, 5-1-21). CalFire will suspend all residential open burning on May 24 for Nevada and Sierra Counties. Plumas County will likely announce a suspension soon.



Notes: The charts above show average daily values. BAM 2.5 data is available on an hourly basis at [www.myairdistrict.com](http://www.myairdistrict.com) (click on Portola to view the reading for the previous hour). This measurement is the amount of fine particulate matter (measuring <2.5 microns in diameter; primarily from combustion). Any break in the line typically means that the equipment was down or that data did not transmit correctly to ARB.



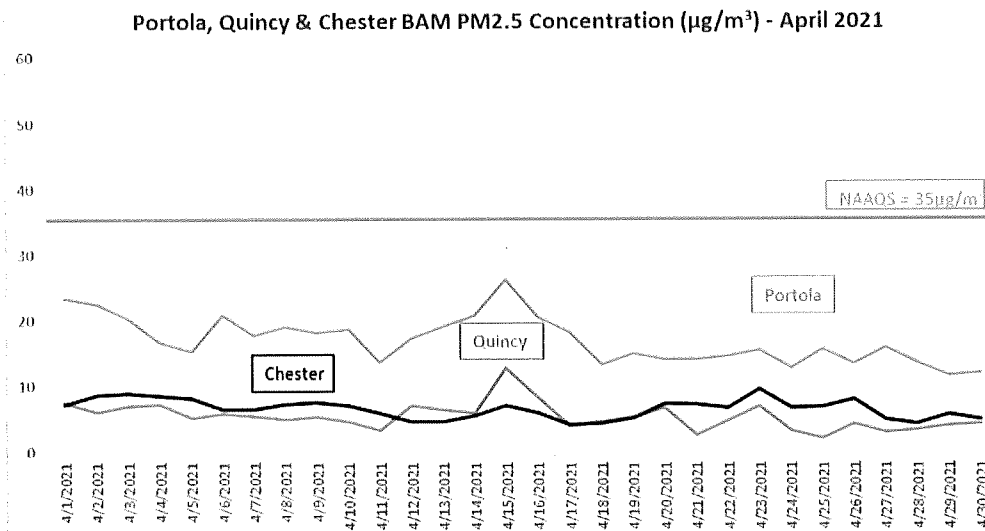
Levels of PM2.5 in Portola compared to this month last year were very similar.



Notes: Any break in the line typically means that the equipment was down or that data did not transmit correctly to ARB.

**Below is a comparison of the three monitoring sites in Plumas County:**

There are three monitoring sites in Plumas County (Quincy, Chester and Portola). Portola typically has the highest PM2.5 during the winter months.



Notes: Any break in the line typically means that the equipment was down or that data did not transmit correctly to ARB.



## CLEAR THE AIR; CHECK BEFORE YOU LIGHT

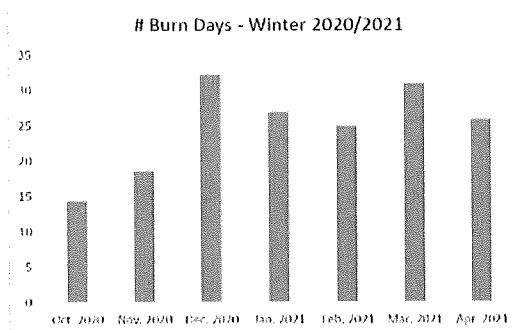
This annual wintertime burning curtailment program ran from Nov. 1, 2020 to Feb. 28, 2021. The program will resume Nov. 1, 2021. Long Valley Charter School (LVCS) students and the Northern Sierra Air Quality Management District (NSAQMD) raise a flag daily to notify the public of voluntary (yellow flag) and mandatory (orange flag) wood burning restrictions. A green flag signifies good air quality and no restriction on burning in wood stoves/fireplaces. During curtailment days (November-February), a wintertime health advisory is issued and a health advisory posted on the District website and on a recorded information line. From March through September, the colored flags are used when there are smoke impacts from wildfires. Suggested actions to protect health are described based on the flag color, known as the Air Quality Index (AQI).



### BURN DAYS (OPEN BURNING)

City of Portola municipal code 15.10.025 prohibits all open burning of yard waste within the city limits of the City of Portola (with some exemptions including recreational/ceremonial fires).

CalFire will likely implement a burn suspension in late May or early June. The chart below reflects permissive burn days for Plumas County outside the City of Portola:



Notes: Burn day decisions for the Mountain Counties Air Basin (including Plumas, Sierra, Nevada Counties and other counties along the Sierra to the south/southeast) are determined by the California Air Resources Board based on meteorological conditions. No burn days restrict only open burning, not wood stoves or other residential heating. Cal Fire determines burn suspensions based on fire danger.

The Air District strives to reduce health impacts by reducing fine particulate (PM2.5) in the air from wood smoke. These microscopic particles go deep into the lungs where they may become trapped. PM2.5 is linked with premature death, work and school absences, and significant health problems including aggravated asthma, acute respiratory symptoms (such as chest pain and coughing), chronic bronchitis and decreased lung function. Sensitive individuals (those most at risk from exposure to smoke) are the elderly, children, asthmatics, adults with pre-existing heart and lung disease, pregnant women, and people engaging in strenuous outdoor activity.



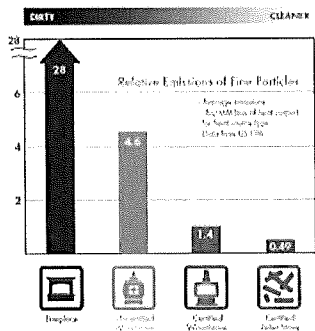
GREATER PORTOLA WOOD STOVE CHANGE-OUT PROGRAM

**546 applications have been received for the change-out program (as of Apr. 31, 2021).  
520 pre-approval letters have been sent out. And ~440 installations are complete!**  
CONTACT JULIE RUIZ AT 530-832-0102 FOR MORE INFORMATION ABOUT THE WOOD STOVE  
CHANGE-OUT PROGRAM.

**LOOKING FORWARD**

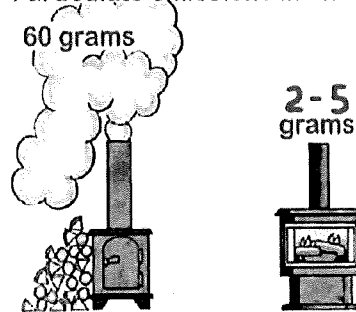
Please remember the following:

- **NOW is the time to purchase wood for next winter!!**
- **SPLIT WOOD SHOULD BE COVERED** (sides should be left open for air flow) **AND DRY FOR BURNING!!** Use a moisture meter to make sure the wood has been seasoned well. Moisture content should be 20% or lower. **CALL THE AIR DISTRICT IF YOU WOULD LIKE A COMPLIMENTARY MOISTURE METER! 832-0102.**
- Burn only seasoned wood (that has been cut for a year or more). Source wood locally.
- Be a good neighbor... don't let smoke from a burn pile or wood stove drift into neighboring properties.
- Residents with older, uncertified wood stoves are encouraged to upgrade to EPA-certified stoves. To decrease emissions further, upgrade to pellet, fuel oil or propane stoves or electric heating.



Graphics adapted from California EPA publications

**Particulate emissions in one hour:**



**Overall Efficiency**

**40 – 50%**

**60 – 80%**

**RESOURCES**

For real-time Portola air quality: [www.myairdistrict.com](http://www.myairdistrict.com)

(From the home page, click on Portola to see the level of particulate matter.

Anything in the orange, red or purple ranges exceeds federal and state air quality standards)

For Open Burn Day information: <http://myairdistrict.com/index.php/burning-info/burn-day-status/>

OR 530-832-4528

CLEAR THE AIR; Check Before You Light (November-February): <http://myairdistrict.com/#burn-status-front>

OR 530-832-4067

For smoke complaints and air quality concerns: 530-832-0102

**Non-residential burning** requires an Air Pollution Permit – call 832-0102 for more information.

*"Preserving air quality and protecting the public health and public welfare in Nevada, Plumas and Sierra counties."*

*Northern Sierra Air Quality Management District (NSAQMD) mission statement*

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

**From:** Gretchen Bennitt, Air Pollution Control Officer

**Date:** June 28, 2021

**Agenda Item: V.B**

**Agenda Description:** Updating Personnel Policies Section 2000

**Issues:**

At the District's request, the District has received a proposal Not To Exceed \$10,000 with an HR consulting firm to address some necessary modifications to the District personnel policies which are currently not in line with state and federal requirements. The proposal and it is attached for the Board's information. The District will be presenting any personnel modifications to the Board for final approval.

**Requested Action:**

1. None, informational only

**Attachments:**

1. Personnel Policies Update Proposal



**REGIONAL  
GOVERNMENT  
SERVICES**

**SERVING PUBLIC AGENCIES SINCE 2002**

May 30, 2021

Gretchen Bennett  
Executive Director  
**Northern Sierra Air Quality Management District**  
200 Litton Drive, Suite 320  
Grass Valley, California 95645

**RE: PERSONNEL POLICIES UPDATE PROPOSAL**

Dear Ms. Bennett,

Thank you for giving Regional Government Services (RGS) the opportunity to provide Northern Sierra Air Quality Management District (District) this proposal for updating the District's Series 2000 Series Personnel policies. RGS is uniquely qualified to provide these services based on our specific expertise and experience working with public agencies throughout California and the creative, dynamic work previously produced by our proposed team.

Regional Government Services is a Joint Powers Authority (JPA) established in 2001 to serve the needs of cities, counties, special districts and other governmental entities throughout California. Our focus is on public agencies, and we provide a ready source of staffing and consulting services to meet the needs of our partner agencies in a broad range of support service areas. RGS has a proven track record working with local government agencies to successfully accomplish effective human resources (HR) management systems, trainings, and practices in organizations, which are similar in terms of demographics, size and needs as the District.

If you have any questions regarding this proposal, please feel free to contact me at (650) 587-7303 or via e-mail at [bbennett@rgs.ca.gov](mailto:bbennett@rgs.ca.gov).

Sincerely,  
Bobbi Bennett  
Lead Human Resources Advisor, Greater Sacramento Area  
**REGIONAL GOVERNMENT SERVICES**  
[www.rgs.ca.gov](http://www.rgs.ca.gov)

# BOARD & EMPLOYEE POLICIES UPDATES

## CURRENT ISSUE

The District's 2000 Series Personnel policies has not been consistently updated. Since that time, there have been legal updates that affect employment law. The District wants to update personnel policies to reflect the most current legal requirements and current District practices. Potentially the project will be conducted in phases, dependent upon the needs of the District.

## PROJECT TASKS

RGS will meet with staff to discuss recommended human resources policies updates, as requested.

### Personnel Policies

RGS would provide general human resources support to the District in the review of current human resources policies, and updates of human resources policies.

#### *Task 1*

Collect and review all existing personnel-related policy documents (ie, existing employee handbook, compensation resolutions, benefits resolutions, administrative and payroll policies, and personnel-related sections of local government codes, etc.).

#### *Task 2*

Provide a recommended set of comprehensive human resources policies to ensure transparency and ease of administration.

#### *Task 3*

Identify what supplemental documents and forms need to be created and/or retained and referenced for correct administration. Provide information regarding existing policies or practices, which should be eliminated entirely.

## PROJECT TIMELINE

Our team is prepared to initiate the review and provide draft policies. In coordination with the District, a project timeline can be developed and provided to the District for final approval.

## PROJECT COST

RGS provides services on an hourly basis, plus direct costs. Work is performed as agreed, and subsequently billed based on hours actually worked. RGS Advisors are skilled at prioritizing projects and working within the budget of partner agencies.

Bill rates are as follows:



Title	Hourly Rate
Chief Operating Officer	\$135 to \$220
Deputy Chief Operating Officer	\$130 to \$195
Senior/Lead Advisor	\$125 to \$190
Advisor	\$115 to \$160
Project Advisor	\$105 to \$125
Project Coordinator	\$85 to \$120
Technical Specialist	\$75 to \$115

HR services and projects may be scoped in any way mutually agreed upon between RGS and the District. The project is estimated not-to-exceed \$10,000.

Mileage will be calculated/invoiced using the current IRS rate.

### **RGS ORGANIZATION PROFILE**

Regional Government Services (RGS) is a joint-powers authority (JPA) established in 2002 to provide organizational services to other California public agencies. We have over 100 employees throughout California serving more than 150 cities, special districts, counties, other JPAs and special consortiums of government agencies. RGS provides consulting services in the areas of human resources and financial management, organizational development, community engagement, strategic planning, and more specifically to public agencies.

RGS is a virtual government agency, and has developed a unique network of geographically distributed Advisors who work both onsite at partner agency offices, and through various remote access technologies to deliver services to partner agencies, reducing overhead and expanding our ability to provide high-quality services throughout the state. RGS Advisors form ad hoc teams to provide services and project delivery, and do not operate in a traditional organizational hierarchy.

Our Executive Director and Chief Financial Officer, Richard Averett, has worked with the Board of Directors since the JPA's inception to implement the Authority's strategic plan. Sophia Selivanoff, Deputy Executive Director of Client Services, joined RGS in 2009 and directs and manages all RGS services provided to partner agencies, develops new business and partner relationships.

At RGS, we believe in striving to be a partner to the agencies we serve, not simply a consultant or contractor. We believe in relationships that are lasting and mutually respectful and beneficial. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.



## OUR VALUES

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, our clients and our advisors learn openly from each other's hard won experience.
- **Commitment:** Government agencies are the public's sole provider for many services, public trust is earned and must be used wisely. Each agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

The team we have assembled to assist the District has outstanding relevant experiences, talents, and accomplishments in a range of public-sector HR operations and administrative issues and support the agency's Strategic Plan. We will maintain open communication lines with the District's team through in-person on-site meetings as needed, written documentation, video conference calls and phone, fax, and email accessibility.